

# Board Packet

Woodbury Leadership Academy Board of Directors Special Meeting

Monday, June 25, 2018

5:45 P.M.

RH Stafford Library

8595 Central Park Pl Woodbury, Mn 55125  
Conference Room 1 & 2

**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**

---

**Meeting:** Board of Directors Regular Meeting

**Date:** Monday, June 25, 2018

**Time:** 5:45 P.M.

**Location:** RH Stafford Library - 8595 Central Park Pl Woodbury, Mn 55125 Conference Room 1 & 2

## AGENDA

1. **Meeting Call to Order and Roll Call**
  - 1.1. Meeting Call to Order (Mandi Folks, Board Chair)
  - 1.2. Roll Call (Mandi Folks, Board Chair & Nancy Baumann, Board Clerk)
  
2. **WLA Mission & Vision** (Presenter: Mary Hitzemann)

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.

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.
  
3. **Approval of Agenda/Meeting Minutes** (Presenter: Mandi Folks, Board Chair)
  - 3.1. Approval of Meeting Agenda  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
  - 3.2. Approval of May 22, 2018 and June 13, 2018  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
  
4. **Conflict of Interest Declaration** (Presenter: Mandi Folks, Board Chair)
  - 4.1. Conflict of Interest Declaration
  
5. **Public Comment** (Presenter: Mandi Folks, Board Chair)
  
6. **Facilities Administrative Committee Report** (Presenter: Shawn Smith & Dr. Mortensen, Executive Director)
  
7. **Board and Administration Reports**
  - 7.1. Board Report (Presenter: Mandi Folks, Board Chair)
  - 7.2. Executive Director Report (Presenter: Dr. Mortensen, Executive Director)
  - 7.3. Finance Report (Presenter: Judith Darling, BerganKDV)
  - 7.4. Finance Committee (Presenter: Jess Erickson, Treasurer)
    - 7.4.1. Accept Financial Statements and finance committee meeting minutes  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
  - 7.5. Governance Committee (Presenter: Ro Krejci, Governance Chair)
    - 7.5.1. Accept committee meeting minutes and 2<sup>nd</sup> reading policy notice  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
  
8. **Board Training/Discussion and Business** (Presenter: Mandi Folks, Board Chair)
  - 8.1. Employment agreement(s)
  - 8.2. Uniform Policy
  - 8.3. Board Member Recognition
  - 8.4. Strategic Plan Update
  - 8.5. Compensatory Title Programming Progress
  
9. **Board Communication & Future Items** (Presenter: Mandi Folks, Board Chair)
  - 9.1. Board Communication/Future Agenda Items - Reflection

10. **Housekeeping** (Presenter: Mandi Folks, Board Chair)
  - 10.1. Next Regularly Scheduled WLA Board of Directors Meeting and Training  
Date: Thursday, July 26, 2018  
Time: 5:45 P.M.  
Location: TBD
  - 10.2. Delegation of Public Comment Items (if necessary)
  
11. **Adjournment** (Presenter: Mandi Folks, Board Chair)
  - 11.1. Adjournment  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
May 22, 2018**



**Directors Present:** Jessica Erickson, Mandi Folks, Claudia George, Mary Hitzemann, Shannon Kelly, Ro Krejci, Jason Livingston, Jolene Skordahl

**Directors Absent:** None

**Administration/Advisors Present:** Dr Kathleen Mortensen (Executive Director), Judith Darling (BerganKDV), Sean Smith (Wildamere)

**Others in Attendance:** WLA parent

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

**1.1 Call to Order**

Ms Folks called the meeting to order at 5:50 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission and Vision.**

Ms Kelly read the WLA Mission and Vision Statements.

**3. Approval of Agenda**

**3.1 Approval of Agenda**

Ms Krejci moved "to amend the agenda to add 7.6 Accept Board of Director Election Results, move 8.7 2018-2019 Budget to 8.8, and add 8.7 Busing Contract for 2018-2019 School Year." Motion was seconded by Ms Erickson. Motion passed unanimously.

**3.2 Approval of Board Meeting Minutes**

Ms Krejci moved "to approve the meeting minutes for the April 24 and April 30, 2018 Board of Directors meetings." Ms Skordahl seconded the motion. Motion passed unanimously.

**4. Conflict of Interest Declaration**

**4.1 Conflict of Interest Declaration**

Ms Folks asked if there were any conflicts of interest of members for items on the agenda. Ms Skordahl noted that she will refrain from voting on the YMCA contract as she is an employee of the YMCA. There was discussion as to whether the teacher board members had a conflict in voting on the returning teacher contracts.

**5. Public Comment**

There was none.

**6. Facilities Administrative Committee Report**

Sean Smith from Wildamere informed the board that the business terms of the Globe facility lease were agreed upon and details are being reviewed by attorneys. He explained the process to

obtain the necessary zoning change with the City of Woodbury. He is working with WLA to prepare and submit the application packet and required documents to the City. The anticipated meeting date at which the City Council will vote on the zoning change is July 26. Progress continues with the other sites so that the school has options in case the first choice does not work out.

## **7. Board and Administration Reports**

### **7.1 Board Report**

Ms Folks reported that the VOA (authorizer) spring site visit went well. VOA has indicated that they may renew WLA's charter agreement for 5 years, rather than the standard 3 years. She discussed the re-establishment of a PTA. There was discussion as to whether this should be a board activity. It was decided to recruit a parent to lead the re-establishment of a PTA.

### **7.2 Executive Director Report**

Ms Mortensen reviewed highlights of the Executive Director Report included in the Board packet. She presented a PowerPoint review of MCA scores, pointing out growth in all areas (Science, Reading, Math) and compared scores to prior year and to nearby resident district schools. She stated that early plans were being made for a Capstone trip to DC for the 8th grade next year, and she is working on busing and other contracts for next year. She described the process used to establish "equity ranges" for teacher pay based on comparative wages and benefits of surrounding schools and the MACS charter school salary survey. These equity ranges were used to determine offer amounts for teacher salaries for next year.

### **7.3 Finance Report**

Ms Darling reviewed the April financial statements. She proposed that the Board pass a current year budget amendment to more accurately reflect anticipated revenues and expenditures at year end. The previously amended budget reflected a \$145,000 deficit, but she recommended the Board pass an amendment to reflect a \$99,000 deficit as shown in the "working budget" column of the financial statements.

Ms Erickson moved "to adopt the proposed budget based on an ADM of 259." Ms Hitzemann seconded. Ms Erickson then amended her motion "to adopt the proposed 2017-2018 budget revision with General Fund Revenues of \$2,054,047 and General Fund expenditures of \$2,153,452; Community Service revenues of \$2,000 and Community Service expenditures of \$2,250." Ms Hitzemann seconded the amended motion. Motion passed unanimously.

### **7.4 Finance Committee**

Ms Erickson reported the Finance Committee met and reviewed the April financial statements and budget. The Committee reviewed the busing contracts, the 2017-18 budget revision that was passed and the proposed 2018-2019 budget scheduled for vote later on the agenda.

#### **7.4.1 Financial Statements**

Ms Erickson moved "to accept the April 2018 financial statements and May 17, 2018 Finance Committee minutes." Seconded by Ms Krejci. Motion passed unanimously.

### **7.5 Governance Committee**

Ms. Krejci reported the Governance Committee is working on a large number of policies. She gave notice of 1<sup>st</sup> Reading of the 20 Board policies listed in the Board packet and requested Board members review the policies and provide any feedback directly to her. She stated the Committee will meet on June 20<sup>th</sup>, the July meeting is cancelled, and the Committee will meet again August 15<sup>th</sup>.

### **7.5.1 Accept committee meeting minutes and 1<sup>st</sup> reading policy notice**

Ms Krejci moved “to accept the April 18 and May 16, 2018 Governance Committee minutes and 1<sup>st</sup> Reading Notice of Board policies listed in the Board packet.” Ms Erickson seconded the motion. Motion passed unanimously.

### **7.6 Elections Task Force Report and Accept Board of Directors Election Results**

Ms Erickson reported the Task Force met and tallied ballots for the two nominations for the teacher seat and two for the parent seat. Of the 405 eligible voters, 182 voted, a 45% participation rate.

Ms Erickson moved “accept the WLA Board of Directors election result for 2018: Jason Livingston was elected to the parent Board seat for the term July 1, 2018 to June 30, 2021 and Claudia George was elected to fill the teacher Board seat for the term July 1, 2018 to June 30, 2021.” Motion was seconded by Ms Krejci. Motion passed unanimously.

## **8. Board Training/Discussion and Business**

### **8.1 Board Training Schedule (as present at April Board meeting)**

The training schedule was discussed and will be implemented starting at the July 2018 meeting. The schedule will be adjusted if necessary during the year.

### **8.2 Board Meeting Calendar for the 2018-2019 school year**

Ms Folks stated the regular monthly meetings of the Board of Directors has been scheduled on the 4<sup>th</sup> Tuesday each month and asked for input on future meeting dates.

The July meeting will be on July 26<sup>th</sup>, location to be determined. The board meeting calendar for the 2018-2019 school year will be presented at the next meeting.

### **8.3 Employment agreement(s)**

Ms Folks reviewed the process that the Human Resources Committee used to evaluate Ms Mortensen’s performance. Based on their work, they are recommending a 3-year agreement be offered to Ms Mortensen. The salary and benefit recommendations in the proposed agreement are based on a survey of director/principal salaries of comparable local schools and the MACS salary survey. There was discussion and a few wording changes were suggested.

Ms Hitzeman moved “to ratify the proposed three-year employment agreement with Dr Kathy Mortensen, amended with the minor editorial changes discussed by the Board.” Ms Erickson seconded the motion. A roll call vote was taken and all members voted for the motion. Motion passed.

Ms Mortensen presented a list of current teachers for which she has offered agreements to return to WLA for the 2018-2019 school year. She explained that only teachers for which she has completed their performance reviews are listed. The remaining teacher agreements will be presented at the June meeting.

Hitzemann moved “to ratify the listed agreements for licensed staff members as presented by the Executive Director.” Seconded by Ms Krejci. A roll call vote was taken. Ms Folks, Ms Hitzemann, Ms Kelly, Ms Krejci and Mr Livingston voted for the motion. Ms Erickson, Ms George and Ms Skordahl abstained. Motion passed.

### **8.4 YMCA contract for 2018-2019 school year**

Ms Folks pointed out the YMCA contract is a non-financial contract that allows the YMCA to use WLA’s facility for a before and after school child care program. Ms Krejci moved “to approve the YMCA contract for the 2018-19 school year.” Seconded by Ms Erickson. Ms Skordahl abstained from the vote. All others voted yes. Motion passed.

### **8.5 Minnesota Visiting Nurses contract for the 2018-2019 school year**

Ms Krejci moved “to approve the MVNA contact for the 2018-2019 school year.” Seconded by Ms Skordahl. Motion passed unanimously.

#### **8.6 Auditor Contract**

Ms Darling presented the 3-year contract from ABDO for audit services, stating the contract reflects an increase in fees of approximately 3%. ABDO currently audits WLA so this is a renewal of services. Ms Hitzemann moved “to approve the auditor renewal for 3 years: 2018, 2019, and 2020.” Seconded by Ms Erickson. Motion passed unanimously.

#### **8.7 Busing Contract for 2018-2019 School Year**

Ms Folks reported the school had received two proposals for busing services for the 2018-2019 school year: Pride and MN Coaches. She presented a comparison of the highlights of the proposals, pointing out the difference in cost (budget impact), number of buses and start/end time of the school day.

Ms Hitzemann moved “to approve Ms Mortenson to execute an agreement with Pride which would be amended to address the concerns discussed by the Board.” Ms Kelly seconded the motion.

There was discussion. Ms Hitzemann and Ms Kelly withdrew the motion.

Ms Hitzemann moved “to table approving a busing contract and the 2018-2019 school year budget until further information is obtained.” Ms Erickson seconded the motion. Motion passed unanimously.

#### **8.8 2018-2019 Budget**

Tabled until further information is available.

### **9. Board Communication and Future Items**

#### **9.1 Board Communication & Future Items**

Ms Hitzemann moved “to add a regular Board of Directors meeting on Wednesday, May 30 at 4:30 PM in the 2<sup>nd</sup> grade pod area.” Ms Skordahl seconded. Motion passed unanimously.

Items requested by Board members for the upcoming meeting include an update on the Globe facility lease and zoning, the busing contact for the 2018-2019 school year and the budget for the 2018-2019 school year.

### **10. Housekeeping Items**

#### **10.1 Next regularly scheduled meeting**

Ms Folks reminded members that the next regular meeting is scheduled for Wednesday, May 30 at 4:30 PM in the 2<sup>nd</sup> grade pod area. The following regular meeting is scheduled for Tuesday, June 26 at 5:45 in the 2<sup>nd</sup> grade pod area.

#### **10.2 Delegation of Public Comment**

There was no new public comment to delegate.

### **11. Adjournment**

#### **11.1 Adjournment**

Ms Kelly moved to adjourn. Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 9:08 PM.

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
May 30, 2018**



**Directors Present:** Jessica Erickson, Mandi Folks, Claudia George, Mary Hitzemann, Ro Krejci, Jason Livingston, Jolene Skordahl

**Directors Absent:** Shannon Kelly

**Administration/Advisors Present:** Dr Kathleen Mortensen (Executive Director), Judith Darling (BerganKDV)

**Others in Attendance:** Ms Cahlander

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

**1.1 Call to Order**

Ms Folks called the meeting to order at 4:35 PM.

**1.2 Roll Call**

Ms Folks took roll call.

**2. WLA Mission and Vision.**

Mr Livingston read the WLA Mission and Vision Statements.

**3. Approval of Agenda**

**3.1 Approval of Agenda**

Ms Skordahl moved "to amend the agenda to add item 8.2 Discussion of Next Meeting Date and Time." Seconded by Ms Erickson. Motion passed unanimously.

Mr Livingston moved "to approve the amended agenda for the Wednesday, May 30, 2018 Board of Directors meeting." Seconded by Ms Erickson. Motion passed unanimously.

**4. Conflict of Interest Declaration**

**4.1 Conflict of Interest Declaration**

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

**5. Public Comment**

There was none.

**6. Facilities Administrative Committee Report**

Ms Folks announced that the final version of the lease agreement had been delivered to WLA and the facilities committee would be meeting the next morning. After their final review, Ms Mortenson and/or Ms Folks will execute the agreement.

**7. Board Training/Discussion and Business**

**7.1 Busing Contract 2018-2019 school year**



Ms Cahlander presented a comparison on the two busing proposals received for the 2018-2019 school year: MN Coaches and Pride, giving her perspective on the differences in the proposals. There was discussion.

Ms Hitzemann moved “to execute the contract with MN Coaches for the 2018-2019 school year.” Seconded by Mr Livingston. Motion passed unanimously.

## **7.2 2018-2019 Budget**

Ms Darling presented the proposed budget for 2018-2019, based on an ADM of 309 students. She highlighted funding sources in the budget, including lease aid of approx. \$409,000 and various other funding streams. She then reviewed expenditures. The overall net of the proposed budget is a deficit of \$142,389. There was discussion of items in the budget, and the net deficit and the impact of the deficit on the fund balance.

Mr Livingston “to adopt the proposed 2018-2019 budget with General Fund Revenues of \$2,921,592 and General Fund expenditures of \$3,063,981; Community Service revenues of \$2,100 and Community Service expenditures of \$2,150.” Ms Skordahl seconded the amended motion. Motion passed unanimously.

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

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

Ms Folks reported the agreement with Ms Mortensen had been executed with the minor changes that had been discussed at the previous meeting. She expressed thanks to the board for the additional meeting time needed to make a confident decision on busing and budget.

Items requested by Board members for the upcoming meeting include a status update on the zoning change for the Globe building, an update on marketing activities, and an update on Middle School planning.

### **8.2 Next Meeting Date and Time**

Ms Folks led a discussion on the date and time of the next regular meeting.

Ms Skordahl moved “to schedule the next regular meeting of the WLA Board of Directors on June 25 at 5:45 in the 1<sup>st</sup> Grade pod area.” Seconded by Ms Hitzemann. Motion passed unanimously.

## **9. Housekeeping Items**

### **9.1 Next regularly scheduled meeting**

Ms Folks reminded members that the next regular meeting is scheduled for Monday, June 25 at 5:45 in the 1st grade pod area.

### **9.2 Delegation of Public Comment**

There was no public comment to delegate.

## **10. Adjournment**

### **10.1 Adjournment**

Ms Krejci moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 5:52 PM.

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Special Meeting  
June 13, 2018**



**Directors Present:** Mandi Folks, Claudia George, Mary Hitzemann, Shannon Kelly, Jason Livingston, Jolene Skordahl

**Directors Absent:** Jessica Erickson, Ro Krejci

**Administration/Advisors Present:** Dr Kathleen Mortensen (Executive Director)

**Others in Attendance:** None

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

**1.1 Call to Order**

Ms Folks called the meeting to order at 5:49 PM.

**1.2 Roll Call**

Ms Folks took roll call.

**2. WLA Mission and Vision.**

Ms Folks read the WLA Mission and Vision Statements.

**3. Approval of Agenda**

**3.1 Approval of Agenda**

Ms Skordahl moved “to approve the agenda for the Wednesday, June 13, 2018 Board of Directors special meeting.” Seconded by Ms George. Motion passed unanimously.

**4. Conflict of Interest Declaration**

**4.1 Conflict of Interest Declaration**

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

**5. Public Comment**

There was none.

**6. Facilities Administrative Committee Report**

No update from the Committee. Board members discussed the playground needs at the Globe site.

**7. Board Training/Discussion and Business**

**7.1 VOA Contract**

Ms Folks and Ms Mortensen reviewed highlights of the Charter School Contract offered for renewal by VOA, WLA’s authorizer. VOA had performed a Formal Renewal Year Site visit on October 27, 2017 and second Informal School Visitation on May 7, 2018. Based on VOA’s evaluation of WLA’s performance over the term of the contract ending June 30, 2018, WLA met

its primary purpose “to improve all pupil learning and all student achievement,” as evidenced by the school having a positive sloped linear line for all contractual academic performance standards/ expectations; and demonstrated a pattern of meeting their “World’s Best Workforce” goals, VOA is offering the school a 4-year renewal of the contract.

Ms Hitzemann moved “to approve the Charter School Contract between Volunteers of America-Minnesota, Authorizer and Woodbury Leadership Academy, School for the term July 1, 2018 to June 30, 2022.” Seconded by Ms Skordahl. Motion passed unanimously.

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

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

Ms Folks lead Board members in a reflection of their thoughts on the meeting.

Items requested by Board members for the upcoming meeting include a discussion of improvements needed at the Globe facility and the impact on the 2018-19 budget, a review of the FY2018 financials, and it was noted that several board policies will be up for review.

## **9. Housekeeping Items**

### **9.1 Next regularly scheduled WLA Board of Directors Meeting and Training**

There was discussion of the location of the next meeting due to the upcoming school move. Mr Livingston moved “to change the location of the next regular Board meeting to a meeting room in Central Park, Woodbury.” Ms Skordahl seconded. Motion passed unanimously.

Ms Folks reminded members that the next regular meeting is scheduled for Monday, June 25 at 5:45 at Central Park in Woodbury.

### **9.2 Delegation of Public Comment**

There was no public comment to delegate.

## **10. Adjournment**

### **10.1 Adjournment**

Mr Livingston moved to adjourn. Ms Kelly seconded. Motion passed unanimously. The meeting adjourned at 6:10 PM.



**Woodbury Leadership Academy  
Woodbury, MN  
District 4228**

**Financial Statements**

**May 2018**



*Prepared by:*  
Judith Darling, CPA  
Finance Manager

**Woodbury Leadership Academy  
Woodbury, Minnesota  
May 2018 Financial Statements**

**Table of Contents**

Executive Summary	Page 3
Enrollment Graph	Page 5
Balance Sheet	Page 6
Statement of Revenues and Expenditures	Page 7
Cash Flow Projection Summary	Page 12

Supplemental Information – See Separate Document

Checks and Wires

Cash Receipts

Journal Entries

Woodbury Leadership Academy  
Woodbury, Minnesota  
May 2018 Financial Statements

Executive Summary

**Balance Sheet**

The beginning balances shown on the Balance Sheet are based on the preliminary actual ending information as of June 30, 2017 while the ending balances reflect the YTD balances.

Cash and Investments represent the amount of cash available to use for the operations of our school.

Accounts Receivable are amounts owed to the school by an outside vendor or parent. Typically this could be for a school lunch program, before/after school program or a vendor credit.

PY State Aid Receivable represents the amount that the State owes the School for the prior year. This is directly related to the holdback. The majority of this was paid by the state to the school during August, September, and October of 2017. If this amount is negative, this indicates that the State has paid the School more than anticipated for the previous year.

CY State Aid Receivable/ (Deferred Revenue) represents the estimated amount that the State owes the School for the current fiscal year. If this amount is negative that indicates that the State has overpaid the school at this point in time.

Federal Aids Receivable represents the amount of federal funds that are owed to the School at this point in time.

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

Salaries and Wages Payable as well as Payroll Deductions and Contributions relate to salaries and benefits owed as of June 30<sup>th</sup> but will not be paid until after July. This primarily consists of the “summer paychecks” and related benefits for the teachers. Payroll Deductions and Contributions may have a debit balance at month end due to the timing of payments to the vendors.

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

The Line of Credit Payable is the amount we owe on the line of credit as of month end. At this time, we do not have a line of credit available to us.

### **Summary of Key Indicators**

Our enrollment was 269 at the end of May and through the end of the school year.

Our cash balance continues to decline but is still healthy at \$368K.

The working budget has been replaced by the budget the board amended last month.

### **Supplemental Information for May 2018**

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during May 2018.

Please feel free to contact Judith Darling at [judith.darling@BerganKDV.com](mailto:judith.darling@BerganKDV.com) or 952-563-6889 should you have questions related to the financial statements.

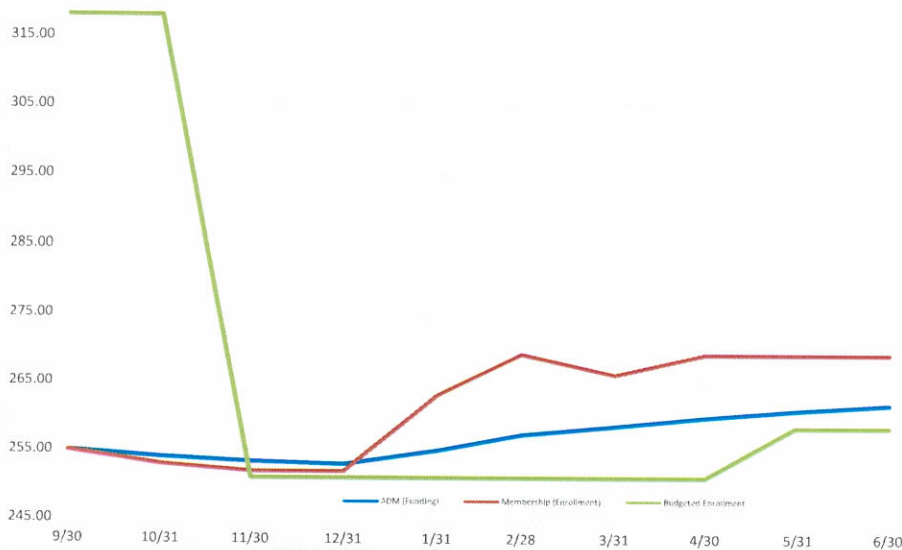
**Woodbury Leadership Academy  
Woodbury, Minnesota**

**Attendance / Enrollment Report  
2017-2018**

Average Daily Membership (ADM)											
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30	
K	53	52	52	52	52	52	52	52	52	53	
1	53	53	53	53	54	54	55	55	55	55	
2	55	56	54	54	53	53	53	53	53	54	
3	37	37	38	38	39	40	40	41	41	41	
4	25	25	25	25	25	25	25	25	25	25	
5	28	28	27	27	27	28	28	28	28	28	
6	4	4	4	4	5	5	5	6	6	6	
GRAND TOTAL	255	254	253	253	255	257	259	260	261	262	

Membership (Enrollment) as of:											
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/5	
K	53	51	52	52	53	53	52	53	53	53	
1	53	53	53	53	56	57	57	57	57	57	
2	55	56	52	52	52	53	53	54	54	54	
3	37	37	39	38	43	43	43	44	44	44	
4	25	25	25	25	25	26	25	25	25	25	
5	28	27	27	27	28	30	29	29	29	29	
6	4	4	4	5	6	7	7	7	7	7	
GRAND TOTAL	255	253	252	252	263	269	266	269	269	269	

Budgeted Enrollments as of:											
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/5	
K	60	60	53	53	53	53	53	53	51	51	
1	66	66	54	54	54	54	54	54	55	55	
2	66	66	54	54	54	54	54	54	53	53	
3	44	44	36	36	36	36	36	36	40	40	
4	30	30	24	24	24	24	24	24	25	25	
5	36	36	26	26	26	26	26	26	28	28	
6	16	16	4	4	4	4	4	4	6	6	
GRAND TOTAL	318	318	251	251	251	251	251	251	258	258	



Note: Enrollment figures are based upon information provided by the school.

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, Minnesota**

**Balance Sheet  
May 31, 2018**

	<b>Balance July 1, 2017</b>	<b>Balance May 31, 2018</b>
<b><u>Assets</u></b>		
<b>Current Assets</b>		
Cash and Investments	525,296	368,145
Accounts Receivable	0	0
PY State Aid Receivable	176,995	0
CY State Aid Receivable/(Deferred Rev)	0	233,894
Federal Aids Receivable	1,380	0
Prepaid Expenses and Deposits	42,381	7,496
<b>Total Current Assets</b>	<b>746,052</b>	<b>609,535</b>
<b>Total All Assets</b>	<b>746,052</b>	<b>609,535</b>
<b><u>Liabilities and Fund Balance</u></b>		
<b>Current Liabilities</b>		
Salaries and Wages Payable	68,946	60,238
Line of Credit Payable /Loan Payable	0	0
Accounts Payable	27,746	0
Payroll Deductions and Contributions	47,071	32,734
Deferred Revenue	0	0
<b>Total Current Liabilities</b>	<b>143,763</b>	<b>92,972</b>
<b>Fund Balance</b>		
Fund Balance 7-1-2017	602,289	602,289
Net Income To Date	0	(85,725)
<b>Total Fund Balance</b>	<b>602,289</b>	<b>516,564</b>
<b>Total Liabilities and Fund Balance</b>	<b>746,052</b>	<b>609,535</b>

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

**Woodbury Leadership Academy  
Woodbury, Minnesota  
Statement of Revenues and Expenditures  
May 31, 2018**

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget (5/2018) 259 ADM	May 2018 YTD Activity	92% Percent of Working Budget
<b>General Fund - 01</b>				
<b>Revenues</b>				
<b>State Revenues</b>				
General Education Aid	1,682,101	1,695,838	1,443,664	85.1%
Literacy Aid	0	25,956	23,361	90.0%
Charter School Lease Aid	0	14,429	0	0.0%
Long-Term Facilities Maintenance Revenue	8,591	21,795	0	0.0%
Special Education Aid	241,346	186,218	61,411	33.0%
PY Over/Under Accrual	(1,253)	0	19,104	0.0%
Endowment Aid	10,171	9,394	9,394	100.0%
CY Estimated State Aid Receivable/(Deferred Rev)		0	233,894	0.0%
<b>Total State Revenues</b>	<b>1,940,956</b>	<b>1,953,630</b>	<b>1,790,828</b>	<b>91.7%</b>
	1,940,956	1,953,630	1,790,828	
<b>Federal Revenues</b>				
Federal CSP Grant \$225K (Imp 003, 9-30-16)	165,298	0	0	
Federal Special Education Aid	23,351	41,667	33,186	79.6%
PBIS Individuals with Disabilities Grant	14,994	6	6	100.0%
Title II	185	5,028	3,000	59.7%
<b>Total Federal Revenues</b>	<b>203,828</b>	<b>46,701</b>	<b>36,191</b>	<b>77.5%</b>
	203,828	46,701	36,191	
<b>Local Revenues</b>				
Interest Earnings	157	175	166	95.0%
Donations and Grants	88	22,500	21,447	95.3%
Give to the Max (course 200)	3,026	2,833	2,740	96.7%
Fees from Students (Field Trip, Milk Sales, Pizza Friday, Other)	8,305	17,700	17,367	98.1%
Miscellaneous Revenues	947	6,500	5,985	92.1%
Sale of Merchandise/Fundraising - Net	2,517	4,250	4,341	102.2%
071 Third Party Billing	134	0	0	
<b>Total Local Revenues</b>	<b>15,174</b>	<b>53,958</b>	<b>52,046</b>	<b>96.5%</b>
	15,174	53,958	52,046	
<b>Total Revenues</b>	<b>2,159,958</b>	<b>2,054,289</b>	<b>1,879,065</b>	<b>91.5%</b>
<b>Expenditures</b>				

**Woodbury Leadership Academy  
Woodbury, Minnesota**

**Statement of Revenues and Expenditures  
May 31, 2018**

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget (5/2018) 259 ADM	May 2018 YTD Activity	92% Percent of Working Budget
100's Salaries	880,071	816,922	716,821	87.7%
200's Benefits	195,927	212,573	202,038	95.0%
305 Contracted Services	323,915	464,911	427,561	92.0%
315 Technology Services	9,157	15,155	14,353	94.7%
320 Communications Services	550	21,876	16,435	75.1%
329 Postage	752	2,500	844	33.7%
330 Utilities	47,158	119,360	119,360	100.0%
340 Property and Liability Insurance	8,774	11,000	8,960	81.5%
350 Repairs and Maintenance	53,579	50,413	44,413	88.1%
360 Transportation for Field Trips	1,998	5,000	5,494	109.9%
366 Travel, Conferences, and Staff Training	1,395	9,500	10,673	112.3%
369 Field Trips / Registration Fees	3,894	3,000	7,065	235.5%
370 Building Lease	29,492	16,033	16,033	100.0%
370 Other Rentals and Operating Leases	0	42,358	42,483	100.3%
380 Computer and Tech Related Hardware Rental	11,848	10,275	9,044	88.0%
401 Supplies - Non Instructional	35	20,000	19,197	96.0%
401 Maintenance Supplies	8,262	250	64	25.6%
405 Non-Instructional Software and Licensing	1,198	9,887	9,887	100.0%
406 Instructional Software	12,153	2,500	2,201	88.0%
430 Instructional Supplies	407	7,500	6,707	89.4%
455 Non-Instructional Tech Supplies	639	1,600	846	52.9%
456 Instructional Tech Supplies	1,657	500	54	10.7%
460 Textbooks and Workbooks	0	20,000	18,242	91.2%
461 Standardized Tests	0	5,000	3,104	62.1%
470 Media/Library Resources	771	500	0	0.0%
490 Food Purchased	0	4,700	2,316	49.3%
530 Furniture and Other Equipment	513	0	0	36.0%
555 Technology Equipment	2,485	5,000	1,799	
556 Instructional Technology Equipment	8,309	0	0	
580 Capital Leases (copier)	0	0	0	
740 Interest Expense	28,543	0	0	
820 Dues and Memberships, Fees	259,512	28,445	28,130	98.9%
State Special Ed Expenditures	166,547	200,235	178,908	89.3%
Federal CSP Grant (003)	0	0	0	

**Woodbury Leadership Academy  
Woodbury, Minnesota  
Statement of Revenues and Expenditures  
May 31, 2018**

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget (5/2018) 259 ADM	May 2018 YTD Activity	Percent of Working Budget
Federal Special Education Program	23,351	41,667	42,843	102.8%
PBIS Individuals with Disabilities Grant	14,994	6	6	100.0%
Title II	185	5,028	5,025	99.9%
Extended Time Expenses	0	0	0	
Give to the Max CRS 200	(2,934)	0	0	
Directors Discretionary Fund	0	0	0	
<b>Subtotal Expenditures</b>	<b>2,095,137</b>	<b>2,153,694</b>	<b>1,960,903</b>	<b>91.0%</b>
	2,095,137	2,153,694	1,960,903	
Transfers to Other Funds	0	0	0	
<b>Total Expenditures</b>	<b>2,095,137</b>	<b>2,153,694</b>	<b>1,960,903</b>	<b>91.0%</b>
<b>General Fund Net Income</b>	<b>64,821</b>	<b>(99,405)</b>	<b>(81,838)</b>	
<b>Beginning Fund Balance, General Fund, July 1</b>	<b>410,862</b>	<b>475,683</b>	<b>475,683</b>	
<b>Projected Fund Balance, General Fund, June 30</b>	<b>475,683</b>	<b>376,277</b>	<b>393,844</b>	
	22.7%	17.5%		

**Woodbury Leadership Academy  
Woodbury, Minnesota  
Statement of Revenues and Expenditures  
May 31, 2018**

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget (5/2018) 259 ADM	May 2018 YTD Activity	92% Percent of Working Budget
<b>Fund 04 Program</b>				
<b>Revenues</b>				
040 Tuition Revenue	240	0	0	
050 Registration Revenue		2,000	1,720	
<b>Total Revenues</b>	<b>240</b>	<b>2,000</b>	<b>1,720</b>	
<b>Expenditures</b>				
Salaries and Wages	0	0	0	
Employee Benefits	0	0	0	
Purchased Services	500	0	3,410	
Supplies and Materials, Snacks Equipment	30	2,250	2,198	97.7%
Dues and Memberships	0	0	0	
<b>Total Expenditures</b>	<b>680</b>	<b>2,250</b>	<b>5,607</b>	
<b>Community Services Fund Net Income</b>				
	<b>(440)</b>	<b>(250)</b>	<b>(3,887)</b>	
<b>Beginning Fund Balance, Fund 04, July 1</b>				
	127,047	126,607	126,607	
<b>Projected Fund Balance, Fund 04, June 30</b>				
	126,607	126,357	122,719	

**Woodbury Leadership Academy**  
**Woodbury, Minnesota**  
**Statement of Revenues and Expenditures**  
**May 31, 2018**

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget (5/2018) 259 ADM	May 2018 YTD Activity	92% Percent of Working Budget
<b>Total All Funds</b>				
<b>Revenues</b>				
State Revenues	1,940,956	1,953,630	1,790,828	91.7%
Federal Revenues	203,828	46,701	36,191	77.5%
Local Revenues	15,414	55,958	53,766	96.1%
<b>Total Revenues</b>	<b>2,160,198</b>	<b>2,056,289</b>	<b>1,880,785</b>	<b>91.5%</b>
	2,160,198	2,056,289	1,880,785	
<b>Expenditures</b>				
Salaries and Wages	880,071	816,922	716,821	87.7%
Employee Benefits	195,927	212,573	202,038	95.0%
Purchased Services	481,164	771,381	726,127	94.1%
Supplies and Materials	37,001	74,687	64,814	86.8%
Equipment	11,307	5,000	1,799	36.0%
Short Term Financing Costs	150	0	0	
Other (Fundraising, Special Ed, Dues, etc.)	490,198	275,381	254,912	92.6%
<b>Total Expenditures</b>	<b>2,095,818</b>	<b>2,155,944</b>	<b>1,966,511</b>	<b>91.2%</b>
	2,095,818	2,155,944	1,966,511	
<b>Total Revenues All Funds</b>	<b>2,160,198</b>	<b>2,056,289</b>	<b>1,880,785</b>	<b>91.5%</b>
<b>Total Expenditures All Funds</b>	<b>2,095,818</b>	<b>2,155,944</b>	<b>1,966,511</b>	<b>91.2%</b>
<b>Net Income - All Funds</b>	<b>64,380</b>	<b>(99,655)</b>	<b>(85,725)</b>	
	64,380	(99,655)	(85,725)	
<b>Beginning Fund Balance, All Funds, July 1</b>	<b>537,909</b>	<b>602,289</b>	<b>602,289</b>	
<b>Projected Fund Balance, All Funds, June 30</b>	<b>602,289</b>	<b>502,634</b>	<b>516,564</b>	
	602,289	502,634	516,564	

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**  
Cash Flow Projection Summary  
2017-2018 School Year

Period Ending	Cash Inflows (Revenues)			Total Receipts	Cash Outflows (Expenditures)			Cash Balance	Ties to SMART 101-003
	State Aid Payments	Federal Aid Payments	Other Receipts*		Prior Year State & Federal Holdback	Salaries** (Cash flow budgeted at Gross but updated at Net)	Other Expenses*** Actual Includes Benefits (Tax Payments, PERA, TRA)		
Jul 31	177,733	0	13	2,995	50,440	65,775	116,215	525,296	589,823
Aug 31	152,810	0	116	124,881	51,682	100,972	152,654	589,823	714,975
Sept 30	169,922	0	3,736	67,546	54,320	190,388	244,708	714,975	711,471
Oct 31	85,277	6,232	4,798	50,534	56,139	130,044	186,182	711,471	711,471
Nov 30	126,455	6,612	12,240	(3)	52,157	110,003	162,160	672,129	672,129
Dec 31	141,466	3,931	4,752	0	47,950	130,641	178,590	655,274	655,274
Jan 31	141,466	2,580	3,475	0	48,364	127,009	175,373	626,831	626,831
Feb 28	121,002	406	6,613	25	53,749	118,827	172,576	598,979	598,979
Mar 31	143,755	0	20,253	0	55,881	145,258	201,139	554,449	554,449
Apr 30	138,888	13,426	9,895	0	55,516	139,052	194,569	517,319	517,319
May 31	93,556	3,000	2,147	0	55,763	159,755	215,517	484,959	484,959
June 30	138,888	10,515		149,403	55,361	100,899	156,260	368,145	368,145
<b>Projected</b>	1,631,219	46,701	68,037	245,978	637,321	1,518,623	2,155,944		
	1,758,267	46,701	52,046	182,440	637,321	1,518,623	2,155,944	0.00	
<b>Totals</b>	1,631,219	46,701	68,037	245,978	637,321	1,518,623	2,155,944	361,288	

Assumptions: 10% State Aid Holdback

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

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

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 05/01/2018 - 05/31/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH		WX	1 1099	MN UI Fund		05/31/2018	\$1,371.00	4653	E 01 010 203 000 000 280	1st Quarter unemployment insurance
					Check Total:		\$1,371.00			
ANCH	5409	CH	1 1054	Integrative Therapy, LLC.		05/01/2018	\$1,890.00	4484	E 01 010 420 000 740 394	OT: 4/10-4/20/2018 22.5hrs@\$84
					Check Total:		\$1,890.00			
ANCH	5410	CH	1 1402	Kathleen Nilles		05/01/2018	\$1,300.00	4485	E 01 010 420 000 740 394	SPED - 4/2-4/30/2018 20hrs@\$65
					Check Total:		\$1,300.00			
ANCH	5411	CH	1 1240	Keys to Communication		05/01/2018	\$1,742.50	4486	E 01 010 401 000 740 394	Speech: 4/17-4/26/2018 19.5hrs@\$85 2hrs@
					Check Total:		\$1,742.50			
ANCH	5412	CH	1 1334	Mary Kelly		05/01/2018	\$3,440.00	4493	E 01 010 420 000 419 303	SPED Director Services 4/3-4/30/2018 43hrs
					Check Total:		\$3,440.00			
ANCH	5413	CH	1 1097	PLIC - SBD GRAND ISLAND		05/01/2018	\$1,069.70	4487	B 01 215 007	May Life, AD&D, STD
					Check Total:		\$1,069.70			
ANCH	5414	CH	1 1116	Strategic Staffing Solutions		05/01/2018	\$1,050.00	4488	E 01 010 420 000 740 394	Psychologist: 4/6-4/13/2018 12hrs@\$87.50
					Check Total:		\$1,050.00			
ANCH	5415	CH	1 1098	Teachers on Call		05/01/2018	\$442.00	4489	E 01 010 201 000 000 305	Kindergarten
ANCH	5415	CH	1 1098	Teachers on Call		05/01/2018	\$552.50	4489	E 01 010 203 000 000 305	Elementary
ANCH	5415	CH	1 1098	Teachers on Call		05/01/2018	\$935.00	4489	E 01 010 420 000 740 307	SPED
					Check Total:		\$1,929.50			
ANCH	5416	CH	1 1411	Tiger Oak Media Inc		05/01/2018	\$574.00	4490	E 01 005 107 000 000 305	Display Ad Enrollment - Woodbury Magazine
					Check Total:		\$574.00			
ANCH	5417	CH	1 1434	Timbra Delgado		05/01/2018	\$150.00	4491	R 01 005 000 000 000 050	Reim: Chaperone Field Trip refund
					Check Total:		\$150.00			
ANCH	5418	CH	1 1302	Toshiba Financial Services		05/01/2018	\$727.66	4492	E 01 010 605 000 000 580	Copier Lease
ANCH	5418	CH	1 1302	Toshiba Financial Services		05/01/2018	\$45.07	4492	E 01 010 605 000 000 581	Copier Lease
ANCH	5418	CH	1 1302	Toshiba Financial Services		05/01/2018	\$572.54	4492	E 01 010 203 000 000 401	Overages
					Check Total:		\$1,345.27			
					Bank ANCH Total:		\$15,861.97			
OLDN		WX	1 1001	Public Employee Retirement Association		05/14/2018	\$1,076.49	4533	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1 1002	Teachers Retirement Association		05/14/2018	\$4,852.90	4534	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1003	Internal Revenue Service		05/14/2018	\$5,987.60	4535	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1 1003	Internal Revenue Service		05/14/2018	\$2,359.25	4535	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1 1004	MN Department of Revenue Service		05/14/2018	\$1,308.72	4536	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1 1128	AssociatedBank		05/14/2018	\$75.00	4537	B 01 215 022	Payroll Deductions - HSA



**WOODBURY LEADERSHIP ACADEMY**

**Payment Register by Check No.**

Payment Date Range: 05/01/2018 - 05/31/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1 1417	VOYA		05/14/2018	\$1,529.77	4538	B 01 215 021	TSA
OLDN		WX	1 1014	Trusted Employees		05/22/2018	\$37.00	4563	E 01 005 110 000 000 305	Background checks
OLDN		WX	1 1027	Amazon.com		05/22/2018	\$31.88	4555	E 01 010 420 000 419 433	SPED - Word games
OLDN		WX	1 1027	Amazon.com		05/22/2018	\$21.41	4559	E 01 010 420 000 419 433	SPED: Word games
OLDN		WX	1 1027	Amazon.com		05/22/2018	\$21.88	4560	E 01 010 420 000 419 433	SPED: Word games
OLDN		WX	1 1027	Amazon.com		05/22/2018	\$37.87	4561	E 01 010 203 000 000 430	PE Field Day supplies
OLDN		WX	1 1027	Amazon.com		05/22/2018	\$9.48	4568	E 01 010 203 000 000 430	PE- Teacher stickers
OLDN		WX	1 1027	Amazon.com		05/22/2018	\$467.59	4572	E 01 010 420 000 419 433	Books - Differentiated Classroom
OLDN		WX	1 1027	Amazon.com		05/22/2018	\$149.95	4574	E 01 010 203 000 000 430	Copier paper
OLDN		WX	1 1027	Amazon.com		05/22/2018	\$264.00	4576	E 01 010 203 000 000 430	Books - Joyful Classroom
OLDN		WX	1 1027	Amazon.com		05/22/2018	\$12.89	4577	E 01 010 203 000 000 430	PE: Tie-dye kits for Gr 6 volunteers
OLDN		WX	1 1027	Amazon.com		05/22/2018	\$149.95	4579	E 01 010 203 000 000 430	Copier paper
OLDN		WX	1 1027	Amazon.com		05/22/2018	\$18.12	4580	E 01 010 720 000 000 401	Band-aids
OLDN		WX	1 1027	Amazon.com		05/22/2018	\$237.92	4581	E 01 010 420 000 419 401	SPED: Hokki Stools
OLDN		WX	1 1032	Walmart		05/22/2018	\$9.96	4584	E 01 005 110 000 000 490	Staff Meeting food
OLDN		WX	1 1047	MN Association of Charter Schools		05/22/2018	\$366.92	4552	E 01 005 110 000 000 820	Monthly membership fee
OLDN		WX	1 1073	Lakeshore Learning		05/22/2018	\$342.70	4566	E 01 010 420 000 419 433	SPED: Reading Comp Games/Libraries
OLDN		WX	1 1073	Lakeshore Learning		05/22/2018	\$367.12	4567	E 01 010 420 000 419 433	SPED: Reading Comp Games/Libraries
OLDN		WX	1 1085	Super Duper Publications		05/22/2018	\$255.90	4558	E 01 010 420 000 419 433	SPED: Word games
OLDN		WX	1 1085	Super Duper Publications		05/22/2018	\$255.90	4565	E 01 010 420 000 419 433	SPED: Word Games
OLDN		WX	1 1143	Cub Foods		05/22/2018	\$3.98	4571	E 01 010 203 000 000 490	Forgotten lunches
OLDN		WX	1 1143	Cub Foods		05/22/2018	\$20.37	4587	E 01 010 203 000 000 490	Forgotten lunches - supplies
OLDN		WX	1 1220	Pearson Education Inc		05/22/2018	\$332.84	4570	E 01 010 420 000 419 433	SPED: GFTA-3 Assessments kit
OLDN		WX	1 1227	Scholastic		05/22/2018	\$126.44	4586	E 01 010 420 000 419 433	SPED: Guided Reading/First Little Readers (
OLDN		WX	1 1259	Costco		05/22/2018	\$39.33	4582	E 01 005 110 000 000 490	Breakfast food for meeting
OLDN		WX	1 1317	Panera Bread		05/22/2018	\$33.63	4575	E 01 005 110 000 000 490	Dinner - Curriculum meeting
OLDN		WX	1 1324	Pro-Ed		05/22/2018	\$921.80	4578	E 01 010 420 000 419 433	SPED: Language development assessments
OLDN		WX	1 1337	Anchor Bank		05/22/2018	\$211.95	4554	E 01 005 110 000 000 305	Analysis Service Charge
OLDN		WX	1 1355	JoAnn Fabrics		05/22/2018	\$10.26	4583	E 01 010 203 000 000 430	Paint - Grade 2 Art Fair project
OLDN		WX	1 1372	Teachers Pay Teachers		05/22/2018	\$62.50	4556	E 01 010 420 000 419 433	SPED - Curriculum materials - social skills
OLDN		WX	1 1372	Teachers Pay Teachers		05/22/2018	\$72.95	4562	E 01 010 420 000 419 433	SPED: Curriculum materials - social skills
OLDN		WX	1 1391	Alerus		05/22/2018	\$30.00	4553	E 01 005 110 000 000 305	Alerus Participant Fee
OLDN		WX	1 1430	PayPal		05/22/2018	\$150.00	4564	E 01 010 203 000 000 430	Core Virtues resource guides
OLDN		WX	1 1437	Expedia		05/22/2018	\$404.39	4585	E 01 010 420 640 419 366	Responsive Classroom Training - airfare
OLDN		WX	1 1437	Expedia		05/22/2018	(\$404.39)	4585	E 01 010 420 640 419 366	Responsive Classroom Training - airfare

**WOODBURY LEADERSHIP ACADEMY**

**Payment Register by Check No.**

Payment Date Range: 05/01/2018 - 05/31/2018

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1	1437	Expedia		05/22/2018	\$404.39	4585	E 01 010 640 000 316 366	Responsive Classroom Training - airfare
OLDN		WX	1	1439	Green Mill		05/22/2018	\$163.79	4557	E 01 005 010 000 000 401	Dinner - Board works sessions/meeting
OLDN		WX	1	1440	US Games		05/22/2018	\$129.10	4569	E 01 010 203 000 000 430	PE: Field Day supplies - ribbons
OLDN		WX	1	1227	Scholastic		05/25/2018	\$273.20	4573	E 01 010 420 000 419 433	SPED: Guided Reading/First Little Readers (
OLDN		WX	1	1047	MN Association of Charter Schools		05/29/2018	\$366.92	4598	E 01 005 110 000 000 820	Monthly membership fee
OLDN		WX	1	1001	Public Employee Retirement Association		05/31/2018	\$1,132.00	4599	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1	1002	Teachers Retirement Association		05/31/2018	\$5,109.12	4600	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1	1003	Internal Revenue Service		05/31/2018	\$6,314.50	4601	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1	1003	Internal Revenue Service		05/31/2018	\$2,506.94	4601	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1	1004	MN Department of Revenue Service		05/31/2018	\$1,379.16	4602	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1	1128	AssociatedBank		05/31/2018	\$75.00	4603	B 01 215 022	Payroll Deductions - HSA
OLDN		WX	1	1417	VOYA		05/31/2018	\$1,779.77	4604	B 01 215 021	TSA
OLDN		WX	1	1027	Amazon.com		05/31/2018	\$122.90	4614	E 01 010 203 000 000 401	2 - 10 gal beverage dispensers w/cups
OLDN		WX	1	1027	Amazon.com		05/31/2018	\$53.97	4616	E 01 010 420 000 740 433	SPED: Vibrating seat cushions
OLDN		WX	1	1027	Amazon.com		05/31/2018	\$10.49	4617	E 01 010 201 000 000 430	Double sided scotch tape
OLDN		WX	1	1027	Amazon.com		05/31/2018	\$65.84	4618	E 01 010 420 000 740 456	SPED: iPad cases
OLDN		WX	1	1027	Amazon.com		05/31/2018	\$40.74	4619	E 01 010 420 000 740 456	SPED: Sport Earbuds
OLDN		WX	1	1027	Amazon.com		05/31/2018	\$119.97	4625	E 01 010 420 000 419 401	SPED: Bean Bag Chairs (3)
OLDN		WX	1	1027	Amazon.com		05/31/2018	\$11.97	4626	E 01 010 203 000 000 430	Mod Podge - Art grade 6
OLDN		WX	1	1027	Amazon.com		05/31/2018	\$20.50	4627	E 01 010 720 000 000 401	Nurse supplies - ice packs
OLDN		WX	1	1040	Houghton Mifflin Harcourt Publishing Co.		05/31/2018	\$189.97	4624	E 01 010 420 000 419 433	SPED: Woodcock Johnson Assessments
OLDN		WX	1	1058	Responsive Classroom		05/31/2018	\$729.00	4612	E 01 010 420 640 419 366	Responsive classroom registration
OLDN		WX	1	1058	Responsive Classroom		05/31/2018	(\$729.00)	4612	E 01 010 420 640 419 366	Responsive classroom registration
OLDN		WX	1	1058	Responsive Classroom		05/31/2018	\$729.00	4612	E 01 010 640 000 316 366	Responsive classroom registration
OLDN		WX	1	1058	Responsive Classroom		05/31/2018	\$1,458.00	4621	E 01 010 420 640 419 366	Responsive classroom registration
OLDN		WX	1	1058	Responsive Classroom		05/31/2018	(\$1,458.00)	4621	E 01 010 420 640 419 366	Responsive classroom registration
OLDN		WX	1	1058	Responsive Classroom		05/31/2018	\$1,458.00	4621	E 01 010 640 000 316 366	Responsive classroom registration
OLDN		WX	1	1058	Responsive Classroom		05/31/2018	\$1,458.00	4623	E 01 010 420 640 419 366	Responsive classroom registration
OLDN		WX	1	1058	Responsive Classroom		05/31/2018	(\$1,458.00)	4623	E 01 010 420 640 419 366	Responsive classroom registration
OLDN		WX	1	1058	Responsive Classroom		05/31/2018	\$1,458.00	4623	E 01 010 640 000 316 366	Responsive classroom registration
OLDN		WX	1	1117	Gopher Sports		05/31/2018	\$128.58	4613	E 01 010 203 000 000 430	PE - Durahoops 2 dozen
OLDN		WX	1	1169	NCS Pearson, INC		05/31/2018	\$95.30	4622	E 01 010 420 000 419 433	SPED: BASC3 Assessments
OLDN		WX	1	1170	Oriental Trading.com		05/31/2018	\$84.95	4615	E 01 010 201 000 000 430	Felt graduation hats
OLDN		WX	1	1372	Teachers Pay Teachers		05/31/2018	\$40.00	4620	E 01 010 420 000 740 433	SPED: Social skills, Earth Day Curriculum
OLDN		WX	1	1428	Schmitt & Sons		05/31/2018	\$744.00	4611	E 01 005 760 000 733 360	Field Trip - Grade 2 Science Museum

# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 05/01/2018 - 05/31/2018

		Pay/Void							
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1 1027	Amazon.com	05/31/2018	\$54.31	4641	E 01 005 107 000 000 401	Carnial - Prizes, water balloons
OLDN		WX	1 1027	Amazon.com	05/31/2018	\$5.24	4649	E 01 005 107 000 000 401	Carnival prizes
OLDN		WX	1 1027	Amazon.com	05/31/2018	\$66.40	4651	E 01 005 107 000 000 401	Orange T-shirts for Carnival
OLDN		WX	1 1027	Amazon.com	05/31/2018	\$28.73	4652	E 01 005 110 000 000 401	Avery Mailing labels
OLDN		WX	1 1030	Target	05/31/2018	\$49.99	4630	E 01 005 108 000 000 455	Square Credit Card Reader
OLDN		WX	1 1030	Target	05/31/2018	\$9.42	4631	E 01 010 203 000 000 401	Ice Cream Friday
OLDN		WX	1 1031	Sam's Club	05/31/2018	\$62.65	4633	E 01 010 203 000 000 401	Food - Spanish Recognition Breakfast
OLDN		WX	1 1031	Sam's Club	05/31/2018	\$100.67	4643	E 01 005 107 000 000 401	Carnials/Picnic food/prizes
OLDN		WX	1 1032	Walmart	05/31/2018	\$19.80	4645	E 01 005 107 000 000 401	Carnical/Picnic supplies and K Graduation
OLDN		WX	1 1032	Walmart	05/31/2018	\$7.76	4645	E 01 010 203 000 000 401	Carnical/Picnic supplies and K Graduation
OLDN		WX	1 1101	Papa John's	05/31/2018	\$248.48	4628	E 01 010 203 000 000 401	Pizza Friday
OLDN		WX	1 1101	Papa John's	05/31/2018	\$165.49	4629	E 01 010 203 000 000 401	Pizza Friday
OLDN		WX	1 1134	S&S Worldwide	05/31/2018	\$359.00	4638	E 01 010 640 000 316 366	Standards Based PE Training
OLDN		WX	1 1143	Cub Foods	05/31/2018	\$13.58	4647	E 01 010 203 000 000 490	Food for Forgotten Lunches
OLDN		WX	1 1143	Cub Foods	05/31/2018	\$21.13	4634	E 01 010 203 000 000 490	Forgotten lunches, Spanish breakfast
OLDN		WX	1 1143	Cub Foods	05/31/2018	\$43.58	4644	E 01 005 107 000 000 401	School Carnival/Picnic
OLDN		WX	1 1170	Oriental Trading.com	05/31/2018	\$162.95	4650	E 01 005 107 000 000 401	Carnival prizes, tatoos
OLDN		WX	1 1259	Costco	05/31/2018	\$75.73	4640	E 01 010 203 000 000 401	Pizza Friday supplies
OLDN		WX	1 1366	Aldi	05/31/2018	\$17.45	4642	E 01 005 107 000 000 401	Carnival Buns - Board Mtg snacks
OLDN		WX	1 1366	Aldi	05/31/2018	\$8.56	4642	E 01 005 010 000 000 401	Carnival Buns - Board Mtg snacks
OLDN		WX	1 1372	Teachers Pay Teachers	05/31/2018	\$7.99	4632	E 01 005 110 000 000 401	End of the year staff awards
OLDN		WX	1 1372	Teachers Pay Teachers	05/31/2018	\$17.50	4635	E 01 010 640 000 316 366	Para Professional Training manual
OLDN		WX	1 1424	Walgreens	05/31/2018	\$7.48	4648	E 01 010 203 000 000 401	Grade 3 Art Fair peoject supplies
OLDN		WX	1 1436	Michaels	05/31/2018	\$15.99	4646	E 01 010 203 000 000 401	Frames - Grade 3 Art Fair projects
OLDN		WX	1 1437	Expedia	05/31/2018	\$404.39	4636	E 01 010 640 000 316 366	Airfare - Responsive Classroom Training
OLDN		WX	1 1437	Expedia	05/31/2018	\$404.39	4637	E 01 010 640 000 316 366	Airfare - Responsive Classroom Training
OLDN		WX	1 1437	Expedia	05/31/2018	\$212.20	4639	E 01 010 640 000 316 366	Airfare - Responsive Classroom
						<b>Check Total:</b>	<b>\$49,863.15</b>		
OLDN	5420	CH	1 1209	Apple	05/15/2018	\$1,356.00	4539	E 01 010 420 000 419 466	2 iPads and 2 iPad Mini's
						<b>Check Total:</b>	<b>\$1,356.00</b>		
OLDN	5421	CH	1 1369	BerganKDV Outsourced Services LLC	05/15/2018	\$4,743.00	4540	E 01 005 110 000 000 305	May Financial Mgmt & Accounting Services
						<b>Check Total:</b>	<b>\$4,743.00</b>		
OLDN	5422	CH	1 1238	CPI INC	05/15/2018	\$3,199.00	4541	E 01 010 420 640 419 366	K Cappelen
OLDN	5422	CH	1 1238	CPI INC	05/15/2018	(\$3,199.00)	4541	E 01 010 420 640 419 366	K Cappelen

**WOODBURY LEADERSHIP ACADEMY**  
**Payment Register by Check No.**

Payment Date Range: 05/01/2018 - 05/31/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
OLDN	5422	CH	1 1238	CPI INC		05/15/2018	\$3,199.00	4541	E 01 010 640 000 316 366	4 day classroom Instructor Certification
					Check Total:		\$3,199.00			
OLDN	5423	CH	1 1064	HealthPartners - Group		05/15/2018	\$6,472.09	4542	B 01 215 008	June medical insurance premiums
					Check Total:		\$6,472.09			
OLDN	5424	CH	1 1054	Integrative Therapy, LLC.		05/15/2018	\$1,491.00	4544	E 01 010 420 000 740 394	OT: 4/25-5/4/2018 17.75hrs@\$84
					Check Total:		\$1,491.00			
OLDN	5425	CH	1 1150	JR Computer Associates		05/15/2018	\$800.00	4545	E 01 005 605 000 000 315	May Tech retainer
					Check Total:		\$800.00			
OLDN	5426	CH	1 1354	Metro ECSU		05/15/2018	\$6,851.19	4546	E 01 010 219 000 317 305	12/1-6/30/2018
					Check Total:		\$6,851.19			
OLDN	5427	CH	1 1233	Reno Mothes		05/15/2018	\$512.50	4547	E 01 010 420 000 740 394	DAPE 4/2-4/30/2018 10.25hrs@\$50
					Check Total:		\$512.50			
OLDN	5428	CH	1 1070	South Washington County Schools		05/15/2018	\$369.50	4543	E 01 005 760 000 733 360	Field Trip transportation 4/4/2018
					Check Total:		\$369.50			
OLDN	5429	CH	1 1116	Strategic Staffing Solutions		05/15/2018	\$306.25	4548	E 01 010 420 000 740 394	School Psychology: 3.5hrs@\$87.50 4/20/2018
					Check Total:		\$306.25			
OLDN	5430	CH	1 1098	Teachers on Call		05/15/2018	\$187.00	4549	E 01 010 420 000 740 307	SPED
OLDN	5430	CH	1 1098	Teachers on Call		05/15/2018	\$1,215.50	4549	E 01 010 203 000 000 305	GenEd
OLDN	5430	CH	1 1098	Teachers on Call		05/15/2018	\$331.50	4550	E 01 010 203 000 000 305	GenEd
					Check Total:		\$1,734.00			
OLDN	5431	CH	1 1438	Wolf Ridge		05/15/2018	\$4,860.00	4551	E 01 010 203 000 000 369	Grades 5/6 Field Trip
					Check Total:		\$4,860.00			
OLDN	5432	CH	1 1291	Booth Law Group, LLC		05/25/2018	\$1,292.50	4589	E 01 005 111 000 000 305	October Legal Services
					Check Total:		\$1,292.50			
OLDN	5433	CH	1 1394	CKC Good Food		05/25/2018	\$325.00	4590	E 01 010 203 000 000 401	April milk
					Check Total:		\$325.00			
OLDN	5434	CH	1 1054	Integrative Therapy, LLC.		05/25/2018	\$1,218.00	4591	E 01 010 420 000 740 394	OT: 5/7-5/18/2018 14.5hrs@\$84
					Check Total:		\$1,218.00			
OLDN	5435	CH	1 1421	ISD No. 625		05/25/2018	\$10,583.33	4588	E 01 005 810 000 000 330	Utilities
OLDN	5435	CH	1 1421	ISD No. 625		05/25/2018	\$21,750.00	4588	E 01 005 810 000 000 305	Janitorial
OLDN	5435	CH	1 1421	ISD No. 625		05/25/2018	\$3,666.67	4588	E 01 005 810 000 000 350	Grounds Keeping
OLDN	5435	CH	1 1421	ISD No. 625		05/25/2018	\$1,457.50	4588	E 01 005 850 000 348 370	Admin Fee

**WOODBURY LEADERSHIP ACADEMY**

**Payment Register by Check No.**

Payment Date Range: 05/01/2018 - 05/31/2018

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
OLDN	5435	CH	1	1421	ISD No. 625		05/25/2018	\$3,600.00	4588	E 01 005 850 000 000 370	Admin Fee
							<b>Check Total:</b>	<b>\$41,057.50</b>			
OLDN	5436	CH	1	1402	Kathleen Nillies		05/25/2018	\$796.25	4592	E 01 010 420 000 740 394	Psych Services: 12.25hrs@\$65
							<b>Check Total:</b>	<b>\$796.25</b>			
OLDN	5437	CH	1	1240	Keys to Communication		05/25/2018	\$1,615.00	4593	E 01 010 401 000 740 394	Speech: 5/1-5/10/2018 18hrs@\$85 2hrs@\$
							<b>Check Total:</b>	<b>\$1,615.00</b>			
OLDN	5438	CH	1	1139	Perpich Center for Arts Education		05/25/2018	\$955.80	4594	E 01 005 810 000 000 320	April Phone
OLDN	5438	CH	1	1139	Perpich Center for Arts Education		05/25/2018	\$625.52	4594	E 01 005 810 000 000 320	April WAN
							<b>Check Total:</b>	<b>\$1,581.32</b>			
OLDN	5439	CH	1	1227	Scholastic		05/25/2018	\$273.20	4573	E 01 010 420 000 419 433	SPED: Guided Reading/First Little Readers (
OLDN	5439	CH	1	1227	Scholastic		05/25/2018	(\$273.20)	4573	E 01 010 420 000 419 433	SPED: Guided Reading/First Little Readers (
							<b>Check Total:</b>	<b>\$0.00</b>			
OLDN	5440	CH	1	1098	Teachers on Call		05/25/2018	\$187.00	4595	E 01 010 420 000 740 307	SPED
OLDN	5440	CH	1	1098	Teachers on Call		05/25/2018	\$884.00	4595	E 01 010 203 000 000 305	GenEd
OLDN	5440	CH	1	1098	Teachers on Call		05/25/2018	\$1,292.00	4596	E 01 010 203 000 000 305	GenEd
							<b>Check Total:</b>	<b>\$2,363.00</b>			
OLDN	5441	CH	1	1302	Toshiba Financial Services		05/25/2018	\$730.23	4597	E 01 010 605 000 000 580	Copier Lease
OLDN	5441	CH	1	1302	Toshiba Financial Services		05/25/2018	\$42.50	4597	E 01 010 605 000 000 581	Copier Lease
OLDN	5441	CH	1	1302	Toshiba Financial Services		05/25/2018	\$686.59	4597	E 01 010 203 000 000 401	Overages
							<b>Check Total:</b>	<b>\$1,459.32</b>			
OLDN	5442	CH	1	1291	Booth Law Group, LLC		05/31/2018	\$208.00	4605	E 01 005 111 000 000 305	Legal Services 4/6-4/8/2018
OLDN	5442	CH	1	1291	Booth Law Group, LLC		05/31/2018	\$869.50	4606	E 01 005 111 000 000 305	Legal Services 4/11-4/27/2018
							<b>Check Total:</b>	<b>\$1,077.50</b>			
OLDN	5443	CH	1	1240	Keys to Communication		05/31/2018	\$1,445.00	4607	E 01 010 401 000 740 394	Speech: 5/15-5/24/2018 16hrs@\$85 2hrs@:
							<b>Check Total:</b>	<b>\$1,445.00</b>			
OLDN	5444	CH	1	1423	Megan Walsh		05/31/2018	\$79.05	4608	E 01 010 203 000 000 430	Reim: Books purchased for Grade 4
							<b>Check Total:</b>	<b>\$79.05</b>			
OLDN	5445	CH	1	1097	PLIC - SBD GRAND ISLAND		05/31/2018	\$941.56	4609	B 01 215 007	June Life, AD&D, LTD, STD
							<b>Check Total:</b>	<b>\$941.56</b>			
OLDN	5446	CH	1	1010	SFM		05/31/2018	\$6,084.00	4610	B 01 131 000	July Workers Comp installment
							<b>Check Total:</b>	<b>\$6,084.00</b>			
							<b>Bank OLDN Total:</b>	<b>\$143,892.68</b>			
							<b>Report Total:</b>	<b>\$159,754.65</b>			

**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							
1373	4228	OLDN	CR051E	Credit	A	05/03/18	4228	E 01 005 110 000 000 401	Check 1	M	Miscellaneous Customer					6.06	0.00							
				Receipt Total:											\$6.06	\$0.00								
				Deposit Total:											\$6.06	\$0.00								
1374	4228	OLDN	CR051E	Credit	A	05/09/18	4228	B 01 215 007	Check 1	M	Miscellaneous Customer					24.20	0.00							
				Receipt Total:											\$797.38	\$0.00								
				Deposit Total:											\$797.38	\$0.00								
1375	4228	OLDN	CR051E	Credit	A	05/15/18	4228	R 01 005 000 000 211	Check 1	1001	MN DEPT OF EDUCATION					69,527.40	0.00							
				Receipt Total:											\$69,527.40	\$0.00								
				Deposit Total:											\$69,527.40	\$0.00								
1376	4228	OLDN	CR0518	Credit	A	05/16/18	4228	R 01 005 000 000 099	Check 1	1003	SCHOOL DEPOSIT					100.00	0.00							
				Receipt Total:											\$196.00	\$0.00								
				Deposit Total:											\$196.00	\$0.00								
1377	4228	OLDN	CR051E	Credit	A	05/16/18	4228	R 01 005 000 000 621	Check 1	1003	SCHOOL DEPOSIT					110.00	0.00							
				Receipt Total:											\$190.00	\$0.00								
				Deposit Total:											\$190.00	\$0.00								
1378	4228	OLDN	CR051E	Credit	A	05/03/18	4228	R 01 005 000 000 414	Check 1	1001	MN DEPT OF EDUCATION					838.72	0.00							
				Receipt Total:											\$838.72	\$0.00								
				Deposit Total:											\$838.72	\$0.00								

## WOODBURY LEADERSHIP ACADEMY Receipt Listing Report with Detail by Deposit

Deposit Co	Bank Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1378	4228	OLDN CR051E	1377	Credit A	05/03/18	4228 R 01 005 000 011	Check 1	1001	MN DEPT OF EDUCATION FY18 PY Title II					2,161.28	0.00
													Receipt Total:	\$3,000.00	\$0.00
														\$3,000.00	\$0.00
1379	4228	OLDN CR051E	1378	Credit A	05/30/18	4228 R 01 005 000 000	Check 1	1001	MN DEPT OF EDUCATION FY18 General Education Aid					69,527.41	0.00
													Receipt Total:	\$69,527.41	\$0.00
														(44,315.51)	0.00
														(1,182.83)	0.00
													Receipt Total:	(\$45,498.34)	\$0.00
														\$24,029.07	\$0.00
1380	4228	OLDN CR051E	1380	Credit A	05/31/18	4228 R 01 005 000 000	Check 1	1006	Old National FY18 Interest Earnings					9.52	0.00
													Receipt Total:	\$9.52	\$0.00
														\$9.52	\$0.00
1381	4228	OLDN CR051E	1381	Credit A	05/18/18	4228 R 01 005 000 000	Check 1	M	Miscellaneous Customer FY18 Amazon Smile					35.85	0.00
													Receipt Total:	\$35.85	\$0.00
														\$35.85	\$0.00
													Report Total:	\$98,703.28	\$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
2927	201811	05/30/2018	P	JE		Account for PY under accruals	Account for PY under accruals	B	01	121	000				Due Fm Mn Children	2,956.30	0.00
						Account for PY under accruals	Account for PY under accruals	B	01	121	000				Due Fm Mn Children	16,147.70	0.00
						Account for PY under accruals	Account for PY under accruals	R	01	005	000	999	000	211	General Education Aid	0.00	2,956.30
						Account for PY under accruals	Account for PY under accruals	R	01	005	000	999	000	360	State Aid for Spec Educator	0.00	16,147.70
																<b>\$19,104.00</b>	<b>\$19,104.00</b>





**Meeting:** Finance Committee

**Date:** June 7, 2018

**Time:** 2:30 p.m.

**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 2:35 p.m.

Attendees: Jessica Erickson, Judith Darling, Nancy Baumann, Kacie Paine

Absent: Mandi Folks, Kathy Mortensen

Jessica Erickson read the WLA Mission and Vision.

### **Development & Discussion**

- Discussion
  - Financial Statements was not ready to be presented
  - Moving Company Bids (Presented by Nancy Baumann)
  - Marketing Plan for WLA (Presented by Kacie Paine)

### **Housekeeping**

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: July 12, 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 @ 3:12 p.m.

**Meeting:** Governance Committee

**Date:** Wednesday, June 20, 2018

**Time:** 4:15 P.M.

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



## AGENDA

### **Meeting Call to Order and Roll Call - Called to Order 4:20p,**

Meeting Call to Order (Ro Krejci, Committee Chair)

Roll Call (Ro Krejci, Committee Chair) - **Present: Ro Krejci, Claudia George and Jolene Skordahl Absent: Mary Hitzemann and Dr. Mortensen**

### **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**

New Member Request Received - **Recommendation at the next BOD meeting to appoint Kylie Griffith to the Governance Committee.**

Reschedule August 15, 2018 committee meeting - **Meeting scheduled to Monday, August 6, 2018 at 9:30 a.m. location TBD**

Open Discussion for all members - **Discussed to bring uniform policy to the next BOD for further discussion with possible samples.**

### **Status Update**

2018-2019 Student Handbook - **Will be ready for the August committee meeting.**

Employee Handbook - No update

Policies in First Reading Status

### **Housekeeping**

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Monday, August 6, 2018

Time: 9:30 a.m.

Location: TBD

### **Adjournment - Adjourned at 4:51 p.m.**

Adjournment (Ro Krejci, Committee Chair)

School Uniform Information  
2016-2017

**Aligned with Policy 504: Student Dress and Appearance**

As a part of our focus on safety and academic excellence, children attending Woodbury Leadership Academy are required to wear uniforms. The purpose of this policy is to minimize distraction, promote appropriate student behavior, alleviate peer pressure, and promote and encourage school spirit. Uniform vendors can be found at the bottom of this page.

Boys Grades K-5 Uniforms

**Slacks:** Khaki or navy blue twill or corduroy (No sweatpants or jeans please)

**Shorts:** Khaki or navy blue

**Shirts:** Oxford cloth dress shirts, long or short sleeve—white or navy blue with school logo Knit shirts with collar, long or short sleeve—white or navy blue with school logo

**Sweaters/Pullovers:** Cardigans—navy blue with school logo V-neck pullovers—navy blue with school logo

Sweater vests—navy blue with school logo Crew-neck pullovers—navy blue with school logo Navy blue fleece pullovers with a WLA logo

*No sweatshirts* (WLA sweatshirts are acceptable)

*No ribbed or cable knits*

**Socks:** Solid colors—navy blue or white

**Shoes:** Any dress shoe, sandal or athletic shoe is acceptable *No flip flops, roller shoes, flashing lights or sounds*

Girls Grades K-5 Uniforms

**Pants/Capris:** Khaki or navy blue (No sweatpants, jeans or leggings please)

**Shorts:** Khaki or navy blue

*No short shorts, camp shorts, gym shorts, tennis shorts, or cut-offs*

**Jumpers/Skirts/Skort:** Jumper, skirt, or skort—khaki or navy blue (Jumpers must have school logo)

**Blouses:** Oxford cloth dress shirts, long or short sleeve—white or navy blue with school logo Knit shirts with collar, long or short sleeve—white or navy blue with school logo

**Sweaters/Pullovers:** Cardigan—navy blue with school logo V-neck pullovers—navy blue with

school logo

**Sweater vest**—navy blue with school logo Crew-neck

pullovers—navy blue with school logo Navy blue fleece

pullovers with a WLA logo

*No sweatshirts (WLA sweatshirts are acceptable)*

*No ribbed or cable knits*

*No shawls or ponchos*

**Socks/Tights:** Solid colors—navy blue or white

**Shoes:** Any dress shoes, sandal or athletic shoe is acceptable *No flip flops, roller shoes, flashing lights or sounds*

#### WLA Middle School Students (Grades 6-8)

Middle School students at WLA are permitted to wear any of the gender appropriate wear above, but will also gain additional clothing options.

**Girls' Blouses:** Oxford cloth dress shirts, long or short sleeve—white, navy blue, or heather gray with school logo

Knit shirts with collar, long or short sleeve—white, navy blue, or heather grey with school logo\*

**Boys' Shirts:** Oxford cloth dress shirts, long or short sleeve—white, navy blue, or heather gray with school logo

Knit shirts with collar, long or short sleeve—white, navy blue, or heather grey with school logo\*

Additionally, WLA Middle School Students (Grades 6-8) will be permitted to wear school sponsored spirit wear (T-shirts, sweatshirts, etc.) on any Friday. WLA Hoodie Sweatshirts are approved to wear on any school day, but other spirit wear purchases may be worn on Fridays

---

### Uniform Vendors

#### **EmbroidMe**

7730 Hudson Road

Woodbury, MN 55125

(B) 651.379.1799

[www.embroidme-woodbury.com](http://www.embroidme-woodbury.com)

**Contact: Pam Duncan**

#### **Classy Threads of MN**

5215 Gershwin Avenue N

Oakdale, MN 55128

(B) 651.739.4802 (C) 651.248.3357

[morrow@classythreadsofmn.com](mailto:morrow@classythreadsofmn.com)

**Contact: Sheila Morrow**