

# Board Packet

Woodbury Leadership Academy Board of Directors Special Meeting

Thursday, August 30, 2018

4:30 P.M.

Woodbury Leadership Academy

8089 Globe Dr. Woodbury, Mn 55125

Conference Room

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

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**Meeting:** Board of Directors Regular Meeting

**Date:** Thursday, August 30, 2018

**Time:** 4:30 P.M.

**Location:** Woodbury Leadership Academy 8089 Globe Dr. Woodbury Mn 55125 - Conference Room

## 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: Jason Livingston)

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 July 26, 2018 and August 2, 2018 meeting minutes  
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. **Board and Administration Reports**

- 6.1. Board Report (Presenter: Mandi Folks, Board Chair)
- 6.2. Executive Director Report (Presenter: Dr. Mortensen)
- 6.3. Finance Committee (Presenter: Jess Erickson, Treasurer)
  - 6.3.1. Accept June and July financial statements and finance committee meeting minutes  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
- 6.4. Governance Committee (Presenter: Ro Krejci, Governance Chair)
  - 6.4.1. Accept 2018-2019 Student - Family Handbook, Policy 540 revision and committee meeting minutes  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

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

- 7.1. New staff introduction to the board of directors
- 7.2. Ratify employment agreement(s)
- 7.3. Board training - student assessment calendar, review MCA results and school security overview

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

- 8.1. Board Communication/Future Agenda Items - Reflection
- 8.2. Strategic plan moved to October 4, 2018 workshop

9. **Housekeeping** (Presenter: Mandi Folks, Board Chair)

- 9.1. Next Regularly Scheduled WLA Board of Directors Meeting and Training

Date: Wednesday, September 26, 2018

Time: 5:30 P.M.

Location: 8089 Globe Dr. Woodbury, MN - Conference Room

9.2. Delegation of Public Comment Items (if necessary)

10. **Adjournment** (Presenter: Mandi Folks, Board Chair)

10.1. Adjournment

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

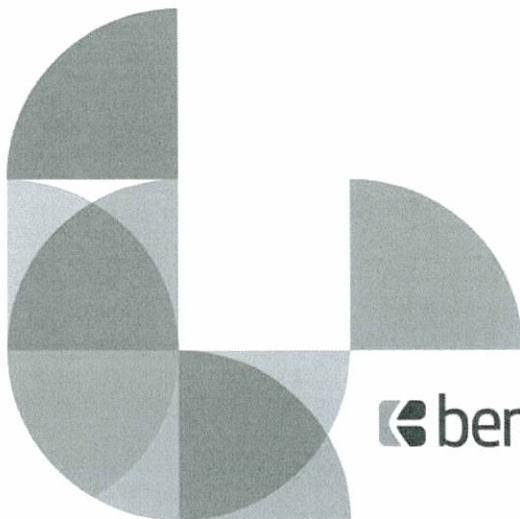


**WOODBURY LEADERSHIP**  
Academy

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

**Financial Statements**

**June 2018**



 **bergankDV**  
CPAs | ADVISORS

*Prepared by:*  
Judith Darling, CPA  
Finance Manager

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

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Supplemental Information – See Separate Document

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Cash Receipts

Journal Entries

Woodbury Leadership Academy  
Woodbury, Minnesota  
June 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 average daily membership for the 2017-2018 fiscal year was 260 which was very close to our budgeted ADM of 259.

We ended the year with a cash balance of \$395K and state aid receivables of \$286K.

Our preliminary (unaudited) loss for the year is \$44K while our budgeted loss was \$96K. This loss could increase as additional invoices may be received for FY18 year. However, I anticipate our actual final results will be better than budget.

Our better than budget results are primarily due to the following items:

- General Education Revenue of \$26K (due to additional ADM and prior year under accrual related to special ed.)
- General Ed Expenditures were under budget by \$28K. The key areas that were under budget were benefits and contracted services.

Our audit is scheduled for September 6<sup>th</sup> and 7<sup>th</sup>.

## Supplemental Information for June 2018

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

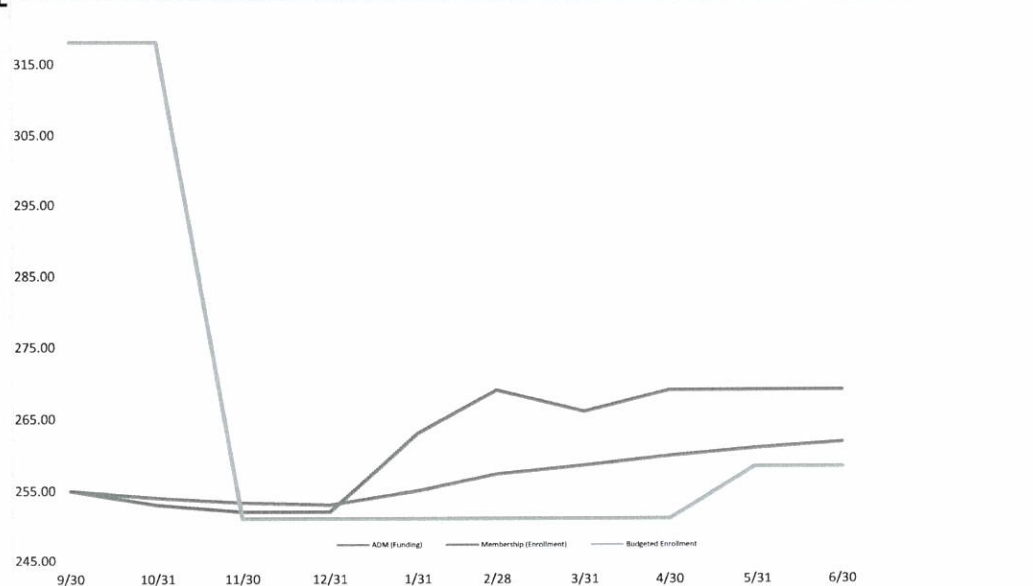
**Woodbury Leadership Academy  
Woodbury, Minnesota**

**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  
June 30, 2018**

	<b>Balance July 1, 2017</b>	<b>Balance June 30, 2018</b>
<b><u>Assets</u></b>		
<b>Current Assets</b>		
Cash and Investments	525,296	395,300
Accounts Receivable	0	0
PY State Aid Receivable	176,995	0
CY State Aid Receivable/(Deferred Rev)	0	286,286
Federal Aids Receivable	1,380	9,670
Prepaid Expenses and Deposits	42,381	10,031
<b>Total Current Assets</b>	<b>746,052</b>	<b>701,287</b>
<b>Total All Assets</b>	<b>746,052</b>	<b>701,287</b>
<b><u>Liabilities and Fund Balance</u></b>		
<b>Current Liabilities</b>		
Salaries and Wages Payable	68,946	59,282
Line of Credit Payable /Loan Payable	0	0
Accounts Payable	27,746	36,986
Payroll Deductions and Contributions	47,072	46,877
Deferred Revenue	0	0
<b>Total Current Liabilities</b>	<b>143,764</b>	<b>143,145</b>
<b>Fund Balance</b>		
Fund Balance 7-1-2017	602,288	602,288
Net Income To Date	0	(44,146)
<b>Total Fund Balance</b>	<b>602,288</b>	<b>558,141</b>
<b>Total Liabilities and Fund Balance</b>	<b>746,052</b>	<b>701,287</b>

(0)

*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**

**June 30, 2018**

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget (5/2018) 259 ADM	June 2018 YTD Activity 260 ADM	100% 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	1,702,065	100.4%
Literacy Aid	0	25,956	25,956	100.0%
Charter School Lease Aid	0	14,429	14,386	0.0%
Long-Term Facilities Maintenance Revenue	8,591	21,795	21,856	100.3%
Special Education Aid	241,346	186,218	189,346	101.7%
PY Over/Under Accrual	(1,253)	0	19,104	0.0%
Endowment Aid	10,171	9,394	9,394	100.0%
<b>Total State Revenues</b>	<b>1,940,956</b>	<b>1,953,630</b>	<b>1,982,107</b>	<b>101.5%</b>
	1,940,956	1,953,630	1,982,107	
<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	41,667	100.0%
Federal CEIS Program			1,176	
PBIS Individuals with Disabilities Grant	14,994	6	6	100.0%
Title II	185	5,028	5,025	99.9%
<b>Total Federal Revenues</b>	<b>203,828</b>	<b>46,701</b>	<b>47,874</b>	<b>102.5%</b>
	203,828	46,701	47,874	
<b>Local Revenues</b>				
Interest Earnings	157	175	178	101.6%
Donations and Grants	88	22,500	21,928	97.5%
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	9,140	140.6%
Sale of Merchandise/Fundraising - Net	2,517	4,250	414	9.7%
071 Third Party Billing	134	0	0	
<b>Total Local Revenues</b>	<b>15,174</b>	<b>53,958</b>	<b>51,767</b>	<b>95.9%</b>
	15,174	53,958	51,767	
<b>Total Revenues</b>	<b>2,159,958</b>	<b>2,054,289</b>	<b>2,081,748</b>	<b>101.3%</b>

**Woodbury Leadership Academy  
Woodbury, Minnesota  
Statement of Revenues and Expenditures**

**June 30, 2018**

100%

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget (5/2018) 259 ADM	June 2018 YTD Activity 260 ADM	Percent of Working Budget
<b>Expenditures</b>				
100's Salaries	880,071	814,072	821,452	100.9%
200's Benefits	195,927	212,138	196,793	92.8%
305 Contracted Services	323,915	464,911	444,733	95.7%
315 Technology Services	9,157	15,155	15,153	100.0%
320 Communications Services	550	21,876	19,719	90.1%
329 Postage	752	2,500	893	35.7%
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	53,303	105.7%
360 Transportation for Field Trips	1,998	5,000	5,494	109.9%
366 Travel, Conferences, and Staff Training	1,395	9,500	16,638	175.1%
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	42,482	100.3%
380 Computer and Tech Related Hardware Rental	12,300	10,275	9,370	91.2%
401 Supplies - Non Instructional	35	20,000	19,804	99.0%
401 Maintenance Supplies	8,262	9,887	9,887	100.0%
405 Non-Instructional Software and Licensing	1,198	2,500	2,201	88.0%
406 Instructional Software	12,153	7,500	7,337	97.8%
430 Instructional Supplies	407	1,600	846	52.9%
455 Non-Instructional Tech Supplies	639	500	54	10.7%
456 Instructional Tech Supplies	1,657	20,000	18,242	91.2%
460 Textbooks and Workbooks	0	5,000	3,104	62.1%
461 Standardized Tests	0	500	0	0.0%
470 Media/Library Resources	771	4,700	2,334	49.7%
490 Food Purchased	0	0	0	
530 Furniture and Other Equipment	513	5,000	1,799	36.0%
555 Technology Equipment	2,485	0	0	
556 Instructional Technology Equipment				

**Woodbury Leadership Academy  
Woodbury, Minnesota  
Statement of Revenues and Expenditures  
June 30, 2018**

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget (5/2018) 259 ADM	June 2018 YTD Activity 260 ADM	100%	Percent of Working Budget
580 Capital Leases (copier)	8,309	0	0		
740 Interest Expense	0	0	0		
820 Dues and Memberships, Fees	28,543	28,445	28,130		98.9%
State Special Ed Expenditures	259,512	200,235	201,432		100.6%
Federal CSP Grant (003)	166,547	0	0		
Federal Special Education Program	23,351	41,667	41,667		100.0%
Federal CEIS Program		0	1,176		
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>2,095,589</b>	<b>2,150,409</b>	<b>2,122,007</b>		<b>98.7%</b>
	2,095,589	2,150,409	2,122,007		
<b>Transfers to Other Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Total Expenditures</b>	<b>2,095,589</b>	<b>2,150,409</b>	<b>2,122,007</b>		<b>98.7%</b>
<b>General Fund Net Income</b>	<b>64,369</b>	<b>(96,120)</b>	<b>(40,259)</b>		
<b>Beginning Fund Balance, General Fund, July 1</b>	<b>410,862</b>	<b>475,231</b>	<b>475,231</b>		
<b>Projected Fund Balance, General Fund, June 30</b>	<b>475,231</b>	<b>379,111</b>	<b>434,971</b>		
	22.7%	17.6%			

**Woodbury Leadership Academy  
Woodbury, Minnesota  
Statement of Revenues and Expenditures  
June 30, 2018**

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget (5/2018) 259 ADM	June 2018 YTD Activity 260 ADM	100% 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	230	0	3,410	
Supplies and Materials, Snacks	0	2,250	2,198	97.7%
Equipment	0	0	0	
Dues and Memberships	0	0	0	
<b>Total Expenditures</b>	<b>230</b>	<b>2,250</b>	<b>5,607</b>	
<b>Community Services Fund Net Income</b>	<b>10</b>	<b>(250)</b>	<b>(3,887)</b>	
<b>Beginning Fund Balance, Fund 04, July 1</b>	<b>127,047</b>	<b>127,057</b>	<b>127,057</b>	
<b>Projected Fund Balance, Fund 04, June 30</b>	<b>127,057</b>	<b>126,807</b>	<b>123,170</b>	
	<b>127,057</b>			

**Woodbury Leadership Academy**  
**Woodbury, Minnesota**  
**Statement of Revenues and Expenditures**  
**June 30, 2018**

	FY 2017 Actual 251 ADM	FY 2018 Revised Budget (5/2018) 259 ADM	June 2018 YTD Activity 260 ADM	100%	Percent of Working Budget
<b>Total All Funds</b>					
<b>Revenues</b>					
State Revenues	1,940,956	1,953,630	1,982,107		101.5%
Federal Revenues	203,828	46,701	47,874		102.5%
Local Revenues	15,414	55,958	53,487		95.6%
<b>Total Revenues</b>	<b>2,160,198</b>	<b>2,056,289</b>	<b>2,083,468</b>		<b>101.3%</b>
	2,160,198	2,056,289	2,083,468		
<b>Expenditures</b>					
Salaries and Wages	880,071	814,072	821,452		100.9%
Employee Benefits	195,927	212,138	196,793		92.8%
Purchased Services	480,894	771,381	762,614		98.9%
Supplies and Materials	37,422	74,687	67,520		90.4%
Equipment	11,307	5,000	1,799		36.0%
Short Term Financing Costs	0	0	0		
Other (Fundraising, Special Ed, Dues, etc.)	490,198	275,381	277,436		100.7%
<b>Total Expenditures</b>	<b>2,095,819</b>	<b>2,152,659</b>	<b>2,127,614</b>		<b>98.8%</b>
	2,095,819	2,152,659	2,127,614		
<b>Total Revenues All Funds</b>	<b>2,160,198</b>	<b>2,056,289</b>	<b>2,083,468</b>		<b>101.3%</b>
<b>Total Expenditures All Funds</b>	<b>2,095,819</b>	<b>2,152,659</b>	<b>2,127,614</b>		<b>98.8%</b>
<b>Net Income - All Funds</b>	<b>64,379</b>	<b>(96,370)</b>	<b>(44,146)</b>		
	64,379	(96,370)	(44,146)		
<b>Beginning Fund Balance, All Funds, July 1</b>	<b>537,909</b>	<b>602,288</b>	<b>602,288</b>		
<b>Projected Fund Balance, All Funds, June 30</b>	<b>602,288</b>	<b>505,918</b>	<b>558,141</b>		
	602,288	505,918	558,141		

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*** Includes Benefits (Tax Payments, PERA, TRA)		
Jul 31	177,733	0	13	2,995	180,741	50,440	65,775	116,215	589,823
Aug 31	152,810	0	116	124,881	277,806	51,682	100,972	152,654	714,853
Sept 30	169,922	0	3,736	67,546	241,204	54,320	190,388	244,708	711,471
Oct 31	85,277	6,232	4,798	50,534	146,841	56,139	130,044	186,182	672,129
Nov 30	126,455	6,612	12,240	(3)	145,305	52,157	110,003	162,160	655,274
Dec 31	141,466	3,931	4,752	0	150,148	47,950	130,641	178,590	626,831
Jan 31	141,466	2,580	3,475	0	147,521	48,364	127,009	175,373	598,979
Feb 28	121,002	406	6,613	25	128,046	53,749	118,827	172,576	554,449
Mar 31	143,755	0	20,253	0	164,009	55,881	145,258	201,139	517,319
Apr 30	138,888	13,426	9,895	0	162,209	55,516	139,052	194,569	484,959
May 31	93,556	3,000	2,147	0	98,703	55,763	159,755	215,517	368,145
June 30	138,888	2,012	6,552		147,452	63,442	56,856	120,298	395,300
<b>Projected</b>	1,631,219	38,198	74,589	245,978	<b>1,989,985</b>	645,402	1,474,580	2,119,982	
<b>Totals</b>	1,631,219	38,198	74,589	245,978	<b>1,989,985</b>	645,402	1,474,580	<b>2,119,982</b>	395,300

**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: 06/01/2018 - 06/30/2018

r\_ap\_pmtregck

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
ANCH		WX	1 1027	Amazon.com	06/15/2018	\$77.82	4673	E 01 010 203 000 000 430	PE: Curriculum development
ANCH		WX	1 1029	The Home Depot	06/15/2018	\$421.68	4676	E 01 005 810 000 000 401	Building/Moving supplies
ANCH		WX	1 1030	Target	06/15/2018	\$14.43	4678	E 01 010 203 000 000 401	PE Field Day Whistles
ANCH		WX	1 1031	Sam's Club	06/15/2018	\$74.90	4677	E 01 010 201 000 000 401	K graduation cupcakes
ANCH		WX	1 1143	Cub Foods	06/15/2018	\$17.96	4670	E 01 010 203 000 000 490	Pe Field Day - Ice
ANCH		WX	1 1200	Dollar Tree	06/15/2018	\$8.00	4671	E 01 010 201 000 000 401	K graduation balloons
ANCH		WX	1 1259	Costco	06/15/2018	\$65.04	4674	E 01 005 107 000 000 401	Carnival - hot dogs and buns
ANCH		WX	1 1259	Costco	06/15/2018	\$5.58	4675	E 01 005 107 000 000 401	Carnival - hot dogs and buns
ANCH		WX	1 1409	T-Mobile	06/15/2018	\$99.76	4672	E 01 005 110 000 000 320	Cell phone Mortenson
ANCH		WX	1 1442	Bester Brothers	06/15/2018	\$987.44	4679	E 01 005 810 000 000 401	Moving supplies
ANCH		WX	1 1443	Sangoma	06/15/2018	\$25.99	4669	E 01 005 110 000 000 320	Phone Service - online to cell - June
ANCH		WX	1 1259	Costco	06/21/2018	\$49.75	4689	E 01 005 110 000 000 329	Postage
ANCH		WX	1 1259	Costco	06/21/2018	\$41.98	4689	E 01 005 810 000 000 401	Moving Boxes
ANCH		WX	1 1409	T-Mobile	06/21/2018	\$125.64	4687	E 01 005 110 000 000 320	Cell Phone for VoIP office number
ANCH		WX	1 1442	Bester Brothers	06/21/2018	\$1,776.00	4686	E 01 005 810 000 000 305	Down payment for moving services
ANCH		WX	1 1444	Tiger12	06/21/2018	\$1,470.00	4688	E 01 005 107 000 000 305	Website Redesign
ANCH		WX	1 1445	Delta Air	06/21/2018	\$25.00	4691	E 01 010 640 000 316 366	Baggage fees for Responsible Classroom Tr.
ANCH		WX	1 1445	Delta Air	06/21/2018	\$60.00	4690	E 01 010 640 000 316 366	Baggage fees for Responsible Classroom Tr.
						<b>Check Total:</b>	<b>\$5,346.97</b>		
						<b>Bank ANCH Total:</b>	<b>\$5,346.97</b>		
OLDN		WX	1 1001	Public Employee Retirement Association	06/18/2018	\$1,214.33	4680	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1 1002	Teachers Retirement Association	06/18/2018	\$4,859.62	4681	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1003	Internal Revenue Service	06/18/2018	\$6,140.56	4682	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1 1003	Internal Revenue Service	06/18/2018	\$2,422.27	4682	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1 1004	MN Department of Revenue Service	06/18/2018	\$1,339.50	4683	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1 1128	AssociatedBank	06/18/2018	\$75.00	4684	B 01 215 022	Payroll Deductions - HSA
OLDN		WX	1 1417	VOYA	06/18/2018	\$1,604.77	4685	B 01 215 021	TSA
OLDN		WX	1 1391	Alerus	06/28/2018	\$30.00	4707	E 01 005 110 000 000 305	Alerus Participant Fee
OLDN		WX	1 1058	Responsive Classroom	06/30/2018	\$316.80	4725	E 01 010 640 000 316 366	Responsive Classroom Training Books
OLDN		WX	1 1409	T-Mobile	06/30/2018	\$104.76	4723	E 01 005 110 000 000 320	Cell phone June
OLDN		WX	1 1443	Sangoma	06/30/2018	\$35.63	4730	B 01 131 000	SipStation Subscription - July
OLDN		WX	1 1450	Backyard BBQ Pit	06/30/2018	\$37.20	4722	E 01 010 640 000 316 366	Responsive Classroom Training
OLDN		WX	1 1451	Gocciolina Restaurant	06/30/2018	\$99.93	4724	E 01 010 640 000 316 366	Responsive Classroom Training
OLDN		WX	1 1452	Mateo	06/30/2018	\$93.48	4726	E 01 010 640 000 316 366	Responsive Classroom Training



# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 06/01/2018 - 06/30/2018

Pay/Void

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
OLDN					06/30/2018	\$61.60	4727	E 01 010 640 000 316 366	Responsive Classroom Training
OLDN	1453	WX 1		Clouds Brewing					
OLDN	1454	WX 1		Hyatt	06/30/2018	\$648.37	4728	E 01 010 640 000 316 366	Responsive Classroom Training
OLDN	1454	WX 1		Hyatt	06/30/2018	\$643.80	4729	E 01 010 640 000 316 366	Responsive Classroom Training
				<b>Check Total:</b>		<b>\$19,727.62</b>			
OLDN	5447	CH 1	1369	BerganKDV Outsourced Services LLC	06/18/2018	\$4,743.00	4654	E 01 005 110 000 000 305	June Financial Mgmt & Accounting Services
				<b>Check Total:</b>		<b>\$4,743.00</b>			
OLDN	5448	CH 1	1336	Hennepin County Medical Center	06/18/2018	\$137.50	4655	E 01 010 720 000 000 305	GenEd
OLDN	5448	CH 1	1336	Hennepin County Medical Center	06/18/2018	\$268.00	4655	E 01 010 420 000 740 394	SPED
				<b>Check Total:</b>		<b>\$405.50</b>			
OLDN	5449	CH 1	1054	Integrative Therapy, LLC.	06/18/2018	\$1,239.00	4656	E 01 010 420 000 740 394	OT: 14.75hrs@\$84 5/21-6/1/2018
				<b>Check Total:</b>		<b>\$1,239.00</b>			
OLDN	5450	CH 1	1150	JR Computer Associates	06/18/2018	\$800.00	4657	E 01 005 605 000 000 315	June Tech retainer
				<b>Check Total:</b>		<b>\$800.00</b>			
OLDN	5451	CH 1	1240	Keys to Communication	06/18/2018	\$1,020.00	4658	E 01 010 401 000 740 394	Speech: 11.5hrs@\$85 1hr@\$42.50 5/29-5/3
				<b>Check Total:</b>		<b>\$1,020.00</b>			
OLDN	5452	CH 1	1360	Lifetouch NSS	06/18/2018	\$999.12	4659	R 01 005 000 000 000 619	Yearbooks
				<b>Check Total:</b>		<b>\$999.12</b>			
OLDN	5453	CH 1	1334	Mary Kelly	06/18/2018	\$3,960.00	4660	E 01 010 420 000 419 303	SPED Director services 49.5hrs@\$80 5/1-5/
				<b>Check Total:</b>		<b>\$3,960.00</b>			
OLDN	5454	CH 1	1420	Pannect Ed	06/18/2018	\$1,500.00	4661	E 01 005 010 000 000 305	On Site Strategic planning with board
				<b>Check Total:</b>		<b>\$1,500.00</b>			
OLDN	5455	CH 1	1233	Reno Mothes	06/18/2018	\$287.50	4662	E 01 010 420 000 740 394	DAPE: 5.75hrs@\$50 5/7-5/21/2018
				<b>Check Total:</b>		<b>\$287.50</b>			
OLDN	5456	CH 1	1241	Sheila Merzer	06/18/2018	\$375.00	4663	E 01 010 408 000 740 394	SPED 3hrs@\$125 5/17-5/21/2018
				<b>Check Total:</b>		<b>\$375.00</b>			
OLDN	5457	CH 1	1116	Strategic Staffing Solutions	06/18/2018	\$437.50	4664	E 01 010 420 000 740 394	Psych Services 5/4-5/11/2018 5hrs@\$87.50
OLDN	5457	CH 1	1116	Strategic Staffing Solutions	06/18/2018	\$875.00	4665	E 01 010 420 000 740 394	Psych Services 5/18-5/25/2018 10hrs@\$87.
				<b>Check Total:</b>		<b>\$1,312.50</b>			
OLDN	5458	CH 1	1098	Teachers on Call	06/18/2018	\$1,130.50	4666	E 01 010 203 000 000 305	Sub Teachers 5/29-6/1/2018
				<b>Check Total:</b>		<b>\$1,130.50</b>			
OLDN	5459	CH 1	1411	Tiger Oak Media Inc	06/18/2018	\$574.00	4667	E 01 005 107 000 000 305	Marketing - Display Ad Enrollment Woodbury
				<b>Check Total:</b>		<b>\$574.00</b>			

**WOODBURY LEADERSHIP ACADEMY**

**Payment Register by Check No.**

Payment Date Range: 06/01/2018 - 06/30/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
OLDN	5460	CH	1 1438	Wolf Ridge		06/18/2018	\$600.00	4668	B 01 131 000	10/1-10/3/2018 Deposit for Grade 5/6 field tr
							<b>Check Total:</b>	<b>\$600.00</b>		
OLDN	5461	CH	1 1446	Blake Scheffknecht		06/27/2018	\$442.50	4694	E 01 005 810 000 000 305	6/7-6/25/2018 packing and preparing to mov
							<b>Check Total:</b>	<b>\$442.50</b>		
OLDN	5462	CH	1 1291	Booth Law Group, LLC		06/27/2018	\$47.00	4695	E 01 005 111 000 000 305	Legal Services 5/7/2018
							<b>Check Total:</b>	<b>\$47.00</b>		
OLDN	5463	CH	1 1316	Christopher Baumann		06/27/2018	\$495.00	4696	E 01 005 810 000 000 305	6/7-6/25/2018 Packing and preparing to mov
							<b>Check Total:</b>	<b>\$495.00</b>		
OLDN	5464	CH	1 1394	CKC Good Food		06/27/2018	\$234.00	4697	E 01 010 203 000 000 401	May Milk
							<b>Check Total:</b>	<b>\$234.00</b>		
OLDN	5465	CH	1 1082	Delta Dental of MN		06/27/2018	\$957.30	4698	B 01 131 000	July dental insurance premiums
OLDN	5465	CH	1 1082	Delta Dental of MN		06/27/2018	(\$149.70)	4698	B 01 215 009	June Credit
							<b>Check Total:</b>	<b>\$807.60</b>		
OLDN	5466	CH	1 1336	Hennepin County Medical Center		06/27/2018	\$426.00	4699	E 01 010 720 000 000 305	GenEd
OLDN	5466	CH	1 1336	Hennepin County Medical Center		06/27/2018	\$216.00	4699	E 01 010 420 000 740 394	SPED
							<b>Check Total:</b>	<b>\$642.00</b>		
OLDN	5467	CH	1 1399	Jolene Skordahl		06/27/2018	\$15.00	4700	E 01 005 010 000 000 366	Reim: Board Training
							<b>Check Total:</b>	<b>\$15.00</b>		
OLDN	5468	CH	1 1387	Kathleen Mortensen		06/27/2018	\$38.32	4701	E 01 005 640 000 316 366	Reim: Responsive Training - shuttle, lunch, c
							<b>Check Total:</b>	<b>\$38.32</b>		
OLDN	5469	CH	1 1447	Kelly Cappelen		06/27/2018	\$147.34	4702	E 01 005 640 000 316 366	Reim: Responsive Training - shuttle and par
							<b>Check Total:</b>	<b>\$147.34</b>		
OLDN	5470	CH	1 1313	Nancy Baumann		06/27/2018	\$136.02	4703	E 01 005 110 000 000 366	Reim: Mileage 7/31-6/26/2018
							<b>Check Total:</b>	<b>\$136.02</b>		
OLDN	5471	CH	1 1139	Perpich Center for Arts Education		06/27/2018	\$955.80	4705	E 01 005 810 000 000 320	Wan- May
OLDN	5471	CH	1 1139	Perpich Center for Arts Education		06/27/2018	\$625.52	4705	E 01 005 810 000 000 320	Phones - May
							<b>Check Total:</b>	<b>\$1,581.32</b>		
OLDN	5472	CH	1 1097	PLIC - SBD GRAND ISLAND		06/27/2018	\$941.56	4704	B 01 131 000	July Life, LTD, STD premiums
							<b>Check Total:</b>	<b>\$941.56</b>		
OLDN	5473	CH	1 1098	Teachers on Call		06/27/2018	\$1,130.50	4706	E 01 010 203 000 000 305	Sub Teachers 6/4-6/7/2018
							<b>Check Total:</b>	<b>\$1,130.50</b>		

**WOODBURY LEADERSHIP ACADEMY**

**Payment Register by Check No.**

Payment Date Range: 06/01/2018 - 06/30/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
OLDN	5474	CH	1 1442	Bester Brothers		06/27/2018	\$6,177.00	4693	E 01 005 810 000 000 305	Commercial moving Services to trailers

Check Total: \$6,177.00

Bank OLDN Total: \$51,508.90

Report Total: \$56,855.87

# 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		
1383	4228	ANCH	CR061E	Credit	A	06/08/18			Check	1	M								
FY18 Alerus Deposit																			
						4228	B 01 215	008			Miscellaneous Customer					773.18	0.00		
						4228	B 01 215	007			FY18 Cobra Medical BS					24.20	0.00		
											FY18 Cobra Life BS								
																Receipt Total:	\$797.38	\$0.00	
																Deposit Total:	\$797.38	\$0.00	
1384	4228	ANCH	CR061E	Credit	A	06/01/18			Check	1	m								
FY18 Square Test Deposit																			
						4228	R 01 005	000 000 000 099			Miscellaneous Customer					1.00	0.00		
											FY18 Square Deposit					\$1.00	\$0.00		
																Receipt Total:			
																Deposit Total:			
1385	4228	ANCH	CR061E	Debit	A	06/01/18			Check	1	m								
FY18 Square Deposit Fee																			
						4228	E 01 005	110 000 000 305			Miscellaneous Customer					(0.09)	0.00		
											FY18 Square Fee					(\$0.03)	\$0.00		
																Receipt Total:			
																Deposit Total:	\$0.97	\$0.00	
1386	4228	ANCH	CR061E	Credit	A	06/04/18			Check	1	m								
FY18 Square Deposits																			
						4228	R 01 005	000 000 000 099			Miscellaneous Customer					496.00	0.00		
											FY18 Square Deposits					\$496.00	\$0.00		
																Receipt Total:			
																Deposit Total:			
1387	4228	ANCH	CR061E	Debit	A	06/04/18			Check	1	m								
FY18 Sqaure Deposit Fee																			
						4228	E 01 005	110 000 000 305			Miscellaneous Customer					(13.65)	0.00		
											FY18 Sqaure Deposit Fee					(\$13.65)	\$0.00		
																Receipt Total:			
																Deposit Total:	\$482.35	\$0.00	
1388	4228	ANCH	CR061E	Credit	A	06/08/18			Check	1	M								
FY18 Art Fair/Carnival																			
						4228	R 01 005	000 000 000 099			Miscellaneous Customer					2,657.85	0.00		
											FY18 Art Fair/Carnival					\$2,657.85	\$0.00		
																Receipt Total:			
																Deposit Total:	\$2,657.85	\$0.00	
1389	4228	ANCH	CR061E	Credit	A	06/08/18			Check	1	1003								
FY18 School Deposit																			
						4228	R 01 005	000 000 000 621			SCHOOL DEPOSIT					441.00	0.00		
						4228	R 01 005	000 000 000 620			FY18 Yearbooks					314.00	0.00		
											FY18 Spiritwear								

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

r\_ar\_rctdet

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1387	4228	ANCH	CR061E	Credit	A	06/08/18	4228	E 01 010 203 000 000 401	Check 1	1003	SCHOOL DEPOSIT				331.50		0.00
																\$1,086.50	\$0.00
																<b>\$1,086.50</b>	<b>\$0.00</b>
1388	4228	ANCH	CR061E	Credit	A	06/08/18	4228	E 01 010 203 000 000 401	Check 1	1003	SCHOOL DEPOSIT				719.00		0.00
																\$719.00	\$0.00
																<b>\$719.00</b>	<b>\$0.00</b>
1389	4228	ANCH	CR061E	Credit	A	06/08/18	4228	R 01 005 000 000 000 621	Check 1	1003	SCHOOL DEPOSIT				275.00		0.00
																22.00	0.00
																188.50	0.00
																200.00	0.00
																\$685.50	\$0.00
																<b>\$685.50</b>	<b>\$0.00</b>
1390	4228	OLDN	CR061E	Credit	A	06/20/18	4228	R 01 005 000 000 000 211	Check 1	1001	MN DEPT OF EDUCATION				38,634.14		0.00
																30,726.53	0.00
																\$69,360.67	\$0.00
																<b>\$69,360.67</b>	<b>\$0.00</b>
1391	4228	OLDN	CR061E	Credit	A	06/15/18	4228	R 01 005 000 000 000 096	Check 1	M	Miscellaneous Customer				93.10		0.00
																\$93.10	\$0.00
																<b>\$93.10</b>	<b>\$0.00</b>

## WOODBURY LEADERSHIP ACADEMY

### Receipt Listing Report with Detail by Deposit

r\_ar\_rctdet

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1392	4228	OLDN	CR061E	Credit	A	06/28/18	4228 R 01 005 000 000 000 621	Check	1	1003					20.00		0.00
										SCHOOL DEPOSIT					\$20.00		\$0.00
										FY18 Yearbook					\$20.00		\$0.00
															<b>\$20.00</b>		<b>\$0.00</b>
														Receipt Total:			
														Deposit Total:			
1393	4228	OLDN	CR061E	Credit	A	06/29/18	4228 R 01 005 000 000 000 092	Check	1	1006					9.19		0.00
										Old National					\$9.19		\$0.00
										FY18 Interest Earnings					\$9.19		\$0.00
															<b>\$9.19</b>		<b>\$0.00</b>
														Receipt Total:			
														Deposit Total:			
1394	4228	OLDN	CR061E	Credit	A	06/29/18	4228 R 01 005 000 000 740 360	Check	1	1001					50,593.65		0.00
							4228 R 01 005 000 000 000 317								18,933.75		0.00
										MN DEPT OF EDUCATION					\$69,527.40		\$0.00
										FY18 Special Education					\$69,527.40		\$0.00
										FY1 Long Term Facilities Maint					\$69,527.40		\$0.00
														Receipt Total:			
														Deposit Total:			
1395	4228	OLDN	CR061E	Credit	A	06/28/18	4228 R 01 005 000 000 414 400	Check	1	1001					2,012.45		0.00
										MN DEPT OF EDUCATION					\$2,012.45		\$0.00
										FY18 SERVS					\$2,012.45		\$0.00
															<b>\$2,012.45</b>		<b>\$0.00</b>
														Receipt Total:			
														Deposit Total:			
														Report Total:			
															\$147,452.36		\$0.00

**WOODBURY LEADERSHIP ACADEMY**  
Journal Entry Listing

r\_gl\_list

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
2993	201812	06/30/2018	P	JE		Rcls FIN 419 to CRS 012/011	Rcls FIN 419 to CRS 012/011	E	01	010	420	000	419	303	Fed Sub Award SubCont <\$	0.00	14,545.99
						FIN 419 to CRS 011 per SERV:	FIN 419 to CRS 011 per SERV:	E	01	010	420	011	419	303	Fed Sub Award SubCont <\$	10,001.18	0.00
						FIN 419 to CRS 012 per SERV:	FIN 419 to CRS 012 per SERV:	E	01	010	420	012	419	303	Fed Sub Award SubCont <\$	4,544.81	0.00
															\$14,545.99	\$14,545.99	
2994	201812	06/30/2018	P	JE		Rcls FIN 419 overage to State	FIN 419 OBJ 433 to State	E	01	010	420	000	419	433	Sup/Mat Indiv Instr	0.00	5,607.54
							FIN 419 OBJ 433 to State	E	01	010	420	000	740	433	Sup/Mat Indiv Instr	5,607.54	0.00
															\$5,607.54	\$5,607.54	
2995	201812	06/30/2018	P	JE		CEIS Para f/ OBJ 161 to 141	CEIS Para f/ OBJ 161 to 141	E	01	010	422	000	425	141	N-Lic Classroom Pers	107.17	0.00
							CEIS Para f/ OBJ 161 to 141	E	01	010	422	000	425	161	ParaProf/Personal Care Ass	0.00	107.17
															\$107.17	\$107.17	
2996	201812	06/30/2018	P	JE		Rcls Sped Non-Instr:Supplies	Non-Instr:Supplies 740 to 419	E	01	010	420	000	419	401	Sup/Mat Non-Instr.	69.60	0.00
							Instr:Supplies 419 to 740	E	01	010	420	000	419	433	Sup/Mat Indiv Instr	0.00	69.60
							Non-Instr:Supplies 740 to 419	E	01	010	420	000	740	401	Sup/Mat Non-Instr.	0.00	69.60
							Instr:Supplies 419 to 740	E	01	010	420	000	740	433	Sup/Mat Indiv Instr	69.60	0.00
															\$139.20	\$139.20	
2997	201812	06/30/2018	P	JE		Rcls S.Lock 1:1 Para	420 161 to 411 162	E	01	010	411	000	740	162	One-to-One Paraprofession:	7,539.84	0.00
							420 161 to 411 162	E	01	010	420	000	740	161	ParaProf/Personal Care Ass	0.00	7,539.84
															\$7,539.84	\$7,539.84	
3002	201812	08/01/2018	P	JE		To alloc % of WC, SUJ to Spec	To alloc % of WC, SUJ to Spec	E	01	010	203	000	000	270	Workers Compensation	0.00	1,252.00
							To alloc % of WC, SUJ to Spec	E	01	010	203	000	000	280	Unemployment Compensation	0.00	543.00
							To alloc % of WC, SUJ to Spec	E	01	010	420	000	740	270	Workers Compensation	1,252.00	0.00
							To alloc % of WC, SUJ to Spec	E	01	010	420	000	740	280	Unemployment Compensation	543.00	0.00
															\$1,795.00	\$1,795.00	
3004	201812	06/30/2018	P	JE		To move copier from 580 to 388	To move copier from 581 to 4	E	01	010	203	000	000	401	Sup/Mat Non-Instr.	543.83	0.00
							To move copier from 580 to 388	E	01	010	605	000	000	380	Computer/Tech Hardware Lt	8,622.61	0.00
							to move copier from 581 to 380	E	01	010	605	000	000	380	Computer/Tech Hardware Lt	650.15	0.00
							To move copier from 580 to 388	E	01	010	605	000	000	580	Principal Cap. Lease	0.00	8,622.61
							to move copier from 581 to 380	E	01	010	605	000	000	581	Interest Cap. Lease	0.00	1,193.98
															\$9,816.59	\$9,816.59	
3005	201812	06/30/2018	P	JE		To book Fed Receivable	To book fed receivable	B	01	122	000				Due Frn Fed.-MDE	9,670.11	0.00
						To accrue Title II	To accrue Title II	R	01	005	000	000	414	400	Federal Aids & Grant	0.00	12.55
						To accrue fed sped	To accrue fed sped	R	01	005	000	000	419	400	Federal Aids & Grant	0.00	9,657.56
															\$9,670.11	\$9,670.11	
3006	201812	06/30/2018	P	JE		Move moving expenses to 350	Move moving expenses to 350	E	01	005	810	000	000	305	Consult/Fees For Svc	0.00	8,890.50
						Move moving expenses from 30	Move moving expenses from 30	E	01	005	810	000	000	350	Repair & Maint Svc	8,890.50	0.00
															\$8,890.50	\$8,890.50	

**WOODBURY LEADERSHIP ACADEMY**  
Journal Entry Listing

r\_g\_list

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3012	201812	06/30/2018	U	JE		To accrue state aids	To accrue gen ed revenue	B	01	121	000				Due Fr Mn Children	219,767.51	0.00
							To accrue LTFM	B	01	121	000				Due Fr Mn Children	2,922.53	0.00
							To accrue lease aid	B	01	121	000				Due Fr Mn Children	14,385.96	0.00
							To accrue special ed	B	01	121	000				Due Fr Mn Children	46,614.49	0.00
							To accrue literacy aid	B	01	121	000				Due Fr Mn Children	2,595.64	0.00
							To accrue gen ed revenue	R	01	005	000	000	000	211	General Education Aid	0.00	219,767.51
								R	01	005	000	000	000	212	Literacy Incentive Aid	0.00	2,595.64
							To accrue LTFM	R	01	005	000	000	000	317	Long Term Facilities Maint.	0.00	2,922.53
							To accrue lease aid	R	01	005	000	000	348	300	State Aids & Grants	0.00	14,385.96
							To accrue special ed	R	01	005	000	000	740	360	State Aid for Spec Educator	0.00	46,614.49
<table border="1" style="float: right;"> <tr> <td>\$286,286.13</td> <td>\$286,286.13</td> </tr> </table>																\$286,286.13	\$286,286.13
\$286,286.13	\$286,286.13																



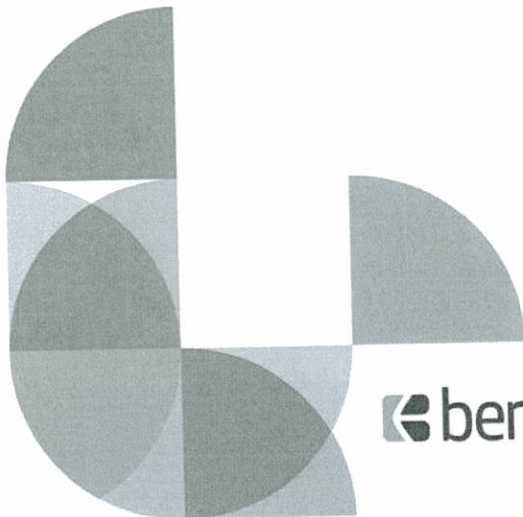


**WOODBURY LEADERSHIP**  
Academy

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

**Financial Statements**

**July 2018**



 **berganKDV**  
CPAS | ADVISORS

*Prepared by:*  
Judith Darling, CPA  
Finance Manager

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

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Woodbury Leadership Academy  
Woodbury, Minnesota  
July 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, 2018 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 will be repaid by the state to the school during August, September, and October of 2018. 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 2018-2019 budget is based on 309 ADM. Our original General Fund budget was approved with a deficit of \$142,389 while our Community Ed budget was approved as a breakeven budget.

With moving into a new facility and the many other changes that are taking place, a working budget column has been added to track the impact of these changes to the budget. Categories where there are significant changes from the original budget are among the following:

- General Education Revenue and Lease Aid (due to increase in projected enrollment from 309 to 331)
- Salaries and Benefits (due to increased staffing/due to increase in enrollment)
- Increase in Contracted Services (facility related cost and portion of janitorial budget from payroll to contracted services)
- Building Lease (370) is lower but some costs moved to other areas such as special assessments, utilities, etc. The amount in line 370 can only be the part of our rent payment that is lease aid reimbursable.
- A playground is also being worked into the budget.

Several big unknowns are enrollment, transportation and class configurations. While we have signed a transportation agreement and that cost is reflected in our working budget, this amount could change as routes are determined and as enrollment becomes known. As WLA settles into the new facility and into the year, updates will continue to be made to the working budget. I would recommend the board plan on revising the budget in October or November.

## Supplemental Information for July 2018

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during July 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**

**Balance Sheet  
July 31, 2018**

	<b>Balance July 1, 2018</b>	<b>Balance July 31, 2018</b>
<b><u>Assets</u></b>		
<b>Current Assets</b>		
Cash and Investments	395,300	381,275
Accounts Receivable	0	0
PY State Aid Receivable	0	286,286
CY State Aid Receivable/(Deferred Rev)	286,286	0
Federal Aids Receivable	9,670	9,670
Prepaid Expenses and Deposits	10,031	58,348
<b>Total Current Assets</b>	<b>701,287</b>	<b>735,579</b>
<b>Total All Assets</b>	<b>701,287</b>	<b>735,579</b>
<b><u>Liabilities and Fund Balance</u></b>		
<b>Current Liabilities</b>		
Salaries and Wages Payable	59,282	20,111
Line of Credit Payable /Loan Payable	0	0
Accounts Payable	36,985	1,137
Payroll Deductions and Contributions	46,877	7,593
Deferred Revenue	0	0
<b>Total Current Liabilities</b>	<b>143,145</b>	<b>28,840</b>
<b>Fund Balance</b>		
Fund Balance 7-1-2018	558,142	558,142
Net Income To Date	0	148,596
<b>Total Fund Balance</b>	<b>558,142</b>	<b>706,739</b>
<b>Total Liabilities and Fund Balance</b>	<b>701,287</b>	<b>735,579</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**  
**July 31, 2018**

	311.60	334.20	8%
	FY 2018 Actual 259 ADM	FY 2019 Original Budget 309 ADM	FY 2019 Working Budget 331 ADM
			July 2018 YTD Activity
			Percent of Original Budget
<b>General Fund - 01</b>			
<b>Revenues</b>			
<b>State Revenues</b>			
General Education Aid	1,702,065	2,164,554	174,716
Literacy Aid	25,956	25,956	8.1%
Charter School Lease Aid	14,386	409,442	0.0%
Long-Term Facilities Maintenance Revenue	21,856	41,131	0.0%
Special Education Aid	189,346	207,576	0.0%
PY Over/Under Accrual	19,104	0	0.0%
Endowment Aid	9,394	7,332	0.0%
<b>Total State Revenues</b>	<b>1,982,107</b>	<b>2,855,992</b>	<b>174,716</b>
	1,982,107	3,094,594	174,716
<b>Federal Revenues</b>			
Federal CSP Grant \$225K (Imp 003, 9-30-16)	0	0	0.0%
Federal Special Education Aid	41,667	42,700	0.0%
Federal CEIS Program	1,176	3,632	0.0%
PBIS Individuals with Disabilities Grant	6	0	0.0%
Title II	5,025	3,012	0.0%
<b>Total Federal Revenues</b>	<b>47,874</b>	<b>49,344</b>	<b>0</b>
	47,874	49,344	0
<b>Local Revenues</b>			
Interest Earnings	178	100	10.1%
Donations and Grants	21,928	0	0.0%
Give to the Max (course 200)	2,740	0	0.0%
Fees from Students (Field Trip, Milk Sales, Pizza Friday, Other)	17,367	18,500	0.0%
Miscellaneous Revenues	9,140	2,000	0.0%
Sale of Merchandise/Fundraising - Net	414	0	0.0%
071 Third Party Billing	0	0	0.0%
<b>Total Local Revenues</b>	<b>51,767</b>	<b>21,700</b>	<b>10</b>
	51,767	21,700	10
<b>Total Revenues</b>	<b>2,081,748</b>	<b>2,921,592</b>	<b>174,726</b>
	2,081,748	3,165,638	174,726

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

	311.60	334.20	8%
	FY 2018 Actual 259 ADM	FY 2019 Original Budget 309 ADM	Working Budget 331 ADM
			July 2018 YTD Activity
			Percent of Original Budget
<b>Expenditures</b>			
100's Salaries	821,452	1,019,982	13,838
200's Benefits	196,793	269,008	3,754
305 Contracted Services	444,734	237,043	4,868
315 Technology Services	15,153	18,400	800
320 Communications Services	19,719	23,100	0
329 Postage	893	2,000	199
330 Utilities	119,360	61,141	0
340 Property and Liability Insurance	8,960	11,500	0
350 Repairs and Maintenance	53,303	61,029	0
360 Student Transportation	5,494	300,000	0
366 Transportation for Field Trips	16,638	6,180	0
366 Travel, Conferences, and Staff Training	7,065	10,000	0
369 Field Trips / Registration Fees	16,033	6,180	0
370 Building Lease	42,482	569,419	225
370 Other Rentals and Operating Leases	9,370	2,800	0
380 Computer and Tech Related Hardware Rental	19,804	12,500	0
401 Supplies - Non Instructional	1,515	24,300	571
401 Maintenance Supplies	9,887	20,000	0
405 Non-Instructional Software and Licensing	2,201	12,000	1,372
406 Instructional Software	7,337	6,000	0
430 Instructional Supplies	846	20,000	0
455 Non-Instructional Tech Supplies	54	2,500	0
456 Instructional Tech Supplies	18,242	2,000	0
460 Textbooks and Workbooks	3,104	15,000	0
461 Standardized Tests	0	6,100	0
470 Media/Library Resources	2,334	2,000	0
490 Food Purchased	0	3,700	0
530 Furniture and Other Equipment	1,799	10,000	104
555 Technology Equipment	0	3,000	0
556 Instructional Technology Equipment	0	19,000	0

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

	311.60	334.20	8%
	FY 2018 Actual 259 ADM	FY 2019 Original Budget 309 ADM	FY 2019 Working Budget 331 ADM
	0	0	0
740 Interest Expense	28,130	32,400	30,530
820 Dues and Memberships, Fees			10,420
896 Special Assessments	201,432	223,200	270,230
State Special Ed Expenditures	41,667	42,700	42,700
Federal Special Education Program	1,176	0	3,632
Federal CEIS Program	6	0	0
PBIS Individuals with Disabilities Grant	5,025	2,300	3,012
Title II	0	0	0
Give to the Max CRS 200	0	7,500	7,500
Directors Discretionary Fund			
<b>Subtotal Expenditures</b>	<b>2,122,008</b>	<b>3,063,981</b>	<b>3,262,445</b>
	2,122,008	3,063,981	26,130
<b>Transfers to Other Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>2,122,008</b>	<b>3,063,981</b>	<b>26,130</b>
<b>General Fund Net Income</b>	<b>(40,259)</b>	<b>(142,389)</b>	<b>148,596</b>
<b>Beginning Fund Balance, General Fund, July 1</b>	<b>475,231</b>	<b>434,972</b>	<b>434,972</b>
<b>Projected Fund Balance, General Fund, June 30</b>	<b>434,972</b>	<b>292,582</b>	<b>583,568</b>
	20.5%	9.5%	10.4%



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

	311.60	334.20	8%
	FY 2018 Actual 259 ADM	FY 2019 Original Budget 309 ADM	FY 2019 Working Budget 331 ADM
			July 2018 YTD Activity
			Percent of Original Budget
<b>Fund 04 Program</b>			
<b>Revenues</b>			
040 Tuition Revenue	0	0	
050 Registration Revenue	1,720	2,100	0.0%
<b>Total Revenues</b>	<b>1,720</b>	<b>2,100</b>	<b>0</b>
<b>Expenditures</b>			
Salaries and Wages	0	0	
Employee Benefits	0	0	0.0%
Purchased Services	3,410	2,100	
Supplies and Materials, Snacks	2,198	0	
Equipment	0	0	
Dues and Memberships	0	45,000	
<b>Total Expenditures</b>	<b>5,607</b>	<b>2,100</b>	<b>47,100</b>
<b>Community Services Fund Net Income</b>	<b>(3,887)</b>	<b>0</b>	<b>(45,000)</b>
<b>Beginning Fund Balance, Fund 04, July 1</b>	<b>127,058</b>	<b>123,171</b>	<b>123,171</b>
<b>Projected Fund Balance, Fund 04, June 30</b>	<b>123,171</b>	<b>123,171</b>	<b>78,171</b>

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

	311.60	334.20	8%		
	FY 2018 Actual 259 ADM	FY 2019 Original Budget 309 ADM	FY 2019 Working Budget 331 ADM	July 2018 YTD Activity	Percent of Original Budget
<b>Total All Funds</b>					
<b>Revenues</b>					
State Revenues	1,982,107	2,855,992	3,094,594	174,716	6.1%
Federal Revenues	47,874	45,000	49,344	0	0.0%
Local Revenues	53,487	22,700	23,800	10	0.0%
<b>Total Revenues</b>	<b>2,083,468</b>	<b>2,923,692</b>	<b>3,167,738</b>	<b>174,726</b>	<b>6.0%</b>
	2,083,468	2,923,692	3,167,738	174,726	
<b>Expenditures</b>					
Salaries and Wages	821,452	1,019,982	1,115,323	13,838	1.4%
Employee Benefits	196,793	269,008	306,074	3,754	1.4%
Purchased Services	762,614	1,323,392	1,328,874	6,092	0.5%
Supplies and Materials	67,520	113,600	111,250	1,943	1.7%
Equipment	1,799	32,000	80,000	104	0.3%
Short Term Financing Costs	0	0	0	0	
Other (Fundraising, Special Ed, Dues, etc.)	277,436	308,100	368,024	399	0.1%
<b>Total Expenditures</b>	<b>2,127,615</b>	<b>3,066,081</b>	<b>3,309,545</b>	<b>26,130</b>	<b>0.9%</b>
	2,127,615	3,066,081	3,309,545	26,130	
<b>Total Revenues All Funds</b>	<b>2,083,468</b>	<b>2,923,692</b>	<b>3,167,738</b>	<b>174,726</b>	<b>6.0%</b>
<b>Total Expenditures All Funds</b>	<b>2,127,615</b>	<b>3,066,081</b>	<b>3,309,545</b>	<b>26,130</b>	<b>0.9%</b>
<b>Net Income - All Funds</b>	<b>(44,147)</b>	<b>(142,389)</b>	<b>(141,807)</b>	<b>148,596</b>	
	(44,147)	(142,389)	(141,807)	148,596	
<b>Beginning Fund Balance, All Funds, July 1</b>	<b>602,289</b>	<b>558,142</b>	<b>558,142</b>	<b>558,142</b>	
<b>Projected Fund Balance, All Funds, June 30</b>	<b>558,142</b>	<b>415,753</b>	<b>416,336</b>	<b>706,739</b>	
	558,142	415,753	416,336	706,739	

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  
2018-2019

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)	Total Expenses	Beginning Balance		
Jul 31	174,716	0	807		175,523	49,047	140,501	189,548	395,300	381,275	381,275
Aug 31	174,926	0		95,556	270,482	79,540	186,479	266,019	385,737	385,737	
Sept 30	174,926	0	1,253	85,886	262,064	103,627	170,934	274,561	373,241	373,241	
Oct 31	332,018	5,000	2,060	85,886	424,964	103,627	155,924	259,550	538,655	538,655	
Nov 30	214,226	5,000	2,060		221,286	103,627	155,924	259,550	500,390	500,390	
Dec 31	214,226	5,000	2,060		221,286	103,627	155,924	259,550	462,126	462,126	
Jan 31	214,226	5,000	2,060		221,286	103,627	155,924	259,550	423,861	423,861	
Feb 28	214,226	5,000	2,060		221,286	103,627	155,924	259,550	385,597	385,597	
Mar 31	214,226	5,000	2,060		221,286	103,627	155,924	259,550	347,333	347,333	
Apr 30	214,226	5,000	2,060	28,629	221,286	103,627	155,924	259,550	309,068	309,068	
May 31	214,226	5,000	2,060		249,915	103,627	155,924	259,550	299,433	299,433	
June 30	214,226	5,000	2,060		221,286	103,627	155,924	259,550	261,168	261,168	
<b>Projected</b>	2,570,392	45,000	20,600	295,957	<b>2,931,949</b>	1,164,855	1,901,226	3,066,080			
used on original Budget	2,570,393	45,000	20,600	295,956	2,931,949	1,164,855	1,901,226	3,066,081			
<b>Totals</b>	2,570,392	45,000	20,600	295,957	<b>2,931,949</b>	0	0	<b>3,066,080</b>			

Assumptions: 10% State Aid Holdback

This cash flow projection is to be used only to show that if we follow our 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: 07/01/2018 - 07/31/2018

r\_ap\_pmtregck

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1 1001	Public Employee Retirement Association		07/03/2018	\$647.10	4708	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1 1002	Teachers Retirement Association		07/03/2018	\$5,061.28	4709	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1003	Internal Revenue Service		07/03/2018	\$7,360.80	4710	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1 1003	Internal Revenue Service		07/03/2018	\$3,449.62	4710	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1 1004	MN Department of Revenue Service		07/03/2018	\$1,810.30	4711	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1 1128	AssociatedBank		07/03/2018	\$75.00	4712	B 01 215 022	Payroll Deductions - HSA
OLDN		WX	1 1417	VOYA		07/03/2018	\$2,718.89	4713	B 01 215 021	TSA
OLDN		WX	1 1001	Public Employee Retirement Association		07/13/2018	\$127.14	4732	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1 1001	Public Employee Retirement Association		07/13/2018	\$315.35	4738	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1 1001	Public Employee Retirement Association		07/13/2018	\$4,261.55	4733	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1002	Teachers Retirement Association		07/13/2018	\$709.80	4739	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1002	Teachers Retirement Association		07/13/2018	\$4,251.02	4734	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1 1003	Internal Revenue Service		07/13/2018	\$1,699.25	4734	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1 1003	Internal Revenue Service		07/13/2018	\$1,052.94	4740	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1 1003	Internal Revenue Service		07/13/2018	\$559.03	4740	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1 1003	Internal Revenue Service		07/13/2018	\$929.26	4735	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1 1004	MN Department of Revenue Service		07/13/2018	\$293.29	4741	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1 1004	MN Department of Revenue Service		07/13/2018	\$75.00	4736	B 01 215 022	Payroll Deductions - HSA
OLDN		WX	1 1128	AssociatedBank		07/13/2018	\$1,554.77	4737	B 01 215 021	TSA
OLDN		WX	1 1417	VOYA		07/13/2018	\$398.78	4757	E 01 005 110 000 000 820	Monthly membership fee
OLDN		WX	1 1047	MN Association of Charter Schools		07/24/2018	\$30.00	4758	E 01 005 110 000 000 305	Alerus Participant Fee
OLDN		WX	1 1391	Alerus		07/24/2018	\$116.49	4761	E 01 005 110 000 000 401	Printer for ED
OLDN		WX	1 1027	Amazon.com		07/25/2018	\$9.99	4765	E 01 005 107 000 000 401	Colored Paper for enrollment mailing
OLDN		WX	1 1027	Amazon.com		07/25/2018	\$8.09	4766	E 01 005 107 000 000 401	Colored Paper for enrollment mailing
OLDN		WX	1 1027	Amazon.com		07/25/2018	\$8.27	4767	E 01 005 107 000 000 401	Colored Paper for enrollment mailing
OLDN		WX	1 1027	Amazon.com		07/25/2018	\$388.98	4762	E 01 005 107 000 000 401	WLA Sign for new site
OLDN		WX	1 1213	Image 360		07/25/2018	\$199.00	4763	E 01 005 110 000 000 329	Transportation mailing
OLDN		WX	1 1259	Costco		07/25/2018	\$19.98	4763	E 01 005 110 000 000 401	Envelopes
OLDN		WX	1 1259	Costco		07/25/2018	\$75.00	4760	E 01 005 107 000 000 370	Parade Fee
OLDN		WX	1 1455	Woodbury Days Council		07/25/2018	\$103.77	4764	E 01 005 810 000 000 530	Furniture - staff room/lunch room conference
OLDN		WX	1 1456	Goodwill		07/25/2018	\$140.26	4768	E 01 005 110 000 000 320	6/2-7/1/2018 cell service
OLDN		WX	1 1409	T-Mobile		07/25/2018	\$315.35	4778	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1 1001	Public Employee Retirement Association		07/31/2018	\$152.10	4771	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1002	Teachers Retirement Association		07/31/2018	\$4,234.93	4773	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1002	Teachers Retirement Association		07/31/2018	\$709.80	4779	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1002	Teachers Retirement Association		07/31/2018				

# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 07/01/2018 - 07/31/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
OLDN				Internal Revenue Service		07/31/2018	\$153.00	4772	B 01 215 010	Payroll Deductions FICA
OLDN				Internal Revenue Service		07/31/2018	\$4,137.78	4774	B 01 215 010	Payroll Deductions FICA
OLDN				Internal Revenue Service		07/31/2018	\$1,633.80	4774	B 01 215 011	Payroll Deductions Fed Tax
OLDN				Internal Revenue Service		07/31/2018	\$1,075.66	4780	B 01 215 010	Payroll Deductions FICA
OLDN				Internal Revenue Service		07/31/2018	\$591.70	4780	B 01 215 011	Payroll Deductions Fed Tax
OLDN				MN Department of Revenue Service		07/31/2018	\$896.73	4775	B 01 215 013	Payroll Deductions MN Tax
OLDN				MN Department of Revenue Service		07/31/2018	\$303.76	4781	B 01 215 013	Payroll Deductions MN Tax
OLDN				AssociatedBank		07/31/2018	\$75.00	4776	B 01 215 022	Payroll Deductions - HSA
OLDN				VOYA		07/31/2018	\$1,264.55	4777	B 01 215 021	TSA
							<b>Check Total:</b>	<b>\$53,994.16</b>		
OLDN	5475	CH	1 1150	JR Computer Associates		07/03/2018	\$800.00	4721	E 01 005 605 000 000 315	July Tech Retainer Services
							<b>Check Total:</b>	<b>\$800.00</b>		
OLDN	5476	CH	1 1448	Kacie Paine		07/03/2018	\$140.22	4714	E 01 005 107 000 000 401	Reim: Postcard Mailing
							<b>Check Total:</b>	<b>\$140.22</b>		
OLDN	5477	CH	1 1251	Kylie Griffith		07/03/2018	\$890.51	4715	E 01 010 640 000 316 366	Reim: Travel expenses - Responsive Classrsc
							<b>Check Total:</b>	<b>\$890.51</b>		
OLDN	5478	CH	1 1334	Mary Kelly		07/03/2018	\$1,720.00	4716	E 01 010 420 000 419 303	SPED Director Services June
							<b>Check Total:</b>	<b>\$1,720.00</b>		
OLDN	5479	CH	1 1233	Reno Mothes		07/03/2018	\$62.50	4717	E 01 010 420 000 740 394	DAPE Services 6/4/2018 1.25hrs@50
							<b>Check Total:</b>	<b>\$62.50</b>		
OLDN	5480	CH	1 1449	St Croix Screenprinting Inc		07/03/2018	\$4,000.00	4718	R 01 005 000 000 000 619	Spiritwear
							<b>Check Total:</b>	<b>\$4,000.00</b>		
OLDN	5481	CH	1 1098	Teachers on Call		07/03/2018	\$1,989.00	4719	E 01 010 203 000 000 305	GenEd
OLDN	5481	CH	1 1098	Teachers on Call		07/03/2018	\$187.00	4719	E 01 010 420 000 740 307	SPED
OLDN	5481	CH	1 1098	Teachers on Call		07/03/2018	\$552.50	4719	E 01 010 400 000 000 305	Non Licensed SPED
							<b>Check Total:</b>	<b>\$2,728.50</b>		
OLDN	5482	CH	1 1302	Toshiba Financial Services		07/03/2018	\$732.82	4720	E 01 010 605 000 000 580	Copier Lease
OLDN	5482	CH	1 1302	Toshiba Financial Services		07/03/2018	\$39.91	4720	E 01 010 605 000 000 581	Copier Lease
OLDN	5482	CH	1 1302	Toshiba Financial Services		07/03/2018	\$657.41	4720	E 01 010 203 000 000 401	Overages
							<b>Check Total:</b>	<b>\$1,430.14</b>		
OLDN	5483	CH	1 1291	Booth Law Group, LLC		07/16/2018	\$23.50	4742	E 01 005 111 000 000 305	May Legal Services
							<b>Check Total:</b>	<b>\$23.50</b>		
OLDN	5484	CH	1 1064	HealthPartners - Group		07/16/2018	\$7,033.39	4743	B 01 215 008	July Medical Insurance Premium

# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 07/01/2018 - 07/31/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5484	CH	1 1064	HealthPartners - Group	07/16/2018	\$7,835.22	4744	B 01 215 008	August Medical Insurance Premium
					<b>Check Total:</b>		<b>\$14,868.61</b>		
OLDN	5485	CH	1 1013	Region V Computer Services	07/16/2018	\$1,372.00	4745	E 01 005 108 000 000 405	FY2019 1st quarter membership fees
					<b>Check Total:</b>		<b>\$1,372.00</b>		
OLDN	5486	CH	1 1010	SFM	07/16/2018	\$686.00	4746	E 01 005 110 000 000 270	July Workers Comp
					<b>Check Total:</b>		<b>\$686.00</b>		
OLDN	5487	CH	1 1369	BerganKDV Outsourced Services LLC	07/23/2018	\$4,838.00	4754	E 01 005 110 000 000 305	July Financial Management and Account Ser
					<b>Check Total:</b>		<b>\$4,838.00</b>		
OLDN	5488	CH	1 1291	Booth Law Group, LLC	07/23/2018	\$258.50	4747	E 01 005 111 000 000 305	Legal Services 1/23/2018
OLDN	5488	CH	1 1291	Booth Law Group, LLC	07/23/2018	\$130.00	4748	E 01 005 111 000 000 305	Legal Services 2/23/2018
OLDN	5488	CH	1 1291	Booth Law Group, LLC	07/23/2018	\$70.50	4749	E 01 005 111 000 000 305	Legal Services 02/23/2018
OLDN	5488	CH	1 1291	Booth Law Group, LLC	07/23/2018	\$2,145.00	4750	E 01 005 111 000 000 305	Legal Services 11/1-12/6/2018
OLDN	5488	CH	1 1291	Booth Law Group, LLC	07/23/2018	\$799.00	4751	E 01 005 111 000 000 305	Legal Services 3/1-3/29/2018
					<b>Check Total:</b>		<b>\$3,403.00</b>		
OLDN	5489	CH	1 1336	Hennepin County Medical Center	07/23/2018	\$72.00	4752	E 01 010 720 000 000 305	Nursing Services 6/4/2018
					<b>Check Total:</b>		<b>\$72.00</b>		
OLDN	5490	CH	1 1387	Kathleen Mortensen	07/23/2018	\$19.16	4755	E 01 005 110 000 000 401	Reim: Office supplies
OLDN	5490	CH	1 1387	Kathleen Mortensen	07/23/2018	\$16.05	4753	E 01 005 110 000 000 401	Reim: Office supplies and Core knowledge C
OLDN	5490	CH	1 1387	Kathleen Mortensen	07/23/2018	\$100.08	4753	E 01 005 640 000 316 366	Reim: Office supplies and Core knowledge C
					<b>Check Total:</b>		<b>\$135.29</b>		
OLDN	5491	CH	1 1389	Oakdale Area Chamber of Commerce	07/23/2018	\$150.00	4756	E 01 005 107 000 000 370	Booth Reservation for Non-Profit
					<b>Check Total:</b>		<b>\$150.00</b>		
OLDN	5492	CH	1 1082	Delta Dental of MN	07/27/2018	\$869.10	4769	B 01 215 009	August Dental insurance premiums
					<b>Check Total:</b>		<b>\$869.10</b>		
OLDN	5493	CH	1 1457	MSB Holdings - Woodbury LLC	07/27/2018	\$48,317.00	4770	B 01 131 000	Security Deposit
					<b>Check Total:</b>		<b>\$48,317.00</b>		
					<b>Bank OLDN Total:</b>				<b>\$140,500.53</b>
					<b>Report Total:</b>				<b>\$140,500.53</b>

## WOODBURY LEADERSHIP ACADEMY

### Receipt Listing Report with Detail by Deposit

r\_ar\_rctdet

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1396	4228	OLDN	CR071E	Credit	A	07/13/18	4228	R 01 005 000 000 000 211	Check	1	1001					87,462.82	0.00
											MN DEPT OF EDUCATION					\$87,462.82	\$0.00
											General Education Aid					\$87,462.82	\$0.00
																<b>\$87,462.82</b>	<b>\$0.00</b>
1397	4228	OLDN	CR071E	Credit	A	07/09/18	4228	B 01 215 008	Check	1	M					773.18	0.00
											Miscellaneous Customer					24.20	0.00
											FY19 BS Cobra Medical					\$797.38	\$0.00
											FY19 BS Cobra Life					\$797.38	\$0.00
1398	4228	OLDN	CR071E	Credit	A	07/31/18	4228	R 01 005 000 000 000 092	Check	1	1006					10.07	0.00
											Old National					\$10.07	\$0.00
											Interest Earnings					\$10.07	\$0.00
1399	4228	OLDN	CR071E	Credit	A	07/30/18	4228	R 01 005 000 000 000 211	Check	1	1001					87,253.07	0.00
											MN DEPT OF EDUCATION					\$87,253.07	\$0.00
											General Education Aid					\$87,253.07	\$0.00
																\$175,523.34	\$0.00

**WOODBURY LEADERSHIP ACADEMY**  
**Journal Entry Listing**

r\_gl\_list

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:** August 9, 2018

**Time:** 11:30 a.m.

**Location:** Woodbury Leadership Academy School- 8089 Globe Drive, Woodbury, MN 55125- Conference Room

### **Minutes**

The meeting was called to order by Jessica Erickson at 11:40 a.m.

Attendees: Jessica Erickson, Judith Darling, Kathy Mortensen, Mandy Folks, and Kacie Paine

Jessica Erickson read the WLA Mission and Vision.

### **Development & Discussion**

- Discussion
  - June financial statements
  - July financial statements
  - Anticipated building improvement costs
  - Modify budget
  - Security grant
  - Scheduled finance meeting for September 2018 - June 2019

### **Housekeeping**

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: September 18, 2018

Time: 4:30 p.m.

Location: Woodbury Leadership Academy School  
8089 Globe Drive, Woodbury, MN 55125  
Conference Room

:Jessica Erickson adjourned the meeting @ 1:49 p.m.

**WOODBURY LEADERSHIP**  
Academy



**Elementary/Middle School  
Handbook**

for Parents of Students in Grades K-8

**2018-2019**

*Welcome to*

# Woodbury Leadership Academy!

## School 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.

## Our 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.

## Our Students:

- WORK** cooperatively with other students of various racial and cultural backgrounds;  
toward personal high academic goals;
- RESPECT** each individual's uniqueness and cultural heritage;  
a variety of opinions and ideas;
- BELONG** to a community that gives back to the larger community and;  
act as an active member to a rich and challenging learning community.

## Our Philosophy:

- 
- Learner success is based on a partnership where:
  - Teachers facilitate
  - Learners participate
  - Families engage
- Proficiency in either Spanish will prepare our learners to thrive in a diverse society.
- Small learning communities create a welcoming, safe, and nurturing environment.
- Learning is centered in the classroom.
- WLA focuses on the whole learner:
  - Emotional health
  - Social development
  - Academic achievement
- A culturally diverse student population enriches each learner's experience
- WLA continues to improve through the active participation of:
  - Learners
  - Families
  - Community
  - Staff
  - School Board
- Teachers working in learning teams ensures the success of all learners
- WLA strives for academic success by:
  - Using standards based curricula
  - Making data driven decisions in planning for each student
  - Using best instructional practices

Address: 8089 Globe Drive Woodbury, MN 55125

Phone : 651-571-2100

Email: info@wlamn.org

Website: www.wlamn.org

Welcome to the 2018-19 School Year!

Welcome to Woodbury Leadership Academy (WLA), a Minnesota public charter school. We are glad that you have chosen WLA for your child's education. We hope this will be a rewarding and enjoyable year for everyone in your family. As a Minnesota public school, it is our responsibility to follow all rules and regulations that apply to all state public schools.

This handbook has been prepared to share general information about our school and our policies and procedures with you. This handbook is only a starting place for two-way communication between the school and your home. It does not replace the personal contact that is needed to create a true partnership between the school and families, but we hope it will help in answering some of the ongoing questions that arise during the year. Our contact information can be found both in this handbook and on our school's website. We are available to answer any further questions you have about your child's school.

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## General Information

### Contact Information

Address: 8089 Globe Drive  
Woodbury, MN 55125

Website: [www.wlamn.org](http://www.wlamn.org)

Phone: (651) 571-2100

Fax: (612) 656-3031

Office Hours: 8:00 am to 4:30 pm

School Hours: 9:20 am to 3:50 pm



### School Hours

<b>School Day</b>	<b>9:20 a.m. to 3:50 p.m.</b>
<b>School open to students</b>	<b>9:05 a.m. to 4:05p.m.</b>
<b>School Office Hours</b>	<b>8:00 a.m. to 4:30 p.m.</b>
<b>Extended Care hours</b>	<b>6:30 a.m. to 9:05 a.m. and 3:50 p.m. to 6:00 p.m.</b>

Doors to the school are open to students that are dropped off by parents at 9:05 a.m. All students are dismissed at 3:50 p.m. Only those students that are registered for the extended childcare program or have permission from one of the teaching staff and in a supervised activity are allowed in the building prior to 9:05 a.m. or after 4:05 p.m. There is NO supervision for other students either before or after school.

## Board of Directors

The Board of Directors governs the school by setting the expectations and parameters that lead to higher levels of student achievement. The Board of Directors role (as a governing body) is to adopt goals, ensure accountability, evaluate results, and adopt policies – acting as one voice. Among other things, the Board is

responsible for compliance reporting, strategic goal-setting, evaluating the school's Executive Director, curriculum development and overseeing the finances of the school.

**If you are interested in serving on WLA's Board of Directors, please visit the school website for more information.**

## Student Information

### Admissions

Students admitted to Woodbury Leadership Academy will be placed in the appropriate grade based on their age and previous schooling. Woodbury Leadership Academy will not accept a student for kindergarten unless they are at least five years old by September 1<sup>st</sup> of the school year in which they start kindergarten.

### Enrollment Policy

WLA follows Minnesota State statutes including enrollment, lottery, sibling preference and utilizes wait lists. Please refer to Enrollment Admissions policy 538.

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## Attendance Policies

Student success is directly correlated to attendance. In order for WLA to increase more student learning opportunities the following guidelines and procedures have been put into place.

- Contact the school office before 9:00am if your child will be tardy or absent.
- If notifying school outside of school hours, leave your name, your child's name, and his/her teacher along with a reason for the absence over voicemail or e-mail.
- A doctor's slip may be required for any absence that is 3 or more consecutive days, or where excessive absences occur.
- Valid excuses include:
  - Sickness/hospital
  - Cultural ritual
  - Death in the family
  - Divorce/separation of parents
  - Death of pet/friend
  - Birth/adoption
  - Other excuses may be discussed with the school Director

- If your student is tardy or absent 3 times in any 4-week period, you will be expected to attend a meeting with the school Director.
- *Continual truancy* – absent 3 days in a row in a school year without valid excuse. *Habitual truancy* – child under 16 is absent without a lawful excuse for 7 consecutive days.
- If your child is wither a continual or habitual truant, a **TRUANCY NOTICE** will be sent to you in which you must verify the absence with a doctor’s note or other documentation. If you fail to comply to this policy, the school is obligated by law to report the case to Washington County Child Protection.

## Communications

At WLA we value communication between school and home. Here are some venues to help you stay connected throughout the school year.

### Conferences

Parent-teacher conferences are held twice a year (Fall and Winter) providing an opportunity for parents to check in with their child’s teacher in regards to their progress in a more formal meeting.

### E-mail

Teachers will let parents know the best ways to contact them at the beginning of the school year. Most teachers check e-mail regularly, but please note that they may not be able to respond immediately, as their primary focus during the day is the students. If you need to reach the school immediately, call the main office.

### Website

The school website shares information to parents about their school, staff and student opportunities. The school’s website is [www.wlamn.org](http://www.wlamn.org).

### Newsletters

Classroom teachers will send out a weekly newsletter every Thursday regarding updates in their classrooms and in the school and upcoming events.

### Emergency School Closings

In the event of a school closing or a 2-hour delay for any reason, you will be notified as soon as possible via the school website and on WCCO 830 AM, WCCO channel 4 and KARE 11. WLA will be announced; listen for Woodbury Leadership Academy. *Note: If the school is closed, the before and after childcare program will also be closed.*

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# Dress for Success

**Uniforms are a requirement for attendance at Woodbury Leadership Academy.** THE UNIFORM POLICY WILL BE ENFORCED. All students are required to wear uniforms to school every day except on Free Dress Fridays (see below for Free Dress Friday guidelines), or other designated days. If your child does not adhere to the uniform policy (except Free Dress Fridays and other designated days) a discipline notice will be sent home. Parents/Guardians will be called to bring the student proper attire. If there are multiple incidents of improper dress, additional measures will be taken, including but not limited to: removal from class, community service duties in the school, suspension from school, or a parent meeting with the administrator regarding continued attendance at Woodbury Leadership Academy.

## Expectations include:

- **Pants/Capris/Shorts:** khaki or navy blue twill or corduroy
- **Jumpers/Skorts/Skirts:** khaki or navy blue (jumpers must have school logo)
- **Shirts:** Oxford cloth dress shirts, "polo" style shirts (with collar) - long or short sleeves - white or navy blue with school logo
- **Cardigans:** navy blue with school logo
- **Sweater Vests:** navy blue with school logo crew-neck
- **Pullovers (v-neck/fleece):** navy blue with school logo and WLA hooded sweatshirt
- **Shoes:** Any dress shoe, casual or athletic shoe that are closed toed. NO wedges/heels, flip flops, open-toed sandals, roller shoes, flashing lights or sounds.

**\*\*Middle School Students** are permitted to wear any uniforms from above in addition to –

**Shirts:** light blue and heather gray AND school-sponsored spirit wear on any Friday (Hooded sweatshirts – any day)

# Transportation to School

For this school year, WLA has contracted with Monarch to transport students that live in the 833 and 622 school districts as well as remaining parts of Woodbury. Parents do have the option of providing their own transportation to and from school if they choose to do so. To secure busing for your child, please e-mail [info@wlamn.org](mailto:info@wlamn.org) to complete a Transportation Form.

## School Bus Safety

All students in grades K-8 will undergo bus safety training at the beginning of the school year. Please review the following ten rules students will need to follow on the school bus:

1. Be on time and be clear of the danger zone
2. Follow the Driver's instructions while driving
3. Remain seated and facing forward at all times
4. Head and arms must remain in the bus
5. Although cell phones are allowed, taking photos or recording is not
6. Be courteous to others on the bus
7. No drinking or eating on the bus

8. Take all personal items and trash when exiting the bus
9. No throwing objects in or out of the bus
10. Dangerous weapons or objects are not allowed on the bus

## Violation of School Bus Safety Guidelines

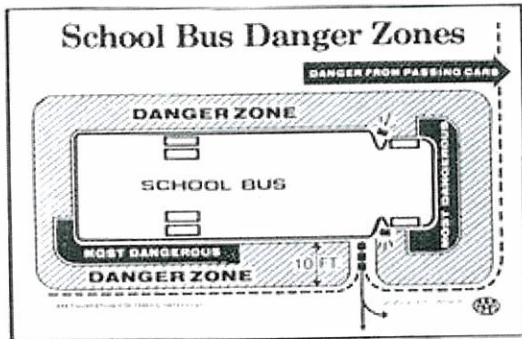
Any student that violates bus rules will be issued a Bus Conduct Report (copy to be sent to parent/guardian).

This report is to notify parents of infraction in order for them to respond and aid in the correcting the behavior. Repeated or serious infractions of rules may result in a student's removal from the bus for a period of time to be determined by the building.



administrator. Suspension can result in loss of bus privileges for the remainder of the school year, depending on the severity of the offense.

Parent/Guardian will be contacted prior to a student's bus suspension and circumstances will be thoroughly explained. After suspension from the bus for at least 2 days, the student will be required to meet with administration and demonstrate that he/she knows the rules prior to resuming to ride the bus.



**Questions regarding any transportation issues such as routes, stops, late buses can be directed to WLA main office.**

## Nutrition Services

Research proves that daily food choices affect your health and how you feel. WLA will not be providing a hot breakfast/lunch service for this school year, but we encourage our families and students to make healthy eating choices.

### Bringing Cold Lunch

When sending a bag lunch with your child, be sure to provide food that is nutritious, portable, easy for

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your child to manage, and does not need heating. Microwaves and refrigerators are not available.

### Food, Drinks, Snacks

WLA encourages healthy eating habits. We encourage that you send fruit drinks, fresh fruit, vegetables and other healthy choices. WLA discourages sending soda and candy as part of lunch. Students may not bring snacks or candy to share or exchange with their tablemates at lunch.

### Snacks for Birthdays/Class Parties

If choosing to send birthday snacks for birthdays or other class parties, we ask that you send healthy choices and preferably snacks that are individually wrapped. Cupcakes, cookies, and other sweets are strongly discouraged.

# School Safety

WLA is committed to creating a safe environment for all students to ensure their well-being both physically and emotionally. Reports of bullying will be thoroughly investigated and WLA will discipline or take appropriate action against any person who is found to have violated this policy.

## **Bullying Policy**

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school property, school provided transportation or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct interferes with or obstructs the mission or operations of Woodbury Leadership Academy or the safety or welfare of the student, other students, or employees. This policy also applies to an act of cyberbullying and cyber harassment regardless of whether such act is committed on or off school property and/or with or without the use of school resources. Acts of cyberbullying/cyber harassment include but are not limited to: teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, parent or other employee of Woodbury Leadership Academy by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school property and/or with or without the use of school resources.

## **What is bullying?**

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student or a group of students;
2. damaging a student's or a group of students' property;
3. placing a student or a group of students in reasonable fear of harm to person or property;
4. creating a hostile educational environment for a student or a group of students; or
5. intimidating a student or a group of students.

## **What to do if bullying is suspected?**

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school official designated by this policy. For more information, see policy 514 on the school website.

## **Walkers**

Students that live within a 1-mile radius of school may choose to walk. Students that elect to walk must have a written permission from parents.

## **Bicycle Safety Guidelines**

Students that ride their bicycles to school must have a written permission from parents. Bicycles should be locked to prevent theft. Kindergarten students are not allowed to ride bicycles to school. First grade students are not permitted to ride unless a note is received from parent/guardians stating that the child has the physical skills, knowledge and good judgement necessary to ride a bicycle safely to school.

## **Parking Lot Safety**

With a new school building this year, we have put in place new rules and regulations to keep students safe during drop-off and pick-up times. Due to the high volume of traffic during these times, we ask that parents come from the east using the Globe Drive entrance and follow the signs to the parking lot designated for drop-off and pick-up. To maintain easy flow of traffic, parents must remain in their cars. If you choose to go inside the school to pick up your child, we ask that you park in the visitor lot on the west side of the school by the main entrance.

## **Outdoor Preparedness**

Students are to come to school with appropriate attire for all types of weather. At school students are expected to be outdoors for recess and other activities that may occur throughout the day. If students do not have appropriate clothing, they will be asked to stay inside in the main office. When temperatures drop below zero degrees or a wind chill below -10, students will not be going outside.

## **Photographing Students**

WLA will keep a record of which students are not able to be photographed. Parents will need to fill out a release form at the beginning of the school year. If this form is not completed, your child may

be included in local media or any coverage of school events.

## **Volunteer Background Check**

WLA welcomes families and community members to come in and work with our students and teachers. In order to do so, volunteers will need to complete a background, sign in at the main office and follow all school policies and procedures. Some volunteer opportunities include but are not limited to volunteering in the classroom, chaperoning field trips, or working any school events.

## **Safety Drills**

All schools are required to conduct safety drills throughout the school year. These include fire drills, severe weather and lock-down drills. Students may be evacuated and sheltered within the school. It is important to speak with your child about the importance of these drills. Familiarity with what to expect in the event a crisis should arise will help keep students safe and calm.

### **Field Trips**

Our classrooms are involved in one or more field trips during the school year. These trips are outings facilitated by the school to complement learning at locations outside the school. School buses are used for field trip travel and are supervised by teachers and chaperones. Parent/guardian permission is required and a field trip slip will need to be completed prior to the trip. Students will not be able to attend a field trip unless a permission slip is on file under state law. There may be a small fee to help defray the cost of field trips.

reason that your child will be leaving school and the time you expect to pick him/her up. We will not release your child from school to anyone other than an authorized person unless we have received written consent from the custodial parent. (If you are not the individual picking up the child, please include a phone where you can be reached if needed.) Also, a picture ID will be asked for before releasing the student.

### **YMCA Care**

WLA will be offering YMCA before and after school childcare. Childcare is offered on site before school from 6:30 a.m until school starts and after school until 6:00 p.m. Please call the WLA main office for more information.

### **Building Visitors**

Parents and guardians are always welcome to come visit our school. Please be sure to contact the teacher prior to visiting or the director to set up an orientation. You will be required to check in at the front office and wear a badge during your visit.

### **Student Release**

Student safety is a high priority at WLA, therefore whenever a parent/guardian/adult is picking up, they are required to come into the Office to sign the child out. If you need to pick up your child during the school day for an appointment or other appropriate reason, please send a note for the Office with your child that morning stating the

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# Health Information

## Medications

School personnel are not authorized to administer any type of medication, including over-the-counter medication (such as Tylenol or cough syrup) unless the following conditions are met:

1. We must have a medical form signed by a physician.
2. For prescription medication to be given for longer than 2 weeks, we must also have a medical form signed by a physician.
3. Prescription medication to be given for less than 2 weeks must be brought to school in a pharmacy – labeled container and a permission form signed by parent/guardians.

Permission Forms may be picked up in the school office. Appropriate school personnel will "supervise" students taking medication according to the directions on the form. ALL medication, including non-prescription varieties, must be kept in the Nurse's Office.

## Injuries/Illness at School

When minor injuries occur at school, trained school personnel will give first aid treatment. Parent/guardians will be called if there is a serious injury.

Parent/guardians will be called to pick up a child who has a temperature above 100 degrees, has diarrhea, vomiting, or a contagious disease. Please be sure we have your daytime phone number and at least one backup emergency number. If a child is sent home for any of the reasons above, he/she may **not** return to school until he/she has been free of the condition for a minimum of 24 hours. **THIS WILL BE ENFORCED IN ALL CASES.**

An "Emergency Medical Plan" form should be on file for any child with an existing medical problem and/or allergy (such as asthma, seizures, allergy to bee stings, etc.). 911 will be called to transport a seriously ill or injured child. Parent/guardians will be notified immediately.

## Communicable Diseases

A student suspected of having a communicable disease, or living with persons thus affected, shall

not be permitted to attend school unless a physician specifically approves attendance. The parent/guardian should notify the school office when these types of diseases are discovered.

## Tobacco

WLA is a tobacco/drug free environment. It is unlawful for a student under the age of 18 to possess or use any type of tobacco product. It is also unlawful for use of tobacco product on school property by either a student or an adult.

## Controlled Substances or Alcohol

Contact with controlled substances or alcohol is detrimental to a student's growth and development. Being in possession, or under the influence of, controlled substances or alcohol on school property or at a school function will have serious consequences. This also includes the possession of related paraphernalia and the abuse of prescription and over the counter medications.

Consequences for any possession or being under the influence may include any/all of the following:

1. Short-term suspension from school and expectation of chemical evaluation for drug and alcohol violations
2. Parent conference
3. Law enforcement agency notification
4. Extended suspension from school with an investigation that could lead to expulsion.

### **Child Abuse**

As professionals, all school staff are, by law, required to report all cases of suspected child abuse. Neither the individuals reporting suspected child abuse, or the school, is obligated to inform parents/guardians that a report is being filed.



## **Academic Information**

### **Curriculum**

WLA's academic philosophy is based upon The Core Knowledge Sequence developed by The Core Knowledge Foundation. The Core Knowledge Sequence is defined as "a detailed outline of specific content and skills to be taught in language arts, history, geography, mathematics, science, and the fine arts. As the core of a school's curriculum, it provides a coherent, content specific foundation of learning, while allowing flexibility to meet local needs." It is our goal that every child at WLA makes a minimum of one year's academic growth in each of the areas above.

### **Responsive Classroom Program (school wide)**

Responsive classroom is based on teaching and modeling behaviors where children can learn to

care about themselves and how to treat others. Students will spend time learning and practicing values such as honesty, fairness and respect, as well as developing social skills such as cooperation, assertion, responsibility, empathy and self-control. The program contains six central components that integrate teaching, learning and caring.

1. Classroom organization - provides active interest areas for students, space for student-created displays of work, and an appropriate mix of whole-class, group, and individual instruction
2. Morning meeting - provides students daily opportunity to practice greetings, conversation, and activities and motivates them to meet the academic challenges of the day ahead

3. Rules and logical consequences - are generated, modeled, and role-played with students, and become a cornerstone of classroom life
4. Academic choice – all students take control of their own learning in a meaningful way, both individually and cooperatively
5. Guided discovery - a technique that moves students through a deliberate and careful introduction to new experiences such as learning materials, areas of the room and routines; there is no assumption that students already know how to do something before they begin
6. Assessment and reporting - an evolving process of mutual communication and understanding

### **Positive Behavioral Intervention and Supports (PBIS)**

WLA utilizes PBIS to support the success of all students. PBIS is a school wide behavior system that focuses on preventing unexpected behavior. This research-based method of using positive reinforcement and rewards help keep both students and teachers motivated throughout the year. It helps students understand expected behaviors when moving advancing grades and also when in common areas. Flame tickets will be awarded both to individuals and to classrooms when students go above and beyond the expectations. Small prizes as chosen by the classroom teacher will be offered for students to redeem.

### **Report Cards**

Parent/Guardians will receive report cards three times (early December, mid-March, end of school year) regarding their child's performance in school. In addition to these report cards, parent/teacher conferences will be scheduled to discuss students' progress and constructively discuss the child's rate of progress in school and other matters of mutual concern. If there are additional concerns during the year teachers will make every effort to keep parent/guardians informed regarding their child's progress.

## Testing

Students will be given several assessments throughout the academic school year which include statewide, district and classroom tests. Minnesota Comprehension Assessments (MCAs) are the state tests that help districts measure student progress toward Minnesota's academic standards and also meet federal and state legislative requirements. Math and Reading is administered to students in grades 3-8 and Science is taken by students in grades 5 and 8. The Measure of Academic Progress (MAP) is a computerized adaptive test that helps teachers, parents and administrators improve learning for all students and make informed decisions to promote student academic growth. The MAP test is administered in grades 1-8. For a schedule of when district and statewide tests will be administered, please visit the school website calendar.



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## Special Services

Woodbury Leadership Academy has developed systems designed to identify pupils with disabilities in kindergarten through eighth grade. Parents may request a special education evaluation at any time. In addition to receiving referrals from parents Woodbury Leadership Academy has a referral process for teachers. Referrals include a discussion of the whole child to identify additional areas that may impact the child and be appropriate to include in a comprehensive evaluation. A special education director schedules an evaluation planning meeting with the parents and other special education specialists who may be involved with the evaluation.

### **Who is eligible for special education services?**

Students must meet specific eligibility criteria to qualify for special education services as defined by state and federal regulations. A team of professionals will evaluate students to determine if they qualify.

*For more information on Special Services, please visit the school website or contact the school director at 651-571-2100.*

Our school policies are available on the school website and in the  
WLA main office



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