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# Board Packet

Woodbury Leadership Academy Board of Directors Meeting (Regular)

Wednesday, October 24, 2018

5:30 P.M.

Woodbury Leadership Academy School

8089 Globe Drive, Woodbury, MN – Conference Room

Property of: Woodbury Leadership Academy Board of Directors

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**Meeting:** Board of Directors Regular Meeting

**Date:** Wednesday, October 24, 2018

**Time:** 5:30 P.M.

**Location:** Woodbury Leadership Academy 8089 Globe Dr. Woodbury Mn 55125 - Commons Area

## 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 & Board Clerk)

2. **WLA Mission, Vision and Strategic Goals** (Presenter: Jessica Erickson)

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.

The Board is working to set some future goals for the school primarily in the areas of developing the leadership component of our program, earning the distinguishment of a Core Knowledge Blue Ribbon winner school, establishing clear financial targets and determining our long-term facility needs.

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 September 26, 2018 meeting minutes and October 4, 2018 workshop 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 Training/Presentations**

- 6.1. Special Education Overview (Mary Kelly, SpEd Director)
- 6.2. 2017-2018SY Audit

7. **Board and Administration Reports**

- 7.1. Board Report (Presenter: Mandi Folks, Board Chair)
- 7.2. Executive Director Report (Presenter: Dr. Mortensen)
- 7.3. Finance Committee (Presenter: Jess Erickson, Treasurer)
  - 7.3.1. Accept September 2018 financial statements and finance committee meeting minutes  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
- 7.4. Governance Committee (Presenter: Ro Krejci, Governance Chair)
  - 7.4.1. Accept August and September committee meeting minutes  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

8. **Board Discussion and Business** (Presenter: Mandi Folks, Board Chair)

- 8.1. Strategic Plan
- 8.2. Ratify employment agreements

9. **Board Communication & Future Items** (Presenter: Mandi Folks, Board Chair)
  - 9.1. Board Communication/Future Agenda Items - Reflection
  
10. **Housekeeping** (Presenter: Mandi Folks, Board Chair)
  - 10.1. Next Regularly Scheduled WLA Board of Directors Meeting and Training  
Date: Wednesday, November 28, 2018  
Time: 5:30 P.M.  
Location: 8089 Globe Dr. Woodbury, MN - Commons Area
  - 10.2. Delegation of Public Comment Items (if necessary)
  
11. **Adjournment** (Presenter: Mandi Folks, Board Chair)
  - 11.1. Adjournment  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

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**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
September 26, 2018**



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

**Directors Absent:** None

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

**Others in Attendance:** WLA parent

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

**1.1 Call to Order**

Ms Folks called the meeting to order at 5:37 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission and Vision.**

Ms Skordahl read the WLA Mission and Vision Statements.

**3. Approval of Agenda/Meeting Minutes**

**3.1 Approval of Agenda**

Ms Kelly moved “to approve the agenda for the September 26 Board of Directors meeting.”  
Seconded by Mr Livingston. Motion passed unanimously.

**3.2 Approval of August 30, 2018 Meeting Minutes**

Ms Krejci moved “to approve the minutes from the WLA Board of Directors regular meeting held on August 30, 2018 with the amendment of item 6.3 Finance Committee Report to replace ‘Management Assistance Program (MAP)’ with ‘Propel’ and item 6.4 Governance Committee to replace ‘Ms Krejci’ with ‘Ms Folks’.” Ms Erickson seconded. Motion passed unanimously.

**4. Conflict of Interest Declaration**

**4.1 Conflict of Interest Declaration**

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

**5. Public Comment**

There was none. Ms Folks reviewed the public comment procedure with Board members.

## **6. Board and Administration Reports**

### **6.1 Executive Director Report**

Ms Mortensen highlighted several items in the Director's Report: enrollment, facilities and playground. She circulated a folder with employment agreements for board members to review. At Ms Mortenson's request, Ms Erickson presented information on 8<sup>th</sup> grade class activities, student Responsive Classroom goals, academic and elective offerings, and future plans for the class. Ms Mortenson shared that the 5<sup>th</sup> grade class will be going to Wolf Ridge the following week and adult volunteers are needed. Ms Folks shared information on the Woodbury Community Foundation grant that WLA has applied for, with the intended use for a public art project. Ms Mortenson directed board members to the Annual Report included in the board packet, explaining the purpose and contents of the report. Board members suggested edits. Ms Mortenson stated that the board will need to accept the Annual Report prior to submission to MDE and VOA. Ms Mortenson highlighted recent staffing changes and open positions.

### **6.2 Board Report**

Ms Folks acknowledged the excitement and challenges created by the increase in enrollment, noting that the increase allows for an increase in budget for support staff. She also acknowledged the work of Kacie Paine, a WLA parent, to establish branding of WLA which includes the WLA window film above the main entry and the exterior WLA building sign which is being reconfigured for mounting. Ms Mortenson shared the need to reinstate a facilities committee as WLA moves into the next phase of building occupancy.

### **6.3 Finance Committee Report**

Ms Darling reviewed highlights of the June 30, 2018 financial statements, noting that the auditors will present the FY18 audit report at the next Board meeting. An underwriter from Piper Jaffrey will be at the next Finance Committee meeting to provide a basic explanation of the bonding process. Bonding is one option that could be used to fund the future purchase of the building. She noted that the lease payment will probably increase due to the enrollment increase, 90% of which will be repaid through lease aid. 25% of the incremental increase will go into a repair and replacement fund to be used by the landlord on WLA's behalf.

Copies of the August financials were distributed. Ms Darling pointed out that the board approved a deficit budget based on enrollment of 309 ADM, but the August working budget is adjusted to an enrollment of 385 students. Even with increased costs due to the increased enrollment, the result is a surplus budget. Ms Darling explained the effect on fund balance and fund balance percentage. A revised budget will be presented at a future meeting for approval.

Ms Erickson reported the Finance Committee met and discussed working budget revisions, the Woodbury Community Foundation Grant, proposed Policy 701 changes which were sent to the Governance Committee and busing needs. The next meeting is scheduled for October 11.

#### **6.3.1 Financial Statements**

Ms Erickson moved "to accept the Finance Committee minutes for August 30 and September 18, 2018 and the August 2018 financial statements." Seconded by Ms Skordahl. Motion passed unanimously.

### **6.4 Governance Committee**

Ms Krejci reported the committee met and discussed adding a policy for Physical Education, reviewed uniform questions and discussed the use of Google Classroom. Ms George shared that

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fleece type sweaters will be added to the uniform policy and committee members agreed Physical Education expectations should be a classroom procedure, not a policy. Ms Mortensen shared that the use of Google Classroom has been directed to the Technology committee to obtain more information. Ms Krejci stated that the meeting schedule has been changed to the second Wednesday each month - the next regular meeting is October 10 at 4:10 PM.

#### **6.4.1 Accept Committee Meeting Minutes**

Meeting minutes will be available at the next meeting.

At Ms Folks request, Ms Mortensen provided an update on busing service at WLA.

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

#### **7.1 Board Training**

Ms Mortensen reviewed Literacy Plan information included in the Director's report; Ms Baumann gave an overview of the enrollment process at Woodbury Leadership Academy; and Ms Darling provided information on sources and types of revenue received by the school and how enrollment numbers impact these revenues.

Discussion of the Marketing Plan was moved to the next meeting.

#### **7.2 Ratify Employment Agreements**

Ms Folks confirmed that all board members had the opportunity to review the employment agreement information. Ms Krejci moved "to ratify the employment agreements as presented." Seconded by Mr Livingston. Motion passed unanimously.

Ms Krejci moved "to acknowledge the resignation of Matthew Ortt." Seconded by Ms Erickson. Motion passed unanimously.

#### **Additional Business: Annual Report Approval**

Ms Krejci moved "to approve the Woodbury Leadership Academy Annual Report for 2017-2018 with edits as discussed and the addition of year-end financial statements." Seconded by Ms Erickson. Motion passed unanimously.

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

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

Board members suggested a future agenda include information on operational committees and parent involvement, an update on the establishment of a PTA/PTO and the playground status.

### **9. Housekeeping Items**

#### **9.1 Next regularly scheduled WLA Board of Directors Workshop**

Ms Folks reminded board members that a workshop is scheduled for October 4, 2018 at 4:30 PM in the conference room at Woodbury Leadership Academy, 8089 Globe Drive, Woodbury, MN.

The workshop is a continuation of strategic planning and will be facilitated by David DenHartog.

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

Ms Folks stated the next regular meeting and training is scheduled for October 24, 2018 at 5:30 PM at 8089 Globe Drive, Woodbury, MN. Room to be determined.

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

There was no public comment to delegate.

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**10. Adjournment**

**10.1 Adjournment**

Ms Krejci moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 7:25 PM.

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

**WOODBURY LEADERSHIP ACADEMY  
DIRECTOR REPORT, OCTOBER 24, 2018**

*Dr. Kathleen Mortensen*

**I. Organizational Leadership**

Exercise strong leadership skills in promoting the mission and vision of the school  
Work collaboratively with the School Board and staff to develop an ongoing strategic planning process to achieve the mission of Woodbury Leadership Academy. (WLA)

- WLA Enrollment Drive update: As of 10/16/2018, we have 394 students enrolled for the 2018-2019 school year.
- A second Strategic Planning session for the Board of Directors was held on October 4<sup>th</sup>.
- Provide leadership and monitor continuous school improvement
- The VOA Fall Site Visit will be in early November to assess the progress that WLA is making.
- The Annual Assurances were submitted to VOA and MDE ahead of schedule
- The Annual Report has been submitted to VOA and MDE ahead of schedule (changes were made to the Annual Report as outlined by board members at the September 26<sup>th</sup> board meeting)
- The STAR report has been submitted on time
- The October MARRS report was submitted on time
- Regularly scheduled meetings at WLA include Professional Learning Communities (PLCs) which meet weekly with the Dean and/or the WLA Director, the Middle School planning team, and the office team. Additionally, there are Board committees such as finance and governance. Furthermore, WLA has a number of working committees which are referenced below. These committees are charged with advocating for the needs of our students, families, and staff members in various areas of operations.

**Technology Committee** – This committee is charged with assisting in the development of the technology component of the annual budget, developing plans for migrating hardware and managing software needs, and overseeing plans for deploying equipment to needed areas. The Technology Committee currently meets monthly, but eventually will meet quarterly. It is comprised of the IT Director, Dean, our DAC Coordinator/teacher, an additional regular education teacher, and the WLA Director.

**Curriculum Committee** – This committee is charged with developing the WLA scope and sequence, curriculum maps, and pacing guides. They also reflect upon professional development needs for the staff as a whole, and inventory/organize curriculum materials. This group will begin meeting monthly, and is comprised of one teacher representative from each grade level area, the Dean, and the WLA Director.

**The Events Committee** – This committee is charged with planning all of the family/staff events for the school year, and ensuring that events are well communicated to stakeholders. This



committee meets every two weeks and is comprised of grade level teacher representatives, board members, parents, office staff, and the Dean.

**The Response to Intervention (RtI) Committee** – is charged with addressing the needs of students who need additional support in order to be successful in the classroom. Students are recommended to the committee based on teacher observations and data, and the RtI team serves to problem solve around the concerns. After an intervention period, students find success in the classroom and/or are referred to the special education services team. Members of this committee include some regular education teachers, some special education teachers, office staff, the Dean, and the WLA Director. This committee meets every two weeks.

**Child Find/Special Education Services Committee** – This committee is charged with tracking due process time lines and ensuring that students are receiving stated special services per statute. This committee meets at least every two weeks, and is comprised of the special education teachers, the special education director, some regular education teachers, the Dean, and the WLA Director.

**The Crisis Management Committee** – This committee is charged with ensuring that safe practices are in place, and that these practices are communicated to WLA staff, students, and families. The committee meets quarterly and is comprised of office staff, teachers that are CPI trained, additional teachers (both regular education and special education teachers) our IT Director, our Special Education Director, a representative from the owners of the school building, a board member, the Dean, and the WLA Director.

Direct and supervise the development, maintenance, updating and distribution of WLA Board of Directors (BOD) policies and procedures

- Board Meeting September 26, 2018

## **II. Instructional Leadership**

Monitor the development, implementation and evaluation of curricular programs and ensure that all initiatives are student focused and aligned with the school's mission and vision. Provide leadership in the articulation among all instructional levels as well as special services within the school

- Professional development was held on October 5<sup>th</sup> which included mentorship from Dave DenHartog. Dave assisted staff as they worked on classroom climate, curriculum and instructional delivery, and to trouble-shoot with staff to address early problems with organizational systems. He also observed classrooms for the purpose of fine-tuning instructional efforts. Dave will return to WLA in January to facilitate ongoing efforts in these areas.
- NWEA MAP fall testing has been completed!
- I have begun classroom observations for the 2018-2019 school year!

### **III. Financial Management**

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

- The Finance Committee met on October 11th
- Judith Darling and I met at length on October 16, to work on the projected budgets for the 2019-2020 school year and beyond
- Regular discussions with Mandi Folks, Board Chair, and Judith Darling, Finance Director
- A meeting called “Next Steps” was held on October 23<sup>rd</sup>, with Shawn, Mandi, Judith, and myself. The meeting was to consider how the process is expected to go for potentially purchasing the building, and/or building the field house addition.

### **IV. Human Resource Management**

Provide staff supervision and conduct/oversee annual performance appraisals, which includes three formal observations, one per trimester, for each instructional staff member, including special education and educational assistants

- We have advertised, and interviewed a number of people for the open positions at WLA, including an additional teacher, paraprofessional, and a custodian.
- Oversee conflict resolution and all other personnel matters
- No issues at this time

### **V. Provision for a Safe and Effective Learning Environment**

Monitor reporting systems involving health and safety of students

- We have completed two fire drills and one lock-down drill for the 2018-2019 school year

Oversee development and implementation of student/parent activities

- We held a volunteers meeting on October 1<sup>st</sup> to look at how to best involve additional volunteers to the group
- Parent/Teacher conferences were held on October 16-17
- The Scholastic Book Fair was held on October 16-17

### **VI. Communications Management**

Oversee communication system between school and parents through various means, including the WLA Family Newsletter, at minimum once a month

- We held a Technology Committee meeting on Tuesday, September 27<sup>th</sup> to discuss the development of a cycle for replacing computers, and supporting the needs of staff members and students
- Kylie Griffith, Dean of Students/Marketing, has re-formatted the “WLA Corner”, and distributes it in several ways.
- We have tested the new phone system for making building-wide announcements and things sound good! We are able to notify our school community via pre-recorded messages over the intercom, as well as live messages through the phone system. Finally, we have tested or “Share 911” application, and staff have been trained on how to initiate or respond to crisis situations.



**Meeting:** Finance Committee

**Date:** October 11, 2018

**Time:** 4:30 p.m.

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

### **Minutes**

The meeting was called to order by Jessica Erickson at 4:30 p.m.

Attendees: Jessica Erickson, Judith Darling, Nancy Baumann, Kacie Paine, Mandi Folks, and Kathy Mortensen

Mandi Folks read the WLA Mission and Vision.

### **Development & Discussion**

- Discussion
  - Design for Learning Contract
  - Hiring of a Middle School Teacher and Custodian
  - Strategic Plan: Financial Goals
  - Review Fund Balance Policy
  - Finalize Reimbursement Requests for Branding/Painting
  - September Financial Statements
  - Audit Findings

### **Housekeeping**

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Thursday, November 8, 2018

Time: 4:30 p.m.

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

Jessica Erickson adjourned the meeting @ 6:09 p.m.



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

**Financial Statements**

**September 2018**



*Prepared by:*  
Judith Darling, CPA  
Finance Manager

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

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**Woodbury Leadership Academy  
Woodbury, Minnesota  
September 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.

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/**

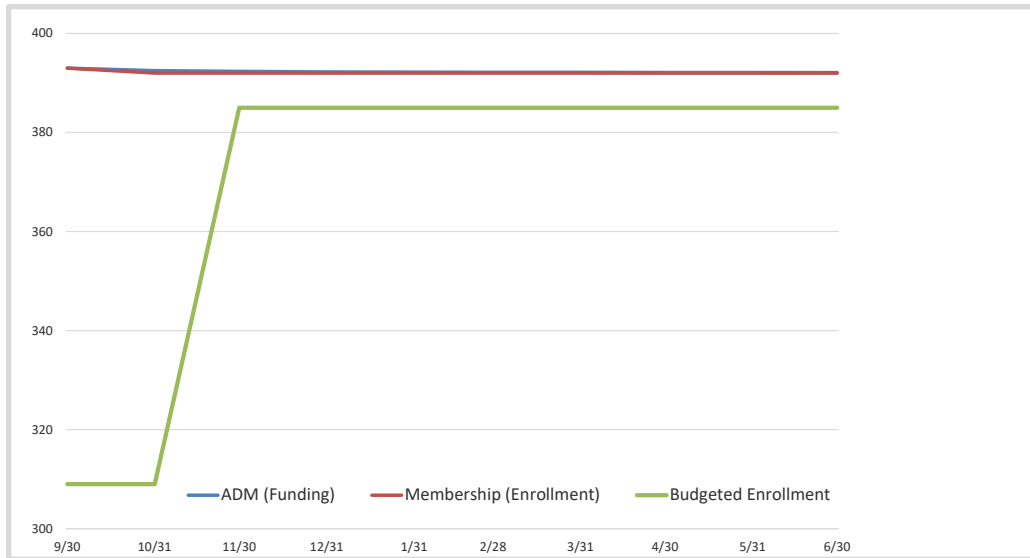
- Our enrollment at the end of September was 393.
- Cash flow is healthy at \$348K. However, we are currently being paid on 331 students while we have 393. MDE will be adjusting our payments based on the most recent MARSS/student data upload.
- We know have all the information available to be able to submit our 2018-2019 lease aid application and will be submitting the application within the next couple of weeks!
- Our proposed budget is based on average enrollment of 385 which results in a General Fund surplus of \$100,774 and a Community Services Fund deficit of \$40,000 for an entity wide surplus of \$60,774.

## **Supplemental Information for September 2018**

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during September 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  
2018-2019**



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	59	59	59	59	59	59	59	59	59	59
	1	67	67	66	66	66	66	66	66	66	66
	2	66	66	66	66	66	66	66	66	66	66
	3	67	67	67	67	67	67	67	67	67	67
	4	56	56	56	56	56	56	56	56	56	56
	5	37	37	37	37	37	37	37	37	37	37
	6	21	21	21	21	21	21	21	21	21	21
	7	14	14	14	14	14	14	14	14	14	14
	8	6	6	6	6	6	6	6	6	6	6
	<b>GRAND TOTAL</b>	<b>393</b>	<b>393</b>	<b>392</b>	<b>392</b>	<b>392</b>	<b>392</b>	<b>392</b>	<b>392</b>	<b>392</b>	<b>392</b>

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	59	59	59	59	59	59	59	59	59	59
	1	67	66	66	66	66	66	66	66	66	66
	2	66	66	66	66	66	66	66	66	66	66
	3	67	67	67	67	67	67	67	67	67	67
	4	56	56	56	56	56	56	56	56	56	56
	5	37	37	37	37	37	37	37	37	37	37
	6	21	21	21	21	21	21	21	21	21	21
	7	14	14	14	14	14	14	14	14	14	14
	8	6	6	6	6	6	6	6	6	6	6
	<b>GRAND TOTAL</b>	<b>393</b>	<b>392</b>	<b>392</b>	<b>392</b>	<b>392</b>	<b>392</b>	<b>392</b>	<b>392</b>	<b>392</b>	<b>392</b>

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	60	60	60	60	60	60	60	60
	1	57	57	66	66	66	66	66	66	66	66
	2	53	53	66	66	66	66	66	66	66	66
	3	53	53	66	66	66	66	66	66	66	66
	4	35	35	54	54	54	54	54	54	54	54
	5	25	25	35	35	35	35	35	35	35	35
	6	13	13	19	19	19	19	19	19	19	19
	7	5	5	14	14	14	14	14	14	14	14
	8	8	8	5	5	5	5	5	5	5	5
	<b>GRAND TOTAL</b>	<b>309</b>	<b>309</b>	<b>385</b>	<b>385</b>	<b>385</b>	<b>385</b>	<b>385</b>	<b>385</b>	<b>385</b>	<b>385</b>

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**  
**September 30, 2018**

	<b>Balance July 1, 2018</b>	<b>Balance September 30, 2018</b>
<b>Assets</b>		
<b>Current Assets</b>		
Cash and Investments	\$ 395,300	\$ 347,896
Accounts Receivable	-	5,761
PY State Aid Receivable	-	59,076
CY State Aid Receivable/(Deferred Rev)	289,306	-
Federal Aids Receivable	9,670	-
Prepaid Expenses and Deposits	10,031	48,857
<b>Total Assets</b>	<b>\$ 704,307</b>	<b>\$ 461,589</b>
<b>Liabilities and Fund Balance</b>		
<b>Current Liabilities</b>		
Salaries and Wages Payable	\$ 59,282	\$ 8,882
Line of Credit Payable /Loan Payable	-	-
Accounts Payable	39,202	-
Payroll Deductions and Contributions	46,589	(5,154)
Deferred Revenue	-	-
<b>Total Current Liabilities</b>	<b>145,073</b>	<b>3,728</b>
<b>Fund Balance</b>		
Fund Balance 7-1-2018	559,234	559,234
Net Income To Date	-	(101,373)
<b>Total Fund Balance</b>	<b>559,234</b>	<b>457,861</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 704,307</b>	<b>\$ 461,589</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**  
**September 30, 2018**

	311.60	388.80	25%		
	FY 2018 Actual 259 ADM	FY 2019 Original Budget 309 ADM	FY 2019 Proposed Budget 385 ADM	September 2018 YTD Activity	Percent of Proposed Budget
<b>General Fund - 01</b>					
<b>Revenues</b>					
<b>State Revenues</b>					
General Education Aid	\$ 1,705,086	\$ 2,164,554	\$ 2,700,011	\$ 553,643	20.5%
Literacy Aid	25,956	25,956	25,956	-	0.0%
Charter School Lease Aid	14,386	409,442	491,258	-	0.0%
Long-Term Facilities Maintenance Revenue	21,856	41,131	51,322	-	0.0%
Special Education Aid	189,346	207,576	295,934	-	0.0%
PY Over/Under Accrual	19,104	-	-	-	0.0%
Endowment Aid	9,394	7,332	10,028	5,006	49.9%
CY Estimated State Aid Receivable/(Deferred Rev)	-	-	-	-	0.0%
<b>Total State Revenues</b>	<b>1,985,128</b>	<b>2,855,992</b>	<b>3,574,509</b>	<b>558,650</b>	<b>15.6%</b>
	1,985,128	2,855,992	3,574,509	558,650	
<b>Federal Revenues</b>					
Federal Special Education Aid	41,667	42,700	25,302	-	0.0%
Federal CEIS Program	1,176	-	8,151	-	0.0%
PBIS Individuals with Disabilities Grant	6	-	-	-	0.0%
Title I and II	5,025	2,300	8,578	-	0.0%
<b>Total Federal Revenues</b>	<b>47,874</b>	<b>45,000</b>	<b>42,031</b>	<b>-</b>	<b>0.0%</b>
	47,874	45,000	42,031	-	
<b>Local Revenues</b>					
Interest Earnings	178	100	100	29	29.0%
Donations and Grants	21,928	-	-	93	0.0%
Give to the Max (course 200)	2,740	-	-	-	0.0%
Fees from Students (Field Trip, Milk Sales, Pizza Friday, Other)	17,367	18,500	23,300	-	0.0%
Miscellaneous Revenues	9,140	2,000	2,000	-	0.0%
Sale of Merchandise/Fundraising - Net	414	-	-	-	0.0%
<b>Total Local Revenues</b>	<b>51,767</b>	<b>20,600</b>	<b>25,400</b>	<b>122</b>	<b>0.5%</b>
	51,767	20,600	25,400	122	
<b>Total Revenues</b>	<b>\$ 2,084,769</b>	<b>\$ 2,921,592</b>	<b>\$ 3,641,941</b>	<b>\$ 558,772</b>	<b>15.3%</b>

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

	311.60	388.80	25%		
	FY 2018 Actual 259 ADM	FY 2019 Original Budget 309 ADM	FY 2019 Proposed Budget 385 ADM	September 2018 YTD Activity	Percent of Proposed Budget
<b>Expenditures</b>					
100's Salaries	\$ 821,446	\$ 1,019,982	\$ 1,230,804	\$ 173,558	14.1%
200's Benefits	196,231	269,008	335,774	51,121	15.2%
305 Contracted Services	447,224	237,043	287,152	45,156	15.7%
315 Technology Services	15,153	18,400	17,730	5,530	31.2%
320 Communications Services	19,719	23,100	7,440	528	7.1%
329 Postage	893	2,000	2,500	1,080	43.2%
330 Utilities	119,360	61,141	69,810	16,154	23.1%
340 Property and Liability Insurance	8,960	11,500	13,639	3,335	24.4%
350 Repairs and Maintenance	53,303	61,029	44,630	17,871	40.0%
360 Student Transportation	-	300,000	323,852	86,380	26.7%
360 Transportation for Field Trips	5,494	6,180	7,700	-	0.0%
366 Travel, Conferences, and Staff Training	16,638	10,000	15,000	4,535	30.2%
369 Field Trips / Registration Fees	7,065	6,180	7,700	600	7.8%
370 Building Lease	16,033	569,419	545,842	148,863	27.3%
370 Other Rentals and Operating Leases	42,482	2,800	750	304	40.5%
380 Computer and Tech Related Hardware Rental	9,273	12,500	9,285	1,545	16.6%
401 Supplies - Non Instructional (455/465 NI Tech Supplies)	20,751	26,800	29,500	9,098	30.8%
401 Maintenance Supplies	1,515	20,000	23,000	2,362	10.3%
405 Non-Instructional Software and Licensing	9,887	12,000	10,350	4,607	44.5%
406 Instructional Software	2,201	6,000	7,500	92	1.2%
430 Instructional Supplies (456/466 Inst.Tech Supplies)	7,391	22,000	31,000	7,682	24.8%
460 Textbooks and Workbooks	18,242	15,000	25,000	23,567	94.3%
461 Standardized Tests	3,104	6,100	7,000	3,621	51.7%
470 Media/Library Resources	-	2,000	2,000	-	0.0%
490 Food Purchased	2,334	3,700	3,700	554	15.0%
520 Building Improvement	-	-	22,818	13,198	0.0%
530 Furniture and Other Equipment	-	10,000	18,000	7,900	43.9%
555 Technology Equipment	1,799	3,000	7,500	-	0.0%
556 Instructional Technology Equipment	-	19,000	25,500	-	0.0%

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

	311.60	388.80	25%		
	FY 2018 Actual 259 ADM	FY 2019 Original Budget 309 ADM	FY 2019 Proposed Budget 385 ADM	September 2018 YTD Activity	Percent of Proposed Budget
740 Interest Expense	-	-	-	-	0.0%
820 Dues and Memberships, Fees	28,130	32,400	30,530	1,279	4.2%
Student Activity Expenditures	-	-	-	-	0.0%
Other Expenditures	-	-	-	-	0.0%
896 Special Assessments	-	-	10,420	2,842	0.0%
State Special Ed Expenditures	201,432	223,200	318,209	19,631	6.2%
Federal Special Education Program	41,667	42,700	25,302	7,154	28.3%
Federal CEIS Program	1,176	-	8,151	-	0.0%
PBIS Individuals with Disabilities Grant	6	-	-	-	0.0%
Title I and II	5,025	2,300	8,578	-	0.0%
Directors Discretionary Fund	-	7,500	7,500	-	0.0%
<b>Subtotal Expenditures</b>	<b>2,123,936</b>	<b>3,063,981</b>	<b>3,541,167</b>	<b>660,145</b>	<b>18.6%</b>
	2,123,936	3,063,981	3,541,167	660,145	
<b>Transfers to Other Funds</b>	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>\$ 2,123,936</b>	<b>\$ 3,063,981</b>	<b>\$ 3,541,167</b>	<b>\$ 660,145</b>	<b>18.6%</b>
<b>General Fund Net Income</b>	<b>\$ (39,168)</b>	<b>\$ (142,389)</b>	<b>\$ 100,774</b>	<b>\$ (101,373)</b>	
<b>Beginning Fund Balance, General Fund, July 1</b>	<b>475,231</b>	<b>436,063</b>	<b>436,063</b>	<b>436,063</b>	
<b>Projected Fund Balance, General Fund, June 30</b>	<b>\$ 436,063</b>	<b>\$ 293,674</b>	<b>\$ 536,837</b>	<b>\$ 334,690</b>	
	20.5%	9.6%	15.2%		

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

	FY 2018 Actual 259 ADM	311.60 FY 2019 Original Budget 309 ADM	388.80 FY 2019 Proposed Budget 385 ADM	September 2018 YTD Activity	25% Percent of Proposed Budget
<b>Fund 04 Program</b>					
<b>Revenues</b>					
050 Registration Revenue	\$ 1,720	\$ 2,100	\$ 2,100	\$ -	0.0%
<b>Total Revenues</b>	<b>\$ 1,720</b>	<b>\$ 2,100</b>	<b>\$ 2,100</b>	<b>\$ -</b>	
<b>Expenditures</b>					
Purchased Services	\$ 3,410	\$ 2,100	\$ 2,100	\$ -	0.0%
Supplies and Materials, Snacks	2,198	-	-	-	0.0%
Equipment	-	-	40,000	-	0.0%
Dues and Memberships	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>\$ 5,607</b>	<b>\$ 2,100</b>	<b>\$ 42,100</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Community Services Fund Net Income</b>	<b>\$ (3,887)</b>	<b>\$ -</b>	<b>\$ (40,000)</b>	<b>\$ -</b>	
<b>Beginning Fund Balance, Fund 04, July 1</b>	<b>127,058</b>	<b>123,171</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>\$ 83,171</b>	<b>\$ 123,171</b>	

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

	311.60	388.80	25%		
	FY 2018 Actual 259 ADM	FY 2019 Original Budget 309 ADM	FY 2019 Proposed Budget 385 ADM	September 2018 YTD Activity	Percent of Proposed Budget
<b>Total All Funds</b>					
<b>Revenues</b>					
State Revenues	\$ 1,985,128	\$ 2,855,992	\$ 3,574,509	\$ 558,650	15.6%
Federal Revenues	47,874	45,000	42,031	-	0.0%
Local Revenues	53,487	22,700	27,500	122	0.4%
Transfer In	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>\$ 2,086,489</b>	<b>\$ 2,923,692</b>	<b>\$ 3,644,041</b>	<b>\$ 558,772</b>	<b>15.3%</b>
	2,086,489	2,923,692	3,644,041	558,772	
<b>Expenditures</b>					
Salaries and Wages	\$ 821,446	\$ 1,019,982	\$ 1,230,804	\$ 173,558	14.1%
Employee Benefits	196,231	269,008	335,774	51,121	15.2%
Purchased Services	765,008	1,323,392	1,355,130	331,880	24.5%
Supplies and Materials	67,622	113,600	139,050	51,583	37.1%
Equipment	1,799	32,000	113,818	21,098	18.5%
Other (Fundraising, Special Ed, Dues, etc.)	277,436	308,100	408,691	30,905	7.6%
<b>Total Expenditures</b>	<b>\$ 2,129,544</b>	<b>\$ 3,066,081</b>	<b>\$ 3,583,267</b>	<b>\$ 660,145</b>	<b>18.4%</b>
	2,129,544	3,066,081	3,583,267	660,145	
<b>Total Revenues All Funds</b>	<b>\$ 2,086,489</b>	<b>\$ 2,923,692</b>	<b>\$ 3,644,041</b>	<b>\$ 558,772</b>	<b>15.3%</b>
<b>Total Expenditures All Funds</b>	<b>\$ 2,129,544</b>	<b>\$ 3,066,081</b>	<b>\$ 3,583,267</b>	<b>\$ 660,145</b>	<b>18.4%</b>
<b>Net Income - All Funds</b>	<b>\$ (43,055)</b>	<b>\$ (142,389)</b>	<b>\$ 60,774</b>	<b>\$ (101,373)</b>	
	(43,055)	(142,389)	60,774	(101,373)	
<b>Beginning Fund Balance, All Funds, July 1</b>	<b>602,289</b>	<b>559,234</b>	<b>559,234</b>	<b>559,234</b>	
<b>Projected Fund Balance, All Funds, June 30</b>	<b>\$ 559,234</b>	<b>\$ 416,845</b>	<b>\$ 620,008</b>	<b>\$ 457,861</b>	
	559,234	416,845	620,008	457,861	

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)					Cash Outflows (Expenditures)			Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts*	Prior Year State & Federal Holdback	Total Receipts	Salaries** (Cash flow budgeted at Gross but updated at Net)	Other Expenses*** Actual Includes Benefits (Tax Payments, PERA, TRA) and AP	Total Expenses	
								<i>Beginning Balance</i>	\$ 395,300
Jul 31	\$ 174,716	\$ -	\$ 807	\$ -	\$ 175,523	\$ 49,047	\$ 140,740	\$ 189,787	381,036
Aug 31	174,529	-	807	163,105	338,441	57,800	257,624	315,424	404,053
Sept 30	209,405	-	1,074	76,796	287,275	80,167	263,265	343,432	347,896
Oct 31	184,474	-	2,060	55,408	241,942	153,285	150,562	303,847	285,990
Nov 30	184,695	-	2,060		186,755	153,285	150,562	303,847	168,899
Dec 31	184,695	6,004	2,060		192,760	153,285	150,562	303,847	57,811
Jan 31	349,994	6,004	2,060	3,995	362,054	153,285	150,562	303,847	116,018
Feb 28	349,994	6,004	2,060		358,059	153,285	150,562	303,847	170,230
Mar 31	349,994	6,004	2,060		358,059	153,285	150,562	303,847	224,441
Apr 30	349,994	6,004	3,451		359,449	153,285	150,562	303,847	280,043
May 31	349,994	6,004	3,451	(327)	359,122	153,285	150,562	303,847	335,319
June 30	349,994	6,004	3,451		359,449	153,285	150,562	303,847	390,921
<b>Projected</b>	3,212,481	42,031	25,400	298,977	<b>3,578,889</b>	1,566,579	2,016,688	3,583,267	
Based on Projected Bu	3,217,059	42,031	25,400	298,977	3,583,466	1,566,579	2,016,688	3,583,267	
	4,578	0	(0)	(0)		-	-		
<b>Totals</b>	3,212,481	42,031	25,400	298,977	<b>3,578,889</b>	1,566,579	2,016,688	<b>3,583,267</b>	390,921

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  
Woodbury, MN  
District 4228

Supplemental Information

September 2018



*Prepared by:*  
Judith Darling, CPA  
Finance Manager



# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 09/01/2018 - 9/30/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1 1047	MN Association of Charter Schools	09/12/2018	\$398.78	4936	E 01 005 110 000 000 820	Monthly membership fee
OLDN		WX	1 1001	Public Employee Retirement Association	09/14/2018	\$903.89	4939	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1 1002	Teachers Retirement Association	09/14/2018	\$7,510.43	4940	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1002	Teachers Retirement Association	09/14/2018	\$500.67	4945	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1003	Internal Revenue Service	09/14/2018	\$503.62	4946	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1 1003	Internal Revenue Service	09/14/2018	\$271.00	4946	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1 1003	Internal Revenue Service	09/14/2018	\$8,399.58	4941	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1 1003	Internal Revenue Service	09/14/2018	\$4,329.88	4941	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1 1004	MN Department of Revenue Service	09/14/2018	\$2,219.65	4942	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1 1004	MN Department of Revenue Service	09/14/2018	\$149.66	4947	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1 1128	AssociatedBank	09/14/2018	\$75.00	4943	B 01 215 022	Payroll Deductions - HSA
OLDN		WX	1 1417	VOYA	09/14/2018	\$75.00	4944	B 01 215 021	TSA
OLDN		WX	1 1391	Alerus	09/26/2018	\$30.00	4979	E 01 005 110 000 000 305	Alerus Participant Fee
OLDN		WX	1 1441	Old National	09/28/2018	\$135.91	4980	E 01 005 110 000 000 305	Service Charge
OLDN		WX	1 1001	Public Employee Retirement Association	09/28/2018	\$1,199.77	4981	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1 1002	Teachers Retirement Association	09/28/2018	\$6,728.91	4982	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1003	Internal Revenue Service	09/28/2018	\$7,923.60	4983	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1 1003	Internal Revenue Service	09/28/2018	\$3,735.26	4983	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1 1004	MN Department of Revenue Service	09/28/2018	\$1,977.31	4984	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1 1128	AssociatedBank	09/28/2018	\$75.00	4985	B 01 215 022	Payroll Deductions - HSA
OLDN		WX	1 1417	VOYA	09/28/2018	\$75.00	4986	B 01 215 021	TSA
OLDN		WX	1 1014	Trusted Employees	09/30/2018	\$687.00	5006	E 01 005 110 000 000 305	Background checks
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$298.41	5007	E 01 010 203 000 000 401	Classroom supplies - easel, lam sheets, exte
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$132.93	5008	E 01 010 203 000 000 401	Classroom supplies - easel, lam sheets, exte
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$34.95	5009	E 01 010 203 000 000 401	Classroom supplies - easel, lam sheets, exte
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$59.50	4996	E 01 010 203 000 000 401	Classroom supplies - Clipboards
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$22.99	4997	E 01 010 203 000 000 430	Classroom supplies - sheet protectors - Matf
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$41.46	4998	E 01 010 203 000 000 401	8 Large tubs
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$39.98	4999	E 01 005 110 000 000 401	Lanyards - Staff Name badges
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$35.69	5000	E 01 010 203 000 000 460	Leadership Curriculum
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$31.59	5001	E 01 010 203 000 000 401	Classroom supplies - staplers
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$19.09	5002	E 01 010 420 000 419 433	SPED: pencil grips
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$10.30	5003	E 01 010 203 000 000 401	Classroom supplies - mounting tabs
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$9.97	5004	E 01 010 203 000 000 460	Spanish workbooks - Realidades
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$3.40	5005	E 01 010 203 000 000 401	Clear push pins

# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 09/01/2018 - 9/30/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$95.26	4993	E 01 010 720 000 000 401	Health Office supplies
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$43.72	4994	E 01 010 720 000 000 401	Health Office supplies
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$40.40	5011	E 01 010 720 000 000 401	Band-aids
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$5.99	5013	E 01 005 110 000 000 401	Pens - front desk
OLDN		WX	1 1032	Walmart	09/30/2018	\$117.95	4992	E 01 010 203 000 000 401	Misc supplies
OLDN		WX	1 1032	Walmart	09/30/2018	\$3.74	4992	E 01 010 201 000 000 401	Outlet Covers
OLDN		WX	1 1032	Walmart	09/30/2018	\$5.92	4992	E 01 010 720 000 000 401	Health office - cleaning supplies
OLDN		WX	1 1217	Jimmy Johns	09/30/2018	\$171.05	4990	E 01 010 203 000 000 490	Teacher In Service Lunch
OLDN		WX	1 1219	Home Depot	09/30/2018	\$65.37	5010	E 01 010 203 000 000 401	Trash bags, blind cord holders, water bottle -
OLDN		WX	1 1219	Home Depot	09/30/2018	\$13.98	5010	E 01 010 720 000 000 401	Trash bags, blind cord holders, water bottle -
OLDN		WX	1 1231	McGraw Hill	09/30/2018	\$561.78	4988	E 01 010 203 000 000 460	7th grade History Curriculum
OLDN		WX	1 1259	Costco	09/30/2018	\$78.53	4989	E 01 010 203 000 000 401	Forgotten lunch supplies, coat hooks
OLDN		WX	1 1259	Costco	09/30/2018	\$119.92	4989	E 01 010 203 000 000 401	Forgotten lunch supplies, coat hooks
OLDN		WX	1 1372	Teachers Pay Teachers	09/30/2018	\$10.00	5012	E 01 010 203 000 000 460	Music Curriculum
OLDN		WX	1 1372	Teachers Pay Teachers	09/30/2018	\$76.00	4995	E 01 010 203 000 000 460	Math Curriculum - Grade 2
OLDN		WX	1 1419	Menards	09/30/2018	\$22.99	4991	E 01 010 720 000 000 401	Health supplies
OLDN		WX	1 1419	Menards	09/30/2018	\$108.63	4991	E 01 010 203 000 000 430	Misc Classroom supplies
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$34.95	5016	E 01 010 203 000 000 401	Dry Erase Lap Boards
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$10.00	5017	E 01 010 203 000 000 401	Responsive Classroom - Zenergy chimes
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$175.64	5018	E 01 010 630 000 000 456	Epson - Replacement Lamp
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$89.63	5019	E 01 005 110 000 000 401	Walkie Talkies
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$14.59	5020	E 01 010 203 000 000 401	3 minutes sand timer - Spanish
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$10.00	5021	E 01 010 203 000 000 401	Response Classroom - Zenergy Chime
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$68.97	5024	E 01 010 203 000 000 430	Sheet protectors
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$56.79	5025	E 01 010 203 000 000 401	Classroom supplies - clipboards, journalsCla
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$34.95	5026	E 01 010 203 000 000 401	Classroom supplies - clipboards
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$34.95	5027	E 01 010 203 000 000 401	Classroom supplies - Dry Erase Lapboards
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$24.88	5028	E 01 010 203 000 000 401	Lunchroom bar towels
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$11.77	5029	E 01 010 203 000 000 401	C Batteries - PE
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$8.69	5030	E 01 010 203 000 000 401	Sharpie Markers
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$298.67	5033	E 01 010 203 000 000 401	Classroom supplies - Sheet protectors, lamin
OLDN		WX	1 1028	IKEA	09/30/2018	\$115.91	5022	E 01 010 203 000 000 401	Classroom furniture and Office chairs
OLDN		WX	1 1028	IKEA	09/30/2018	\$159.96	5022	E 01 005 110 000 000 401	Classroom furniture and Office chairs
OLDN		WX	1 1030	Target	09/30/2018	\$189.45	5023	E 01 010 203 000 000 401	Classroom rugs, storage
OLDN		WX	1 1030	Target	09/30/2018	\$519.96	5032	E 01 010 203 000 000 401	Rugs for classrooms

# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

Payment Date Range: 09/01/2018 - 9/30/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1 1040	Houghton Mifflin Harcourt Publishing Co.	09/30/2018	\$1,735.60	5014	E 01 010 203 000 000 460	Language Arts Curriculum Grades 6-8
OLDN		WX	1 1040	Houghton Mifflin Harcourt Publishing Co.	09/30/2018	\$282.26	5015	E 01 010 203 000 000 460	Language Arts Curriculum Grades 6-8
OLDN		WX	1 1477	The RD Store	09/30/2018	\$2,517.08	5031	E 01 005 810 000 000 530	Deluxe Series Milk Cooler
OLDN		WX	1 1019	USPS	09/30/2018	\$50.00	5100	E 01 005 110 000 000 329	Postage
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$14.48	5101	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$19.98	5085	E 01 010 203 000 000 430	Colored copy paper
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$12.99	5086	E 01 005 110 000 000 401	Expanding File - Dean
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$286.77	5088	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$104.45	5089	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$24.43	5090	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$8.52	5091	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$6.28	5092	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$5.49	5093	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$4.99	5094	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$44.78	5095	E 01 010 203 000 000 430	Easel Pads
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$31.09	5096	E 01 010 203 000 000 401	Scotch Tape, staples
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$29.97	5097	E 01 010 203 000 000 430	Colored Copy paper - Grade 4
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$22.49	5098	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$10.66	5099	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$826.14	5072	E 01 005 108 000 000 455	Cisco Switches (2)
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$51.52	5074	E 01 010 203 000 000 460	Books: Leadership
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$18.88	5075	E 01 005 110 000 000 401	Magnets - Dean
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$9.49	5078	E 01 005 110 000 000 401	Door Stops
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$9.44	5079	E 01 010 203 000 000 401	Staples
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$293.99	5083	E 01 010 420 000 419 401	SPED - Toner cartridge
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$18.00	5036	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$16.62	5037	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$15.69	5038	E 01 010 720 000 000 401	First Aid backpacks - 10
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$13.99	5039	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$13.49	5040	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$12.54	5041	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$11.69	5042	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$10.98	5043	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$10.57	5044	E 01 010 420 000 419 433	Timers- 3 Pack
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$8.99	5045	E 01 010 203 000 000 460	Books: Core Virtues

# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$8.01	5046	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$5.99	5047	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$5.98	5048	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$5.88	5049	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$4.99	5050	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$13.04	5052	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$12.39	5053	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$11.96	5054	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$10.47	5055	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$8.50	5056	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$7.93	5057	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$7.48	5058	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$7.14	5059	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$6.63	5060	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$5.99	5062	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$5.89	5063	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$4.99	5064	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$4.99	5065	E 01 010 203 000 000 460	Books: Core Virtues
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$319.80	5066	E 01 010 203 000 000 430	Copier paper - 10 Cases
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$89.68	5067	E 01 005 110 000 000 401	Walkie Talkies for car pick up
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$30.76	5068	E 01 010 630 000 000 456	Replacement Lamp - projector
OLDN		WX	1 1027	Amazon.com	09/30/2018	\$11.09	5069	E 01 010 203 000 000 401	Double sided tape - Music
OLDN		WX	1 1032	Walmart	09/30/2018	\$3,771.28	5071	E 01 010 203 000 000 530	Lockers
OLDN		WX	1 1032	Walmart	09/30/2018	\$3.27	5076	E 01 010 720 000 000 401	Sanitary Pads
OLDN		WX	1 1040	Houghton Mifflin Harcourt Publishing Co.	09/30/2018	\$192.33	5082	E 01 010 203 000 000 460	Collections teacher book - Grade 8
OLDN		WX	1 1053	Core Knowledge Foundation	09/30/2018	\$323.57	5034	E 01 010 201 000 000 460	CKLA K-3 handbooks
OLDN		WX	1 1053	Core Knowledge Foundation	09/30/2018	\$205.04	5034	E 01 010 201 000 000 460	CKLA K-3 handbooks
OLDN		WX	1 1143	Cub Foods	09/30/2018	\$3.33	5080	E 01 005 110 000 000 490	Water and Lactose Free Milk
OLDN		WX	1 1143	Cub Foods	09/30/2018	\$3.59	5080	E 01 010 203 000 000 401	Water and Lactose Free Milk
OLDN		WX	1 1259	Costco	09/30/2018	\$19.99	5077	E 01 010 720 000 000 401	Baby wipes, lunch/pizza day supplies
OLDN		WX	1 1259	Costco	09/30/2018	\$180.46	5077	E 01 010 203 000 000 401	Baby wipes, lunch/pizza day supplies
OLDN		WX	1 1291	Booth Law Group, LLC	09/30/2018	\$235.00	5081	E 01 005 640 000 316 366	504 Seminar - Griffith
OLDN		WX	1 1372	Teachers Pay Teachers	09/30/2018	\$7.00	5070	E 01 010 203 000 000 430	Math Curriculum
OLDN		WX	1 1372	Teachers Pay Teachers	09/30/2018	\$331.20	5035	E 01 010 203 000 000 460	Grades 1 and 2 Math Curriculum
OLDN		WX	1 1470	Centurylink	09/30/2018	\$75.72	5073	E 01 005 110 000 000 320	Internet install and monthly service

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1 1478	K12SchoolSupplies.Net	09/30/2018	\$63.51	5084	E 01 010 420 000 419 433	Phonics, Letters games
OLDN		WX	1 1479	PTouchdirect.com	09/30/2018	\$12.46	5087	E 01 005 110 000 000 401	Replacement cutter - label maker
<b>Check Total:</b>						<b>\$64,617.83</b>			
OLDN	5528	CH	1 1412	Amy Cahlander	09/12/2018	\$50.00	4921	E 01 005 107 000 000 401	Reim: Printing Services for Open House
<b>Check Total:</b>						<b>\$50.00</b>			
OLDN	5529	CH	1 1461	Gamino's Cleaning Company LLC	09/12/2018	\$2,600.00	4922	E 01 005 810 000 000 305	September Janitorial Services
<b>Check Total:</b>						<b>\$2,600.00</b>			
OLDN	5530	CH	1 1064	HealthPartners - Group	09/12/2018	\$13,342.20	4924	B 01 215 008	October medical premiums
OLDN	5530	CH	1 1064	HealthPartners - Group	09/12/2018	(\$13,342.20)	4924	B 01 215 008	October medical premiums
OLDN	5530	CH	1 1064	HealthPartners - Group	09/12/2018	\$1,106.42	4924	B 01 215 009	
OLDN	5530	CH	1 1064	HealthPartners - Group	09/12/2018	\$12,235.78	4924	B 01 215 008	
<b>Check Total:</b>						<b>\$13,342.20</b>			
OLDN	5531	CH	1 1472	Heart Zones Inc	09/12/2018	\$4,846.15	4925	E 01 010 203 000 000 430	Heart Zones Smart Pack - 30
<b>Check Total:</b>						<b>\$4,846.15</b>			
OLDN	5532	CH	1 1384	James Baumann	09/12/2018	\$310.00	4926	E 01 005 810 000 000 350	15.5hrs@\$20 Moving boxes, moving furnitur
<b>Check Total:</b>						<b>\$310.00</b>			
OLDN	5533	CH	1 1473	Jim Irish Tolck Piano Service	09/12/2018	\$400.00	4927	E 01 005 810 000 000 350	Moving 2 pianos
<b>Check Total:</b>						<b>\$400.00</b>			
OLDN	5534	CH	1 1150	JR Computer Associates	09/12/2018	\$800.00	4928	E 01 005 605 000 000 315	Monthly Tech retainer
<b>Check Total:</b>						<b>\$800.00</b>			
OLDN	5535	CH	1 1251	Kylie Griffith	09/12/2018	\$23.35	4929	E 01 005 110 000 000 490	Snacks for inservice
OLDN	5535	CH	1 1251	Kylie Griffith	09/12/2018	\$255.96	4929	E 01 010 203 000 000 401	Rugs, stools
OLDN	5535	CH	1 1251	Kylie Griffith	09/12/2018	\$26.41	4929	E 01 005 110 000 000 401	Lamp, Kleenex for deans office
<b>Check Total:</b>						<b>\$305.72</b>			
OLDN	5536	CH	1 1048	Monica Purinton	09/12/2018	\$29.57	4930	E 01 005 810 000 000 401	Reim: lumber for installing K coat hooks
<b>Check Total:</b>						<b>\$29.57</b>			
OLDN	5537	CH	1 1313	Nancy Baumann	09/12/2018	\$41.59	4931	E 01 005 110 000 000 490	Reim: Breakfast/snacks for inservice
<b>Check Total:</b>						<b>\$41.59</b>			
OLDN	5538	CH	1 1041	SchoolMate	09/12/2018	\$700.00	4932	E 01 010 203 000 000 430	Planners - grades3-8
<b>Check Total:</b>						<b>\$700.00</b>			
OLDN	5539	CH	1 1474	Supplyworks	09/12/2018	\$901.31	4933	E 01 005 810 000 000 401	Janitorial supplies
OLDN	5539	CH	1 1474	Supplyworks	09/12/2018	\$162.51	4934	E 01 005 810 000 000 401	Janitorial supplies
<b>Check Total:</b>						<b>\$1,063.82</b>			

# WOODBURY LEADERSHIP ACADEMY

## Payment Register by Check No.

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5540	CH	1 1214	The Hanover Insurance Group	09/12/2018	\$3,334.64	4923	E 01 005 940 000 000 340	Commercial Umbrella Package
<b>Check Total:</b>						<b>\$3,334.64</b>			
OLDN	5541	CH	1 1383	Tommie Milton	09/12/2018	\$310.00	4935	E 01 005 810 000 000 350	15.5hrs@\$20 Moving boxes, moving furnitur
<b>Check Total:</b>						<b>\$310.00</b>			
OLDN	5542	CH	1 1457	MSB Holdings - Woodbury LLC	09/18/2018	\$36,651.13	4937	E 01 005 850 000 348 370	October Lease
OLDN	5542	CH	1 1457	MSB Holdings - Woodbury LLC	09/18/2018	\$767.00	4937	E 01 005 850 000 348 370	Insurance
OLDN	5542	CH	1 1457	MSB Holdings - Woodbury LLC	09/18/2018	\$5,384.67	4937	E 01 005 810 000 000 330	Utilities
OLDN	5542	CH	1 1457	MSB Holdings - Woodbury LLC	09/18/2018	\$3,735.00	4937	E 01 005 810 000 000 305	Janitorial
OLDN	5542	CH	1 1457	MSB Holdings - Woodbury LLC	09/18/2018	\$1,780.00	4937	E 01 005 810 000 000 350	R&M
OLDN	5542	CH	1 1457	MSB Holdings - Woodbury LLC	09/18/2018	\$12,202.96	4937	E 01 005 850 000 348 370	Taxes
OLDN	5542	CH	1 1457	MSB Holdings - Woodbury LLC	09/18/2018	\$947.29	4937	E 01 005 850 000 000 896	Special Assessments
<b>Check Total:</b>						<b>\$61,468.05</b>			
OLDN	5543	CH	1 1115	SpEd Forms, Inc.	09/18/2018	\$1,296.20	4938	E 01 010 420 000 419 433	Sped Forms and License renewal
<b>Check Total:</b>						<b>\$1,296.20</b>			
OLDN	5544	CH	1 1471	Ballard Spahr LLP	09/20/2018	\$1,400.00	4948	E 01 005 111 000 000 305	Legal Services through 5/31/2018
<b>Check Total:</b>						<b>\$1,400.00</b>			
OLDN	5545	CH	1 1369	BerganKDV Outsourced Services LLC	09/20/2018	\$4,838.00	4949	E 01 005 110 000 000 305	September Financial Mgmt and Account Sen
<b>Check Total:</b>						<b>\$4,838.00</b>			
OLDN	5546	CH	1 1458	Churchill Consulting LLC	09/20/2018	\$1,000.00	4950	E 01 005 640 000 316 366	CKLA Workshop 8/30-8/31/2018
<b>Check Total:</b>						<b>\$1,000.00</b>			
OLDN	5547	CH	1 1475	Elizabeth Trites	09/20/2018	\$32.76	4951	E 01 010 203 000 000 401	Reim: storage containers for Music
<b>Check Total:</b>						<b>\$32.76</b>			
OLDN	5548	CH	1 1476	Emma Langer	09/20/2018	\$36.88	4952	E 01 010 420 000 419 433	Reim: SPED supplies - calendar, posters
<b>Check Total:</b>						<b>\$36.88</b>			
OLDN	5549	CH	1 1336	Hennepin County Medical Center	09/20/2018	\$120.00	4953	E 01 010 720 000 000 305	Nursing Services 8/27-8/29/2018
OLDN	5549	CH	1 1336	Hennepin County Medical Center	09/20/2018	\$300.00	4953	E 01 005 640 000 316 366	Training
<b>Check Total:</b>						<b>\$420.00</b>			
OLDN	5550	CH	1 1040	Houghton Mifflin Harcourt Publishing Co.	09/20/2018	\$1,735.60	4954	E 01 010 203 000 000 460	MS Language arts curriculum
OLDN	5550	CH	1 1040	Houghton Mifflin Harcourt Publishing Co.	09/20/2018	\$181.65	4955	E 01 010 203 000 000 460	MS Language arts curriculum
<b>Check Total:</b>						<b>\$1,917.25</b>			
OLDN	5551	CH	1 1054	Integrative Therapy, LLC.	09/20/2018	\$875.00	4956	E 01 010 420 000 740 394	OT: 10hrs@\$87.50 8/30-9/4/2018
<b>Check Total:</b>						<b>\$875.00</b>			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5552	CH	1 1240	Keys to Communication	09/20/2018	\$1,530.00	4957	E 01 010 401 000 740 394	Speech: 16.5hrs@\$85 3hrs@\$42.50 8/28-9,
<b>Check Total:</b>						<b>\$1,530.00</b>			
OLDN	5553	CH	1 1334	Mary Kelly	09/20/2018	\$4,320.00	4958	E 01 010 420 000 419 303	SPED Director services - 8/2-8/30/2018
<b>Check Total:</b>						<b>\$4,320.00</b>			
OLDN	5554	CH	1 1462	Monarch Bus Service Inc	09/20/2018	\$27,929.19	4959	E 01 005 760 000 720 360	Student transportation payment 2 of 10
<b>Check Total:</b>						<b>\$27,929.19</b>			
OLDN	5555	CH	1 1313	Nancy Baumann	09/20/2018	\$159.60	4960	E 01 005 810 000 000 401	Reim: Keys made for the school and baskets
OLDN	5555	CH	1 1313	Nancy Baumann	09/20/2018	\$23.97	4960	E 01 010 203 000 000 401	Reim: Keys made for the school and baskets
<b>Check Total:</b>						<b>\$183.57</b>			
OLDN	5556	CH	1 1112	NWEA	09/20/2018	\$3,000.00	4961	E 01 010 203 000 000 461	MAP License FY18-19
<b>Check Total:</b>						<b>\$3,000.00</b>			
OLDN	5557	CH	1 1233	Reno Mothes	09/20/2018	\$82.50	4962	E 01 010 420 000 740 394	DAPE Services: 1.5hrs@\$55
<b>Check Total:</b>						<b>\$82.50</b>			
OLDN	5558	CH	1 1010	SFM	09/20/2018	\$421.00	4963	E 01 005 110 000 000 305	Workers Comp 2017-2018 audit premium
<b>Check Total:</b>						<b>\$421.00</b>			
OLDN	5559	CH	1 1474	Supplyworks	09/20/2018	\$53.85	4964	E 01 005 810 000 000 401	Janitorial supplies
<b>Check Total:</b>						<b>\$53.85</b>			
OLDN	5560	CH	1 1098	Teachers on Call	09/20/2018	\$1,292.00	4965	E 01 010 203 000 000 305	GenEd
<b>Check Total:</b>						<b>\$1,292.00</b>			
OLDN	5561	CH	1 1208	Abdo, Eick & Meyers LLP	09/27/2018	\$6,750.00	4966	E 01 005 110 000 000 305	FY17/18 Audit Services
<b>Check Total:</b>						<b>\$6,750.00</b>			
OLDN	5562	CH	1 1015	Amplify Education, Inc.	09/27/2018	\$1,535.76	4967	E 01 010 201 000 000 460	CKLA Curriculum
OLDN	5562	CH	1 1015	Amplify Education, Inc.	09/27/2018	\$10,889.64	4967	E 01 010 203 000 000 460	CKLA Curriculum
<b>Check Total:</b>						<b>\$12,425.40</b>			
OLDN	5563	CH	1 1448	Kacie Paine	09/27/2018	\$908.87	4968	E 01 005 107 000 000 305	Reim: Promotional materials, signs, parade fl
<b>Check Total:</b>						<b>\$908.87</b>			
OLDN	5564	CH	1 1387	Kathleen Mortensen	09/27/2018	\$78.07	4969	E 01 010 203 000 000 430	Reim: Classroom supplies
OLDN	5564	CH	1 1387	Kathleen Mortensen	09/27/2018	\$263.88	4969	E 01 010 203 000 000 401	Reim: Classroom supplies
OLDN	5564	CH	1 1387	Kathleen Mortensen	09/27/2018	\$29.91	4969	E 01 005 810 000 000 401	Reim: Maintenance supplies
<b>Check Total:</b>						<b>\$371.86</b>			
OLDN	5565	CH	1 1462	Monarch Bus Service Inc	09/27/2018	\$27,929.19	4970	E 01 005 760 000 720 360	Student Transportation Payment 3 of 10
<b>Check Total:</b>						<b>\$27,929.19</b>			
OLDN	5566	CH	1 1220	Pearson Education Inc	09/27/2018	\$2,573.18	4971	E 01 010 203 000 000 460	Grade 4 Science Curriculum

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5566	CH	1 1220	Pearson Education Inc	09/27/2018	\$1,503.11	4972	E 01 010 203 000 000 460	Grade 5 Science Curriculum
<b>Check Total:</b>						<b>\$4,076.29</b>			
OLDN	5567	CH	1 1097	PLIC - SBD GRAND ISLAND	09/27/2018	\$1,002.07	4973	B 01 215 007	October Life, LTD, STD, ADD premiums
<b>Check Total:</b>						<b>\$1,002.07</b>			
OLDN	5568	CH	1 1428	Schmitt & Sons	09/27/2018	\$1,296.00	4974	E 01 005 760 000 733 360	10.1.18 Wolf Ridge Field Trip
OLDN	5568	CH	1 1428	Schmitt & Sons	09/27/2018	\$1,296.00	4975	E 01 005 760 000 733 360	10.3.18 Wolf Ridge Field Trip
<b>Check Total:</b>						<b>\$2,592.00</b>			
OLDN	5569	CH	1 1241	Sheila Merzer	09/27/2018	\$93.75	4976	E 01 010 408 000 740 394	ASD Specialists: .75hrs@\$125 9/4/2018
OLDN	5569	CH	1 1241	Sheila Merzer	09/27/2018	\$500.00	4977	E 01 010 408 000 740 394	ASD Specialists: 4hrs@\$125 9/11/2018
<b>Check Total:</b>						<b>\$593.75</b>			
OLDN	5570	CH	1 1098	Teachers on Call	09/27/2018	\$442.00	4978	E 01 010 201 000 000 305	Kindergarten
OLDN	5570	CH	1 1098	Teachers on Call	09/27/2018	\$1,326.00	4978	E 01 010 203 000 000 305	Elementary
<b>Check Total:</b>						<b>\$1,768.00</b>			
<b>Bank OLDN Total:</b>						<b>\$263,265.20</b>			
<b>Report Total:</b>						<b>\$263,265.20</b>			



## WOODBURY LEADERSHIP ACADEMY

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount		
1411	4228	OLDN	CR091E															
FY19 IDEAS																		
				1413	Credit	A	09/14/18	Check	1	1001						MN DEPT OF EDUCATION		
							4228	R	01	005	000	000	000	201		FY19 Endow Fund Apportion	5,006.29	0.00
							4228	R	01	005	000	000	000	211		FY19 General Education Aid	84,108.75	0.00
														Receipt Total:	\$89,115.04	\$0.00		
														<b>Deposit Total:</b>	<b>\$89,115.04</b>	<b>\$0.00</b>		
1412	4228	OLDN	CR091E															
FY19 IDEAS																		
				1414	Credit	A	09/28/18	Check	1	1001						MN DEPT OF EDUCATION		
							4228	B	01	121	000					FY18 General Education	67,044.51	0.00
							4228	B	01	121	000					FY18 Special Education	7,700.64	0.00
							4228	B	01	121	000					FY18 Charter School Lease	575.44	0.00
							4228	B	01	121	000					FY18 LT Fac Maintenance	437.13	0.00
							4228	B	01	121	000					FY18 Literacy Incentive	1,038.26	0.00
							4228	R	01	005	000	000	000	211		FY19 General Education Aid	120,289.77	0.00
														Receipt Total:	\$197,085.75	\$0.00		
														<b>Deposit Total:</b>	<b>\$197,085.75</b>	<b>\$0.00</b>		
1413	4228	OLDN	CR091E															
FY19 Old National Interest																		
				1415	Credit	A	09/28/18	Check	1	1006						Old National		
							4228	R	01	005	000	000	000	092		FY19 Old National Interest	9.72	0.00
														Receipt Total:	\$9.72	\$0.00		
														<b>Deposit Total:</b>	<b>\$9.72</b>	<b>\$0.00</b>		
1414	4228	OLDN	CR091E															
FY19 HMCO Refund																		
				1416	Credit	A	09/28/18	Check	1	M						Miscellaneous Customer		
							4228	E	01	010	203	000	000	460		FY19 Textbooks/Workbooks	174.05	0.00
														Receipt Total:	\$174.05	\$0.00		
														<b>Deposit Total:</b>	<b>\$174.05</b>	<b>\$0.00</b>		
1415	4228	OLDN	CR091E															
FY19 Alerus Cobra																		
				1417	Credit	A	09/10/18	Check	1	M						Miscellaneous Customer		
							4228	B	01	215	007					FY19 BS Cobra Life	24.20	0.00
							4228	B	01	215	008					FY19 BS Cobra Medical	773.18	0.00
														Receipt Total:	\$797.38	\$0.00		
														<b>Deposit Total:</b>	<b>\$797.38</b>	<b>\$0.00</b>		

## WOODBURY LEADERSHIP ACADEMY

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1416	4228	OLDN	CR091E													
FY19 The K Foundation				1418	Credit	A	09/17/18	Check	1	M						
				4228	R	01	005 000 000 000 096			FY19 The K Foundation					93.10	0.00

Receipt Total:	\$93.10	\$0.00
<b>Deposit Total:</b>	<b>\$93.10</b>	<b>\$0.00</b>
Report Total:	\$287,275.04	\$0.00

# WOODBURY LEADERSHIP ACADEMY

## Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
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**Woodbury Leadership Academy  
Contracted Services  
2018-2019**

Detail of Object 305 Contracted Services	Account Code	Preliminary 2017-2018	Original 2018-2019	Working Budget 2018-2019	September 2018	Comments
		259	312	385 ADM		
<b>Total Board Related Expenses</b>	01-005-010-000-000-305	<b>1,500</b>	<b>7,000</b>	<b>7,000</b>		Pannect Ed/On-Site Strategic Planning
<b>Office of the Superintendent</b>	01-005-020-000-000-305	<b>7,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	Mary Apuli invoice in PRG 020
Teacher Recruitment		0	500	500		
Human Resources Services		175	2,000	2,000		
Office Temp		0	0	0		
<b>Total General Administrative Support</b>	01-005-105-000-000-305	<b>175</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	
APEX Fundraising expense		6,794				
Website Redesign		1,470				
Student Recruiting		6,867	20,000	12,000	909	
<b>Total Community Relations/Other Admin.</b>	01-005-107-000-000-305	<b>15,131</b>	<b>20,000</b>	<b>12,000</b>	<b>909</b>	Kacie has detail (permanent sign, temp sign, website redesign, pamphlet brochures, monument sign, etc) - \$8k for sign moved to object \$520
Audit		8,780	9,000	10,400	6,750	
990		1,225	1,300	1,300		
Financial Services/BKDV		56,916	64,062	66,768	14,514	Actual contract is for \$58,056 and is good for enrollments up to 275.
Architecture/Globe Building Related Fees		0		4,000		updated estimate per Shawn's e-mail.
Legal	01-005-111-000-000-305	36,843	15,000	15,000	1,400	
Miscellaneous Fees		4,900	5,000	7,500	1,998	GoDaddy,Bank Fees, Background Checks, Alerus
<b>Total Business Support Services</b>	01-005-110-000-000-305	<b>108,664</b>	<b>94,362</b>	<b>104,968</b>	<b>24,662</b>	

**Woodbury Leadership Academy  
Contracted Services  
2018-2019**

Detail of Object 305 Contracted Services	Account Code	Preliminary 2017-2018	Original 2018-2019	Working Budget 2018-2019	September 2018	Comments
		259	312	385 ADM		
Miscellaneous Student Services/TBD		1,500	3,000	5,000		
						=23 teachers * 10 days * \$225/days less \$13,000 budgeted in object 199 for PTO payout, added \$5K for sub for 1st grade sub (teacher not having license)
Subs		45,936	40,450	43,750	3,060	
<b>Total Student</b>	01-010-203-000-000-305	<b>45,936</b>	<b>43,450</b>	<b>48,750</b>	<b>3,060</b>	
ESL Support	01-001-219--000-317-305	<b>15,889</b>	<b>10,000</b>	<b>14,000</b>	<b>0</b>	Luis
Nursing	01-010-720-000-000-305	3,289	7,000	9,100	120	MVNA, 6 hours a month * 10 month, \$100/hour plus \$1000
		<b>3,289</b>	<b>7,000</b>	<b>9,100</b>	<b>120</b>	
Globe/MSB Holdings				21,750		July Lease Payment
Gamino				41,084	11,205	August - June (\$3,735/month)
Janitorial	01-005-810-000-000-305	<b>248,840</b>	52,731	26,000	5,200	Janitorial/Outsourced, Aug 15th from lease (Globe and July/Weir)
		<b>248,840</b>	<b>52,731</b>	<b>88,834</b>	<b>16,405</b>	
<b>Total Contracted Services</b>		<b>447,224</b>	<b>237,043</b>	<b>287,152</b>	<b>45,156</b>	
		447,224	237,043	0		
		431,335				
		<b>431,335</b>				
			0			

**Meeting:** Governance Committee Special Meeting

**Date:** Tuesday, August 21, 2018

**Time:** 9:30 A.M. - 11:30 A.M.

**Location:** Woodbury Leadership Academy School – 8089 Globe Dr., Woodbury, MN 55125 - Conference Room



## Meeting Minutes

### Meeting Call to Order and Roll Call

Ro Krejci, Kylie Griffith, Kathy Mortensen and Claudia George

### WLA Mission & Vision

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

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

### Development, Discussion, and Action

- Discussed policies 514 and 533 edits are needing to be completed and will be brought to the next committee meeting.
- Student/Family Handbook ready to be presented to WLA BOD
- Committee calendar - 3rd Wednesday of the month at 4:10pm

### Status Update

Recommendation for Next WLA BOD meeting

### Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Wednesday, September 19, 2018

Time: 4:10 P.M.

Location: 8089 Globe Dr. Woodbury, MN 55125 - Conference Room

### Adjournment

Adjournment (Ro Krejci, Committee Chair)

**Meeting:** Governance Committee Special Meeting

**Date:** Wednesday, September 19, 2018

**Time:** 4:10 P.M.

**Location:** Woodbury Leadership Academy School – 8089 Globe Dr., Woodbury, MN 55125 - Conference Room



## Meeting Minutes

### Meeting Call to Order and Roll Call

Attendance: Kylie Griffith, Kathy Mortensen and Claudia George

### WLA Mission & Vision

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

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

### Development, Discussion, and Action

- Jolene submitted her resignation from the governance committee.
- Discussion on a new policy for internet use (specifically for Google Classroom) will be discussed in more detail once the Technology Committee meets. This may be a separate policy from 524
- Policy 540 - discussed adding the word "fleece" as acceptable. We were all in agreement to add the word "fleece."
- Policy 533 - looked ready. We all agreed on using the word 'may.'
- We also agreed that Middle School P.E. participation should be at the classroom level and should not be a school policy.
- We decided that meeting on the 2nd Wednesday of the month was better due to the board meeting agenda needing to be posted the day before (on Tuesday) the third Wednesday of the month. The 2nd Wednesday allows for more time for the Governance Committee to prepare for the Board meeting. Therefore our next meeting will be on **Wednesday, October 10th, 2018 @4:10PM.**

### Status Update

Recommendation for Next WLA BOD meeting

### Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting (third Wednesday of the month, unless stated otherwise)

Date: Wednesday, Oct.10, 2018

Time: 4:10 P.M.

Location: 8089 Globe Dr. Woodbury, MN 55125 - Conference Room

### Adjournment

Adjournment