

DRAFT

Board Packet

Woodbury Leadership Academy Board of Directors Special Meeting

Wednesday, November 28, 2018

5:30 P.M.

Woodbury Leadership Academy

8089 Globe Dr. Woodbury, Mn 55125

GYM

Meeting: Board of Directors Regular Meeting

Date: Wednesday, November 28, 2018

Time: 5:30 P.M.

Location: Woodbury Leadership Academy 8089 Globe Dr. Woodbury Mn 55125 - Gym

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 distinction 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: _____ 2nd: _____ Vote: _____
- 3.2. Approval of October 24, 2018 meeting minutes and October 4, 2018 workshop minutes
Motion: _____ 2nd: _____ 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. Review VOA expectations (Chair)

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 October 2018 financial statements and finance committee meeting minutes
Motion: _____ 2nd: _____ Vote: _____
- 7.4. Governance Committee (Presenter: Ro Krejci, Governance Chair)
 - 7.4.1. Accept November committee meeting minutes, first reading notice policies 419, 540, 714 and second reading notice of policy 701
Motion: _____ 2nd: _____ Vote: _____

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

- 8.1. Ratify employment agreements
- 8.2. Acceptance of Give to the Max Donations

- 8.3. Facilities Committee Charge
- 8.4. Enrollment
- 8.5. Reimbursement Rule - resolution

- 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, December 19, 2018
 - Time: 5:30 P.M.
 - Location: 8089 Globe Dr. Woodbury, MN
 - 10.2. Delegation of Public Comment Items (if necessary)

- 11. **Adjournment** (Presenter: Mandi Folks, Board Chair)
 - 11.1. Adjournment
 - Motion: _____ 2nd: _____ Vote: _____

Woodbury Leadership Academy



Board of Directors Minutes Strategic Planning workshop October 4, 2018

A Strategic Planning workshop was held from 4:30 to 6:40.

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

Directors Absent: Shannon Kelly

Administration/Advisors Present: Dr Kathleen Mortensen (Executive Director), David DenHartog (Consultant-facilitator)

Others in Attendance: None

Introduction/Current Strategic Plan Status

Mr DenHartog introduced himself and described his role as a consultant is to help good schools become great. He would guide the Board through the process of determining 1-3 significant goals that the board should focus on during the next couple of years and the Board's role in reaching those goals. Copies of minutes from the April 30, 2018 planning session and the 2015-2018 strategic plan were distributed. The plan was developed at the Start Up stage of the life cycle of a charter school. The school has moved into the growth stage so the goals and desired outcomes have changes. Members reviewed and discussed while eating dinner.

Team Building Exercise

Members divided into two groups and participated in a "rubber band" exercise. They then reflected on how working together in the group compared to working as a Board. Members then divided into groups of two and shared their vision of the school's future with their partners.

WLA's Successes

Mr DenHartog asked members to identify recent WLA successes. Those identified include:

- United school community, sense of trust
- New home (building)
- Increased enrollment
- Staff retention / student retention
- Stable leadership of both Board and Director
- Financial stability

- Student achievement – increased test scores
- Positive relationship with VOA (Authorizer) – 4 year renewal contract
- No legal issues
- Strong governance

Vision for the Future

Mr DenHartog shared the guiding question of “What specific goals do we have for WLA that could be accomplished in the next couple of year?” Keeping this question in mind, he asked members to share their vision of the future for WLA:

- Leadership development
 - Increase leadership component of the curriculum
 - Service, stewardship, leadership opportunities
 - Initiative, growth mindset
 - Data on development and future impact (high school, college, careers)
 - Staff accountability
 - Learn how to follow / who to follow
- Attain Distinguished Core Knowledge School distinction
 - Continual academic improvement
- Facility expansion
 - Gym vs Fieldhouse
 - Own vs long-term lease
 - Bank investment
 - Building improvements
 - Kitchen-healthy lunch program
- Defined Enrollment / Class configuration
- Green school – reduced waste & costs

Three Goal Areas Identified

Based on discussion, three areas for goals were identified:

- Leadership & Learning
- Facilities
- Financial

Refining Goals

Members selected one of the goal areas and drafted a specific goal for that area:

- Leadership & Learning (Ms Mortensen, Ms Erickson, Ms George)
 - WLA staff will further develop the programming for Leadership & Learning / Leadership & Learning will be furthered developed by WLA staff
 - WLA staff will work towards becoming a Core Knowledge Distinguished school

- The WLA learning community will provide enriching leadership opportunities that are measurable and impactful
 1. Students will complete __ hours of service learning per year
 2. Students at each grade level will participate with their classmates on a stewardship project
 3. Students at each grade level will complete a projected based on solving a world/change
- Facilities (Ms Skordahl, Mr Livingston)
 - Define long term facility requirements: classroom, gym/fieldhouse, cafeteria/kitchen, bathrooms, floor plan needs-remodel, theater
 - Right size our space to best fit our needs
 - Achieve ADM to finance our needs
- Finance (Ms Krejci, Ms Folks)
 - To be financially positioned to support all learning needs and capital improvements of the school.
 - Position the school financially to have our choice of financing opportunities to best meet facility needs.

Considerations for all goals:

- What additional information is needed?
- What are the financial implications?
- What questions/input are needed from families?

Next Steps

Next steps in the strategic planning process:

- Summarize draft goals
- Layout goals into a first draft of a strategic plan (Mandi volunteered to do this step)
- Upcoming board meetings - determine what needs to be added/revise and flush out goals and sub-goals.
- Grade configuration impacts all decisions - determine what information is needed to achieve establishing a grade configuration and move forward in doing so.

Another workshop will be scheduled for late January to solidify goals and continue the strategic planning process.

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

**Board of Directors Meeting Minutes
Regular Meeting
October 24, 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), Mary Kelly (contracted Special Ed Director), Brad Falteysek and Sam Magureanu (Abdo, Eick & Meyers, LLP)

Others in Attendance: None

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:35 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission, Vision and Strategic Goals

Ms Erickson read the WLA Mission and Vision Statements and a Strategic Goals summary statement.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Krejci moved “to amend the agenda to remove “and October 4, 2018 workshop meeting minutes” from item 3.2 of the agenda.” Seconded by Mr Livingston. Motion passed unanimously.

3.2 Approval of September 26, 2018 meeting minutes

Ms Krejnci moved “to approve the September 26, 2018 meeting minutes.” 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.

6. Board Training/Presentations

6.1 Special Education Overview

Ms Mary Kelly, WLA's contracted Special Education Director, provided an overview of:

- Changes in Special Education enrollment at WLA from the prior year
- Changes in staffing for Special Education at WLA
- Types of Special Education disabilities, and
- Services and settings provided to students at Woodbury Leadership Academy.

She also shared information on the Special Education Advisory Council (SEAC) and the Total Special Education System (TSES) manual which is available on the school's website.

6.2 2017-2018SY Audit

Mr Brad Falteysek and Mr Sam Magureanu from Abdo, Eick & Meyers, an independent audit firm, presented the FY18 audited financial statements and management letter. Copies of the Management Letter and Audited Financial Statements were distributed to board members prior to the meeting. Mr Falteysek reported the audit opinion is a "clean opinion" which reflects that the financial statements are materially accurate and follow Generally Accepted Accounting Principles. As part of the audit, controls and compliance with Minnesota Statutes are reviewed. There was one finding regarding the use of a debit card, with the recommendation to replace it with a credit card which allows for more control. Mr Magureanu gave a high level overview of the financial statements and shared future accounting standard changes.

7. Board and Administration Reports

7.1 Board Report

Ms Folks reported the playground equipment was being installed this week. Trunk or Treat is scheduled for Friday, with a Ribbon Cutting ceremony kicking off the event. She and Ms Mortensen have been working through the lease with Shawn Smith and all occupancy paperwork is complete and the lease aid application is ready to be filed. Request for property tax exemption is in process. Ms Folks presented the idea of establishing a Facilities Committee as a standing Board committee versus an ad hoc committee. There was discussion. Mr Livingston and Ms Kelly will work on drafting a charge for the committee and present at a future meeting, at which time a decision on committee type will be made.

7.2 Executive Director Report

Ms Mortensen highlighted several items in the Director's Report, including enrollment numbers, in-house committees and Fall 2018 MAP assessment scores. A folder of 4 new employment contracts with job descriptions was passed for board member review. She reported that approximately 95% of families attended parent/teacher conferences and the Book Fair raised over \$4,000 in books for the library. She distributed enrollment projections for the next 4 years, which will be used for budgeting and projecting facility needs.

At Ms Mortenson's request, Ms Erickson presented an update on 7th grade class academic and elective offerings, activities, installation of lockers, and benefits of morning Advisory meetings.

7.3 Finance Committee Report

Ms Erickson reported the Finance Committee met on October 11 and discussed audit results, staffing needs, September financial statements, budget revisions and strategic goals. She shared the benefit of moving from the use of a debit card to a credit card. The next meeting is scheduled for November 8.

Ms Erickson moved "to approve Kathleen Mortensen moving forward with obtaining a credit card in the name of Woodbury Leadership Academy, utilizing existing delegations." Seconded by Ms George. There was a discussion on spending limits. Motion passed unanimously.

7.3.1 Financial Statements

Ms Darling reviewed the September financial statements. She suggested deferring the approval of a revised budget to a future meeting after lease aid is updated.

Ms Erickson moved "to accept the September 2018 financial statements and October finance committee meeting minutes." Seconded by Ms Kelly. Motion passed unanimously.

Ms Erickson moved "to accept the 2017-2018 fiscal year audit performed by Abdo, Eick & Meyers." Seconded by Ms Krejci. Motion passed unanimously.

7.4 Governance Committee

Ms Krejci reported there was no October meeting. Ms Skordahl has resigned from the Governance Committee to focus time on other areas/committees at WLA, so the committee is seeking additional members. The next scheduled meeting is November 14. Ms Folks requested the committee review policy and respond to a Finance Committee question of which contracts need to be presented to the Board for approval.

7.4.1 Accept Committee Meeting Minutes

Ms Krejci moved "to accept the August 21 and September 19, 2018 committee meeting minutes and accept Ms Skordahl's resignation from the Governance committee." Seconded by Ms Erickson. Motion passed unanimously.

8. Board Discussion and Business

8.1 Strategic Plan

Ms Folks reported that the Strategic Plan is in draft status. She shared the 4 components to the Strategic goals, which were included in the summary statement shared in item 2:

- Leadership programming
- CKLA Blue Ribbon winner school
- Financial targets
- Facility needs.

Bruce Sorenson of Piper Jaffrey will be at the next Finance committee meeting to educate members on the bonding process, a potential facility funding option.

8.2 Ratify Employment Agreements

Ms Krejci moved “to ratify the employment agreements as presented.”
Seconded by Ms Skordahl. Motion passed unanimously.

9. Board Communication & Future Items

9.1 Board Communication/Future Agenda Items - Reflection

Board members suggested a future agenda include reviewing the Teachers on Call contract and options for obtaining substitute teachers, a Facilities Committee charge, and an amended FY18-19 budget. Board members reflected on the positive Fall MAP scores, the impact of enrollment growth and the positive impact of hiring an intervention EA to work with challenged students.

A suggestion was made that Board meetings include teacher participation at meetings, in person or by video. A board member also suggested that achievement awards and plaques be displayed.

10. Housekeeping

10.1 Next regularly scheduled WLA Board of Directors Meeting and Training

Ms Folks stated the next regular meeting and training is scheduled for Wednesday, November 28, 2018 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN.

10.2 Delegation of Public Comment

There was no public comment to delegate.

11. Adjournment

11.1 Adjournment

Ms Krejci moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 7:52 PM.

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

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, NOVEMBER 28, 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 11/25/2018, we have 398 students enrolled for the 2018-2019 school year. Currently we do have waiting lists and offers out. However, the later it gets into the school year, it does become more difficult to get new students up to speed with the Core Knowledge curriculum.
- Our open enrollment process will start on December 1st and close on January 31st. We are planning events and open houses for January.

Provide leadership and monitor continuous school improvement

- The SEAC team met on October 26th and November 14th. SEAC is the special education advisory team, composed of parents, and facilitated by our Special Education Director, Mary Kelly.
- On October 31st, a meeting was held with Roseann Schreifels, at Booth Law, to discuss OCR resolution. We submitted a request several months ago, for a release from that since we have demonstrated compliance with all website re-design directives. However, we are still waiting for the release letter. Also, we will not move forward with any website changes until we receive this letter.

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

- Board meeting October 24, 2018
- November Governance meeting

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

- November 30th is a teacher grading day. Teachers have the option of working on or off-site, para professionals have the option of coming in to work on the library.
- Professional development will be held on December 10th. Kelly Cappelen will be facilitating Crisis Prevention Intervention (CPI) training with our three special education teachers and two regular education teachers. Kelly is a qualified CPI trainer, and with the conclusion of the December 10th training, we will reach our target this year, with having nine staff members fully trained.

- The Curriculum Team met on November 19th. We reviewed the intent of curriculum mapping, scope and sequence design, and pacing guide creation. We then took stock of any additional teacher workbooks that are needed. Finally, we reviewed the MN state academic standards for the arts, and determined which grade levels are covering each standard.
- On November 20th, I spoke with Andrew Adleman from Designs for Learning regarding English Learner services. He will add that component to our current contract.
- I have concluded the fall classroom observations for the 2018-2019 school year. Our goal is to do three formal classroom observations on each new to WLA teacher, and two formal classroom observations for WLA veteran teachers. In addition, teachers will be conducting peer observations for the purpose of exchanging ideas, and improving their skill sets.

III. Financial Management

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

- Mary Kelly and I met with Mandy Gallahue (BerganKDV) on November 1, to ensure that we are staying within our special education budget parameters, and coding things correctly.
- There was a Finance Committee meeting on November 6th.

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 hired Jennifer Owens for the open Administrative Assistant position, and we are still advertising for a special education para professional.
- Booth Law firm conducted an all-day human resource conference on November 13, which I attended. I found it to be extremely beneficial.

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 three fire drills and two lock-down drills for the 2018-2019 school year. (We are required to conduct a total of five fire drills, five lock downs, and one tornado drill each school year.)
- There was a Response to Intervention (RtI) discussion held on November 7th, with Mary Kelly conducting some training and clarification for the RtI process.

Oversee development and implementation of student/parent activities

- A small group of parents requested to meet with me, which we did on November 15th. They were candid with their concerns and provided constructive criticism, as well as many positive accolades for the work we are doing at WLA. We will begin meeting regularly and expanding the size of the group so that I can continue to gather feedback on how we are doing business.
- Give to the Max was a huge success for WLA this year, as we exceeded our target goal, and raised over \$6,000! Kudos to Kylie Griffith who organized the effort, and thanks to so many staff, parent, and community members who pulled together in a generous spirit to make this happen!
- The Scholastic Book Fair was held on October 16-17 and WLA raised over \$4,000. That is over twice what we raised last year. Kudos to parent volunteer Diane Thiels and the many parent volunteers who organized this!

VI. Communications Management

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

- The Technology Committee met on November 1, to plan for staff computer upgrades. We also discussed the results of a staff survey and decided to move forward with dispersing the computers on carts, (COWS) to individual classrooms. Teachers reported that they would much prefer to manage a smaller amount of computers that are assigned to their classroom, rather than reserving a cart with a classroom set. Justin Gehring and his team have been working on this dispersal.
- The VOA SLT meeting (conference call) was held on November 9th. We discussed the use of the consortium website, as well as making plans for the upcoming VOA Annual Conference. WLA board member Shannon Kelly has agreed to participate in that conference as a panel member for the Crisis Management break-out session. Both myself and Kylie Griffith will be attending the two-day conference in January. The conference is being held locally and VOA is covering expenses for participants.



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Statements

October 2018



Prepared by:
Judith Darling, CPA
Finance Manager

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

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**Woodbury Leadership Academy
Woodbury, Minnesota
October 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 30th 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 30th 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

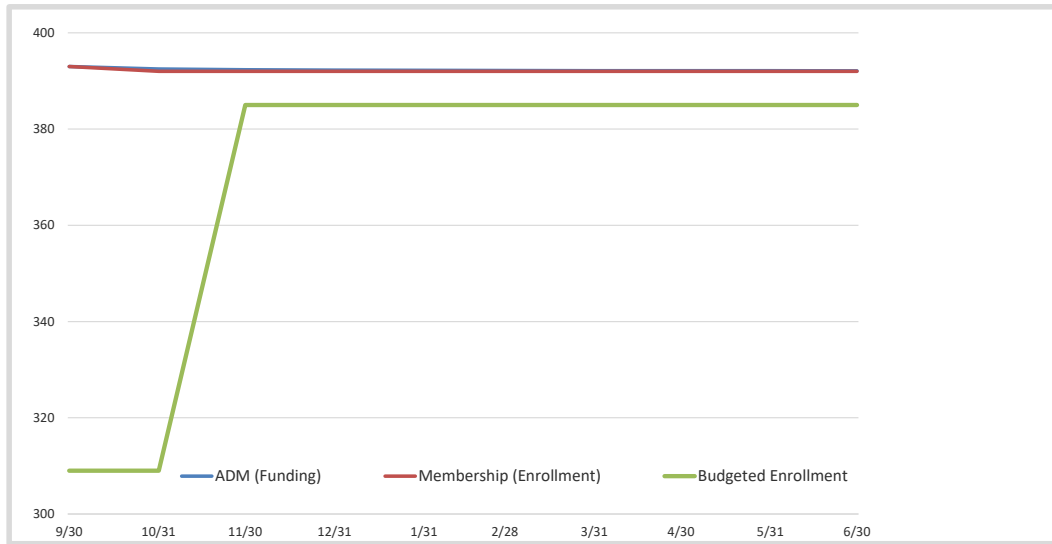
- Our enrollment at the end of October was 392.
- Cash flow is healthy at \$366K. MDE has adjusted our payments and we are now being paid on 385 ADM.
- Our lease aid application has been submitted! I hope to get a status update or approval in the next month.
- Our proposed budget is based on average enrollment of 385 which results in a General Fund surplus of \$98,594 and a Community Services Fund deficit of \$30,430 for an entity wide surplus of \$68,164.

Supplemental Information for October 2018

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

Please feel free to contact Judith Darling at 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
	GRAND TOTAL	393	393	392	392	392	392	392	392	392	392

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
	GRAND TOTAL	393	392	392	392	392	392	392	392	392	392

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
	GRAND TOTAL	309	309	385	385	385	385	385	385	385	385

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
October 31, 2018**

	Balance July 1, 2018	Balance October 31, 2018
<u>Assets</u>		
Current Assets		
Cash and Investments	\$ 395,300	\$ 392,194
Accounts Receivable	-	5,761
PY State Aid Receivable	-	3,056
CY State Aid Receivable/(Deferred Rev)	289,306	343,059
Federal Aids Receivable	9,670	-
Prepaid Expenses and Deposits	10,031	50,502
Total Assets	\$ 704,307	\$ 794,572
<u>Liabilities and Fund Balance</u>		
Current Liabilities		
Salaries and Wages Payable	\$ 59,282	\$ 17,762
Line of Credit Payable /Loan Payable	-	-
Accounts Payable	39,202	-
Payroll Deductions and Contributions	46,589	28,238
Deferred Revenue	-	-
Total Current Liabilities	145,073	46,000
Fund Balance		
Fund Balance 7-1-2018	559,234	559,234
Net Income To Date	-	189,338
Total Fund Balance	559,234	748,572
Total Liabilities and Fund Balance	\$ 704,307	\$ 794,572

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
October 31, 2018

	311.60	388.80	33%		
FY 2018 Actual 259 ADM	FY 2019 Original Budget 309 ADM	FY 2019 Proposed Budget 385 ADM	October 2018 YTD Activity	Percent of Proposed Budget	
General Fund - 01					
Revenues					
State Revenues					
General Education Aid	\$ 1,705,086	\$ 2,164,554	\$ 2,700,011	\$ 849,577	31.5%
Literacy Aid	25,956	25,956	25,956	-	0.0%
Charter School Lease Aid	14,386	409,442	510,721	-	0.0%
Long-Term Facilities Maintenance Revenue	21,856	41,131	51,322	-	0.0%
Special Education Aid	189,346	207,576	294,890	-	0.0%
PY Over/Under Accrual	19,104	-	-	-	-
Endowment Aid	9,394	7,332	10,028	5,006	49.9%
CY Estimated State Aid Receivable/(Deferred Rev)	-	-	-	343,059	-
Total State Revenues	1,985,128	2,855,992	3,592,928	1,197,643	33.3%
	1,985,128	2,855,992	3,592,928	1,197,643	
Federal Revenues					
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	-	-	-	-
Title I and II	5,025	2,300	8,578	-	0.0%
Total Federal Revenues	47,874	45,000	42,031	-	0.0%
	47,874	45,000	42,031	-	
Local Revenues					
Interest Earnings	178	100	100	38	37.5%
Donations and Grants	21,928	-	250	93	37.2%
Give to the Max (course 200)	2,740	-	-	-	-
Fees from Students (Field Trip, Milk Sales, Pizza Friday, Other)	17,367	18,500	23,300	6,073	26.1%
Miscellaneous Revenues	9,140	2,000	2,000	-	0.0%
Sale of Merchandise/Fundraising - Net	414	-	-	183	-
Total Local Revenues	51,767	20,600	25,650	6,387	24.9%
	51,767	20,600	25,650	6,387	
Total Revenues	\$ 2,084,769	\$ 2,921,592	\$ 3,660,609	\$ 1,204,030	32.9%

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

	311.60	388.80	33%		
	FY 2018 Actual 259 ADM	FY 2019 Original Budget 309 ADM	FY 2019 Proposed Budget 385 ADM	October 2018 YTD Activity	Percent of Proposed Budget
Expenditures					
100's Salaries	\$ 821,446	\$ 1,019,982	\$ 1,230,624	\$ 285,436	23.2%
200's Benefits	196,231	269,008	335,786	83,147	24.8%
305 Contracted Services	447,224	237,043	277,900	66,607	24.0%
315 Technology Services	15,153	18,400	17,730	7,230	40.8%
320 Communications Services	19,719	23,100	7,890	1,858	23.6%
329 Postage	893	2,000	2,500	1,093	43.7%
330 Utilities	119,360	61,141	69,810	21,539	30.9%
340 Property and Liability Insurance	8,960	11,500	13,639	8,912	65.3%
350 Repairs and Maintenance	53,303	61,029	44,630	19,651	44.0%
360 Student Transportation	-	300,000	323,852	111,717	34.5%
360 Transportation for Field Trips	5,494	6,180	7,700	2,592	33.7%
366 Travel, Conferences, and Staff Training	16,638	10,000	15,000	4,914	32.8%
369 Field Trips / Registration Fees	7,065	6,180	7,700	4,326	56.2%
370 Building Lease	16,033	569,419	567,468	202,274	35.6%
370 Other Rentals and Operating Leases	42,482	2,800	5,808	304	5.2%
380 Computer and Tech Related Hardware Rental	9,273	12,500	9,285	2,318	25.0%
401 Supplies - Non Instructional (455/465 NI Tech Supplies)	20,751	26,800	29,500	13,612	46.1%
401 Maintenance Supplies	1,515	20,000	23,000	4,118	17.9%
405 Non-Instructional Software and Licensing	9,887	12,000	10,350	5,979	57.8%
406 Instructional Software	2,201	6,000	7,500	640	8.5%
430 Instructional Supplies (456/466 Inst.Tech Supplies)	7,391	22,000	26,000	9,894	38.1%
460 Textbooks and Workbooks	18,242	15,000	30,000	26,246	87.5%
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	1,344	36.3%
520 Building Improvement	-	-	20,246	12,813	63.3%
530 Furniture and Other Equipment	-	10,000	35,252	30,055	85.3%
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
October 31, 2018

	311.60	388.80	33%		
	FY 2018	FY 2019	FY 2019	October 2018	Percent of
	Actual	Original Budget	Proposed Budget	YTD	Proposed
	259 ADM	309 ADM	385 ADM	Activity	Budget
740 Interest Expense	-	-	-	-	-
820 Dues and Memberships, Fees	28,130	32,400	30,530	1,678	5.5%
896 Special Assessments	-	-	-	-	-
State Special Ed Expenditures	201,432	223,200	317,086	50,949	16.1%
Federal Special Education Program	41,667	42,700	25,302	7,677	30.3%
Federal CEIS Program	1,176	-	8,151	-	0.0%
PBIS Individuals with Disabilities Grant	6	-	-	-	-
Title I and II	5,025	2,300	8,578	3,000	35.0%
Directors Discretionary Fund	-	7,500	7,500	-	0.0%
Subtotal Expenditures	2,123,936	3,063,981	3,562,016	995,542	27.9%
	2,123,936	3,063,981	3,562,016	995,542	
Transfers to Other Funds	-	-	-	-	-
Total Expenditures	\$ 2,123,936	\$ 3,063,981	\$ 3,562,016	\$ 995,542	27.9%
General Fund Net Income	\$ (39,168)	\$ (142,389)	\$ 98,594	\$ 208,487	
Beginning Fund Balance, General Fund, July 1	475,231	436,063	436,063	436,063	
Projected Fund Balance, General Fund, June 30	\$ 436,063	\$ 293,674	\$ 534,657	\$ 644,550	
	20.5%	9.6%	15.0%		

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

	FY 2018 Actual 259 ADM	311.60 FY 2019 Original Budget 309 ADM	388.80 FY 2019 Proposed Budget 385 ADM	October 2018 YTD Activity	33% Percent of Proposed Budget
Fund 04 Program					
Revenues					
050 Registration Revenue	\$ 1,720	\$ 2,100	\$ 2,100	\$ -	0.0%
Total Revenues	\$ 1,720	\$ 2,100	\$ 2,100	\$ -	0.0%
Expenditures					
Purchased Services	\$ 3,410	\$ 2,100	\$ 2,100	\$ -	0.0%
Supplies and Materials, Snacks	2,198	-	-	-	-
Equipment	-	-	30,430	19,149	62.9%
Dues and Memberships	-	-	-	-	-
Total Expenditures	\$ 5,607	\$ 2,100	\$ 32,530	\$ 19,149	58.9%
Community Services Fund Net Income	\$ (3,887)	\$ -	\$ (30,430)	\$ (19,149)	
Beginning Fund Balance, Fund 04, July 1	127,058	123,171	123,171	123,171	
Projected Fund Balance, Fund 04, June 30	\$ 123,171	\$ 123,171	\$ 92,741	\$ 104,022	

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

	311.60	388.80	33%		
	FY 2018 Actual 259 ADM	FY 2019 Original Budget 309 ADM	FY 2019 Proposed Budget 385 ADM	October 2018 YTD Activity	Percent of Proposed Budget
Total All Funds					
Revenues					
State Revenues	\$ 1,985,128	\$ 2,855,992	\$ 3,592,928	\$ 1,197,643	33.3%
Federal Revenues	47,874	45,000	42,031	-	0.0%
Local Revenues	53,487	22,700	27,750	6,387	23.0%
Transfer In	-	-	-	-	-
Total Revenues	\$ 2,086,489	\$ 2,923,692	\$ 3,662,709	\$ 1,204,030	32.9%
	2,086,489	2,923,692	3,662,709	1,204,030	
Expenditures					
Salaries and Wages	\$ 821,446	\$ 1,019,982	\$ 1,230,624	\$ 285,436	23.2%
Employee Benefits	196,231	269,008	335,786	83,147	24.8%
Purchased Services	765,008	1,323,392	1,373,011	455,333	33.2%
Supplies and Materials	67,622	113,600	139,050	65,455	47.1%
Equipment	1,799	32,000	118,929	62,017	52.1%
Other (Fundraising, Special Ed, Dues, etc.)	277,436	308,100	397,147	63,304	15.9%
Total Expenditures	\$ 2,129,544	\$ 3,066,081	\$ 3,594,546	\$ 1,014,691	28.2%
	2,129,544	3,066,081	3,594,546	1,014,691	
Total Revenues All Funds	\$ 2,086,489	\$ 2,923,692	\$ 3,662,709	\$ 1,204,030	32.9%
Total Expenditures All Funds	\$ 2,129,544	\$ 3,066,081	\$ 3,594,546	\$ 1,014,691	28.2%
Net Income - All Funds	\$ (43,055)	\$ (142,389)	\$ 68,164	\$ 189,338	
	(43,055)	(142,389)	68,164	189,338	
Beginning Fund Balance, All Funds, July 1	602,289	559,234	559,234	559,234	
Projected Fund Balance, All Funds, June 30	\$ 559,234	\$ 416,845	\$ 627,398	\$ 748,572	
	559,234	416,845	627,398	748,572	

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>
Jul 31	\$ 174,716	\$ -	\$ 807	\$ -	\$ 175,523	\$ 49,047	\$ 140,740	\$ 189,787	\$ 395,300
Aug 31	174,529	-	807	163,105	338,441	57,800	257,624	315,424	381,036
Sept 30	209,405	-	1,074	76,796	287,275	80,167	263,265	343,432	404,053
Oct 31	295,934	-	7,248	56,019	359,201	85,216	255,929	341,145	347,896
Nov 30	212,586	5,254	1,964		219,804	161,772	138,822	300,595	365,952
Dec 31	212,586	5,254	1,964		219,804	161,772	138,822	300,595	285,161
Jan 31	325,647	5,254	1,964	3,056	335,921	161,772	138,822	300,595	204,370
Feb 28	325,647	5,254	1,964		332,865	161,772	138,822	300,595	239,696
Mar 31	325,647	5,254	1,964		332,865	161,772	138,822	300,595	271,966
Apr 30	325,647	5,254	1,964		332,865	161,772	138,822	300,595	304,236
May 31	325,647	5,254	1,964		332,865	161,772	138,822	300,595	336,506
June 30	325,647	5,254	1,964		332,865	161,772	138,822	300,595	368,777
Projected	3,233,636	42,031	25,650	298,976	3,600,293	1,566,409	2,028,137	3,594,546	401,047
Based on Projected Budj	3,233,635	42,031	25,650	298,977	3,600,293	1,566,409	2,028,137	3,594,546	
	(0)	-	-	0		-	-		
Totals	3,233,636	42,031	25,650	298,976	3,600,293	1,566,409	2,028,137	3,594,546	401,047

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

October 2018



Prepared by:
Judith Darling, CPA
Finance Manager

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 10/01/2018 - 10/31/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1 1001	Public Employee Retirement Association	10/15/2018	\$1,090.05	5123	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1 1002	Teachers Retirement Association	10/15/2018	\$7,209.50	5124	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1003	Internal Revenue Service	10/15/2018	\$8,332.42	5125	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1 1003	Internal Revenue Service	10/15/2018	\$3,904.25	5125	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1 1004	MN Department of Revenue Service	10/15/2018	\$2,073.59	5126	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1 1128	AssociatedBank	10/15/2018	\$75.00	5127	B 01 215 022	Payroll Deductions - HSA
OLDN		WX	1 1417	VOYA	10/15/2018	\$75.00	5128	B 01 215 021	TSA
OLDN		WX	1 1047	MN Association of Charter Schools	10/18/2018	\$398.78	5142	E 01 005 110 000 000 820	Monthly membership fee
OLDN		WX	1 1014	Trusted Employees	10/19/2018	\$293.50	5152	E 01 005 110 000 000 305	Background checks
OLDN		WX	1 1018	Office Max	10/19/2018	\$120.93	5168	E 01 010 420 000 419 401	Expanding file folders
OLDN		WX	1 1018	Office Max	10/19/2018	\$55.25	5170	E 01 010 203 000 000 430	Colored construction paper, staplers
OLDN		WX	1 1018	Office Max	10/19/2018	\$24.00	5170	E 01 010 203 000 000 401	Colored construction paper, staplers
OLDN		WX	1 1019	USPS	10/19/2018	\$13.01	5155	E 01 005 110 000 000 329	Postage for boxtops, termed EE
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$173.53	5145	E 01 010 203 000 000 460	3 ring view binders
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$69.99	5146	E 01 010 420 000 419 401	Black toner cartridge for SPED printer
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$47.24	5148	E 01 010 203 000 000 401	Calming down supplies - blanket and mini sp
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$34.99	5149	E 01 010 203 000 000 430	Sit Sports - Music
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$8.72	5151	E 01 010 203 000 000 460	Books - Stories on behavior
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$1,679.92	5156	E 01 005 108 000 000 465	23 Polycom phones
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$62.31	5159	E 01 005 110 000 000 401	Hanging file folders
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$41.54	5160	E 01 010 203 000 000 460	Books - Stories on behavior
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$37.75	5161	E 01 005 110 000 000 401	hanging file folders
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$15.32	5162	E 01 005 110 000 000 401	hanging file folders
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$28.16	5163	E 01 010 203 000 000 430	Copy paper - blue yellow for spelling
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$26.00	5164	E 01 010 203 000 000 430	12 inch visual timer
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$319.80	5167	E 01 010 203 000 000 430	Copier paper
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$16.08	5171	E 01 010 203 000 000 430	Copy paper - salmon
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$845.58	5172	E 01 010 203 000 000 460	TPT Math laminating sheets/protectors Grad
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$799.60	5173	E 01 010 203 000 000 460	TPT Math laminating sheets/protectors Grad
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$321.86	5174	E 01 010 203 000 000 460	TPT Math laminating sheets/protectors Grad
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$307.84	5175	E 01 010 203 000 000 460	TPT Math laminating sheets/protectors Grad
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$56.97	5177	E 01 010 203 000 000 460	Math - Laminating sheets - grade 3
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$49.10	5178	E 01 010 203 000 000 430	Copy paper colored
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$34.95	5179	E 01 010 203 000 000 430	Dry Erase lapboards - grade 2
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$25.23	5180	E 01 010 203 000 000 430	Copy paper colored

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 10/01/2018 - 10/31/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$14.99	5181	E 01 005 108 000 000 455	Wireless keyboard and mouse
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$9.99	5182	E 01 010 203 000 000 430	Dice - grade 4
OLDN		WX	1 1027	Amazon.com	10/19/2018	\$5.02	5183	E 01 010 203 000 000 430	Brass paper fastners
OLDN		WX	1 1031	Sam's Club	10/19/2018	\$19.96	5158	E 01 005 640 000 316 366	Food - Teacher inservice lunch
OLDN		WX	1 1031	Sam's Club	10/19/2018	\$88.56	5157	E 01 005 640 000 316 366	Food - Teacher inservice lunch
OLDN		WX	1 1032	Walmart	10/19/2018	\$5.94	5165	E 01 010 640 000 316 366	Food, beverage, paper goods - teacher insen
OLDN		WX	1 1032	Walmart	10/19/2018	\$13.77	5165	E 01 010 640 000 316 366	Food, beverage, paper goods - teacher insen
OLDN		WX	1 1032	Walmart	10/19/2018	\$4.88	5154	E 01 005 810 000 000 401	WD40 and window coverings
OLDN		WX	1 1032	Walmart	10/19/2018	\$19.97	5154	E 01 010 420 000 419 401	Window Coverings
OLDN		WX	1 1073	Lakeshore Learning	10/19/2018	\$58.98	5147	E 01 010 420 000 419 433	Alphabet cards, phonics flip books
OLDN		WX	1 1101	Papa John's	10/19/2018	\$364.48	5143	E 01 010 203 000 000 490	Friday Pizza
OLDN		WX	1 1101	Papa John's	10/19/2018	\$314.49	5144	E 01 010 203 000 000 490	Friday Pizza
OLDN		WX	1 1372	Teachers Pay Teachers	10/19/2018	\$85.00	5176	E 01 010 203 000 000 460	Guided Math Curriculum - Grade 4
OLDN		WX	1 1436	Michaels	10/19/2018	\$75.00	5153	E 01 010 201 000 000 430	TPT Math storage bins 15 -K and 15-1st gra
OLDN		WX	1 1436	Michaels	10/19/2018	\$75.00	5153	E 01 010 203 000 000 430	TPT Math storage bins 15 -K and 15-1st gra
OLDN		WX	1 1441	Old National	10/19/2018	\$4.00	5166	R 01 005 000 000 000 050	Returned Deposit - Pizza Friday JY
OLDN		WX	1 1443	Sangoma	10/19/2018	\$32.98	5150	E 01 005 110 000 000 320	October SipStation subscription
OLDN		WX	1 1488	Cafe Zupas	10/19/2018	\$110.77	5169	E 01 005 110 000 000 490	Dinner Board strategic planning
OLDN		WX	1 1018	Office Max	10/31/2018	\$64.00	5210	E 01 010 203 000 000 430	Colored copier paper
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$34.95	5202	E 01 010 203 000 000 430	Dry Erase Lapboards
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$25.23	5203	E 01 010 203 000 000 430	Copier paper - colored
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$66.00	5204	E 01 010 203 000 000 401	Stepstools for bathrooms
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$9.97	5205	E 01 010 203 000 000 430	Dice - grade 1
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$18.98	5212	E 01 010 203 000 000 401	AA Batteries
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$365.20	5213	E 01 005 108 000 000 465	5 Polycom phones
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$319.80	5214	E 01 010 203 000 000 430	Copier paper
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$159.92	5216	E 01 010 203 000 000 430	Laminating pouches, page protectors - Math
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$147.72	5217	E 01 010 203 000 000 430	Laminating pouches, page protectors - Grade
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$51.30	5219	E 01 010 203 000 000 430	Hanging file folders - Math curr grade 2
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$29.45	5221	E 01 010 640 000 316 366	Books - Why Knowledge Matters - Dean
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$29.45	5222	E 01 010 640 000 316 366	Books - Why Knowledge Matters - ED
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$20.00	5224	E 01 010 720 000 000 401	Nitrile Exam Gloves
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$6.21	5225	E 01 010 203 000 000 430	Multicultural crayons - grade 2
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$7.58	5227	E 01 010 203 000 000 430	Copier paper - colored
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$89.89	5228	E 01 005 810 000 000 401	Speakers - Middle School Bell System

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 10/01/2018 - 10/31/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$81.00	5230	E 01 010 203 000 000 430	Hanging file folders - math curriculum
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$32.48	5231	E 01 005 108 000 000 455	Cisco phone adaptor for faxing
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$8.45	5231	E 01 005 810 000 000 401	Business Card Holder
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$329.80	5233	E 01 010 203 000 000 430	Copier paper
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$210.97	5234	E 01 010 420 000 419 433	Tough Kid/Tool Box
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$56.97	5237	E 01 010 203 000 000 430	Laminating pouches - Math Curriculum - Gra
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$32.89	5238	E 01 010 420 000 419 433	Navigating the Social World
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$22.88	5239	E 01 005 110 000 000 401	Hanging file folders - enrollment
OLDN		WX	1 1027	Amazon.com	10/31/2018	\$6.59	5240	E 01 010 203 000 000 430	Googly Eyes - grade 1
OLDN		WX	1 1028	IKEA	10/31/2018	\$297.78	5215	E 01 010 203 000 000 401	Storage racks and 26 tubs
OLDN		WX	1 1030	Target	10/31/2018	\$145.98	5208	E 01 010 203 000 000 401	Mailbox organizers - grades 1 and 2
OLDN		WX	1 1031	Sam's Club	10/31/2018	\$52.82	5218	E 01 010 203 000 000 401	GoGurt for Friday Pizza lunch
OLDN		WX	1 1031	Sam's Club	10/31/2018	\$29.61	5220	E 01 010 203 000 000 430	Storage crates - Math curriculum grade 2
OLDN		WX	1 1032	Walmart	10/31/2018	\$10.41	5206	E 01 010 203 000 000 430	Storage crates
OLDN		WX	1 1032	Walmart	10/31/2018	\$6.00	5206	E 01 010 203 000 000 430	Colored Paper
OLDN		WX	1 1032	Walmart	10/31/2018	\$1.98	5206	E 01 010 720 000 000 401	Handsoap
OLDN		WX	1 1032	Walmart	10/31/2018	\$3.74	5207	E 01 010 203 000 000 401	Outlet plugs
OLDN		WX	1 1032	Walmart	10/31/2018	\$10.00	5211	E 01 005 110 000 000 401	Pencil sharpeners
OLDN		WX	1 1032	Walmart	10/31/2018	\$10.00	5211	E 01 010 420 000 419 401	Pencil sharpeners
OLDN		WX	1 1098	Teachers on Call	10/31/2018	\$10.50	5226	E 01 010 203 000 000 460	Curriculum - Maps
OLDN		WX	1 1259	Costco	10/31/2018	\$17.77	5223	E 01 010 203 000 000 401	Lunch supplies - bread and spoons
OLDN		WX	1 1259	Costco	10/31/2018	\$7.49	5223	E 01 010 720 000 000 401	Dixie Cups
OLDN		WX	1 1391	Alerus	10/31/2018	\$55.00	5241	E 01 005 110 000 000 305	Alerus Participant Fee
OLDN		WX	1 1409	T-Mobile	10/31/2018	\$188.77	5229	E 01 005 110 000 000 320	9/2-10/1/2018 Cell phone sevice
OLDN		WX	1 1419	Menards	10/31/2018	\$454.02	5232	E 01 005 810 000 000 401	Maintenance tools and ladder
OLDN		WX	1 1436	Michaels	10/31/2018	\$111.00	5209	E 01 010 203 000 000 430	Storage boxes - Math curriculum
OLDN		WX	1 1441	Old National	10/31/2018	\$203.34	5242	E 01 005 110 000 000 305	Service Charge
OLDN		WX	1 1470	Centurylink	10/31/2018	\$75.72	5236	E 01 005 110 000 000 320	October internet services
OLDN		WX	1 1491	Wayfair	10/31/2018	\$131.99	5235	E 01 010 203 000 000 401	Area Rug for grade 1
OLDN		WX	1 1001	Public Employee Retirement Association	10/31/2018	\$1,255.59	5243	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1 1002	Teachers Retirement Association	10/31/2018	\$8,071.40	5244	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1003	Internal Revenue Service	10/31/2018	\$9,488.04	5245	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1 1003	Internal Revenue Service	10/31/2018	\$4,862.91	5245	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1 1004	MN Department of Revenue Service	10/31/2018	\$2,414.05	5246	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1 1128	AssociatedBank	10/31/2018	\$75.00	5247	B 01 215 022	Payroll Deductions - HSA

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 10/01/2018 - 10/31/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1 1417	VOYA	10/31/2018	\$75.00	5248	B 01 215 021	TSA
Check Total:						\$60,265.13			
OLDN	5571	CH	1 1291	Booth Law Group, LLC	10/11/2018	\$238.50	5103	E 01 005 111 000 000 305	Legal Services 8/6/2018
OLDN	5571	CH	1 1291	Booth Law Group, LLC	10/11/2018	\$450.50	5104	E 01 005 111 000 000 305	Legal Services 8/6/2018
Check Total:						\$689.00			
OLDN	5572	CH	1 1481	Comcast	10/11/2018	\$443.41	5106	E 01 005 110 000 000 320	9/21-10/20/2018 Internet services
Check Total:						\$443.41			
OLDN	5573	CH	1 1461	Gamino's Cleaning Company LLC	10/11/2018	\$2,600.00	5107	E 01 005 810 000 000 305	October Janitorial Services
Check Total:						\$2,600.00			
OLDN	5574	CH	1 1213	Image 360	10/11/2018	\$8,533.81	5108	E 01 005 810 000 000 520	Flush Mounted Letters
OLDN	5574	CH	1 1213	Image 360	10/11/2018	(\$8,533.81)	5108	E 01 005 810 000 000 520	Flush Mounted Letters
OLDN	5574	CH	1 1213	Image 360	10/11/2018	\$8,533.81	5108	E 01 005 810 000 000 530	Coding Correction
OLDN	5574	CH	1 1213	Image 360	10/11/2018	\$900.00	5109	E 01 005 810 000 000 520	9/26/18 Stop and Start Labor for mounted let
OLDN	5574	CH	1 1213	Image 360	10/11/2018	(\$900.00)	5109	E 01 005 810 000 000 520	9/26/18 Stop and Start Labor for mounted let
OLDN	5574	CH	1 1213	Image 360	10/11/2018	\$900.00	5109	E 01 005 810 000 000 530	Coding Correction
Check Total:						\$9,433.81			
OLDN	5575	CH	1 1054	Integrative Therapy, LLC.	10/11/2018	\$2,865.63	5110	E 01 010 420 000 740 394	OT: 9/10-9/21/2018 32.75hrs@\$87.50
Check Total:						\$2,865.63			
OLDN	5576	CH	1 1150	JR Computer Associates	10/11/2018	\$800.00	5111	E 01 005 605 000 000 315	Monthly tech services
Check Total:						\$800.00			
OLDN	5577	CH	1 1482	Katie Grubisch	10/11/2018	\$84.28	5112	E 01 005 110 000 000 401	Reim: Ink for printing at home
Check Total:						\$84.28			
OLDN	5578	CH	1 1240	Keys to Communication	10/11/2018	\$2,380.00	5113	E 01 010 401 000 740 394	Speech: 9/18-9/27/2018 26.5hrs@\$85 3hrs@
Check Total:						\$2,380.00			
OLDN	5579	CH	1 1457	MSB Holdings - Woodbury LLC	10/11/2018	\$36,651.13	5102	E 01 005 850 000 348 370	November Lease
OLDN	5579	CH	1 1457	MSB Holdings - Woodbury LLC	10/11/2018	\$767.00	5102	E 01 005 850 000 348 370	Insurance
OLDN	5579	CH	1 1457	MSB Holdings - Woodbury LLC	10/11/2018	\$5,384.67	5102	E 01 005 810 000 000 330	Utilities
OLDN	5579	CH	1 1457	MSB Holdings - Woodbury LLC	10/11/2018	\$3,197.36	5102	E 01 005 110 000 000 305	Rebill Architect Fees
OLDN	5579	CH	1 1457	MSB Holdings - Woodbury LLC	10/11/2018	\$3,735.00	5102	E 01 005 810 000 000 305	Janitorial
OLDN	5579	CH	1 1457	MSB Holdings - Woodbury LLC	10/11/2018	\$1,780.00	5102	E 01 005 810 000 000 350	R&M
OLDN	5579	CH	1 1457	MSB Holdings - Woodbury LLC	10/11/2018	\$12,202.96	5102	E 01 005 850 000 348 370	Taxes
OLDN	5579	CH	1 1457	MSB Holdings - Woodbury LLC	10/11/2018	\$947.29	5102	E 01 005 850 000 000 896	Special Assessments
Check Total:						\$64,665.41			

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 10/01/2018 - 10/31/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5580	CH	1 1483	OnScene Technologies Inc	10/11/2018	\$900.00	5114	E 01 005 108 000 000 315	Enterprise: K-12 Education
Check Total:						\$900.00			
OLDN	5581	CH	1 1484	Peaceful Playgrounds	10/11/2018	\$5,148.87	5115	E 01 005 810 000 000 520	Recess Playground package
Check Total:						\$5,148.87			
OLDN	5582	CH	1 1233	Reno Mothes	10/11/2018	\$316.25	5116	E 01 010 420 000 740 394	DAPE Services: 5.75hrs@\$55
Check Total:						\$316.25			
OLDN	5583	CH	1 1241	Sheila Merzer	10/11/2018	\$625.00	5117	E 01 010 408 000 740 394	Autist Specialists:9/18-9/20/2018 5hrs@\$12
Check Total:						\$625.00			
OLDN	5584	CH	1 1474	Supplyworks	10/11/2018	\$643.64	5118	E 01 005 810 000 000 401	Janitorial and Bathroom supplies
Check Total:						\$643.64			
OLDN	5585	CH	1 1098	Teachers on Call	10/11/2018	\$1,105.00	5119	E 01 010 203 000 000 305	GenEd
OLDN	5585	CH	1 1098	Teachers on Call	10/11/2018	\$442.00	5119	E 01 010 400 000 000 305	NonLicensed Sped
OLDN	5585	CH	1 1098	Teachers on Call	10/11/2018	\$442.00	5120	E 01 010 203 000 000 305	GenEd
Check Total:						\$1,989.00			
OLDN	5586	CH	1 1480	The Cincinnati Insurance Companies	10/11/2018	\$5,577.00	5105	E 01 005 940 000 000 340	Property and Liability insurance
Check Total:						\$5,577.00			
OLDN	5587	CH	1 1302	Toshiba Financial Services	10/11/2018	\$740.63	5121	E 01 010 605 000 000 580	Copier Lease and overage
OLDN	5587	CH	1 1302	Toshiba Financial Services	10/11/2018	\$32.10	5121	E 01 010 605 000 000 581	Copier Lease and overage
OLDN	5587	CH	1 1302	Toshiba Financial Services	10/11/2018	\$872.44	5121	E 01 010 203 000 000 401	Overage
Check Total:						\$1,645.17			
OLDN	5588	CH	1 1438	Wolf Ridge	10/11/2018	\$3,726.26	5122	E 01 010 203 000 000 369	Grade 5 Overnight Field Trip
Check Total:						\$3,726.26			
OLDN	5589	CH	1 1369	BerganKDV Outsourced Services LLC	10/17/2018	\$4,838.00	5129	E 01 005 110 000 000 305	October Financial Mgmt and Accounting Ser
Check Total:						\$4,838.00			
OLDN	5590	CH	1 1054	Integrative Therapy, LLC.	10/17/2018	\$2,975.01	5130	E 01 010 420 000 740 394	OT: 9/24-10/7/2018 34hrs@\$87.50
Check Total:						\$2,975.01			
OLDN	5591	CH	1 1485	Kelsey Neumann	10/17/2018	\$525.00	5131	E 01 005 110 000 000 305	Office help for the director 21hrs@\$25
Check Total:						\$525.00			
OLDN	5592	CH	1 1240	Keys to Communication	10/17/2018	\$2,380.00	5132	E 01 010 401 000 740 394	Speech: 26.5hrs@\$85 3hrs@\$42.50 10/2-11
Check Total:						\$2,380.00			
OLDN	5593	CH	1 1460	Rainbow Play Systems	10/17/2018	\$13,000.00	5133	E 01 005 810 000 000 530	Recess Play Equipment
Check Total:						\$13,000.00			

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 10/01/2018 - 10/31/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5594	CH	1 1013	Region V Computer Services	10/17/2018	\$1,372.00	5134	E 01 005 108 000 000 405	FY2019 2nd Quarter Membership Fees
						Check Total:			\$1,372.00
OLDN	5595	CH	1 1486	Salsbury Industries	10/17/2018	\$5,902.75	5135	E 01 005 810 000 000 530	Student Lockers -16
						Check Total:			\$5,902.75
OLDN	5596	CH	1 1241	Sheila Merzer	10/17/2018	\$1,937.50	5136	E 01 010 408 000 740 394	ASD Specialists: 9/27-10/12/18 15.5hrs@\$1
						Check Total:			\$1,937.50
OLDN	5597	CH	1 1116	Strategic Staffing Solutions	10/17/2018	\$175.00	5137	E 01 010 420 000 740 394	Psychologist: 9/8-9/28/2018 2hrs@\$87.50
						Check Total:			\$175.00
OLDN	5598	CH	1 1474	Supplyworks	10/17/2018	\$218.52	5138	E 01 005 810 000 000 401	Custodial supplies and bathroom supplies
OLDN	5598	CH	1 1474	Supplyworks	10/17/2018	\$336.19	5139	E 01 005 810 000 000 401	Custodial supplies and bathroom supplies
						Check Total:			\$554.71
OLDN	5599	CH	1 1487	Taylor Wallisch	10/17/2018	\$25.00	5140	E 01 010 640 000 316 366	Reim: Baggage fee
						Check Total:			\$25.00
OLDN	5600	CH	1 1098	Teachers on Call	10/17/2018	\$442.00	5141	E 01 010 400 000 000 305	Non Licensed SPED subs
						Check Total:			\$442.00
OLDN	5601	CH	1 1394	CKC Good Food	10/24/2018	\$481.00	5184	E 01 010 203 000 000 401	Milk for September
						Check Total:			\$481.00
OLDN	5602	CH	1 1481	Comcast	10/24/2018	\$400.92	5185	E 01 005 110 000 000 320	10/21-11/20/2018 Internet Services
						Check Total:			\$400.92
OLDN	5603	CH	1 1489	Green Schools National Network	10/24/2018	\$3,166.67	5186	E 01 005 640 000 316 366	August professional development
OLDN	5603	CH	1 1489	Green Schools National Network	10/24/2018	\$2,000.00	5187	E 01 005 010 000 000 305	Board Strategic Planning Session - October
						Check Total:			\$5,166.67
OLDN	5604	CH	1 1064	HealthPartners - Group	10/24/2018	\$8,476.99	5188	B 01 215 008	Medical
OLDN	5604	CH	1 1064	HealthPartners - Group	10/24/2018	\$865.90	5188	B 01 215 009	Dental
						Check Total:			\$9,342.89
OLDN	5605	CH	1 1462	Monarch Bus Service Inc	10/24/2018	\$27,929.19	5189	E 01 005 760 000 720 360	Payment 4 of 10 Student Transportation
						Check Total:			\$27,929.19
OLDN	5606	CH	1 1097	Principal Life Insurance Company	10/24/2018	\$1,164.56	5190	B 01 215 007	November Life Insurance premiums
						Check Total:			\$1,164.56
OLDN	5607	CH	1 1108	Scholastic Book Fairs - 8	10/24/2018	\$979.11	5191	R 01 005 000 000 000 619	Book Fair - cash sales
						Check Total:			\$979.11
OLDN	5608	CH	1 1490	Seestedt's	10/24/2018	\$7,433.18	5192	E 01 005 810 000 000 520	50% Deposits for Commons Floor Tile
						Check Total:			\$7,433.18

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 10/01/2018 - 10/31/2018

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5609	CH	1 1241	Sheila Merzer	10/24/2018	\$812.50	5193	E 01 010 408 000 740 394	ASD Specialist: 10/15-10/16/18 6.5hrs@\$12
Check Total:						\$812.50			
OLDN	5610	CH	1 1098	Teachers on Call	10/24/2018	\$884.00	5194	E 01 010 203 000 000 305	GenEd
Check Total:						\$884.00			
OLDN	5611	CH	1 1293	Tierney	10/24/2018	\$548.46	5195	E 01 010 630 000 000 406	FY18-19
OLDN	5611	CH	1 1293	Tierney	10/24/2018	\$731.25	5195	B 01 131 000	FY19-20
OLDN	5611	CH	1 1293	Tierney	10/24/2018	\$731.25	5195	B 01 131 000	FY20-21
OLDN	5611	CH	1 1293	Tierney	10/24/2018	\$182.79	5195	B 01 131 000	FY21-22
Check Total:						\$2,193.75			
Bank OLDN Total:						\$255,712.60			
Report Total:						\$255,712.60			

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
1417	4228	OLDN	CR101E													
FY19 School Deposits																
				1419	Credit	A	10/02/18	Check	1	1003						
										SCHOOL DEPOSIT						
							4228	R	01	005	000	000	000	621		347.00
							4228	R	01	005	000	000	000	620		815.00
										FY19 Spiritwear						0.00
										FY19 Planners						0.00
														Receipt Total:	\$1,162.00	\$0.00
														Deposit Total:	\$1,162.00	\$0.00
1418	4228	OLDN	CR101E													
FY19 School Deposit																
				1420	Credit	A	10/02/18	Check	1	1003						
										SCHOOL DEPOSIT						
							4228	R	01	005	000	000	000	050		2,900.00
										FY19 Wolf Ridge ON Field Tri						0.00
														Receipt Total:	\$2,900.00	\$0.00
														Deposit Total:	\$2,900.00	\$0.00
1419	4228	OLDN	CR101E													
FY19 School Deposit																
				1421	Credit	A	10/02/18	Check	1	1003						
										SCHOOL DEPOSIT						
							4228	R	01	005	000	000	000	050		1,218.30
										FY19 Pizza Day Sales						0.00
														Receipt Total:	\$1,218.30	\$0.00
														Deposit Total:	\$1,218.30	\$0.00
1420	4228	OLDN	CR101E													
FY19 School Deposit																
				1422	Credit	A	10/02/18	Check	1	1003						
										SCHOOL DEPOSIT						
							4228	R	01	005	000	000	000	050		1,944.00
										FY19 Milk Sales						0.00
														Receipt Total:	\$1,944.00	\$0.00
														Deposit Total:	\$1,944.00	\$0.00
1421	4228	OLDN	CR101E													
FY19 IDEAS																
				1423	Credit	A	10/15/18	Check	1	1001						
										MN DEPT OF EDUCATION						
							4228	R	01	005	000	000	000	211		92,842.27
										FY19 General Education Aid						0.00
														Receipt Total:	\$92,842.27	\$0.00
														Deposit Total:	\$92,842.27	\$0.00
1426	4228	OLDN	CR101E													
FY19 Interest Deposit																
				1428	Credit	A	10/31/18	Check	1	1006						
										Old National						
							4228	R	01	005	000	000	000	092		8.51
										FY19 Interest Earnings						0.00
														Receipt Total:	\$8.51	\$0.00
														Deposit Total:	\$8.51	\$0.00

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1427	4228	OLDN	CR101E														
FY19 IDEAS				1429	Credit	A	10/30/18	Check	1	1001	MN DEPT OF EDUCATION						
							4228	R	01	005	000	000	000	211	FY19 General Education Aid	203,091.75	0.00
							4228	B	01	121	000				FY18 General Education	52,464.72	0.00
							4228	B	01	121	000				FY18 Special Education	2,931.13	0.00
							4228	B	01	121	000				FY18 Charter School Lease	186.29	0.00
							4228	B	01	121	000				FY18 LT Fac Maint Charter	437.12	0.00
Receipt Total:														\$259,111.01	\$0.00		
Deposit Total:														\$259,111.01	\$0.00		
1428	4228	OLDN	CR101E														
FY19 School Deposit Correction				1430	Credit	A	10/02/18	Check	1	1003	SCHOOL DEPOSIT						
							4228	R	01	005	000	000	000	050	FY19 Milk Sales	15.00	0.00
Receipt Total:														\$15.00	\$0.00		
Deposit Total:														\$15.00	\$0.00		
Report Total:														\$359,201.09	\$0.00		

WOODBURY LEADERSHIP ACADEMY

Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
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Meeting: Governance Committee Regular Meeting

Date: Wednesday, November 14, 2018

Time: 4:10 P.M.

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



AGENDA

Meeting Call to Order and Roll Call

Meeting Call to Order

Roll Call

WLA Mission & Vision

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

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

Development, Discussion, and Action

Policy Review and Discussion - **Committee has received requests to look into policies 540, cell phone (technology), purchasing and tobacco. It was decided to bring policy 540 and 419 to the BOD for 1st reading notice. Policy 541 Cell Phone is currently in 1st reading status. The committee is continuing to work on policies and plan to bring 2nd reading notices to the December BOD meeting. 2nd Reading of Policy 701 Purchasing.**

Recommendations to the BOD - **1st Reading notice of 540 Student Appearance and Uniform, 419 Tobacco-Free and 714 Fund Balance.**

Committee Calendar: second Wednesday of the month - update calendar to show Mar. 13th (spring break) reschedule to March 6th: **Committee agreed and the calendar has been updated.**

Housekeeping

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

Date: Wednesday, December 12, 2018

Time: 4:10 P.M.

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

Adjournment

Adjournment

Adopted: May 27, 2014

419 TOBACCO-FREE ENVIRONMENT

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of Woodbury Leadership Academy, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school property and all off-campus events sponsored by Woodbury Leadership Academy.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school property and all off-campus events sponsored by Woodbury Leadership Academy.
- C. Woodbury Leadership Academy will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. Woodbury Leadership Academy will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. Woodbury Leadership Academy will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of

which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking.
- D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a Native American adult lights tobacco on school property as a part of a traditional Native American spiritual or cultural ceremony. A Native American is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school discipline procedures.
- C. School administrators and other school personnel who violate this tobacco-free policy shall be subject to school discipline procedures.
- D. School action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school policies.
- E. Persons who violate this tobacco-free policy may be referred to the building

administration or other school supervisory personnel responsible for the area or program at which the violation occurred.

- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. Woodbury Leadership Academy will develop a method of discussing this policy with students and employees.

WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

Revised: July 26, 2018

540 STUDENT DRESS, APPEARANCE AND UNIFORM

I. PURPOSE

As a part of our focus on safety and academic excellence, students attending Woodbury Leadership Academy (WLA) are required to wear uniforms. The purpose of this policy is to minimize distraction, promote appropriate student behavior, alleviate peer pressure, and promote and encourage school spirit.

II. GENERAL STATEMENT OF POLICY

All WLA students are expected to be in school uniform each day, except for the designated “Free Dress Days” or spirit wear days. Neatness, cleanliness, and modesty should be observed at all times. This is a joint responsibility of the student and the student’s parent(s) or guardian(s). Please see the modesty guidelines detailed in this policy. WLA staff reserves the right to determine appropriateness of attire. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

III. DEFINITIONS

- A. “Free Dress Days” students are permitted to wear clothing other than their school uniform.
- B. “Appropriate” clothing appropriate for the weather, activity (i.e. physical education or the classroom) that does not create a health or safety hazard.
- C. “Inappropriate” Clothing bearing a message that is, suggestive, lewd, vulgar, or obscene. Apparel promoting products or activities that are illegal for use by minors is inappropriate. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Woodbury Leadership Academy’s Harassment and Violence Policy # 413 is inappropriate. Any apparel or footwear that would damage school property.

- D. “Gang,” as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity.
- E. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- F. “Modesty” dress to prevent intentional exposure of the body. It is recognized that there are varied opinions as to what constitutes modesty, therefore the following guidelines help define the expectations for students. Violations of these guidelines will be treated as a uniform violation.
- Shorts/jumpers/skirts/skortis must be no shorter than fingertip length with relaxed arms
 - No underwear showing, bottoms are to be worn at the natural waist.
 - No bra straps, or cleavage may be showing.
 - No midriff may be showing.
 - Outfits, both uniform or non-uniform, that are too tight and/or too revealing, including leggings, jeggings and other tight fitting spandex pants are not to be worn. The latest fashion or fad may not fit the dress code. Bike shorts, leggings, or tights under skirts are strongly encouraged

School Uniform Information

Grades K-8 Uniforms

Pants/Capris/Shorts: khaki or navy blue twill or corduroy

Jumpers/Skirts/Skortis: khaki or navy blue (jumpers must have school logo)

Shirts: Oxford cloth dress shirts, long or short sleeve—white or navy blue with school logo, “polo” style shirts (with collar), long or short sleeve—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 shoe or athletic shoe that are closed toes are acceptable *No wedges/heels, flip flops, opened toed sandals, roller shoes, flashing lights or sounds.*

WLA Middle School Students (Grades 6-8)

Middle school students at WLA are permitted to wear any uniform appropriate wear above, but will also gain the additional color options.

Shirts: light blue and heather gray

Additionally, WLA middle school students (grades 6-8) are permitted to wear school sponsored spirit wear (t-shirts, sweatshirts, etc.) on any Friday. WLA hooded sweatshirts are approved to wear on any school day, but other spirit wear t-shirts may only be worn on Fridays.

The following items *may not* be worn as part of the uniform.

- short shorts, athletic shorts, tennis shorts, or cut-offs
- sweatpants, jeans, jeggings or leggings (leggings/jeggings are acceptable under school uniform skirt/jumper)
- sweatshirts/hoodies (WLA hooded sweatshirts are acceptable)

IV. Miscellaneous

When, in the judgment of the WLA staff, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications and parents/guardians will be notified.

Hats are not allowed to be worn in the building except with the approval of the administration.

Administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

WOODBURY LEADERSHIP ACADEMY

Adopted: May 26, 2015

714 **FUND BALANCE POLICY**

I. FUND BALANCE RESERVE LEVEL

The Board of Directors of Woodbury Leadership Academy recognizes the need to establish a general operations reserve fund balance amount in order to comply with the state Uniform Financial Accounting and Reporting Standards (UFARS) and maintain an adequate fund balance needed for the Woodbury Leadership Academy's cash flow needs.

It will be the policy of Woodbury Leadership Academy to budget towards maintaining a 20% general fund unreserved fund balance as a percentage of yearly general fund expenditures.

Excess annual year-end budget surpluses will not be allocated in following year budgets until the target fund balance is achieved, unless specifically directed by the Board of Directors.

The fund balance to be used is presented in the audited annual financial statement. The percentage will be calculated as follows: (Prior Year Audited General Fund Balance + Current Year General Fund Surplus of Revenues - Expenditures) / (Total Current Year General Fund Expenditures).

During the annual budget process, the Board will review the fund percentage in light of current state aid holdback provisions and other financial circumstances and will approve the annual long range budget model to maintain the targeted fund balance.

II. CLASSIFICATION OF FUND BALANCES

The purpose of this policy is to establish the terms and maintenance of the various funds of the Woodbury Leadership Academy.

The policy of the Woodbury Leadership Academy is to classify its fund balances based on the nature of the particular net resources reported in the separate funds of the Woodbury Leadership Academy. Nonspendable net resources will be identified first followed by restricted, committed, assigned, and lastly unassigned as per the guidelines in Governmental Accounting Standards Board (GASB) Statement No. 54. The Woodbury Leadership Academy's goal shall be to maintain an Unrestricted General Fund balance of not less than the amounts stated above for a Fund Balance Reserve Level. When the Unrestricted General Fund balance is projected to drop below the Reserve Level, the Woodbury Leadership Academy shall initiate measures to either generate additional revenue or to reduce expenditures through a budget reduction, or a combination of both.

The Board of Directors shall be responsible for committing any fund balance portions to specific purposes. Once the action has been taken, committed funds cannot be used for any other purpose unless the commitment is rescinded by the Board of Directors. Examples of committed general fund balances are general funds set aside for specific projects or Woodbury Leadership Academy expansion.

The Board of Directors delegates to the Woodbury Leadership Academy Director and Chief Financial Officer the authority to assign fund balances for specific purposes. Examples of assigned general fund balances are funds set aside for technology, staff development, and a variety of other uses.

The Board of Directors hereby establishes the following order for resource use: restricted funds shall be spent first followed by unrestricted funds. For unrestricted funds, committed fund balances shall be spent first, followed by assigned fund balances and lastly unassigned fund balances for amounts in which any of those fund balances may be used.

WOODBURY LEADERSHIP ACADEMY

Adopted: April 25, 2017

Amended:

701 PURCHASING PROCUREMENT AND CONTRACTING

I. PURPOSE

The purpose of this policy is to establish procedures for carrying out purchasing, procurement and contracting functions of Woodbury Leadership Academy (WLA), provide efficient management of public monies and to ensure compliance with all applicable state and federal laws including requirements when using federal funds to make purchases under Minnesota's federal Charter Schools Program (CSP) .

II. GENERAL STATEMENT OF POLICY

It is the policy of the WLA board to utilize resources to the benefit of our students' education and to establish procedures for all expenditures made with charter school funds to ensure efficiency, economy, legal compliance, internal control, ethical behavior by all staff/board members, and fairness in dealing with vendors.

III. GENERAL PURCHASING ~~PROCEDURES~~ **GUIDELINES**

- A. Authorization: The WLA school director, in conjunction with the board treasurer, are responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, efficiency, and compliance with all applicable laws. The approved WLA expenditure budget (as adopted by the Board of Directors) is authorization for the director to make purchases within the budget under his/her control. To be valid, all contracts must be approved by the school board. The board may empower the director to enter into contracts that will be subsequently approved by the board.
- B. Scope: Purchasing procedures apply to procurement of equipment, supplies, and services used to support the educational process. Expenditure of charter school funds may only be for the public purposes of the charter school and may not benefit an individual.

- C. Administrative Approval: In order to provide efficient budget management, the director, must approve all expenditures. Expenditures greater than ~~\$5,000~~ \$15,000 must also be approved by the board treasurer.
- D. Monitor: The director will monitor and facilitate best practices and ensure best pricing. The director, in collaboration with the board treasurer will make a monthly report to the WLA board regarding expenditures including variances to the approved budget.
- E. Economy: Good business practice dictates that products will be purchased for the lowest price for acceptable quality. Lower prices can be achieved through researching best prices, cultivating business relationships, negotiating price contracts, buying in quantity, competitive quotation, or formal bid process.
- F. Purchasing Methods: All charter school purchases must be made through methods authorized by WLA board. Approved methods include purchase orders, request for a check, reimbursement to employees upon presentation of receipts for school district purchases. Advanced payment will only be made when required by the vendor.
- G. Requesting Goods and Services:
 - a. Requisitions for purchase orders. The school is to have a written procedure for the process of generating a purchase order for goods or services.
 - b. Request for check. Services or supplies received and invoiced prior to initiating a purchase order may be paid by filling out a "request for check" form and getting director approval. Examples include attorneys, auditors, employee reimbursement for purchase of goods or mileage, and other contracted services where the total cost cannot be determined ahead of time.
 - c. Employee reimbursement. Employees may be reimbursed for school expenses using a "request for check" form by attaching receipts and getting the director's approval. State sales tax cannot be reimbursed, so purchasing cards or purchase orders should be used whenever possible.
 - d. Advance payment. From time-to-time it may become necessary to get an advance payment for goods or services. Upon approval of the director, advance payment will be made for such things as extended field trips, conference travel by staff and/or for vendors who won't accept a purchase order. All receipts, along with any unspent funds must be turned in upon completion
- H. Receiving/Return/Storing: The director or his/her designee, upon receipt of ordered goods, will make an inspection to insure accuracy of the

order and condition of the goods. The initialed and dated packing slip/invoice should be filed for matching with the purchase order (if applicable) and the invoice for payment.

- I. Invoice/Payment: Payment for goods and services will be made only after the receipt of the goods or services, with rare exceptions. MN Statute ~~471.425~~ requires payment within 35 days with exception for a negotiated shorter payment period between vendor and school. No company shall be paid late fees for payment within the 35 days.
- J. Outstanding purchase orders and year end clean up: purchase orders remain unfilled and open until all items have been received and paid. Full year purchase orders (i.e., blanket POs for cell phone bills) and any unfilled purchase orders at June 30 of the fiscal year must be closed out and if necessary renewed.
- K. Outstanding purchase orders and year end clean up: purchase orders remain unfilled and open until all items have been renewed with a different PO number for the new fiscal year. Authorization to make future purchases cannot extend beyond the end of the fiscal year.

IV. PROCEDURES FOR PURCHASES FROM \$10,000 - \$49,000 WITH NON-FEDERAL MONEY

A contract for supplies, materials, equipment or construction estimated to cost from \$10,000 to \$49,999 must be made by obtaining two (State Statute) or more competitive quotes or by sealed bid. Charter school contracts of this size must be in compliance with MN Statute ~~471.345~~. The director and the board treasurer must oversee this process.

V. PROCEDURES FOR PURCHASES \$50,000 AND OVER WITH NON_FEDERAL MONEY

A contract for supplies, materials, equipment' or construction estimated to cost \$50,000 and over must be solicited by sealed bid after a public notice period. Contracts of this size must be in compliance with MN Statute ~~471.345~~. The director and the board treasurer must oversee this process.

VI. PROCEDURES FOR USING FEDERAL FUNDS TO PURCHASE MATERIALS, PRODUCTS OR SERVICES UNDER MINNESOTA’S FEDERAL CHARTER SCHOOL PROGRAM (CSP)

- A. Follow the steps as outlined above for General Purchasing Procedures. This will assist the school in following a free and open competitive process in securing those products or services. It will allow the school to properly document their purchasing activities and decisions. In addition, this policy will assist the school in following the special rules for particular kinds of purchases typically used under the federal Charter School Program. The federal requirements for these administrative areas are found in the Code of Federal Regulations (CFR) at ~~34 CFR 80.36~~ for governmental sub-recipients and ~~34 CFR 74.40-48~~ for sub-recipients that are non-profit organizations (e.g. CSP sub-grantees). These regulations are found at www.ed.gov/policy/fund/reg.
- B. The Federal CSP has permitted three Procurement Methods as follows.
- a. Small purchases (~~34 CFR~~
 - i. May be used for procurement of \$100,000 or less in the aggregate;
 - ii. Small purchases are usually made through the use of purchase orders for purchases of goods and written contracts for purchases of consultant vendor services;
 - iii. Proposals must be solicited from three to five qualified sources (Federal CSP Grant Requirements) consistent with the nature and requirements of the procurement;
 - iv. Competition is sought through oral or written price quotations; and
 - v. For procurement of goods, catalogs or price lists may also be used.
 - b. Competitive Proposals (~~34 CFR 80.36(d)(3)~~):

A procurement in excess of the small purchase threshold (more than \$100,000) may not be inappropriately broken up into smaller components solely to qualify for the less complicated procedures followed under the "small purchases" approach.
 - c. Noncompetitive proposals/sole source procurement (~~34 CFR Part 80.36(d)(4)~~)
 - i. Noncompetitive negotiations may be utilized only under very limited circumstances. The CSP sub-grantee must show that another method of procurement was infeasible because:
 - ii. The item or service was only available from a single source;

- iii. A public emergency or condition requiring urgency existed which did not permit the use of competitive procurement; or
 - iv. Competition was determined to be inadequate after receiving proposals from numerous sources.
- C. Contracting with small and minority firms and women's business enterprises (~~34 CFR Part 80.36 (e)~~). Grantees and sub-grantees will take all necessary affirmative steps to assure that small and minority firms and women's business enterprises are used when possible. Affirmative steps include:
 - a. Placing qualified small and minority business and women's business enterprises on solicitation lists;
 - b. Assuring that small and minority business and women's business enterprises are solicited whenever they are potential sources;
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
 - d. Establishing delivery schedules, where the requirements permits, which encourage participation by small and minority business and women's business enterprises; and
 - e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.
- D. The Administrative Process administrative procedures shall include a system of contract administration that includes the following:
 - a. **WRITTEN PROCUREMENT PROCEDURES GUIDELINES**
For procurements within the small purchase threshold (\$100,000) the procurement procedure ensures that the purchase of unnecessary or duplicate items is avoided; and a cost or price analysis will be performed for every proposed procurement action, including contract modifications, and documentation to that effect is maintained in the procurement file.
 - b. **SELECTION PROCEDURES GUIDELINES**
 - i. The charter school selection procedures ensure that:
 - 1. Awards will be made to the bidder/offer or whose offer is responsive to the solicitation and is most advantageous to the CSP sub-grantee, price and other factors considered;

2. Any and all offers may be rejected when it is in the CSP sub-grantee's interest to do so;
 3. The CSP subgrantee ensures that the award is only made to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement;
 4. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources; and
 5. The school will check references, contact current and prior clients, check resource organization websites, etc.
 6. The school ensures that there are protest procedures in place to handle and resolve disputes relating to procurement and in all instances report such disputes to the State (~~34 CFR 80.36(b)(12)~~).
- c. **CONTRACT ADMINISTRATION PROCEDURES GUIDELINES**
- i. If a charter school has contract administration procedures it will: insure all purchase orders (and contracts) are signed by the authorized official(s) of the CSP sub-grantee;
 - ii. ~~Determine~~ **Determine** the adequacy of contractor performance (~~34 CFR~~ and
 - iii. Establish reasonable payment schedules defining amount and timing of funds to be paid (we recommend payment after services rendered).
 - iv. Insure items delivered and paid for are consistent with the purchase order and/or contract for the goods or services;
 - v. Provide that timely payment to vendors occurs once the order is delivered, inspected, accepted, and payment authorized.
- d. **WRITTEN CONTRACTS WITH VENDORS WILL INCLUDE-THE FOLLOWING:**
- i. Provisions or conditions that allow for administrative, contractual or legal remedies in instances in which a contractor violates or breaches the contract term, and

- provisions which provides for such remedial actions as may be appropriate;
- ii. Provisions for termination by the recipient, including the manner by which termination shall be effected and the basis for settlement; and
 - iii. Conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
- e. RECORDS TO BE MAINTAINED
- i. According to ~~34 CFR 80.36(b)-(9)~~, as a CSP subgrantee the school will maintain records to detail the significant history of a procurement. These records include, but are not limited to documentation on:
 - 1. The rationale for selecting the method of procurement used;
 - 2. The rationale for selecting/rejecting the contractor;
 - 3. The rationale for selecting the type of contract;
 - 4. The basis for the cost or price of a contract;
 - 5. The receipt of an adequate number of price or rate quotations from qualified sources; and
 - 6. Justification for lack of competition when competitive bids or offers are not obtained.