

DRAFT

Board Packet

Woodbury Leadership Academy Board of Directors Special Meeting

Wednesday, April 24, 2019

5:30 P.M.

Woodbury Leadership Academy

8089 Globe Dr. Woodbury, Mn 55125

GYM

Meeting: Board of Directors Regular Meeting

Date: Wednesday, April 24, 2019

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** (Shannon Kelly)

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

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

3. **Approval of Agenda/Meeting Minutes** (Presenter: Mandi Folks, Board Chair)

- 3.1. Approval of meeting agenda
Motion: _____ 2nd: _____ Vote: _____
Approval of March 27, 2019 meeting minutes
Motion: _____ 2nd: _____ Vote: _____

4. **Conflict of Interest Declaration** (Presenter: Mandi Folks, Board Chair)

5. **Public Comment** (Presenter: Mandi Folks, Board Chair)

6. **Statement regarding Closed Meeting to Discuss Executive Director Annual Evaluation** (Presenter: Mandi Folks, Board Chair) Minnesota Statute 13D.05 Subd.3a

7.

8. **Board and Administration Reports**

- 8.1. Board Report (Presenter: Mandi Folks, Board Chair)
- 8.2. Executive Director Report and Presentation on CK Schools (Presenter: Dr. Kathy Mortensen, Executive Director)
- 8.3. Finance Committee (Presenter: Jess Erickson, Finance Chair & Judith Darling BerganKDV)
 - 8.3.1. Accept April meeting minutes and March Financial Statements
Motion: _____ 2nd: _____ Vote: _____
- 8.4. Governance Committee (Presenter: Ro Krejci, Governance Chair)
 - 8.4.1. Accept April meeting minutes, first reading notice 525, 538, approval of second reading on 419, and removal of Policy 302
Motion: _____ 2nd: _____ Vote: _____

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

- 8.1. Training: Review School Finances and Compensatory Funding Plan (Presenter: Judith Darling)
- 8.2. Spirit Wear
- 8.3. Approval of out of state travel for Jessica Erickson, Claudia George and Kathy Mortensen to travel to Ft. Collins per WLA policy #214 (Those travel expenses would come out of the board expenses budget line item, with the other team members that traveled to Ft. Collins coming out of the general professional development budget line item.)
- 8.4. School Calendars

- 8.4.1. 2019-2020 school calendar
- 8.4.2. Revised 2018-2019 school calendar with recent snow day change, placing WLA on a 166 student contact calendar
- 8.5. Discussion on process for ratifying employment agreements
- 8.6. Contracts
 - 8.6.1. Wildamere (project management)
 - 8.6.2. Colliers (architectural fees)
 - 8.6.3. James Martin (legal representation)
 - 8.6.4. Hennepin Health Care (nursing services)
 - 8.6.5. Special education paraprofessional for remainder of current school year
 - 8.6.6. Teacher employment agreements for 2019-2020
- 8.7. Discussion on Middle School plans
- 8.8. Strategic Goal Update
 - 8.8.1. Developing the leadership component of our program
 - 8.8.2. Earning the credential of being a Core Knowledge Distinguished school
 - 8.8.3. Establishing clear financial targets
 - 8.8.4. Determining our long-term facility needs
- 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
 - Date: Wednesday, May 22, 2019
 - Time: 5:30 P.M.
 - Location: 8089 Globe Dr. Woodbury, MN - gym
 - 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 Meeting Minutes Regular Meeting March 27, 2019

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

Directors Absent: Shannon Kelly

Administration/Advisors Present: Kathy Mortensen (Executive Director), Justin Gehring (IT consultant)

Others in Attendance: WLA parent

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:32 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission, Vision and Strategic Goals

Mr Livingston 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 Erickson moved “to approve the March 27, 2019 Board of Directors meeting agenda.” Seconded by Ms George. Ms Mortensen suggested moving the Technology presentation to before the closed meeting. Ms Krejci moved “to amend the March 27, 2019 Board of Directors meeting agenda to move item 7.3 to item 5.1.” Seconded by Ms Skordahl. Motion passed unanimously.

3.2 Approval of February 12 and February 27, 2019 meeting minutes

Ms Skordahl moved “to approve the February 12, 2019 and February 27, 2019 Board of Directors meeting minutes.” Ms Erickson seconded. Ms Erickson, Ms Folks, Ms George, Ms Krejci and Ms Skordahl voted for the motion. There were no neys. Mr Livingston abstained. Motion passed.

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

Ms Diane Thiels, WLA PTO president and PTO Spirit Wear Committee member, requested the PTO be allowed to use the WLA logo for spirit wear. Ms Krejci shared that she was also on the committee and provided some history on the request to use the logo.

5.1 Technology Update

Mr Gehring, WLA's contracted technology consultant, distributed a summary of the State of Technology at WLA. This is the first year WLA has had a Technology Committee to assist in determining the direction of technology at the school. He shared achievements made since the move from Crosswinds, as well as future plans, which include the implementation of GSuite for Education at the school. There was discussion regarding GSuite implementation. The Technology and Governance committees will work to address the need for policy and controls regarding the security of student data. He also shared budget needs for the 2019-20 school year.

6. Closed Meeting to Discuss Executive Director Annual Evaluation

Ms Folks asked Ms Mortensen if she would like the meeting open or closed. Ms Mortensen stated she prefer the meeting be closed. Motion was made by Ms Krejci "to close the meeting as permitted by Minnesota Statute 13D.05, subdivision 3(a) for the purpose of discussing the Executive Director's annual evaluation." Seconded by Ms Erickson. The motion passed unanimously. Meeting closed at 6:04 PM.

Convene into Open Session

The Board convened into open session at 7:10 PM. Ms Krejci moved "to reopen the meeting."

Ms Erickson seconded. Motion passed unanimously.

Ms Folks summarized the closed session as a discussion of the Executive Director's performance, both positives and suggestions for improvements. Based on the discussion, the Evaluation Committee will meet and share with Ms Mortensen.

7. Board and Administration Reports

7.1 Board Report

Ms Folks shared suggestions received from Rod Haenke (VOA) based on his observation of the previous Board meeting, including Board training, new member orientation, and standards needed to be achieved to receive the VOA Governance award. Ms Folks shared the idea of presenting a "State of the School" address to stakeholders at the Board's annual meeting in July or at a different time. Board members discussed current busing services contracted with Monarch Busing, parent drop-off, pick-up and possible transportation changes for future years.

7.2 Executive Director Report

Ms Mortensen highlighted several items in the Director's Report:

- Ongoing enrollment activity for both current and next year. There was discussion regarding late-year enrollments. Kindergarten Round-Up was held March 7th. 122 families applied for Kindergarten for next

school year. Office staff are providing tours to families of all grade levels interested in the school.

- WLA closed on our loan agreement with Propel. Money will only be drawn if needed.
- A grant has been verbally approved to provide a 12-day summer school STEM program to students in grades 2-8. Planning will begin once written approval has been received.
- Surveys were distributed to parents during conferences. Overall feedback from parents, students and staff is positive. Satisfaction surveys for Middle School were overall positive. Staff satisfaction surveys provided helpful comments for improvement. A need for additional staffing was identified. Ms Mortensen directed Board members to the Board packet for more information on survey results.
- At Ms Mortensen's request, Ms Erickson shared information on the upcoming JA BizTown fieldtrip for 5th grade. Students are assigned a job and "run" a business. This is the 3rd year WLA has participated in BizTown.

7.3 Technology Report

Item was moved to item 5.1.

7.4 Finance Committee

Ms Erickson stated the Finance Committee met and discussed February financials, strategic financial goals, and the 2019-20 budget. She shared that WLA's legal firm, Booth Law, has disbanded, so there will be a change in legal representation. Ms Mortensen stated more information would be forthcoming. Administration is waiting to hear from SPPS on the resolution of the July 2018 rent payment which was in the lease agreement, but not paid due to WLA was no longer occupying the building.

7.4.1 Accept March meeting minutes and February 2019 Financial Statements

Ms Erickson moved "to accept the March 2019 Finance Committee meeting minutes and the February 2019 Financial Statements." Seconded by Ms Krejci. Motion passed unanimously.

7.5 Governance Committee

Ms Krejci reported the Governance Committee met and discussed multiple policies as listed in the Board packet and have recommendations for the Second and final reading of those policies included in the Board packet. The committee also discussed the WLA bylaws and composition of the Board, and the new layout of the WLA Employee Handbook.

7.5.1 Accept March meeting minutes and Approval of Second Reading on 201.1, 522, 522 FRM and 516

Ms Krejci moved "to accept the March 2019 Governance Committee meeting minutes and approve the second reading of Board policies:

- 201.1 Board of Directors Election
- 516 Student Medication
- 522 Student Sex NonDiscrimination, and 522 FRM Unlawful Sex Discrimination Toward a Student Report Form."

Seconded by Ms Erickson. Motion passed unanimously.

7.6 Facilities Committee

Mr Livingston reported the March Committee meeting was canceled due to scheduling conflicts.

7.6.1 Accept March meeting minutes

No March meeting was held.

8. Board Discussion and Business

8.1 ByLaws amendment discussion

Ms Folks shared that the bylaws currently state that the Board is to be composed of 9 persons. For the past several years, WLA has been out of compliance with our bylaws. After discussions with VOA, Governance is recommending a change to “up to 9 persons.” Because this is a structural change to the Board, it would require a vote of approval from teachers. Ms Mortensen provided history on the Board composition requirements of charter schools and the need for a teacher vote on Board composition changes. Ms Krejci directed Board members to the current Bylaws on the WLA website and discussed the process needed to amend the bylaws. There was discussion. Ms Folks delegated to the Governance committee the task of starting the process of changing the Bylaws to reflect a Board change of “up to 9 members.”

8.2 Ratify Employment Agreements

A folder with two employment agreements and position descriptions was passed for Board member review: one for a Special Education EA and one for a Social Studies teacher.

8.3 Ratify Contracted Services Agreements

Ms Mortensen distributed a list of Contracted Special Education Personnel for WLA 2019-20 which was prepared by Mary Kelly, WLA’s contracted Special Ed Director. She identified which service providers she had 2019-20 contracts for and were being recommended for approval. Additionally, Ms Mortensen shared information on contracts for JR Computer Associates and Gaminos Cleaning. All contracts were available for review by Board members if requested. There was discussion of the IT and cleaning services agreements.

Ms Krejci moved “to approve contracts for Speech and Language Therapist, Adaptive Physical Education, School Psychologist, Occupational Therapist, Autism Resources and Autism, DCD and DD Licenses.” Seconded by Ms Skordahl. Motion passed unanimously.

Ms Mortensen will provide further information on the IT and cleaning services contracts at a future meeting.

8.4 Board of Directors Election Task Force

Ms Folks shared that the Election Task Force met and laid out a timeline for the election process. Letters will go out for the Call for Nominees in tomorrow’s Thursday folders and online for one teacher seat, one parent seat and two community member seats. The call for nominees will run from March 28 to April 26. The voting period will be held May 6 to May 10. Elected

members will be announced at the May 22 meeting. They will be asked to attend the June meeting to observe and will be seated at the July meeting. The method of voting has not yet been determined. There was discussion.

8.5 Board of Directors training discussion

Ms Folks shared that the official requirement for Board training is that of employment law, Board finance and Board governance and must be started and completed within a set time frame. After that, there is a requirement for continuing education, but the continuing education requirement is gray and expectations are not clear. With new members coming on the Board, now is a good time to establish clear expectations. Ms Krejci shared that the required training is in the WLA bylaws, there is a Board code of ethics and a job description for Board members. There was a discussion of a training plan. Ms Folks agreed to prepare a training plan for Board members and share at a later date.

Revisit 8.2 Ratify employment agreements

All Board members have reviewed the folder with employment agreements. Ms Krejci moved “to ratify the employment agreements as presented.” Seconded by Mr Livingston. Motion passed unanimously.

9. Board Communication & Future Items

9.1 Book Summary of Chapters 5 & 6

Due to time constraints, Ms Folks deferred discussion of chapters 5 and 6 of “Why Knowledge Matters” to the next meeting.

9.2 Board Communication/Future Agenda Items - Reflection

Ms Folks shared agenda items for future meetings to include the 2019-20 budget, the 2019-20 School Calendar, the IT and cleaning contracts, other contracted services, and licensed teacher agreements.

There was discussion of adding another meeting due to the amount of work the Board needs to do in the next couple of months. Ms Krejci moved “to add a regular Board of Directors meeting on Tuesday, April 16 at 5:30 pm in the gym.” Ms Erickson seconded. Motion passed unanimously.

9.3 Board Member Self-Evaluation

Ms Krejci directed Board members to the Minnesota Charter School Board of Directors Board Member Self-Evaluation Instrument included in the Board packet and asked all Board members to complete a self-evaluation form and submit to the Board mailbox in the office. She requested Board members add a comment on how they feel the Board is working and any suggestions for things for the Board to work on improving.

10. Housekeeping

10.1 Next regularly scheduled WLA Board of Directors Meeting and Training

Ms Folks stated the next regular meetings and trainings are scheduled for Tuesday, April 16 and Wednesday, April 24, 2019 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN.

10.2 Delegation of Public Comment

Ms Folks asked Ms Krejci, Ms Skordahl and Ms Mortenson to work with Ms Thiigs and the PTO on the development of a recommendation to the Board on use of the WLA logo for spirit wear.

11. Adjournment

11.1 Adjournment

Ms Krejci moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 8:54 PM.

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

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, APRIL 24, 2019

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 4/20/2019, we have 391 students.
- The VOA SLT Committee met on April 18th to discuss expanding the collaboration center, and networking opportunities for the 18 charter schools that VOA authorizes. The group also had discussions around plans for the next VOA Annual Conference.
- A Facilities meeting was held on March 28th
- A Governance Meeting was held on March 10th.
- Legal representation will be assisting with two outstanding finance areas. (Resolving transportation funding, and closing out our business with the SPPS)

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

- MAP testing has concluded and we are compiling the data for grades 1-8.
- MCA testing begins is currently being conducted.
- The Fort Collins trip was inspiring and energizing! Eight WLA staff members traveled to Ft. Collins and returned with a much tighter focus on reaching our goal of becoming a CK Distinguished school.
- Arrangements are being made to have Casey Churchill again lead staff in CK training during our August Workshop. This will include a broad view of CK, as well as grade level intensive training.
- I met with staff from Hill Murray to discuss continuing the band program into the coming school year.
- The anticipated results for the MDE special education audit is that we will likely have only one item that will need to be addressed. Kudos to Mary Kelly and the special education team members that do a great job delivering services and staying in compliance.
- On April 17th I met with staff from Designs for Learning, to discuss potential services for the upcoming school year, including contracting for limited hours in the area of EL coordination, and special education coordination.

III. Financial Management

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

- Finance Committee meeting was held on March 17, 2019

- Mary Kelly, BKDV staff, and myself met again in person to comb through the sped budget for the current year, and discuss the details of the CEIS grant for the coming school year. Finances are on track to meet our budgeting expectations for the current year, as well as next year.

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 are currently advertising and setting up teacher interviews for: Spanish, Special Education, Art, Grade Two, and Middle School positions.
- We have hired an additional special education para professional.
- I met with a staff member from an HR consulting firm on April 19th. WLA will begin in early May, to conduct an “Office Operations Audit” to see what can be run more efficiently.

Oversee conflict resolution and all other personnel matters

- We do have staff members making positive progress on their “improvement plans”.

V. Provision for a Safe and Effective Learning Environment

Monitor reporting systems involving health and safety of students

- We held another school safety training, and we will be having a mental health training session in early May. (Both of these led by WLA staff and held during Friday morning staff meetings.)
- WLA cancelled school for a Snow Day on April 11th.

VI. Communications Management

Oversee communication system between school and parents through various means, including the WLA Family Newsletter, at minimum once a month, and oversee development and implementation of student/parent activities

- The grades 4 and 5 spring concerts were much improved.
- The grade 1 spring concert was combined with the 1st grade assembly, and was held twice during the day.
- Field trips (kindergarten on April 15th, and 2nd grade on April 18th) occurred, with several more scheduled for early May.
- An all-school assembly featuring a Japanese Drumming team will be held on April 24th
- An all-school Agricultural assembly will be held on April 25th.
- The APEX Fun Run will be held on April 26th. (This was re-scheduled due to a snow day.)
- A meeting was held on April 22nd with a parent who is interested in facilitating a Legos Club, yet this spring.
- We have re-started, and expanded a small group referred to as “The Meeting of the Minds”. (Ro, Mandi, Kylie, Diane, and myself) The purpose is to ensure that we are all in

the loop with the many activities that occur at WLA on a weekly basis, and to ensure that everything is being well communicated out.



Meeting: Finance Committee

Date: Wednesday, March 17, 2019

Time: 4:30 p.m.

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

Minutes:

The meeting was called to order by Jessica Erickson at 4:36 p.m.

All members present

Development, Discussion, and Recommendations

March Financial Statements

6 Month Strategic Plan Financial Goals

Shawn and Doug's Contracts

Prepare Resolution to Present to the Board

Staffing Plan for 2019-2020 (positions not names)

2019-2020 Pizza/Lunch Program

Bus Transportation Contract

Transportation Funding Issue for 2018-2019

Update on Rent from 2018

2019-2020 Budget

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Thursday, May 9, 2019

Time: 4:30 p.m.

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

Jessica Erickson adjourned the meeting @ 7:49 p.m.

Woodbury Leadership Academy

| | Actual | Working Budget | Proposed Budget |
|------------------------------|------------|----------------|-----------------|
| Enrollment | 2017-2018 | 2018-2019 | 2019-2020 |
| Students Grades K | 52 | 60 | 60 |
| Students Grades 1 | 55 | 65 | 66 |
| Students Grades 2 | 53 | 64 | 66 |
| Students Grades 3 | 40 | 66 | 66 |
| Students Grades 4 | 25 | 55 | 66 |
| Students Grades 5 | 28 | 38 | 54 |
| Students Grades 6 | 6 | 21 | 35 |
| Students Grades 7 | 0 | 14 | 19 |
| Students Grades 8 | 0 | 7 | 13 |
| Total Headcount (ADM) | 260 | 390 | 432 |
| Total WADM | 260 | 394 | 451 |
| | 260 | 394 | 451 |

| Revenues | 2017-2018 | 2018-2019 | 2019-2020 |
|--|--------------------|--------------------|--------------------|
| General Education Revenue | \$1,705,139 | \$2,738,206 | \$3,181,832 |
| Building Lease Aid | \$14,387 | \$468,310 | \$592,110 |
| Long-term Facilities Maintenance | \$21,856 | \$52,048 | \$59,481 |
| Special Education | \$232,189 | \$362,625 | \$374,993 |
| Federal CSP Grant | \$0 | \$0 | \$0 |
| Title II and Other Federal Aids | \$5,031 | \$8,850 | \$10,300 |
| Other State Aids (Endowment, Literacy) | \$54,398 | \$34,397 | \$34,757 |
| Other (Student Fees, Fundraising) | \$17,781 | \$31,000 | \$31,000 |
| Donations, Give to the max | \$24,668 | \$8,791 | \$5,000 |
| Miscellaneous | \$9,318 | \$4,400 | \$7,000 |
| Total General Fund Revenues | \$2,084,766 | \$3,708,626 | \$4,296,472 |
| | 2,084,766 | 3,708,626 | 4,296,472 |

| Expenditures | 2017-2018 | 2018-2019 | 2019-2020 |
|---|-----------|-------------|-------------|
| 100's Salary | \$821,446 | \$1,252,736 | \$1,446,334 |
| 200's Benefits | \$196,231 | \$341,231 | \$383,263 |
| 370 Building Lease (Base Rent) | \$16,033 | \$567,468 | \$657,900 |
| 300's Purchased Services (Includes Transportation in 2018-2019 but less Janitorial) | \$745,565 | \$786,024 | \$861,290 |
| 400's Supplies | \$65,425 | \$140,350 | \$155,553 |
| 500's Capital & Technology | \$1,799 | \$79,815 | \$175,000 |

Woodbury Leadership Academy

| | Actual | Working Budget | Proposed Budget |
|--|----------------------------|----------------------------|----------------------------|
| Other (primarily Dues & Memberships) | \$28,130 | \$33,730 | \$48,567 |
| Special Ed | \$244,275 | \$388,049 | \$402,600 |
| Title II and Other Federal Aids | \$5,031 | \$8,850 | \$10,300 |
| Federal CSP Grant | \$0 | \$0 | \$0 |
| Total General Fund Expenditures | \$2,123,934 | \$3,598,253 | \$4,140,807 |
| | <small>\$2,123,934</small> | <small>\$3,598,253</small> | <small>\$4,140,807</small> |
| Changes in fund balance | (\$39,168) | \$110,373 | \$155,666 |
| Beginning fund balance | \$475,231 | \$436,063 | \$546,437 |
| Ending fund balance | \$436,063 | \$546,437 | \$702,102 |
| Fund Balance % - Gen Fund | 20.5% | 15.2% | 17.0% |
| | <small>20.5%</small> | <small>15.2%</small> | <small>17.0%</small> |

| Community Services Fund - 04 | 2017-2018 | 2018-2019 | 2019-2020 |
|------------------------------|--------------------------|-------------------------|-------------------------|
| Revenues/Transfers In | \$1,720 | \$2,100 | \$2,200 |
| Expenditures/Transfers Out | \$5,607 | \$32,530 | \$2,200 |
| Changes in fund balance | (\$3,887) | (\$30,430) | \$0 |
| Beginning fund balance | \$127,058 | \$123,171 | \$92,741 |
| Ending fund balance | \$123,171 | \$92,741 | \$92,741 |
| | <small>\$123,171</small> | <small>\$92,741</small> | <small>\$92,741</small> |

| Budget Summary – All Funds | 2017-2018 | 2018-2019 | 2019-2020 |
|----------------------------|--------------------------|--------------------------|--------------------------|
| Revenues/Transfers In | \$2,086,486 | \$3,710,726 | \$4,298,672 |
| Expenditures/Transfers Out | \$2,129,541 | \$3,630,783 | \$4,143,007 |
| Changes in fund balance | (\$43,055) | \$79,943 | \$155,666 |
| Beginning fund balance | \$602,289 | \$559,234 | \$639,178 |
| Ending fund balance | \$559,234 | \$639,178 | \$794,843 |
| | <small>\$559,234</small> | <small>\$639,178</small> | <small>\$794,843</small> |



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Statements

March 2019

**Woodbury Leadership Academy
Woodbury, Minnesota
March 2019 Financial Statements**

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**Woodbury Leadership Academy
Woodbury, Minnesota
March 2019 Financial Statements**

Executive Summary

Balance Sheet

The beginning balances shown on the Balance Sheet are based on the 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 was 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. We have been approved for a \$150K line of credit with Propel Nonprofits.

Summary of Key Indicators

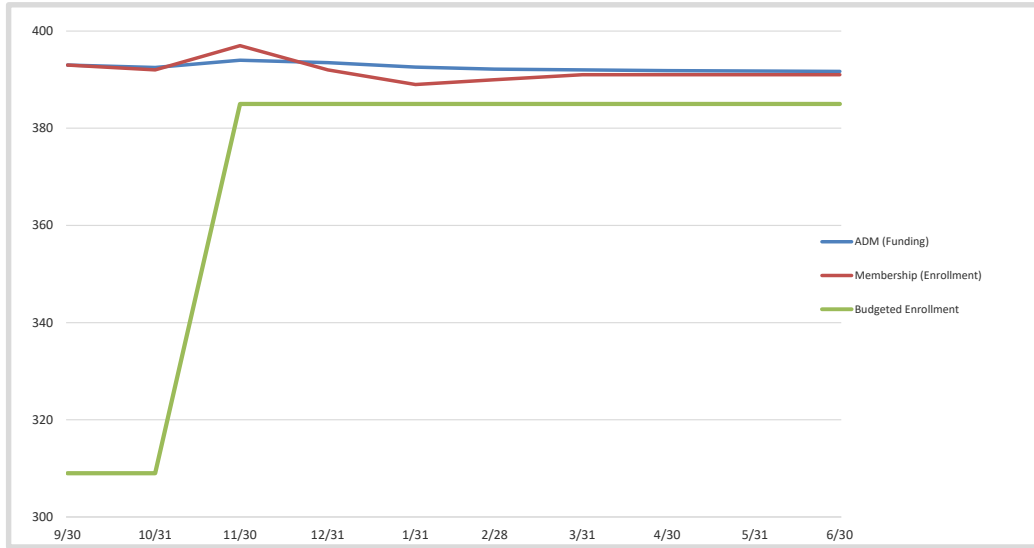
- Our enrollment at the end of March was 391.
- Our cash balance is healthy at \$456K and we do not anticipate needing to utilize our line of credit this year.
- We have made changes to the amounts of the various line items as reflected in the working budget but we are on target to meet budget.
- We are presenting a 2019-2020 budget to the board for approval.

Supplemental Information for March 2019

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during March 2019.

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 | 60 | 60 | 60 |
| | 1 | 67 | 67 | 66 | 66 | 66 | 66 | 66 | 66 | 66 | 66 |
| | 2 | 66 | 66 | 66 | 65 | 65 | 64 | 64 | 64 | 64 | 64 |
| | 3 | 67 | 67 | 67 | 66 | 66 | 66 | 66 | 66 | 66 | 66 |
| | 4 | 56 | 56 | 57 | 57 | 57 | 56 | 56 | 56 | 56 | 56 |
| | 5 | 37 | 37 | 37 | 38 | 38 | 38 | 38 | 39 | 39 | 39 |
| | 6 | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 21 |
| | 7 | 14 | 14 | 14 | 15 | 15 | 15 | 14 | 14 | 14 | 14 |
| | 8 | 6 | 6 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| | GRAND TOTAL | 393 | 393 | 394 | 394 | 393 | 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 | 60 | 58 | 57 | 61 | 61 | 61 | 61 | 61 |
| | 1 | 67 | 66 | 66 | 66 | 66 | 65 | 65 | 65 | 65 | 65 |
| | 2 | 66 | 66 | 65 | 64 | 62 | 62 | 63 | 63 | 63 | 63 |
| | 3 | 67 | 67 | 66 | 64 | 65 | 66 | 65 | 65 | 65 | 65 |
| | 4 | 56 | 56 | 58 | 57 | 56 | 55 | 55 | 55 | 55 | 55 |
| | 5 | 37 | 37 | 37 | 39 | 39 | 39 | 40 | 40 | 40 | 40 |
| | 6 | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 21 |
| | 7 | 14 | 14 | 15 | 15 | 15 | 14 | 14 | 14 | 14 | 14 |
| | 8 | 6 | 6 | 9 | 8 | 8 | 7 | 7 | 7 | 7 | 7 |
| | GRAND TOTAL | 393 | 392 | 397 | 392 | 389 | 390 | 391 | 391 | 391 | 391 |

| 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
March 31, 2019

| | Balance July 1, 2018 | Balance March 31, 2019 |
|---|-------------------------|---------------------------|
| Assets | | |
| Current assets | | |
| Cash and investments | \$ 395,300 | \$ 459,774 |
| Accounts receivable | - | - |
| PY state aid receivable | - | 1,567 |
| CY state aid receivable/(deferred rev) | 289,306 | 325,363 |
| Federal aids receivable | 9,670 | - |
| Prepaid expenses and deposits | 10,031 | 51,700 |
| | <hr/> | <hr/> |
| Total assets | \$ 704,307 | \$ 838,403 |
| Liabilities and Fund Balance | | |
| Current liabilities | | |
| Salaries and wages payable | \$ 59,282 | \$ 63,285 |
| Line of credit payable/loan payable | - | - |
| Accounts payable | 39,202 | - |
| Payroll deductions and contributions | 46,589 | 45,363 |
| Deferred revenue | - | - |
| | <hr/> | <hr/> |
| Total current liabilities | 145,073 | 108,648 |
| Fund Balance | | |
| Fund balance 7-1-2018 | 559,234 | 559,234 |
| Change in fund balance | - | 170,521 |
| | <hr/> | <hr/> |
| Total fund balance | 559,234 | 729,755 |
| | <hr/> | <hr/> |
| Total liabilities and fund balance | \$ 704,307 | \$ 838,403 |

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
March 31, 2019

| | FY 2018 Actual 259 ADM | 388.80 FY 2019 Revised Budget 385 ADM | 394.30 FY 2019 Working Budget 390 ADM | 43,525 YTD Activity | 67% Percent of Revised Budget |
|--|------------------------------|--|--|---------------------------|--|
| General Fund - 01 | | | | | |
| Revenues | | | | | |
| State revenues | | | | | |
| General education aid | \$ 1,705,086 | \$ 2,700,011 | \$ 2,738,198 | \$ 2,002,725 | 74.2% |
| Literacy aid | 25,956 | 25,956 | 23,584 | 21,226 | 81.8% |
| Charter school lease aid | 14,386 | 510,721 | 468,310 | 96,993 | 19.0% |
| Long-term facilities maintenance revenue | 21,856 | 51,322 | 52,048 | - | 0.0% |
| Special education aid | 189,346 | 294,890 | 329,171 | 259,470 | 88.0% |
| PY over (under) accrual | 19,104 | - | - | - | - |
| Endowment aid | 9,394 | 10,028 | 10,823 | 10,823 | 107.9% |
| CY estimated state aid receivable (deferred revenue) | - | - | - | 325,363 | - |
| Total state revenues | 1,985,128 | 3,592,928 | 3,622,133 | 2,716,600 | 75.6% |
| Federal revenues | | | | | |
| Federal special education aid | 41,667 | 25,302 | 25,302 | 21,045 | 83.2% |
| Federal CEIS program | 1,176 | 8,151 | 8,151 | - | 0.0% |
| PBIS Individuals with Disabilities Grant | 6 | - | - | - | - |
| Title I and II | 5,025 | 8,578 | 8,850 | 3,000 | 35.0% |
| Total federal revenues | 47,874 | 42,031 | 42,304 | 24,045 | 57.2% |
| Local revenues | | | | | |
| Interest earnings | 178 | 100 | 2,400 | 1,682 | 1682.4% |
| Donations and grants | 21,928 | 250 | 2,500 | 930 | 372.0% |
| Give to the Max (course 200) | 2,740 | - | 6,291 | 6,291 | - |
| Fees from students (field trip, milk, pizza Friday, other) | 17,367 | 23,300 | 31,000 | 26,565 | 114.0% |
| Miscellaneous revenues | 9,140 | 2,000 | 2,000 | 1,092 | 54.6% |
| Sale of merchandise/fundraising - net | 414 | - | - | 2,639 | - |
| Total local revenues | 51,767 | 25,650 | 44,191 | 39,199 | 152.8% |
| Total revenues | \$ 2,084,769 | \$ 3,660,609 | \$ 3,708,628 | \$ 2,779,844 | 75.9% |
| | 2,084,769 | 3,660,609 | 3,708,628 | 2,779,844 | |

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
March 31, 2019

| | FY 2018 Actual 259 ADM | 388.80 FY 2019 Revised Budget 385 ADM | 394.30 FY 2019 Working Budget 390 ADM | 43,525 YTD Activity | 67% Percent of Revised Budget |
|---|------------------------------|--|--|---------------------------|--|
| Expenditures | | | | | |
| 100's Salaries | \$ 821,446 | \$ 1,230,624 | \$ 1,252,736 | \$ 848,566 | 69.0% |
| 200's Benefits | 196,231 | 335,785 | 341,231 | 250,529 | 74.6% |
| 305 Contracted services | 447,224 | 277,900 | 263,862 | 161,663 | 58.2% |
| 315 Technology services | 15,153 | 17,730 | 17,730 | 11,230 | 63.3% |
| 320 Communications services | 19,719 | 7,890 | 7,566 | 4,363 | 55.3% |
| 329 Postage | 893 | 2,500 | 2,500 | 1,358 | 54.3% |
| 330 Utilities | 119,360 | 69,810 | 69,810 | 48,062 | 68.8% |
| 340 Property and liability insurance | 8,960 | 13,639 | 13,639 | 12,035 | 88.2% |
| 350 Repairs and maintenance | 53,303 | 44,630 | 43,630 | 30,705 | 68.8% |
| 360 Student transportation | - | 323,852 | 323,852 | 283,887 | 87.7% |
| 360 Transportation for field trips | 5,494 | 7,700 | 7,700 | 3,748 | 48.7% |
| 366 Travel, conferences, and staff training | 16,638 | 15,000 | 15,000 | 14,627 | 97.5% |
| 369 Field trips / registration fees | 7,065 | 7,700 | 10,700 | 8,371 | 108.7% |
| 370 Building lease | 16,033 | 567,468 | 567,468 | 451,716 | 79.6% |
| 370 Other rentals and operating leases | 42,482 | 5,808 | 750 | 304 | 5.2% |
| 380 Computer and tech related hardware rental | 9,273 | 9,285 | 9,285 | 6,182 | 66.6% |
| 401 Supplies - non instructional (455/465 NI Tech Supplies) | 20,751 | 29,500 | 29,500 | 25,430 | 86.2% |
| 401 Maintenance supplies | 1,515 | 23,000 | 15,000 | 9,632 | 41.9% |
| 405 Non-instructional software and licensing | 9,887 | 10,350 | 10,350 | 7,421 | 71.7% |
| 406 Instructional software | 2,201 | 7,500 | 7,500 | 2,384 | 31.8% |
| 430 Instructional supplies (456/466 Inst.Tech Supplies) | 7,391 | 26,000 | 33,000 | 26,678 | 102.6% |
| 460 Textbooks and workbooks | 18,242 | 30,000 | 30,000 | 25,149 | 83.8% |
| 461 Standardized tests | 3,104 | 7,000 | 7,000 | 3,621 | 51.7% |
| 470 Media/library resources | - | 2,000 | 2,000 | - | 0.0% |
| 490 Food purchased | 2,334 | 3,700 | 6,000 | 5,996 | 162.1% |
| 520 Building improvement | - | 20,246 | 33,763 | 23,263 | 114.9% |
| 530 Furniture and other equipment | - | 38,552 | 38,552 | 35,883 | 93.1% |
| 555 Technology equipment | 1,799 | 7,500 | 7,500 | 1,354 | 18.1% |
| 556 Instructional technology equipment | - | 25,500 | - | - | 0.0% |
| 740 Interest expense | - | - | - | - | - |
| 820 Dues and memberships, fees | 28,130 | 30,530 | 30,530 | 29,856 | 97.8% |

**Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
March 31, 2019**

| | 388.80 | 394.30 | 67% | | |
|--|------------------------------|--------------------------------------|--------------------------------------|---------------------------|---------------------------------|
| | FY 2018 Actual 259 ADM | FY 2019 Revised Budget 385 ADM | FY 2019 Working Budget 390 ADM | 43,525 YTD Activity | Percent of Revised Budget |
| 896 Special assessments | - | - | - | - | - |
| State special ed expenditures | 201,432 | 317,086 | 353,947 | 211,064 | 66.6% |
| Federal Special Education Program, CEIS, PSI | 42,843 | 33,454 | 34,102 | 30,818 | 92.1% |
| PBIS Individuals with Disabilities Grant | 6 | - | - | - | - |
| Title I and II | 5,025 | 8,578 | 8,850 | 3,000 | 35.0% |
| Directors discretionary fund | - | 4,200 | 3,200 | - | 0.0% |
| Subtotal expenditures | 2,123,936 | 3,562,016 | 3,598,253 | 2,578,895 | 72.4% |
| Transfers to other funds | - | - | - | - | - |
| Total expenditures | \$ 2,123,936 | \$ 3,562,016 | \$ 3,598,253 | \$ 2,578,895 | 72.4% |
| | 2,123,936 | 3,562,016 | 3,598,253 | 2,578,895 | |
| Changes in fund balance, General Fund | \$ (39,168) | \$ 98,594 | \$ 110,374 | \$ 200,949 | |
| Beginning fund balance, General Fund, July 1 | 475,231 | 436,063 | 436,063 | 436,063 | |
| Projected fund balance, General Fund, June 30 | \$ 436,063 | \$ 534,657 | \$ 546,437 | \$ 637,012 | |
| | 20.5% | 15.0% | 15.2% | | |

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
March 31, 2019

| | FY 2018 Actual 259 ADM | 388.80 FY 2019 Revised Budget 385 ADM | 394.30 FY 2019 Working Budget 390 ADM | 43,525 YTD Activity | 67% Percent of Revised Budget |
|---|------------------------------|--|--|---------------------------|--|
| Community Services Fund - 04 | | | | | |
| 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 | 30,430 | 30,428 | 100.0% |
| Dues and memberships | - | - | - | - | - |
| Total expenditures | \$ 5,607 | \$ 32,530 | \$ 32,530 | \$ 30,428 | 93.5% |
| Changes in fund balance, Community Services Fund | \$ (3,887) | \$ (30,430) | \$ (30,430) | \$ (30,428) | |
| Beginning fund balance, Community Services Fund, July 1 | 127,058 | 123,171 | 123,171 | 123,171 | |
| Projected fund balance, Community Services Fund, June 30 | \$ 123,171 | \$ 92,741 | \$ 92,741 | \$ 92,743 | |

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
March 31, 2019

| | FY 2018 Actual 259 ADM | 388.80 FY 2019 Revised Budget 385 ADM | 394.30 FY 2019 Working Budget 390 ADM | 43,525 YTD Activity | 67% Percent of Revised Budget |
|---|------------------------------|--|--|---------------------------|--|
| Total All Funds | | | | | |
| Revenues | | | | | |
| State revenues | \$ 1,985,128 | \$ 3,592,928 | \$ 3,622,133 | \$ 2,716,600 | 75.6% |
| Federal revenues | 47,874 | 42,031 | 42,304 | 24,045 | 57.2% |
| Local revenues | 53,487 | 27,750 | 46,291 | 39,199 | 141.3% |
| Transfer in | - | - | - | - | - |
| Total revenues | \$ 2,086,489 | \$ 3,662,709 | \$ 3,710,728 | \$ 2,779,844 | 75.9% |
| | <small>2,086,489</small> | <small>3,662,709</small> | <small>3,710,728</small> | <small>2,779,844</small> | |
| Expenditures | | | | | |
| Salaries and wages | \$ 821,446 | \$ 1,230,624 | \$ 1,252,736 | \$ 848,566 | 69.0% |
| Employee benefits | 196,231 | 335,785 | 341,231 | 250,529 | 74.6% |
| Purchased services | 765,008 | 1,373,011 | 1,355,592 | 1,038,250 | 75.6% |
| Supplies and materials | 67,622 | 139,050 | 140,350 | 106,311 | 76.5% |
| Equipment | 1,799 | 122,229 | 110,246 | 90,929 | 74.4% |
| Other (fundraising, special ed, dues, etc.) | 277,436 | 393,847 | 430,630 | 274,738 | 69.8% |
| Total expenditures | \$ 2,129,544 | \$ 3,594,546 | \$ 3,630,783 | \$ 2,609,323 | 72.6% |
| | <small>2,129,544</small> | <small>3,594,546</small> | <small>3,630,783</small> | <small>2,609,323</small> | |
| Change in fund balance | \$ (43,055) | \$ 68,164 | \$ 79,944 | \$ 170,521 | |
| | <small>(43,055)</small> | <small>68,164</small> | <small>79,944</small> | <small>170,521</small> | |
| Beginning fund balance, all funds, July 1 | 602,289 | 559,234 | 559,234 | 559,234 | |
| Projected fund balance, all funds, June 30 | \$ 559,234 | \$ 627,398 | \$ 639,178 | \$ 729,755 | |
| | <small>559,234</small> | <small>627,398</small> | <small>639,178</small> | <small>729,755</small> | |

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

**Woodbury Leadership Academy
Cash Flow Projection Summary
2018-2019**

| Period Ending | Cash Inflows (Revenues) | | | | Total Receipts | Cash Outflows (Expenditures) | | | Cash Balance |
|------------------|-------------------------|----------------------|-----------------|-------------------------------------|----------------|------------------------------|----------------|--------------------------|-------------------|
| | State Aid Payments | Federal Aid Payments | Other Receipts* | Prior Year State & Federal Holdback | | Salaries | Other Expenses | Total Expenses | |
| | | | | | | | | <i>Beginning Balance</i> | \$ 395,300 |
| Jul 31 | \$ 174,716 | \$ - | \$ 807 | \$ - | \$ 175,523 | \$ 49,047 | \$ 140,740 | \$ 189,787 | 381,036 |
| Aug 31 | 174,529 | - | 807 | 163,105 | 338,441 | 57,800 | 257,624 | 315,424 | 404,053 |
| Sept 30 | 209,405 | - | 1,099 | 76,796 | 287,300 | 80,167 | 263,507 | 343,674 | 347,679 |
| Oct 31 | 295,934 | - | 12,012 | 56,019 | 363,965 | 85,216 | 257,172 | 342,387 | 369,257 |
| Nov 30 | 249,879 | 7,154 | 16,472 | 247 | 273,751 | 85,674 | 214,334 | 300,008 | 343,000 |
| Dec 31 | 430,543 | - | 5,092 | - | 435,634 | 87,317 | 124,849 | 212,166 | 566,468 |
| Jan 31 | 312,196 | 16,891 | 6,783 | 5 | 335,875 | 86,124 | 292,994 | 379,118 | 523,226 |
| Feb 28 | 273,833 | - | 2,662 | 1,057 | 277,553 | 82,438 | 155,052 | 237,490 | 563,288 |
| Mar 31 | 270,381 | - | 9,379 | | 279,760 | 82,438 | 300,836 | 383,275 | 459,774 |
| Apr 30 | 280,740 | 5,995 | | | 286,735 | 82,438 | 214,634 | 297,072 | 449,437 |
| May 31 | 280,740 | 5,995 | | 1,747 | 288,482 | 82,438 | 214,634 | 297,072 | 440,847 |
| June 30 | 280,740 | 5,995 | | | 286,735 | 82,438 | 214,634 | 297,072 | 430,510 |
| Projected | 3,233,635 | 42,031 | 55,113 | 298,977 | 3,629,756 | 943,536 | 2,651,010 | 3,594,546 | |
| | 3,233,635 | 42,031 | 27,750 | 298,977 | 3,602,393 | | | 3,594,546 | |
| | - | - | (27,363) | 0 | (27,363) | | | 3,594,546 | |
| Totals | 3,233,635 | 42,031 | 55,113 | 298,977 | 3,629,756 | 943,536 | 2,651,010 | 3,594,546 | 430,510 |

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

March 2019

bergankDV | **DO MORE.**

Prepared by:
Judith Darling, CPA
Finance Manager

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 03/01/2019 - 03/31/2019

| Bank | Check No | Ty | Grp Code | Vendor | Pay/Void Date | Amount | Voucher # | Account Code | Description |
|---------------------|----------|----|----------|--|---------------|--------------------|-----------|--------------------------|--|
| OLDN | | WX | 1 1441 | Old National | 03/01/2019 | \$184.87 | 5674 | E 01 005 110 000 000 305 | Service Charge |
| OLDN | | WX | 1 1441 | Old National | 03/01/2019 | (\$184.87) | 5674 | E 01 005 110 000 000 305 | Service Charge |
| OLDN | | WX | 1 1001 | Public Employee Retirement Association | 03/15/2019 | \$1,340.02 | 5683 | B 01 215 017 | Payroll Deductions PERA |
| OLDN | | WX | 1 1002 | Teachers Retirement Association | 03/15/2019 | \$7,513.31 | 5684 | B 01 215 018 | Payroll Deductions TRA |
| OLDN | | WX | 1 1003 | Internal Revenue Service | 03/15/2019 | \$8,855.78 | 5685 | B 01 215 010 | Payroll Deductions FICA |
| OLDN | | WX | 1 1003 | Internal Revenue Service | 03/15/2019 | \$3,797.45 | 5685 | B 01 215 011 | Payroll Deductions Fed Tax |
| OLDN | | WX | 1 1004 | MN Department of Revenue Service | 03/15/2019 | \$2,041.70 | 5686 | B 01 215 013 | Payroll Deductions MN Tax |
| OLDN | | WX | 1 1128 | AssociatedBank | 03/15/2019 | \$200.00 | 5687 | B 01 215 022 | Payroll Deductions - HSA |
| OLDN | | WX | 1 1417 | VOYA | 03/15/2019 | \$1,590.20 | 5688 | B 01 215 021 | TSA |
| OLDN | | WX | 1 1391 | Alerus | 03/22/2019 | \$30.00 | 5717 | E 01 005 110 000 000 305 | Alerus cobra |
| OLDN | | WX | 1 1047 | MN Association of Charter Schools | 03/22/2019 | \$398.78 | 5718 | E 01 005 110 000 000 820 | Monthly membership fee |
| OLDN | | WX | 1 1001 | Public Employee Retirement Association | 03/29/2019 | \$1,233.03 | 5719 | B 01 215 017 | Payroll Deductions PERA |
| OLDN | | WX | 1 1002 | Teachers Retirement Association | 03/29/2019 | \$7,501.84 | 5720 | B 01 215 018 | Payroll Deductions TRA |
| OLDN | | WX | 1 1003 | Internal Revenue Service | 03/29/2019 | \$8,727.30 | 5721 | B 01 215 010 | Payroll Deductions FICA |
| OLDN | | WX | 1 1003 | Internal Revenue Service | 03/29/2019 | \$3,624.16 | 5721 | B 01 215 011 | Payroll Deductions Fed Tax |
| OLDN | | WX | 1 1004 | MN Department of Revenue Service | 03/29/2019 | \$1,933.66 | 5722 | B 01 215 013 | Payroll Deductions MN Tax |
| OLDN | | WX | 1 1128 | AssociatedBank | 03/29/2019 | \$200.00 | 5723 | B 01 215 022 | Payroll Deductions - HSA |
| OLDN | | WX | 1 1417 | VOYA | 03/29/2019 | \$1,590.20 | 5724 | B 01 215 021 | TSA |
| OLDN | | WX | 1 1441 | Old National | 03/29/2019 | \$207.57 | 5733 | E 01 005 110 000 000 305 | Service Charge |
| Check Total: | | | | | | \$50,785.00 | | | |
| OLDN | 5746 | CH | 1 1369 | BerganKDV Outsourced Services LLC | 03/01/2019 | \$5,564.00 | 5650 | E 01 005 110 000 000 305 | February Financial Mgmt & Accounting Servi |
| OLDN | 5746 | CH | 1 1369 | BerganKDV Outsourced Services LLC | 03/01/2019 | \$1,262.00 | 5650 | E 01 005 110 000 000 305 | Form 990 Prepare and File the 2018 990 Ret |
| Check Total: | | | | | | \$6,826.00 | | | |
| OLDN | 5747 | CH | 1 1291 | Booth Law Group, LLC | 03/01/2019 | \$32.00 | 5651 | E 01 005 111 000 000 305 | Legal Services 9.17.18 |
| Check Total: | | | | | | \$32.00 | | | |
| OLDN | 5748 | CH | 1 1505 | Bracon Project Management | 03/01/2019 | \$3,017.00 | 5652 | E 01 005 810 000 000 520 | Add Wall and Door per Proposal |
| Check Total: | | | | | | \$3,017.00 | | | |
| OLDN | 5749 | CH | 1 1506 | Children's Theatre | 03/01/2019 | \$856.00 | 5653 | E 01 010 203 000 000 369 | Field Trip - The Hobbit - Middle School |
| Check Total: | | | | | | \$856.00 | | | |
| OLDN | 5750 | CH | 1 1481 | Comcast | 03/01/2019 | \$390.92 | 5655 | E 01 005 110 000 000 320 | 2/21-3/20/2019 Internet Services |
| Check Total: | | | | | | \$390.92 | | | |
| OLDN | 5751 | CH | 1 1140 | Computer Integration Technologies | 03/01/2019 | \$462.00 | 5654 | E 01 010 605 000 000 406 | 22 - Windows Education Level E |
| Check Total: | | | | | | \$462.00 | | | |

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 03/01/2019 - 03/31/2019

| Bank | Check No | Ty | Grp Code | Vendor | Pay/Void Date | Amount | Voucher # | Account Code | Description |
|---------------------|----------|----|----------|------------------------|---------------|-------------|-------------------|--------------------------|--|
| OLDN | 5752 | CH | 1 1249 | Designs for Learning | 03/01/2019 | \$617.50 | 5656 | E 01 010 411 000 740 394 | ASD Services: 6.5hrs@\$95 2/1/2019 |
| Check Total: | | | | | | | \$617.50 | | |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$116.35 | 5673 | E 01 005 640 000 316 366 | VOA conference lodging-Mortensen |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$138.73 | 5673 | E 01 005 640 000 316 366 | VOA conference lodging-Krejci |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$116.35 | 5673 | E 01 005 640 000 316 366 | VOA conference lodging-Griffith |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$271.93 | 5673 | E 01 010 203 000 000 401 | Pilot lunch-sandwiches |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$477.50 | 5673 | E 01 010 201 000 000 401 | Pilot lunch-Chinese |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$69.99 | 5673 | E 01 005 108 000 000 405 | Adobe PDF annual license-Cahlander |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$51.60 | 5673 | E 01 010 203 000 000 430 | Bookmarks-I Love to Read Month |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$64.50 | 5673 | E 01 005 110 000 000 305 | Background checks |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$46.48 | 5673 | E 01 010 203 000 000 430 | Supplies-100th day of school |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$50.90 | 5673 | E 01 010 203 000 000 460 | Books-I Love to Read Month |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$56.16 | 5673 | E 01 010 203 000 000 401 | Towels-napkins for lunchroom |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$16.82 | 5673 | E 01 010 203 000 000 430 | Copy paper-Cherry Charge |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$33.54 | 5673 | E 01 010 203 000 000 430 | Copy paper-Jammin Salmon |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$38.67 | 5673 | E 01 010 203 000 000 401 | Plastic spoons for lunchroom |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$11.52 | 5673 | E 01 010 203 000 000 460 | Book-I Love to Read Month |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$14.44 | 5673 | E 01 010 203 000 000 460 | Book-I Love to Read Month |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$35.28 | 5673 | E 01 010 203 000 000 430 | Copy paper-Mint & Spring Green |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$15.98 | 5673 | E 01 010 203 000 000 430 | Copy paper-Pink |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$23.97 | 5673 | E 01 010 203 000 000 430 | Pom poms-I Love to Read Month |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$22.80 | 5673 | E 01 010 203 000 000 430 | Science supplies-Gr 4 |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$5.99 | 5673 | E 01 010 203 000 000 401 | Classroom supplies-contact paper |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$10.75 | 5673 | E 01 005 110 000 000 401 | Office supplies-white out |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$29.95 | 5673 | E 01 010 203 000 000 430 | Bookmarks-I Love to Read Month |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$747.56 | 5673 | E 01 010 630 000 000 466 | 44 ipad cases |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$3.12 | 5673 | E 01 010 203 000 000 430 | Science supplies-Gr 4 |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$8.95 | 5673 | E 01 005 108 000 000 455 | Adapter for iphone to Square |
| OLDN | 5753 | CH | 1 1508 | First Bankcard | 03/01/2019 | \$56.60 | 5673 | E 01 010 203 000 000 430 | 5 chess sets-Middle School logic |
| Check Total: | | | | | | | \$2,536.43 | | |
| OLDN | 5754 | CH | 1 1314 | Hastings Bus Company | 03/01/2019 | \$781.83 | 5657 | E 01 005 760 000 733 360 | Field Trip Transportation 1.17.19 Macalester |
| Check Total: | | | | | | | \$781.83 | | |
| OLDN | 5755 | CH | 1 1064 | HealthPartners - Group | 03/01/2019 | \$10,058.60 | 5658 | B 01 215 008 | Medical |

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| Bank | Check No | Ty | Grp Code | Vendor | Pay/Void Date | Amount | Voucher # | Account Code | Description |
|---------------------|----------|----|----------|----------------------------------|---------------|--------------------|-----------|--------------------------|--|
| OLDN | 5755 | CH | 1 1064 | HealthPartners - Group | 03/01/2019 | \$785.72 | 5658 | B 01 215 009 | Dental |
| Check Total: | | | | | | \$10,844.32 | | | |
| OLDN | 5756 | CH | 1 1054 | Integrative Therapy, LLC. | 03/01/2019 | \$1,815.64 | 5659 | E 01 010 420 000 740 394 | OT: 1/28-2/10/19 20.75hrs@\$87.50 |
| Check Total: | | | | | | \$1,815.64 | | | |
| OLDN | 5757 | CH | 1 1330 | Junior Achievement | 03/01/2019 | \$494.00 | 5660 | E 01 010 203 000 000 369 | Field Trip - JA Biztown |
| Check Total: | | | | | | \$494.00 | | | |
| OLDN | 5758 | CH | 1 1448 | Kacie Paine | 03/01/2019 | \$1,344.07 | 5661 | E 01 010 203 201 000 490 | Pilot Lunch Program supplies |
| OLDN | 5758 | CH | 1 1448 | Kacie Paine | 03/01/2019 | \$50.27 | 5661 | E 01 005 107 000 000 401 | Open House supplies |
| Check Total: | | | | | | \$1,394.34 | | | |
| OLDN | 5759 | CH | 1 1240 | Keys to Communication | 03/01/2019 | \$2,422.50 | 5662 | E 01 010 401 000 740 394 | Speech: 2/11-2/21/2019 27hrs@\$85 3hrs@: |
| Check Total: | | | | | | \$2,422.50 | | | |
| OLDN | 5760 | CH | 1 1462 | Monarch Bus Service Inc | 03/01/2019 | \$37,903.90 | 5663 | E 01 005 760 000 720 360 | Busing Contract - Installment 8 of 10 YTD Ac |
| OLDN | 5760 | CH | 1 1462 | Monarch Bus Service Inc | 03/01/2019 | \$520.00 | 5664 | E 01 005 760 000 720 360 | January Tech Fee for busing |
| Check Total: | | | | | | \$38,423.90 | | | |
| OLDN | 5761 | CH | 1 1313 | Nancy Baumann | 03/01/2019 | \$36.58 | 5665 | E 01 010 203 000 000 430 | Grade 4 Science Supplies |
| OLDN | 5761 | CH | 1 1313 | Nancy Baumann | 03/01/2019 | \$1.78 | 5665 | E 01 010 203 000 000 401 | Bread - Forgotten Lunches |
| OLDN | 5761 | CH | 1 1313 | Nancy Baumann | 03/01/2019 | \$10.48 | 5665 | E 01 005 110 000 000 401 | 3 EE's last day cards |
| OLDN | 5761 | CH | 1 1313 | Nancy Baumann | 03/01/2019 | \$2.99 | 5665 | E 01 005 810 000 000 401 | Cleaning supplies |
| OLDN | 5761 | CH | 1 1313 | Nancy Baumann | 03/01/2019 | \$515.90 | 5665 | E 01 005 640 000 316 366 | Staff Training - Hotel and Mileage |
| Check Total: | | | | | | \$567.73 | | | |
| OLDN | 5762 | CH | 1 1097 | Principal Life Insurance Company | 03/01/2019 | \$1,637.83 | 5666 | B 01 215 007 | 3/1-3/31/2019 Life/LTD/STD premiums |
| Check Total: | | | | | | \$1,637.83 | | | |
| OLDN | 5763 | CH | 1 1507 | Sarah Zlimen | 03/01/2019 | \$91.59 | 5672 | E 01 010 203 000 000 401 | Reim: Food/Supplies for MS Dance |
| Check Total: | | | | | | \$91.59 | | | |
| OLDN | 5764 | CH | 1 1241 | Sheila Merzer | 03/01/2019 | \$187.50 | 5667 | E 01 010 408 000 740 394 | Autism Specialists: 1.5hrs@\$125 2.13.19 |
| Check Total: | | | | | | \$187.50 | | | |
| OLDN | 5765 | CH | 1 1474 | Supplyworks | 03/01/2019 | \$209.15 | 5668 | E 01 005 810 000 000 401 | Custodial supplies - Mop, Towels |
| Check Total: | | | | | | \$209.15 | | | |
| OLDN | 5766 | CH | 1 1098 | Teachers on Call | 03/01/2019 | \$663.00 | 5669 | E 01 010 203 000 000 305 | GenEd |
| OLDN | 5766 | CH | 1 1098 | Teachers on Call | 03/01/2019 | \$935.00 | 5669 | E 01 010 420 000 740 307 | SPED Paras |
| OLDN | 5766 | CH | 1 1098 | Teachers on Call | 03/01/2019 | \$773.50 | 5670 | E 01 010 203 000 000 305 | GenEd |
| OLDN | 5766 | CH | 1 1098 | Teachers on Call | 03/01/2019 | \$221.00 | 5670 | E 01 010 400 000 000 305 | SPED Teacher Sub w/SPED License |

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| Bank | Check No | Ty | Grp Code | Vendor | Pay/Void Date | Amount | Voucher # | Account Code | Description |
|---------------------|----------|----|----------|-----------------------------------|---------------|--------------------|-----------|--------------------------|---|
| OLDN | 5766 | CH | 1 1098 | Teachers on Call | 03/01/2019 | \$221.00 | 5670 | E 01 010 201 000 000 305 | Kindergarten |
| Check Total: | | | | | | \$2,813.50 | | | |
| OLDN | 5767 | CH | 1 1302 | Toshiba Financial Services | 03/01/2019 | \$756.51 | 5671 | E 01 010 605 000 000 580 | Copier Lease |
| OLDN | 5767 | CH | 1 1302 | Toshiba Financial Services | 03/01/2019 | \$16.22 | 5671 | E 01 010 605 000 000 581 | Copier Lease |
| OLDN | 5767 | CH | 1 1302 | Toshiba Financial Services | 03/01/2019 | \$833.15 | 5671 | E 01 010 203 000 000 401 | Overage |
| Check Total: | | | | | | \$1,605.88 | | | |
| OLDN | 5768 | CH | 1 1369 | BerganKDV Outsourced Services LLC | 03/20/2019 | \$5,564.00 | 5689 | E 01 005 110 000 000 305 | March Financial Mgmt & Acct Services |
| Check Total: | | | | | | \$5,564.00 | | | |
| OLDN | 5769 | CH | 1 1291 | Booth Law Group, LLC | 03/20/2019 | \$79.50 | 5690 | E 01 005 111 000 000 305 | Legal Services 2.21.19 |
| Check Total: | | | | | | \$79.50 | | | |
| OLDN | 5770 | CH | 1 1506 | Children's Theatre | 03/20/2019 | \$9.00 | 5691 | E 01 010 203 000 000 369 | Field Trip - remaining balance |
| Check Total: | | | | | | \$9.00 | | | |
| OLDN | 5771 | CH | 1 1509 | Colliers Architecture LLC | 03/20/2019 | \$700.00 | 5692 | E 01 005 810 000 000 305 | Architectural Services |
| OLDN | 5771 | CH | 1 1509 | Colliers Architecture LLC | 03/20/2019 | \$850.00 | 5693 | E 01 005 810 000 000 305 | Architectural Services |
| Check Total: | | | | | | \$1,550.00 | | | |
| OLDN | 5772 | CH | 1 1461 | Gamino's Cleaning Company LLC | 03/20/2019 | \$2,600.00 | 5694 | E 01 005 810 000 000 305 | March cleaning services |
| Check Total: | | | | | | \$2,600.00 | | | |
| OLDN | 5773 | CH | 1 1064 | HealthPartners - Group | 03/20/2019 | \$10,058.60 | 5695 | B 01 215 008 | Medical |
| OLDN | 5773 | CH | 1 1064 | HealthPartners - Group | 03/20/2019 | \$785.72 | 5695 | B 01 215 009 | Dental |
| Check Total: | | | | | | \$10,844.32 | | | |
| OLDN | 5774 | CH | 1 1054 | Integrative Therapy, LLC. | 03/20/2019 | \$1,866.67 | 5696 | E 01 010 420 000 740 394 | OT: 2/11-2/22/2019 21.33hrs@\$87.50 |
| OLDN | 5774 | CH | 1 1054 | Integrative Therapy, LLC. | 03/20/2019 | \$2,202.08 | 5697 | E 01 010 420 000 740 394 | OT: 2/25-3/7/2019 25.17hrs@\$87.50 |
| Check Total: | | | | | | \$4,068.75 | | | |
| OLDN | 5775 | CH | 1 1150 | JR Computer Associates | 03/20/2019 | \$800.00 | 5698 | E 01 005 605 000 000 315 | March Tech Retainer |
| Check Total: | | | | | | \$800.00 | | | |
| OLDN | 5776 | CH | 1 1402 | Kathleen Nilles | 03/20/2019 | \$422.50 | 5699 | E 01 010 420 000 740 394 | Psychology: 1/27-2/28/2019 6.5hrs@\$65 |
| Check Total: | | | | | | \$422.50 | | | |
| OLDN | 5777 | CH | 1 1251 | Kylie Griffith | 03/20/2019 | \$71.43 | 5700 | E 01 005 110 000 000 490 | Reim: Coffee/Bagels for Staff Meeting |
| OLDN | 5777 | CH | 1 1251 | Kylie Griffith | 03/20/2019 | \$1,354.38 | 5701 | E 01 005 108 000 000 555 | Reim: Laptop Computer |
| Check Total: | | | | | | \$1,425.81 | | | |
| OLDN | 5778 | CH | 1 1334 | Mary Kelly | 03/20/2019 | \$3,760.00 | 5702 | E 01 010 420 000 419 303 | SPED Director Services 2/1-2/28/19 47hrs@ |
| Check Total: | | | | | | \$3,760.00 | | | |

WOODBURY LEADERSHIP ACADEMY

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| Bank | Check No | Ty | Grp Code | Vendor | Pay/Void Date | Amount | Voucher # | Account Code | Description |
|---------------------|----------|----|----------|-------------------------------------|---------------|--------------------|-----------|--------------------------|---|
| OLDN | 5779 | CH | 1 1462 | Monarch Bus Service Inc | 03/20/2019 | \$37,903.90 | 5703 | E 01 005 760 000 720 360 | Student Transportation payment 9 of 10 |
| Check Total: | | | | | | \$37,903.90 | | | |
| OLDN | 5780 | CH | 1 1492 | Plainview Milk Products Cooperative | 03/20/2019 | \$217.50 | 5705 | E 01 010 203 000 000 401 | February Student mlk |
| Check Total: | | | | | | \$217.50 | | | |
| OLDN | 5781 | CH | 1 1233 | Reno Mothes | 03/20/2019 | \$495.00 | 5704 | E 01 010 420 000 740 394 | DAPE Services: 2/4-2/27/19 9hrs@\$55 |
| Check Total: | | | | | | \$495.00 | | | |
| OLDN | 5782 | CH | 1 1108 | Scholastic Book Fairs - 8 | 03/20/2019 | \$966.69 | 5706 | R 01 005 000 000 000 619 | Book Fair Cash/Check Sales |
| Check Total: | | | | | | \$966.69 | | | |
| OLDN | 5783 | CH | 1 1241 | Sheila Merzer | 03/20/2019 | \$250.00 | 5707 | E 01 010 408 000 740 394 | ASD Specialist: 2hrs@\$125 |
| Check Total: | | | | | | \$250.00 | | | |
| OLDN | 5784 | CH | 1 1116 | Strategic Staffing Solutions | 03/20/2019 | \$1,881.25 | 5708 | E 01 010 420 000 740 394 | Psychology Services: 1/11-3/1/19 21.5hrs@\$85 |
| Check Total: | | | | | | \$1,881.25 | | | |
| OLDN | 5785 | CH | 1 1474 | Supplyworks | 03/20/2019 | \$902.66 | 5709 | E 01 005 810 000 000 401 | Janitorial Supplies |
| OLDN | 5785 | CH | 1 1474 | Supplyworks | 03/20/2019 | \$203.19 | 5710 | E 01 005 810 000 000 401 | Janitorial Supplies |
| OLDN | 5785 | CH | 1 1474 | Supplyworks | 03/20/2019 | \$63.50 | 5711 | E 01 005 810 000 000 401 | Janitorial Supplies |
| Check Total: | | | | | | \$1,169.35 | | | |
| OLDN | 5786 | CH | 1 1098 | Teachers on Call | 03/20/2019 | \$221.00 | 5712 | E 01 010 201 000 000 305 | Kindergarten |
| OLDN | 5786 | CH | 1 1098 | Teachers on Call | 03/20/2019 | \$663.00 | 5712 | E 01 010 203 000 000 305 | Elementary |
| OLDN | 5786 | CH | 1 1098 | Teachers on Call | 03/20/2019 | \$1,326.00 | 5713 | E 01 010 203 000 000 305 | GenEd |
| OLDN | 5786 | CH | 1 1098 | Teachers on Call | 03/20/2019 | \$110.50 | 5713 | E 01 010 400 000 000 305 | Non Licensed SPED |
| OLDN | 5786 | CH | 1 1098 | Teachers on Call | 03/20/2019 | \$663.00 | 5714 | E 01 010 203 000 000 305 | GenEd |
| Check Total: | | | | | | \$2,983.50 | | | |
| OLDN | 5787 | CH | 1 1205 | Volunteers of America-Minnesota | 03/20/2019 | \$810.32 | 5715 | E 01 005 110 000 000 820 | Balance due for FY17-18 |
| OLDN | 5787 | CH | 1 1205 | Volunteers of America-Minnesota | 03/20/2019 | \$25,248.00 | 5715 | E 01 005 110 000 000 820 | FY18-19 |
| OLDN | 5787 | CH | 1 1205 | Volunteers of America-Minnesota | 03/20/2019 | (\$232.70) | 5715 | E 01 005 110 000 000 820 | Credit for Admin Hotel rooms for VOA Confe |
| Check Total: | | | | | | \$25,825.62 | | | |
| OLDN | 5788 | CH | 1 1457 | MSB Holdings - Woodbury LLC | 03/20/2019 | \$36,651.13 | 5682 | E 01 005 850 000 348 370 | April Lease |
| OLDN | 5788 | CH | 1 1457 | MSB Holdings - Woodbury LLC | 03/20/2019 | \$767.00 | 5682 | E 01 005 850 000 348 370 | Insurance |
| OLDN | 5788 | CH | 1 1457 | MSB Holdings - Woodbury LLC | 03/20/2019 | \$5,384.67 | 5682 | E 01 005 810 000 000 330 | Utilities |
| OLDN | 5788 | CH | 1 1457 | MSB Holdings - Woodbury LLC | 03/20/2019 | \$3,735.00 | 5682 | E 01 005 810 000 000 305 | Janitorial |
| OLDN | 5788 | CH | 1 1457 | MSB Holdings - Woodbury LLC | 03/20/2019 | \$1,780.00 | 5682 | E 01 005 810 000 000 350 | R&M |
| OLDN | 5788 | CH | 1 1457 | MSB Holdings - Woodbury LLC | 03/20/2019 | \$11,353.09 | 5682 | E 01 005 850 000 348 370 | Taxes |
| OLDN | 5788 | CH | 1 1457 | MSB Holdings - Woodbury LLC | 03/20/2019 | \$947.29 | 5682 | E 01 005 850 000 000 896 | Special Assessments |
| Check Total: | | | | | | \$60,618.18 | | | |

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| Bank | Check No | Ty | Grp Code | Vendor | Pay/Void Date | Amount | Voucher # | Account Code | Description |
|------|----------|----|----------|----------------|---------------|-----------|-----------|--------------------------|---|
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$39.80 | 5716 | E 01 010 720 000 000 401 | Ice packs |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$12.74 | 5716 | E 01 010 203 000 000 460 | Book-I Love to Read Month |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$79.90 | 5716 | E 01 010 203 000 000 430 | Pom poms-I Love to Read Month |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$339.80 | 5716 | E 01 010 203 000 000 430 | Copy paper |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$6.43 | 5716 | E 01 010 203 000 000 430 | History curriculum-Gr 5 |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$168.30 | 5716 | E 01 010 640 000 316 366 | Airfare-CK school visit: Griffith |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$168.30 | 5716 | E 01 010 640 000 316 366 | Airfare-CK school visit: George |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$168.30 | 5716 | E 01 010 640 000 316 366 | Airfare-CK school visit: Cappelen |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$484.60 | 5716 | E 01 010 640 000 316 366 | Airfare-CK school visit: Mortensen |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$484.60 | 5716 | E 01 010 640 000 316 366 | Airfare-CK school visit: Erickson |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$484.60 | 5716 | E 01 010 640 000 316 366 | Airfare-CK school visit: Purinton |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$484.60 | 5716 | E 01 010 640 000 316 366 | Airfare-CK school visit: Grubisch |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$484.60 | 5716 | E 01 010 640 000 316 366 | Airfare-CK school visit: Walsh |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$289.98 | 5716 | E 01 010 640 000 316 366 | Airfare-CK school visit: Griffith |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$289.98 | 5716 | E 01 010 640 000 316 366 | Airfare-CK school visit: George |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$289.98 | 5716 | E 01 010 640 000 316 366 | Airfare-CK school visit: Cappelen |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$60.00 | 5716 | E 01 010 203 000 000 430 | Stacking cups-Phys Ed |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$35.00 | 5716 | E 01 005 107 000 000 305 | Para job posting |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$8.54 | 5716 | E 01 010 630 000 000 406 | Monthly Service Fee |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$31.96 | 5716 | E 01 010 203 000 000 430 | Duck tape-PE floor markings |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$36.98 | 5716 | E 01 010 203 000 000 430 | Learning Links math manipulatives-Gr K |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$52.99 | 5716 | E 01 010 203 000 000 430 | Electricity/Magnetism kit-MS |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$33.94 | 5716 | E 01 005 110 000 000 401 | Carpet markers, duct tape-PE, Spanish |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | (\$30.00) | 5716 | E 01 005 110 000 000 401 | Offset to posting in error |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$20.11 | 5716 | E 01 010 203 000 000 430 | PE station sign holders-Phys Ed |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$30.00 | 5716 | E 01 005 110 000 000 401 | Posted in error-offset |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$237.94 | 5716 | E 01 010 203 000 000 490 | Food-Pilot lunch program |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$228.49 | 5716 | E 01 010 203 000 000 490 | Food-Pilot lunch program |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$234.49 | 5716 | E 01 010 203 000 000 490 | Food-Pilot lunch program |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$205.24 | 5716 | E 01 010 640 000 316 366 | Books: Why Knowledge Matters |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$69.99 | 5716 | E 01 010 420 000 419 401 | Black toner cartridge |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$114.00 | 5716 | E 01 010 640 000 316 366 | Books: Power of Our Words |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$75.65 | 5716 | E 01 010 420 640 419 366 | Moving Mtns conference reg: Wallisch |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$75.65 | 5716 | E 01 010 420 640 419 366 | Moving Mtns conference reg: Langer |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$75.65 | 5716 | E 01 010 640 000 316 366 | Moving Mtns conference reg: Engelsgjerd |

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| Bank | Check No | Ty | Grp Code | Vendor | Pay/Void Date | Amount | Voucher # | Account Code | Description |
|------|----------|----|----------|----------------|---------------|----------|-----------|--------------------------|---|
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$229.00 | 5716 | E 01 010 640 000 316 366 | Responsive Classroom traing; Skordahl |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$17.58 | 5716 | E 01 010 203 000 000 430 | Clay-Middle School Art |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$28.80 | 5716 | E 01 010 203 000 000 430 | Writing prompts-Gr 1 |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$58.99 | 5716 | E 01 005 810 000 000 401 | Vacuum repair-brush bar |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$108.00 | 5716 | E 01 010 640 000 316 366 | Books: RC Seeing Good in Students-MS |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$35.29 | 5716 | E 01 005 110 000 000 320 | SipStation subscription (VoIP)-Feb |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$31.98 | 5716 | E 01 010 203 000 000 430 | Pattern blocks-math manipulatives Gr 1 |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$10.00 | 5716 | E 01 005 110 000 000 305 | Background check-volunteer |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$199.98 | 5716 | E 01 005 108 000 000 455 | 2 walkie talkie sets |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$239.00 | 5716 | E 01 005 110 000 000 820 | ASCD membership: Mortensen 3/2019-3/20 |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$56.95 | 5716 | E 01 010 203 000 000 430 | 15 Owl pellets kit-Science Gr 4 |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$24.96 | 5716 | E 01 010 203 000 000 430 | 6 Owl pellets/15 forceps kit-Science Gr 4 |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$48.35 | 5716 | E 01 010 203 000 000 430 | Misc classroom supplies |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$141.19 | 5716 | E 01 005 110 000 000 401 | Misc office supplies |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$86.44 | 5716 | E 01 005 110 000 000 490 | Curriculum committee-working dinner |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$17.29 | 5716 | E 01 010 420 000 419 401 | Balls & rackets-motor skills breaks |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$77.00 | 5716 | E 01 010 203 000 000 430 | WIDA EL testing materials |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$24.97 | 5716 | E 01 005 107 000 000 401 | Supplies-Pens, water-K Round Up |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$9.99 | 5716 | E 01 010 203 000 000 430 | Envelopes-report cards |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$2.99 | 5716 | E 01 005 110 000 000 401 | Water-board meetings |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$37.52 | 5716 | E 01 005 107 000 000 401 | Supplies-cookies-K Round Up |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$122.48 | 5716 | E 01 005 110 000 000 401 | Colored copy paper |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$339.80 | 5716 | E 01 010 203 000 000 430 | Copy paper |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$106.10 | 5716 | E 01 005 810 000 000 401 | Light bulbs, maintenance supplies |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$141.76 | 5716 | E 01 005 110 000 000 401 | Book bins, velcro hooks-Gr 3 |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$249.00 | 5716 | E 01 010 640 000 316 366 | RC Behavior conference reg: Barthel |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$122.98 | 5716 | E 01 005 110 000 000 401 | Drum unit-front desk printer |
| OLDN | 5789 | CH | 1 1508 | First Bankcard | 03/22/2019 | \$147.46 | 5716 | E 01 010 203 000 000 430 | Indoor recess games-Gr K & 1 |

Check Total: \$8,588.98

Bank OLDN Total: \$300,836.41

Report Total: \$300,836.41

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 | | | |
|-------------------------|------|-------|--------|--------------|------------|--------------|--------------------------|----------|----------|----------|--------|----------|----------|-----------------------|-------------------|------------------|-----------------------------|----------|------|
| 1478 | 4228 | OLDN | | | | | | | | | | | | | | | | | |
| Original Receipt # 1468 | | | | | | | | | | | | | | | | | | | |
| | | | 1478 | Adj | A | 03/01/19 | | Check | 1 | M | | | | | | | Miscellaneous Customer | | |
| | | | | | | 4228 | R 01 005 000 000 000 096 | | | | | | | | | | FY19 We Pay School | (336.00) | 0.00 |
| | | | | | | 4228 | R 01 005 000 201 000 050 | | | | | | | | | | Original Receipt # 1468 | 336.00 | 0.00 |
| | | | | | | | | | | | | | | Receipt Total: | \$0.00 | \$0.00 | | | |
| | | | | | | | | | | | | | | Deposit Total: | \$0.00 | \$0.00 | | | |
| 1479 | 4228 | OLDN | | | | | | | | | | | | | | | | | |
| Original Receipt # 1463 | | | | | | | | | | | | | | | | | | | |
| | | | 1479 | Adj | A | 03/01/19 | | Check | 1 | M | | | | | | | Miscellaneous Customer | | |
| | | | | | | 4228 | R 01 005 000 000 000 096 | | | | | | | | | | FY19 WE Pay | (990.50) | 0.00 |
| | | | | | | 4228 | R 01 005 000 201 000 050 | | | | | | | | | | Original Receipt # 1463 | 990.50 | 0.00 |
| | | | | | | | | | | | | | | Receipt Total: | \$0.00 | \$0.00 | | | |
| | | | | | | | | | | | | | | Deposit Total: | \$0.00 | \$0.00 | | | |
| 1480 | 4228 | OLDN | | | | | | | | | | | | | | | | | |
| Original Receipt # 1462 | | | | | | | | | | | | | | | | | | | |
| | | | 1480 | Adj | A | 03/01/19 | | Check | 1 | M | | | | | | | Miscellaneous Customer | | |
| | | | | | | 4228 | R 01 005 000 000 000 096 | | | | | | | | | | FY19 WE Pay | (318.50) | 0.00 |
| | | | | | | 4228 | R 01 005 000 201 000 050 | | | | | | | | | | Original Receipt # 1462 | 318.50 | 0.00 |
| | | | | | | | | | | | | | | Receipt Total: | \$0.00 | \$0.00 | | | |
| | | | | | | | | | | | | | | Deposit Total: | \$0.00 | \$0.00 | | | |
| 1481 | 4228 | OLDN | CR0319 | | | | | | | | | | | | | | | | |
| FY19 School Deposit | | | | | | | | | | | | | | | | | | | |
| | | | 1481 | Credit | A | 03/06/19 | | Check | 1 | 1003 | | | | | | | SCHOOL DEPOSIT | | |
| | | | | | | 4228 | R 01 005 000 201 000 050 | | | | | | | | | | FY19 Lunch Pilot | 192.00 | 0.00 |
| | | | | | | 4228 | R 01 005 000 000 000 096 | | | | | | | | | | FY19 Box Tops for Education | 213.40 | 0.00 |
| | | | | | | 4228 | R 01 005 000 000 000 050 | | | | | | | | | | FY19 Grade 1 Field Trip | 814.00 | 0.00 |
| | | | | | | | | | | | | | | Receipt Total: | \$1,219.40 | \$0.00 | | | |
| | | | | | | | | | | | | | | Deposit Total: | \$1,219.40 | \$0.00 | | | |
| 1482 | 4228 | OLDN | CR0319 | | | | | | | | | | | | | | | | |
| FY19 School Deposit | | | | | | | | | | | | | | | | | | | |
| | | | 1482 | Credit | A | 03/06/19 | | Check | 1 | 1003 | | | | | | | SCHOOL DEPOSIT | | |
| | | | | | | 4228 | E 01 005 110 000 000 305 | | | | | | | | | | FY19 Background Checks | 111.00 | 0.00 |
| | | | | | | 4228 | R 01 005 000 000 000 620 | | | | | | | | | | FY19 Spiritwear | 145.00 | 0.00 |
| | | | | | | 4228 | R 01 005 000 000 000 050 | | | | | | | | | | FY19 Milk Sales | 498.00 | 0.00 |
| | | | | | | 4228 | R 01 005 000 000 000 096 | | | | | | | | | | FY19 Donations | 300.00 | 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 |
|----------------------|------|-------|--------|--------------|------------|--------------|----------|----------|----------|----------|------------------------|----------|----------|-----------------------|---------------------|----------------------------|
| 1482 | 4228 | OLDN | CR0319 | | | | | | | | | | | | | |
| FY19 School Deposit | | | | | | | | | | | | | | | | |
| | | | | 1482 | Credit | A | 03/06/19 | Check | 1 | 1003 | SCHOOL DEPOSIT | | | | | |
| | | | | | | | 4228 | E | 01 | 010 | 203 | 000 | 000 | 460 | | FY19 Houghton Mifflin |
| | | | | | | | | | | | | | | | 1,917.25 | 0.00 |
| | | | | | | | | | | | | | | Receipt Total: | \$2,971.25 | \$0.00 |
| | | | | | | | | | | | | | | Deposit Total: | \$2,971.25 | \$0.00 |
| 1483 | 4228 | OLDN | CR0319 | | | | | | | | | | | | | |
| FY19 School Deposit | | | | | | | | | | | | | | | | |
| | | | | 1483 | Credit | A | 03/06/19 | Check | 1 | 1003 | SCHOOL DEPOSIT | | | | | |
| | | | | | | | 4228 | R | 01 | 005 | 000 | 000 | 000 | 621 | | FY19 Book Fair |
| | | | | | | | | | | | | | | | 966.69 | 0.00 |
| | | | | | | | | | | | | | | Receipt Total: | \$966.69 | \$0.00 |
| | | | | | | | | | | | | | | Deposit Total: | \$966.69 | \$0.00 |
| 1484 | 4228 | OLDN | CR0319 | | | | | | | | | | | | | |
| FY19 School Deposits | | | | | | | | | | | | | | | | |
| | | | | 1484 | Credit | A | 03/06/19 | Check | 1 | 1003 | SCHOOL DEPOSIT | | | | | |
| | | | | | | | 4228 | R | 01 | 010 | 298 | 000 | 000 | 050 | | FY19 Cooking Club |
| | | | | | | | 4228 | R | 01 | 010 | 298 | 000 | 000 | 050 | | FY19 Dance Club |
| | | | | | | | | | | | | | | | 465.00 | 0.00 |
| | | | | | | | | | | | | | | | 2,750.00 | 0.00 |
| | | | | | | | | | | | | | | Receipt Total: | \$3,215.00 | \$0.00 |
| | | | | | | | | | | | | | | Deposit Total: | \$3,215.00 | \$0.00 |
| 1485 | 4228 | OLDN | CR0319 | | | | | | | | | | | | | |
| FY19 School Deposit | | | | | | | | | | | | | | | | |
| | | | | 1485 | Credit | A | 03/06/19 | Check | 1 | 1003 | SCHOOL DEPOSIT | | | | | |
| | | | | | | | 4228 | R | 01 | 005 | 000 | 201 | 000 | 050 | | FY19 Deposit Correction |
| | | | | | | | | | | | | | | | 1.00 | 0.00 |
| | | | | | | | | | | | | | | Receipt Total: | \$1.00 | \$0.00 |
| | | | | | | | | | | | | | | Deposit Total: | \$1.00 | \$0.00 |
| 1486 | 4228 | OLDN | CR0319 | | | | | | | | | | | | | |
| FY19 IDEAS | | | | | | | | | | | | | | | | |
| | | | | 1486 | Credit | A | 03/15/19 | Check | 1 | 1001 | MN DEPT OF EDUCATION | | | | | |
| | | | | | | | 4228 | B | 01 | 121 | 000 | | | | | FY18 LT Fac Maintenance |
| | | | | | | | 4228 | R | 01 | 005 | 000 | 000 | 000 | 201 | | FY19 Endow Fund Apportion |
| | | | | | | | 4228 | R | 01 | 005 | 000 | 000 | 000 | 211 | | FY19 General Education Aid |
| | | | | | | | | | | | | | | | 180.40 | 0.00 |
| | | | | | | | | | | | | | | | 5,816.21 | 0.00 |
| | | | | | | | | | | | | | | | 132,033.65 | 0.00 |
| | | | | | | | | | | | | | | Receipt Total: | \$138,030.26 | \$0.00 |
| | | | | | | | | | | | | | | Deposit Total: | \$138,030.26 | \$0.00 |
| 1487 | 4228 | OLDN | CR0319 | | | | | | | | | | | | | |
| FY19 WE Pay School | | | | | | | | | | | | | | | | |
| | | | | 1487 | Credit | A | 03/12/19 | Check | 1 | M | Miscellaneous Customer | | | | | |
| | | | | | | | 4228 | R | 01 | 005 | 000 | 201 | 000 | 050 | | FY19 We Pay School |
| | | | | | | | | | | | | | | | 77.00 | 0.00 |
| | | | | | | | | | | | | | | Receipt Total: | \$77.00 | \$0.00 |
| | | | | | | | | | | | | | | Deposit Total: | \$77.00 | \$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 |
|----------------------------|------|-------|--------|--------------|------------|--------------|----------|----------|----------|----------|------------------------|----------|----------|-----------------------|---------------------|-----------------------------|
| 1488 | 4228 | OLDN | CR0319 | | | | | | | | | | | | | |
| FY19 Old National Interest | | | | | | | | | | | | | | | | |
| | | | | 1488 | Credit | A | 03/29/19 | Check | 1 | 1006 | Old National | | | | | |
| | | | | | | | 4228 | R | 01 | 005 | 000 | 000 | 000 | 092 | | FY19 Interest Earnings |
| | | | | | | | | | | | | | | | 613.69 | 0.00 |
| | | | | | | | | | | | | | | Receipt Total: | \$613.69 | \$0.00 |
| | | | | | | | | | | | | | | Deposit Total: | \$613.69 | \$0.00 |
| 1489 | 4228 | OLDN | CR0319 | | | | | | | | | | | | | |
| FY19 We Pay School | | | | | | | | | | | | | | | | |
| | | | | 1489 | Credit | A | 03/22/19 | Check | 1 | M | Miscellaneous Customer | | | | | |
| | | | | | | | 4228 | R | 01 | 005 | 000 | 201 | 000 | 050 | | FY19 Pilot Lunch Program |
| | | | | | | | | | | | | | | | 66.50 | 0.00 |
| | | | | | | | | | | | | | | Receipt Total: | \$66.50 | \$0.00 |
| | | | | | | | | | | | | | | Deposit Total: | \$66.50 | \$0.00 |
| 1490 | 4228 | OLDN | CR0319 | | | | | | | | | | | | | |
| FY19 We Pay School | | | | | | | | | | | | | | | | |
| | | | | 1490 | Credit | A | 03/26/19 | Check | 1 | M | Miscellaneous Customer | | | | | |
| | | | | | | | 4228 | R | 01 | 005 | 000 | 201 | 000 | 050 | | FY19 Pilot Lunch Program |
| | | | | | | | | | | | | | | | 248.50 | 0.00 |
| | | | | | | | | | | | | | | Receipt Total: | \$248.50 | \$0.00 |
| | | | | | | | | | | | | | | Deposit Total: | \$248.50 | \$0.00 |
| 1491 | 4228 | OLDN | CR0319 | | | | | | | | | | | | | |
| FY19 IDEAS | | | | | | | | | | | | | | | | |
| | | | | 1491 | Credit | A | 03/29/19 | Check | 1 | 1001 | MN DEPT OF EDUCATION | | | | | |
| | | | | | | | 4228 | R | 01 | 005 | 000 | 000 | 000 | 211 | | FY19 General Education Aid |
| | | | | | | | 4228 | R | 01 | 005 | 000 | 000 | 740 | 360 | | FY19 Special Education |
| | | | | | | | 4228 | R | 01 | 005 | 000 | 000 | 348 | 300 | | FY19 Charter School Lease |
| | | | | | | | 4228 | R | 01 | 005 | 000 | 000 | 000 | 212 | | FY19 Literacy Incentive Aid |
| | | | | | | | | | | | | | | | 2,645.36 | 0.00 |
| | | | | | | | | | | | | | | | 81,872.36 | 0.00 |
| | | | | | | | | | | | | | | | 38,399.54 | 0.00 |
| | | | | | | | | | | | | | | | 9,433.78 | 0.00 |
| | | | | | | | | | | | | | | Receipt Total: | \$132,351.04 | \$0.00 |
| | | | | | | | | | | | | | | Deposit Total: | \$132,351.04 | \$0.00 |
| | | | | | | | | | | | | | | Report Total: | \$279,760.33 | \$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 |
|-------|--------|------|----|-----|-----|-------------|-------------|---|----|-----|-----|-----|-----|-----|---------------------|--------------|---------------|
|-------|--------|------|----|-----|-----|-------------|-------------|---|----|-----|-----|-----|-----|-----|---------------------|--------------|---------------|

Woodbury Leadership Academy
Long-Range Budget Projection Model
April 17, 2019

| | <i>Actual</i> <u>2017-2018</u> | <i>Projection</i> <u>2018-2019</u> | <i>Proposed Budget</i> <u>2019-2020</u> | <u>2020-2021</u> | <u>2021-2022</u> |
|---|-----------------------------------|---------------------------------------|--|------------------|------------------|
| | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 |
| Enrollment Projections | | | =3 classrooms | | |
| Number Students Grade HK | 4 | | | | |
| Number Students Grade K | 49 | 60 | 60 | 60 | 60 |
| Number Students Grade 1 | 55 | 65 | 66 | 66 | 66 |
| Number Students Grade 2 | 53 | 64 | 66 | 66 | 66 |
| Number Students Grade 3 | 40 | 66 | 66 | 66 | 66 |
| Number Students Grade 4 | 25 | 55 | 66 | 66 | 66 |
| Number Students Grade 5 | 28 | 38 | 54 | 66 | 66 |
| Number Students Grade 6 | 6 | 21 | 35 | 54 | 66 |
| Number Students Grade 7 | 0 | 14 | 19 | 32 | 49 |
| Number Students Grade 8 | 0 | 7 | 13 | 17 | 28 |
| Enrollment totals by state pupil unit weighting category | | | | | |
| Total Number of Students Grade K - 6 | 260 | 369 | 413 | 444 | 456 |
| Total Number of Students Grade 7-12 | 0 | 22 | 31 | 48 | 77 |
| Total Number of Students/ADM | 260 | 390 | 444 | 492 | 533 |
| Total Number of Current Year Pupil Units | 259.73 | 394.30 | 450.62 | 501.81 | 548.34 |

| State Revenue Assumptions and Calculations | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| General Education Rev: State Averages Per Pupil Unit | \$6,188 | \$6,312 | \$6,438 | \$6,535 | \$6,633 |
| Inflation Rate Assumption-Basic only | <u>2.0%</u> | <u>2.0%</u> | <u>2.0%</u> | <u>1.5%</u> | <u>1.5%</u> |
| Basic INCLUDING Transportation | \$6,188.00 | \$6,312.00 | \$6,438.24 | \$6,534.81 | \$6,632.84 |
| Gifted and Talented | 13.00 | 13.00 | 13.00 | 13.00 | 13.00 |
| Sparsity | 29.52 | 29.80 | 29.80 | 29.80 | 29.80 |
| Operating Capital | 226.41 | 226.59 | 226.59 | 226.59 | 226.59 |
| Equity | 120.95 | 117.35 | 117.35 | 117.35 | 117.35 |
| Transition Allowance | | | | | |
| Referendum | 189.20 | 181.96 | 181.96 | 181.96 | 181.96 |
| Transportation | (288.36) | 0.00 | 0.00 | 0.00 | 0.00 |
| Per Pupil Unit State Revenue | 6,478.72 | 6,880.70 | 7,006.94 | 7,103.51 | 7,201.54 |
| Pension Adjustment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Per Pupil Unit State Revenue | \$6,478.72 | \$6,880.70 | \$7,006.94 | \$7,103.51 | \$7,201.54 |
| Total General Education State Revenue | 1,682,718 | 2,713,060 | 3,157,442 | 3,564,639 | 3,948,890 |

Woodbury Leadership Academy
Long-Range Budget Projection Model
April 17, 2019

| | <i>Actual</i> <u>2017-2018</u> | <i>Projection</i> <u>2018-2019</u> | <i>Proposed Budget</i> <u>2019-2020</u> | <u>2020-2021</u> | <u>2021-2022</u> |
|--|-----------------------------------|---------------------------------------|--|------------------|------------------|
| | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 |
| | 6% | 7% | 8% | 8% | 8% |
| <u>Compensatory Revenue</u> | <u>per 1/4/17</u> | <u>per 7/3/18</u> | <u>per 3/25/19</u> | <u>estimate</u> | <u>estimate</u> |
| A: Number of Students prior yr. (current year for 1st year) | 238 | 257 | 391 | 444 | 492 |
| B: Number of Free Lunch Students prior yr. (or current year for 1st y | 15 | 19 | 30 | 34 | 38 |
| C: Number of Reduced Lunch Students prior yr. (current yr. for 1st y | 10 | 10 | 2 | 2 | 3 |
| D: Adjusted Counts = 100% Free, 50% Reduced - (A) | 20.00 | 24.00 | 31.00 | 35.23 | 39.02 |
| E: Concentration Portion | 0.08 | 0.09 | 0.08 | 0.08 | 0.08 |
| F: Concentration Factor (lesser of 1 or Conc. Portion/ .8) | 0.11 | 0.12 | 0.10 | 0.10 | 0.10 |
| G: PU = .6 * D * F | 1.26 | 1.68 | 1.84 | 2.09 | 2.32 |
| H: Initial Revenue | 7,277 | 9,912 | 11,103 | 12,820 | 14,428 |
| Miscellaneous Adjustment (Rounding) | (537) | (719) | (1,033) | | |
| I: Short Year Factor | 1 | 1 | 1 | 1 | 1 |
| Calculated Compensatory State Revenue ((A) x (B)) | 6,740 | 9,193 | 10,070 | 12,820 | 14,428 |

| <u>Building Lease Aid: Lesser of line a or b below:</u> | | | | | |
|--|----------------|----------------|----------------|----------------|----------------|
| Lease Aid Expense | 16,033 | 567,468 | 657,900 | 732,648 | 800,576 |
| a) Lease Aid Rev at \$1,314 per pupil unit as per state cap | <u>341,285</u> | <u>518,110</u> | <u>592,110</u> | <u>659,383</u> | <u>720,519</u> |
| b) Lease Aid Rev at Aid at 90% of Lease | <u>14,430</u> | <u>510,721</u> | <u>592,110</u> | <u>659,383</u> | <u>720,519</u> |
| Lesser of \$1,314.p.u. or 90% of lease payment | 14,430 | 468,310 | 592,110 | 659,383 | 720,519 |
| Estimated Proration of Lease Aid Revenue | <u>99.7%</u> | <u>100.0%</u> | <u>100.0%</u> | <u>100.0%</u> | <u>100.0%</u> |
| Total Prorated Building Lease Aid Revenue | 14,387 | 468,310 | 592,110 | 659,383 | 720,519 |
| Lease Aid Revenue per pupil unit (after proration) | <u>55</u> | <u>1188</u> | <u>1314</u> | <u>1314</u> | <u>1314</u> |

| <u>Building Lease Aid Analyticals:</u> | | | | | |
|--|-----------|-------------|-------------|-------------|-------------|
| Lease Aid Rev that would need to be generated to cover expense at 90%. | | | | | |
| Max per Statute is \$1,314 | <u>56</u> | <u>1295</u> | <u>1314</u> | <u>1314</u> | <u>1314</u> |
| How many more WADM would we need to maximize lease aid? | 0 | 0 | 0 | 0 | 0 |

| <u>Long-Term Facilities Maintenance Revenue</u> | | | | | |
|--|---------------|---------------|---------------|---------------|---------------|
| Revenue per Adjusted Pupil Unit | <u>85</u> | <u>132</u> | <u>132</u> | <u>132</u> | <u>132</u> |
| Total Long-Term Facilities Maintenance Revenue | 21,856 | 52,048 | 59,481 | 66,239 | 72,381 |

| <u>Special Education Revenue</u> | | | | | |
|---|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|
| State Special Education Aid and Tuition Billing | <u>Estimate - 94%</u> | <u>Estimate - 93%</u> | <u>Estimate - 92.5%</u> | <u>Estimate - 93%</u> | <u>Estimate - 93%</u> |
| | 189,346 | 329,171 | 340,493 | 356,004 | 370,233 |

**Woodbury Leadership Academy
Long-Range Budget Projection Model
April 17, 2019**

| | <i>Actual</i> <u>2017-2018</u> | <i>Projection</i> <u>2018-2019</u> | <i>Proposed Budget</i> <u>2019-2020</u> | <u>2020-2021</u> | <u>2021-2022</u> |
|--|-----------------------------------|---------------------------------------|--|------------------|------------------|
| | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 |
| | 0% | 0% | 0% | 0% | 0% |
| LEP (Limited English Proficiency) State Aid | <u>Estimate</u> | <u>Estimate</u> | <u>Estimate</u> | <u>Estimate</u> | <u>Estimate</u> |
| Prior Year LEP Eligible ADM | 1 | 14 | 4 | 7 | 7 |
| Current Year LEP Eligible ADM | 14 | 4 | 7 | 7 | 7 |
| ADM Served | 260 | 390 | 444 | 492 | 533 |
| Adjusted LEP ADM | 14 | 6 | 7 | 7 | 7 |
| LEP Marginal Cost Pupils | 20 | 20 | 20 | 20 | 20 |
| LEP Revenue | 14,080 | 14,080 | 14,080 | 14,080 | 14,080 |
| Concentration Portion | 0.0532 | 0.0103 | 0.0158 | 0.0142 | 0.0131 |
| Concentration Factor | 0 | 0 | 0 | 0 | 0 |
| LEP Pupil Units | 6 | 0.36 | 1 | 1 | 1 |
| LEP Concentration Revenue | 1,601 | 89 | 240 | 216 | 200 |
| Rounding Adjustment | | 7.5 | | | |
| Total LEP Aid | 15,681 | 14,177 | 14,320 | 14,296 | 14,280 |

General Fund Revenue Summary

| State Aids | | | | | |
|--|------------------|------------------|------------------|------------------|------------------|
| General Education Revenue | 1,682,718 | 2,713,060 | 3,157,442 | 3,564,639 | 3,948,890 |
| LEP Aid | 15,681 | 14,177 | 14,320 | 14,296 | 14,280 |
| Extended Time Revenue | 0 | 0 | 0 | 0 | 0 |
| Declining Enrollment | 0 | 0 | 0 | 0 | 0 |
| TRA/Pension Adjustment | 0 | 1,776 | 0 | 0 | 0 |
| Compensatory Revenue | <u>6,740</u> | <u>9,193</u> | <u>10,070</u> | <u>12,820</u> | <u>14,428</u> |
| Subtotal | 1,705,139 | 2,738,206 | 3,181,832 | 3,591,756 | 3,977,597 |
| Building Lease Aid | 14,387 | 468,310 | 592,110 | 659,383 | 720,519 |
| Prior Year Over/Under accruals | 19,048 | (20) | 0 | 0 | 0 |
| Long-Term Facilities Maintenance Revenue | 21,856 | 52,048 | 59,481 | 66,239 | 72,381 |
| Special Education Aid | 189,346 | 329,171 | 340,493 | 356,004 | 370,233 |
| Endowment Aid | 9,394 | 10,823 | 11,163 | 12,757 | 15,524 |
| Literacy Aid | 25,956 | 23,594 | 23,594 | 23,594 | 23,594 |
| Other Miscellaneous State Aid | 0 | 0 | 0 | 0 | 0 |
| Total State Aids | 1,985,126 | 3,622,131 | 4,208,672 | 4,709,733 | 5,179,848 |

Woodbury Leadership Academy
Long-Range Budget Projection Model
April 17, 2019

| | <i>Actual</i> <u>2017-2018</u> Year 4 | <i>Projection</i> <u>2018-2019</u> Year 5 | <i>Proposed Budget</i> <u>2019-2020</u> Year 6 | <u>2020-2021</u> Year 7 | <u>2021-2022</u> Year 8 |
|--|---|---|--|----------------------------|----------------------------|
| <u>Federal Revenue</u> | | | | | |
| Federal CSP Grant (Implementation 002 - 9/30/16) | 0 | 0 | 0 | 0 | 0 |
| Federal Special Ed and CEIS | 42,843 | 33,454 | 34,500 | 35,500 | 36,600 |
| PBIS Individuals with Disabilities Grant | 6 | 0 | 0 | 0 | 0 |
| Title I, II, IV | 5,025 | 8,850 | 10,300 | 11,600 | 12,800 |
| Total Federal Revenue | 47,874 | 42,304 | 44,800 | 47,100 | 49,400 |
| <u>Other Revenue</u> | | | | | |
| Interest Earnings | 178 | 2,400 | 7,000 | 115 | 120 |
| Donations and Grants | 21,928 | 2,500 | 0 | 0 | 0 |
| 200 Give to the Max | 2,740 | 6,291 | 5,000 | 0 | 0 |
| Fees from Students (Field Trip, Milk Sales, Pizza Friday, Other) | 17,367 | 31,000 | 31,000 | 35,000 | 38,700 |
| Miscellaneous Revenue | 9,140 | 2,000 | 0 | 0 | 0 |
| Sale of Merchandise/Fundraising/Net | 414 | 0 | 0 | 0 | 0 |
| 071 Third Party Billing | 0 | 0 | 0 | 0 | 0 |
| Total Other Revenue | 51,767 | 44,191 | 43,000 | 35,115 | 38,820 |
| Total Revenue | 2,084,766 | 3,708,626 | 4,296,472 | 4,791,948 | 5,268,068 |
| | 2,084,766 | 3,708,626 | 4,296,472 | 4,791,948 | 5,268,068 |

Woodbury Leadership Academy
Long-Range Budget Projection Model
April 17, 2019

| | <i>Actual</i> <u>2017-2018</u> | <i>Projection</i> <u>2018-2019</u> | <i>Proposed Budget</i> <u>2019-2020</u> | <u>2020-2021</u> | <u>2021-2022</u> |
|--|-----------------------------------|---------------------------------------|--|------------------|------------------|
| | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 |
| General Fund Expenditure Calculations | | | | | |
| <u>Budget Calculations</u> | 23.9% | 27.2% | 26.5% | 27.0% | 27.5% |
| 100's Salaries | 821,446 | 1,252,736 | 1,446,334 | 1,602,200 | 1,762,800 |
| 200's Benefits | 196,231 | 341,231 | 383,263 | 432,577 | 484,751 |
| 305 Contracted Services | 447,224 | 263,862 | 251,005 | 283,600 | 313,200 |
| 315 Technology Services | 15,153 | 17,730 | 17,500 | 19,800 | 21,900 |
| 320 Communications Services | 19,719 | 7,566 | 10,580 | 12,000 | 13,300 |
| 329 Postage | 893 | 2,500 | 2,900 | 3,300 | 3,600 |
| 330 Utilities | 119,360 | 69,810 | 91,733 | 93,600 | 95,500 |
| 340 Property and Casualty Insurance | 8,960 | 13,639 | 15,900 | 18,000 | 19,900 |
| 350 Repairs and Maintenance Services | 53,304 | 43,630 | 56,887 | 58,878 | 60,939 |
| 360 Student Transportation | 0 | 323,852 | 343,142 | 387,700 | 428,200 |
| 360 Field Trip Transportation | 5,494 | 7,700 | 8,887 | 9,844 | 10,659 |
| 366 Travel and conferences | 16,638 | 15,000 | 30,000 | 33,900 | 37,400 |
| 369 Field Trip Admissions/Registration Fees | 7,065 | 10,700 | 12,000 | 9,844 | 10,659 |
| Projected Lease Expense New Building - Aug 1, 2018 | | | 0 | 0 | 0 |
| Additional Lease Expense to maximize lease aid | | | 657,900 | 732,648 | 800,576 |
| 370 Lease Expense | 16,033 | 567,468 | 657,900 | 732,648 | 800,576 |
| 370 Other Rentals and Operating Leases | 42,482 | 750 | 11,472 | 13,000 | 14,400 |
| 380 Computer and Tech Related Hardware Rental | 9,273 | 9,285 | 9,285 | 10,500 | 11,600 |
| 401 Office Supplies/General Supplies/Marketing Materials | 20,751 | 29,500 | 46,300 | 52,300 | 57,800 |
| 401/455/456 Maintenance Supplies | 1,515 | 15,000 | 15,000 | 16,900 | 18,700 |
| 405 Non-Instructional Software and Licensing | 9,887 | 10,350 | 10,853 | 12,300 | 13,600 |
| 406 Instructional Software | 2,201 | 7,500 | 8,700 | 9,800 | 10,800 |
| 430/455/456 Instructional Supplies/Classroom Supplies | 7,391 | 33,000 | 26,400 | 29,800 | 32,900 |
| 460 Textbooks and Workbooks | 18,242 | 30,000 | 34,900 | 44,400 | 49,000 |
| 461 Standardized Tests | 3,104 | 7,000 | 8,100 | 9,200 | 10,200 |
| 470 Media/Library Resources | 0 | 2,000 | 2,000 | 2,300 | 2,500 |
| 490 Food Purchased | 2,334 | 6,000 | 3,300 | 3,200 | 3,500 |
| 520 Building Improvements | 0 | 33,763 | 125,000 | 70,000 | 77,300 |
| 530 Furniture and Other Equipment | 0 | 38,552 | 20,000 | 22,600 | 25,000 |
| 555/556 Technology Equipment | 1,799 | 7,500 | 30,000 | 33,900 | 37,400 |

**Woodbury Leadership Academy
Long-Range Budget Projection Model
April 17, 2019**

| | <i>Actual</i> <u>2017-2018</u> | <i>Projection</i> <u>2018-2019</u> | <i>Proposed Budget</i> <u>2019-2020</u> | <u>2020-2021</u> | <u>2021-2022</u> |
|--|-----------------------------------|---------------------------------------|--|------------------|------------------|
| | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 |
| 820 Dues and memberships | 28,130 | 30,530 | 33,567 | 35,900 | 38,400 |
| State Special Ed Expenditures / ESY | 201,432 | 353,947 | 368,100 | 382,800 | 398,100 |
| Federal Special Ed Expenditures, CEIS, PSI | 42,843 | 34,102 | 34,500 | 35,500 | 36,600 |
| Director's Discretionary Fund | 0 | 3,200 | 15,000 | 15,000 | 15,000 |
| Title I and II | 5,025 | 8,850 | 10,300 | 11,600 | 12,800 |
| Total Expenditures | 2,123,934 | 3,598,253 | 4,140,807 | 4,512,390 | 4,932,484 |
| | 2,123,928 | 3,598,253 | 4,140,807 | 4,508,890 | 4,928,984 |
| General Fund Net Income | (39,168) | 110,373 | 155,666 | 279,558 | 335,583 |
| Beginning General Fund Balance | <u>475,231</u> | <u>436,063</u> | <u>546,437</u> | <u>702,102</u> | <u>981,661</u> |
| Ending General Fund Balance | 436,063 | 546,437 | 702,102 | 981,661 | 1,317,244 |
| <i>Fund Balance Percentage</i> | 20.5% | 15.2% | 17.0% | 21.8% | 26.7% |
| <i>Target</i> | | | 17% | 18.5% | 20% |

| Community Service Revenue and Expenditure Summary | | | | | |
|--|----------------|-----------------|---------------|---------------|---------------|
| Fund 04 Program Revenue | 1,720 | 2,100 | 2,200 | 2,300 | 2,400 |
| Fund 04 Program Expenses | 5,607 | 32,530 | 2,200 | 2,300 | 2,400 |
| Community Services Fund Net Income | (3,887) | (30,430) | 0 | 0 | 0 |
| Beginning Community Service Fund Balance | 127,058 | 123,171 | 92,741 | 92,741 | 92,741 |
| Ending Community Service Fund Balance | 123,171 | 92,741 | 92,741 | 92,741 | 92,741 |

**Woodbury Leadership Academy
Long-Range Budget Projection Model
April 17, 2019**

| | <i>Actual</i> <u>2017-2018</u> Year 4 | <i>Projection</i> <u>2018-2019</u> Year 5 | <i>Proposed Budget</i> <u>2019-2020</u> Year 6 | <u>2020-2021</u> Year 7 | <u>2021-2022</u> Year 8 |
|--|---|---|--|----------------------------|----------------------------|
| Schoolwide Activity | | | | | |
| Total Revenues | 2,086,486 | 3,710,726 | 4,298,672 | 4,794,248 | 5,270,468 |
| Total Expenditures | 2,129,541 | 3,630,783 | 4,143,007 | 4,514,690 | 4,934,884 |
| Net Income - All Funds | (43,055) | 79,943 | 155,666 | 279,558 | 335,583 |
| Beginning Schoolwide Fund Balance | 602,289 | 559,234 | 639,178 | 794,843 | 1,074,402 |
| Ending Schoolwide Fund Balance | 559,234 | 639,178 | 794,843 | 1,074,402 | 1,409,985 |

Meeting: Governance Committee Regular Meeting

Date: Wednesday, April 10, 2019

Time: 4:15 P.M.

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



Meeting Minutes

Meeting Call to Order and Roll Call

Meeting Call to Order

At 4:15pm

Roll Call

All members of the committee were present

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

- 302 - Early Kindergarten Admission
- 419 - Tobacco Free Environment
- 506 - Student Discipline
- 514 - Bullying Prohibition
- 524 - Internet Acceptable Use and Safety
- 525 - Violence Prevention
- 714 - Fund Balance
- By-laws
- Employee Handbook

Discuss recommendations to the BOD: Presentation of the Bylaws and discussion of add "Up to" in the section of membership was discussed with WLA teachers on 4/5/2019 and a vote will be conducted. Recommend to remove policy 302/first reading 538 Enrollment, 524 Internet Acceptable Use and Safety, WLA ByLaws amendment/second reading 491 Tobacco and 514 Bullying

Status Update

Recommendation for Next WLA BOD meeting

Housekeeping

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

Date: Wednesday, May 8, 2019

Time: 4:15 P.M.

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

Adjournment

Adjournment

WOODBURY LEADERSHIP ACADEMY

Adopted: July 22, 2014

Amended: January 23, 2019

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to Woodbury Leadership Academy's computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to Woodbury Leadership Academy's computer system and the Internet, including electronic communications, Woodbury Leadership Academy considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to Woodbury Leadership Academy's computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Woodbury Leadership Academy expects that faculty will blend thoughtful use of Woodbury Leadership Academy's computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

Woodbury Leadership Academy is providing students and employees with access to Woodbury Leadership Academy's computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. Woodbury Leadership Academy's system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of Woodbury Leadership Academy and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of Woodbury Leadership Academy's system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of Woodbury Leadership Academy's system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of Woodbury Leadership Academy's system and Internet resources or accounts are considered unacceptable:

1. Users will not use Woodbury Leadership Academy's system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use Woodbury Leadership Academy's system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use Woodbury Leadership Academy's system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use Woodbury Leadership Academy's system to vandalize, damage, or disable the property of another person or organization, will not make

deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change Woodbury Leadership Academy's system software, hardware, or wiring or take any action to violate Woodbury Leadership Academy's security system, and will not use Woodbury Leadership Academy's system in such a way as to disrupt the use of the system by other users.

5. Users will not use Woodbury Leadership Academy's system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use Woodbury Leadership Academy's system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

a. This paragraph does not prohibit the posting of employee contact information on school webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related web pages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

1. such information is classified by Woodbury Leadership Academy as directory information and verification is made that Woodbury Leadership Academy has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information.

2. such information is not classified by Woodbury Leadership Academy as directory information but written consent for release

of the information to be posted has been obtained from a parent/guardian or eligible student. In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

c. These prohibitions specifically prohibit a user from utilizing Woodbury Leadership Academy's system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace", "Facebook", "Instagram", and "Twitter".

7. Users must keep all account information and passwords on file with the designated school official. Users will not attempt to gain unauthorized access to Woodbury Leadership Academy's system or any other system through Woodbury Leadership Academy's system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on Woodbury Leadership Academy's system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use Woodbury Leadership Academy's system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use Woodbury Leadership Academy's system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of Woodbury Leadership Academy. Users will not use Woodbury Leadership Academy's system to offer or provide goods or services or for product advertisement. Users will not use Woodbury Leadership Academy's system to purchase goods or services for personal use without authorization from the appropriate school official.

B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school premises also may be in violation of this policy as well as other school policies. Examples of such violations include, but are not limited to, situations where Woodbury Leadership Academy's system is compromised or if a school employee or student is negatively impacted. If Woodbury Leadership Academy receives a report of an unacceptable use originating from a non-school computer or resource, Woodbury Leadership Academy may investigate such reports to the best of its ability. Students or employees may be subject to

disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to Woodbury Leadership Academy's computer system and the Internet and discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. In the case of a school employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the director. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school employee, the director.

VI. FILTER

A. With respect to any of its computers with Internet access, Woodbury Leadership Academy will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide

research or other lawful purposes.

D. Woodbury Leadership Academy will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of Woodbury Leadership Academy's computer system and use of the Internet shall be consistent with school policies and the mission of Woodbury Leadership Academy.

VIII. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of Woodbury Leadership Academy's system, Woodbury Leadership Academy does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on Woodbury Leadership Academy's system.

B. Routine maintenance and monitoring of Woodbury Leadership Academy's system may lead to a discovery that a user has violated this policy, another school policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.

D. Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.

E. School employees should be aware that Woodbury Leadership Academy retains the right at any time to investigate or review the contents of their files and email files. In addition, school employees should be aware that data and other materials in files maintained on Woodbury Leadership Academy's system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

F. Woodbury Leadership Academy will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through Woodbury Leadership Academy's system.

IX. INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of Woodbury Leadership Academy.

B. This policy requires the permission of and supervision by the school's designated

professional staff before a student may use a school account or resource to access the Internet.

C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, ~~and the supervising teacher~~. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL LIABILITY

Use of Woodbury Leadership Academy's system is at the user's own risk. The system is provided on an "as is, as available" basis. Woodbury Leadership Academy will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or non-deliveries of information or materials, regardless of the cause. Woodbury Leadership Academy is not responsible for the accuracy or quality of any advice or information obtained through or stored on Woodbury Leadership Academy's system. Woodbury Leadership Academy will not be responsible for financial obligations arising through unauthorized use of Woodbury Leadership Academy's system or the Internet.

XI. USER NOTIFICATION

A. All users shall be notified of Woodbury Leadership Academy policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school policies.
2. Disclaimers limiting Woodbury Leadership Academy's liability relative to:
 - a. Information stored on school diskettes, hard drives, or servers.
 - b. Information retrieved through school computers, networks, or online resources.
 - c. Personal property used to access school computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school

sponsored/managed Internet accounts.

4. Notification that, even though Woodbury Leadership Academy may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.

6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by other WLA policies.

7. Notification that, should the user violate Woodbury Leadership Academy's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of Woodbury Leadership Academy's system and of the Internet if the student is accessing Woodbury Leadership Academy's system from home or a remote location.

B. Parents will be notified that their students will be using school resources/accounts to access the Internet and that Woodbury Leadership Academy will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.

5. A statement that Woodbury Leadership Academy's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

A. Woodbury Leadership Academy's administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.

B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. Woodbury Leadership Academy internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

Revised: May 2, 2016

Amended: December 19, 2017

538 ENROLLMENT ADMISSIONS POLICY

I. PURPOSE

Woodbury Leadership Academy follows Federal and State Department of Education regulations, guidelines, and practices regarding enrollment of all students. It is the policy of Woodbury Leadership Academy to comply with Federal and State laws prohibiting discrimination. Woodbury Leadership Academy will not discriminate with regard to a person's age, color, creed, culture, disability, ethnic, origin, family care leave status, gender, marital status, political affiliation, status with regard to public assistance, race, religion, sexual preference/orientation, socioeconomic status, veteran's status or any other protected class.

II. DEFINITIONS

"Enrolled" means when the application is received and a student is placed in an open position within a grade level and enrollment forms has been received by the school.

"Enrollment Committee" will include at least one (1) board member, one (1) office staff and the Executive Director.

III. GENERAL STATEMENT OF POLICY

- A. All applications for the following school year will be available the first business day in December for pickup at the school or on the website at www.wlamn.org.
- B. All applications must be received by the school by the last business day in January. All applications will be stamped according to date and time received.
- C. If there are more applications received than available openings at any one grade level a lottery will take place on the first business day in February.
- D. Conditions for Enrollment:
 - 1. Students must be 5 years old by September 1st of the year in which they start kindergarten.

2. Students currently attending WLA do not need to reapply.
- E. When a vacancy occurs because of a student withdrawal, the school may fill the seat immediately.
1. Any vacancy due to student withdrawal will be offered to the first student on the waitlist.
 2. If a student does not accept a position, s/he will forfeit his/her position on the waitlist, and the current position shall be offered to the next student on the list.
 3. A Student Withdrawal Form may be completed and returned by a parent/guardian to the Woodbury Leadership Academy business office. To obtain the Student Withdrawal Form, please contact the business office.
 4. Woodbury Leadership Academy will recognize a request of records from another school district with a parent/guardian signature as official notification of that student's withdrawal.
- F. If a lottery is needed, new applications will be generated by the enrollment committee
- G. Following a lottery, a waitlist for an upcoming school year shall be constructed and maintained until the next lottery date as follows:
1. Woodbury Leadership Academy shall maintain three preference lists, one for those with sibling preference, one for those with staff preference, and one for those with no preference.
 - a. These waitlists shall be exhausted in priority order:
 - All students on the sibling preference list are offered a seat prior to any student on the staff preference list.
 - All students on the staff preference list are offered a seat prior to any student on the general wait list.
 - After preference is given to both sibling and staff, the general wait list will be offered a seat.
 2. Students whose parents later accept an offer of full-time employment at Woodbury Leadership Academy may be moved to the bottom of the staff preference list.
 3. Students who submit a complete application for an enrollment to a grade level that is at capacity after the lottery date will be added to the bottom of the applicable preference list in the order in which the complete application was received.
- H. Students on a current year waitlist will not carry over into a lottery for the upcoming school year. If they have not accepted a seat prior to the next lottery, a new application will need to be received.
- I. Woodbury Leadership Academy may consider lack of response to an offer of enrollment a decline of the offer.
1. Necessary timelines for response will be outlined in offer letters and will be the same for all offers extended at the same time.

2. Timelines for response will be no less than five business days and no more than ten business days.

Note: The applicability and enforceability of this Policy 538 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.

WOODBURY LEADERSHIP ACADEMY

Adopted: May 27, 2014

Amended:

419 TOBACCO-FREE ENVIRONMENT

I. PURPOSE

- A. Woodbury Leadership Academy recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and non-users. The board believes that the use or promotion of tobacco products on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors.
- B. The board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.
- C. The board acknowledges that adult staff and visitors serve as role models for students. The board embraces its obligation to promote positive role models in schools, and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke and tobacco use for the students, staff, and visitors. Therefore, the board adopts the following tobacco-free policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be a violation of this policy for any student of Woodbury Leadership Academy to possess, use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property or at off-campus, school-sponsored events.
 - B. It shall be a violation of this policy for any staff, administrator, or visitor of Woodbury Leadership Academy to use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property.
 - C. It shall be a violation of the policy for any staff, administrator, or visitor of Woodbury Leadership Academy to use, consume, display, or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any off-campus, school sponsored events.
 - D. It shall be a violation of this policy for Woodbury Leadership Academy to solicit or accept any contributions, gifts, money, curricula, or materials from the electronic cigarette industry, tobacco industry, tobacco-related device industry or from any tobacco products shop. This includes, but is not limited to, donations,
-

monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall also be a violation of this policy to participate in any type of service funded by any of the industries listed above.

- E. It shall be a violation of this policy for any person to promote, or for Woodbury Leadership Academy to promote or allow promotion of tobacco products, tobacco-related devices, or e-cigarettes on the school property or at off-campus, school-sponsored events. This includes promotion of these products via gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials.
- F. Woodbury Leadership Academy shall act to enforce this policy and to take appropriate action against any student, staff, administrator, or visitor who is found to have violated this policy.

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 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 any other product name or descriptor.
- B. “Smoking” means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. “Smoking” also includes the use of an e-cigarette that creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.
- C. “Tobacco product” means any products containing, made, or derived from tobacco that are 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, including but not limited to, cigarettes; cigars; little cigars; cheroots; stogies; periques; 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. Tobacco products exclude any tobacco product that has been approved by the U.S. 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.
- D. “Tobacco-related devices” means ashtrays, cigarette papers or pipes for smoking or electronic cigarettes or any components, parts, or accessories of electronic cigarettes, including cartridges.
- E. “School property” means all facilities and property, including land, whether owned, rented, or leased by Woodbury Leadership Academy, and all vehicles

- owned, leased, rented, contracted for, or controlled by Woodbury Leadership Academy used for transporting students, staff, or visitors.
- F. “Lighter” means a mechanical or electrical device typically used for lighting tobacco products.
 - G. “Administrator” means any person who has administrative authority to enforce school policies and penalties in Woodbury Leadership Academy, including but not limited to principals, vice-principals, or office personnel.
 - H. “Student” means any person enrolled in Woodbury Leadership Academy’s educational system.
 - I. “Staff” means any person employed by Woodbury Leadership Academy as full or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or profits paid by Woodbury Leadership Academy or anyone working on a volunteer basis. This term includes, but is not limited to: faculty, service personnel, volunteers, chaperones, and others working for Woodbury Leadership Academy.
 - J. “Visitor” means any person subject to this policy that is not a student, staff, or administrator as defined above.

IV. EXCEPTIONS

- A. It shall not be a violation of this policy for an adult Native American to use tobacco as part of a traditional Native American spiritual or cultural ceremony. A Native American is a person who is a member of a federally recognized Indian tribe.
- B. It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes to be included in instructional or work-related activities at Woodbury Leadership Academy if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.
- C. It shall not be a violation of this policy to use a product that has been approved by the U.S. 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

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of both tobacco-users and non-users. All individuals on school premises including students, staff, administrators, and visitors share in the responsibility for adhering to and enforcing this policy.

A. Students

1. The first violation shall result in any or all of the following: confiscation of tobacco products, notification of parents, meeting and assessment with

substance abuse educator or designated staff, participation in tobacco education program, offering student information about available cessation programs, and suspension/expulsion.

2. The second violation shall result in any or all of the following: confiscation of tobacco products, notification of parents, offering student information about available cessation programs, as well as any or all of the following: meeting and assessment with substance abuse educator or designated staff with parents or mandatory participation in tobacco education program, and suspension/expulsion.
3. The third violation shall result in any or all of the following: confiscation of tobacco products, notification of parents, and offering student information about available cessation programs, notification of police, meeting and assessment with substance abuse educator or designated staff, community service or suspension/expulsion.

B. Staff

1. The first violation shall result in a verbal warning to the staff member.
2. The second violation shall result in a written warning to the staff member with a copy placed in his or her personnel file.
3. The third violation shall be considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and/or dismissal of staff.

C. Visitors

1. Visitors who are observed violating this policy shall be asked to comply with Woodbury Leadership Academy's tobacco-free policy. If the visitor fails to comply with the request, his or her violation of the policy may be referred to the Executive Director or supervisor. They shall make a decision on further action that may include a directive to leave school property including forfeiture of any fee charged for admission to a school-sponsored event. Repeated violations may result in a recommendation to the superintendent to prohibit the individual from entering school district property for a specified period of time. If he or she refuses to leave, the police may be called.

VI. DISSEMINATION OF POLICY

- A.** Woodbury Leadership Academy may notify students and parents/guardians of this policy through student handbook.
 - B.** The school may make tobacco-free reminder announcements in the classroom and at schoolwide events, when possible.
-

Woodbury Leadership Academy

Adopted: _____

302: EARLY ADMISSION TO KINDERGARTEN POLICY

I. PURPOSE

State law requires that Kindergarten students must attain the age of five years on or prior to September 1 of the enrollment year, unless the local school board has adopted a policy for early enrollment in select cases. Woodbury Leadership Academy's mission is to provide all students with a rigorous education, build leadership skills, and foster high expectations. Some students with exceptionally advanced abilities may require placement beyond their traditionally scheduled grade level. The purpose of this policy is to explain criteria for early admission to Kindergarten at Woodbury Leadership Academy.

II. GENERAL STATEMENT OF POLICY

Woodbury Leadership Academy recognizes that beginning school before the age of five may be appropriate for some children and therefore allows early enrollment in Kindergarten in select cases.

III. OTHER CONDITIONS

In order to be eligible for early admission consideration, components 1 through 3 must be completed one week before the admission lottery date. The information will be reviewed and components 4 and 5 will be discussed at that time. If components 1 through 3 are not completed one week before the admission lottery date, the child will not be included in the admission lottery.

1) Woodbury Leadership Academy requires the child undergo a comprehensive psychological, developmental, and academic evaluation performed by a licensed psychologist or relevant school officials responsible for academic testing. The school may request to see results for a variety of assessments. The child must achieve a measured score in the superior range on a nationally-normed standardized intellectual and/or academic assessment test appropriate for 3 to 5 year olds such as but not limited to:

- Wechsler Intelligence Scales for Children,
- Stanford-Binet Intellectual Assessment Scale (5th Edition)
- Stanford-Binet, Form L-M,
- Reynolds Intellectual Assessment Scales,
- Kaufman Assessment Battery for Children (2nd Edition)
- Differential Ability Scales
- MCA-II or other standardized, academic tests

2) The child must be recommended for early admission to Kindergarten by a licensed psychologist and/or school official responsible for testing. The parent/guardian is solely

Woodbury Leadership Academy

responsible for the cost of any evaluations. This requirement may be waived upon mutual agreement of the parents and faculty of Woodbury Leadership Academy.

3) The child must have attended a formal preschool or other non-home educational setting and must be recommended by the staff of this other program for early admission to Kindergarten through our short questionnaire about the child's development. The child's teacher must complete Woodbury Leadership Academy's Child Development Questionnaire. The parent should give the questionnaire to their child's teacher with a stamped addressed envelope so that the teacher can return the questionnaire directly to Woodbury Leadership Academy.

4) The child must be physically and developmentally capable of the demands and activities of the school day (i.e. toilet, lunch, physical education routines, following a sequence of directions, etc.) Woodbury Leadership Academy may ask the parent to provide physician certification for this capability.

5) The child must undergo a skills and developmental screening based on the curriculum of our Kindergarten program. Woodbury Leadership Academy is looking for 70-80% mastery of Woodbury Leadership Academy Kindergarten benchmarks in order to approve early admission.

IV. PLACEMENT DECISIONS

Decisions for consideration for Early Admission to Kindergarten will be made by the school administration with input from the Kindergarten teachers. The decision of the administration is final. Note: All decisions for early admission to Kindergarten are provisional (i.e., on a trial basis). If it is later determined by the faculty and the administration that the early admission is not resulting in a successful outcome, placement at Woodbury Leadership Academy may need to be reconsidered.



March ____, 2019

Kathy Mortensen
Executive Director
Woodbury Leadership Academy
8089 Globe Dr.
Woodbury, MN 55125

Re: Agreement of Understanding between Wildamere Capital Management LLC or its successor (“Wildamere”) and Woodbury Leadership Academy or its affiliated building company or successor (“Client”) regarding Project Management services

Dear Mrs. Mortensen:

I am happy to provide this letter agreement (“Agreement”) setting forth the understanding of services that Wildamere has agreed to provide to the Client regarding improvements being considered in Client’s school facility located at 8089 Globe Drive, Woodbury, MN (the “Property”). Wildamere will assist the Client as outlined in this Agreement subject to the following terms and conditions:

Project Management for F.Y. 2020 Improvements.

Wildamere is hereby exclusively retained by the Client to manage the pre-construction, planning, and construction process for the improvements to be located at the Property (collectively, the “Project Management”). Wildamere will coordinate all proposals, planning, and the bidding process from a minimum of three different contractors and Colliers Architecture, LLC (“Colliers”) to design and construct certain improvements outlined below (“Project”).

Project: Remodel the 1st floor of Premise:

- Add a corridor behind admin area for better circulation from the gym to classrooms on the south of building
- increase the efficiency of admin area to allow for a nurse room and larger lounge.
- add a bathroom for the nurse room
- add a bathroom for staff
- change flooring in certain spaces.

The list above is a general overview and can change based on the final scope of work and amount bid. The Client’s desired budget for this scope of work shall not exceed \$125,000. Client’s desired timeline to complete the project is no later than August 15, 2019.

Additionally, it is understood that this Project will need certain building permits from the City of Woodbury (the “City”). Wildamere will coordinate with Colliers and the contractor all submittals to obtain such approvals and/or permits.

For providing these Project Management services to the Client, the Client agrees to pay Wildamere a flat fee of \$7,500 (“Project Fee”) payable in increments outlined below:

- Half will be earned and paid upon the Project obtaining appropriate permits from the City.
- The remaining portion of the Project Fee will be paid upon substantial completion of the Project

Wildamere will keep and use all information provided by the Client or Client’s representatives in confidence, and will use such information solely for the purposes of this engagement (including disclosure to prospective service providers to the extent authorized by the Client), provided, however, that Wildamere may make such other disclosures that Wildamere is legally required to make, and may further disclose any such information as is reasonably necessary to establish any legal defense or to exercise its rights under this Agreement. Each party agrees not to disclose the contents of this Agreement except as may be required by law or to the extent necessary to enforce such party’s rights hereunder.

The Client agrees to defend, indemnify and hold harmless Wildamere, its shareholders, officers, directors, licensors, employees and agents, from and against any and all claims, lawsuits, harm, costs, losses, liabilities, damages and expenses, including, but not limited to, attorneys' fees, costs and related expenses, to the extent caused by an act or omission of the Client or for any breach or failure to perform any provision of this Agreement by the Client. If the Client fails to perform its obligations under this Agreement, Wildamere is entitled to seek all rights and remedies that it may have at law or in equity.

This Agreement contains the entire agreement among the parties relating to the subject matter hereof and supersedes all oral statements and prior writings. This Agreement may only be modified by a written agreement of the parties. Neither party may assign this letter without the prior written consent of the other, except in connection with a merger or sale of substantially all of its assets. This Agreement shall be governed by, and construed in accordance with, the internal laws of the State of Minnesota. Each party waives any right to claim or recover any, special or punitive damages which may arise from the transactions contemplated herein. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one and the same instrument.

Should you or your colleagues and affiliates have questions regarding this agreement, please call Shawn Smith, who is reachable via phone (952) 746-3403 or email ssmith@wildamere.com.

Regards,

WILDAMERE Capital Management LLC



Shawn Smith

Vice President

The undersigned has read and agrees with the terms and conditions set forth in this Agreement, and further acknowledges and agrees that the consideration that it will receive as set forth herein is sufficient and adequate.

Woodbury Leadership Academy

By: _____

Name: _____

Title: _____



January 25, 2019

To: Dr. Kathy Mortensen, Executive Director
Woodbury Leadership Academy
8089 Globe Drive
Woodbury, MN 55125

RE: Architecture Planning & Programming Services at
- Woodbury Leadership Academy, 8089 Globe Drive

Dr. Mortensen,

We are pleased to offer this proposal for professional design services – related to improvements, and long range planning, for the current home of Woodbury Leadership Academy (WLA) at 8089 Globe Drive in Woodbury. Our understanding is that our services would address two separate parts:

1. Design Development & Construction Documents, 2019 Remodel Projects
2. Programming & Planning Study – to examine future school growth and maximizing use of the current building & site. This study will focus on the following elements:
 - a. Expansion of the school to full occupancy of the 8089 building (levels 1, 2 and 3)
 - b. Future development of the 8089 site (gymnasium and connection to the school building, outdoor play areas and sport courts, improved bus and auto parking / circulation, etc.

For all of the items above; descriptions of the services we propose to provide – and associated terms, fees, and information – are included on Attachment A – Agreement for Professional Services.

If this proposal is approved – please sign where indicated on the last page; and return one copy to us for our records. If you have any questions, or wish to discuss details, please call me at (952) 897-7836.

We appreciate this opportunity – and look forward to helping you plan for the future growth of Woodbury Leadership Academy!

Respectfully,

A handwritten signature in black ink, appearing to read "Douglas Feickert".

Douglas Feickert, AIA
Director of Design, Arch. Services
Colliers Architecture, LLC



Attachment A – Agreement for Professional Services

1. Design Services – Part I:

Design Development / Construction Documents – 2019 Projects

- A. This component will include full architectural design for minor remodel projects anticipated to be completed in 2019 – to improve the school’s use of level one and two of the existing building. These improvements include:
- Renovation of the vet services area to provide usable classroom and office spaces
 - Remodel of the work room / file storage room areas to improve access from administrative staff areas
 - Remodeling of current storage areas to provide a connecting hallway between the level one classroom corridor, the physical fitness area, and the administrative suite
 - Addition of two small restrooms intended for staff use
 - Addition of a back door and/or wall to improve acoustic separation between the administrative suite and the open physical fitness area.
 - Potential changes to assigned uses for some of the classrooms spaces on level two.
- B. The Architect will prepare initial design drawings (plans, elevations, sketches) to refine and confirm the design direction. The Architect will meet with the Client and Construction team to incorporate feedback, to finalize design layout, finish and detail decisions, and to address comments for constructability, code compliance, and budgeting.
- C. Once the design direction, and budget, are final - the Architect will prepare a complete Construction Document package for the Project and assist the Client through the construction phase of the work.
- D. We anticipate that a total of four design meetings will be required with the WLA team to complete the design development and construction document process.
- E. Construction Documents will include formal plans, sections, elevations, details and other notes and specifications as necessary for a Contractor to perform the Work.
- 1) Construction documents will be certified by a licensed professional Architect and/or licensed Engineer(s), registered to practice in the state of Minnesota.
 - 2) Construction documents will be suitable for review and approval by the Building Inspections authority, and for use in obtaining a building permit.
- F. Bidding: Our services do not include a bid management or cost estimating process. We assume that coordination of bids, budgeting, and sub-contractor selection will be performed by the project General Contractor or Construction Manager.



- G. Permits: Completed construction documents will be submitted to the appropriate municipal authorities to begin reviews for building permits, sewer access charges, etc.
- 1) Costs for various municipal, state, county or other permits are not the responsibility of the Architect. This includes building permits; sewer / water use applications; zoning fees, variance or conditional-use applications; health department reviews & permits; storm-water or watershed district reviews or permits; etc. We assume that all costs for permits and reviews – are the responsibility of the Client and/or Contractor.
 - 2) The Architect will make reasonable efforts to assist in the permit and approval processes by providing application forms, submitting project information, responding to questions, or attending meetings when required with authorities or officials.
- H. Construction Documents will also be provided to the Client and Construction team for final review and comments. All responses received during permit reviews, and client reviews – will be incorporated into a 'For Construction' drawing set. These final drawings & specifications will be issued to the Contractor for use in construction.
- I. Construction Administration: The Architect will provide basic administrative services during the construction phase of the project, such as:
- 1) Periodic site visits to observe if construction is generally in accordance with the construction documents (3 visits assumed under this proposal).
 - 2) Review and approve shop drawings, product data and samples for conformance with the construction document design intent.
 - 3) As needed, prepare Change Orders and drawing revisions to illustrate changes in the Work; and to respond to field requested clarifications.
 - 4) Review and comment on Contractor Requests for Payment.
 - 5) Determination of the Dates of Substantial Completion and Final Completion, including a 'punch-list' walk through of the completed project areas with the Client (1 additional site visit assumed).
 - 6) Prepare drawing revisions and issue updates to the construction team. Drawing revisions for typical CA phase services are intended to address minor alterations due to existing conditions; coordination of construction processes; clarification of design intent, etc. If drawing revisions are required due to Client requested changes to the design – the Architect will be entitled to compensation for Additional Services (per 'compensation' and 'terms and conditions' section of this document).
-



2. Design Services – Part II: Programming / Planning for full building occupancy & future site development

- A. Programming: The programming study will assess data illustrating the school's functional needs; and translate those needs into physical / space requirements. The programming exercise will evaluate:
- Student counts & anticipated growth, including the number, size & type of classrooms
 - Support spaces for staff, supplies, storage, utilities, and administration
 - Spaces for physical education; arts / performance; foodservice; and/or assembly
 - Outdoor functions such as play areas, bus parking and drop-off, employee and visitor parking, traffic flow, building access, etc.
- B. School Building Planning: The Architect will prepare plans and sketches illustrating how program needs can fit into the existing building. The plans will assess potential changes to uses on levels one and two; and the full build-out of level three after WLA takes over occupancy of that level.
- C. Future Building Planning: The Architect will prepare plans and sketches illustrating the size, location and layout for future building addition(s) that can be accommodated on the property. During this exercise we will address City zoning restrictions, and potential building code impacts to any future building. Conceptual plans of the future building will be developed based on the functions and data established through the programming effort (item B above).
- D. Future Site Planning: The Architect will prepare plans and sketches illustrating potential redevelopment of the site. Changes to the site will be studied to address outdoor play and sport areas, vehicle and pedestrian movements, traffic flow, bus parking and drop-off locations, and auto parking for staff, parents, visitors and for events.
- E. During the development of conceptual plans for the building(s) and site – the Architect will present options for WLA review; and incorporate feedback and make revisions as requested. Plans and sketches will be preliminary in nature – to allow for decisions about sizes, layout and the fit with anticipated needs. These conceptual plans will not be developed to a level suitable for obtaining permits or performing construction.
- F. The Architect will provide case studies and images to WLA – to facilitate discussions about styles, materials, colors, and other design elements. The case studies will help the team establish design preferences, expected quality levels, and to guide discussions about timing and budgets for future projects.
- G. We anticipate that a total of six meetings will be required with the WLA team to complete the programming and concept design / planning items identified above. At the completion of the process – the Architect will deliver a report to the school that includes a record copy of the program data and the approved conceptual design drawings / sketches.
-



3. Consultant Design Services:

None included at this time (refer to section on 'Exclusions')

4. Exclusions (items not included in Architect's Basic services / fees):

- A. Site Survey: We assume that a professionally prepared survey of the existing site for use by the design team – will be provided by others.
 - B. Geotechnical Report / Soil Borings: We assume, that at a future date, the Client will provide a report by a professional Engineer documenting on-site borings, with conclusions of the site's geotechnical properties, and recommendations for design of building and site features.
 - C. Civil Engineering / Site Design: (site grading, site utilities, storm-water management systems, parking and drive areas, and landscaping / irrigation)
 - D. Structural Engineering
 - E. Design Consultants / Systems Engineering: Engineering or design services for mechanical, plumbing, fire protection, fire alarm, electrical, lighting, and low voltage systems are not included as part of this proposal. Commonly, these systems are designed by project Sub-Contractors, or by independent consulting engineering firms.
 - F. Furnishings, Equipment and Art: We have not included services related to the selection, design, and/or specification of furniture, retail display fixtures, window treatments, loose equipment, or artwork.
 - G. Signage / Graphics: We expect that design and procurement information for building signs, identification, interior way-finding and other signs/graphics are not part of the Architect's scope of Work.
 - H. Planning / Approvals: The preliminary studies described in this agreement do NOT include formal submittals for site planning reviews, conditional use permits, variances, re-zoning, or other extensive review processes with City or County authorities. If desired during this planning / programming phase – the Architect will facilitate one meeting with City planning staff to generally discuss planned improvements, and the processes for future design and development actions.
 - I. **Renderings or marketing / presentation materials: This proposal assumes that no 3D models or renderings are required.** If necessary – we can provide a separate price for these items once a quantity and expectations are known; or this work can be done on an hourly basis.
 - J. Sustainable Certification: We assume this project will not include sustainable design processes, such as those required for LEED, B3, etc.
-



5. Compensation:

For the items described above – the Architect will perform the Basic Services described herein, on an hourly fee basis. Our anticipated fees for the two separate portions of work are as described below:

Design Services – Part I:
Design Development / Construction Documents – 2019 Projects.
Fee: Hourly using standard rates – not to exceed \$6,500.00

Design Services – Part II:
Programming & Planning for full building occupancy; and site / building development
Fee: Hourly using standard rates – not to exceed \$9,500.00

Note: *Fees listed do not include reimbursable expenses - see below*

6. Terms and Conditions:

- A. The compensation described above may be modified by one of the following:
- o Additional Services; which require an amendment to this agreement describing adjusted Scope of Work, and corresponding change to the compensation amount, executed by both Architect and Client.
 - o Reimbursable Expenses; and normal costs incurred by the Architect and its Consultants for the benefit of the project including, but not limited to, prints/plots, copies, postage, renderings, mileage, etc. Reimbursable expenses shall be paid by the Client at 1.10 times their direct cost to the Architect. For a project of this size – **we anticipate that reimbursable expenses would not exceed \$150 for the duration of the project.**
- B. Invoices will be issued monthly, with payment due 25 days after date on invoice. Unpaid invoices accrue interest at the rate of 1.5 percent per month. Colliers Architecture reserves the right to suspend work on the project due to non-payment of invoices.
- C. Reasonable and appropriate care was used in preparation of our proposal, but that does not guarantee further unforeseen or concealed items that may exist at the project site or changes in the process that may occur. If the scope of work changes, as requested by the Owner - Colliers Architecture shall be entitled to an equitable adjustment to the contract amount.
- D. The Client may terminate this Agreement upon written notice to Colliers Architecture. Upon termination, Colliers Architecture is entitled to compensation for work performed and reimbursable expenses incurred as of the date of receipt of such written termination notice.



E. Additional services requested, that extend beyond the Scope of Work described above will be invoiced at standard hourly rates, or as negotiated prior to commencement of service. Additional services will only be provided after receiving written authorization from the Client.

F. Hourly Rates:

| | | | |
|--------------------|-------|-------------------------|-------|
| Director | \$175 | Interior Designer | \$120 |
| Project Manager | \$155 | Technician / Designer 2 | \$120 |
| Project Architect | \$135 | Technician / Designer 1 | \$100 |
| Senior Job Captain | \$125 | Clerical | \$ 90 |

7. Approval / Authorization:

THIS AGREEMENT AGREED TO, AND ACCEPTED BY:

For Colliers Architecture, LLC:

Signature: _____
Name: Douglas Feickert
Director of Design, Colliers Architecture, LLC
Date: _____

For Client:

Signature: _____
Name: _____
Title: _____
Representing: _____
Date: _____

End of Document.

MARTIN LAW FIRM PLLC
11841 DUNHILL ROAD, EDEN PRAIRIE, MN 55344
JMARTINLAWFIRM@GMAIL.COM
612-581-8450

March 28, 2019

Kathy Mortensen
Woodbury Leadership Academy
8089 Globe Drive
Woodbury, MN 55076

Re: File Transfer

Dear Ms. Mortensen:

I will be opening Martin Law Firm PLLC on April 1. My new email address will be jmartinlawfirm@gmail.com and the phone number is 612-581-8450. My new address will be 11841 Dunhill Road, Eden Prairie, MN 55344.

I will continue to practice in all areas of employment law, labor law, investigations, education law (data practices, Open Meeting Law, training, etc.) and serving as a hearing officer in expulsion hearings. My rates will remain the same. Thank you for the past opportunities you have given me to work with you.

If you would like to have Martin Law Firm PLLC and Jim Martin continue to represent your organization in the areas listed above and please sign and return the attached file transfer form.

Thank you for allowing me to serve your organization in the past and I wish you continued success.

Sincerely,

James K. Martin

James K. Martin
Martin Law Firm PLLC
jmartinlawfirm@gmail.com
612-581-8450

Kathy Mortensen
Woodbury Leadership Academy
8089 Globe Drive
Woodbury, MN 55076

March 28, 2019

Martin Law Firm PLLC
Attention: James Martin
11841 Dunhill Road
Eden Prairie, MN 55344

Re: File Transfer

This letter authorizes Booth Law Group to transfer the above client files, including all original and electronic client documents to:

Martin Law Firm PLLC
Attention: James K. Martin
11841 Dunhill Road
Eden Prairie, MN 55344

Thank you for your assistance.

Date

Client Signature

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WOODBURY LEADERSHIP ACADEMY
2018-2019 SCHOOL YEAR
REVISED SCHEDULE
166 STUDENT CONTACT DAYS
(Board approved on _____, 2019)
SCHOOL CALENDAR

- Aug. 23-24 New Teacher Workshop
- Aug. 27-31 All Staff Workshop
- Aug. 29 Back to School 4-7 p.m.
- Sept. 3 Labor Day Holiday
- Sept. 4 First Day of School Gr 1-8
- Sept. 4-5 Kindergarten Conferences
- Sept. 6 First Day of School Gr K
- Oct. 5 All Staff Workshop, No School
- Oct. 16 Evening Conferences
- Oct. 17 Morning Conferences, No School
- Oct. 18-19 EM-No School or Staff
- Oct. 24-Nov. 2 NWEA MAP Fall Assessments
- Nov. 22 Thanksgiving Holiday
- Nov. 23 No School
- Nov. 29 End of Trimester I (57 days)
- Nov. 30 Teacher Grading Day, No School
- Dec. 10 Teacher Workshop Day, No School
- Dec. 24-31 Winter Break
- Jan. 1 New Year's Day Holiday
- Jan. 21 Martin Luther King Holiday
- Jan. 28-31 Emergency Weather Closing
- Feb. 1 Teacher Workshop Day, No School
- Feb. 18 President's Day Holiday
- Feb. 20 Snow Day
- Feb. 28 Evening Conferences
- Mar. 1 Students Dismissed at 1, Afternoon Conf
- Mar. 7 End of Trimester II (58 days)
- Mar. 8 Teacher Grading Day, No School
- Mar. 11-15 Spring Break
- Mar. 4-7 NWEA MAP Spring Assessments
- Apr. 8 Teacher Workshop Day, No School
- Apr. 11 Snow Day
- Apr. 15-May 3 MCA
- May 27 Memorial Day Holiday
- June 6 End of Trimester III (57 days)
- June 7 Teacher Grading Day

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**WOODBURY LEADERSHIP ACADEMY
2019-2020 SCHOOL YEAR
DRAFT SCHOOL CALENDAR
172 STUDENT CONTACT DAYS
(Board approved on _____, 2019)**

- Aug. 19-22 New Teacher Workshop
- Aug. 26-30 All Staff Workshop
- Aug. 28 Back to School 4-7 p.m.
- Sept. 2 Labor Day Holiday
- Sept. 3 First Day of School Gr 1-8
- Sept. 3-4 Kindergarten Conferences
- Sept. 5 First Day of School Gr K
- Sept. 23-Oct. 11 NWEA MAP Fall Assessments
- Oct. 15 Evening Conferences
- Oct. 16 Students Dismissed at 1, Afternoon Conf
- Oct. 17-18 EM-No School or Staff
- Oct. 21 All Staff Workshop, No School
- Nov. 26 End of Trimester I (58 days)
- Nov. 27 Teacher Grading Day, No School
- Nov. 28 Thanksgiving Holiday
- Nov. 29 No School
- Dec. 23 through Jan. 3 Winter Break
- Jan. 1 New Year's Day Holiday
- Jan. 20 Martin Luther King Holiday
- Feb. 17 President's Day Holiday
- Feb. 18 Teacher Workshop Day, No School
- Feb. 27 Evening Conferences
- Feb. 28 Students Dismissed at 1, Afternoon Conf
- Mar. 6 End of Trimester II (57 days)
- Mar. 9-13 Spring Break
- Mar. 16 No School, Teacher Grading Day
- Apr. 15-May 1 MN MCAs
- May 4-May 15 NWEA MAP Spring Assessments
- May 25 Memorial Day Holiday
- June 4 End of Trimester III (57 days)
- June 5 Teacher Grading Day

TEACHER CONTRACT DAYS (186)

- 172 Student Contact Days
- 3 Teacher Grading Days
- 5 Professional Develop Days in August
- 2 Professional Develop Days During the Year
- 8 (4 hr) Supervision Times for School Events