

DRAFT

Board Packet

Woodbury Leadership Academy Board of Directors Special Meeting

Wednesday, June 26, 2019

5:30 P.M.

Woodbury Leadership Academy

8089 Globe Dr. Woodbury, Mn 55125

GYM

Meeting: Board of Directors Regular Meeting

Date: Wednesday, June 26, 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** (Ro Krejci)

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 May 22, 2019 meeting minutes
Motion: _____ 2nd: _____ Vote: _____

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

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

- 5.1. Delegation of Public Comment Items (if necessary)

6. **Board and Administration Reports**

- 6.1. Board Report (Presenter: Mandi Folks, Board Chair)
- 6.2. Executive Director Report (Presenter: Dr. Kathy Mortensen, Executive Director)
- 6.3. Finance Committee (Presenter: Jess Erickson, Finance Chair)
 - 6.3.1. Accept May 2019 and June 18th meeting minutes, and April and May Financial Statements
Motion: _____ 2nd: _____ Vote: _____
- 6.4. Governance Committee (Presenter: Ro Krejci, Governance Chair)
 - 6.4.1. Accept May 29th, June 10th and June 12, 2019 meeting minutes, first reading notice 540 and approval of second reading on 502, 505 and 514.
Motion: _____ 2nd: _____ Vote: _____
- 6.5. Facilities Committee (Presenter: Jason Livingston, Facilities Chair)
 - 6.5.1. Accept June 4th and June 11th, 2019 meeting minutes
Motion: _____ 2nd: _____ Vote: _____

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

- 7.1. "Why Knowledge Matters" Book Discussion - Chapters 5 & 6
- 7.2. Wolf Ridge overnight field trip for the 2019-2020sy
- 7.3. Monarch busing contract
- 7.4. MN Association of Charter Schools (MACS)
- 7.5. Re-open enrollment for grades 6-8 (for a set time, or until caps are reached)
- 7.6. Employment agreements

8. **Board Communication & Future Items** (Presenter: Mandi Folks, Board Chair)
 - 8.1. Board Communication/Future Agenda Items - Reflection

9. **Housekeeping** (Presenter: Mandi Folks, Board Chair)
 - Next Regularly Scheduled WLA Board of Directors Meeting
 - Date: Wednesday, July 24, 2019
 - Time: 5:30 P.M.
 - Location: 8089 Globe Dr. Woodbury, MN - gym

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

**Board of Directors Meeting Minutes
Regular Meeting
May 22, 2019**

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

Directors Absent: None

Administration/Advisors Present: Kathy Mortensen (Executive Director)

Others in Attendance: WLA staff member

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

Ms Skordahl read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Krejci moved “to amend the May 22, 2019 Board of Directors meeting agenda to add item 7.9 Discussion to Change the Annual Meeting from July to October.” Seconded by Ms Kelly. Motion passed unanimously.

Approval of April 24, 2019 meeting minutes

Ms Kelly moved “to approve the April 24, 2019 Board of Directors meeting minutes.” Ms George seconded. Motion passed unanimously.

4. Conflict of Interest Declaration

4.1 Conflict of Interest Declaration

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

5. Public Comment

Board members discussed the placement of Delegation of Public Comment on the agenda. Members agreed to move it from the end of the agenda to immediately after public comment was delivered.

5.1 Delegation of Public Comment Items (if necessary)

There was no public comment to delegate.

6. Board and Administration Reports

6.1 Board Report

Ms Folks commented that this is the first year since the school has opened that families knew, prior to the end of the school year, where the school will be located and who the director will be for the following school year. This allows the school and the board to focus on the educational component and future direction of the school.

As Board chair, Ms Folks would like to meet with each board member individually over the summer to discuss whether their expectations as a board member are being met and what committee or leadership involvement they would like in the upcoming year.

6.2 Executive Director Report

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

- Progress is being made on resolving the July 2018 lease payment issue with SPSS
- MDE current year transportation funding issue remains unresolved
- Summer School STEM program planned for June
- Staff training in Core Knowledge curriculum and Responsive Classroom this summer
- Update on changes and plans for the Middle School, including the implementation of an academic/behavioral assistance classroom
- Middle School enrollment status
- Plans to create a Middle School Steering Committee
- Plans to define WLA's Core Knowledge "lane"
- Ms Mortensen distributed a listing of staff hires for which she is requesting the board to ratify agreements. The list included new hire teachers with a summary for each of their credentials and backgrounds, and returning para professionals
- Plans to purchase the Raptor school security/visitor management system - used at Liberty Commons in Colorado

6.3 Finance Committee

Ms Erickson stated the Finance Committee met and reviewed numerous contracts, discussed using the budgeted in-house sub dollars for other compensation purposes, discussed sharing a "Financial Snapshot" of the school with stakeholders and reviewed April financials. Ms Mortensen shared that she plans to form an HR committee to review compensation levels needed to be competitive. The next Finance meeting is scheduled for June 13th.

6.3.1 Accept May meeting minutes and April 2019 Financial Statements

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

6.4 Governance Committee

Ms Krejci reported the Governance Committee met twice in May and discussed multiple policies, with the goal to get through the 500 series by June. The committee recommends the second reading of policies 501, 505 and 525, and the Employee Handbook, as included in the Board packet. The Committee has not yet heard back from VOA for approval of the Bylaws change in requirements for board seats. The next Governance Committee meeting is scheduled for May 29th.

There was discussion of Policy 505 Distribution of Non-School Sponsored Materials on School Property. This policy will return to the Committee for further review. Ms Krejci requested board members email their comments/concerns to the Governance Committee.

6.4.1 Accept May 8 & May 15, 2019 meeting minutes, Approval of Second Reading of Policy 501, 505 and 525, and Employee Handbook

Ms Krejci moved “to accept the May 8 and May 15, 2019 Governance Committee meeting minutes and approve the second reading of Board policies:

- 501 School Weapons Policy
- 525 Violence Prevention Policy,

and approval of the Employee Handbook.” Motion seconded by Ms Erickson. Motion passed unanimously. The second reading of Policy 505 was tabled.

6.5 Facilities Update

Mr Livingston stated that the Facilities Committee has not yet met. Ms Mortensen shared that planning for the facilities changes to be done this summer is in process. The architect recently toured the building with approx. 25 contractors that will be bidding on the construction project. Ms Mortensen shared facilities changes she would like completed, noting that only those changes that are permanent will be completed and spending will be capped at the \$125,000 approved by the board. There was discussion on the level and timing of involvement of the Facilities Committee in the construction planned for this summer and in long term facilities planning. The first Facilities Committee meeting will be held on May 29.

7. Board Training, Discussion and Business

7.1 Contracts

7.1.1 Transportation Contract

The busing contract included in the Board packet is from Monarch Bus Service, WLA’s current busing provider. Ms Mortensen informed the board that WLA received a second proposal from a competitor and requested tabling the approval of a busing contract to allow time to gather more information to determine which proposal best services WLA’s needs.

7.1.2 James Martin Law Firm

Ms Mortensen noted that the contract has been revised to include hourly billing rates. Ms Krejci moved “to approve the James Martin Law Firm contract.” Seconded by Ms Erickson. Motion passed unanimously.

7.1.3 Raptor Technologies

Ms Morton noted that the Raptor contract is for a school security/visitor management system. Mr Livingston moved “to approve the Raptor Technologies contract pending a billing address change.” Seconded by Ms Erickson. Motion passed unanimously.

7.1.4 Designs for Learning

Ms Mortensen explained that the contract is for coordinating WLA’s English Language Learner program, which is covered by Title funds. Ms Erickson moved “to approve the Designs for Learning service contract.” Mr Livingston moved “to approve the Designs for Learning contract pending the addition of a start.” Amended motion seconded by Ms Erickson. Motion passed unanimously.

7.1.5 Gamino Cleaning

Ms Mortensen noted that there had been concerns about the service provided by Gamino Cleaning and will be working with Gamino to resolve these issues. Ms Skordahl moved “to approve the Gamino Cleaning contract for the 2019-20 school year.” Seconded by Ms George. Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion. Ms Krejci voted against. Motion passed.

7.1.6 JR Computer Associates

Ms Mortensen discussed the lack of an end date in the contract with Justin Gehring. Mr Gehring prefers to not have an end date. Mr Livingston noted that there is a clause for termination in the agreement if needed. Ms Erickson moved “to approve the JR Computer Associates contract.” Seconded by Ms Skordahl. Motion passed unanimously.

7.1.7 Hennepin Health Care (nursing services)

Ms Mortensen noted that she met with Amy Block from Hennepin Health Care for a year-end review. With the increased enrollment numbers that WLA has experienced, Ms Block recommends going with a 5 hour a month service contract to better meet our needs.

A new contract will be brought to the next Board meeting for approval.

7.2 Staff Employment Agreements for 2019-20

Ms Mortensen directed Board members to the listing of staff hires distributed as part of the Director’s report. Ms Krejci moved “to ratify the staff employment agreements for the listed staff for the 2019-2020 school year.” Seconded by Ms Erickson. Motion passed unanimously.

7.3 Election Results

Ms Erickson reported that the Election Committee counted ballots on May 15th. Of the 566 total eligible voters, 92 eligible ballots or 16% were returned. An additional 30 ballots were invalid due to not being completed properly or being submitted after the deadline. Ms Krejci was elected to the Parent seat and Ms Skordahl was elected to the Teacher seat. Ms Kelly moved “to accept the 2019 election results.” Seconded by Ms Erickson. Motion passed unanimously.

7.4 Move Annual Board Meeting to the October Meeting

WLA’s annual meeting is currently set in July. At the previous meeting, Ms Folks had presented the idea of moving the annual meeting to October and invite parents and stakeholders of the school to a “state of the school”

address. There was discussion. Ms Krjeci motioned “to move the Annual Board of Directors’ meeting to the October meeting.” Seconded by Ms Erickson. Motion passed unanimously.

7.5 “Why Knowledge Matters” Book Discussion - Chapters 5 & 6

Discussion was tabled to a future meeting. Ms Folks asked members to bring their favorite quote from these chapters to share at the next board meeting.

7.6 Follow-up on Middle School Plan that was presented last month

Covered in item 6.4 Executive Director Report.

7.7 Resolution Relating to Financing of Certain Proposed Projects to be Undertaken by WLA; Establishing Compliance with

Reimbursement Bond Regulations under the Internal Revenue Code

Ms Folks shared that this resolution allows WLA the opportunity to include prior capital improvement related costs in the bonded amount. Without the resolution, only costs incurred after the bond issue can be included in the bond amount. Ms Darling of BerganKDV recommends that the Board approve this resolution.

Mr Livingston moved “to approve the resolution relating to financing of certain proposed projects to be undertaken by Woodbury Leadership Academy; establishing compliance with reimbursement bond regulations under the Internal Revenue Code.” Seconded by Ms Krejci. Motion passed unanimously.

7.8 Board of Directors Fall visit to Liberty Commons Charter School in Colorado

Ms Mortensen is sending a group of teachers to Liberty Commons September 25-27 and invited board members to join them. Ms Mortensen would like to see all board members tour the school this year, either as a group or individually. WLA’s strategic goal is to become a Distinguished Core Knowledge school and this is an opportunity to see what that looks like.

7.9 Discussion to Change the Annual Meeting from July to October

Covered in item 7.4 Move Annual Board Meeting to the October Meeting.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items - Reflection

Mr Livingston congratulated the newly elected board members (both were previously appointed to open positions). Ms Folks expressed appreciation for the wisdom and stability they bring to the board. Agenda items for future meetings include approving transportation and HCMC contracts, solidify Colorado school visit plans and discuss PTO participation in Board meetings.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting and Training

Ms Folks stated the next regular meeting and training is scheduled for Wednesday, June 26, 2019 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN.

10. Adjournment

Ms Kelly moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 8:06 PM.

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

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, JUNE 26, 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 6/7/2019, we had 389 students, which also looks like it will be our year end ADM for the year. (4 students above our budgeted projection)
- Governance Meetings were held on June 4th and June 12th
- Facilities Meetings were held on June 4th and June 11th
- With the assistance of our legal representation we are making headway with our two outstanding issues. (Resolving transportation funding, and closing out our business with the SPPS)
 - The SPPS initially offered a 25% reduction of our last lease payment, (or approximately \$10,000 off of the lease payment). WLA responded back requesting a 75% reduction. I am working directly with the SPPS legal team, and this may be resolved within a week or so.
 - Our legal representative has been working with MDE on our transportation reimbursement. (approximately \$100,000) MDE has responded that although they understand our position, they will not move forward with any adjustments until August. I brought this to the Finance Committee's attention, and Judith was able to explain that an August adjustment made sense since August is the time when MDE reckons some of their numbers.

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

- June 3rd Curriculum Meeting to review curriculum map and instructional supplies prior to sharing the master curriculum plan with all staff members
- June 7th teacher grading day and staff check-out for the summer. (fobs, computers, internet agreements, requests for maintenance/cleaning of classrooms, summer contact information and so forth)
- June 10th, Summer School started!
- Grade Level Team meetings so far, have been held for grades 2 and 5
- Update on plans for the Middle School:
 - Families will be informed this summer that WLA is a Core Knowledge school. (including what that means, holding parent meetings to introduce CK, and/or provide resources/packets)
 - Placement assessments in reading and math, are being developed this summer to guide middle school language arts and math placement decisions.
 - A WLA retention policy is on the agenda for the Governance Committee

- The new Middle School team has been meeting and developing behavioral expectations for their team to implement consistently. Their plan will be streamlined with WLA expectations to ensure that building wide, expectations are consistent across grade levels.
- Responsive Classroom training will be provided later this summer.
- Core Knowledge training has been set up for August workshop.
- I will be meeting with the Middle School team to review all curriculum plans.
- I am suggesting that the board re-open middle school enrollment for a set amount of time or to meet caps.
- I will set up dates and times to meet with the Middle School Steering Committee in July to review progress. (KM, KG, MF, JS, JE, CL, EL...)
- I will set up a date and time in July to meet with a small group of stakeholders to define our CK “lane” (MP, RK, KG, KM, AB...)

III. Financial Management

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

- Judith and I met on May 31st to discuss the staffing plan, and determined to cut the position of an in-house substitute teacher in order to better adjust some employee salaries.
- Finance Committee meeting was held on June 18th

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

- All staff were met with prior to the end of the school year and employment agreements were discussed. At his time, employment agreements have been offered to office staff members, para professionals, one additional teacher, and the custodian.
- An early June meeting was held again with Kraus Anderson HR consulting, to review their human resources audit, and to further plan for re-organizing office operations.

Oversee conflict resolution and all other personnel matters

- No issues at this time.

V. Provision for a Safe and Effective Learning Environment

Monitor reporting systems involving health and safety of students

- We will be purchasing the “Raptor” program to enhance security measures for the upcoming school year. This system checks in visitors and volunteers, prints nametags, and does background checks. At this point we are determining where to best set this up within the office area.
- The summer construction project begins on June 25th. The YMCA is vacating the WLA site on June 21st, and the WLA summer school program will be housed in the upstairs of WLA through June 27th. WLA staffing is bare bones during July and early August, and the construction crew doesn’t expect to disrupt office operations.

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

- May 31st was our Carnival. Huge turn-out and success! Kudos to the PTO and many staff members for making this so successful. Special kudos to Claudia George for her willingness to sit in the dunk tank!
- June 5th was our all-school Field Day. Special thanks to Jolene Skordahl who planned so well for this to be a success, including ordering items way ahead of time, recruiting parent volunteers, and recruiting and training students to assist with efforts.
- June 5th was our Kindergarten Graduation ceremony. As usual this was a big success as demonstrated by the large number of attendees, (about 250) and lots of tears and smiles from the adults attending. Kudos to our kindergarten team who planned this out, as well as our office staff who always ensures that refreshments and chairs are set out in a welcoming manner. Huge thanks to Amy Cahlander who did “special clean-up” without complaint.
- There was a “hiccup” on the last day of school, due to many parents and grandparents parking directly in front of the building to attend the end of the day Kindergarten Graduation event. This caused our bus drivers to shift to the west side parking lot for pick-up. The bus drivers noted that it was much easier to do pick-up in that area, rather than the tight squeeze to pick-up students in front of the building. The bus drivers all left the parking lot that day in good spirits and honking their horns festively. (Parents in the pick-up line, adjusted easily, and I will look into approaching the City to change our bus pick-up area.)
- I am using lots of PTO time (and one floating holiday) this month! (June 13, 14, 17, 19, 20, 21, 24, 25, 27 & 28) I’ve been in the woods everyday which gives me peace, and lots of grandkid time, which gives me smiles. Happy summer to us all!



Meeting: Finance Committee

Date: Tuesday, June 18, 2019

Time: 12:30 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 12:38 p.m.

Members Present: Jessica Erickson, Mandi Folks, Judith Darling and Kathy Mortensen

Members Absent: Kacie Paine

Development, Discussion, and Recommendations

May Financial Statements

Update on St. Paul Rent from 2018

Transportation Contract Update

MDE Transportation Funding Update

Summer Capital Improvement Funding

Wolf Ridge Educational Field Trip Scholarship

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Tuesday, July 16, 2019

Time: 12:00 p.m.

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

Jessica Erickson adjourned the meeting @ 1:55 p.m.



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Statements

May 2019

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

Table of Contents

Executive Summary	1
Enrollment Graph	3
Balance Sheet	4
Statement of Revenues and Expenditures	5
Cash Flow Projection Summary	10
Supplemental Information - See Separate Document	
Checks and Wires	
Cash Receipts	
Journal Entries	

**Woodbury Leadership Academy
Woodbury, Minnesota
May 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

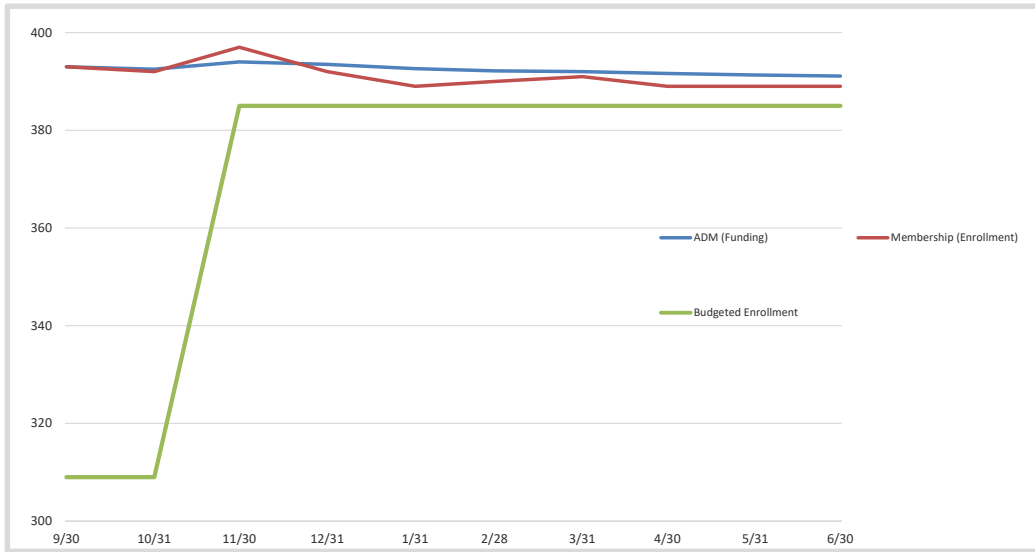
- Our enrollment through the end of the school year remained at 389. Average enrollment for the year is projected to be 389.
- Our cash balance is healthy at \$430K and we do not anticipate needing to utilize our line of credit this year.
- We have made changes to the amounts of the various line items as reflected in the working budget and we are on target to meet or exceed our budget!
- Fieldwork for our audit is scheduled for September 10th and 11th.
- The legislature approved a 2% increase to the general education funding formula for both the 2019-2020 and 2020-2021 fiscal years. This is in line with our future budgets.

Supplemental Information for May 2019

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during May 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	65	65
	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	38	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	391	391

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	63	63
	2	66	66	65	64	62	62	63	62	64	64
	3	67	67	66	64	65	66	65	65	65	65
	4	56	56	58	57	56	55	55	55	56	56
	5	37	37	37	39	39	39	40	39	40	40
	6	21	21	21	21	21	21	21	21	20	20
	7	14	14	15	15	15	14	14	14	14	14
	8	6	6	9	8	8	7	7	7	6	6
	GRAND TOTAL	393	392	397	392	389	390	391	389	389	389

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
May 31, 2019

	Balance July 1, 2018	Balance May 31, 2019
Assets		
Current assets		
Cash and investments	\$ 395,300	\$ 429,670
Accounts receivable	-	-
PY state aid receivable	-	905
CY state aid receivable/(deferred rev)	289,306	445,701
Federal aids receivable	9,670	-
Prepaid expenses and deposits	10,031	53,374
Total assets	\$ 704,307	\$ 929,651
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 59,282	\$ 81,516
Line of credit payable/loan payable	-	-
Accounts payable	39,202	4,683
Payroll deductions and contributions	46,589	71,749
Deferred revenue	-	-
Total current liabilities	145,073	157,948
Fund Balance		
Fund balance 7-1-2018	559,234	559,234
Change in fund balance	-	212,469
Total fund balance	559,234	771,703
Total liabilities and fund balance	\$ 704,307	\$ 929,651

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

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

	388.80	394.30	92%		
	FY 2018 Actual 259 ADM	FY 2019 Revised Budget 385 ADM	FY 2019 Working Budget 390 ADM	May 2019 YTD Activity	Percent of Working Budget
General Fund - 01					
Revenues					
State revenues					
General education aid	\$ 1,705,086	\$ 2,700,011	\$ 2,738,198	\$ 2,399,465	87.6%
Literacy aid	25,956	25,956	23,584	21,226	90.0%
Charter school lease aid	14,386	510,721	493,034	229,344	46.5%
Long-term facilities maintenance revenue	21,856	51,322	52,048	-	0.0%
Special education aid	189,346	294,890	354,345	259,470	73.2%
PY over (under) accrual	19,104	-	-	-	-
Endowment aid	9,394	10,028	10,823	10,823	100.0%
CY estimated state aid receivable (deferred revenue)	-	-	-	445,701	-
Total state revenues	1,985,128	3,592,928	3,672,031	3,366,029	91.7%
Federal revenues					
Federal special education aid, FIN 419 & 420	41,667	25,302	48,039	33,133	69.0%
Federal CEIS program, FIN 425	1,176	8,151	12,000	12,000	100.0%
PBIS Individuals with Disabilities Grant	6	-	-	-	-
Title I and II	5,025	8,578	8,847	3,000	33.9%
Total federal revenues	47,874	42,031	68,886	48,133	69.9%
Local revenues					
Interest earnings	178	100	3,300	2,713	82.2%
Donations and grants	21,928	250	1,700	1,638	96.4%
Give to the Max (course 200)	2,740	-	6,291	6,291	100.0%
Fees from students (field trip, milk, pizza Friday, other)	17,367	23,300	35,000	33,072	94.5%
Miscellaneous revenues	9,140	2,000	1,200	1,103	91.9%
Sale of merchandise/fundraising - net	414	-	-	2,391	-
Total local revenues	51,767	25,650	47,491	47,208	99.4%
Total revenues	\$ 2,084,769	\$ 3,660,609	\$ 3,788,409	\$ 3,461,370	91.4%
	2,084,769	3,660,609	3,788,409	3,461,370	

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

	FY 2018 Actual 259 ADM	388.80 FY 2019 Revised Budget 385 ADM	394.30 FY 2019 Working Budget 390 ADM	May 2019 YTD Activity	92% Percent of Working Budget
Expenditures					
100's Salaries	\$ 821,446	\$ 1,230,624	\$ 1,255,035	\$ 1,067,043	85.0%
200's Benefits	196,231	335,785	341,735	320,092	93.7%
305 Contracted services	447,224	277,900	257,029	210,553	81.9%
315 Technology services	15,153	17,730	17,730	12,830	72.4%
320 Communications services	19,719	7,890	7,566	6,202	82.0%
329 Postage	893	2,500	2,500	1,445	57.8%
330 Utilities	119,360	69,810	69,810	59,231	84.8%
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	34,265	78.5%
360 Student transportation	-	323,852	324,391	324,391	100.0%
360 Transportation for field trips	5,494	7,700	7,700	5,970	77.5%
366 Travel, conferences, and staff training	16,638	15,000	18,200	17,957	98.7%
369 Field trips / registration fees	7,065	7,700	10,700	9,638	90.1%
370 Building lease	16,033	567,468	567,468	542,716	95.6%
370 Other rentals and operating leases	42,482	5,808	9,187	8,741	95.1%
380 Computer and tech related hardware rental	9,273	9,285	9,285	8,500	91.5%
401 Supplies - non instructional (455/465 NI Tech Supplies)	20,751	29,500	33,500	31,812	95.0%
401 Maintenance supplies	1,515	23,000	15,000	12,796	85.3%
405 Non-instructional software and licensing	9,887	10,350	10,350	9,084	87.8%
406 Instructional software	2,201	7,500	5,500	3,184	57.9%
430 Instructional supplies (456/466 Inst.Tech Supplies)	7,391	26,000	46,000	42,988	93.5%
460 Textbooks and workbooks	18,242	30,000	30,000	25,182	83.9%
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	7,500	6,986	93.1%
520 Building improvement	-	20,246	33,763	23,263	68.9%
530 Furniture and other equipment	-	38,552	38,552	35,883	93.1%
555 Technology equipment	1,799	7,500	5,500	1,354	24.6%
556 Instructional technology equipment	-	25,500	-	-	-
740 Interest expense	-	-	-	-	-
820 Dues and memberships, fees	28,130	30,530	31,340	30,773	98.2%

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

	388.80	394.30	92%		
	FY 2018 Actual 259 ADM	FY 2019 Revised Budget 385 ADM	FY 2019 Working Budget 390 ADM	May 2019 YTD Activity	Percent of Working Budget
896 Special assessments	-	-	-	-	-
State special ed expenditures	201,432	317,086	381,016	298,235	78.3%
Federal special education aid, FIN 419 & 420	41,667	25,302	48,039	37,062	77.2%
Federal CEIS program, FIN 425	1,176	8,151	12,000	12,000	
PBIS Individuals with Disabilities Grant	6	-	-	-	-
Title I and II	5,025	8,578	8,847	3,000	33.9%
Directors discretionary fund	-	4,200	-	-	-
Subtotal expenditures	2,123,936	3,562,016	3,671,513	3,218,833	87.7%
Transfers to other funds	-	-	-	-	-
Total expenditures	\$ 2,123,936	\$ 3,562,016	\$ 3,671,513	\$ 3,218,833	87.7%
	2,123,936	3,562,016	3,671,513	3,218,833	
Changes in fund balance, General Fund	\$ (39,168)	\$ 98,594	\$ 116,896	\$ 242,537	
Beginning fund balance, General Fund, July 1	475,231	475,231	436,063	436,063	
Projected fund balance, General Fund, June 30	\$ 436,063	\$ 573,825	\$ 552,959	\$ 678,600	
	20.5%	16.1%	15.1%		

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

	FY 2018 Actual 259 ADM	388.80 FY 2019 Revised Budget 385 ADM	394.30 FY 2019 Working Budget 390 ADM	May 2019 YTD Activity	92% Percent of Working Budget
Community Services Fund - 04					
Revenues					
050 Registration revenue	\$ 1,720	\$ 2,100	\$ 500	\$ 360	72.0%
Total revenues	\$ 1,720	\$ 500	\$ 500	\$ 360	72.0%
Expenditures					
Purchased services	\$ 3,410	\$ 2,100	\$ 500	\$ -	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	\$ 30,930	\$ 30,428	98.4%
Changes in fund balance, Community Services Fund	\$ (3,887)	\$ (32,030)	\$ (30,430)	\$ (30,068)	
Beginning fund balance, Community Services Fund, July 1	127,058	127,058	123,171	123,171	
Projected fund balance, Community Services Fund, June 30	\$ 123,171	\$ 95,028	\$ 92,741	\$ 93,103	

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

	FY 2018 Actual 259 ADM	388.80 FY 2019 Revised Budget 385 ADM	394.30 FY 2019 Working Budget 390 ADM	May 2019 YTD Activity	92% Percent of Working Budget
Total All Funds					
Revenues					
State revenues	\$ 1,985,128	\$ 3,592,928	\$ 3,672,031	\$ 3,366,029	91.7%
Federal revenues	47,874	42,031	68,886	48,133	69.9%
Local revenues	53,487	26,150	47,991	47,568	99.1%
Transfer in	-	-	-	-	-
Total revenues	\$ 2,086,489	\$ 3,661,109	\$ 3,788,909	\$ 3,461,730	91.4%
	<small>2,086,489</small>	<small>3,661,109</small>	<small>3,788,909</small>	<small>3,461,730</small>	
Expenditures					
Salaries and wages	\$ 821,446	\$ 1,230,624	\$ 1,255,035	\$ 1,067,043	85.0%
Employee benefits	196,231	335,785	341,735	320,092	93.7%
Purchased services	765,008	1,373,011	1,359,335	1,254,473	92.3%
Supplies and materials	67,622	139,050	156,850	135,653	86.5%
Equipment	1,799	122,229	108,246	90,929	84.0%
Other (fundraising, special ed, dues, etc.)	277,436	393,847	481,243	381,070	79.2%
Total expenditures	\$ 2,129,544	\$ 3,594,546	\$ 3,702,443	\$ 3,249,261	87.8%
	<small>2,129,544</small>	<small>3,594,546</small>	<small>3,702,443</small>	<small>3,249,261</small>	
Change in fund balance	\$ (43,055)	\$ 66,564	\$ 86,466	\$ 212,469	
	<small>(43,055)</small>	<small>66,564</small>	<small>86,466</small>	<small>212,469</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	\$ 625,798	\$ 645,700	\$ 771,703	
	<small>559,234</small>	<small>625,798</small>	<small>645,700</small>	<small>771,703</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	264,385	-	8,731	661	273,777	85,511	241,934	327,445	406,106
May 31	264,702	24,088	3,061	-	291,851	90,661	177,625	268,287	429,670
June 30	264,702				264,702	90,661	204,824	295,485	398,887
Projected	3,185,205	48,133	66,905	297,891	3,598,133	963,055	2,631,491	3,594,546	
Per Working Budget	3,233,635	42,031	26,150	298,977	3,600,793			3,594,546	
	48,430	(6,101)	(40,755)	1,086	2,660			3,594,546	
Totals	3,185,205	48,133	66,905	297,891	3,598,133	963,055	2,631,491	3,594,546	398,887

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

May 2019

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 05/01/2019 - 05/31/2019

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1 1099	MN UI Fund	05/07/2019	\$2,271.00	5807	E 01 010 203 000 000 280	Unemployment Insurance payment
OLDN		WX	1 1516	Propel Nonprofits	05/07/2019	\$1,500.00	5808	E 01 005 110 000 000 305	Loan Closing fee
OLDN		WX	1 1001	Public Employee Retirement Association	05/16/2019	\$1,695.34	5828	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1 1002	Teachers Retirement Association	05/16/2019	\$7,789.87	5829	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1003	Internal Revenue Service	05/16/2019	\$9,511.70	5830	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1 1003	Internal Revenue Service	05/16/2019	\$4,003.14	5830	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1 1004	MN Department of Revenue Service	05/16/2019	\$2,158.32	5831	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1 1128	AssociatedBank	05/16/2019	\$200.00	5832	B 01 215 022	Payroll Deductions - HSA
OLDN		WX	1 1417	VOYA	05/16/2019	\$1,670.11	5833	B 01 215 021	TSA
OLDN		WX	1 1047	MN Association of Charter Schools	05/28/2019	\$398.78	5860	E 01 005 110 000 000 820	Monthly membership fee
OLDN		WX	1 1391	Alerus	05/28/2019	\$30.00	5859	E 01 005 110 000 000 305	Alerus cobra
OLDN		WX	1 1441	Old National	05/31/2019	\$312.50	5861	E 01 005 110 000 000 305	Service Charge
OLDN		WX	1 1001	Public Employee Retirement Association	05/31/2019	\$1,827.01	5862	B 01 215 017	Payroll Deductions PERA
OLDN		WX	1 1002	Teachers Retirement Association	05/31/2019	\$7,911.13	5863	B 01 215 018	Payroll Deductions TRA
OLDN		WX	1 1003	Internal Revenue Service	05/31/2019	\$9,777.36	5864	B 01 215 010	Payroll Deductions FICA
OLDN		WX	1 1003	Internal Revenue Service	05/31/2019	\$4,196.79	5864	B 01 215 011	Payroll Deductions Fed Tax
OLDN		WX	1 1004	MN Department of Revenue Service	05/31/2019	\$2,255.49	5865	B 01 215 013	Payroll Deductions MN Tax
OLDN		WX	1 1128	AssociatedBank	05/31/2019	\$200.00	5866	B 01 215 022	Payroll Deductions - HSA
OLDN		WX	1 1417	VOYA	05/31/2019	\$1,670.11	5867	B 01 215 021	TSA
Check Total:						\$59,378.65			
OLDN	5845	CH	1 1495	Carpenter Nature Center	05/13/2019	\$248.00	5809	E 01 010 203 000 000 369	Change of Seasons - Gr 2 Field Trip
Check Total:						\$248.00			
OLDN	5846	CH	1 1509	Colliers Architecture LLC	05/13/2019	\$525.00	5810	E 01 005 810 000 000 305	Architectural Services - remodel master plan
OLDN	5846	CH	1 1509	Colliers Architecture LLC	05/13/2019	\$525.00	5811	E 01 005 810 000 000 305	Architectural Services - remodel project
Check Total:						\$1,050.00			
OLDN	5847	CH	1 1461	Gamino's Cleaning Company LLC	05/13/2019	\$2,600.00	5812	E 01 005 810 000 000 305	May janitorial services
Check Total:						\$2,600.00			
OLDN	5848	CH	1 1054	Integrative Therapy, LLC.	05/13/2019	\$1,997.93	5813	E 01 010 420 000 740 394	OT: 4/22-5/2/19 22.83hrs@ \$87.50
Check Total:						\$1,997.93			
OLDN	5849	CH	1 1150	JR Computer Associates	05/13/2019	\$800.00	5814	E 01 005 605 000 000 315	May tech services
Check Total:						\$800.00			
OLDN	5850	CH	1 1402	Kathleen Nilles	05/13/2019	\$1,722.50	5815	E 01 010 420 000 740 394	4/1-4/24/2019 Psychology Services 26.5hrs @ \$64.98
Check Total:						\$1,722.50			

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 05/01/2019 - 05/31/2019

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5851	CH	1 1240	Keys to Communication	05/13/2019	\$2,826.25	5816	E 01 010 401 000 740 394	Speech: 4/23-5/2/2019 32hrs@\$85 2.5hrs@
Check Total:						\$2,826.25			
OLDN	5852	CH	1 1517	Kraus-Anderson Insurance	05/13/2019	\$750.00	5817	E 01 005 110 000 000 305	April Consulting Services
Check Total:						\$750.00			
OLDN	5853	CH	1 1334	Mary Kelly	05/13/2019	\$2,680.00	5818	E 01 010 420 000 419 303	SPED Director Services: 4/1-4/29/19 33.5hrs
Check Total:						\$2,680.00			
OLDN	5854	CH	1 1492	Plainview Milk Products Cooperative	05/13/2019	\$236.50	5819	E 01 010 203 000 000 401	April milk
Check Total:						\$236.50			
OLDN	5855	CH	1 1233	Reno Mothes	05/13/2019	\$440.00	5820	E 01 010 420 000 740 394	DAPE Services: 4/1-4/29/19 8hrs@\$55
Check Total:						\$440.00			
OLDN	5856	CH	1 1474	Supplyworks	05/13/2019	\$663.50	5821	E 01 005 810 000 000 401	Janitorial supplies
OLDN	5856	CH	1 1474	Supplyworks	05/13/2019	\$119.96	5822	E 01 005 810 000 000 401	Janitorial supplies
OLDN	5856	CH	1 1474	Supplyworks	05/13/2019	\$31.35	5823	E 01 005 810 000 000 401	Janitorial supplies
Check Total:						\$814.81			
OLDN	5857	CH	1 1098	Teachers on Call	05/13/2019	\$110.50	5824	E 01 010 201 000 000 305	Kindergarten
OLDN	5857	CH	1 1098	Teachers on Call	05/13/2019	\$1,436.50	5824	E 01 010 203 000 000 305	Elementary
OLDN	5857	CH	1 1098	Teachers on Call	05/13/2019	\$110.50	5825	E 01 010 201 000 000 305	Kindergarten
OLDN	5857	CH	1 1098	Teachers on Call	05/13/2019	\$773.50	5825	E 01 010 203 000 000 305	Elementary
Check Total:						\$2,431.00			
OLDN	5858	CH	1 1409	T-Mobile	05/13/2019	\$398.71	5826	E 01 005 110 000 000 320	Cell phones ED and Dean March and April
Check Total:						\$398.71			
OLDN	5859	CH	1 1369	BerganKDV Outsourced Services LLC	05/24/2019	\$5,564.00	5835	E 01 005 110 000 000 305	May Financial Management and Acct Service
Check Total:						\$5,564.00			
OLDN	5860	CH	1 1509	Colliers Architecture LLC	05/24/2019	\$3,887.50	5836	E 01 005 810 000 000 305	Architectural Services - remodel master plan
OLDN	5860	CH	1 1509	Colliers Architecture LLC	05/24/2019	\$2,250.00	5837	E 01 005 810 000 000 305	Architectural Services - remodel project TI
Check Total:						\$6,137.50			
OLDN	5861	CH	1 1481	Comcast	05/24/2019	\$390.92	5838	E 01 005 110 000 000 320	5/21-6/20/2019 Internet Service
Check Total:						\$390.92			
OLDN	5862	CH	1 1249	Designs for Learning	05/24/2019	\$1,733.75	5839	E 01 010 411 000 740 394	ASD Specialist:18.25hrs@\$95 DD Spec: 6.2
OLDN	5862	CH	1 1249	Designs for Learning	05/24/2019	\$593.75	5839	E 01 010 420 000 740 394	ASD Specialist:18.25hrs@\$95 DD Spec: 6.2
Check Total:						\$2,327.50			
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$3.78	5834	E 01 005 640 000 316 366	Food-CK school visit
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$67.23	5834	E 01 005 640 000 316 366	Food-CK school visit-no receipt

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 05/01/2019 - 05/31/2019

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$192.00	5834	E 01 005 640 000 316 366	Hotel-CK school visit-Cappelen & Erickson
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$15.42	5834	E 01 005 640 000 316 366	Food-CK school visit-no receipt
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$192.00	5834	E 01 005 640 000 316 366	Hotel-CK school visit-Grubisch
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$3.00	5834	E 01 005 640 000 316 366	Food-CK school visit-Grubisch
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$15.57	5834	E 01 005 640 000 316 366	Food-CK school visit-no receipt
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$197.99	5834	E 01 005 640 000 316 366	Hotel & Food-CK school visit-Griffith
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$192.00	5834	E 01 005 640 000 316 366	Hotel-CK school visit-Mortensen
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$15.06	5834	E 01 005 640 000 316 366	Food-CK school visit-no receipt
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$192.00	5834	E 01 005 640 000 316 366	Hotel-CK school visit-George & Purinton-no r
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$29.04	5834	E 01 005 640 000 316 366	Food-CK school visit-no receipt
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$192.00	5834	E 01 005 640 000 316 366	Hotel-CK school visit-no receipt-Walsh
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$129.60	5834	E 01 005 640 000 316 366	Books-Seeing the Good In Students
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$4.04	5834	E 01 010 203 000 000 430	Zip ties-Gr 4 service project
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$8.64	5834	E 01 010 203 000 000 430	Ping pong balls-Gr 4 service project
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$89.89	5834	E 01 005 810 000 000 401	Parking lot safety cones/window frost
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$65.84	5834	E 01 010 203 000 000 430	Fleece-Gr 4 service project/ Pools-Field Day
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$9.00	5834	E 01 010 203 000 000 430	Scissors-Gr 4 service project
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$20.79	5834	E 01 010 420 000 419 401	Organizational wall pockets
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$169.99	5834	E 01 005 110 000 000 401	Paper shredder-2nd floor
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$4.87	5834	E 01 010 203 000 000 430	Glue dots-art Gr 1
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$51.96	5834	E 01 010 203 000 000 430	Binding coils
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$190.88	5834	E 01 010 203 000 000 430	Math manipulatives-Gr 2-coins, clocks, spinr
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$13.99	5834	E 01 010 203 000 000 430	Math manipulatives-Gr 2-counting chips
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$18.99	5834	E 01 010 203 000 000 430	Caterpillar station chrysalis refill
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$209.76	5834	E 01 005 110 000 000 401	Coil Binding machine
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$45.64	5834	E 01 005 110 000 000 490	Dinner-Finance Committee Meeting
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$29.82	5834	E 01 010 203 000 000 430	Watercolor paper-Gr 4 art
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$39.50	5834	E 01 010 420 000 419 401	Organizational wall pockets
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$11.09	5834	E 01 010 203 000 000 430	Sentence strips-Gr 2
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	(\$7.99)	5834	E 01 010 203 000 000 430	Refund-Sentence strips-Gr 2 not delivered
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$12.55	5834	E 01 005 640 000 316 366	Tolls-CK school visit-no receipt
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$179.99	5834	E 01 005 810 000 000 401	Stacked chair dolly
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$32.06	5834	E 01 010 203 000 000 430	Spanish supplies-dowls, daubers
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$21.81	5834	E 01 010 203 000 000 430	Spanish supplies-paper, pipe cleaners, etc
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$21.62	5834	E 01 005 810 000 000 401	Duct tape, WD40, carpet cleaner

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 05/01/2019 - 05/31/2019

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$69.99	5834	E 01 005 110 000 000 401	Black toner-front desk printer
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$4.65	5834	E 01 005 640 000 316 366	Tolls-CK school visit-no receipt
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	(\$33.98)	5834	E 01 010 203 000 000 430	Refund-copy paper received damaged
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$9.59	5834	E 01 005 810 000 000 401	Nitrile gloves
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$72.96	5834	E 01 010 203 000 000 430	Science fair supplies
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$183.61	5834	E 01 010 203 000 000 401	Hanging files & folders-student files
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$22.17	5834	E 01 010 203 000 000 401	Hanging files & folders-student files
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$10.61	5834	E 01 010 203 000 000 430	Science fair supplies
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$11.34	5834	E 01 010 720 000 000 401	Large bandages
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$105.54	5834	E 01 010 203 000 000 430	K graduation hats
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$13.52	5834	E 01 010 203 000 000 490	Lunch supplies-bread, turkey, applesauce
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$129.49	5834	E 01 010 203 000 000 490	Pizza-Pizza Friday
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$137.49	5834	E 01 010 203 000 000 490	Pizza-Pizza Friday
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$114.49	5834	E 01 010 203 000 000 490	Pizza-Pizza Friday
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$176.00	5834	E 01 010 203 000 000 369	MS Fieldtrip-Diary of Anne Frank
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$23.33	5834	E 01 010 203 000 000 401	Hanging files & folders-student files
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$51.13	5834	E 01 010 203 000 000 430	Colored construction paper-art
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$659.40	5834	E 01 010 203 000 000 401	Corkboards-teacher classroom info
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$53.00	5834	E 01 005 810 000 000 401	Carpet sweepers
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$13.98	5834	E 01 010 203 000 000 430	Field Day supplies-water beads
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$34.24	5834	E 01 005 110 000 000 320	SipStation subscription (VoIP)-May
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$119.00	5834	E 01 005 110 000 000 820	Prime Annual Membership Renewal-no recie
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$439.14	5834	E 01 005 810 000 000 401	6 Utility carts for lunch bags
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$27.13	5834	E 01 010 203 000 000 430	Science fair supplies-lanyards, cardstock
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$339.80	5834	E 01 010 203 000 000 430	Copy paper
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$18.50	5834	E 01 005 110 000 000 305	Background check-volunteer
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$28.72	5834	E 01 005 640 000 316 366	Books-The Schools We Need & Why Don't t
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$93.00	5834	E 01 005 640 000 316 366	Background checks-new hires, volunteers
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$11.57	5834	E 01 010 420 000 419 401	Book-What to Do When You Worry too Much
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$5.30	5834	E 01 005 110 000 000 329	Postage-Boxtops Mailing
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$22.00	5834	E 01 010 203 000 000 430	Field Day supplies-noodles, chalk
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$553.44	5834	E 01 010 203 201 000 401	Food-Pilot lunches
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$5.90	5834	E 01 010 203 000 000 430	K graduation supplies-napkins, lemonade
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$20.00	5834	E 01 005 110 000 000 401	Colored copy paper
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$64.77	5834	E 01 005 810 000 000 401	Light bulbs

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 05/01/2019 - 05/31/2019

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$11.28	5834	E 01 010 203 000 000 430	Field Day supplies-noodles
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$28.30	5834	E 01 010 203 000 000 430	Field Day supplies-water balloons
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$20.00	5834	E 01 010 203 000 000 430	Field Day supplies-whistles
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$16.96	5834	E 01 010 203 000 000 430	Field Day supplies-Icees
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$65.79	5834	E 01 005 640 000 316 366	Books-Why Jimmy Can't Tell Right from Wro
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$7.06	5834	E 01 010 203 000 000 430	Worms-Gr 4 Science
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$5.91	5834	E 01 005 810 000 000 401	Sink strainers
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$5.00	5834	E 01 010 203 000 000 430	Field Day supplies-Soda
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$159.80	5834	E 01 010 203 000 000 430	Lego club-legos
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$21.90	5834	E 01 010 203 000 000 430	Field Day supplies-water cups
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$215.27	5834	E 01 010 203 000 000 430	Batting tees-Phys Ed
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$32.37	5834	E 01 005 640 000 316 366	Lunch supplies-spoons
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$21.99	5834	E 01 005 110 000 000 401	Scotch tape rolls
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$29.98	5834	E 01 010 203 000 000 430	Lego club-batteries
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$3.22	5834	E 01 010 203 000 000 430	Art supplies-Gr 4
OLDN	5863	CH	1 1508	First Bankcard	05/24/2019	\$3.59	5834	E 01 005 640 000 316 366	Glue dots-art Gr 1
Check Total:						\$6,940.66			
OLDN	5864	CH	1 1336	Hennepin Healthcare	05/24/2019	\$520.00	5840	E 01 010 420 000 740 394	Nursing Services 3/21/2019
Check Total:						\$520.00			
OLDN	5865	CH	1 1402	Kathleen Nilles	05/24/2019	\$780.00	5841	E 01 010 420 000 740 394	Psychology Service: 12hrs @\$65 5/1-5/22/20
Check Total:						\$780.00			
OLDN	5866	CH	1 1240	Keys to Communication	05/24/2019	\$3,697.50	5842	E 01 010 401 000 740 394	Speech: 5/7-5/10/19 41.75hrs @\$85 3.5hrs @
Check Total:						\$3,697.50			
OLDN	5867	CH	1 1517	Kraus-Anderson Insurance	05/24/2019	\$750.00	5843	E 01 005 110 000 000 305	June HR Services
Check Total:						\$750.00			
OLDN	5868	CH	1 1518	Martin Law Firm	05/24/2019	\$371.00	5844	E 01 005 111 000 000 305	4/11-4/24/2019 Legal Services
Check Total:						\$371.00			
OLDN	5869	CH	1 1515	Minnesota Coaches Inc	05/24/2019	\$278.46	5847	E 01 005 760 000 733 360	Field Trip Transportation
OLDN	5869	CH	1 1515	Minnesota Coaches Inc	05/24/2019	\$293.25	5848	E 01 005 760 000 733 360	Field Trip Transportation
Check Total:						\$571.71			
OLDN	5870	CH	1 1462	Monarch Bus Service Inc	05/24/2019	\$520.00	5849	E 01 005 760 000 720 360	Technology invoice - April
OLDN	5870	CH	1 1462	Monarch Bus Service Inc	05/24/2019	\$520.00	5850	E 01 005 760 000 720 360	Technology invoice - May
OLDN	5870	CH	1 1462	Monarch Bus Service Inc	05/24/2019	\$520.00	5851	E 01 005 760 000 720 360	Technology invoice - June

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 05/01/2019 - 05/31/2019

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
OLDN	5870	CH	1 1462	Monarch Bus Service Inc	05/24/2019	\$586.50	5846	E 01 005 760 000 733 360	Field Trip Transportation
Check Total:						\$2,146.50			
OLDN	5871	CH	1 1457	MSB Holdings - Woodbury LLC	05/24/2019	\$36,651.13	5827	E 01 005 850 000 348 370	June Lease
OLDN	5871	CH	1 1457	MSB Holdings - Woodbury LLC	05/24/2019	\$767.00	5827	E 01 005 850 000 348 370	Insurance
OLDN	5871	CH	1 1457	MSB Holdings - Woodbury LLC	05/24/2019	\$5,384.67	5827	E 01 005 810 000 000 330	Utilities
OLDN	5871	CH	1 1457	MSB Holdings - Woodbury LLC	05/24/2019	\$3,735.00	5827	E 01 005 810 000 000 305	Janitorial
OLDN	5871	CH	1 1457	MSB Holdings - Woodbury LLC	05/24/2019	\$1,780.00	5827	E 01 005 810 000 000 350	R&M
OLDN	5871	CH	1 1457	MSB Holdings - Woodbury LLC	05/24/2019	\$11,353.09	5827	E 01 005 850 000 348 370	Taxes
OLDN	5871	CH	1 1457	MSB Holdings - Woodbury LLC	05/24/2019	\$947.29	5827	E 01 005 850 000 000 896	Special Assessments
Check Total:						\$60,618.18			
OLDN	5872	CH	1 1169	NCS Pearson, INC	05/24/2019	\$98.00	5845	E 01 010 420 000 419 433	SPED BASC-3 assessment materials
Check Total:						\$98.00			
OLDN	5873	CH	1 1097	Principal Life Insurance Company	05/24/2019	\$1,510.81	5852	B 01 215 007	June Life,ADD,STD premiums
Check Total:						\$1,510.81			
OLDN	5874	CH	1 1241	Sheila Merzer	05/24/2019	\$875.00	5853	E 01 010 408 000 740 394	Autism Specialists: 7hrs@\$125 5/6-5/14/201
Check Total:						\$875.00			
OLDN	5875	CH	1 1116	Strategic Staffing Solutions	05/24/2019	\$3,106.25	5854	E 01 010 420 000 740 394	Psychology Services: 4/12-5/10/2019 35.5hr:
Check Total:						\$3,106.25			
OLDN	5876	CH	1 1519	TaikoArts Midwest	05/24/2019	\$750.00	5855	E 01 010 203 000 000 305	4.24.19 School Performance
Check Total:						\$750.00			
OLDN	5877	CH	1 1098	Teachers on Call	05/24/2019	\$994.50	5856	E 01 010 203 000 000 305	GenEd
OLDN	5877	CH	1 1098	Teachers on Call	05/24/2019	\$280.50	5856	E 01 010 420 000 740 307	SPED Para Subs
OLDN	5877	CH	1 1098	Teachers on Call	05/24/2019	\$221.00	5856	E 01 010 400 000 000 305	SPED Teacher Non Licenses S Davis
Check Total:						\$1,496.00			
OLDN	5878	CH	1 1029	The Home Depot	05/24/2019	\$252.90	5857	E 01 005 810 000 000 401	Building supplies
Check Total:						\$252.90			
OLDN	5879	CH	1 1520	Three Rivers Park District	05/24/2019	\$346.50	5858	E 01 010 203 000 000 369	3rd grade field trip
Check Total:						\$346.50			
Bank OLDN Total:						\$177,625.28			
Report Total:						\$177,625.28			

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
1505	4228	OLDN	CR0519													
FY19 We Pay School																
				1504	Credit	A	05/07/19	Check	1	M						
										Miscellaneous Customer						
							4228	R	01	005	000	000	000	050		FY19 Friday Pizza Sales
															3.50	0.00
														Receipt Total:	\$3.50	\$0.00
														Deposit Total:	\$3.50	\$0.00
1506	4228	OLDN	CR0519													
FY19 IDEAS																
				1505	Credit	A	05/15/19	Check	1	1001						
										MN DEPT OF EDUCATION						
							4228	R	01	005	000	000	000	211		FY19 General Education Aid
															132,351.04	0.00
														Receipt Total:	\$132,351.04	\$0.00
														Deposit Total:	\$132,351.04	\$0.00
1507	4228	OLDN	CR0519													
FY19 Amazon Smile																
				1506	Credit	A	05/09/19	Check	1	M						
										Miscellaneous Customer						
							4228	R	01	005	000	000	000	096		FY19 Amazon smile
															56.78	0.00
														Receipt Total:	\$56.78	\$0.00
														Deposit Total:	\$56.78	\$0.00
1508	4228	OLDN	CR0519													
FY19 We Pay School																
				1507	Credit	A	05/14/19	Check	1	M						
										Miscellaneous Customer						
							4228	R	01	005	000	000	000	050		FY19 Pizza Friday
															3.50	0.00
														Receipt Total:	\$3.50	\$0.00
														Deposit Total:	\$3.50	\$0.00
1509	4228	OLDN	CR0519													
FY19 We Pay School																
				1508	Credit	A	05/21/19	Check	1	M						
										Miscellaneous Customer						
							4228	R	01	005	000	000	000	050		FY19 Pizza Friday
															7.00	0.00
														Receipt Total:	\$7.00	\$0.00
														Deposit Total:	\$7.00	\$0.00
1510	4228	OLDN	CR0519													
FY19 SERVS																
				1509	Credit	A	05/16/19	Check	1	1001						
										MN DEPT OF EDUCATION						
							4228	R	01	005	000	000	419	400		FY19 Special Education
															12,087.65	0.00
							4228	R	01	005	000	000	425	400		FY19 CEIS
															8,368.15	0.00
							4228	R	01	005	000	011	425	400		FY19 CEIS
															3,631.85	0.00
														Receipt Total:	\$24,087.65	\$0.00
														Deposit Total:	\$24,087.65	\$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
1511	4228	OLDN	CR0519													
FY19 IDEAS																
				1510	Credit	A	05/30/19	Check	1	1001						
										MN DEPT OF EDUCATION						
							4228	R	01	005	000	000	000	211		FY19 General Education Aid
															132,351.04	0.00
														Receipt Total:	\$132,351.04	\$0.00
														Deposit Total:	\$132,351.04	\$0.00
1512	4228	OLDN	CR0519													
FY19 Old National Interest																
				1511	Credit	A	05/31/19	Check	1	1006						
										Old National						
							4228	R	01	005	000	000	000	092		Interest Earnings
															523.12	0.00
														Receipt Total:	\$523.12	\$0.00
														Deposit Total:	\$523.12	\$0.00
1513	4228	OLDN	CR0519													
FY19 We Pay School																
				1512	Credit	A	05/29/19	Check	1	M						
										Miscellaneous Customer						
							4228	R	01	005	000	000	000	050		FY19 Pizza Friday
															77.00	0.00
														Receipt Total:	\$77.00	\$0.00
														Deposit Total:	\$77.00	\$0.00
1514	4228	OLDN	CR0519													
FY19 School Deposit																
				1513	Credit	A	05/29/19	Check	1	1003						
										SCHOOL DEPOSIT						
							4228	R	01	005	000	000	000	050		FY19 Gr K Field Trip Mill City
															243.00	0.00
							4228	R	01	005	000	000	000	050		FY19 Gr 2 Field Trip Carpente
															600.00	0.00
							4228	R	01	005	000	000	000	050		FY19 Gr 2 Field Trip - MIA
															329.25	0.00
							4228	R	01	005	000	000	000	050		FY19 Gr 6/7 Field Trip Childre
															169.00	0.00
														Receipt Total:	\$1,341.25	\$0.00
														Deposit Total:	\$1,341.25	\$0.00
1515	4228	OLDN	CR0519													
FY19 School Deposit																
				1514	Credit	A	05/29/19	Check	1	1003						
										SCHOOL DEPOSIT						
							4228	R	01	005	000	000	000	050		FY19 Milk Sales
															107.50	0.00
							4228	E	01	005	110	000	000	305		FY19 Background Check
															18.50	0.00
							4228	R	01	005	000	000	000	050		FY19 Pizza Friday
															98.50	0.00
							4228	R	01	005	000	000	000	096		FY19 Box Tops
															234.60	0.00
							4228	R	01	005	000	000	000	096		FY19 Donations
															229.64	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
1515	4228	OLDN	CR0519													
FY19 School Deposit				1514	Credit	A 05/29/19		Check	1	1003	SCHOOL DEPOSIT					
				4228	R	04 005 505	000 000 050			FY19 Lego Club					360.00	0.00

Receipt Total:	\$1,048.74	\$0.00
Deposit Total:	\$1,048.74	\$0.00
Report Total:	\$291,850.62	\$0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

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

Date: Wednesday, May 29, 2019

Time: 4:00 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 **Kathy Mortensen, Kylie Griffith and Ro Krejci, Claudia George(4:48p)**

Roll Call **4:18p**

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

- 502
- 505
- 506
- 514
- 524 - ready for 2nd reading
- 538
- New policy - Promotion and Retention

Status Update

Recommendation for Next WLA BOD meeting: ready for second reading 506, 514 and 524

Add additional committee meeting on June 10 at 4pm

Housekeeping

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

Date: Wednesday, June 10, 2019

Time: 4:00 P.M.

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

Adjournment

Adjournment

Meeting: Governance Committee Regular Meeting

Date: Monday, June 10, 2019

Time: 4:00 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 4:05 P.M**

Roll Call **Present: Kathy Mortensen and Ro Krejci Absent: Claudia George and Kylie Griffith**

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

- 502
- 503
- 505
- 514
- 515
- 526
- 532
- 538
- New policy - Promotion and Retention
- Committee Meeting Calendar

Status Update

It was discussed with half of the committee are able to attend today's meeting it would be best to proceed with work at the next scheduled meeting on Wednesday, June 12, 2019. It was discussed and agreed to change the time of the June 12th meeting from 9:00 A.M. to a 12:00 P.M. start time.

Housekeeping

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

Date: Wednesday, June 12, 2019

Time: 12:00 P.M.

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

Adjournment

Adjournment

Meeting: Governance Committee Regular Meeting

Date: Wednesday, June 12, 2019

Time: 12:00 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

12:00 P.M.

Roll Call

Present: Kathy Mortensen, Kylie Griffith and Ro Krejci

Absent: Claudia George

WLA Mission & Vision

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

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

Development, Discussion, and Action

Policy Review and Discussion

- 502
- 503
- 505
- 515
- 526
- 532
- 538
- New policy - Promotion and Retention
- Committee Meeting Calendar

Status Update

Recommendation for Next WLA BOD meeting: second readings on 502, 505 and 526 and first reading notice on 540
Discussed and agreed to add a meeting on Wednesday, July 10, 2019 at 10:30 A.M.

Housekeeping

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

Date: Wednesday, July 10, 2019

Time: 10:30 A.M.

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

Adjournment

Adjournment



WOODBURY LEADERSHIP ACADEMY

Adopted: June 10, 2014

Amended:

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing Woodbury Leadership Academy's policies against contraband.

II. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to Woodbury Leadership Academy, and stolen property.
- B. "Personal possessions" includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

III. GENERAL STATEMENT OF POLICY

- A. Lockers and Personal Possessions: within a Locker Pursuant to Minnesota statutes, school lockers are the property of Woodbury Leadership Academy. At no time does Woodbury Leadership Academy relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The

personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

- B. Desks; school desks are the property of Woodbury Leadership Academy. At no time does Woodbury Leadership Academy relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.
- C. Personal Possessions and Student's Person; the personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.
- D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

IV. PROCEDURES GUIDELINES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials ~~must~~ **may** provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person ~~shall~~ **may** be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.



- G. A copy of this policy **will be available in an electronic format appearing on WLA's website. This policy will be reviewed with students and staff.** ~~printed in the student handbook or disseminated in any other way which school officials deem appropriate. Woodbury Leadership Academy shall provide a copy of this policy to a student when the student is given use of a locker.~~

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of Woodbury Leadership Academy, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with Woodbury Leadership Academy's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.



WOODBURY LEADERSHIP ACADEMY

Adopted: July 22, 2014

505 DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL ~~PROPERTY PREMISES BY STUDENTS, FAMILY MEMBERS OF STUDENT(S), AND EMPLOYEES~~

I. PURPOSE

The purpose of this policy is to protect the exercise of students', family members' of student(s), **community members** and employees' free speech rights, taking into consideration the educational objectives and responsibilities of Woodbury Leadership Academy.

II. GENERAL STATEMENT OF POLICY

- A. Woodbury Leadership Academy recognizes that students, family members of student(s), **community members** and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of Woodbury Leadership Academy, the Board of Directors adopts the following regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Non-School-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by Woodbury Leadership Academy. Examples of non-school-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom

distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of Woodbury Leadership Academy for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption, which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
 3. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. “School activities” means any activity sponsored by Woodbury Leadership Academy including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in- school lunch periods.
- G. “Libelous” is a false and unprivileged statement in a permanent medium about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.
- H. “Slanderous” is a false and unprivileged verbal statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Students, family members of student(s), **community members** and employees of Woodbury Leadership Academy ~~have the right to~~ **must submit a written request with the intended material attached, to the administration** to distribute non-school-sponsored material, ~~at reasonable times,~~

~~places as set forth in this policy, and in a reasonable manner, non-school-sponsored material.~~

The Executive Director may bring any requests to the WLA board of directors for approval on an as needed basis.

- B. Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises or promotes any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students, family members of student(s), **community members** and employees of non-school-sponsored materials on Woodbury Leadership Academy property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with Woodbury Leadership Academy's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of Woodbury Leadership Academy staff, use of Woodbury Leadership Academy equipment, or other resources;
 - a. whether distribution would require that non-school persons be present on the school grounds;
 - b. whether the materials are a solicitation for goods or services not requested by

the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- ~~A. No non-school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.~~
- ~~B. Distribution of non-school-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school, and school parking lots.~~
- ~~C. Distribution shall not impede entrance to or exit from school premises in any way.~~
- ~~D. No one shall coerce a student or staff member to accept any publication.~~
- E.—The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

~~A. Any student, family member of student(s), and employee wishing to distribute (as defined in this policy) non-school-sponsored material must first submit for approval a copy of the material to the director and the Board or Directors at least 48 hours before the upcoming Board of Director's meeting, together with the following information:~~

- ~~1. Name and phone number of the person submitting the request and, if a student, the room number of his or her classroom teacher.~~
- ~~2. Date(s) and time(s) of day intended for distribution.~~
- ~~3. Location where material will be distributed.~~
- ~~4. If intended for students, the grade(s) of students to whom the distribution is intended.~~

~~B. Within 48 hours of the upcoming Board of Director's meeting, the director and the Board of Directors will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.~~

~~C. If the person submitting the request does not receive a response within 48 hours after the Board of Director's meeting, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.~~

~~D. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by Woodbury Leadership Academy, administration, the Board of Directors, or the individual reviewing the material submitted.~~

VI. DISCIPLINARY ACTION

- A. Distribution by any student of non-school-sponsored material prohibited herein or in violation



of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with Woodbury Leadership Academy' Student Discipline Policy.

- B. Distribution by any employee of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with Woodbury Leadership Academy policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave Woodbury Leadership Academy property immediately and, if necessary, the police will be called.

WOODBURY LEADERSHIP ACADEMY

Adopted: June 10, 2014

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Woodbury Leadership Academy (WLA) cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of WLA and the rights and welfare of its students and is within the control of WLA in its normal operations, it is WLA's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. **The purpose of this policy is to assist WLA in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.**

II. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

~~A. "Student" means a student enrolled at WLA.~~

B. "Bullying" mean intimidating, threatening, abusive or harming conduct that is objectively offensive and:

1. ~~there is~~ an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

C. "Cyberbullying" means bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or

forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mail lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- ~~D. "Prohibited conduct" means bullying or cyberbullying as defined under this subdivision or retaliation for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.~~
- E. "Immediately" means as soon as possible
- F. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, the following:
1. ~~conduct that~~ causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; **or**
 3. is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). **However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.**
- ~~G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of the student who is the target of the prohibited conduct~~
- H. "On school premises, on WLA property, at school functions or activities, or on school transportation" means all WLA buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for WLA purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. WLA property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, WLA does not represent that it will provide supervision or assume liability at these locations and events.

- I. "Prohibited conduct" means bullying or cyberbullying as defined under this subdivision or retaliation for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- J. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of the student who is the target of the prohibited conduct
- K. "Student" means a student enrolled at WLA.

III. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on WLA property, at school functions or activities, or on school transportation. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of WLA or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off WLA property and/or with or without the use of WLA resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of Woodbury Leadership Academy shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. WLA will take appropriate action against any student or employee who engages in retaliation.
- E. False accusations or reports of bullying are prohibited.
- F. A ~~student person~~ who engages in an act of bullying, reprisal, retaliation, or knowingly making a false report of bullying ~~or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school's policies and procedures, including WLA's discipline policy. shall be subject to discipline or other remedial responses for that act in accordance with WLA's policies and procedures, including WLA's discipline policy. A teacher, administrator, volunteer, contractor, or other employee of WLA who permits, condones, or tolerates bullying or engages in an act of reprisal, retaliation, or knowingly making a false report of bullying shall be subject to disciplinary action.~~ WLA may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial response or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school property and events and/or termination of services and/or contracts.

- G. Woodbury Leadership Academy will act to investigate all complaints of bullying reported to the WLA and will discipline or take appropriate action against any student, teacher, administrator, volunteer, parent, contractor, or other employee of WLA who is found to have violated this policy.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge of belief of conduct that may constitute bullying or prohibited conduct under this policy shall reported the alleges acts immediately to an appropriate school official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on anonymous report to determine discipline or other remedial responses.
- B. Woodbury Leadership Academy encourages the reporting party or complainant to use the incident form available in the school's office, but oral reports shall be considered complaints as well.
- C. The building director or supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to the school's human rights officer or the director. If the complaint involves the building report taker, the complaint shall be made or filed directly with the school's human rights officer or board chair by the reporting party of complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by WLA shall be responsible for the investigation. The building report taker

shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School personnel, who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner, may be subject to disciplinary action.
- ~~E. School Director: School director or designee (“director/designee”) is the person responsible for receiving reports of bullying at the school level. The principal/designee will ensure this policy and its procedures are fairly and fully implemented and serve as the primary person to address policy and procedural matters. If the complaint involves the principal/designee, the complaint shall be made to the superintendent. Students: Students who believe that they have been bullied or have witnessed bullying are strongly encouraged to bring their concerns to the principal/designee but may bring their concerns to any school employee.~~
- ~~F. School Employees: Any employee who witnesses an incident or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred shall:~~
- ~~1. Immediately intervene to protect the safety of the student subjected to the incident and other students involved, as appropriate to the context.~~
 - ~~2. Make reasonable efforts to address and resolve the incident, including reporting the incident to the principal/designee, as deemed appropriate.~~
 - ~~3. Cooperate fully in any investigation and resolution of the bullying incident.~~
- ~~G. Independent Contractors/Volunteers: Any independent contractor or volunteer who witnesses bullying or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred is strongly encouraged to report the bullying incident to the principal/designee or any school employee and cooperate fully in any investigation and resolution of the bullying incident. Anonymous reports will be accepted by the principal/designee. However, no disciplinary action will be determined solely on the basis of an anonymous report.~~
- ~~H. Anonymous reports will be accepted by the principal/designee. However, no disciplinary action will be determined solely on the basis of an anonymous report.~~
- I. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- J. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- K. WLA will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Woodbury Leadership Academy's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL ACTION

- ~~A. The use of, access to, and disclosure of information pertaining to reports and investigations of prohibited conduct are subject to state and federal data practices laws.~~
- B. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, WLA shall undertake or authorize an investigation by the building report taker or a third party designated by WLA.
- ~~C. The building report taker or other appropriate school officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.~~
- ~~D. WLA officials may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.~~
- E. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, WLA will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in ~~Section H.F.~~ of this policy. WLA action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable WLA policies; and applicable regulations.
- G. WLA is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of WLA. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

- H. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, WLA shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

WLA will discipline or take appropriate action against any student, teacher, administrator, volunteer, **parent**, contractor, or other employee of WLA who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. **Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.** Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct.

VII. TRAINING AND EDUCATION

- A. WLA shall discuss this policy with students, school personnel and volunteers and provide appropriate training for all school personnel to prevent, identify and respond to prohibited conduct. WLA shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with WLA. WLA or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall **be provided in employee handbooks and training materials.**
 - ~~1. be given to each school employee and independent contractor, if a contractor regularly interacts with students, at the time of employment with WLA;~~
 - ~~2. included in student handbook; and~~
 - ~~3. be available to all parents and other school community members in an electronic format in the languages appearing on the school website.~~
- ~~B. WLA will provide education and information to students to help students identify, prevent, and reduce bullying and create a safe learning environment.~~
- C. WLA will provide professional development, **consistent with Minnesota law**, to all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following: ~~employees to build their skills to implement this policy. The context of the training will include, but not limited to:~~

- ~~1. Strategies to prevent, intervene and effectively stop bullying in a manner developmentally appropriate to the context of an incident.~~
 - ~~2. Information about the complex interaction and power differential that can take place between and among an actor, target, and witness to bullying.~~
 - ~~3. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying.~~
 - ~~4. Information about Internet safety issues as they relate to bullying.~~
 - ~~5. A review of the district's reporting requirements related to bullying.~~
 6. developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 7. the complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 8. research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 9. the incidence and nature of cyberbullying; and
 10. Internet safety and cyberbullying.
- D. The administration of WLA is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. WLA ~~is encourage~~ **may implement** violence prevention and character development education programs to prevent and reduce ~~policy violations. discrimination and other improper conduct.~~

VIII. NOTICE

- A. Woodbury Leadership Academy will give notice of this policy to students and ~~staff, and shall appear in the student handbook.~~ **employees.**
- B. This policy ~~or a summary thereof~~ shall be available to all parents and other school community members in an electronic format in the language appearing on WLA's website.
- C. This policy ~~must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with WLA.~~

**WOODBURY LEADERSHIP ACADEMY
FACILITIES COMMITTEE MINUTES
TUESDAY, JUNE 4, 2019 @ 4:30 P.M.
OFFICE CONFERENCE ROOM
8089 GLOBE DRIVE, WOODBURY, MN 55125**

1. Meeting was called to order at: 4:30.
2. Members present: Jason Livingston, Jolene Skordahl, Kathleen Mortensen, Shannon Kelly (4:45)
3. Non Members present: Shawn Smith (via conference call)
4. Mission and Vision shared (Livingston)
5. Regular meeting schedule established for 2nd Wednesday of the month at 4:00 p.m.
6. Review of Facilities Committee Charge (Livingston) which was previously presented to the WLA BOD, and was approved by the WLA BOD
7. Update on summer construction plan (Smith)
 - a. 3 bids were solicited and met last week to review plans
 - b. 4 alternates were provided including
 - i. Redoing floor area in office, and installing a sport court in the gym
 - ii. Laminate flooring
 - iii. Remodel vet-tech area
 - iv. Remodel area on second floor for locker space
 - c. Based on bids and modifications the following will be completed this summer
 - i. Administrative work room area redone
 - ii. Nurse area
 - iii. Nurse restroom and staff restroom
 - iv. Laundry area
 - v. Additional hallway corridor
 - vi. Wall built in conference room and a cumulative file room added
 - vii. All first floor corridors painted
8. Judith confirmed that the fees for project management and architect was already in the general budget, which thus helps stretch the construction budget a bit further.
9. Recommendation made to use Wexford as the construction company, and to approve moving forward to secure permits.
10. Discussion of next meeting to be held Tuesday, June 11th, at 1:00 p.m.
11. Discussion of the YMCA using the space until June 23rd when demolition begins in order to ensure safety of students
12. Future Items:
 - a. Playground and general upkeep
 - b. Peaceful Playground installation
 - c. Playsets for older students
 - d. Overview construction process (details, logistics, interruption to school business)
13. Adjournment at: 5:03 (JL)



Meeting: Facilities Committee

Date: Tuesday, June 11, 2019

Time: 1:00 pm

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

Minutes:

The meeting was called to order by Jason Livingston at 1:01 p.m.

Members Present:	Guests Present:
Jason Livingston	Diane Thiogs - PTO
Jolene Skordahl	Kurt Hoppe - Wexford
Kathy Mortenson	Doug Feikert - Colliers
Mandi Folks	Shawn Smith - Wildmere
Shannon Kelly	

Agenda Items:

- **Overview construction process (details, logistics, interruption to school business)**
 - Reviewed current plans for summer renovations – Shawn Smith
 - Wexford walked through the details of their project plan – Kurt Hoppe
 - Set time to review finish options with Colliers. Diane Thiogs and Kathy Mortenson will meet at Colliers to see samples – Doug Feikert
 - Confirmed that all contracts for improvements will be going through building owner and not WLA. WLA will reimburse building owner for cost of improvements. Confirmed with Judith that this was an acceptable course of action. She was in favor of it and we will present to the board in next meeting.
 - Discussed potential technology concerns related to the renovations. Will include a conversation with the Technology Committee.
 - Once final plans are completed, present the plans to the full Board. Expecting to be ready for the June 26th meeting.
- **Playground and general upkeep**
 - Discussed the current state of the playground area.
 - Diane agreed to discuss using the PTO to help with playground cleanup and repair.

- Kathy discussed the desire to move the Gaga Ball pit to the parking lot.
- Jolene will contact Rainbow to see about performing maintenance on the physical playground equipment.
- Shawn offered to talk to building owner about the possibility of clearing the space across the road from the school to use for outdoor fields or other options.
- **Peaceful Playground installation**
 - Discussed where and when we will install the peaceful playground.
- **Playsets for older students**
 - Discussed options for additional equipment for middle school use.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Tuesday, July 16, 2019

Time: 4:30 p.m.

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

Jason Livingston adjourned the meeting @ 3:15 pm

