



Meeting: Board of Directors Regular Meeting

Date: Wednesday, October 23, 2019

Time: 5:00 P.M.

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

AGENDA

1.Meeting Call to Order and Roll Call (Mandi Folks)

1.1 Meeting Call to Order (Mandi Folks, Board Chair)

1.2 Roll Call (Mandi Folks, Board Chair)

2. WLA Mission and Vision (Jolene Skordahl)

- a. 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
- b. 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 in high school and beyond.

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

3.1 Approval of meeting agenda

Motion: _____ 2nd: _____ Vote: _____

3.2 Approval of September 26, 2019 Board 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 (Mandi Folks)

6.2 Executive Director Report (Kathleen Mortensen)

6.3 Financial Director Report (Judith Darling, BKDV)

6.4 Finance Committee Report (Mandi Folks, Board Chair)

6.4.1 Accept September Financials and October Minutes

Motion: _____ 2nd: _____ Vote: _____

6.5 Facilities Committee Report (Jason Livingston, Chair)

6.5.1 Accept October Facilities Minutes

Motion: _____ 2nd: _____ Vote: _____

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

7.1 IoWA EDIAM (Designation of identified Official with Authority for the MDE External User Access Recertification System. The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all users access rights to Minnesota state systems must be reviewed and recertified at least annually. The identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Kathleen Mortensen to act as the Identified Official with Authority (IoWA) for Woodbury Leadership Academy 4228-07.)

7.2 Ratify Employment Agreement(s)

7.3 Green School Network Contract

7.4 Wolf Ridge contract for 2020 and permission for an overnight field trip

7.5 Washington D.C. 2020 overnight field trip and permission to move forward with planning

7.6 Treasurer

7.7 Additional Board Member

7.8 Ratification to change in bylaws

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, October 30, 2019

Time: 6:00 P.M.

Location: 8089 Globe Dr. Woodbury, MN- gym

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

Adjournment

Motion: _____ 2nd _____ Vote: _____

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
September 26, 2019**



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

Directors Absent: Shannon Kelly

Administration/Advisors Present: Kathy Mortensen (Executive Director)

Others in Attendance: WLA staff

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:08 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms George read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms George moved "to approve the agenda for the September 26, 2019 Board of Directors meeting." Seconded by Ms Skordahl. Motion passed unanimously.

3.2 Approval of July 24, 2019, August 29, 2019 and September 12, 2019 meeting minutes

Ms Skordahl moved "to approve the meeting minutes from the July 24, August 29, and September 12, 2019 Board of Directors meetings." Ms Erickson seconded. Motion passed unanimously.

4. Conflict of Interest Declaration

4.1 Conflict of Interest Declaration

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

5. Public Comment

Mr Andrew Sharp, Instructional Coach and K/MS Phys Ed teacher at WLA, proposed offering a Washington DC trip for 8th grade students and distributed an example trip agenda. He had run a DC trip thru WorldStrides tour group 5 times at his previous school and stated that it fits well with the CK Grade 7 and 8 Social Studies sequence. There was discussion on grades to participate, group size, price and other considerations.

5.1 Delegation of Public Comment Items (if necessary)

Ms Mortensen will bring the Washington DC fieldtrip to the Finance Committee to look at cost and scholarship possibilities, and Mr Sharp will present the trip to the PTO to see if there was interest in assisting with scholarships. Ms Mortensen shared that overnight fieldtrips require Board approval, so this will need to be addressed at the October board meeting.

6. Board and Administration Reports

6.1 Board Report

Ms Folks reflected on the September 12 Board meeting at which the Board came to a consensus on facilities planning for the future. She distributed a list of regular Board meeting dates for the year and a draft agenda for the October Annual Meeting. She stated that there would be a regular Board meeting on October 23 for Board business. The Annual Meeting will be on October 30 at 6:00. There was discussion about the meeting agenda, presenters at the Annual Meeting, how the meeting would differ from a regular board meeting, and ideas to obtain and address public comment.

Members were asked to send suggestions to Ms Folks or Ms Mortensen for Board, Staff and Volunteer of the Year awards, which will be presented at the meeting.

6.2 Executive Director Report

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

- 2019-20 enrollment update: 488 students as of today
- The Middle School teachers are touring Liberty Commons this week, a Distinguished Core Knowledge School in Colorado. Plans are to send another group of 4-5 teachers yet this fall.
- Mary Kelly, SpEd Director will be training staff on the SpEd referral process.
- Recent visitors to the school include a group from Japan looking at starting a charter school system in Japan, and a group from Nicaragua.
- Volunteers of America, WLA's authorizer, is scheduled for their annual site visit on October 9.
- Tomorrow, September 27, is a huge day for students at WLA – it's Pizza Friday! Last year's student council members will be serving.

6.3 Finance Director Report

Ms Darling was not present at the meeting. Ms Folks shared that the Finance Committee met on September 17 and reviewed financials for July and August 2019. The audit is underway and appears to be going well. The audit will be presented to the Board when completed.

WLA has received the final approximate \$20,000 of lease aid from MDE for the prior year and MDE has approved 2019-2020 lease aid. She stated that the current year budget is based on ADM of 444. The budget will be revised on updated enrollment numbers and brought to the board at a future meeting. It appears WLA will end the 2018-2019 fiscal year with a 20% fund balance. \$93,000 remains in Fund 4, which WLA would like to utilize in the future.

Ms Erickson moved "to accept the July 2019 and August 2019 Financial Statements." Mr Livingston seconded. Motion passed unanimously.

6.4 Finance Committee Report

Information was included with item 6.3 Finance Director Report.

6.5 Facilities Committee

Mr Livingston recapped the decision made at the September 12 Board meeting to stay at the current location and remodel to meet our needs. Shawn Smith and Judith Darling are working on financial options to support the decision; Doug Feickert is working on footprint/design plans and will present at the next Facilities meeting. The Committee hopes to have a hi-level plan to

present at the October Annual meeting. The next Facilities Committee meeting is scheduled for October 8 at 4:30 PM

Ms Folks shared the Finance Committee is reviewing 3 funding options, one of which is bond financing. Baird (a bond financing company) will be presenting at the next Finance Committee meeting scheduled for October 7 at 2:30.

7. Board Training, Discussion and Business

7.1 Student Enrollment Process

Ms Mortensen asked Ms Baumann, Office Manager to walk Board members through the Application and Enrollment process at Woodbury Leadership Academy. Ms Baumann explained the assumptions used to estimate the number of openings at the various grade levels. She then explained the different enrollment periods, the lottery process, enrollment preferences (sibling, staff and general) and waitlists. She reviewed the steps, timing and paperwork involved. Common enrollment situations and questions were discussed.

7.2 Approve IOwA for new MDE EDIAM System

Ms Mortensen explained that MDE recently changed systems to manage access to secure reporting and information systems at MDE. MDE requires a new Board action item to rename the IOwA (Identified Official with Authority) for the EDIAM System. Ms Folks motioned “to approve Kathy Mortensen as the IOwA for the new MDE EDIAM system.” Seconded by Ms Erickson. Motion passed unanimously.

7.3 Item not on Agenda

7.4 Approval of new para-professional employee contract

Ms Mortensen shared that the new employee is P Ballato, a WLA parent with a 2-year degree, working on a 4-year degree in early childhood teaching. Ms Skordahl moved to “to ratify the new para-professional employee contract for Pat Ballato.” Seconded by Ms Erickson. Motion passed unanimously.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Suggested future agenda items include finalizing the agenda for the Annual Meeting, potential new board members, appointment of a Board Treasurer, approval of the Washington DC trip, and the 2nd reading of the Retention Policy.

It was suggested that the 2018-2019 financial audit presentation and 2019-20 budget revision be scheduled for the November Board meeting.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting is scheduled for Wednesday October 23, 2019 at 5:00 PM in the gym at 8089 Globe Drive, Woodbury, MN.

10. Adjournment

Mr Livingston moved “to adjourn.” Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 6:49 PM.

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

**WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, OCTOBER 23, 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 update: As of 10/17/2019, we have 489 students enrolled.
- The VOA Leadership Team will be conducting their formal site visit on October 30th.
- VOA SLT meeting was held earlier today, October 23rd.
- Facilities Meeting held on October 22nd.
- Coming up: "Meeting of the Minds", October 24th (Mandi, Diane, Kylie, Kathy)
- Staff meeting training topics so far this year have included:

SEP

T	6	Crisis Management, MDRS, and Fire Drills
	1	
	3	NWEA MAP Testing, WIDA Testing
	2	
	0	Student Supervision Check In (Do we have needed supports in place?)
	2	
	7	Utilizing RtI, Addressing IEPs
OCT	4	Preparing for, and Managing Conferences, RC
	1	
	1	Anti-Bullying, and addressing exclusion as a bullying behavior
	2	
	5	Crisis Management, Lock-Down Drills

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

- All Staff Workshop was conducted October 21st with Dave Den Hartog, Mary Kelly, Kylie, Ben, Andy and Kathy leading professional development in the areas of ongoing middle school development, leadership assessments/content, Special Education, Core Knowledge curriculum writing, and special sessions for our para professionals.
- The next group going to Colorado will be Mandi, Jolene, Claire and potentially one of our kindergarten teachers. They will be heading out the first week of December.
- NWEA MAP testing was facilitated in late September and early October. Results are attached.

III. Financial Management

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

- There were two Finance Committee meetings in October, one on the 7th, and the other on the 14th.

IV. Human Resource Management

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

- We are still working to back-fill our para Title I position.

Oversee conflict resolution and all other personnel matters

- No issues at this time.

V. Provision for a Safe and Effective Learning Environment

Monitor reporting systems involving health and safety of students

- We have held our first lock down drill and two fire drills so far this year.

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

- Trick or Trunk on October 25th!
- I met with the YMCA team on October 10th, to discuss how things are going, and to ensure that they know that we cannot house the YMCA summer program come June of 2020.
- Picture Day was on October 11th, lots of smiles and hair combing going on that day.
- We held parent-teacher conferences on October 15-16th, again with high a parent turn-out at an overall 93%
 - Kindergarten = MP 19/20, AB 21/21, ME 20/20, NS 20/20 (99%)
 - Grade 1 = KN 22/23, DN 19/20, CG 22/23 (95%)
 - Grade 2 = CC 21/23, KJ 21/22, MF 20/21 (94%)
 - Grade 3 = AK 21/22, AI 20/22, KG 19/21 (95%)
 - Grade 4 = MN 21/23, SR 22/23, TM 23/23 (96%)
 - Grade 5 = JE 22/23, CL 21/22, KC 20/21 (95%)
 - Grades 6-8 = 54/71 (76%)



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Statements

September 2019

bergankDV | **DO MORE.**

Prepared by:
Judith Darling, CPA
Finance Manager

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

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

Executive Summary

Balance Sheet

The beginning balances shown on the Balance Sheet are based on the preliminary ending information as of June 30, 2019 while the ending balances reflect the YTD balances.

Cash and Investments represent the amount of cash available to use for the operations of our school.

Accounts Receivable are amounts owed to the school by an outside vendor or parent.

PY State Aid Receivable represents the amount that the State owes the School for the prior year. This is directly related to the holdback. The majority of this will be repaid by the state to the school during August, September, and October of 2019.

CY State Aid Receivable/ (Deferred Revenue) represents the estimated amount that the State owes the School for the current fiscal year.

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

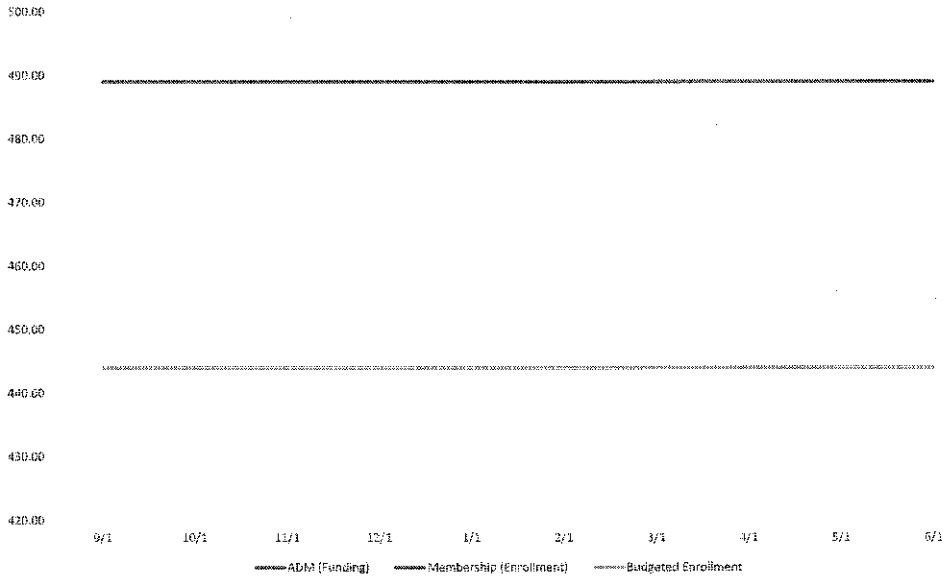
- Our audit has been completed! Due to a busy board meeting schedule, we are planning on having the audit attend the November board meeting to present the audit.
- Our cash balance as of September 30th was \$663K.
- We have reviewed in detail the working budget and plan on asking the board to adopt a revised budget in November.

Supplemental Information for September 2019

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during September 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
2019-2020**



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	83	83	83	83	83	83	83	83	83	83	
1	67	67	67	67	67	67	67	67	67	67	
2	68	68	68	68	68	68	68	68	68	68	
3	65	65	65	65	65	65	65	65	65	65	
4	68	68	68	68	68	68	68	68	68	68	
5	66	66	66	66	66	66	66	66	66	66	
6	34	34	34	34	34	34	34	34	34	34	
7	21	21	21	21	21	21	21	21	21	21	
8	17	17	17	17	17	17	17	17	17	17	
GRAND TOTAL	489	489	489	489	489	489	489	489	489	489	

Membership (Enrollment) as of:											
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30	
K	83	83	83	83	83	83	83	83	83	83	
1	67	67	67	67	67	67	67	67	67	67	
2	68	68	68	68	68	68	68	68	68	68	
3	65	65	65	65	65	65	65	65	65	65	
4	68	68	68	68	68	68	68	68	68	68	
5	66	66	66	66	66	66	66	66	66	66	
6	34	34	34	34	34	34	34	34	34	34	
7	21	21	21	21	21	21	21	21	21	21	
8	17	17	17	17	17	17	17	17	17	17	
GRAND TOTAL	489	489	489	489	489	489	489	489	489	489	

Budgeted Enrollments as of:											
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30	
K	60	60	60	60	60	60	60	60	60	60	
1	66	66	66	66	66	66	66	66	66	66	
2	66	66	66	66	66	66	66	66	66	66	
3	66	66	66	66	66	66	66	66	66	66	
4	66	66	66	66	66	66	66	66	66	66	
5	54	54	54	54	54	54	54	54	54	54	
6	35	35	35	35	35	35	35	35	35	35	
7	19	19	19	19	19	19	19	19	19	19	
8	13	13	13	13	13	13	13	13	13	13	
GRAND TOTAL	444	444	444	444	444	444	444	444	444	444	

Note: Enrollment figures are based upon information provided by the school.

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

Woodbury Leadership Academy
Woodbury, Minnesota
Balance Sheet
September 30, 2019

	Balance July 1, 2019	Balance September 30, 2019
Assets		
Current assets		
Cash and investments	\$ 624,546	\$ 663,395
Accounts receivable	9,171	5,000
Due from Other Funds	-	-
PY state aid receivable	344,665	116,467
CY state aid receivable/(deferred rev)		
Federal aids receivable	18,473	
Prepaid expenses and deposits	67,171	50,064
Total assets	\$ 1,064,025	\$ 834,926
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 99,592	\$ -
Line of credit payable/loan payable	-	-
Accounts payable	78,250	24,058
Payroll deductions and contributions	74,506	(13,607)
Deferred revenue	-	-
Total current liabilities	252,348	\$ 10,451
Fund Balance		
Fund balance 7-1-2019	811,678	811,678
Change in fund balance		12,797
Total fund balance	811,678	824,474
Total liabilities and fund balance	\$ 1,064,025	\$ 834,926

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

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
September 30, 2019

	450.62	488.60	25%		
	FY 2019 Actual	FY 2020 Original Budget 444 ADM	FY 2020 Working Budget 482 ADM	September 2019 YTD Activity	Percent of Working Budget
General Fund - 01					
Revenues					
State revenues					
General education aid	\$ 2,724,265	\$ 3,181,832	\$ 3,434,175	\$ 932,764	27.2%
Literacy aid	23,584	23,594	23,594	-	0.0%
Charter school lease aid	510,656	592,110	612,324	-	0.0%
Long-term facilities maintenance revenue	51,678	59,481	64,495	-	0.0%
Special education aid	320,320	340,493	372,307	-	0.0%
PY over (under) accrual	9,513	-	20	-	0.0%
Endowment aid	10,823	11,162	17,521	8,761	50.0%
CY estimated state aid receivable (deferred revenue)					
Total state revenues	<u>3,650,839</u>	<u>4,208,672</u>	<u>4,524,436</u>	<u>941,525</u>	<u>20.8%</u>
Federal revenues					
Federal special education aid, FIN 419, 420, 425	58,991	34,500	52,023	-	0.0%
Title I, II, IV	7,614	10,300	30,321	-	0.0%
Total federal revenues	<u>66,605</u>	<u>44,800</u>	<u>82,344</u>	<u>-</u>	<u>0.0%</u>
Local revenues					
Interest earnings	3,218	7,000	7,000	1,776	25.4%
Donations and grants	1,913	-	250	64	25.8%
Give to the Max (course 200)	6,291	5,000	5,000	-	0.0%
Fees from students (field trip, milk, pizza Friday, other)	35,920	31,000	40,600	-	0.0%
Miscellaneous revenues	1,394	-	500	-	0.0%
Sale of merchandise/fundraising - net	1,957	-	-	-	0.0%
Total local revenues	<u>50,693</u>	<u>43,000</u>	<u>53,350</u>	<u>1,840</u>	<u>3.4%</u>
Total revenues	<u>\$ 3,768,137</u>	<u>\$ 4,296,472</u>	<u>\$ 4,660,130</u>	<u>\$ 943,365</u>	<u>20.2%</u>
	3,768,137	4,296,472	4,660,130	943,365	

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
September 30, 2019

	450.62	488.60	25%
	FY 2019 Actual	FY 2020 Original Budget 444 ADM	FY 2020 Working Budget 482 ADM
			Percent of Working Budget
Expenditures			
100's Salaries	\$ 1,232,897	\$ 1,446,334	\$ 239,025
200's Benefits	308,056	383,263	73,701
305 Contracted services	237,548	251,005	57,283
315 Technology services	13,630	17,500	5,402
320 Communications services	6,633	10,580	1,832
329 Postage	2,439	2,900	88
330 Utilities	59,231	91,733	30,578
340 Property and liability insurance	12,035	15,900	11,171
350 Repairs and maintenance	34,465	56,887	19,263
360 Student transportation	315,595	343,142	67,341
360 Transportation for field trips	5,970	8,887	-
366 Travel, conferences, and staff training	18,094	30,000	14,188
369 Field trips / registration fees	9,638	12,000	480
370 Building lease	567,395	657,900	226,787
370 Other Operating Rentals & Leases	8,741	11,472	11,606
401 Supplies - non instructional (455/465 NI Tech Supplies)	35,897	46,300	14,038
401 Maintenance supplies	14,205	15,000	4,019
405 Non-instructional software and licensing	9,084	10,853	8,064
406 Instructional software	3,184	8,700	6,149
430 Instructional supplies (456/466 Inst. Tech Supplies)	46,908	26,400	43,309
460 Textbooks and workbooks	25,561	34,900	15,712
461 Standardized tests	3,621	8,100	-
470 Media/library resources	-	2,000	-
490 Food purchased	6,986	3,300	96
520 Building improvement	23,263	125,000	-
530 Furniture and other equipment	35,883	20,000	17,116
555 Technology equipment	1,354	3,000	3,936
556 Instructional technology equipment	-	27,000	-
580/581 Principal and Interest capital lease	9,273	9,285	2,061
820 Dues and memberships, fees	31,171	33,567	1,766

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
September 30, 2019

	450.62 FY 2019 Actual	444 ADM FY 2020 Original Budget	482 ADM FY 2020 Working Budget	488.60 September 2019 YTD Activity	25% Percent of Working Budget
State special ed expenditures	344,430	368,100	400,330	43,886	11.0%
Federal special education aid, FIN 419, 420, 425	58,991	34,500	52,023	10,346	19.9%
Title I and II	7,614	10,300	30,321	-	0.0%
Directors discretionary fund	-	15,000	15,000	-	0.0%
Subtotal expenditures	3,489,794	4,140,807	4,570,169	929,244	20.3%
Transfers to other funds	-	-	-	-	
Total expenditures	\$ 3,489,794	\$ 4,140,807	\$ 4,570,169	\$ 929,244	20.3%
	3,489,794	4,140,807	4,570,169	929,244	
Changes in fund balance, General Fund	\$ 278,343	\$ 155,665	\$ 89,961	\$ 14,122	
Beginning fund balance, General Fund, July 1	436,065	714,408	714,408	714,408	
Projected fund balance, General Fund, June 30	\$ 714,408	\$ 870,074	\$ 804,370	\$ 728,530	17.6%
	20.5%	21.0%	17.6%		

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
September 30, 2019

	450.62	488.60	25%
FY 2019 Actual	FY 2020 Original Budget 444 ADM	FY 2020 Working Budget 482 ADM	Percent of Working Budget

Community Services Fund - 04

Revenues			
050 Registration revenue	\$ 360	\$ 2,200	\$ -
Total revenues	\$ 360	\$ 2,200	\$ -
Expenditures			
Purchased services	\$ -	\$ 2,200	\$ -
Supplies and materials, snacks	-	-	-
Equipment	30,428	-	1,325
Dues and memberships	-	-	-
Total expenditures	\$ 30,428	\$ 2,200	\$ 1,325
Changes in fund balance, Community Services Fund	\$ (30,068)	\$ (40,000)	\$ (1,325)
Beginning fund balance, Community Services Fund, July 1	123,170	93,102	93,102
Projected fund balance, Community Services Fund, June 30	\$ 93,102	\$ 93,102	\$ 91,777

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
September 30, 2019

	450.62	488.60	25%
	FY 2020 Original Budget 444 ADM	FY 2020 Working Budget 482 ADM	Percent of Working Budget
	FY 2019 Actual	September 2019 YTD Activity	
Total All Funds			
Revenues			
State revenues	\$ 3,650,839	\$ 4,524,436	20.8%
Federal revenues	66,605	82,344	0.0%
Local revenues	51,053	1,840	3.4%
Transfer in	-	-	
Total revenues	<u>\$ 3,768,497</u>	<u>\$ 4,660,130</u>	<u>20.2%</u>
	3,768,497	4,660,130	
Expenditures			
Salaries and wages	\$ 1,232,897	\$ 1,641,515	14.6%
Employee benefits	308,056	442,704	16.6%
Purchased services	1,291,414	1,579,718	28.2%
Supplies and materials	145,447	193,400	47.3%
Equipment	100,202	226,659	10.8%
Other (fundraising, special ed, dues, etc.)	442,207	526,173	10.6%
Total expenditures	<u>\$ 3,520,222</u>	<u>\$ 4,610,169</u>	<u>20.2%</u>
	3,520,222	4,610,169	
Change in fund balance	<u>\$ 248,276</u>	<u>\$ 49,961</u>	<u>12,797</u>
	248,276	49,961	12,797
Beginning fund balance, all funds, July 1	559,234	807,510	807,510
Projected fund balance, all funds, June 30	\$ 807,510	\$ 857,471	\$ 820,306
	807,510	857,471	820,306

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
2019-2020

Period Ending	Cash Inflows (Revenues)				Total Receipts	Cash Outflows (Expenditures)			Total Expenses	Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts*	Prior Year State & Federal Holdback		Salaries	Other Expenses	Beginning Balance		
Jul 31	\$ 266,506	\$ -	\$ 4,840	\$ -	\$ 271,346	\$ 82,562	\$ 291,918	\$ 374,480	\$ 624,546	
Aug 31	355,464	-	584	89,709	445,756	81,388	162,110	243,498	521,412	
Sept 30	319,555	-	587	156,962	477,104	124,550	412,830	537,380	723,670	
Oct 31	347,830	9,149	5,260	94,965	457,204	124,550	259,318	383,868	663,395	
Nov 30	347,830	9,149	5,260		362,239	124,550	259,318	383,868	736,731	
Dec 31	347,830	9,149	5,260		362,239	124,550	259,318	383,868	715,102	
Jan 31	347,830	9,149	5,260		362,239	124,550	259,318	383,868	693,473	
Feb 28	347,830	9,149	5,260	11,883	362,239	124,550	259,318	383,868	671,844	
Mar 31	347,830	9,149	5,260		374,122	124,550	259,318	383,868	662,098	
Apr 30	347,830	9,149	5,260		362,239	124,550	259,318	383,868	640,469	
May 31	347,830	9,149	5,260		362,239	124,550	259,318	383,868	618,840	
June 30	347,830	9,149	5,260	9,619	371,858	124,550	259,318	383,868	597,211	
Total per Above	4,071,992	82,344	53,350	363,138	4,570,824			4,610,169	585,201	
Per Budget/Projection Difference	4,071,992	82,344	53,350	363,138	4,570,824			4,610,169	(0)	
Totals	4,071,992	82,344	53,350	363,138	4,570,824	1,409,447	3,200,722	4,610,169	585,201	

Primary 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
Board of Directors Meeting Minutes
Regular Meeting
September 26, 2019**



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

Directors Absent: Shannon Kelly

Administration/Advisors Present: Kathy Mortensen (Executive Director)

Others in Attendance: WLA staff

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:08 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms George read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms George moved "to approve the agenda for the September 26, 2019 Board of Directors meeting." Seconded by Ms Skordahl. Motion passed unanimously.

3.2 Approval of July 24, 2019, August 29, 2019 and September 12, 2019 meeting minutes

Ms Skordahl moved "to approve the meeting minutes from the July 24, August 29, and September 12, 2019 Board of Directors meetings." Ms Erickson seconded. Motion passed unanimously.

4. Conflict of Interest Declaration

4.1 Conflict of Interest Declaration

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

5. Public Comment

Mr Andrew Sharp, Instructional Coach and K/MS Phys Ed teacher at WLA, proposed offering a Washington DC trip for 8th grade students and distributed an example trip agenda. He had run a DC trip thru WorldStrides tour group 5 times at his previous school and stated that it fits well with the CK Grade 7 and 8 Social Studies sequence. There was discussion on grades to participate, group size, price and other considerations.

5.1 Delegation of Public Comment Items (if necessary)

Ms Mortensen will bring the Washington DC fieldtrip to the Finance Committee to look at cost and scholarship possibilities, and Mr Sharp will present the trip to the PTO to see if there was interest in assisting with scholarships. Ms Mortensen shared that overnight fieldtrips require Board approval, so this will need to be addressed at the October board meeting.

6. Board and Administration Reports

6.1 Board Report

Ms Folks reflected on the September 12 Board meeting at which the Board came to a consensus on facilities planning for the future. She distributed a list of regular Board meeting dates for the year and a draft agenda for the October Annual Meeting. She stated that there would be a regular Board meeting on October 23 for Board business. The Annual Meeting will be on October 30 at 6:00. There was discussion about the meeting agenda, presenters at the Annual Meeting, how the meeting would differ from a regular board meeting, and ideas to obtain and address public comment.

Members were asked to send suggestions to Ms Folks or Ms Mortensen for Board, Staff and Volunteer of the Year awards, which will be presented at the meeting.

6.2 Executive Director Report

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

- 2019-20 enrollment update: 488 students as of today
- The Middle School teachers are touring Liberty Commons this week, a Distinguished Core Knowledge School in Colorado. Plans are to send another group of 4-5 teachers yet this fall.
- Mary Kelly, SpEd Director will be training staff on the SpEd referral process.
- Recent visitors to the school include a group from Japan looking at starting a charter school system in Japan, and a group from Nicaragua.
- Volunteers of America, WLA's authorizer, is scheduled for their annual site visit on October 9.
- Tomorrow, September 27, is a huge day for students at WLA – it's Pizza Friday! Last year's student council members will be serving.

6.3 Finance Director Report

Ms Darling was not present at the meeting. Ms Folks shared that the Finance Committee met on September 17 and reviewed financials for July and August 2019. The audit is underway and appears to be going well. The audit will be presented to the Board when completed.

WLA has received the final approximate \$20,000 of lease aid from MDE for the prior year and MDE has approved 2019-2020 lease aid. She stated that the current year budget is based on ADM of 444. The budget will be revised on updated enrollment numbers and brought to the board at a future meeting. It appears WLA will end the 2018-2019 fiscal year with a 20% fund balance. \$93,000 remains in Fund 4, which WLA would like to utilize in the future.

Ms Erickson moved "to accept the July 2019 and August 2019 Financial Statements." Mr Livingston seconded. Motion passed unanimously.

6.4 Finance Committee Report

Information was included with item 6.3 Finance Director Report.

6.5 Facilities Committee

Mr Livingston recapped the decision made at the September 12 Board meeting to stay at the current location and remodel to meet our needs. Shawn Smith and Judith Darling are working on financial options to support the decision; Doug Feickert is working on footprint/design plans and will present at the next Facilities meeting. The Committee hopes to have a hi-level plan to

present at the October Annual meeting. The next Facilities Committee meeting is scheduled for October 8 at 4:30 PM

Ms Folks shared the Finance Committee is reviewing 3 funding options, one of which is bond financing. Baird (a bond financing company) will be presenting at the next Finance Committee meeting scheduled for October 7 at 2:30.

7. Board Training, Discussion and Business

7.1 Student Enrollment Process

Ms Mortensen asked Ms Baumann, Office Manager to walk Board members through the Application and Enrollment process at Woodbury Leadership Academy. Ms Baumann explained the assumptions used to estimate the number of openings at the various grade levels. She then explained the different enrollment periods, the lottery process, enrollment preferences (sibling, staff and general) and waitlists. She reviewed the steps, timing and paperwork involved. Common enrollment situations and questions were discussed.

7.2 Approve IOwA for new MDE EDIAM System

Ms Mortensen explained that MDE recently changed systems to manage access to secure reporting and information systems at MDE. MDE requires a new Board action item to rename the IOwA (Identified Official with Authority) for the EDIAM System. Ms Folks motioned "to approve Kathy Mortensen as the IOwA for the new MDE EDIAM system." Seconded by Ms Erickson. Motion passed unanimously.

7.3 Item not on Agenda

7.4 Approval of new para-professional employee contract

Ms Mortensen shared that the new employee is P Ballato, a WLA parent with a 2-year degree, working on a 4-year degree in early childhood teaching. Ms Skordahl moved to "to ratify the new para-professional employee contract for Pat Ballato." Seconded by Ms Erickson. Motion passed unanimously.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Suggested future agenda items include finalizing the agenda for the Annual Meeting, potential new board members, appointment of a Board Treasurer, approval of the Washington DC trip, and the 2nd reading of the Retention Policy.

It was suggested that the 2018-2019 financial audit presentation and 2019-20 budget revision be scheduled for the November Board meeting.

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting is scheduled for Wednesday October 23, 2019 at 5:00 PM in the gym at 8089 Globe Drive, Woodbury, MN.

10. Adjournment

Mr Livingston moved "to adjourn." Ms Erickson seconded. Motion passed unanimously. The meeting adjourned at 6:49 PM.

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



Woodbury Leadership Academy
Woodbury, MN
District 4228

Supplemental Information

September 2019

bergankov | **DO MORE.**

Prepared by:
Judith Darling, CPA
Finance Manager

WOODBURY LEADERSHIP ACADEMY
Payment Register by Check No.
Payment Date Range: 09/01/2019 - 9/30/2019

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
OLDN					09/18/2019	\$588.50	6091	E 01 005 110 000 000 820	Monthly membership fee
OLDN				MN Association of Charter Schools	09/19/2019	\$1,896.18	6084	B 01 215 017	Payroll Deductions PERA
OLDN				Public Employee Retirement Association	09/19/2019	\$12,050.89	6085	B 01 215 018	Payroll Deductions TRA
OLDN				Teachers Retirement Association	09/19/2019	\$13,840.50	6086	B 01 215 010	Payroll Deductions FICA
OLDN				Internal Revenue Service	09/19/2019	\$8,144.19	6086	B 01 215 011	Payroll Deductions Fed Tax
OLDN				Internal Revenue Service	09/19/2019	\$4,090.83	6087	B 01 215 013	Payroll Deductions MN Tax
OLDN				MN Department of Revenue Service	09/19/2019	\$300.00	6088	B 01 215 022	Payroll Deductions - HSA
OLDN				AssociatedBank	09/19/2019	\$182.55	6089	B 01 215 021	TSA
OLDN				VOYA	09/19/2019	\$370.60	6094	E 01 010 640 000 316 366	Airfare-CO Distinguished CK school-Davis
OLDN				First Bankcard	09/23/2019	\$370.60	6094	E 01 010 640 000 316 366	Airfare-CO Distinguished CK school-Logan
OLDN				First Bankcard	09/23/2019	\$370.60	6094	E 01 010 640 000 316 366	Airfare-CO Distinguished CK school-Logan
OLDN				First Bankcard	09/23/2019	\$370.60	6094	E 01 010 640 000 316 366	Airfare-CO Distinguished CK -Allesee
OLDN				First Bankcard	09/23/2019	\$370.60	6094	E 01 010 640 000 316 366	Airfare-CO Distinguished CK school-Robb
OLDN				First Bankcard	09/23/2019	\$188.77	6094	E 01 005 110 000 000 320	phones 7/2-8/1/19 Mortensen & Griffith
OLDN				First Bankcard	09/23/2019	\$362.72	6094	E 01 010 203 000 000 460	Holt McDougal Math textbooks Course 1 (16
OLDN				First Bankcard	09/23/2019	\$112.94	6094	E 01 010 203 000 000 401	Misc supplies
OLDN				First Bankcard	09/23/2019	\$372.52	6094	E 01 010 640 000 316 366	Lunch-New teacher inservice
OLDN				First Bankcard	09/23/2019	\$123.54	6094	E 01 010 203 000 000 401	Classroom rug-Nelson
OLDN				First Bankcard	09/23/2019	\$249.00	6094	E 01 010 640 000 316 366	Responsive Classroom training-Sharp???
OLDN				First Bankcard	09/23/2019	\$88.94	6094	E 01 010 203 000 000 401	Literature organizer mailbox - MS
OLDN				First Bankcard	09/23/2019	\$88.50	6094	E 01 010 203 000 000 430	YuXin Kirin cubes (30)-MS math
OLDN				First Bankcard	09/23/2019	\$52.28	6094	E 01 005 810 000 000 401	Maintenance supplies
OLDN				First Bankcard	09/23/2019	\$393.72	6094	E 01 010 203 000 000 430	Copy paper
OLDN				First Bankcard	09/23/2019	\$9.95	6094	E 01 010 203 000 000 430	Ziglar Determined to Learn-MS Math
OLDN				First Bankcard	09/23/2019	\$79.60	6094	E 01 010 203 000 000 430	World & US wall map sets (4)
OLDN				First Bankcard	09/23/2019	\$12.99	6094	E 01 010 203 000 000 430	Great Women of Math Poster-MS Math
OLDN				First Bankcard	09/23/2019	\$109.56	6094	E 01 010 203 000 000 430	Plast'r Modeling material-Gr 1 art
OLDN				First Bankcard	09/23/2019	\$39.80	6094	E 01 010 203 000 000 430	World & US wall map sets (2) - Gr 2
OLDN				First Bankcard	09/23/2019	\$52.47	6094	E 01 010 203 000 000 430	World globes (3) - Gr 2
OLDN				First Bankcard	09/23/2019	\$23.38	6094	E 01 010 203 000 000 430	All About Me poster sets-Gr 3
OLDN				First Bankcard	09/23/2019	\$131.64	6094	E 01 010 640 000 316 366	Teacher inservice - Supplies
OLDN				First Bankcard	09/23/2019	\$203.99	6094	E 01 010 203 000 000 401	Art supplies
OLDN				First Bankcard	09/23/2019	\$74.04	6094	E 01 010 201 000 000 401	Utility cart - K
OLDN				First Bankcard	09/23/2019	\$93.38	6094	E 01 010 203 000 000 430	Kindergarten supplies
OLDN				First Bankcard	09/23/2019	\$18.90	6094	E 01 010 203 000 000 430	Albert Einstein Posters - MS Math
OLDN				First Bankcard	09/23/2019	\$35.98	6094	E 01 010 203 000 000 430	Passport Notebooks - MS SS

WOODBURY LEADERSHIP ACADEMY
Payment Register by Check No.
 Payment Date Range: 09/01/2019 - 9/30/2019

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$192.59	6094	E 01 010 203 000 000 430	Grade One supplies
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$10.37	6094	E 01 010 203 000 000 460	Werewolves of Millers' Hollow - MS SS
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$269.69	6094	E 01 010 640 000 316 366	Teacher inservice supplies
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$14.99	6094	E 01 010 203 000 000 401	Scissors-12 pk
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$15.72	6094	E 01 010 203 000 000 430	Giant Mathematicians Do poster - MS Math
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$93.35	6094	E 01 010 640 000 316 366	Coffee & bagels - Teacher inservice
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$330.18	6094	E 01 005 108 000 000 315	Square Trade Warranty
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$8.56	6094	E 01 010 203 000 000 460	Cursive handwriting practice unit - Gr 3
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$4.82	6094	E 01 010 203 000 000 430	3rd Grade Core Knowledge Timeline
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$87.85	6094	E 01 010 203 000 000 460	2nd Grade Grammar Curriculum
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$841.82	6094	E 01 010 640 000 316 366	Lunch - Teacher inservice
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$19.89	6094	E 01 010 203 000 000 430	Dry erase lapboards
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$51.40	6094	E 01 010 203 000 000 430	Grade One supplies
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$89.07	6094	E 01 005 110 000 000 490	Breakfast - Teacher inservice
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$53.56	6094	E 01 005 107 000 000 401	Balloons - Open House
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$3,936.00	6094	E 01 005 108 000 000 555	3 x 6 pks Motorola TwoWay Radios
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$521.26	6094	E 01 010 203 000 000 460	MS LA Books
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$7.29	6094	E 01 010 203 000 000 430	25 ft magnetic strip - MS LA
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$160.03	6094	E 01 010 640 000 316 366	Lunch - Teacher inservice
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$53.05	6094	E 01 010 640 000 316 366	Lunch - Administration
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$34.21	6094	E 01 005 810 000 000 320	SipStation subscription (VoIP)-August
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$393.72	6094	E 01 010 203 000 000 430	Copy paper
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$34.56	6094	E 01 010 203 000 000 430	Leaders of History poster - MS SS
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$44.94	6094	E 01 010 203 000 000 430	White cardstock
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$233.47	6094	E 01 010 640 000 316 366	Lunch - Teacher inservice
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$150.94	6094	E 01 005 810 000 000 401	Lumber, screws, tape measure
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$10.99	6094	E 01 010 203 000 000 430	White board erasers
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$21.39	6094	E 01 005 810 000 000 401	SAE & Metric Hex set
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$520.60	6094	E 01 010 640 000 316 366	Airfare-CO Distinguished CK school-???
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$34.40	6094	E 01 010 203 000 000 430	Units & Prefixes chart- MS Science
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$222.12	6094	E 01 010 203 000 000 401	Utility carts (3)
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$192.65	6094	E 01 005 110 000 000 401	8 10-inch Atomic clocks for offices
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$990.60	6094	E 01 010 203 000 000 401	39 14-inch Atomic clocks for classrooms
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$25.21	6094	E 01 010 203 000 000 460	Grade One Latin Books
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$18.99	6094	E 01 005 810 000 000 401	6 Pk Dust pans & brush sets-lunch room

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$98.91	6094	E 01 010 203 000 000 401	9 Clipboards w/ storage-EA's
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$233.60	6094	E 01 010 640 000 316 366	uilding Everyday Leadership in All Kids
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$70.91	6094	E 01 010 203 000 000 460	Book-Starting out in Latin-Gr 1
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$29.98	6094	E 01 010 640 000 316 366	Books-What do you Stand for?
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$33.58	6094	E 01 010 201 000 000 401	Laminator - K
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$113.07	6094	E 01 010 203 000 000 430	Classroom supplies
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$43.57	6094	E 01 010 203 000 000 430	Laminator, hanging folders - Spanish
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$29.94	6094	E 01 005 810 000 000 401	Trash can dolly
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$20.98	6094	E 01 010 203 000 000 430	Think Like a Historian Poster - MS SS
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$1,330.50	6094	E 01 010 203 000 000 430	Background checks - employees
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$41.93	6094	E 01 010 203 000 000 460	Math Made Fun unit storage containers
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$54.75	6094	E 01 005 110 000 000 329	Postage stamps
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$47.37	6094	E 01 005 110 000 000 401	Post-it notes
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$36.57	6094	E 01 005 810 000 000 401	Janitorial supplies
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$86.75	6094	E 01 010 203 000 000 401	Lunch supplies-napkins, spoons
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$26.94	6094	E 01 010 203 000 000 430	Forgotten lunch supplies-bread, turkey, chee
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$136.91	6094	E 01 010 203 000 000 430	Art supplies
OLDN		WX	1	1508	First Bankcard	09/23/2019	(\$52.47)	6094	E 01 010 203 000 000 430	Return globes-wrong size
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$77.70	6094	E 01 010 203 000 000 430	Art supplies-Electro pop markers
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$47.99	6094	E 01 010 203 000 000 430	Art supplies-caddies
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$97.72	6094	E 01 010 203 000 000 430	Preserved squid - MS Science
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$36.99	6094	E 01 010 203 000 000 401	10 drawer rolling cart-Langer
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$149.77	6094	E 01 010 203 000 000 430	Post It Easel Pads
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$41.97	6094	E 01 010 630 000 000 456	Smart board remote & adapters
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$37.47	6094	E 01 005 110 000 000 401	3 4" 3 ring binders-PARS reports
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$110.58	6094	E 01 010 203 000 000 401	Misc supplies
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$133.79	6094	E 01 005 110 000 000 401	Office Supplies
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$74.98	6094	E 01 010 420 000 419 401	Black toner cartridge
OLDN		WX	1	1508	First Bankcard	09/23/2019	(\$34.21)	6094	E 01 005 810 000 000 320	SipStation subscription (VoIP)-August
OLDN		WX	1	1508	First Bankcard	09/23/2019	\$34.21	6094	E 01 005 110 000 000 320	Coding correction
OLDN		WX	1	1391	Alerus	09/25/2019	\$30.00	6112	E 01 005 110 000 000 305	Alerus cobra
OLDN		WX	1	1097	Principal Life Insurance Company	09/30/2019	\$1,405.13	6117	B 01 215 007	October Life,ADD,STD premiums
OLDN		WX	1	1441	Old National	09/30/2019	\$163.09	6116	E 01 005 110 000 000 305	Service Charge
OLDN		WX	1	1064	HealthPartners - Group	09/30/2019	\$10,991.95	6127	B 01 215 008	Health/Dental premiums October
OLDN		WX	1	1064	HealthPartners - Group	09/30/2019	\$753.65	6127	B 01 215 009	Health/Dental premiums October

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 09/01/2019 - 9/30/2019

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
OLDN	1001	WX	1	Public Employee Retirement Association		09/30/2019	(\$165.18)	6113	B 01 215 017	Payroll Deductions PERA
OLDN	1001	WX	1	Public Employee Retirement Association		09/30/2019	\$2,854.12	6118	B 01 215 017	Payroll Deductions PERA
OLDN	1001	WX	1	Public Employee Retirement Association		09/30/2019	\$165.18	6124	B 01 215 017	Payroll Deductions PERA
OLDN	1002	WX	1	Teachers Retirement Association		09/30/2019	\$9,818.78	6119	B 01 215 018	Payroll Deductions TRA
OLDN	1003	WX	1	Internal Revenue Service		09/30/2019	(\$180.50)	6114	B 01 215 010	Payroll Deductions FICA
OLDN	1003	WX	1	Internal Revenue Service		09/30/2019	(\$99.87)	6114	B 01 215 011	Payroll Deductions Fed Tax
OLDN	1003	WX	1	Internal Revenue Service		09/30/2019	\$12,674.66	6120	B 01 215 010	Payroll Deductions FICA
OLDN	1003	WX	1	Internal Revenue Service		09/30/2019	\$6,409.04	6120	B 01 215 011	Payroll Deductions Fed Tax
OLDN	1003	WX	1	Internal Revenue Service		09/30/2019	\$180.50	6125	B 01 215 010	Payroll Deductions FICA
OLDN	1003	WX	1	Internal Revenue Service		09/30/2019	\$99.87	6125	B 01 215 011	Payroll Deductions Fed Tax
OLDN	1004	WX	1	MIN Department of Revenue Service		09/30/2019	(\$49.12)	6115	B 01 215 013	Payroll Deductions MN Tax
OLDN	1004	WX	1	MIN Department of Revenue Service		09/30/2019	\$3,231.35	6121	B 01 215 013	Payroll Deductions MN Tax
OLDN	1004	WX	1	MIN Department of Revenue Service		09/30/2019	\$49.12	6126	B 01 215 013	Payroll Deductions MN Tax
OLDN	1128	WX	1	AssociatedBank		09/30/2019	\$300.00	6122	B 01 215 022	Payroll Deductions - HSA
OLDN	1417	WX	1	VOYA		09/30/2019	\$182.55	6123	B 01 215 021	TSA
OLDN	1097	WX	1	Principal Life Insurance Company		09/30/2019	\$130.88	6150	E 01 010 203 000 000 210	ER FICA Match Collection
							Check Total:	\$107,322.88		
OLDN	5981	CH	1	BergankDV Outsourced Services LLC		09/05/2019	\$5,898.00	6052	E 01 005 110 000 000 305	August financial mgmt & accting services
							Check Total:	\$5,898.00		
OLDN	5982	CH	1	Comcast		09/05/2019	\$393.06	6053	E 01 005 110 000 000 320	Internet service 8/21-9/20/19
							Check Total:	\$393.06		
OLDN	5983	CH	1	Free Spirit Publishing Inc		09/05/2019	\$760.99	6054	E 01 010 203 000 000 460	Leadership textbooks-MS
							Check Total:	\$760.99		
OLDN	5984	CH	1	Integrative Therapy, LLC.		09/05/2019	\$291.67	6055	E 01 010 420 000 740 394	OT: 8/19-8/23/19 3.33 hrs @ \$87.50
							Check Total:	\$291.67		
OLDN	5985	CH	1	Janice Echevarria		09/05/2019	\$16.06	6056	E 01 005 810 000 000 401	Reimbursement-Target-organizing tubs
							Check Total:	\$16.06		
OLDN	5986	CH	1	Jessica Erickson		09/05/2019	\$10.29	6051	E 01 010 203 000 000 430	Reimbursement-Lakeshore laminating
							Check Total:	\$10.29		
OLDN	5987	CH	1	JR Computer Associates		09/05/2019	\$1,200.00	6057	E 01 005 605 000 000 315	Contracted Technology services-Sept
							Check Total:	\$1,200.00		
OLDN	5988	CH	1	Kelly Cappellen		09/05/2019	\$224.46	6058	E 01 010 420 000 419 366	Reimbursement-mileage-PD retreat
							Check Total:	\$224.46		

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 09/01/2019 - 9/30/2019

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
OLDN	5989	CH	1 1334	Mary Kelly	09/05/2019	\$3,187.50	6059	E 01 010 420 000 419 303	SpEd Dir: 8/1-8/30/19 37.5 hrs @ \$85.00
					Check Total:		\$3,187.50		
OLDN	5990	CH	1 1457	MSB Holdings - Woodbury LLC	09/05/2019	\$43,379.39	6041	E 01 005 850 000 348 370	September Lease
OLDN	5990	CH	1 1457	MSB Holdings - Woodbury LLC	09/05/2019	\$1,871.67	6041	E 01 005 850 000 348 370	July Least Recovery
OLDN	5990	CH	1 1457	MSB Holdings - Woodbury LLC	09/05/2019	\$1,871.67	6041	E 01 005 850 000 348 370	August Recovery
OLDN	5990	CH	1 1457	MSB Holdings - Woodbury LLC	09/05/2019	\$2,851.54	6041	E 01 005 850 000 000 370	Insurance
OLDN	5990	CH	1 1457	MSB Holdings - Woodbury LLC	09/05/2019	\$7,644.38	6041	E 01 005 810 000 000 330	Utilities
OLDN	5990	CH	1 1457	MSB Holdings - Woodbury LLC	09/05/2019	\$209.44	6041	E 01 005 810 000 000 305	Janitorial
OLDN	5990	CH	1 1457	MSB Holdings - Woodbury LLC	09/05/2019	\$3,490.58	6041	E 01 005 810 000 000 350	R&M
OLDN	5990	CH	1 1457	MSB Holdings - Woodbury LLC	09/05/2019	\$13,317.28	6041	E 01 005 850 000 348 370	Taxes
					Check Total:		\$74,635.95		
OLDN	5991	CH	1 1161	NASCO	09/05/2019	\$3,841.78	6060	E 01 010 203 000 000 430	Art supplies
					Check Total:		\$3,841.78		
OLDN	5992	CH	1 1463	Region 1	09/05/2019	\$1,350.00	6061	E 01 005 108 000 000 315	consult-report card modifications
					Check Total:		\$1,350.00		
OLDN	5993	CH	1 1233	Reno Mothes	09/05/2019	\$135.00	6062	E 01 010 420 000 740 394	DAPE: 8/19-8/26/19 2.25 hrs @ \$60.00
					Check Total:		\$135.00		
OLDN	5994	CH	1 1535	SHI International Corp	09/05/2019	\$11,492.00	6063	E 01 010 630 000 000 466	Chromebooks (68) & Google Console (80)
OLDN	5994	CH	1 1535	SHI International Corp	09/05/2019	\$1,960.00	6063	E 01 010 630 000 000 406	Chromebooks (68) & Google Console (80)
					Check Total:		\$13,452.00		
OLDN	5995	CH	1 1486	Salsbury Industries	09/06/2019	\$7,771.05	6064	E 01 005 810 000 000 530	Lockers
					Check Total:		\$7,771.05		
OLDN	5996	CH	1 1457	MSB Holdings - Woodbury LLC	09/11/2019	\$24,679.20	6066	E 01 005 850 000 348 370	Base Rent
					Check Total:		\$24,679.20		
OLDN	5997	CH	1 1536	Benjamin Broderick	09/16/2019	\$116.55	6067	E 01 005 110 000 000 401	Reimbursement-Lunchroom supplies
					Check Total:		\$116.55		
OLDN	5998	CH	1 1497	Brian Ingvalson and Associates	09/16/2019	\$1,000.00	6068	E 01 005 110 000 000 305	ESEA grant consulting
					Check Total:		\$1,000.00		
OLDN	5999	CH	1 1509	Colliers Architecture LLC	09/16/2019	\$2,406.25	6069	E 01 005 810 000 000 305	Architect services-construction project
OLDN	5999	CH	1 1509	Colliers Architecture LLC	09/16/2019	(\$2,406.25)	6069	E 01 005 810 000 000 305	Architect services-construction project
OLDN	5999	CH	1 1509	Colliers Architecture LLC	09/16/2019	\$2,406.25	6069	E 01 005 110 000 000 305	Architect services-construction project
					Check Total:		\$2,406.25		

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 09/01/2019 - 9/30/2019

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
OLDN	6000	CH	1 1461	Gamino's Cleaning Company LLC	09/16/2019	\$12,092.32	6070	E 01 005 810 000 000 305	Sept cleaning
					Check Total:	\$12,092.32			
OLDN	6001	CH	1 1399	Jolene Skordahl	09/16/2019	\$150.80	6071	E 01 005 810 000 000 401	Reimbursement-Playground paint/supplies
					Check Total:	\$150.80			
OLDN	6002	CH	1 1387	Kathleen Mortensen	09/16/2019	\$337.76	6072	E 01 005 110 000 000 401	Reimburse-Maintenance/repair supplies
					Check Total:	\$337.76			
OLDN	6003	CH	1 1458	Keith Churchill	09/16/2019	\$5,778.45	6073	E 01 005 640 000 316 366	Staff inservice training
					Check Total:	\$5,778.45			
OLDN	6004	CH	1 1251	Kylie Griffith	09/16/2019	\$151.45	6074	E 01 005 640 000 316 366	Reimbursement-New staff training
					Check Total:	\$151.45			
OLDN	6005	CH	1 1231	McGraw Hill	09/16/2019	\$1,890.77	6075	E 01 010 203 000 000 460	Textbooks - MS SS
OLDN	6005	CH	1 1231	McGraw Hill	09/16/2019	\$119.97	6076	E 01 010 203 000 000 460	Textbooks - MS SS
					Check Total:	\$2,010.74			
OLDN	6006	CH	1 1462	Monarch Bus Service Inc	09/16/2019	\$33,670.72	6077	E 01 005 760 000 720 360	Busing contract-installment 2 of 10
					Check Total:	\$33,670.72			
OLDN	6007	CH	1 1457	MSB Holdings - Woodbury LLC	09/16/2019	\$1,016.90	6065	E 01 005 850 000 000 370	Additional Insurance - August
OLDN	6007	CH	1 1457	MSB Holdings - Woodbury LLC	09/16/2019	(\$1,016.90)	6065	E 01 005 850 000 000 370	Additional Insurance - August
OLDN	6007	CH	1 1457	MSB Holdings - Woodbury LLC	09/16/2019	\$1,016.90	6065	E 01 005 850 000 348 370	Coding Correction
					Check Total:	\$1,016.90			
OLDN	6008	CH	1 1313	Nancy Baumann	09/16/2019	\$217.77	6078	E 01 005 810 000 000 401	Reimbursement-supplies
OLDN	6008	CH	1 1313	Nancy Baumann	09/16/2019	\$66.98	6078	E 01 010 203 000 000 430	Reimbursement-classroom supplies
OLDN	6008	CH	1 1313	Nancy Baumann	09/16/2019	\$9.00	6078	E 01 010 640 000 316 366	Reimbursement-Teacher inservice supplies
OLDN	6008	CH	1 1313	Nancy Baumann	09/16/2019	\$6.69	6078	E 01 005 105 000 000 490	Reimbursement-Board meeting snack
OLDN	6008	CH	1 1313	Nancy Baumann	09/16/2019	\$45.65	6078	E 01 005 640 000 316 366	Reimbursement-Mileage
					Check Total:	\$346.09			
OLDN	6009	CH	1 1161	NASCO	09/16/2019	\$618.17	6079	E 01 010 212 000 000 430	Art Supplies
					Check Total:	\$618.17			
OLDN	6010	CH	1 1492	Plainview Milk Products Cooperative	09/16/2019	\$112.50	6080	E 01 010 203 000 000 401	Lunch milk - August
					Check Total:	\$112.50			
OLDN	6011	CH	1 1487	Taylor Wallisch	09/16/2019	\$56.55	6081	E 01 010 420 000 419 433	Reimbursement-Classroom supplies
					Check Total:	\$56.55			
OLDN	6012	CH	1 1302	Toshiba Financial Services	09/16/2019	\$770.00	6082	E 01 010 605 000 000 580	Copier leases & excess charges
OLDN	6012	CH	1 1302	Toshiba Financial Services	09/16/2019	\$2.73	6082	E 01 010 605 000 000 581	Copier leases & excess charges
					Check Total:	\$772.73			

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 09/01/2019 - 9/30/2019

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
OLDN	6012	CH	1	1302	Toshiba Financial Services	09/16/2019	\$1,880.55	6082	E 01 010 203 000 000 401	Copier leases & excess charges
						Check Total:	\$2,653.28			
OLDN	6013	CH	1	1526	Wildamere Capital Management	09/16/2019	\$3,000.00	6083	E 01 005 110 000 000 305	Project management-summer remodel projt
OLDN	6014	CH	1	1369	BerganKDV Outsourced Services LLC	09/25/2019	\$5,898.00	6095	E 01 005 110 000 000 305	September fin. mgmt & accting services
OLDN	6015	CH	1	1053	Core Knowledge Foundation	09/25/2019	\$599.08	6096	E 01 010 203 000 000 460	Core Knowledge Curriculum
OLDN	6016	CH	1	1026	Dell Marketing L.P.	09/25/2019	\$9,809.10	6097	E 01 010 630 000 000 466	15 Dell Latitude laptops
						Check Total:	\$9,809.10			
OLDN	6017	CH	1	1532	Elliot Wooley	09/25/2019	\$630.00	6098	E 01 005 810 000 000 305	7/11-8/6/19 Moving Furniture etc
OLDN	6017	CH	1	1532	Elliot Wooley	09/25/2019	(\$630.00)	6098	E 01 005 810 000 000 305	7/11-8/6/19 Moving Furniture etc
OLDN	6017	CH	1	1532	Elliot Wooley	09/25/2019	\$630.00	6098	E 01 005 810 000 000 350	7/11-8/6/19 Moving Furniture etc
						Check Total:	\$630.00			
OLDN	6018	CH	1	1054	Integrative Therapy, LLC.	09/25/2019	\$1,378.13	6102	E 01 010 420 000 740 394	OT: 9/4-9/8/19 15.75 hrs @ \$87.50
						Check Total:	\$1,378.13			
OLDN	6019	CH	1	1537	Justin Robb	09/25/2019	\$19.30	6103	E 01 010 203 000 000 430	Reimbursement-Tchr plan books
OLDN	6019	CH	1	1537	Justin Robb	09/25/2019	\$47.17	6103	E 01 010 203 000 000 401	Reimbursement-Tchr plan books
OLDN	6019	CH	1	1537	Justin Robb	09/25/2019	\$26.68	6104	E 01 010 203 000 000 401	Reimbursement-games & teacher supplies
						Check Total:	\$93.15			
OLDN	6020	CH	1	1517	Kraus-Anderson Insurance	09/25/2019	\$750.00	6105	E 01 005 110 000 000 305	October HR Services
OLDN	6020	CH	1	1517	Kraus-Anderson Insurance	09/25/2019	(\$750.00)	6105	E 01 005 110 000 000 305	October HR Services
OLDN	6020	CH	1	1517	Kraus-Anderson Insurance	09/25/2019	\$750.00	6105	E 01 005 105 000 000 305	October HE Services
						Check Total:	\$750.00			
OLDN	6021	CH	1	1522	Masloski Pest Services	09/25/2019	\$200.00	6106	E 01 005 810 000 000 350	Tick treatment on playground area
						Check Total:	\$200.00			
OLDN	6022	CH	1	1457	MSB Holdings - Woodbury LLC	09/25/2019	\$43,379.39	6092	E 01 005 850 000 348 370	October Lease
OLDN	6022	CH	1	1457	MSB Holdings - Woodbury LLC	09/25/2019	\$2,851.54	6092	E 01 005 850 000 000 370	Insurance
OLDN	6022	CH	1	1457	MSB Holdings - Woodbury LLC	09/25/2019	\$7,644.38	6092	E 01 005 810 000 000 330	Utilities
OLDN	6022	CH	1	1457	MSB Holdings - Woodbury LLC	09/25/2019	\$209.44	6092	E 01 005 810 000 000 305	Janitorial
OLDN	6022	CH	1	1457	MSB Holdings - Woodbury LLC	09/25/2019	\$3,490.58	6092	E 01 005 810 000 000 350	R&M
OLDN	6022	CH	1	1457	MSB Holdings - Woodbury LLC	09/25/2019	\$13,317.28	6092	E 01 005 850 000 348 370	Taxes
						Check Total:	\$70,892.61			
OLDN	6023	CH	1	1538	Neverware	09/25/2019	\$2,500.00	6107	E 01 005 108 000 000 405	Cloud Ready/Google 9/20-8/31/20

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 09/01/2019 - 9/30/2019

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
OLDN	6023	CH	1 1538	Neverware		09/25/2019	\$500.00	6107	B 01 131 000	Cloud Ready/Google 9/20-8/31/20 -FY21
							Check Total:	\$3,000.00		
OLDN	6024	CH	1 1523	Porter Nightingale		09/25/2019	\$863.70	6108	E 01 005 810 000 000 305	7/11-8/6/2019 Moving Furniture
OLDN	6024	CH	1 1523	Porter Nightingale		09/25/2019	(\$863.70)	6108	E 01 005 810 000 000 305	7/11-8/6/2019 Moving Furniture
OLDN	6024	CH	1 1523	Porter Nightingale		09/25/2019	\$863.70	6108	E 01 005 810 000 000 350	7/11-8/6/2019 Moving Furniture
							Check Total:	\$863.70		
OLDN	6025	CH	1 1010	SFM		09/25/2019	\$4,178.00	6090	E 01 010 203 000 000 270	Workers Comp Audit FY19
							Check Total:	\$4,178.00		
OLDN	6026	CH	1 1098	Teachers on Call		09/25/2019	\$163.66	6109	E 01 010 203 000 000 305	Sub EA 9/11/19
							Check Total:	\$163.66		
OLDN	6027	CH	1 1029	The Home Depot		09/25/2019	\$1,184.31	6099	E 01 005 810 000 000 401	Janitorial & bathroom supplies
OLDN	6027	CH	1 1029	The Home Depot		09/25/2019	\$328.68	6100	E 01 005 810 000 000 401	Paper hand towels, brooms, dustpans
OLDN	6027	CH	1 1029	The Home Depot		09/25/2019	\$7.50	6101	E 01 005 810 000 000 401	Lobby broom
							Check Total:	\$1,520.49		
OLDN	6028	CH	1 1539	Toshiba Business Solutions		09/25/2019	\$1,288.65	6111	E 01 010 605 000 000 580	9/1-9/30/2019 Copier Lease
							Check Total:	\$1,288.65		
OLDN	6029	CH	1 1302	Toshiba Financial Services		09/25/2019	\$876.89	6110	E 01 010 203 000 000 401	Copier excess charges
							Check Total:	\$876.89		
							Bank OLDN Total:	\$412,829.88		
							Report Total:	\$412,829.88		

WOODBURY LEADERSHIP ACADEMY
Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1537	4228	OLDN	CR091E	1536	Credit	A	09/13/19	Check	1	1001	1001		1001	0.00	0.00	0.00
				4228	R	01	005	000	000	201				8,760.70	0.00	0.00
				4228	R	01	005	000	000	211				155,209.31	0.00	0.00
														\$163,970.01	\$0.00	\$0.00
														\$163,970.01	\$0.00	\$0.00
1538	4228	OLDN	CR091E	1537	Credit	A	09/30/19	Check	1	1006	1006		1006	0.00	0.00	0.00
				4228	R	01	005	000	000	092				587.31	0.00	0.00
														\$587.31	\$0.00	\$0.00
														\$587.31	\$0.00	\$0.00
1539	4228	OLDN	CR091E	1538	Credit	A	09/30/19	Check	1	1001	1001		1001	155,585.12	0.00	0.00
				4228	R	01	005	000	000	211				109,076.92	0.00	0.00
				4228	B	01	121	000						8,059.89	0.00	0.00
				4228	B	01	121	000						36,814.70	0.00	0.00
				4228	B	01	121	000						2,067.12	0.00	0.00
				4228	B	01	121	000						943.38	0.00	0.00
														\$312,547.13	\$0.00	\$0.00
														\$312,547.13	\$0.00	\$0.00
														\$477,104.45	\$0.00	\$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: Finance Committee

Date: October 7, 2019

Time: 2:30pm

Location: Woodbury Leadership Academy School – 8089 Globe Drive, Woodbury, MN 55125 – Conference Room 1044/Main Office

MINUTES

The meeting was called to order by Mandi Folks at 4:30pm.

Committee Members: Mandi Folks, Judith Darling

Guests: Shawn Smith, Karl Jentoft, Sean Elder, Bruce Sorenson

Judith Darling read the WLA Mission & Vision.

Development & Discussion

- Bruce Sorenson provided an update on of the current Bond Market.
- Karl Jentoft and Sean Elder educated us on the process of potentially purchasing our building using an Unaffiliated Building Corporation.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: October 14, 2019

Time: 3:00pm

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

Mandi Folks adjourned the meeting at 3:45pm.



Meeting: Finance Committee

Date: October 14, 2019

Time: 3:00pm

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

MINUTES

The meeting was called to order by Mandi Folks at 3:00pm.

Committee Members: Mandi Folks, Judith Darling, Kathy Mortenson

Mandi Folks read the WLA Mission & Vision.

Development & Discussion

- Review September Financial Statements – based on 482 ADM, 17.6% fund balance is down from 20% fund balance in 2018-19
- Goal would be to add at least \$100k to fund balance during 2019-20, or even \$150k (rather than the current \$90k)
- Discussion of code 520 (Building Improvements) and if we budgeted enough to cover the expenses we incurred. The total amount of improvements was \$154,000. WE are taking approximately \$130,000 out of 520, and the remainder out of the repair and replacement fund. That will leave approximately \$10,000 to carry us through the year.
- Recommend Green Schools National Network contract to the Board. We plan to use it for 1) MS Staff Development, 2) Leadership Curriculum and 3) Admin development.
- Reviewed the financial needs for the DC trip. \$5,000 of scholarships in the budget.
- Reviewed Judith's presentation for the Annual Meeting – cover where funds come from, where funds go, and overall current financial status

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: November 14, 2019

Time: 1:30pm

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

Mandi Folks adjourned the meeting at 3:50pm.



Meeting: Facilities Committee

Date: Tuesday, October 8, 2019

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

Members Present:	Guests Present:
Jason Livingston	
Jolene Skordahl	

Agenda Items:

- **Review finishes for building remodel**
 - Discussed potential options for finishes, but decided to defer until we had a larger group present.
- **Outdoor Space Planning**
 - New space working great across the road
- **Future Items**
 - Discuss PTO “fund a room”
 - Plan GAGA ball pit move and Basketball hoop storage

Housekeeping

Next Meeting of the WLA Board of Directors Facilities Committee Meeting

Date: Tuesday, October 22, 2019

Time: 4:00 p.m.

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

Jason Livingston adjourned the meeting @ 5:15 pm



2021 Washington, D.C. Trip

Next Steps: Bring ^{to} Finance Committee

& discuss
Then Jim Martin
for field trip
form

\$1,600

500 x 10 students
\$5,000

Dear Parents and Students,

I am excited to announce that I will lead a group of Woodbury Leadership Academy students on a WorldStrides program to Washington, D.C.. On this once-in-a-lifetime adventure, students will explore our nation's most important historical sites and experience incomparable learning moments. This will be a trip that your child will be talking about for years to come!

Your child will return home excited to tell you about:

- Standing where Martin Luther King, Jr., delivered his "I Have a Dream" speech at the Lincoln Memorial
- Discovering the true meaning of sacrifice at the Tomb of the Unknown Soldier
- Walking in the footsteps of our great leaders on Capitol Hill
- Exploring numerous Smithsonian Museums, like the National Museum of Natural History and the National Air and Space Museum

I have chosen to travel with WorldStrides because of their exceptional service, their 50 years of experience, their safety record, and their preventive measures that ensure learning occurs in a safe and fun environment. I will chaperone the program with other teachers as needed, and throughout the program our group will be guided by a WorldStrides-certified Course Leader. **Since this is not a school sponsored trip, we will not be attending as representatives or employees of the school.** ← ?

Please read the enclosed brochure, check out the sample itinerary on the back of this page, and visit www.worldstrides.com/signup for more details about WorldStrides and our group's trip. If you have any questions, you can contact me at (651)379-2681, or via asharp@wlamn.org.

I would love for your child to join us on this unforgettable trip!

Sign Up By Thursday, October 24, 2019

Andrew Sharp
Program Leader



Washington, D.C. Sample Itinerary

DAY 1

Arrive in **Washington, D.C.**

Arlington National Cemetery America's most famous military cemetery: Changing of the Guard, Tomb of the Unknown Soldier, Kennedy Gravesites

Iwo Jima Memorial A tribute to all U.S. Marines based on the famous WWII photo by Joe Rosenthal

Pentagon Memorial Honors the 184 victims of the 9/11 attack at the Pentagon

Dinner

Hotel check-in

DAY 2

Breakfast

Alexandria One of America's oldest and most historic cities

Mount Vernon George Washington's home, plantation, and Education Center, which showcases life during colonial times, 18th-century treasures, and our first president as a farmer and businessman

Lunch

Smithsonian Institution The world's largest museum complex: National Air and Space Museum, Natural History Museum, National Gallery of Art, National Museum of American History

Dinner

Jefferson Memorial Dedicated to our third president and author of the Declaration of Independence

FDR Memorial In remembrance of former President Franklin Delano Roosevelt

MLK Memorial Honors the famous civil rights activist, Martin Luther King, Jr.

Return to hotel

DAY 3

Breakfast

Ford's Theatre and **Petersen House** (by appointment) Where President Lincoln was shot and later died on that fateful day

White House (picture stop) Home of the U.S. president

National Archives Home of the original Constitution, Bill of Rights, and Declaration of Independence

Lunch

Capitol Hill Grounds Tour Capitol Visitor Center: Supreme Court, Library of Congress

Lincoln Memorial In remembrance of former President Abraham Lincoln and the great nation he fought to preserve during the Civil War

Korean War Veterans Memorial Tribute to the men and women who defended South Korea in the Korean War

Vietnam Veterans Memorial Dedicated to the more than 58,000 men and women killed or missing in Vietnam

Dinner

Return to hotel

DAY 4

Breakfast and hotel check-out

Washington Monument (picture stop) The world's tallest stone monument, which honors our nation's first president

World War II Memorial Honors the 16 million who served — and 400,000 who died — in the U.S. Armed Forces during WWII, and all who supported the war effort from home

Holocaust Museum Get a glimpse of life for the victims of Nazi Germany with a viewing of "Daniel's Story" at this living memorial

Lunch

Embassy Row Houses more than 170 foreign embassies

National Zoo Home to several giant pandas and more!

Dinner

Depart **Washington, D.C.**, for home



WOLF RIDGESM

ENVIRONMENTAL LEARNING CENTER

Program Contract

School Groups

Kelly Cappelen	kcappelen@wlamn.org
Woodbury Leadership Academy 8089 Globe Drive, Woodbury MN 55125	Is the Coordinator's name correct? If not, please correct below: New Coordinator name: Email Address:
<p>Deposit: You have made a reservation to stay for September 23, 2020 - September 25, 2020 with 70 participants. To hold your reservation we require a deposit of \$1,050.00. This contract is valid for 30 days after receipt.</p> <p>Cancellation Policy: Cancellations require 60 days' notice prior to your scheduled arrival date to receive a full deposit refund. *Notify us immediately if you need to cancel this reservation.</p>	

By signing below, I agree to the terms listed above:

Printed Name:	Title:	
Signed Name	Date	
Billing Contact: Billing email address:	Billing Address:	
Cardholders Name: <input type="checkbox"/> same as billing contact	Cardholders address: <input type="checkbox"/> same as billing address	
Credit Card #	Exp Date:	CVV:
If unable to pay at this time, when can we expect your deposit?		

Return to: 6282 Cranberry Rd - Finland, MN 55603 or fax to: 218-353-7762

Today's Date: October 15, 2019

Virtual meeting/invite
MS teachers & Dave



Green Schools National Network

Scope of Services and Cost

From: October 1, 2019 To: June 30, 2020
Woodbury Leadership Academy

This Scope of Services and Cost ("Scope of Services"), with an effective date of September 1, 2019, is made between Green Schools National Network, Inc. (GSNN), a 501(c)(3) non-profit educational reform organization incorporated in Madison, WI, and Woodbury Leadership Academy (WLA), an independent, public charter K-8 school located in Woodbury, MN for professional services related to instructional leadership, assessment and social and emotional learning.

I. Authority and Points of Contact

- A. The following persons are the contacts for WLA and have authority to act on behalf of WLA on the matters designated by their name:

School and District Information

School: Woodbury Leadership Academy Primary Contact: Kathy Mortensen Title: Executive Director Office Phone: Cell Phone (opt): Email: kmortensen@wlamn.org	School Address Street or P.O. Box: 8089 Globe Drive City, State, Zip: Woodbury, MN 55125 Phone: 651-571-2100 Fax: 612-656-3031 Website: www.wlamn.org
Secondary Contact: Kylie Griffith Title: Dean of Students Email: kgriffith@wlamn.org Office Phone: 651-571-2100 Cell Phone (opt):	Name of Project: School Support Additional School Contacts:
Billing Contact Person: Nancy Bauman Billing Telephone: 651-571-2100 Billing Email: nbaumann@wlamn.org	Billing Address: 8089 Globe Drive, Woodbury, MN 55125

- B. The following person is the contact for GSNN and has the authority to act on behalf of GSNN on the matters related to this Scope of Services:

Sign and return FULL, ORIGINAL Scope of Services to:

Please send ALL PAYMENTS to:

Jennifer Seydel, Ph.D.
Executive Director
Green Schools National Network
109 Pine View Dr.
Madison, WI 53704

Green Schools National Network
109 Pine View Dr.
Madison, WI 53704

II. Annual Planning and Implementation Cycle

School improvement demands continuous attention to thoughtful processes and outcomes. GSNN is committed to school partnerships that are proactive and informed through an on-going cycle of planning and implementation.

As engaged partners, GSNN agrees to guide each school through an annual planning and implementation cycle that is informed by reviewing quantitative and qualitative data related to each of the specific goals and outcomes outlined in an annual Action Plan. The Action Plan is developed with the school leadership team and shared openly with all faculty and staff.

The parties agree that the Annual Planning and Implementation Cycle will follow the following structure:

- A. The Partnership Agreement is reviewed and agreed upon by the partners.
- B. GSNN services are delineated through a Scope of Services found on p.3.
- C. GSNN works with the School Leadership Team to create a Action Plan based on goals and outcomes.
- D. Monthly check-in meetings with school leadership and GSNN staff will assess progress toward the goals and action steps identified in the Action Plan.
- E. In the winter of each year, the school and GSNN staffs conduct a mid-year review, share outcomes with faculty and staff, and adjust the Action Plan as needed.
- F. Each spring, school and GSNN staffs engage in a comprehensive Implementation Review (IR). The IR assesses the extent to which the school moving toward Action Plan goals.
- G. Year-end planning conversations are driven by the data that are gathered and reviewed for each of the Action Plan goals. These conversations lead to collaborative development of a new Action Plan and corresponding Scope of Services and Cost for the subsequent year.

III. Role of GSNN

GSNN agrees to do the following, consistent with the terms of this Scope of Services:

A. Term and Description of Services

This Scope of Services covers the period from October 1, 2019 through June 30, 2020. GSNN will provide a package of professional services to assist Woodbury Leadership Academy in the following areas.

1. Middle School Team Development

- a. Support the middle school team in developing structures and systems that lead to high engagement and quality work.
- b. Help develop a cohesive culture where team members model inspirational leadership and deep learning.
- d. Provide feedback and direction regarding leadership initiatives at the middle school level.

2. Student Leadership Development and Assessment

- a. Support the integration of student leadership practices in daily lessons.
- b. Help design systems and structures for student leadership assessment that track growth and development.
- c. Offer feedback on staff leadership practices both with students and peers

B. Direct and Remote Services

➤ Number of Days of On-site Coaching during 2019-20

GSNN will provide nine (4) on-site days of coaching with a focus as described above.

Schedule of Days

➤ October 21, 2019
➤ November 15, 2019
➤ February 18, 2020
➤ March 26, 2020

Dates for these days may be rescheduled to accommodate unexpected circumstances, for example weather related disruptions or illness of key contributors.

➤ Additional Support and Coaching

An additional 20 hours of support and coaching will be scheduled as follow-up assistance for the on-site professional learning. Approximately 2 hours / month will be allotted to check in with leadership team members and MS team members. These will be scheduled in advance.

C. One Catalyst Leadership Cohort Slots

A WLA leader is invited to fill a complementary slot to participate in Catalyst Leaders Forum meetings that happen both in the fall and in the spring. The fall retreat will take place at Conserve School in northern Wisconsin, October 19-21, 2019 (additional slots can be added for \$250) and the spring gathering happens in conjunction with the Green Schools Conference and Expo, in Portland, OR on March 1st and 4th. Travel expenses for WLA personnel are not included under this agreement.

D. Participation in Virtual Catalyst Leaders Meetings

WLA personnel are welcome to attend virtual meetings of Catalyst Network leaders (held via Zoom software), dates TBD.

E. Participation in Free Webinars for Faculty and Staff

WLA faculty and staff are invited to participate in the following webinars (held via Zoom software). Webinars are scheduled for 3 p.m. Central Time Zone

- 1) September 23, 2019: Energy (Featuring Whitefish, MT and Environmental Charter Schools)**
- 2) October 28, 2019: Food Systems (Featuring Encinitas and Oak Park Unified School District, CA)**
- 3) February 10, 2020: School Culture – (Featuring Zuni and Encinitas Union School District, CA)**
- 4) May 11, 2020: CTE and Entrepreneurship - Whitefish School District, MT and Carson City School District, NV)**

F. Discounted registration rates at all GSNN Site Seminars

WLA faculty and staff will receive discounted rates and priority registration for all GSNN Site Seminars. Travel expenses are not included under this agreement. Further details are available at the GSNN website (www.greenschoolsnationalnetwork.org). Seminars currently accepting registrations include:

The Power of Place, Prairie Crossing Charter School, October 17-18, 2019
Sustainability Leadership, Virginia Beach City Public Schools, March 30-31, 2019

G. Early Registration Options for GSNN International Seminars

WLA personnel will have priority early registration for “Exploring the Legacy of Wangari Maathai,” July 14-27, 2020. This 13 day seminar is a trip to Kenya, lead by GSNN Board Member and International Educator Al Stenstrup includes homestays, visits to schools and safari. Costs are not included under this agreement. More details will be available on GSNN website, later this year.

H. Annual GSNN Membership

A school membership in the Green Schools National Network is included in this agreement, with all the privileges associated with membership, - (Individual faculty and staff must register through GSNN member web portal to get these benefits) - including discounts to the Green School Conference and Expo, access to GSNN Resource Library, Monthly Member Newsletter, and a Green Teacher Magazine subscription

I. Additional Documentation and Dissemination opportunities:

Catalyst Network districts and schools are given priority for the following opportunities to document and disseminate their work.

Presentations at the Green Schools Conference and Expo;

Submission of articles to GreenNotes and Green Schools Catalyst Quarterly;

Submission of exemplary practices to GSNN Replication Resource Library

Participation in research and evaluation opportunities.

IV. Role of Woodbury Leadership Academy

WLA agrees to do the following, consistent with the terms of this Scope of Services:

A. Structural and Curricular Autonomies

1. Schools partnering with GSNN are willing to be flexible about scheduling teacher planning time and instructional blocks to accommodate on-site coaching.
2. The school leadership agrees to allow flexibility in key areas of curriculum, instruction, professional development, and teacher planning time as necessary to implement Work Plan goals.
3. Schools have dedicated time to accommodate on-site and off-site professional development.
4. The school staff is willing to resolve conflicts in their efforts to create a positive and professional culture.

B. Payment

The cost for the package of on-site and virtual coaching services under this Scope of Services for 2019-20 is \$10,000. GSNN will invoice WLA four times for \$2500. Invoices will be sent on, or close to October 25, 2019, November 25, 2019, March 1, 2020 and May 1, 2020. If necessary to fulfill WLA procurement policies, a purchase order for the total cost of services provided (\$10,000) should be returned with the agreement. Payment of all undisputed amounts will be made by check within fifteen (15) days of WLA's receipt of an invoice from GSNN.

There shall be no charges to WLA other than those charges specifically set forth in this Scope of Services, unless expressly agreed to in advance in writing by WLA.

C. Research and Evaluation Program

WLA will engage in the GSNN research and evaluation program that will provide data for GSNN research and evaluation purposed to improve the implementation of sustainable models of education that support student achievement.

V. Complaint Resolution Process

GSNN understands that school improvement is a shared responsibility between school and GSNN staff and we expect our partners to hold us to the highest standards. If a school or district leader is concerned about any aspect of the services a school is receiving from GSNN, the parties agree that the following process will be followed:

- A. School leaders meet with the GSNN school coach to share concerns. School coaches are closest to the work and can therefore often offer the clearest resolution to a problem.
- B. A school leader or GSNN school coach should involve the GSNN Executive Director if a concern is not satisfactorily addressed or if a pattern of concerns emerges. National staff will become involved when the nature of the problem makes this necessary.
- C. As a last resort, if resolution cannot be reached, mutually agreed steps will be taken that follow section X. *Termination* below.

VI. Intellectual Property

GSNN's intellectual property remains the property of GSNN, and WLA intellectual property remains the property of the district and school. Each party grants to the other a perpetual, royalty free license to use, distribute, and further adapt any content (excluding financial information), co-developed by GSNN and WLA personnel, under the auspices of this partnership agreement, with the stipulations that both parties be acknowledged as co-creators of the content. Each party will obtain written/email consent prior to the use or dissemination of any proprietary material owned by the other, included but not limited to: financial information, curriculum development, strategy, media, work plans, etc. prior to use by either party.

VII. Confidentiality and Nondisclosure

Each party agrees to keep confidential and not use or disclose any information acquired in the performance of this Agreement concerning the other party, its business, finances, staff, members, or operations.

VIII. Insurance

GSNN certifies that it currently has and will maintain during its performance under this agreement the following insurance provide by Alliance of Nonprofits for Insurance: General Liability of \$1,000,000, Directors and Officers of \$1,000,000 and Social Services

Professional Liability (Errors and Omissions) \$1,000,000. Certificates of Insurance are available upon request.

IX. Entire Agreement; Amendment

This Agreement, including any Attachments, represents the entire understanding between GSNN and Woodbury Leadership Academy as it relates to this partnership. This Agreement takes precedence over all other terms and conditions, present in any other documents presented by either party, in conjunction with this partnership. This Agreement shall not be modified except by written notice executed by both parties.

X. Termination

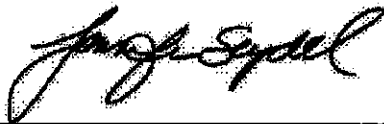
This Agreement may be terminated by either party at any time upon thirty (30) days' written notice to the other party. Upon termination of this Agreement, GSNN shall be entitled to payment for services performed; including deliverables in progress, to the extent work has been performed satisfactorily.

XI. Governing Law


This Agreement shall be governed by the laws of the State of Wisconsin.

XII. Signatures

With this Agreement, GSNN and Woodbury Leadership Academy mutually commit to working together to create healthy, sustainable schools.



GSNN Representative



Woodbury Leadership Academy Signatory

Executive Director

Title

Executive Director

Title

September 18, 2019

Date

10/10/19

Date

GSNN Tax ID: 33-1191456