



**Meeting:** Board of Directors Regular Meeting

**Date:** Wednesday, January 29, 2020

**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 (Claudia George)

- 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 December 18, 2019 and January 13, 2020 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 (Jolene Skordahl, Treasurer)
- 6.4 Finance Committee Report (Jolene Skordahl, Board Chair)

6.4.1 Accept December Financials and January Finance Committee Minutes

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_

6.5 Facilities Committee Report (Jason Livingston, Chair)

6.5.1 Accept January Facilities Minutes

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_

6.6 Governance Report (Jess Erickson, Chair)

6.6.1 Accept January Facilities Minutes and second reading of policy 538

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_

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

7.1 Lease Amendment (Shawn Smith, Wildamere, and Mandi Folks, Board Chair)

7.2 Expansion Plans (Doug Feichert, Colliers Architecture)

7.3 Board Training: Review By-Laws, Open Meeting Law, Charter School Statute, VOA Expectations

**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, February 26, 2020

Time: 5:00 P.M.

Location: 8089 Globe Dr. Woodbury, MN- gym

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

Adjournment

Motion: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote: \_\_\_\_\_

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
December 18, 2019**



**Directors Present:** Jessica Erickson, Mandi Folks, Claudia George, Shannon Kelly (arrived 5:10 PM), Jason Livingston (arrived 5:30 PM), Jolene Skordahl

**Directors Absent:** None

**Administration/Advisors Present:** Kathleen Mortensen (Executive Director), Judith Darling (BerganKDV), Mary Kelly (Special Education Director)

**Others in Attendance:** None

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

**1.1 Meeting Call to Order**

Ms Folks called the meeting to order at 5:07 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission and Vision**

Ms Folks read the WLA Mission and Vision Statements.

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

**3.1 Approval of Meeting Agenda**

Ms Erickson moved "to approve the agenda for the Wednesday, December 18, 2019 Board meeting." Seconded by Ms George. Motion passed unanimously.

**3.2 Approval of November 20, 2019 Board Minutes**

Ms Skordahl moved "to approve the meeting minutes from the November 20, 2019 Board meeting." Ms Erickson seconded. Motion passed unanimously.

**4. 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**

**5.1 Delegation of Public Comment Items (if necessary)**

There was no public comment.

**6. Board and Administration Reports**

**6.1 Board Report**

Ms Folks recapped the Board highlights that were included in the December Family Newsletter:

- Facilities update: moving forward with plans to remodel 2<sup>nd</sup> and 3<sup>rd</sup> floor, followed by plans to build a gym.
- The Fiscal 2019 audit was completed and WLA received a “clean opinion,” with no findings.
- Volunteers of America (WLA’s authorizer) completed its formal site visit and was pleased with current operations at WLA.
- WLA is operating within budget for the 2019-20 school year.
- Invited parents to attend the next Board meeting which is scheduled for January 29, 2020.

## **6.2 Executive Director Report**

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

- 2019-20 enrollment update: 480 students as of today. This includes students that are on extended leaves out of country, which will result in loss of funding for those out 15 or more days.
- The VOA formal site visit went well. VOA recommends WLA submit a PreK-12 site application to the state. WLA does not currently have plans to expand, but PreK-12 approval would allow for more options in the future. This will be added to the February agenda.
- Doug Feichert (Colliers Architecture), will attend the January board meeting to present expansion and remodel plans which are updated to account for board and staff member input.
- Ms Mortensen and Ms Griffith will be attending the upcoming VOA Charter School conference, with the theme of mental health. Ms Erickson and Ms Skordahl expressed interest in attending.
- Employee resignations: B Hilpisch-EA, T Lemke-Spanish, C Quinby-Special Education, D Anderson-EA.
- Illness has impacted attendance. In late November, student absenteeism ran as high as 15-16%. Vacancies due to staff illness have been difficult to fill.
- The school has purchased an AED that works with both children and adults.
- Cabella’s has agreed to be a re-unification center for WLA in case of an emergency that would result in evacuation of the school.
- A summary of information for employment agreements to be ratified was circulated: K Hall-Media Specialist, L Overgaard-Inhouse sub teacher, F Harris-Special Education, C Spink-EA, K Christoff-EA (remedial & EL), S Keelin-EA

## **6.3 Financial Director Report**

Ms Darling reviewed the November Financial Statements which were included in the Board packet. Financials are on track with the budget adopted at the November meeting. Literacy aid revenue came in at \$41,000, which is \$18,000 higher than budgeted.

## **6.4 Finance Committee Report**

Ms Skordahl shared that the committee met in December to review the November financials. They also discussed the building lease, and a change from in-house to contracted daytime custodial services. A new accounts payable processing system was presented, as well as an electronic time clock system that would replace paper time sheets for payroll processing.

### **6.4.1 Accept November Financials and December Minutes**

Ms Skordahl moved “to accept the November 2019 Financial Statements and December minutes for the Finance Committee.” Ms Kelly seconded. There was discussion. Ms Darling

gave a recap of the Bill Pay and the Time and Labor Systems. Ms Mortensen discussed the change to contracted day porter custodial services. Motion passed unanimously.

### **6.5 Facilities Committee Report**

Mr Livingston reported that the Facilities Committee met in December. Lease negotiations are in process. Included in the draft negotiated lease amendment is the ability to extend the lease, the ability to build out 2<sup>nd</sup> and 3<sup>rd</sup> floors, the ability to build a gym, and the ability to expand the campus in the future. The draft is currently in landlord and legal review. Property tax status remains unresolved. This issue may result in further consideration of purchase versus lease of the building. There was discussion on the timeframe in which a lease versus purchase decision must be made to meet the deadline of completing 2<sup>nd</sup> and 3<sup>rd</sup> floor renovations by the start of school in September. Ms Darling will look into establishing an unaffiliated building company so that bonding is still an option within the desired timeline.

### **6.6 Governance Committee Report**

Ms Erickson stated that the Governance Committee meet in December and discussed an Extended Leave Policy. After discussion, it was decided that a separate policy was not needed, but that specific language addressing extended leaves could be added to the Enrollment Policy.

#### **6.6.1 Accept December Minutes First Reading of Enrollment Policy**

Ms Erickson moved “to accept the December Governance committee minutes and the First Reading of Policy 538 Enrollment Policy.” Ms Skordahl seconded. Motion passed unanimously.

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

### **7.1 Special Education Training – Mary Kelly**

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

- Special Education enrollment at WLA
- Types of Special Education disabilities
- The Child Find and Rtl processes
- Services and settings provided to students at Woodbury Leadership Academy
- Staffing for Special Education at WLA, including contracted service providers
- Special Ed funding sources and tuition billing

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

### **7.2 Ratify Employment Agreements**

Ms Erickson moved “to ratify the employment agreements for staff presented this evening.” Seconded by Ms Kelly. Motion passed unanimously.

Ms Folks moved “to acknowledge the resignations of Derek Anderson and Claudia Quinby.” Seconded by Ms Erickson. Motion passed unanimously.

### **7.3 Accept Annual Report**

Ms Mortensen reviewed the purpose of the Annual Report, which is required by MDE and VOA each year. Ms Folks moved “to accept the 2018-2019 Annual Report.” Seconded by Ms Erickson. Motion passed unanimously.

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

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

Ms Folks stated that there may be a need for a special meeting in January for lease review and approval. The architect will present updated detailed plans for renovation of the 2<sup>nd</sup> and 3<sup>rd</sup> floors at the next scheduled meeting.

#### **9. Housekeeping**

##### **Next regularly scheduled WLA Board of Directors Meeting**

Ms Folks stated the next regular meeting is scheduled for Wednesday, January 29, 2020 at 5:00 PM in the gym at 8089 Globe Drive, Woodbury, MN.

#### **10. Adjournment**

Ms Erickson moved "to adjourn." Ms Skordahl seconded. Motion passed unanimously. The meeting adjourned at 6:59 PM.

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

Woodbury Leadership Academy  
Board of Directors Minutes  
Special Meeting  
January 13, 2020



**Directors Present:** Mandi Folks, Shannon Kelly, Jason Livingston, Jolene Skordahl

**Directors Absent:** Jessica Erickson, Claudia George

**Administration/Advisors Present:** Dr. Kathleen Mortensen (Executive Director), Shawn Sorrell (Facilitator)

**Others in Attendance:** WLA Parents and Guardians, Students and Staff

**Meeting Call to Order:** Ms. Folks called the meeting to order at 5:00 p.m. She introduced herself and welcomed everyone to the meeting. She thanked everyone for attending and being engaged parents that really care about the school. Ms. Folks clarified that the meeting was called in response to the text message threat incident, that the Board feels safety is a primary concern, wants the best for the school, and wants to respond to parents' concerns moving forward in a positive manner. Furthermore, that this session is for the purpose of listening and gathering information. Finally, that there will be a follow up response to parents. Ms. Folks then introduced Mr. Shawn Sorrell, facilitator for the meeting.

**Session Goal:** Mr. Sorrell introduced himself as a parent at WLA of a former Middle School student and a current Kindergarten student. He reiterated that the goal of the meeting was to ensure that parents and students understand that they are safe at WLA, that they understand the policies and procedures that are in place and being implemented to prevent future occurrences of this type of incident, and to hear the concerns of the parents. Mr. Sorrell then described the listed documents, all which were made available to attendees and that are available on the website:

- Policy 206 Public Participation in Board of Directors Meetings/Complaints about Persons at Board of Directors Meetings and Data Privacy Considerations
- Policy 414 Bullying Prohibition Policy
- Policy 501 School Weapons Policy
- Policy 506 Student Discipline
- Policy 525 Violence Prevention Policy
- Crisis Management Plan
- Feedback form to submit concerns, suggestions or questions

**Roll Call:** Ms. Baumann took roll call.

**WLA Mission & Vision:** Mr. Livingston read the WLA Mission and Vision Statements.

**Statement by Dr. Mortensen** Dr. Mortensen shared that she has spent much time reflecting on the incident, how it was handled, and the numerous parent conversations that have occurred since. She noted that she sees two main themes to parents' concerns, that of school safety and that of adequate communication. She described the role of the Governance Committee in developing policies, ensured policies are being followed, and described ongoing staff training in the area of safety. She acknowledged that WLA families expressed concerns over hearing about the incident over social media and the desire for increased and timely communication from Administration. Moving forward Ms. Mortensen stated that families will be informed any time police are called for a weapons or drugs search at WLA. She then invited parents to contact her directly with concerns.

### **Listening Session was Conducted**

#### **Conclusion.**

Ms. Folks again thanked everyone for coming to the meeting and sharing their thoughts. She added that she hoped everyone would be leaving the meeting feeling better than when they came in, and that the Board and Administration are committed to continued work on improving things.

#### **Housekeeping**

The next regular meeting is scheduled for Wednesday, January 29, 2020 at 5:00 PM in the gym at 8089 Globe Drive, Woodbury, MN.

**Adjournment** Ms. Skordahl moved "to adjourn." Mr. Livingston seconded. Motion passed unanimously. The meeting adjourned at 6:01 p.m.



**WOODBURY LEADERSHIP ACADEMY  
DIRECTOR REPORT, JANUARY 29, 2020**

*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 1/24/2020, we have 480 students enrolled.
- The Enrollment Showcase was held on January 16<sup>th</sup>. Turn-out was lower than last year, (possibly due to a very cold evening) but enrollment is on track for our enrollment projections for the 2020-2021 school year, with a total of 159 new students who have applied as of mid-January.
  - Kindergarten at 94
  - Gr 1 at 15
  - Gr 2 at 14
  - Gr 3 at 5
  - Gr 4 at 7
  - Gr 5 at 3
  - Gr 6 at 12
  - Gr 7 at 4
  - Gr 8 at 5
- The VOA Annual Leadership Conference was held January 9-10<sup>th</sup>. The focus for the conference was mental health for students and staff members. The Conference went well with break-out sessions on a variety of topics such as suicide prevention, early warning signs for mental health needs, classifications of various mental health issues, the continuum of services for mental health services in Minnesota, the benefits of exercise and various stress relief techniques, to name a few. There were two keynote speakers. One was a National Karate champion who has held that title for 14 years, and runs a Karate school in the NYC area. His message on overcoming some areas of mental health diversity was very inspiring. The other keynote speaker was a representative from the National Association of Charter Schools, and he spoke about keeping yourself mentally healthy.
- Doug Feichert (Colliers Architecture) and myself have continued to meet weekly finalizing plans for expansion and renovation, and I have again met with all staff members to fine tune specific areas.
- The Facilities Committee meeting was held on January 14<sup>th</sup>.
- The Board Governance committee meeting was held on January 14<sup>th</sup>.
- The Finance Committee meeting was held on January 16<sup>th</sup>.
- There was a stakeholder meeting held on January 21<sup>st</sup>, to discuss potential changes to busing for the 2020-2021 school year. Dan Berg, Transportation Director for Monarch Busing attended, as well as several WLA staff members, and about ten WLA parent

representatives. We discussed how busing is funded, and the cost of busing. We further discussed the service model, bus capacity, length of routes, bus stop options, and student bus behavior expectations. We then determined some action items to accomplish before meeting again in mid-February.

- Siden Sin, from the Asian Bridge International School, will be visiting WLA on February 4<sup>th</sup>. He is developing a private Core Knowledge school in Cambodia and is visiting Minnesota in part, to study the WLA model and Eagle Ridge Academy in Eden Prairie.

## **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*

- WLA teachers have been working in PLCs to look closely at student academic achievement data, and to identify all students who are three months or more, behind in math or reading.
- There was a Curriculum Committee meeting held on January 27<sup>th</sup> to discuss progress being made across grade level and subject areas, and needs for the 2020-2021 school year.
- On February 18<sup>th</sup>, there will be an all-day professional development time to continue our efforts with Domain Writing.

## **III. Financial Management**

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

- A Finance Meeting was held on January 16<sup>th</sup>. We are within budget in the various budget areas. Mary Kelly and Judith resolved an issue with Maintenance of Effort with a positive outcome for WLA.

## **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.*

- The Media Specialist, Special Education, Leadership, and long term substitute all started!
- Andrew Davis, Middle School Science Teacher, resigned over Winter Break. Julie Ohs has been substitute teaching in that area, with Ben Broderick developing the curriculum (He is licensed in Science) The position was advertised for, and interviews were conducted. The new Science teacher will be starting in early February.

*Oversee conflict resolution and all other personnel matters*

- There are no issues at this time.

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

*Monitor reporting systems involving health and safety of students*

- Following the text message incident that occurred over Winter Break, and the message from the school that went out, there has been a significant amount of meetings held with individual parents. A School Board Special Meeting was held on January 13<sup>th</sup>, to serve as a “Listening Session”. Written communications have gone out since then from both Mandi and myself. Jim Martin and Laura Booth, legal representatives, have been consulted in regard to processing a sensitive student issue.
- At this point in the school year, absenteeism can add up for some students. WLA is thus filing truancy reports, as required by law. So far, there are three students for whom this has been an issue.

## **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*

- Mandi Folks and Kathy will meet with a representative from the Boy Scout organization again on January 7<sup>th</sup> to tour the BSA Base Camp facility. Jolene and Diane will hopefully be able to join us. We are looking at options to potentially use their facility for student fieldtrips, professional development, and/or board training.
- We have a small group confirmed to tour D.C.! (I believe there are 6-8 students at this time who have made their deposits, and one parent chaperone.) Andy Sharp is in close communications with the World Strides organization for confirming all logistics.
- Middle school teachers are preparing for the “Enlightenment Wax Figures” showcase.
- Sara Sampson, art teacher, has been placing student art work throughout the hallways, including the recent “Great Wave of Kanagawa”, and currently the Mona Lisa compilations.
- On December 20<sup>th</sup>, the kindergarten teachers will again be facilitating the cocoa and gingerbread houses event.
- Mandi, Jolene, Diane and myself visited the Boy Scouts of America Base Camp, on January 7<sup>th</sup>. This was a follow-up meeting with Colleen who works for BSA in part on school outreach. It is a marvelous facility with opportunities for professional development and student activity days.
- Our first assembly of the year was held in mid-January with the kindergarten teachers leading. We were not able to accommodate the full student body due to the number of students we now have. The regular assembly routine was followed except that we did not have a student skit/performance, but rather, had five students from different grade levels, comment on the virtue of gratitude. We have changed the format from looking at 30 virtues (10 virtues per year, on a 3-year rotation) to featuring five core virtues each year, with the same five repeated every year. This is a piece we adopted from the Liberty Commons Academy model in Colorado. Eventually, we would like to have a speaker at each assembly, rather than the student skit/performance. WLA teachers have provided feedback that there is a significant amount of time that goes into creating and practicing

these skits/performances, and due to that, as well as current facilities logistics, it has been difficult to continue with the same format we have enjoyed in previous years at WLA.

- The annual PTO WLA Pancake Breakfast was held on January 24<sup>th</sup>, at Applebees.
- Hill Murray held the band concert on January 27<sup>th</sup>.
- There was an Environmental Explorers Assembly held on January 28<sup>th</sup>.
- There is an upcoming assembly put on by PACER, on the topic of anti-bullying.
- The PTO is organizing an opportunity for parents to learn about how to monitor their children's use of social media.



**Meeting:** Finance Committee

**Date:** Thursday, January 16, 2020

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

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

#### **AGENDA**

#### **Meeting Call to Order and Roll Call**

Meeting Call to Order – 4:25

Roll Call – Jolene Skordahl (present), Mandi Folks (present), Judith Darling (present), and Kathleen Mortensen (present)

**WLA Mission & Vision** – were read by Mandi Folks

#### **Development, Discussion, and Recommendations**

Review December Financial Statements – by Judith Darling, with all finances reported to be on track with the approved budget targets

Discussion of plans for 2020-21 Transportation- expenses with thoughts of charging fees to families for bus service, and Judith training the Finance Committee on how transportation reimbursements are processed for school districts through the State of Minnesota. Also, an agenda was drafted for topics that the Transportation Focus Group should cover at the upcoming stakeholder meeting.

Line of credit discussion as to whether or not we should recommend to move forward with a board recommendation to pursue a line of credit. Phil Hatley from the Non-Profits Assistance Fund, has stated that we can apply for a line of credit, but that we didn't need a line of credit at this time due to our stable fund balance. However, the Finance Committee members are recommending to the full Board of Directors that we do pursue a line of credit due to the many moving parts as we go forward with facilities expansion.

Special Education funding was discussed and it was noted that Judith Darling and Mary Kelly resolved an issue related to Maintenance of Effort, with MDE.

Review VOA finance report

Discussion regarding the revised Lease Amendment with Mandi leading the group line by line through enrollment projections, and plans for adequate square footage. The finance Committee members are recommending that the Board of Directors accept the terms of the amended lease agreement, as Judith Darling and Craig Keplar have closely reviewed the contract.

Specialized Training was discussed and the Finance Committee members then reviewed past meeting minutes and the specialized training that Finance Committee members have received. This training was included topics presented by BKDV and two groups of Bonding representatives. Moving forward, we are arranging for training in regards to compensatory funding, Title funding, and Maintenance of Effort.

Bill payment for summer 2019 building upgrades, Dr. Mortensen has contacted Sean Smith who is Meeting with building owner to review.

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: February 13, 2020 Time: 4:30

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

**Adjournment – 6:08**



Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Financial Statements

December 2019

*Prepared by:*  
Judith Darling, CPA  
Finance Manager

**Woodbury Leadership Academy  
Woodbury, Minnesota  
December 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  
December 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 was 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 30<sup>th</sup>, but the expense will not be realized until after July 1.

Salaries and Wages Payable as well as Payroll Deductions and Contributions relate to salaries and benefits owed as of June 30<sup>th</sup> but will not be paid until after July. This primarily consists of the “summer paychecks” and related benefits for the teachers. Payroll Deductions and Contributions may have a debit balance at month end due to the timing of payments to the vendors.

Accounts Payable represent amounts due to vendors for invoices received but not yet paid as of the end of the period.

The Line of Credit Payable is the amount we owe on the line of credit as of month end. Our line of credit with Propel expired last month. The finance committee will discuss the need to renew the line of credit and make a recommendation to the board.



### **Summary of Key Indicators**

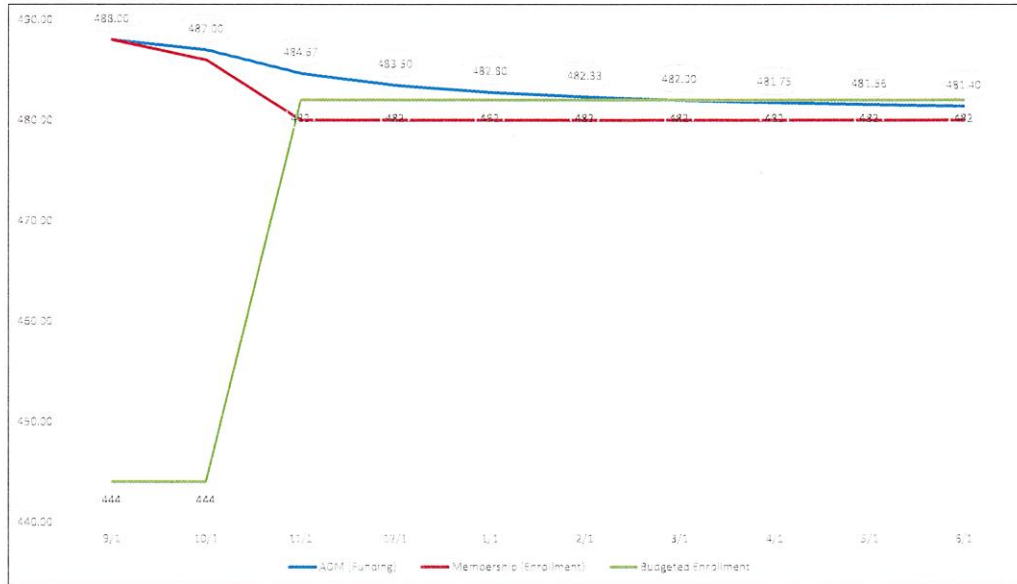
- Our cash balance as of December 31st was \$625K.
- We have received almost all our 2018-2019 state aid receivable!

### **Supplemental Information of December 2019**

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

Please feel free to contact Judith Darling at [judith.darling@berganKDV.com](mailto:judith.darling@berganKDV.com) or 952-563-6889 should you have questions related to the financial statements.

**Woodbury Leadership Academy  
Woodbury, Minnesota  
Attendance / Enrollment Report  
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	82	82	82	82	81	81	81	81	
1	67	67	66	66	66	66	65	65	65	65	
2	68	68	67	67	67	67	67	67	67	67	
3	65	65	65	65	65	66	66	66	66	66	
4	68	68	68	67	67	67	67	67	67	67	
5	66	66	66	66	66	66	66	66	66	66	
6	34	34	34	34	34	34	33	33	33	33	
7	21	21	21	21	21	21	20	20	20	20	
8	16	16	16	16	16	16	16	16	16	16	
Grand Total	488	487	485	484	483	482	482	482	482	481	

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	82	81	81	81	81	81	81	81	81	
1	67	66	65	65	65	65	65	65	65	65	
2	68	68	66	67	67	67	67	67	67	67	
3	65	65	65	66	66	66	66	66	66	66	
4	68	68	67	66	66	66	66	66	66	66	
5	66	66	66	66	66	66	66	66	66	66	
6	34	34	34	33	33	33	33	33	33	33	
7	21	21	21	20	20	20	20	20	20	20	
8	16	16	15	16	16	16	16	16	16	16	
Grand Total	488	486	480	480	480	480	480	480	480	480	

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	76	76	76	76	76	76	76	76	
1	66	66	68	68	68	68	68	68	68	68	
2	66	66	68	68	68	68	68	68	68	68	
3	66	66	65	65	65	65	65	65	65	65	
4	66	66	66	66	66	66	66	66	66	66	
5	54	54	66	66	66	66	66	66	66	66	
6	35	35	40	40	40	40	40	40	40	40	
7	19	19	19	19	19	19	19	19	19	19	
8	13	13	14	14	14	14	14	14	14	14	
Grand Total	444	444	482	482	482	482	482	482	482	482	

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**  
**December 31, 2019**

	Balance July 1, 2019	Balance December 31, 2019
<b>Assets</b>		
Current assets		
Cash and investments	\$ 624,546	\$ 625,489
Accounts receivable	9,171	-
Due from Other Funds	-	-
PY state aid receivable	344,665	22,246
CY state aid receivable/(deferred rev)		389,340
Federal aids receivable	18,473	
Prepaid expenses and deposits	67,171	50,064
	<u>1,064,025</u>	<u>1,087,139</u>
<b>Total assets</b>	<b>\$ 1,064,025</b>	<b>\$ 1,087,139</b>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
Salaries and wages payable	\$ 99,592	\$ 45,823
Line of credit payable/loan payable	-	-
Accounts payable	82,427	30,867
Payroll deductions and contributions	74,506	20,097
Deferred revenue	-	-
Total current liabilities	<u>256,524</u>	<u>96,787</u>
Fund balance		
Fund balance 7-1-2019	807,501	807,501
Change in fund balance		182,851
Total fund balance	<u>807,501</u>	<u>990,352</u>
	<u>1,064,025</u>	<u>1,087,139</u>
<b>Total liabilities and fund balance</b>	<b>\$ 1,064,025</b>	<b>\$ 1,087,139</b>

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

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

	488.60	50%		
	FY 2019 Actual	FY 2020 Amended Budget 482 ADM	December 2019 YTD Activity	Percent of Amended Budget
<b>General Fund - 01</b>				
Revenues				
State revenues				
211 General education aid	\$ 2,724,265	\$ 3,434,175	\$ 1,583,727	46.1%
Literacy aid	23,584	23,594	-	-
348-300 Charter school lease aid	510,656	612,324	194,646	31.8%
Long-term facilities maintenance revenue	51,678	64,495	-	-
740-360 Special education aid	320,320	477,950	135,418	28.3%
PY over (under) accrual	9,513	20	-	-
201 Endowment aid	10,823	17,521	8,761	50.0%
342-300 Safe schools supplemental aid	-	9,020	9,020	100.0%
372-071 Medical assistance/third party billing	-	2,000	718	35.9%
CY estimated state aid receivable (deferred revenue)		-	389,340	
Total state revenues	<u>3,650,839</u>	<u>4,641,099</u>	<u>2,321,631</u>	<u>50.0%</u>
Federal revenues				
Federal special education aid (FIN 419, 420, 425)	58,991	52,023	14,925	28.7%
Title I, II, V (FIN 401, 414, 433)	7,614	30,321	5,778	19.1%
Total federal revenues	<u>66,605</u>	<u>82,344</u>	<u>20,703</u>	<u>25.1%</u>
Local revenues				
092 Interest earnings	3,218	6,300	3,312	52.6%
96 Donations and grants	1,913	500	1,161	232.2%
200-096 Give to the Max (course 200)	6,291	5,000	6,362	127.2%
050 Fees from students (field trip, milk, pizza friday, other)	35,920	40,600	22,801	56.2%
096 Miscellaneous revenues	1,394	500	4,936	987.2%

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

	488.60	50%		
	FY 2019 Actual	FY 2020 Amended Budget 482 ADM	December 2019 YTD Activity	Percent of Amended Budget
619, 621 Sale of merchandise/fundraising - net	1,957	-	-	-
Total local revenues	50,693	52,900	38,572	72.9%
<b>Total revenues</b>	<b>\$ 3,768,137</b>	<b>\$ 4,776,343</b>	<b>\$ 2,380,906</b>	<b>49.8%</b>
	3,768,137	4,776,343	2,380,906	
<b>Expenditures</b>				
100's Salaries	\$ 1,232,897	1,632,715	693,066	42.4%
200's Benefits	308,056	427,837	205,786	48.1%
305 Contracted services	237,548	249,665	131,450	52.7%
315 Technology services	13,630	17,500	12,207	69.8%
320 Communications services	6,633	7,900	3,489	44.2%
329 Postage	2,439	2,900	102	3.5%
330 Utilities	59,231	91,733	52,682	57.4%
340 Property and liability insurance	12,035	13,000	11,171	85.9%
350 Repairs and maintenance	34,465	76,887	32,032	41.7%
360 Student transportation	315,595	348,004	173,190	49.8%
360 Transportation for field trips	5,970	8,887	8,787	98.9%
366 Travel, conferences, and staff training	18,094	30,000	16,684	55.6%
369 Field trips / registration fees	9,638	17,000	11,380	66.9%
370 Building lease	567,395	680,360	395,772	58.2%
370 Other operating rentals and leases	8,741	35,218	20,303	57.6%
401 Supplies - non instructional (455/465 NI tech supplies)	35,897	46,300	27,701	59.8%
401 Maintenance supplies	14,205	15,000	10,830	72.2%
405 Non-instructional software and licensing	9,084	13,000	9,465	72.8%

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

	488.60	50%		
	FY 2019 Actual	FY 2020 Amended Budget 482 ADM	December 2019 YTD Activity	Percent of Amended Budget
406 Instructional software	3,184	8,700	6,149	70.7%
430 Instructional supplies (456/466 inst. tech supplies)	46,908	56,400	48,388	85.8%
460 Textbooks and workbooks	25,561	34,900	35,389	101.4%
461 Standardized tests	3,621	8,100	5,013	61.9%
470 Media/library resources	-	2,000	-	-
490 Food purchased	6,986	9,000	1,098	12.2%
520 Building improvement	23,263	149,020	-	-
530 Furniture and other equipment	35,883	20,000	17,515	87.6%
555 Technology equipment	1,354	6,000	-	-
556 Instructional technology equipment	-	7,000	-	-
580/581 Principal and Interest capital lease	9,273	13,659	5,927	43.4%
820 Dues and memberships, fees	31,171	28,500	1,766	6.2%
State special ed expenditures	344,430	513,925	226,395	44.1%
342 Medical assistance/third party billing	58,991	2,000	5,248	262.4%
Federal special education aid, FIN 419, 420, 425	7,614	52,023	21,682	41.7%
Title I, II, and V	-	30,321	5,778	19.1%
Directors discretionary fund	-	15,000	-	-
<b>Total expenditures</b>	<b>\$ 3,489,794</b>	<b>\$ 4,670,453</b>	<b>\$ 2,196,442</b>	<b>47.0%</b>

**Changes in fund balance, General Fund**

Beginning fund balance, General Fund, July 1	\$ 436,065	\$ 714,408	\$ 714,408
Projected fund balance, General Fund, June 30	714,408	820,299	898,872
	20.5%	17.6%	17.6%

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

	488.60		50%
FY 2019 Actual	FY 2020 Amended Budget 482 ADM	December 2019 YTD Activity	Percent of Amended Budget

<b>Community Services Fund - 04</b>			
Revenues	\$	360	\$
050 Registration revenue	-	-	-
<b>Total revenues</b>	<b>\$</b>	<b>360</b>	<b>\$</b>
Expenditures	\$	-	\$
Purchased services	-	-	-
Supplies and materials, snacks	-	288	-
Equipment	30,428	40,000	3.3%
Dues and memberships	-	-	-
<b>Total expenditures</b>	<b>\$</b>	<b>30,428</b>	<b>\$</b>
		<b>\$</b>	<b>40,000</b>
		<b>\$</b>	<b>1,613</b>
		<b>\$</b>	<b>(1,613)</b>
Beginning fund balance, Community Services Fund, July 1		\$	123,170
Projected fund balance, Community Services Fund, June 30		\$	93,102
		\$	93,102
		\$	53,102
		\$	91,489

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

	488.60	50%		
	FY 2019 Actual	FY 2020 Amended Budget 482 ADM	December 2019 YTD Activity	Percent of Amended Budget
<b>Total All Funds</b>				
Revenues				
State revenues	\$ 3,650,839	\$ 4,641,099	\$ 2,321,631	50.0%
Federal revenues	66,605	82,344	20,703	25.1%
Local revenues	51,053	52,900	38,572	72.9%
Transfer in	-	-	-	-
<b>Total revenues</b>	<b>\$ 3,768,497</b>	<b>\$ 4,776,343</b>	<b>\$ 2,380,906</b>	<b>49.8%</b>
	<small>3,768,497</small>	<small>4,776,343</small>	<small>2,380,906</small>	
Expenditures				
Salaries and wages	\$ 1,232,897	\$ 1,632,715	\$ 693,066	42.4%
Employee benefits	308,056	427,837	205,786	48.1%
Purchased services	1,291,414	1,579,054	869,248	55.0%
Supplies and materials	145,447	193,400	144,320	74.6%
Equipment	100,202	235,679	24,767	10.5%
Other (fundraising, special ed, dues, etc.)	442,207	641,769	260,869	40.6%
<b>Total expenditures</b>	<b>\$ 3,520,222</b>	<b>\$ 4,710,453</b>	<b>\$ 2,198,055</b>	<b>46.7%</b>
	<small>3,520,222</small>	<small>4,710,453</small>	<small>2,198,055</small>	
<b>Change in fund balance</b>	<b>\$ 248,276</b>	<b>\$ 65,891</b>	<b>\$ 182,851</b>	
	<small>248,276</small>	<small>65,891</small>	<small>182,851</small>	
<b>Beginning fund balance, all funds, July 1</b>	<b>\$ 559,234</b>	<b>\$ 807,510</b>	<b>\$ 807,510</b>	
<b>Projected fund balance, all funds, June 30</b>	<b>\$ 807,510</b>	<b>\$ 873,400</b>	<b>\$ 990,361</b>	
	<small>807,510</small>	<small>873,400</small>	<small>990,361</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**  
**2019-2020**

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	
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	723,670
Sept 30	319,555	-	587	156,962	477,104	124,550	412,830	537,380	663,395
Oct 31	318,615	5,778	13,680	93,528	431,602	119,720	277,143	396,863	698,134
Nov 30	353,287	-	19,443	-	372,730	116,742	320,177	436,918	633,945
<b>Dec 31</b>	<b>318,838</b>	<b>14,925</b>	<b>5,602</b>	<b>-</b>	<b>339,364</b>	<b>112,026</b>	<b>235,794</b>	<b>347,820</b>	<b>625,489</b>
Jan 31	318,838	10,274	1,361	-	330,472	112,026	283,556	395,582	560,378
Feb 28	318,838	10,274	1,361	11,883	342,355	112,026	283,556	395,582	507,151
Mar 31	318,838	10,274	1,361	-	330,472	112,026	283,556	395,582	442,040
Apr 30	429,404	10,274	1,361	-	441,038	112,026	283,556	395,582	487,496
May 31	429,404	10,274	1,361	11,056	441,038	112,026	283,556	395,582	532,951
June 30	429,404	10,274	1,361	-	452,094	112,026	283,556	395,582	589,463
<b>Total per Above</b>	<b>4,176,989</b>	<b>82,344</b>	<b>52,900</b>	<b>363,137</b>	<b>4,675,370</b>			<b>4,710,453</b>	
Per Budget/Projection Difference	4,176,989	82,344	52,900	363,138	4,675,371			4,710,453	(0)
	0	0	0	0	1				
<b>Totals</b>	<b>4,176,989</b>	<b>82,344</b>	<b>52,900</b>	<b>363,137</b>	<b>4,675,370</b>	<b>1,309,143</b>	<b>3,401,310</b>	<b>4,710,453</b>	<b>589,463</b>

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  
Woodbury, MN  
District 4228

Supplemental Information

December 2019

*Prepared by:*  
Judith Darling, CPA  
Finance Manager

# WOODBURY LEADERSHIP ACADEMY

## Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
4228	OLDN		5851		Wire	1	1508	First Bankcard	No	Yes	No	USD	12/16/2019	762.15
4228	OLDN		5852		Wire	1	1001	Public Employee Retirement Association	No	Yes	No	USD	12/13/2019	2,238.15
4228	OLDN		5853		Wire	1	1002	Teachers Retirement Association	No	Yes	No	USD	12/13/2019	9,751.63
4228	OLDN		5854		Wire	1	1003	Internal Revenue Service	No	Yes	No	USD	12/13/2019	17,441.11
4228	OLDN		5855		Wire	1	1004	MN Department of Revenue Service	No	Yes	No	USD	12/13/2019	2,808.46
4228	OLDN		5856		Wire	1	1128	AssociatedBank	No	Yes	No	USD	12/13/2019	350.00
4228	OLDN		5857		Wire	1	1417	VOYA	No	Yes	No	USD	12/13/2019	1,647.75
4228	OLDN		5872		Wire	1	1064	HealthPartners - Group	No	Yes	No	USD	12/26/2019	13,588.85
4228	OLDN		5873		Wire	1	1097	Principal Life Insurance Company	No	Yes	No	USD	12/26/2019	1,766.30
4228	OLDN		5874		Wire	1	1391	Alerus	No	Yes	No	USD	12/26/2019	30.00
4228	OLDN		5875		Wire	1	1001	Public Employee Retirement Association	No	No	No	USD	12/31/2019	2,276.31
4228	OLDN		5876		Wire	1	1002	Teachers Retirement Association	No	No	No	USD	12/31/2019	9,807.61
4228	OLDN		5877		Wire	1	1003	Internal Revenue Service	No	No	No	USD	12/31/2019	17,580.19
4228	OLDN		5878		Wire	1	1004	MN Department of Revenue Service	No	No	No	USD	12/31/2019	2,842.00
4228	OLDN		5879		Wire	1	1128	AssociatedBank	No	No	No	USD	12/31/2019	350.00
4228	OLDN		5880		Wire	1	1417	VOYA	No	No	No	USD	12/31/2019	1,321.75
4228	OLDN		5882		Wire	1	1441	Old National	No	Yes	No	USD	12/31/2019	188.21
4228	OLDN		5849	6137	Check	1	1554	AmeriPride	Yes	Yes	No	USD	12/09/2019	167.90
4228	OLDN		5845	6138	Check	1	1481	Comcast	Yes	Yes	No	USD	12/09/2019	393.06
4228	OLDN		5841	6139	Check	1	1392	Como Park Zoo & Conservatory	Yes	Yes	No	USD	12/09/2019	385.00
4228	OLDN		5850	6140	Check	1	1555	DHH Consulting LLC	Yes	Yes	No	USD	12/09/2019	396.42
4228	OLDN		5843	6141	Check	1	1461	Gamino's Cleaning Company LLC	Yes	Yes	No	USD	12/09/2019	2,995.00
4228	OLDN		5840	6142	Check	1	1336	Hennepin Healthcare	Yes	Yes	No	USD	12/09/2019	853.00
4228	OLDN		5835	6143	Check	1	1219	Home Depot	Yes	Yes	No	USD	12/09/2019	626.80
4228	OLDN		5834	6144	Check	1	1150	JR Computer Associates	Yes	Yes	No	USD	12/09/2019	1,200.00
4228	OLDN		5842	6145	Check	1	1402	Kathleen Nilles	Yes	Yes	No	USD	12/09/2019	585.00
4228	OLDN		5837	6146	Check	1	1240	Keys to Communication	Yes	Yes	No	USD	12/09/2019	2,911.25
4228	OLDN		5846	6147	Check	1	1517	Kraus-Anderson Insurance	Yes	Yes	No	USD	12/09/2019	750.00
4228	OLDN		5847	6148	Check	1	1518	Martin Law Firm	Yes	Yes	No	USD	12/09/2019	1,139.50
4228	OLDN		5839	6149	Check	1	1334	Mary Kelly	Yes	Yes	No	USD	12/09/2019	3,145.00
4228	OLDN		5844	6150	Check	1	1462	Monarch Bus Service Inc	Yes	Yes	No	USD	12/09/2019	33,670.72
4228	OLDN		5848	6151	Check	1	1524	Quill Corporation	Yes	Yes	No	USD	12/09/2019	377.86
4228	OLDN		5836	6152	Check	1	1233	Reno Mothes	Yes	Yes	No	USD	12/09/2019	525.00
4228	OLDN		5838	6153	Check	1	1241	Sheila Merzer	Yes	Yes	No	USD	12/09/2019	312.50
4228	OLDN		5833	6154	Check	1	1098	Teachers on Call	Yes	Yes	No	USD	12/09/2019	6,511.16
4228	OLDN		5870	6155	Check	1	1554	AmeriPride	Yes	Yes	No	USD	12/20/2019	82.95
4228	OLDN		5864	6156	Check	1	1369	BerganKDV Outsourced Services LLC	Yes	Yes	No	USD	12/20/2019	5,898.00
4228	OLDN		5869	6157	Check	1	1541	Business Essentials	Yes	Yes	No	USD	12/20/2019	449.55
4228	OLDN	BerganKDV	5859	6158	Check	1	1054	Integrative Therapy, LLC.	Yes	Yes	No	USD	12/20/2019	2,871.48

# WOODBURY LEADERSHIP ACADEMY

## Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
4228	OLDN		5871	6159	Check	1 1556		Meagher & Geer PLLP	Yes	Yes	No	USD	12/20/2019	250.00
4228	OLDN		5868	6160	Check	1 1515		Minnesota Coaches Inc	Yes	Yes	No	USD	12/20/2019	5,370.60
4228	OLDN		5866	6161	Check	1 1462		Monarch Bus Service Inc	Yes	Yes	No	USD	12/20/2019	520.00
4228	OLDN		5865	6162	Check	1 1457		MSB Holdings - Woodbury LLC	Yes	No	No	USD	12/20/2019	69,929.34
4228	OLDN		5863	6163	Check	1 1313		Nancy Baumann	Yes	Yes	No	USD	12/20/2019	248.37
4228	OLDN		5867	6164	Check	1 1492		Plainview Milk Products Cooperative	Yes	Yes	No	USD	12/20/2019	218.50
4228	OLDN		5862	6165	Check	1 1241		Sheila Merzer	Yes	Yes	No	USD	12/20/2019	687.50
4228	OLDN		5860	6166	Check	1 1098		Teachers on Call	Yes	Yes	No	USD	12/20/2019	3,920.66
4228	OLDN		5858	6167	Check	1 1029		The Home Depot	Yes	Yes	No	USD	12/20/2019	48.24
4228	OLDN		5861	6168	Check	1 1118		Toshiba Business Solutions, USA	Yes	No	No	USD	12/20/2019	3,603.10
Bank Total:													\$235,793.93	
Report Total:													\$235,793.93	

# 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	Inv No	Customer	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1568	4228	OLDN	CR121	Credit	A	12/05/19	4228	Check	1	1001	MN DEPT OF EDUCATION			14,924.57		0.00
	FY20	SERVS							400		FY20 Special Education			Receipt Total:	\$14,924.57	\$0.00
														Deposit Total:	\$14,924.57	\$0.00
1569	4228	OLDN	CR121	Credit	A	12/13/19	4228	Check	1	1001	MN DEPT OF EDUCATION			159,227.45		0.00
	FY20	IDEAS							211		FY20 General Education			Receipt Total:	\$159,227.45	\$0.00
														Deposit Total:	\$159,227.45	\$0.00
1570	4228	OLDN	CR121	Credit	A	12/10/19	4228	Check	1	M	Miscellaneous Customer			2,821.00		0.00
	FY20	Give to the Max							096		FY20 Give to the Max			Receipt Total:	\$2,821.00	\$0.00
														Deposit Total:	\$2,821.00	\$0.00
1571	4228	OLDN	CR121	Credit	A	12/06/19	4228	Check	1	1006	Old National			35.00		0.00
	FY20	Old National							305		FY20 Refund Service charges			Receipt Total:	\$35.00	\$0.00
														Deposit Total:	\$35.00	\$0.00
1572	4228	OLDN	CR121	Credit	A	12/23/19	4228	Check	1	1003	SCHOOL DEPOSIT			335.00		0.00
	FY20	School Deposit							050		FY20 Milk Sales			Receipt Total:	\$335.00	\$0.00
									096		FY20 Give to the Max			Deposit Total:	\$640.00	\$0.00
									071		FY20 MA IEP			Receipt Total:	\$22.97	\$0.00
									305		FY20 Wage Garnishment Fee			Deposit Total:	\$15.00	\$0.00
														Receipt Total:	\$1,012.97	\$0.00
														Deposit Total:	\$1,012.97	\$0.00
1573	4228	OLDN	CR121	Credit	A	12/23/19	4228	Check	1	1003	SCHOOL DEPOSIT			1,090.50		0.00
	FY20	School Deposit							050		FY20 Pizza Sales			Receipt Total:	\$1,090.50	\$0.00
														Deposit Total:	\$1,090.50	\$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	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1574	4228	OLDN	CR121	Credit	A	12/24/19	4228	R 01 005 000 000 096	Check 1	M	Miscellaneous Customer				130.00		0.00
											FY20 Give to the Max					\$130.00	\$0.00
															Receipt Total:		
															Deposit Total:	\$130.00	\$0.00
1575	4228	OLDN	CR121	Credit	A	12/30/19	4228	R 01 005 000 000 211	Check 1	1001	MN DEPT OF EDUCATION				159,610.21		0.00
											FY20 General Education Aid					\$159,610.21	\$0.00
															Receipt Total:		
															Deposit Total:	\$159,610.21	\$0.00
1576	4228	OLDN	CR121	Credit	A	12/30/19	4228	R 01 005 000 000 092	Check 1	1006	Old National				512.08		0.00
											FY20 Old National Interest					\$512.08	\$0.00
															Receipt Total:		
															Deposit Total:	\$512.08	\$0.00
															Report Total:	\$339,363.78	\$0.00



**Meeting:** Governance Committee

**Date:** Tuesday, January 7, 2020

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

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

**Minutes:**

The meeting was called to order by Jessica Erickson at 4:32 p.m.

Members Present: Jessica Erickson, Claudia George, Kylie Griffith, and Ro Krejci

Members Absent: Kathy Mortenesen

**Development, Discussion, and Recommendations**

Discussion and Revision of Policy 538

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Wednesday, February 12, 2020

Time: 4:30 p.m.

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

## WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

Revised: May 2, 2016

Amended: July 24, 2019

### 538 ENROLLMENT ADMISSIONS POLICY

#### I. PURPOSE

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

#### II. DEFINITIONS

"Enrolled" means that the **school has received and reviewed all applicable enrollment paperwork.** ~~application has been received, and a the student is placed in an open position within a grade level, and enrollment attending forms has have been received by the school.~~

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

#### III. GENERAL STATEMENT OF POLICY

A. All applications for the following school year will be available the first business day in December for pickup at the school or on the website at [www.wlamn.org](http://www.wlamn.org).

B. All applications for the early enrollment period must be received by the school by the last business day in January. All applications will be stamped according to date and time received.

C. If there are more applications received than available openings at any one grade level a lottery will take place on the first business day in February.

D. Conditions for Enrollment:

1. Students must be five (5) years old by September 1<sup>st</sup> of the year in which they start kindergarten.
2. Student must be six (6) years old by September 1<sup>st</sup> of the year to start first grade.
3. Students currently attending WLA do not need to reapply.
4. Families do not need to be Minnesota residents at the time of the application, but must establish a residence in MN at the time of enrollment or attendance.



E. When a vacancy occurs because of a student withdrawal, the school may fill the seat immediately.

1. Any vacancy due to student withdrawal will be offered to the first student on the waitlist.
2. If a student does not accept a position **within five business days, the** ~~by the deadline in the extended offer.~~ **s/he student** will forfeit ~~his/her~~ **their** position on the waitlist, and the current position shall be offered to the next student on the **waitlist**.

3. **Student Withdrawal: A student withdrawal occurs by the following:**

- a. Email notification
  - b. **Completion of a "Student Withdrawal Form" which may be obtained in the business office**
  - c. **Transcript request from another organization that contains a parent/guardian signature**
  - d. **No show for more than fifteen (15) consecutive days**
  - e. **Extended absence for more than twenty (20) consecutive days within a given school year**
  - f. ~~A "Student Withdrawal Form" may be completed and returned by a parent/guardian to the Woodbury Leadership Academy business office. To obtain the "Student Withdrawal Form", please contact the business office.~~
- a. ~~A student withdrawal occurs by the following:~~
- ~~● email notification~~
  - ~~● completion of a student withdrawal form~~
  - ~~● no show or absent for more than 15 consecutive days~~

~~4. Woodbury Leadership Academy will recognize a request of records from another school district with a parent/guardian signature as official notification of that student's withdrawal.~~

~~4.5. If a deadline is reached or a withdrawal occurs, a new application must be submitted.~~

~~F. If a lottery is needed, waitlists will be generated by the enrollment committee~~

G. Woodbury Leadership Academy shall maintain three preference lists, one for those with sibling preference, one for those with staff preference, and one for those with no preference. Sibling preference is based on **a currently enrolled student.** ~~current student status attendance, not enrollment. Following a lottery, a waitlist for an upcoming school year shall be constructed and maintained until the next lottery date as follows:~~

1. These waitlists shall be exhausted in priority order:
  - a. All students on the sibling preference list or general are offered a seat prior to any student on the staff preference list.
  - b. All students on the staff preference list are offered a seat prior to any student on the general waitlist.
  - c. After preference is given to both siblings and staff, the general waitlist will be offered a seat.

~~2. Students whose parents later accept an offer of full-time employment at Woodbury Leadership Academy may be moved to the bottom of the staff preference list.~~

~~3. Students who submit a complete application for an enrollment to a grade level that is at capacity after the lottery date will be added to the bottom of the applicable preference list in the order in which the complete application was received.~~

H. Students on a current year waitlist will not carry over into a lottery for the upcoming school year. If they have not accepted a seat prior to the next lottery, a new application will need to be submitted.

I. Woodbury Leadership Academy may consider lack of response to an offer of enrollment by the stated deadline in the offer letter as a decline of the offer.

~~1. Necessary deadlines for response will be outlined in offer letters and will be the same for all offers extended at the same time. 2. Timelines for response will be no less than five business days and no more than ten business days.~~

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

#### IV. Conditions and Limits on Extended Absence

- A. The purpose of this section is to define actions taken by WLA in the case of students taking an extended absence.
- B. Parents/guardians must complete a “Extended Absence Request” form and submit to Executive Director in writing. The request should be at least thirty (30) days before the start of the extended absence.
- C. Students may not miss more than the equivalent of twenty (20) consecutive school days within the school year to be eligible for extended absence.
- D. WLA assumes no responsibility for providing student work or materials while on extended absence. A student on an extended absence is still subject to the WLA Promotion and Retention Policy.

#### “Extended Absence Request” Form

This form must be completed when requesting an extended absence per Woodbury Leadership Academy’s Enrollment Admissions Policy. All requests must be submitted to the Executive Director for review.

- 1. I acknowledge that I have read WLA’s Enrollment Admissions Policy and will be moving forward with this request.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

2. For whom are you requesting extended absence?

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

3. Dates of Requested Absence: \_\_\_\_\_

4. Purpose of Extended Absence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

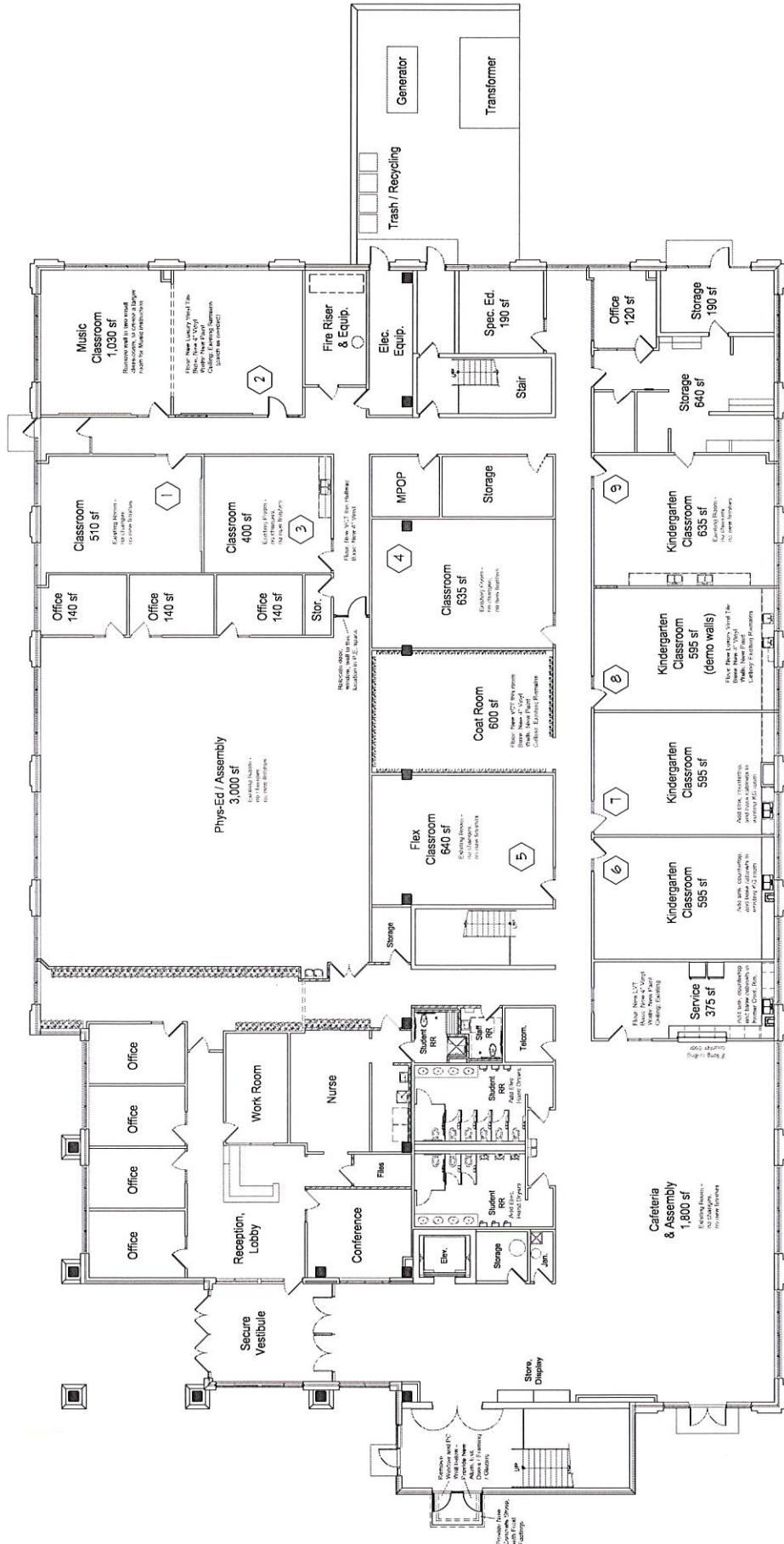
Approved     Not Approved

**For Office Use Only**

**Director Signature** \_\_\_\_\_

**Date of Approval** \_\_\_\_\_

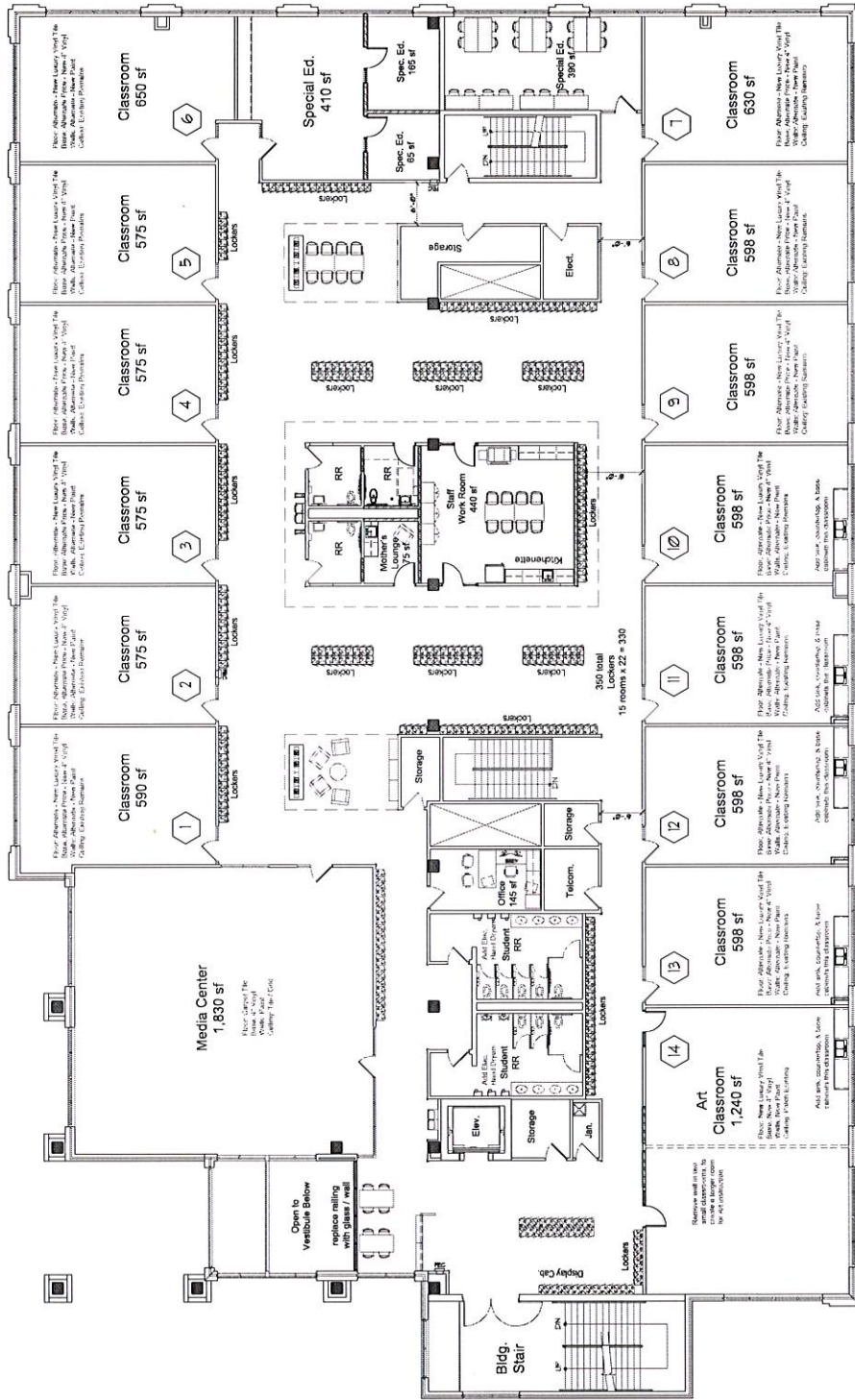
**Notes:**



Name / Revision	Date	Issue / Revision	Date

**PRELIMINARY**  
 For Review & Comment  
 01 / 23 / 20

**Colliers**  
 INTERNATIONAL  
 4300 Baker Road, Suite 400  
 Woodbury, MN 55125  
 Tel: 763.927.7899



2021.04.02  
 Job Drawn By:  
 Checked By:  
 Sheet No. **A-2**

Sheet Title:  
**Concept Plan  
 3rd Floor  
 2020 / 2021**

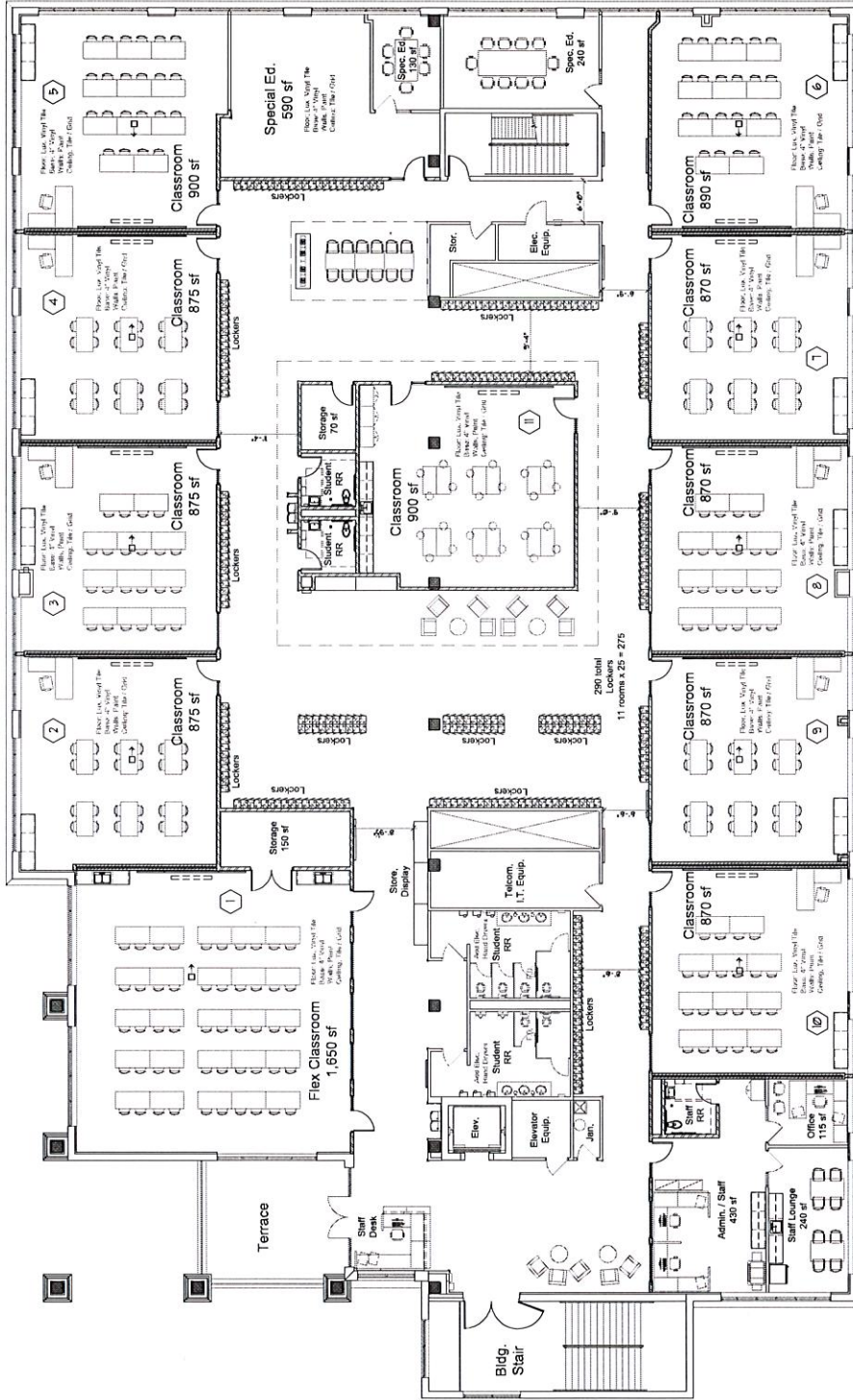
Project:  
**3rd Floor Build-out,  
 Middle School Expansion  
 Woodbury Leadership Academy  
 8089 Globe Drive  
 Woodbury, MN 55125**



Issue / Revision	Date	Issue / Revision	Date

**PRELIMINARY**  
 For Review & Comment  
 01 / 23 / 20

**Colliers**  
 INTERNATIONAL  
 4500 Lake Ave. S., Suite 100  
 Minneapolis, MN 55406  
 Phone: 612.337.7474



2024.04.02  
 Job: Drawn By:  
 Checked By:  
 Sheet No. **A-3**

Sheet Title:  
**Concept Plan  
 3rd Floor  
 2020 / 2021**

Project:  
**3rd Floor Build-out,  
 Middle School Expansion  
 Woodbury Leadership Academy  
 8089 Globe Drive  
 Woodbury, MN 55125**



Name / Revision	Date

**PRELIMINARY**  
 For Review & Comment  
 01 / 23 / 20

**Colliers**  
 INTERNATIONAL  
 Colliers International, LLC  
 6500 Baker Road, Suite 400  
 Minneapolis, MN 55431  
 Ph: 762.287.8794