



Meeting: Board of Directors Regularly Scheduled Meeting

Date: Wednesday, August 25, 2021

Time: 5:30 P.M.

Location: Outdoors - East Side of WLA Building, masks not required outdoors.

(In case of inclement weather, meeting will be held indoors in the 3rd floor cafeteria, masks required indoors for meeting attendees)

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 (Ryan Patrick)

- 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 July 27th, 2021 Meeting Minutes

Motion: _____ 2nd: _____ Vote: _____

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

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

5.1 Delegation of Public Comment Items (if necessary)

6. Board and Administration Reports

6.1 Board Report (Mandi Folks)

6.2 Executive Director Report (Kathleen Mortensen)

6.3 Financial Director Report (BKDV)

6.4 Finance Committee Report (Jolene Skordahl)

6.4.1 Accept August Finance Committee Minutes and July Financials

Motion: _____ 2nd: _____ Vote: _____

6.4.2. Discuss committee membership

Motion: _____ 2nd: _____ Vote: _____

6.5 Governance Committee Report (Jess Erickson)

6.5.1 Accept August Governance Committee Minutes and second reading on policies 540 and 410 and first reading on 533 (Wellness Policy), 417 (Chemical Use and Abuse), 418 (Drug-Free Workplace/ Drug-Free School), and 600 series (601, 603, 609, 610, 612.1)

Motion: _____ 2nd: _____ Vote: _____

6.5.2 Discuss committee membership

Motion: _____ 2nd: _____ Vote: _____

6.6 Facilities Committee Report (Jason Livingston)

6.6.1 Accept August Facilities Committee Minutes

Motion: _____ 2nd: _____ Vote: _____

6.6.2. Discuss committee membership

Motion: _____ 2nd: _____ Vote: _____

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

7.1 Approval of Dr. Mortensen as IoWA (Identified Official with Authority) for MDE

Motion: _____ 2nd: _____ Vote: _____

7.2 Approve WLA Assessment Schedule

Motion: _____ 2nd: _____ Vote: _____

7.3 Approve Minnesota Coaches (busing) contract

Motion: _____ 2nd: _____ Vote: _____

7.4 Ratify Employment Agreements

Amy Sorensen Para Professional

Rosa Portillo Para Professional

Madison Goodman Para Professional

Kristen Cardenas Building Substitute Teacher

Motion: _____ 2nd: _____ Vote: _____

7.5 ICT Team Update

8. Board Communication & Future Items (Presenter: Mandi Folks, Board Chair)

8.1 Board Communication/Future Agenda Items- Reflection

8.1.1 Discuss Annual Meeting

8.1.2 Discuss board meeting format - virtual or in-person

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

WLA Board of Directors Regular Meeting

Date: Wednesday, September 22nd, 2021

Time: 5:30pm

Location: TBD

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

Adjournment

Motion: _____ 2nd _____ Vote: _____

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
July 27, 2021**



Directors Onsite: Mandi Folks

Directors Attending Virtually: Ryan Patrick, Shelbi Pool, Natalie Sjoberg,

Directors Absent: Shannon Kelly, Jason Livingston, Jolene Skordahl

Administration/Advisors Attending Virtually: Dr Kathleen Mortensen (Executive Director), Brenda Kes (BKDV), Bridget Merrill-Myhre (BKDV-joined at 5:53 PM)

Others in Attendance: WLA parent

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

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

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms Pool read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Sjoberg moved "to approve tonight's meeting agenda." Ms Pool seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

3.2 Approval of Meeting Minutes for June 23, 2021

Ms Sjoberg moved "to approve the meeting minutes for the June 23, 2021 meeting." Ms Folks seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

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

There was none.

6. Board and Administration Reports

6.1 Board Report

Ms Folks reported that work on the expansion project has begun, with the completion scheduled for April 2022. There was discussion regarding a ground breaking ceremony, participation, parking limitations and Open House. It was decided to reschedule the official groundbreaking ceremony before the August 25th Board meeting.

6.2 Executive Director Report

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

- Enrollment for next year remains strong and is on target to meet budget.
- Two construction projects are underway: the larger building expansion project and a smaller project to add temporary walls for 3rd grade classrooms in the old gym space and minor changes to the front office layout.
- Staff is developing plans to address traffic challenges resulting from the construction: busing, parent drop off/pick up, parking, etc.
- A second playground area is needed due to growth. Plans are underway for a Rainbow system to be constructed at the northeast corner of the building, using Fund 4 Community Service funds. The \$35,000 playground project quote will be reviewed at the August Finance Committee meeting prior to ordering.
- Spring 2021 MCA results will be released publically on August 27th.
- The application to expand to a Pre-K to Grade 12 setting has been submitted to VOA, the first step in a lengthy process. Ms Mortensen reminded the Board that no action has been taken to expand at this time. If WLA's application is approved, it will provide the Board the ability to expand if and when the Board decides to do so.
- WLA applied to MDE for provisional approval to offer an online option for families for Trimester 1. We can apply to extend online learning, if needed.
- WLA will be receiving \$48,000 to use for mental health services.
- Ms Sjoberg is coordinating grade level service learning projects that align with core virtues, presentations of those projects by students and/or teachers to the Board, and plans to welcome staff back in August.
- Ms Folks explained the composition and purpose of the ICT, and the decision making process which involves the ICT consulting with MDE and MDH. The ICT will resume meeting weekly to develop WLA Covid protocols as students and staff return to school.

6.3 Financial Director Report

Ms Kes reviewed the Executive Summary and preliminary unaudited June FY21 financial statements, noting the financials are in the process of being finalized. Audit fieldwork is scheduled for mid-September and audited financials are due to MDE by November 30. She shared that FY21 ADM ended 4 under budget. Expenses also came in under budget. Overall, WLA is financially sound. The 10% State holdback funds are scheduled to be repaid in August, September and October. Ms Kes explained that since WLA now has a building company, WLA will undergo an annual investor's review by Standard & Poor's of the school's year end financials.

6.4 Finance Committee Report

Ms Folks reported the Finance Committee met and reviewed the preliminary June financial statements. Other topics discussed included employee benefit offerings, property management, the need to increase the daily ACH limit on the WLA checking account, and the status of the Executive Director's employment agreement.

6.4.1 Accept July Finance Committee Minutes and June Financials

Ms Folks moved "to accept the July Finance Committee minutes and the June financials." Ms Sjoberg seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

Ms Folks moved "to raise the ACH limit to \$150,000 on the WLA checking account at Old National Bank." Ms Sjoberg seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

6.5 Governance Committee Report

6.5.1 No Meeting this month.

6.6 Facilities Committee Report

Ms Folks reported the two parcels of green space on the north side of Globe Drive have been donated to Friends of WLA. The building lease with Friends of WLA only reflects the parcel of land on which the building resides, so the lease needs to be amended to reflect all three parcels of land.

Ms Folks moved “to approve amending the ABC Lease and Lease Memorandum to reflect all three parcels of land.” Ms Pool seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

Ms Folks shared that the facilities committee meets onsite with the construction team weekly, reviewing project progress and costs.

6.6.1 Accept July Facilities Committee Minutes

Ms Folks moved “to accept the July 13th Facilities Committee minutes.” Mr Patrick seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

6.6.2 Approve Amending Lease to Include Adjacent Land

Completed under agenda item 6.6.

7. Academic Update

Ms Folks shared that VOA recommended adding an Academic Update as a standing agenda item for Board meetings. Ms Mortensen reviewed the WLA Assessment plan for the 2021-22 school year, describing the purpose and timing of each assessment. She also shared information on Reading Well by Third Grade, a national initiative for K-3 students to obtain grade level literacy skills. She shared a preliminary review of WLA’s progress in achieving literacy goals. An analysis of assessment data will be shared at a future meeting.

8. Board Training, Discussion and Business

8.1 Adopt/Approve the Board training calendar

Ms Folks shared a monthly schedule of training topics used to create monthly Board meeting agendas. The schedule ensures important topics are covered each year. No motion needed.

8.2 Discuss Board member’s roles, responsibilities and code of ethics

Ms Folks directed members to the Board tab on the WLA website. She reviewed information included on the tab: the Board meeting schedule, Board member job description, Performance Expectations, and the Board Code of Ethics.

8.3 Review VOA expectations

Ms Folks shared that a representative of VOA, WLA’s authorizer, attends one or more Board meeting during the year and provides feedback to the Board using an observation checklist. She reviewed the Observation Checklist results from a prior meeting with Board members.

8.4 Elect Board Officers - Chair, Secretary, Treasurer

Ms Folks explained stakeholders elect the Board, while Board members choose officers for the year. Conversations have been held with Board members to discuss interest and potential in serving.

Chair: Mr Patrick moved “to appoint Ms Folks as Board Chair for the 2021-2022 year.”

Seconded by Ms Pool. A roll call vote was taken: Mr Patrick, Ms Pool and Ms Sjoberg and Mr Folks voted for the motion; there were no votes against. Motion passed.

Secretary: Ms Folks moved “to appoint Ms Sjoberg as Board Secretary for the 2021-2022 year.” Seconded by Mr Patrick. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

Ms Folks stated former secretary Ms Erickson will continue as Governance Committee chair.

Ms Mortensen suggested succession planning for Board officer positions. Ms Folks ask newly seated Board members where they would be interested in serving. Mr Patrick expressed

interest in the Facilities Committee and Ms Pool expressed interest in the Governance Committee.

Treasurer: Ms Folks moved “for Ms Skordahl to serve as Board Treasurer for the 2021-2022 year.” Seconded by Ms Sjoberg. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

8.5 Discuss Board Committee Roles

Previously discussed.

8.6 New Employee Contract (s)

Ms Mortensen shared information about Ms Bernard, a newly hired Middle School Language Arts teacher. Ms Folks motioned “to ratify the staff contract presented tonight.” Mr Patrick seconded. A roll call vote was taken: Ms Folks Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

Member Appointments (Finance, Facilities, Governance)

Ms Folks pointed out that Ms Pool and Mr Patrick expressed their interest in committees, but the Board needs to appoint them as Committee members.

Ms Folks motioned “to add Ms Pool to the Governance Committee.” Mr Patrick seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

Ms Folks motioned “to add Mr Patrick to the Facilities Committee.” Ms Pool seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

8.7 Vote on WLA Mascot – Owls or Eagles

Ms Mortensen shared the process of identifying a mascot for Woodbury Leadership Academy, and how it has been narrowed down to two options: WLA Eagles or WLA Owls. There was discussion. Ms Folks motioned “for WLA to adopt the owl as it’s official mascot.” Ms Sjoberg seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed.

9. Board Communication & Future Items

9.1 Board Communication/Future Agenda Items – Reflection

Ms Folks shared “9 Things Great Leaders Say Everyday” which is posted in Ms Mortensen’s office. There was discussion as to whether future meetings be in person or virtual or a combination.

10. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting of the WLA Board of Directors will be in person on Wednesday, August 25, 2021 at 5:30 PM. The official Ground Breaking ceremony will be held prior to the meeting.

11. Adjournment

Ms Sjoberg moved “to adjourn.” Ms Pool seconded. A roll call vote was taken: Ms Folks, Mr Patrick, Ms Pool and Ms Sjoberg voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 7:59 PM.

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

**WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, AUGUST 25, 2021**

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)

Current Enrollment and Enrollment for the 2021-2022 School Year

- WLA enrollment update: As of 8/22/2021, we have 668 (under budget) students enrolled for the coming school year with 60 families having requested online learning for the start of the school year.

Regularly Scheduled Meetings

- The Governance Committee met on August 18th
- The Finance Committee met on August 12th.
- The Facilities Committee met on August 10th

Expansion, Remodeling, Grounds

- Rochon will be concluding the site prep work and utility work in the west parking lot by August 30th. The pre-cast building should arrive in late September or early October. The area is fenced in and security cameras are operating.
- The site work for the Rainbow playset should conclude by August 30th, with that actual playset being installed by early September.
- The challenge with the new construction will be busing, and Drive-Line. However, we will have the buses come in from Wooduck and line up on Globe facing east. Driveline families will enter on Globe from Hudson, (as usual) and will form two lanes as they enter the parking lot area right in front of the school. We should be able to load about 20 cars at a time, which will require about 15 staff members to supervise the after school pick-up process.
- Building maintenance and preparations for the new school year:
 - All carpets have been shampooed and all floors have been polished.
 - All painting has been completed.
 - Teachers have moved into the third grade "suite" area, and the blue lockers have been installed.
 - Justin and his crew have been working hard on all things technology and everything appears to be ready, or will be ready by August 30th.
- Finally, ground crews have cleared brush and spruced things up in several areas, the Rainbow playset people have cleaned and re-varnished the original playset, we have set up the outdoor classroom area, and we have sprayed for ticks!

Organization

- The “Pledge of Compliance” for VOA has been completed and will be submitted by August 30th

- The “Teacher Professional Development Plan” for VOA will be ready for the September 1st deadline
- The “Teacher Evaluation Plan” for VOA will be ready for the September 1st deadline
- The “Teacher Licensure Verification” for MDE will be ready prior to the September 15th deadline
- The “WLA Assessment Plan” (to be approved at the August 25th Board Meeting) will be submitted by September 1st
- The “Annual Transportation Report” was completed and submitted to MDE
- The Epicenter training will kick-off on August 25th
- VOA is expected to contact WLA by Tuesday, August 24th, to let us know if we have been approved for expansion. Again, due to the comprehensive nature of the application process, I have applied for WLA to be able to expand “down” to Pre-Kindergarten”, and “up” through 12th grade. I also applied for WLA to be able to expand to additional properties in the event that WLA ever desires multiple locations. This will allow the board to be unencumbered for any future variations that we choose to pursue in the years to come. Of special note: if/as VOA approves WLA for expansion in the multiple areas mentioned above, the paperwork will then go on to MDE in early October for further scrutiny and potential approval.

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

- Interest in online learning to start the school year has picked up in recent weeks. Teachers will be developing their online models on Monday, August 23rd, and they will share those with families on Tuesday, August 24th. Plans will look different for grade levels, due to the developmental levels of students at various age groups. Technology options for teachers will include swivels (which follow the teacher movements and voice for the online audience), Go-Pros, cameras, and laptops. Students will again be able to check out iPads or Chromebooks for use at home if needed.
- There is an opportunity to apply for WLA to become a permanent Distance Learning (DL) provider. Currently, many schools in Minnesota, including WLA are approved to be online providers due to COVID, but those permissions will expire as COVID wanes. Should WLA be approved for DL, it will be another option that the board may pursue in the years to come.
- Training has been set-up for the WLA English Language Learning program, Remedial program, New Staff Workshop, Office and Administration, and the All Staff Workshop. Yearlong PLC agendas have been developed as well as the Friday Staff Meeting Topics. Committees have been identified and scheduled throughout the school year.
- The Special Education team (and contracted sped staff members) will meet for a training day on Thursday, August 26th.
- New Staff Workshop was held August 16-19. New staff members were very appreciative of the head start to learn more about WLA and begin their preparations.

- The All Staff Workshop will be in session August 23-27th. Typically, this is an exciting week for staff to come back together and collaborate!
- MCA scores will be released on August 27th to the public. It appears that WLA scores are quite low which doesn't correlate at all with the NWEA MAP scores. Our MAP scores showed that WLA students exceed national averages across grade levels for math and reading. We will need to check further with MDE on which students were excluded, or should have been excluded from the testing sample, but were not. (All online students were not to receive "zeros" across the state, or "held against" district data.) It appears that there is a significant error in how WLA statistics have been reported. I will share specific data at the board meeting as well as what MDE is directing us to do as we move forward.

III. Financial Management

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

- Paula Kripner, Emma Langer, and myself will again be working with BergenKDV to secure ADSIS funding. (Grant writing to obtain a second year of funding for what we are using to fund one of our counselor positions.)

IV. Human Resource Management

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

- We have filled the Building Substitute position and the last three para professional positions, pending Board ratification. They are as follows:

Kristen Cardenas	Building Substitute Teacher
Amy Sorensen	Para Professional
Madison Goodman	Para Professional
Rosa Portillo	Para Professional

Oversee conflict resolution and all other personnel matters

V. Provision for a Safe and Effective Learning Environment

Monitor reporting systems involving health and safety of students

- The ICT resumed meetings on August 3rd, and checked in with our representative at the MN Department of Health. (MDH) Our "Stakeholder Update" with specific information regarding masks, quarantines, and so forth, was distributed on August 19th.

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

- Most office and administrative staff members returned to work on August 2nd.

- The Administrative Team held an “Advance” at Dr. Mortensen’s house on August 10th.
- I am meeting with the landlord of our neighboring building on Monday, August 23rd to ensure that they understand our construction timeline and traffic patterns. They will then share that information with their tenants.
- The WLA Ground breaking event will be held at 4:30, Wednesday, August 25th.
- The WLA “Open House” will be Thursday evening, August 26th from 4-7 p.m. At that time, we will have renderings on display in the front parking lot for our families to view. Rochon, Shawn Smith, Colliers Architecture, and our Facilities Committee members will address questions from stakeholders during the Open House.
- Monday, August 30th, First Day of School grades 3-8, with grades K-2 starting school on Wednesday, September 1st!

8/23/2021, 8:00-4:30, All Staff Training Day One, Monday				Audience
Welcome & Introductions	60	8:00-9:00	A-Team	All
Mission, Vision, Enrollment, Expansion	15	9:00-9:15	Kathy	Veteran Staff
Staff Resource Books	30	9:15-9:45	Megan N., Casidee	Veteran Staff
Paperwork & AESOP	30	9:45-10:15	Nancy	Veteran Staff
Break	15	10:15-10:30		
COVID Update & Intro to ICT	30	10:30-11:00	Amy	All
PLCs / Cohorts	15	11:00-11:15	Kathy & Kylie	All
Break-out Sessions	30	11:15-11:45		All
Sfty, Wellness, Parking, Recess, Outdoor Ed, PE	30		Jolene, Ben A., Jess, Ben B.	Cohorts 1, 4, 7, 9 (20)
School Supervision, Special Events	30		Kathy, Kylie	Cohorts 2, 5, 8, 12 (20)
Driveline, Student Lunches	30		Andy, Amy	Cohorts 3, 6, 10, 11 (22)
Lunch Provided by WLA	30	11:45-12:15		
Critical Policies & Staff Dresscode	30	12:15-12:45	Ben B. & Kathy	Veteran Staff
Break-out Sessions	30	12:45-1:15		
Sfty, Wellness, Parking, Recess, Outdoor Ed, PE	30		Jolene, Ben A., Jess, Ben B.	Cohorts 2, 5, 8, 12 (20)
School Supervision, Special Events	30		Kathy, Kylie	Cohorts 3, 6, 10, 11 (22)
Driveline, Student Lunches	30		Andy, Amy	Cohorts 1, 4, 7, 9 (20)
Break-out Sessions	30	12:45-1:15		
Sfty, Wellness, Parking, Recess, Outdoor Ed, PE	30		Jolene, Ben A., Jess, Ben B.	Cohorts 3, 6, 10, 11 (22)
School Supervision, Special Events	30		Kathy, Kylie	Cohorts 1, 4, 7, 9 (20)
Driveline, Student Lunches	30		Andy, Amy	Cohorts 2, 5, 8, 12 (20)
Online Planning Due to Kathy EOB	135	1:45-4:00		With Teams
Closing Circles with Cohort Group	30	4:00-4:30	Cohort Team Leaders	Cohorts
8/24/2021, 8:00-4:30, All Staff Training Day Two, Tuesday				
Welcome & Morning Meeting	30	8:00-8:30	Jess and Friends!	All
Benefits Enrollment	60	8:30-9:30	Kraus Anderson	All
Assessment Analysis, Rubrics, SBGs	60	9:30-10:30	Kylie	Veteran Teachers
Pacing Guides Due to Kathy EOB	60	10:30-11:30		With Teams
Lunch	30	11:30-12:00		
Team Work Time: Assessments	240	12:00-4:00		With Teams
Closing Circles with Cohort Group	30	4:00-4:30	Team Leaders	Cohorts

8/25/2021, 8:00-4:30, All Staff Training Day Three, Wednesday				
Welcome & Morning Meeting	30	8:00-8:30	Jess and Friends!	All
Leadership Programming	30	8:30-9:00	Luke, Nicole	All
Break-out Sessions	60	9:00-10:00		
ODRs and Student Discipline	30	9:00-9:30	Ben B., Kylie, Andy	Cohorts 7-12
RtI, 504, & Sped Processes	30	9:30-10:00	Alex, Emma, Kathy	Cohorts 7-12
Emergency Drills	60	9:00-10:00	Amy, Jolene	Cohorts 1-6
Break	15	10:00-10:15		
Break-out Sessions	60	10:15-11:15		
ODRs and Student Discipline	30	10:15-10:45	Ben B., Kylie, Andy	Cohorts 1-6
RtI & Sped Processes	30	10:45-11:15	Alex, Emma, Kathy	Cohorts 1-6
Emergency Drills	60	10:15-11:15	Amy, Jolene	Cohorts 7-12
Lunch	30	11:15-11:45		
Classroom Worktime	255	11:45-4:00		With Teams
Closing Circles with Cohort Group	30	4:00-4:30	Team Leaders	Cohorts
8/26/2021, 11:00 -7:30, All Staff Training Day Four, Thursday				
Welcome & Morning Meeting	30	11:00-11:30	Specialists	All
Cohorts: Questions & Priorities for Today	30	11:30-12:00	Team Leaders	Cohorts
Independent Work Time	180	12:00-3:00		With Teams
Special Education	240	1:00-4:00	Paula, Emma, Kathy	Sped Teachers and Paras
First Aid, CPR, AED	90	1:30-3:00	Jolene	Any Interested Staff
Set-up for Open House	15	3:00-3:15		With Teams
Dinner Provided by WLA	45	3:15-4:00		
Open House	180	4:00-7:00		With Teams
Take-down for Open House	30	7:00-7:30		With Teams
8/27/2021, 8:00-4:30, All Staff Training Day Five, Friday				
Welcome & Morning Meeting	30	8:00-8:30	A-Team	All
Work Time: iReady, CPR/First Aid...	Lots !	8:30-4:00		
Closing Circles with Cohort Group	30	4:00-4:30	Team Leaders	Cohorts

KM, KG 1st Floor LR, Cohorts 1, 3, 5, 7, 9, 11 AS, BB 3rd Floor LR, Cohorts 2, 4, 6, 8, 10, 12

Zoom

Zoom

Zoom

Zoom
Zoom

3rd Floor LR
3rd Grade Classroom Area
1st Floor LR

1st Floor LR

Zoom

3rd Floor LR
3rd Grade Classroom Area
1st Floor LR

3rd Floor LR
3rd Grade Classroom Area
1st Floor LR

In Cohort Leader Classroom or Area

Zoom
Zoom

3rd Floor LR

In Cohort Leader Classroom or Area

Zoom
Zoom

3rd Floor LR
3rd Grade Classroom Area
1st Floor LR

3rd Floor LR
3rd Grade Classroom Area

1st Floor LR

In Cohort Leader Classroom or Area

Zoom

In Cohort Leader Classroom or Area

3rd Floor LR & Zoom

1st Floor LR

Zoom

In Cohort Leader Classroom or Area

8/16/2021 8:00-4:30 (New to WLA)			
Welcome & Introductions	45 minutes	8:00-8:45	A-Team
Intro to Charters & WLA's Journey	30 minutes	8:45-9:15	Kathy, Kylie, Megan E., Ashley B.
Recent WLA Awards	10 minutes	9:15-9:25	Kylie
Enrollment, Expansion & Our Bright Future!	30 minutes	9:25-9:55	Kathy
Organizational Chart	5 minutes	9:55-10:00	Kathy
Break	15 minutes	10:00-10:15	
WLA Mission & Vision, Strategic Plan	30 minutes	10:15-10:45	Kathy & Mandi
Board of Directors & PTO	30 minutes	10:45-11:15	Mandi & Diane
School Tour	30 minutes	11:15-11:45	Andy
Lunch - Jimmy Johns	30 minutes	11:45-12:15	
Housekeeping (Tech, Keys, etc.)	15 minutes	12:15-12:30	Amy & Ben B.
Phones	10 minutes	12:30-12:40	Amy, Ben B. & Justin G.
Passwords & Sites	15 minutes	12:40-12:55	Kylie
Paperwork & AESOP	30 minutes	12:55-1:25	Nancy
Fire Alarms Being Tested	ongoing	1:30	
Independent Work Time	90 minutes	1:30-3:00	
School Calendar & Schedules	20 minutes	3:10-3:30	Ben B.
COVID Update	30 minutes	3:30-4:00	Amy & Ben B.
Closing Circle	30 minutes	4:00-4:30	Kathy, Kylie & Ben B.
8/17/2021 8:00-4:30 (New to WLA)			
Welcome	15 minutes	8:00-8:15	Kathy
Review from Yesterday & Agenda for Today	15 minutes	8:15-8:30	Kathy
Resource Books	30 minutes	8:30-9:00	Megan N. & Casidee
Intro to CK and School of Distinction	60 minutes	9:00-10:00	Kylie, Megan N., Casidee
Break	15 minutes	10:00-10:15	
CK & Alignment to MN Standards	30 minutes	10:15-10:45	Kylie, Megan N., Casidee
Curriculum Map & Pacing Guides	30 minutes	10:45-11:15	Kylie, Megan N., Casidee
Curriculum Closets	15 minutes	11:15-11:30	Kylie, Megan N., Casidee
Lunch On Your Own	30 minutes	11:30-12:00	
Independent Work Time	60 minutes	12:00-1:00	
ODRs and Student Discipline	30 minutes	1:00-1:30	Andy
Driveline	15 minutes	1:30-1:45	Andy
Critical Policies & Handbook	15 minutes	1:45-2:00	Ben B.
Independent Work Time	120 minutes	2:00-4:00	

Closing Circle	30 minutes	4:00-4:30	Andy, Megan N., & Casidee
8/18/2021 8:00-4:30 (New to WLA)			
Welcome	15 minutes	8:00-8:15	Kathy
Review from Yesterday & Agenda for Today	15 minutes	8:15-8:30	Kathy
Synergy and Report Cards Overview	30 minutes	8:30-9:00	Kylie
WLA Assessment Plan	15 minutes	9:00-9:15	Kathy & Kylie
Assessments	ongoing	9:15-4:15	Kylie
Independent Work Time	ongoing	9:15-4:15	
Closing Circle	15 minutes	4:15-4:30	Kathy & Kylie
8/19/2021 8:00-4:30 (New to WLA)			
Welcome	15 minutes	8:00-8:15	Kathy
Review from Yesterday & Agenda for Today	15 minutes	8:15-8:30	Kathy
Ready Mathematics Training	ongoing	8:30-4:00	Kylie & Recorded Webinars
Independent Work Time	ongoing	8:30-4:00	
Closing Circle	30 minutes	4:00-4:30	Kathy, Kylie, Ben B.



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Statements

July 31, 2021

**Woodbury Leadership Academy
Woodbury, MN
July 31, 2021 Financial Statements**

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Contracted Services	12
Enrollment	

These financial statements are prepared in a modified format in that they exclude footnotes and required supplementary information in order to be considered a full set of financial statements. The excluded portions will be included in the fiscal year end audited financial statements. The accompanying financial statements of the School were not subjected to an audit, review, or compilation engagement by BerganKDV and, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them.

Woodbury Leadership Academy
Woodbury, Minnesota
July 2021 Financial Statements
Executive Summary

Summary of Key Financial Indicators

- * Average Daily Membership (ADM) Overview –
 - Original Budget: 683 ADM
 - Revised Budget: TBD
 - Actual: 682
 - Waitlist: 10

- * The School's working budget surplus for the year is \$43,230. A projected cumulative fund balance of \$1,984,599 or 28% of expenditures at fiscal year-end.
- * Projected Days Cash on Hand for the projected fiscal year-end is 103 days. Above 45 days meets minimum bond covenants.

Financial Statement Key Points

- * As of month-end, 8.33% of the year was complete.
- * Cash Balance as of the reporting period is \$1,622,967.
- * Current year holdback balance is \$155,136 as of the reporting period. The holdback amount is approximately 10% of total state aids. The remaining holdback amount will be paid back to the school in fiscal year 2023.
- * Revenues received at end of the reporting period – 8.1%
- * Expenditures disbursed at end of the reporting period – 2.5%
- * Nothing significant to mention on the Revenues and Expenditures this month, all is on track currently when comparing budget to actual.

Other Items

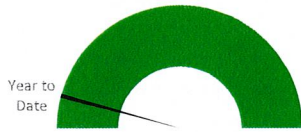
- * The Cash Flow will be looked at in more detail this Fall, and an update will be forthcoming as enrollment and spending gets more consistent.
- * The FY21 annual audit is in process. Drafts should be available in October or early November for Finance Committee review.

Woodbury Leadership Academy
Woodbury, MN
Financial Statements Dashboard
July 31, 2021

Financial Summary - Budgeted Amounts and Year to Date Activity

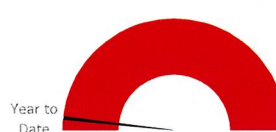
Resources to Operate Programs (Revenues):

Approved Budget	\$7,121,780
Working Budget	\$7,165,624
Year to Date	\$582,869



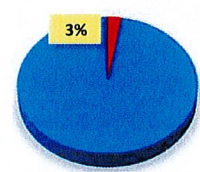
Funds Used to Provide Programs and Services (Expenses):

Approved Budget	\$7,066,562
Working Budget	\$7,122,394
Year to Date	\$180,217



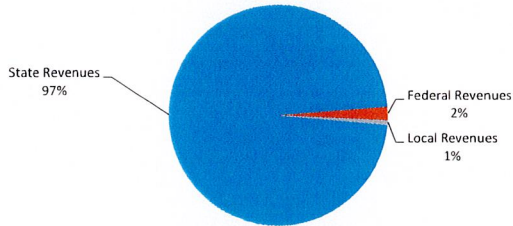
Excess / Deficit

Approved Budget	\$55,218
Working Budget	\$43,230
Year to Date	\$402,652

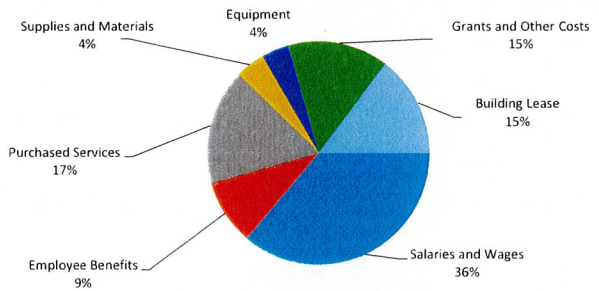


Budgets for the Year

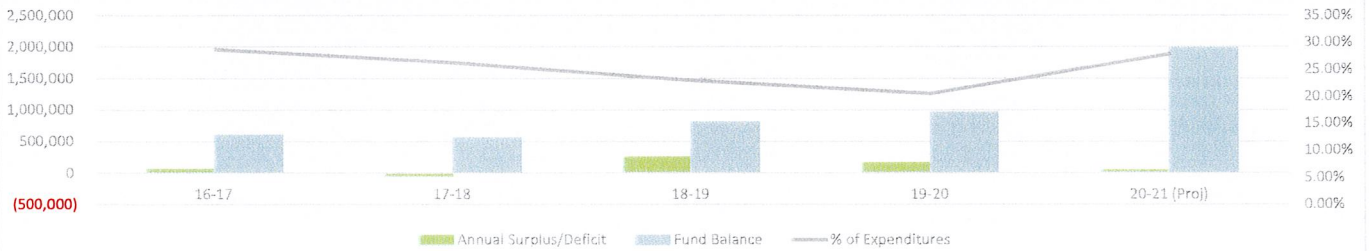
Where funds will come from to operate the school:

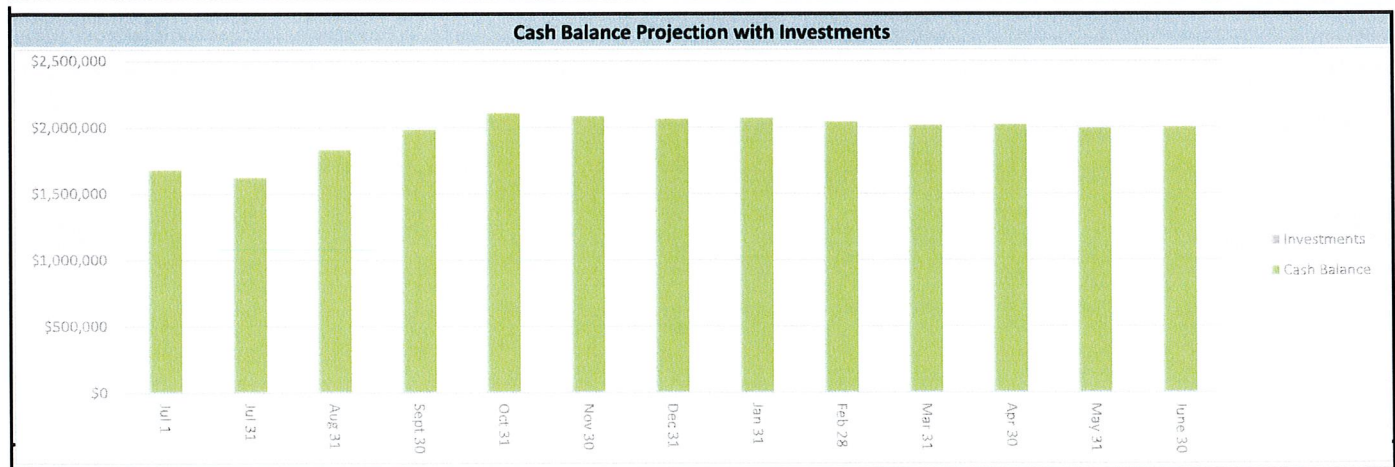
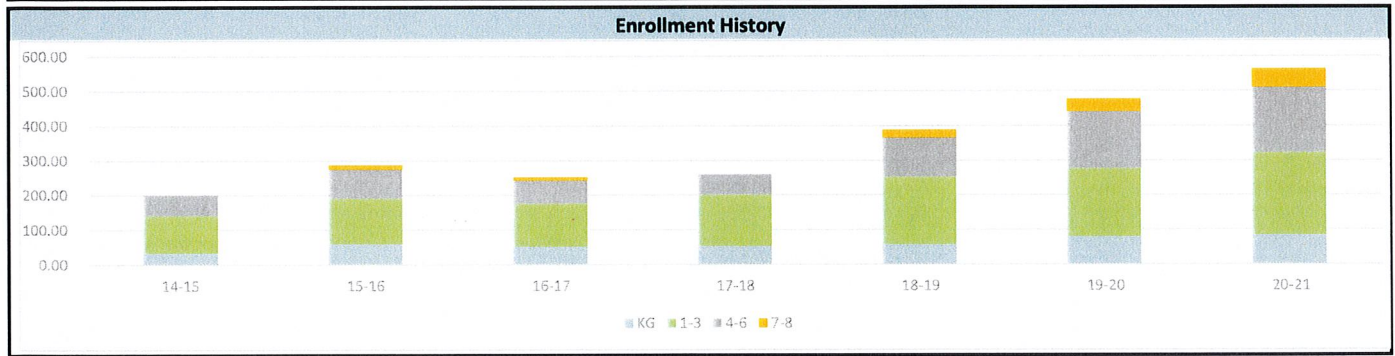
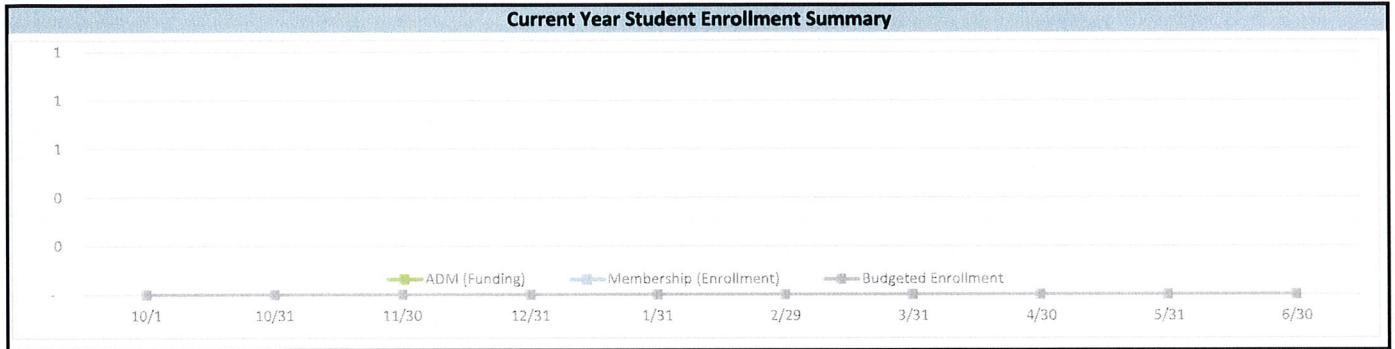
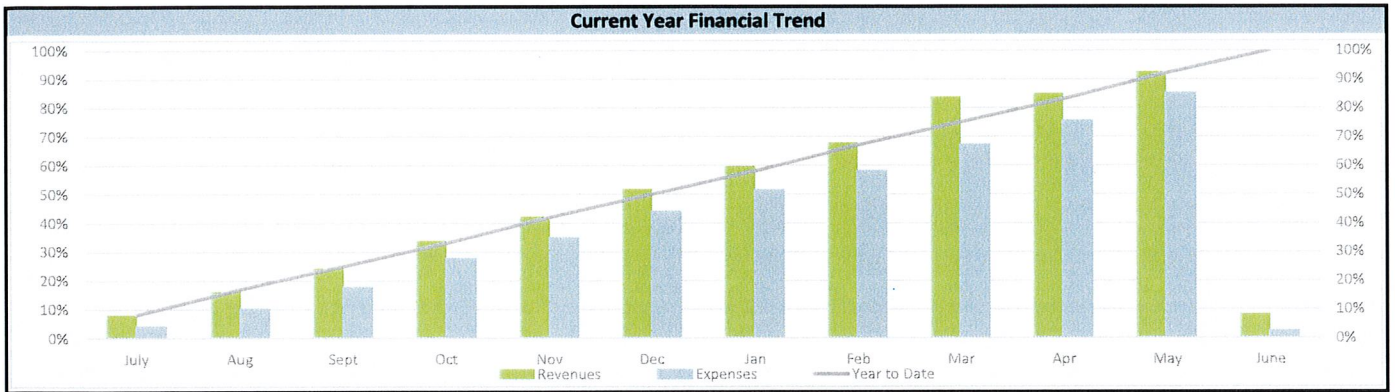


How the money is budgeted to be spent:



Fund Balance History





Woodbury Leadership Academy
Woodbury, MN
Balance Sheet
July 31, 2021

	Unaudited Balance June 30, 2021	Ending Balance
Assets		
Cash and Investments	\$ 1,682,003	\$ 1,622,967
Accounts Receivable	1,027	10
Due from Other Funds	20,741	25,307
State Aids Receivable	619,198	619,198
Current Year State Holdback Receivable		155,136
Federal Aids Receivable	-	-
Prepaid Expenses and Deposits	13,176	13,176
Payroll Deductions and Contributions (Prepaid)	-	-
	<hr/>	<hr/>
Total All Assets	\$ 2,336,145	\$ 2,435,793
Liabilities and Fund Balance		
Current liabilities		
Salaries and Wages Payable	\$ 149,938	\$ 48,438
Accounts Payable	117,408	0
Payroll Deductions and Contributions (Owed)	127,430	43,334
Total current liabilities	<hr/> 394,776	<hr/> 91,773
Fund balance		
Fund balance 07-01-2021	\$ 963,443	\$ 1,941,369
Net income to date	977,926	402,652
Total fund balance	<hr/> 1,941,369	<hr/> 2,344,021
Total liabilities and fund balance	\$ 2,336,145	\$ 2,435,793
<i>Days of cash on hand</i>		103

Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
July 31, 2021

Months: 1 8.33%

	FY 2022 Original Budget 683 ADM	FY 2022 Working Budget 683 ADM	Year to Date Activity	Percent of Budget	Working Budget Changes
General Fund - 01					
Revenues					
State Revenues					
General Education Aid	\$ 5,071,928	\$ 5,115,772	\$ 426,662	8.3%	43,844
Charter School Lease Aid	916,121	916,121	-	0.0%	
Long Term Facilities Maintenance Aid	92,030	92,030	-	0.0%	
Literacy Incentive Aid	44,999	44,999	-	0.0%	
Safe School Supplemental Aid	-	-	-	-	
School Land Trust Endowment Aid	20,294	20,294	-	0.0%	
Special Education Aid	792,361	792,361	-	0.0%	
Prior Year Adjustments	-	-	-	-	
Estimated State Holdback Amount	-	-	155,136	-	
Total State Revenues	6,937,733	6,981,577	581,798	8.3%	
Federal Revenues					
Federal Title I, II, V	38,000	38,000	-	0.0%	
Federal Special Education	58,900	58,900	-	0.0%	
Federal GEER & ESSER	42,347	42,347	-	0.0%	
Federal CRF	-	-	-	-	
PPP Loan	-	-	-	-	
Total Federal Revenues	139,247	139,247	-	0.0%	
Local Revenues					
Fees from Students	34,500	34,500	24	0.1%	
Medical Assistance	1,300	1,300	-	0.0%	
Interest Earnings	4,000	4,000	27	0.7%	
Contributions and Gifts, Grants	5,000	5,000	1,020	20.4%	
Miscellaneous Revenues	-	-	-	-	
Sale of Merchandise/Fundraising	-	-	-	-	
Total local revenues	44,800	44,800	1,071	2.4%	
Total Revenues	\$ 7,121,780	\$ 7,165,624	\$ 582,869	8.1%	\$ 43,844

Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
July 31, 2021

Months: 1 8.33%

	FY 2022 Original Budget 683 ADM	FY 2022 Working Budget 683 ADM	Year to Date Activity	Percent of Budget	Working Budget Changes
Expenditures					
Salaries and Wages	\$ 2,556,500	\$ 2,593,000	\$ 33,598	1.3%	36,500
Employee Benefits	665,124	704,620	24,916	3.5%	39,496
Contracted Services	277,000	277,000	7,980	2.9%	
Technology Services	33,600	33,600	1,200	3.6%	
Communication Services	10,600	10,600	797	7.5%	
Postage	4,300	4,300	-	0.0%	
Utilities	125,300	125,300	3,052	2.4%	
Property and Casualty Insurance	78,652	78,652	5,483	7.0%	
Repairs and Maintenance	132,029	132,029	-	0.0%	
Student Transportation	466,608	466,608	-	0.0%	
Field Trip Transportation	13,660	13,660	-	0.0%	
Travel and Conferences	22,126	22,126	-	0.0%	
Field Trip Admissions	14,760	14,760	-	0.0%	
Building Lease	1,038,690	1,038,526	93,658	9.0%	(164)
Other Rentals and Leases	2,500	2,500	-	0.0%	
Office Supplies/General Supplies	68,900	68,900	610	0.9%	
Maintenance Supplies	25,500	25,500	379	1.5%	
Non-Instructional Software	16,000	16,000	5,480	34.3%	
Instructional Software	12,300	12,300	-	0.0%	
Instructional Supplies	82,100	82,100	641	0.8%	
Textbooks and Workbooks	80,900	80,900	1,015	1.3%	
Standardized Tests	12,100	12,100	-	0.0%	
Media/Library Resources	3,100	3,100	-	0.0%	
Food	6,700	6,700	-	0.0%	
Building Improvements	70,000	50,000	-	0.0%	(20,000)
Furniture and Other Equipment	87,600	87,600	-	0.0%	
Technology Equipment	79,565	79,565	-	0.0%	
Principal and Interest - Capital Lease	24,500	24,500	1,289	5.3%	
Dues and Memberships	32,600	32,600	120	0.4%	
School Safety	-	-	-	-	
Third Party Expenditures	-	-	-	-	
Give to the Max	5,000	5,000	-	0.0%	
Director's Discretionary Fund	7,000	7,000	-	0.0%	
State Special Education	852,001	852,001	-	0.0%	
Federal Title I, II, V	38,000	38,000	-	0.0%	

Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
July 31, 2021

Months: 1 8.33%

	FY 2022 Original Budget 683 ADM	FY 2022 Working Budget 683 ADM	Year to Date Activity	Percent of Budget	Working Budget Changes
Federal Special Education	58,900	58,900	-	0.0%	
Federal GEER & ESSER	42,347	42,347	-	0.0%	
Federal CRF	-	-	-	-	
Total expenditures	\$ 7,046,562	\$ 7,102,394	\$ 180,217	2.5%	55,832
General fund net income	\$ 75,218	\$ 63,230	\$ 402,652		(11,988)
Community Services Fund - 04					
Revenues					
Registration Revenue	\$ -	\$ -	\$ -	-	
Total revenues	\$ -	\$ -	\$ -	-	
Expenditures					
Purchased Services	\$ -	\$ -	\$ -	-	
Supplies and Materials, Snacks	-	-	-	-	
Equipment	20,000	20,000	-	0.0%	
Dues and Memberships	-	-	-	-	
Total Expenditures	\$ 20,000	\$ 20,000	\$ -	0.0%	
Community Services Fund Net Income	\$ (20,000)	\$ (20,000)	\$ -		

Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
July 31, 2021

Months: 1 8.33%

	FY 2022 Original Budget 683 ADM	FY 2022 Working Budget 683 ADM	Year to Date Activity	Percent of Budget	Working Budget Changes
Total All Funds					
Revenues					
State Revenues	\$ 6,937,733	\$ 6,981,577	\$ 581,798	8.3%	43,844
Federal Revenues	139,247	139,247	-	0.0%	
Local Revenues	44,800	44,800	1,071	2.4%	
Total Revenues	\$ 7,121,780	\$ 7,165,624	\$ 582,869	8.1%	43,844
Expenditures					
Salaries and Wages	\$ 2,556,500	\$ 2,593,000	\$ 33,598	1.3%	36,500
Employee Benefits	665,124	704,620	24,916	3.5%	39,496
Purchased Services	2,219,825	2,219,661	112,171	5.1%	(164)
Supplies and Materials	307,600	307,600	8,125	2.6%	
Equipment	281,665	261,665	1,289	0.5%	(20,000)
Grants and Other Costs	1,035,848	1,035,848	120	0.0%	
Total Expenditures	\$ 7,066,562	\$ 7,122,394	\$ 180,217	2.5%	55,832
Total Revenues All Funds	\$ 7,121,780	\$ 7,165,624	\$ 582,869	8.1%	43,844
Total Expenditures All Funds	\$ 7,066,562	\$ 7,122,394	\$ 180,217	2.5%	55,832
Net Income - All Funds	\$ 55,218	\$ 43,230	\$ 402,652		(11,988)
Beginning Fund Balance, All Funds, July 1, 2021	\$ 1,941,369	\$ 1,941,369			
Projected Fund Balance, All Funds, June 30, 2022	\$ 1,996,587	\$ 1,984,599			
Projected Fund Balance Percentage	28%	28%			

The Working Budget estimates shown on this report are prepared using both the school's estimates and consultant estimates and are prepared for internal use only.

Woodbury Leadership Academy
Cash Flow Projection Summary
2021-2022 School Year

Period Ending	Cash Inflows (Revenues)			Total Receipts	Cash Outflows (Expenditures)				Beginning Balance	Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts		Prior Year State and Federal Holdback	Salaries (Cash flow budgeted at Gross but updated at Net)	Other Expenses Actual Includes Payments, PERA, TRA and AP	Payments made on behalf of the building company		
Jul 31	\$ 426,662	\$ -	\$ 1,089	\$ -	\$ 427,751	\$ 127,489	\$ 359,298	\$ -	\$ 486,787	\$ 1,622,967
Aug 31	\$ 520,330	-	-	247,679	768,009	\$ 241,622	\$ 317,207	-	558,829	1,832,147
Sept 30	\$ 520,330	-	4,480	185,759	710,569	\$ 241,622	\$ 317,207	-	558,829	1,983,887
Oct 31	\$ 520,330	34,464	4,480	123,840	683,113	\$ 241,622	\$ 317,207	-	558,829	2,108,171
Nov 30	\$ 520,330	-	4,480	12,384	537,194	\$ 241,622	\$ 317,207	-	558,829	2,086,536
Dec 31	\$ 520,330	-	4,480	12,384	537,194	\$ 241,622	\$ 317,207	-	558,829	2,064,900
Jan 31	\$ 520,330	34,464	4,480	6,192	565,466	\$ 241,622	\$ 317,207	-	558,829	2,071,537
Feb 28	\$ 520,330	-	4,480	6,192	531,002	\$ 241,622	\$ 317,207	-	558,829	2,043,710
Mar 31	\$ 520,330	-	4,480	6,192	531,002	\$ 241,622	\$ 317,207	-	558,829	2,015,882
Apr 30	\$ 520,330	34,464	4,480	6,192	565,466	\$ 241,622	\$ 317,207	-	558,829	2,022,519
May 31	\$ 520,330	-	4,480	6,192	531,002	\$ 241,622	\$ 317,207	-	558,829	1,994,691
June 30	\$ 520,330	34,464	4,480	6,192	565,466	\$ 241,622	\$ 317,207	-	558,829	2,001,328
Projected	6,150,292	137,855	45,889	619,198	6,953,233	2,785,329	3,848,579	-	6,633,908	
	6,243,960	137,855	44,800	619,198		2,899,462	3,806,489		5,684,941	948,967
Totals	6,150,292	137,855	45,889	619,198	6,953,233	2,785,329	3,848,579		6,633,908	2,001,328

Assumptions: 10% State Aid Holdback

This cash flow projection is to be used only to show that if we follow our working 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.

Woodbury Leadership Academy
Woodbury, MN
Contracted Services Report
July 31, 2021

305 - Contracted Services Detail	FY22			Notes:
	Original Budget	Actual	% spent	
Advertising & Marketing	4,000	-	0.0%	
Board Related Services	3,500	-	0.0%	
Financial Management Services	75,435	7,326	9.9%	
Time & Attendance Fees	11,500	-	0.0%	
Audit & Tax Services	10,996	-	0.0%	
Background Checks	1,000	-	0.0%	
Bank Fees	2,750	400	14.6%	
Grant Writing	1,000	-	0.0%	
Benefit Fees	-	50	6.7%	
Architect Services	-	-	0.0%	
Legal Services	15,000	-	0.0%	
Substitutes/Student Services/ESL	15,000	-	0.0%	
Nursing	7,200	-	0.0%	
Janitorial Services	106,000	204	0.2%	
Other Fees	23,619	-	0.0%	
	277,000	7,980	3.0%	

Woodbury Leadership Academy

Enrollment and Wait List

As of 8-5-21

Grade	Budget	Enrollment	Wait List	Total
KG	90	82	0	82
1	105	112	4	116
2	108	105	6	111
3	78	81	0	81
4	81	84	0	84
5	76	83	0	83
6	74	60	0	60
7	44	50	0	50
8	27	25	0	25
Total	683	682	10	692



Woodbury Leadership Academy
Woodbury, MN
District 4228

Supplemental Reports

July 31, 2021

WOODBURY LEADERSHIP ACADEMY

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
OLDN		6984		Wire	1	1001	Public Employee Retirement Association		No	Yes	No	07/07/2021	1,922.19
OLDN		6985		Wire	1	1002	Teachers Retirement Association		No	Yes	No	07/07/2021	13,177.24
OLDN		6986		Wire	1	1003	Internal Revenue Service		No	Yes	No	07/07/2021	30,109.29
OLDN		6987		Wire	1	1004	MN Department of Revenue Service		No	Yes	No	07/07/2021	5,201.79
OLDN		6988		Wire	1	1128	AssociatedBank		No	Yes	No	07/07/2021	920.85
OLDN		6989		Wire	1	1417	VOYA		No	Yes	No	07/07/2021	1,739.90
OLDN		6990		Wire	1	1001	Public Employee Retirement Association		No	Yes	No	07/15/2021	1,051.77
OLDN		6991		Wire	1	1002	Teachers Retirement Association		No	Yes	No	07/15/2021	13,253.00
OLDN		6992		Wire	1	1003	Internal Revenue Service		No	Yes	No	07/15/2021	19,840.64
OLDN		6993		Wire	1	1004	MN Department of Revenue Service		No	Yes	No	07/15/2021	3,301.91
OLDN		6994		Wire	1	1128	AssociatedBank		No	Yes	No	07/15/2021	889.59
OLDN		6995		Wire	1	1417	VOYA		No	Yes	No	07/15/2021	1,739.90
OLDN		6996		Wire	1	1001	Public Employee Retirement Association		No	No	No	07/30/2021	1,027.63
OLDN		6997		Wire	1	1002	Teachers Retirement Association		No	No	No	07/30/2021	13,286.68
OLDN		6998		Wire	1	1003	Internal Revenue Service		No	No	No	07/30/2021	19,693.53
OLDN		6999		Wire	1	1004	MN Department of Revenue Service		No	No	No	07/30/2021	3,230.41
OLDN		7000		Wire	1	1128	AssociatedBank		No	No	No	07/30/2021	889.59
OLDN		7001		Wire	1	1417	VOYA		No	No	No	07/30/2021	1,739.90
OLDN		7002		BP	1	1071	West Music		No	Yes	No	07/08/2021	32.95
OLDN		7003		BP	1	1249	Designs for Learning		No	Yes	No	07/08/2021	1,225.00
OLDN		7004		BP	1	1273	Priority Courier Express		No	Yes	No	07/08/2021	100.32
OLDN		7005		BP	1	1299	School Outfitters		No	Yes	No	07/08/2021	1,300.41
OLDN		7006		BP	1	1399	Jolene Skordahl		No	Yes	No	07/08/2021	260.96
OLDN		7007		BP	1	1412	Amy Cahlander		No	Yes	No	07/08/2021	235.76
OLDN		7008		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	07/08/2021	248.56
OLDN		7009		BP	1	1476	Emma Langer		No	Yes	No	07/08/2021	532.58
OLDN		7010		BP	1	1547	Andrew Sharp		No	Yes	No	07/08/2021	235.65
OLDN		7011		BP	1	1552	Best & Flanagan		No	Yes	No	07/08/2021	6,000.00
OLDN		7012		BP	1	1563	City of Woodbury		No	Yes	No	07/08/2021	362.66
OLDN		7013		BP	1	1592	Ind/Sole Proprietor		No	Yes	No	07/08/2021	370.00
OLDN		7014		BP	1	1633	JOJ School Nurse Consulting LLC		No	Yes	No	07/08/2021	9.97
OLDN		7015		BP	1	1010	Steve Lock		No	Yes	No	07/08/2021	16,065.00
OLDN		7016		BP	1	1214	SFM		No	Yes	No	07/08/2021	5,483.26
OLDN		7017		BP	1	1481	The Hanover Insurance Group		No	Yes	No	07/08/2021	393.35
OLDN		7018		BP	1	1053	Comcast		No	Yes	No	07/08/2021	20,598.13
OLDN		7019		BP	1	1071	Core Knowledge Foundation		No	Yes	No	07/15/2021	154.48
OLDN		7020		BP	1	1299	West Music		No	Yes	No	07/15/2021	1,245.54
OLDN		7021		BP	1	1299	School Outfitters		No	Yes	No	07/15/2021	4,534.20
OLDN		7022		BP	1	1299	School Outfitters		No	Yes	No	07/15/2021	3,054.08

WOODBURY LEADERSHIP ACADEMY

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
OLDN		7023		BP	1	1299	School Outfitters		No	Yes	No	07/15/2021	749.94
OLDN		7024		BP	1	1302	Toshiba Financial Services		No	Yes	No	07/15/2021	502.74
OLDN		7025		BP	1	1536	Benjamin Broderick		No	Yes	No	07/15/2021	219.52
OLDN		7026		BP	1	1541	Business Essentials		No	Yes	No	07/15/2021	47.73
OLDN		7027		BP	1	1541	Business Essentials		No	Yes	No	07/15/2021	1,262.00
OLDN		7028		BP	1	1634	Nitti Sanitation		No	Yes	No	07/15/2021	410.06
OLDN		7029		BP	1	1013	Region V Computer Services		No	Yes	No	07/16/2021	2,005.00
OLDN		7030		BP	1	1150	JR Computer Associates		No	Yes	No	07/16/2021	1,200.00
OLDN		7031		BP	1	1216	Minnesota Historical Society		No	Yes	No	07/16/2021	1,015.00
OLDN		7032		BP	1	1302	Toshiba Financial Services		No	Yes	No	07/16/2021	1,288.65
OLDN		7033		BP	1	1463	Region 1		No	Yes	No	07/16/2021	3,474.67
OLDN		7034		BP	1	1634	Nitti Sanitation		No	Yes	No	07/16/2021	410.06
OLDN		7035		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	07/26/2021	150.00
OLDN		7036		BP	1	1214	The Hanover Insurance Group		No	Yes	No	07/26/2021	4,565.72
OLDN		7037		BP	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	07/26/2021	6,300.00
OLDN		7038		BP	1	1508	First Bankcard		No	Yes	No	07/28/2021	157.39
OLDN		7039		BP	1	1508	First Bankcard		No	Yes	No	07/28/2021	11.85
OLDN		7040		BP	1	1508	First Bankcard		No	Yes	No	07/28/2021	2,724.34
OLDN		7041		BP	1	1563	City of Woodbury		No	Yes	No	07/28/2021	373.65
OLDN		7042		BP	1	1632	Xcel Energy		No	Yes	No	07/28/2021	5,812.43
OLDN		7043		BP	1	1481	Comcast		No	Yes	No	07/28/2021	393.35
OLDN		7044		BP	1	1508	First Bankcard		No	Yes	No	07/28/2021	1,667.83
OLDN		7045		BP	1	1508	First Bankcard		No	Yes	No	07/28/2021	(703.54)
OLDN		7046		BP	1	1632	Xcel Energy		No	Yes	No	07/28/2021	2,642.01
OLDN		7047		Wire	1	1508	First Bankcard		No	Yes	No	07/01/2021	10,992.02
OLDN		7048		Wire	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	07/31/2021	1,026.00
OLDN		7049		Wire	1	1441	Old National		No	Yes	No	07/31/2021	311.61
OLDN		7050		Wire	1	1558	Bill.com		No	Yes	No	07/31/2021	88.63
OLDN		7051		Wire	1	1591	PreferredOne Insurance Company		No	Yes	No	07/31/2021	19,430.04
OLDN		7052		Wire	1	1609	GIS Benefits		No	Yes	No	07/31/2021	3,758.64
OLDN		7053		Wire	1	1635	USBank		No	Yes	No	07/31/2021	93,658.45

Bank Total: \$361,404.46

Report Total: \$361,404.46

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4228	OLDN	1001			Public Employee Retirement Association		Wire	
			B 01	215 017	Payroll Deductions PERA			
PO#:		Voucher #:	7542	Invoice	Invoice No: S2021240	7/7/2021	Paid Amt:	\$1,737.39
			B 01	215 017	Payroll Deductions PERA			\$184.80
PO#:		Voucher #:	7547	Invoice	Invoice No: S202124S10	7/7/2021	Paid Amt:	\$184.80
							Check Amount:	\$1,922.19
4228	OLDN	1002			Teachers Retirement Association		Wire	
			B 01	215 018	Payroll Deductions TRA			
PO#:		Voucher #:	7544	Invoice	Invoice No: S2021240	7/7/2021	Paid Amt:	\$13,177.24
							Check Amount:	\$13,177.24
4228	OLDN	1003			Internal Revenue Service		Wire	
			B 01	215 010	Payroll Deductions FICA			
PO#:		Voucher #:	7546	Invoice	Invoice No: S202124S10	7/7/2021	Paid Amt:	\$201.96
			B 01	215 010	Payroll Deductions FICA			\$20,036.76
			B 01	215 011	Payroll Deductions Fed Tax			\$9,870.57
PO#:		Voucher #:	7541	Invoice	Invoice No: S2021240	7/7/2021	Paid Amt:	\$29,907.33
							Check Amount:	\$30,109.29
4228	OLDN	1004			MN Department of Revenue Service		Wire	
			B 01	215 013	Payroll Deductions MN Tax			
PO#:		Voucher #:	7543	Invoice	Invoice No: S2021240	7/7/2021	Paid Amt:	\$5,201.79
							Check Amount:	\$5,201.79
4228	OLDN	1128			AssociatedBank		Wire	
			B 01	215 022	Payroll Deductions - HSA			
PO#:		Voucher #:	7540	Invoice	Invoice No: S2021240	7/7/2021	Paid Amt:	\$920.85
							Check Amount:	\$920.85
4228	OLDN	1417			VOYA		Wire	
			B 01	215 021	TSA			
PO#:		Voucher #:	7545	Invoice	Invoice No: S2021240	7/7/2021	Paid Amt:	\$1,739.90
							Check Amount:	\$1,739.90
4228	OLDN	1001			Public Employee Retirement Association		Wire	
			B 01	215 017	Payroll Deductions PERA			
PO#:		Voucher #:	7552	Invoice	Invoice No: S202124S0	7/15/2021	Paid Amt:	\$688.39
			B 01	215 017	Payroll Deductions PERA			\$363.38
PO#:		Voucher #:	7558	Invoice	Invoice No: S2022010	7/15/2021	Paid Amt:	\$363.38
							Check Amount:	\$1,051.77
4228	OLDN	1002			Teachers Retirement Association		Wire	
			B 01	215 018	Payroll Deductions TRA			
PO#:		Voucher #:	7560	Invoice	Invoice No: S2022010	7/15/2021	Paid Amt:	\$1,718.59
							Check Amount:	\$1,718.59

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1002	1002		Teachers Retirement Association		Wire
			B 01	215 018	Payroll Deductions TRA		
PO#:		Voucher #:	7554	Invoice	Invoice No: S202124S0	7/15/2021	Paid Amt: \$11,534.41
							Check Amount: \$13,253.00
4228	OLDN	1003	1003		Internal Revenue Service		Wire
			B 01	215 010	Payroll Deductions FICA		
			B 01	215 011	Payroll Deductions Fed Tax		
PO#:		Voucher #:	7557	Invoice	Invoice No: S2022010	7/15/2021	Paid Amt: \$3,253.06
			B 01	215 010	Payroll Deductions FICA		
			B 01	215 011	Payroll Deductions Fed Tax		
PO#:		Voucher #:	7551	Invoice	Invoice No: S202124S0	7/15/2021	Paid Amt: \$16,587.58
							Check Amount: \$19,840.64
4228	OLDN	1004	1004		MN Department of Revenue Service		Wire
			B 01	215 013	Payroll Deductions MN Tax		
PO#:		Voucher #:	7553	Invoice	Invoice No: S202124S0	7/15/2021	Paid Amt: \$2,717.16
			B 01	215 013	Payroll Deductions MN Tax		
PO#:		Voucher #:	7559	Invoice	Invoice No: S2022010	7/15/2021	Paid Amt: \$584.75
							Check Amount: \$3,301.91
4228	OLDN	1128	1128		AssociatedBank		Wire
			B 01	215 022	Payroll Deductions - HSA		
PO#:		Voucher #:	7550	Invoice	Invoice No: S202124S0	7/15/2021	Paid Amt: \$864.59
			B 01	215 022	Payroll Deductions - HSA		
PO#:		Voucher #:	7556	Invoice	Invoice No: S2022010	7/15/2021	Paid Amt: \$25.00
							Check Amount: \$889.59
4228	OLDN	1417	1417		VOYA		Wire
			B 01	215 021	TSA		
PO#:		Voucher #:	7555	Invoice	Invoice No: S202124S0	7/15/2021	Paid Amt: \$1,739.90
							Check Amount: \$1,739.90
4228	OLDN	1001	1001		Public Employee Retirement Association		Wire
			B 01	215 017	Payroll Deductions PERA		
PO#:		Voucher #:	7563	Invoice	Invoice No: S2022020	7/30/2021	Paid Amt: \$1,027.63
							Check Amount: \$1,027.63
4228	OLDN	1002	1002		Teachers Retirement Association		Wire
			B 01	215 018	Payroll Deductions TRA		
PO#:		Voucher #:	7565	Invoice	Invoice No: S2022020	7/30/2021	Paid Amt: \$2,029.45
			B 01	215 018	Payroll Deductions TRA		
PO#:		Voucher #:	7570	Invoice	Invoice No: S202124S1	7/30/2021	Paid Amt: \$11,257.23
							Check Amount: \$13,286.68

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN		1003		Internal Revenue Service		Wire
			B 01	215	010	Payroll Deductions FICA	\$10,376.02
			B 01	215	011	Payroll Deductions Fed Tax	\$4,848.18
PO#:		Voucher #:	7568	Invoice	Invoice No: S202124S1	7/30/2021	Paid Amt: \$15,224.20
			B 01	215	010	Payroll Deductions FICA	\$3,045.64
			B 01	215	011	Payroll Deductions Fed Tax	\$1,423.69
PO#:		Voucher #:	7562	Invoice	Invoice No: S2022020	7/30/2021	Paid Amt: \$4,469.33
							Check Amount: \$19,693.53
4228	OLDN		1004		MN Department of Revenue Service		Wire
			B 01	215	013	Payroll Deductions MN Tax	\$707.60
PO#:		Voucher #:	7564	Invoice	Invoice No: S2022020	7/30/2021	Paid Amt: \$707.60
			B 01	215	013	Payroll Deductions MN Tax	\$2,522.81
PO#:		Voucher #:	7569	Invoice	Invoice No: S202124S1	7/30/2021	Paid Amt: \$2,522.81
							Check Amount: \$3,230.41
4228	OLDN		1128		AssociatedBank		Wire
			B 01	215	022	Payroll Deductions - HSA	\$25.00
PO#:		Voucher #:	7561	Invoice	Invoice No: S2022020	7/30/2021	Paid Amt: \$25.00
			B 01	215	022	Payroll Deductions - HSA	\$864.59
PO#:		Voucher #:	7567	Invoice	Invoice No: S202124S1	7/30/2021	Paid Amt: \$864.59
							Check Amount: \$889.59
4228	OLDN		1417		VOYA		Wire
			B 01	215	021	TSA	\$1,589.90
PO#:		Voucher #:	7571	Invoice	Invoice No: S202124S1	7/30/2021	Paid Amt: \$1,589.90
			B 01	215	021	TSA	\$150.00
PO#:		Voucher #:	7566	Invoice	Invoice No: S2022020	7/30/2021	Paid Amt: \$150.00
							Check Amount: \$1,739.90
4228	OLDN		1071		West Music		BP
			E 01	010	203 000 000 430	FY21 Zoo Animal Finger Puppet Set-Music	\$32.95
PO#:		Voucher #:	7589	Invoice	Invoice No: S12020424	7/8/2021	Paid Amt: \$32.95
							Check Amount: \$32.95
4228	OLDN		1249		Designs for Learning		BP
			E 01	010	420 000 740 394	FY21 Psych Services: S. Kelley 12.5 hrs @ \$98	\$1,225.00
PO#:		Voucher #:	7585	Invoice	Invoice No: 375	7/8/2021	Paid Amt: \$1,225.00
							Check Amount: \$1,225.00
4228	OLDN		1273		Priority Courier Express		BP
			E 01	005	110 000 000 305	Courier: Payroll Checks	\$100.32
PO#:		Voucher #:	7584	Invoice	Invoice No: 1385809	7/8/2021	Paid Amt: \$100.32
							Check Amount: \$100.32

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1299	E 01 005 810 000 000	530	School Outfitters		BP
					FY21 Lateral File Cabinets 3 @306.74 each		
							\$1,300.41
PO#:		Voucher #:	7588	Invoice	Invoice No: INV13606140	7/8/2021	Paid Amt: \$1,300.41
							Check Amount: \$1,300.41
4228	OLDN	1399	E 01 005 640 000 316	366	Jolene Skordahl		BP
					FY21 Reim: Mileage VOA Conference		
							\$260.96
PO#:		Voucher #:	7581	Invoice	Invoice No: 6/21/2021	7/8/2021	Paid Amt: \$260.96
							Check Amount: \$260.96
4228	OLDN	1412	E 01 010 640 000 316	366	Amy Cahlander		BP
					FY21 Reimb: Mileage VOA Conference		
							\$235.76
PO#:		Voucher #:	7577	Invoice	Invoice No: 6/2/2021	7/8/2021	Paid Amt: \$235.76
							Check Amount: \$235.76
4228	OLDN	1462	E 01 010 760 000 733	369	Monarch Bus Service Inc		BP
					FY21 Field Trip Busing		
							\$248.56
PO#:		Voucher #:	7586	Invoice	Invoice No: 45788	7/8/2021	Paid Amt: \$248.56
							Check Amount: \$248.56
4228	OLDN	1476	E 01 005 640 000 316	366	Emma Langer		BP
					FY21 Reimb: Mileage, Hotel Reimbursement VC		
							\$532.58
PO#:		Voucher #:	7582	Invoice	Invoice No: 6/24/2021	7/8/2021	Paid Amt: \$532.58
							Check Amount: \$532.58
4228	OLDN	1547	E 01 005 640 000 316	366	Andrew Sharp		BP
					FY21 Reim: Mileage VOA conference		
							\$235.65
PO#:		Voucher #:	7580	Invoice	Invoice No: 6/18/2021	7/8/2021	Paid Amt: \$235.65
							Check Amount: \$235.65
4228	OLDN	1552	B 01 118 000		Best & Flanagan		BP
					FY21 Legal Fees through May 31, 2021		
							\$6,000.00
PO#:		Voucher #:	7587	Invoice	Invoice No: 545455	7/8/2021	Paid Amt: \$6,000.00
							Check Amount: \$6,000.00
4228	OLDN	1563	E 01 005 810 000 000	330	City of Woodbury		BP
					FY 21 Water & Sewer- 5.26-6.15.21		
							\$362.66
PO#:		Voucher #:	7578	Invoice	Invoice No: 6/15/2021	7/8/2021	Paid Amt: \$362.66
							Check Amount: \$362.66
4228	OLDN	1592	E 01 010 420 000 740	394	JOJ School Nurse Consulting LLC		BP
					FY21 SPED Nursing Services: 5.5-6.4.21 2.75		
							\$370.00
PO#:		Voucher #:	7583	Invoice	Invoice No: 1063	7/8/2021	Paid Amt: \$370.00
							Check Amount: \$370.00

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1633			Steve Lock		BP
			E 01	005	810 000 000 401	FY21 Reimb: Tool bits	
PO#:		Voucher #:	7579	Invoice	Invoice No: 6/17/2021	7/8/2021	Paid Amt: \$9.97
							Check Amount: \$9.97
4228	OLDN	1010			SFM		BP
			E 01	010	203 000 000 270	FY22 Workers Comp Additional Audit Premium I	
PO#:		Voucher #:	7591	Invoice	Invoice No: 2550305	7/8/2021	Paid Amt: \$16,065.00
							Check Amount: \$16,065.00
4228	OLDN	1214			The Hanover Insurance Group		BP
			E 01	005	940 000 000 340	FY22 Commercial Package Policy Policy# ZDX	
PO#:		Voucher #:	7590	Invoice	Invoice No: 6/22/2021	7/8/2021	Paid Amt: \$5,483.26
							Check Amount: \$5,483.26
4228	OLDN	1481			Comcast		BP
			E 01	005	110 000 000 320	FY22 Internet Services: 6.21.7.20.21 Acct#8772	
PO#:		Voucher #:	7592	Invoice	Invoice No: 6/16/2021	7/8/2021	Paid Amt: \$393.35
							Check Amount: \$393.35
4228	OLDN	1053			Core Knowledge Foundation		BP
			E 01	010	201 000 000 460	Kinder Textbook/Workbooks	
			E 01	010	203 000 000 460	Elementary Textbooks/Workbooks	
PO#:		Voucher #:	7596	Invoice	Invoice No: INV078669	7/15/2021	Paid Amt: \$5.39
							Check Amount: \$20,592.74
							Check Amount: \$20,598.13
4228	OLDN	1071			West Music		BP
			E 01	010	203 000 000 430	FY21 Zoo Animal Finger Puppet Set-Music	
PO#:		Voucher #:	7602	Invoice	Invoice No: SI2019392	7/15/2021	Paid Amt: \$154.48
							Check Amount: \$154.48
							Check Amount: \$154.48
4228	OLDN	1299			School Outfitters		BP
			E 01	010	203 000 000 401	FY21 Cork Bulletin Boards	
PO#:		Voucher #:	7597	Invoice	Invoice No: INV13603868	7/15/2021	Paid Amt: \$1,245.54
							Check Amount: \$1,245.54
							Check Amount: \$1,245.54
4228	OLDN	1299			School Outfitters		BP
			E 01	010	203 000 000 530	Student Chairs 84 @ \$48.22/ea	
PO#:		Voucher #:	7598	Invoice	Invoice No: INV13607993	7/15/2021	Paid Amt: \$4,534.20
							Check Amount: \$4,534.20
							Check Amount: \$4,534.20
4228	OLDN	1299			School Outfitters		BP
			E 01	010	203 000 000 530	Elem tables 11@ \$145.38/ea	
			E 01	010	201 000 000 530	Kinder tables 5@ \$145.38/ea	
PO#:		Voucher #:	7599	Invoice	Invoice No: INV13609054	7/15/2021	Paid Amt: \$1,665.86
							Check Amount: \$1,388.22
							Check Amount: \$3,054.08

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1299	E 01 005 810 000 000 530	7600	School Outfitters		BP
		Voucher #: 7600	Invoice	Invoice No: INV13609116		7/15/2021	
							Paid Amt: \$749.94
							Check Amount: \$749.94
4228	OLDN	1302	E 01 010 203 000 000 401	7595	Toshiba Financial Services		BP
		Voucher #: 7595	Invoice	Invoice No: 5015843618		7/15/2021	
							Paid Amt: \$502.74
							Check Amount: \$502.74
4228	OLDN	1536	E 01 010 640 000 316 366	7593	Benjamin Broderick		BP
		Voucher #: 7593	Invoice	Invoice No: 6/29/2021		7/15/2021	
							Paid Amt: \$219.52
							Check Amount: \$219.52
4228	OLDN	1541	E 01 005 110 000 000 401	7603	Business Essentials		BP
		Voucher #: 7603	Invoice	Invoice No: WO-1134158-1		7/15/2021	
							Paid Amt: \$47.73
							Check Amount: \$47.73
4228	OLDN	1541	E 01 010 203 000 000 430	7601	Business Essentials		BP
		Voucher #: 7601	Invoice	Invoice No: OE-575060-1		7/15/2021	
							Paid Amt: \$1,262.00
							Check Amount: \$1,262.00
4228	OLDN	1634	E 01 005 810 000 000 330	7594	Nitti Sanitation		BP
		Voucher #: 7594	Invoice	Invoice No: 193132		7/15/2021	
							Paid Amt: \$410.06
							Check Amount: \$410.06
4228	OLDN	1013	E 01 005 108 000 000 405	7605	Region V Computer Services		BP
		Voucher #: 7605	Invoice	Invoice No: 14317		7/16/2021	
							Paid Amt: \$2,005.00
							Check Amount: \$2,005.00
4228	OLDN	1150	E 01 005 605 000 000 315	7609	JR Computer Associates		BP
		Voucher #: 7609	Invoice	Invoice No: R20211314		7/16/2021	
							Paid Amt: \$1,200.00
							Check Amount: \$1,200.00
4228	OLDN	1216	E 01 010 203 000 000 460	7607	Minnesota Historical Society		BP
		Voucher #: 7607	Invoice	Invoice No: 25178		7/16/2021	
							Paid Amt: \$1,015.00
							Check Amount: \$1,015.00

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1302			Toshiba Financial Services		BP
			E 01	010 605 000 000 580	FY22 July Copier Lease		
PO#:		Voucher #: 7608	Invoice	Invoice No: 5015843618B	7/16/2021		Paid Amt: \$1,288.65
							Check Amount: \$1,288.65
4228	OLDN	1463			Region 1		BP
			E 01	005 108 000 000 405	FY22 Synergy annual support/hosting		
PO#:		Voucher #: 7604	Invoice	Invoice No: 10451	7/16/2021		Paid Amt: \$3,474.67
							Check Amount: \$3,474.67
4228	OLDN	1634			Nitti Sanitation		BP
			E 01	005 810 000 000 330	FY22 July Trash Services		
PO#:		Voucher #: 7606	Invoice	Invoice No: 193132-2	7/16/2021		Paid Amt: \$410.06
							Check Amount: \$410.06
4228	OLDN	1054			Integrative Therapy, LLC.		BP
			E 01	010 420 000 419 401	FY21 Assessment Protocols		
PO#:		Voucher #: 7610	Invoice	Invoice No: 2844	7/26/2021		Paid Amt: \$150.00
							Check Amount: \$150.00
4228	OLDN	1214			The Hanover Insurance Group		BP
			B 01	118 000	Building Company Insurance		
PO#:		Voucher #: 7611	Invoice	Invoice No: 711/2021	7/26/2021		Paid Amt: \$4,565.72
							Check Amount: \$4,565.72
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP
			E 01	005 110 000 000 305	FY22 July Financial Management and Account S		
PO#:		Voucher #: 7612	Invoice	Invoice No: 1136513	7/26/2021		Paid Amt: \$6,300.00
							Check Amount: \$6,300.00
4228	OLDN	1508			First Bankcard		BP
			E 01	005 110 000 000 320	FY21 6/28/2021-Sangoma US Inc-SipStation su		
			E 01	005 110 000 000 401	FY21 6/30/2021-Costco-Costco annual member		
PO#:		Voucher #: 7615	Invoice	Invoice No: 7.28.21	7/28/2021		Paid Amt: \$157.39
							Check Amount: \$157.39
4228	OLDN	1508			First Bankcard		BP
			E 01	010 203 000 000 460	6/28/2021-Amazon-Dr Heidegger's Experiment		
PO#:		Voucher #: 7616	Invoice	Invoice No: 7.28.21	7/28/2021		Paid Amt: \$11.85
							Check Amount: \$11.85
4228	OLDN	1508			First Bankcard		BP
			E 01	010 203 000 000 460	6/28/2021-Amazon-Shakespeare Twelfth Night		
			E 01	010 203 000 000 430	6/28/2021-Amazon-Bulletin Bd Border, Felt Gari		
			E 01	010 203 000 000 430	6/28/2021-Amazon-Laminating Sheets		
			E 01	010 203 000 000 430	6/28/2021-Laminating Sheets		
PO#:		Voucher #: 7616	Invoice	Invoice No: 7.28.21	7/28/2021		Paid Amt: \$11.85
							Check Amount: \$11.85

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508			First Bankcard		BP
		E 01	010	203	000 000 430	6/28/2021-Amazon-Colored floor masking tape-l	\$6.99
		E 01	010	201	000 000 430	6/28/2021-Amazon-Crayons-Black	\$12.91
		E 01	010	203	000 000 401	6/29/2021-Target-Storage bins-Remediation	\$84.00
		E 01	010	201	000 000 401	6/29/2021--Book bins, floor lamps	\$108.00
		E 01	010	203	000 000 401	6/29/2021-Amazon-Fabric storage bins-Gr 4	\$114.03
		E 01	005	110	000 000 329	6/29/2021-USPS-Postage-Enrollment/Registrati	\$1,310.00
		E 01	005	110	000 000 401	6/29/2021-Amazon-Refund 2 3-ring binders-Res	(\$21.00)
		E 01	005	810	000 000 401	6/29/2021-Menards-Floor fans/air movers	\$499.94
		E 01	010	201	000 000 401	6/29/2021-Home Depot-Bulbs for K lamps	\$10.94
		E 01	010	203	000 000 430	6/30/2021-Amazon-Pencil sharpeners-Music	\$7.58
		E 01	010	203	000 000 401	6/30/2021-Target-Large book bins	\$24.00
		E 01	005	810	000 000 401	6/30/2021-Amazon-Dry wall anchors	\$52.80
		E 01	010	203	000 000 401	6/30/2021-Amazon-Flat storage trays-Gr 4	\$60.12
		E 01	005	810	000 000 401	6/30/2021-Amazon-Mr Clean Erasers	\$52.15
		E 01	010	203	000 000 401	6/30/2021-Amazon-Flexible seating-wobble stoo	\$119.98
PO#:		Voucher #:	7617	Invoice	Invoice No: 7.28.21	7/28/2021	Paid Amt: \$2,724.34 Check Amount: \$2,724.34
4228	OLDN	1563			City of Woodbury		BP
		E 01	005	810	000 000 330	FY 21 Water & Sewer-6.15-6.28.21	\$373.65
PO#:		Voucher #:	7614	Invoice	Invoice No: 7/15/2021	7/28/2021	Paid Amt: \$373.65 Check Amount: \$373.65
4228	OLDN	1632			Xcel Energy		BP
		E 01	005	810	000 000 330	FY21 Electric Service	\$5,812.43
PO#:		Voucher #:	7613	Invoice	Invoice No: 7/12/2021	7/28/2021	Paid Amt: \$5,812.43 Check Amount: \$5,812.43
4228	OLDN	1481			Comcast		BP
		E 01	005	110	000 000 320	FY22 Internet Services: 7.21-8.20.21 Acct#8772	\$393.35
PO#:		Voucher #:	7619	Invoice	Invoice No: 7/17/2021	7/28/2021	Paid Amt: \$393.35 Check Amount: \$393.35
4228	OLDN	1508			First Bankcard		BP
		E 01	005	810	000 000 401	7/1/2021-Sherwin Williams-Paint-5 gal Balboa IV	\$143.19
		E 01	010	203	000 000 430	7/1/2021-Amazon-Answer buzzers-Gr 4	\$23.79
		E 01	005	110	000 000 820	7/3/2021-Canva-Canva annual membership 7/3/	\$119.99
		E 01	010	201	000 000 430	7/5/2021-Amazon-Class set of play-doh	\$24.99
		E 01	005	110	000 000 320	7/7/2021-HumbleFax-Fax service-7/7-8/7/21	\$10.00
		E 01	005	810	000 000 401	7/7/2021-Home Depot-Scaffolding	\$229.00
		E 01	005	810	000 000 305	7/8/2021-Stuff it Moving-Monthly storage rental i	\$204.00
		E 01	010	203	000 000 401	7/8/2021-Target-Book bins, storage bins	\$140.00

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508			First Bankcard		BP
		E 01	005	810	000 401	7/8/2021-Home Depot-Screws	\$6.58
		E 01	010	203	000 401	7/9/2021-Target-Book bins, storage bins	\$62.00
		E 01	010	203	000 430	7/9/2021-Markers, crayons, colored pencils	\$69.40
		E 01	010	203	000 430	7/9/2021-Amazon-Portable Pickleball nets-PE	\$359.94
		E 01	005	110	000 401	7/11/2021-Costco-Folding 6' tables	\$274.95
		Voucher #:	7620	Invoice	No: 7.28.21	7/28/2021	Paid Amt: \$1,667.83
							Check Amount: \$1,667.83
4228	OLDN	1508			First Bankcard		BP
		R 01	005	000	000 099	7/1/2021-Rewards Cash Back-Cashed in credit	(\$1,000.00)
		E 01	010	203	000 430	7/1/2021-Amazon-Dry erase lapboards	\$163.00
		E 01	010	203	000 401	7/1/2021-Amazon-Table caddies, Standing com	\$133.46
		Voucher #:	7621	Invoice	No: 7.28.21	7/28/2021	Paid Amt: (\$703.54)
							Check Amount: (\$703.54)
4228	OLDN	1632			Xcel Energy		BP
		E 01	005	810	000 330	FY22 Electric Service	\$2,642.01
		Voucher #:	7618	Invoice	No: 7/12/2021	7/28/2021	Paid Amt: \$2,642.01
							Check Amount: \$2,642.01
4228	OLDN	1508			First Bankcard		Wire
		B 01	115	000		6/19/2021-Double Tree-Hilton-Personal hotel ch:	\$137.49
		E 01	005	110	000 401	6/16/2021-Amazon-3" 3-ring binders-Resource i	\$882.00
		E 01	010	640	000 316 366	6/18/2021-Double Tree-Hilton-Meals for VOA co	\$500.00
		E 01	010	640	000 316 366	6/18/2021-Hampton Inns-Hotel VOA conference	\$274.98
		E 01	005	110	000 401	6/20/2021-T-Mobile-Cell phone 2/2-3/1/21-ED &	\$130.00
		E 01	005	110	000 401	6/20/2021-Amazon-Shipping labels-Enrollment/f	\$11.99
		E 01	005	110	000 401	6/23/2021-Amazon-TruBind 8mm binding coils	\$18.68
		E 01	005	110	000 401	6/24/2021-Amazon-Hanging Folder tabs/labels	\$6.29
		E 01	005	810	000 401	6/15/2021-Home Depot-Maintenance supplies: s	\$35.90
		E 01	005	810	000 401	6/22/2021-Sherwin Williams-Paint-5 gal Balboa	\$151.50
		E 01	005	810	000 401	6/24/2021-Home Depot-Anchors, Nuts, Tape Me	\$59.19
		E 01	005	810	000 401	6/26/2021-Stuff it Moving-20' storage container -	\$133.75
		E 01	010	640	000 316 366	6/18/2021-Hampton Inns-Hotel VOA conference	\$248.00
		E 01	010	203	000 401	6/17/2021-Amazon-Teal 8' x 10' rug-Gr 6	\$120.69
		E 01	010	203	000 401	6/18/2021-Amazon-Indiv dry erase bds, erasers,	\$227.25
		E 01	010	203	000 401	6/19/2021-Amazon-Standing computer desk-Gr	\$69.99
		E 01	010	203	000 401	6/20/2021-Amazon-Wobble Stool-Flex Seating C	\$59.99
		E 01	010	203	000 430	6/20/2021-Amazon-Dry erase pockets-Gr 1	\$19.99
		E 01	010	203	000 460	6/20/2021-Amazon-Know Why the Caged Bird S	\$563.20
		E 01	010	203	000 460	6/21/2021-Amazon-Shakespeare Twelfth Night/I	\$268.65

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508			First Bankcard		Wire
			E 01 010	203	000 000 401	6/21/2021-Amazon-36" x 24" Magnetic Dry Eras	\$31.89
			E 01 010	203	000 000 430	6/22/2021-Amazon-3' x 1000' Kraft paper roll-Da	\$56.90
			E 01 010	203	000 000 430	6/22/2021-Amazon-3' x 1000' Kraft paper rolls-P	\$145.08
			E 01 010	203	000 000 430	6/22/2021-Amazon-0-120 Numbers Chart-Gr 1	\$10.68
			E 01 010	203	000 000 430	6/23/2021-Amazon-2' x 60' Fadeless paper roll-C	\$16.99
			E 01 010	203	000 000 430	6/23/2021-Lakeshore Learning-2 4-roll mobile pe	\$858.99
			E 01 010	203	000 000 430	6/23/2021--3' x 1000' paper rolls-Red, Yellow, Gr	\$359.96
			E 01 010	203	000 000 430	6/24/2021-Amazon-Bulletin Board Trim-Music	\$6.62
			E 01 010	203	000 000 430	6/24/2021-Amazon-Classroom flags	\$85.98
			E 01 010	203	000 000 401	6/25/2021-Office Depot-5 drawer file cabinet-Sp	\$659.99
			E 01 010	203	000 000 401	6/26/2021-Ikea-Classroom furniture-37 pieces	\$2,446.34
			E 01 010	203	000 000 401	6/26/2021-Amazon-8 Blue 3-ring binders -Reme	\$20.48
			E 01 010	203	000 000 401	6/26/2021-Amazon-8 Red 3-ring binders -Reme	\$20.48
			E 01 010	203	000 000 401	6/26/2021-Amazon-Classroom supplies-Comma	\$107.77
			E 01 010	203	000 000 430	6/27/2021-Ikea-Classroom furniture-sales tax rel	(\$162.71)
			E 01 010	203	000 000 430	6/27/2021-Amazon-Privacy folders-Gr 4	\$38.97
			E 01 010	201	000 000 430	6/19/2021-Amazon-All About Me Posters-K	\$59.16
			E 01 010	201	000 000 430	6/19/2021-Amazon-Lego Brick Box-K	\$23.83
			E 01 010	201	000 000 430	6/21/2021-Amazon-Wooden Building Block set	\$32.25
			E 01 010	201	000 000 430	6/25/2021-Amazon-Blk & multi-cultrl crayons, cc	\$175.22
			B 01 131	000		6/25/2021-Center for Responsive-Responsive C	\$1,658.00
			B 01 131	000		6/26/2021--20' storage container - 7/1-7/24/21 &	\$242.20
			E 01 010	201	000 000 430	6/18/2021--Classroom flexible seating, fidget bai	\$177.42
PO#:		Voucher #:	7622	Invoice	Invoice No: 7.1.21	7/1/2021	Paid Amt: \$10,992.02 Check Amount: \$10,992.02
4228	OLDN	1369			BerganKDV Outsourced Services LLC		Wire
			E 01 005	110	000 000 305	KPay Processing Fee	\$684.00
PO#:		Voucher #:	7623	Invoice	Invoice No: 7.1.21	7/31/2021	Paid Amt: \$684.00
			E 01 005	110	000 000 305	KPay Processing Fee	\$342.00
PO#:		Voucher #:	7624	Invoice	Invoice No: 7.15.21	7/31/2021	Paid Amt: \$342.00 Check Amount: \$1,026.00
4228	OLDN	1441			Old National		Wire
			E 01 005	110	000 000 305	Service Charge:	\$311.61
PO#:		Voucher #:	7628	Invoice	Invoice No: 7.30.21	7/31/2021	Paid Amt: \$311.61 Check Amount: \$311.61

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4228	OLDN	1558			Bill.com		Wire	
			E 01	005 110 000 000 305	Service Fees			
PO#:		Voucher #:	7625	Invoice	Invoice No: 7.15.21	7/31/2021		
							Paid Amt:	\$88.63
							Check Amount:	\$88.63
4228	OLDN	1591			PreferredOne Insurance Company		Wire	
			B 01	215 008	July: Health Insurance Premiums- PC02 300.10			
PO#:		Voucher #:	7627	Invoice	Invoice No: 7.1.21	7/31/2021		
							Paid Amt:	\$19,430.04
							Check Amount:	\$19,430.04
4228	OLDN	1609			GIS Benefits		Wire	
			B 01	215 007	Life/LTD/STD:			\$1,939.74
			B 01	215 009	Dental:			\$1,355.88
			B 01	215 023	Vision			\$315.52
			B 01	215 024	PPL:			\$97.50
			E 01	005 110 000 000 305	Admin Fees			\$50.00
PO#:		Voucher #:	7626	Invoice	Invoice No: 7.29.21	7/31/2021		
							Paid Amt:	\$3,758.64
							Check Amount:	\$3,758.64
4228	OLDN	1635			USBank		Wire	
			E 01	005 850 000 348 370	Rent			\$93,658.45
PO#:		Voucher #:	7629	Invoice	Invoice No: 7.22.21	7/31/2021		
							Paid Amt:	\$93,658.45
							Check Amount:	\$93,658.45
							Report Total:	\$361,404.46



Meeting: Finance Committee Meeting Agenda/Minutes

Date: Thursday, August 12, 2021

Time: 4.30pm

Location: Virtual Meeting

Meeting Minutes

Meeting Call to Order and Roll Call

Meeting Call to Order @ 4:30

Roll Call - Kathy Mortensen, Mandi Folks, Judith Darling, Brenda Kes, Jolene Skordahl, Bridget Merrill-Myhre, Brenda Burns, Ryan Patrick

WLA Mission & Vision – Mandi

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

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

Development, Discussion, and Recommendations

1. Review financial statements for July 2021, Brenda, within normal ranges.
2. Property Management update, Snow removal and landscaping bid. Kathy , continue with current companies.
3. Rainbow Playset #2. Kathy, moving forward with purchase and installation.
4. Employment Agreements for two paras to be hired. (They have been interviewed and we've extended offers.)Kathy, contracts are within budget. Committee recommends the BOD to ratify the contracts.
5. MN Coaches Transportation Agreement. Kathy, committee recommends BOD to ratify the contract agreement.
6. Epicenter Contract, Kathy, start up fees and recurring fees , could fit into the budget.
7. Teacher's on Call Contract, Kathy. Committee recommends BOD to ratify the contract.
8. Employment Agreement for Mortensen, further discussion, waiting action.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Thursday, September 7, 2021

Time: 4:30 pm

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

Adjournment @5:50



Meeting: Governance Committee

Date: Wednesday, August 8, 2021

Time: 4:30 p.m.

Location: WLA School zoom.us account

Minutes:

The meeting was called to order by Jessica Erickson at 4:30 pm.

Members Present: Jess Erickson, Kylie Griffith, Natalie Sjoberg, Shelbi Pool, and Kathy Mortensen

Members Absent: None

Guest: Erin Neumann

Development, Discussion, and Recommendations

- Policy: 410 Family and Medical Leave Policy
 - We received edits from Nancy, modified policy, ready for the second reading
- Uniform Policy
 - We modified the policy to reflect that students are able to wear collared and non-collared shirts with jumpers
 - Reorganized so uniform options are divided into tops, bottoms, and other
- Wellness Policy
 - We decided not to make any changes to this policy, instead will share with staff the details of this policy during the workshop week.
- Policy 413: Harassment and Violence
 - Each governance member will read the policy before our next meeting and come prepared to suggest any modifications to be made.

Future Discussions

- The governance committee will be reviewing policies 417: Chemical Use and Abuse along with policy 418: Drug-Free Workplace/Drug-Free School.
- As we only have a few policies in the 400 series we would like to place the 600 series into the first reading so that we may revisit those policies.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Wednesday, September 8, 2021

Time: 4:30 p.m.

Location: Woodbury Leadership Academy Zoom.us account

Meeting adjourned at 5:33 pm

Woodbury Leadership Academy

Adopted: June 10th, 2014

Updated: August 18, 2021

Board Approved:

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by Woodbury Leadership Academy, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. "Covered service member" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

C. "Eligible employee" means an employee who has been employed by Woodbury Leadership Academy for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven

years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, exists concerning Woodbury Leadership Academy's intention to rehire the employee after the break in service.

- D. "Next of kin of a covered service member" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.
- E. "Outpatient status" means, with respect to a covered service member, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- F. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member; and
 8. to address other events related to a covered military member that both the employee and school agree is a qualifying exigency.
- G. "Serious health condition" means an illness, injury, impairment, or physical or mental

condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider.

H. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or ~~410-3 Woodbury Leadership Academy~~ foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces,

including a member of the National Guard or Reserves, means:

- a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. a "serious injury or illness," in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran **and is:**
 - i. **A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or**
 - ii. **A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or**
 - iii. **A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or**
 - iv. **An injury, including psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.**
6. Eligible spouses employed by Woodbury Leadership Academy are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by Woodbury Leadership Academy does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted ~~in~~**at** the discretion of Woodbury Leadership Academy or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent

or reduced schedule leave is foreseeable based on planned medical treatment, Woodbury Leadership Academy may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of ~~410-4 Woodbury Leadership Academy~~ leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If Woodbury Leadership Academy has reason to doubt the validity of a health care provider's certification, it may require a second opinion at Woodbury Leadership Academy's expense. If the opinions of the first and second health care providers differ, Woodbury Leadership Academy may require certification from a third health care provider at Woodbury Leadership Academy's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to Woodbury Leadership Academy. When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to Woodbury Leadership Academy of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of Woodbury Leadership Academy, subject to and in coordination with the health care provider.
11. Woodbury Leadership Academy may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, Woodbury Leadership Academy may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, Woodbury Leadership Academy will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely

contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some ~~410-5 Woodbury Leadership Academy~~ situations, to reimburse Woodbury Leadership Academy for the cost of the health plan premiums paid by it.

13. Woodbury Leadership Academy may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The director shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review. Woodbury Leadership Academy shall comply with written notice requirements as set forth in federal regulations.
14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. ~~Six~~ Twelve-week Leave

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for Woodbury Leadership Academy for at least 12 consecutive months and has worked an average number of hours per week equal to one-half of the full-time equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

C. Twenty-six-week Service member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ~~410-6 Woodbury Leadership Academy~~ ends 12 months after that date.

4. Eligible spouses employed by Woodbury Leadership Academy are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.
5. Woodbury Leadership Academy may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

1. ~~A.~~ An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
2. ~~B.~~ Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 - a. ~~1.~~ take leave for the entire period or periods of the planned medical treatment; or
 - b. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
3. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled ~~410-7~~ **Woodbury Leadership Academy** school breaks, such as summer, winter, or spring break.

- a. ~~1.~~ If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, Woodbury Leadership Academy may require that the leave be continued until the end of the **semester-trimester**.
 - b. ~~2.~~ If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, Woodbury Leadership Academy may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the **semester trimester**.
 - c. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the **semester-trimester** and the leave will last more than five working days, school may require the employee to continue taking leave until the end of the **semester-trimester**.
4. ~~D.~~ The entire period of leave taken under the special rules will be counted as leave. Woodbury Leadership Academy will continue to fulfill Woodbury Leadership Academy's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

Amended: August 18, 2021

Board Approved:

540 STUDENT DRESS, APPEARANCE AND UNIFORM

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. All WLA students are expected to be in school uniform each day, except for the designated “Free Dress Days” or spirit wear days. Neatness, cleanliness, and modesty should be observed at all times. This is a joint responsibility of the student and the student’s parent(s) or guardian(s). Please see the modesty guidelines detailed in this policy. WLA staff reserves the right to determine appropriateness of attire. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.
- B. The following disciplinary action may be used for uniform violations:
 1. A written warning and communication via email or phone to guardian.
 2. A written warning and detention or in-school suspension until appropriate attire is brought for the student.
 3. Continued violations will result in a conference with administration.
 4. Chronic violations will result in further administrative action.

**WLA will not provide uniform modifications for students who receive a uniform violation

III. DEFINITIONS

- A. “Free Dress Days” students are permitted to wear clothing other than their school uniform.
- B. “Appropriate” clothing appropriate for the weather, activity (i.e. physical education or the classroom) that does not create a health or safety hazard.
- C. “Inappropriate” Clothing bearing a message that is, suggestive, lewd, vulgar, or obscene. Apparel promoting products or activities that are illegal for use by minors is

inappropriate. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Woodbury Leadership Academy's Harassment and Violence Policy is inappropriate. Any apparel or footwear that would damage school property.

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

School Uniform Information

Grades K-8 Uniforms

Bottoms

- **Pants/Capris/Shorts/Skirts/Skort:** Khaki or navy blue twill or corduroy
- **Jumpers:** Khaki or navy blue (jumpers must have school logo) with a white or navy crew neck or collared shirt under the jumper
- **Leggings or tights:** Solid colors white, gray, navy blue and black can only be worn under school uniforms, such as jumpers/skirts

Tops

- **Shirts:** Oxford cloth dress shirts, long or short sleeve—white or navy blue with school logo, “polo” style shirts (with collar), long or short sleeve—white or navy blue with school logo
- **Cardigans:** Navy blue with school logo
- **Sweater Vests:** Navy blue with school logo crew-neck
- **Pullovers (v-neck/fleece):** Navy blue with school logo and WLA hooded sweatshirt
- **Fleece zip ups:** Navy blue with school logo

Others.

- **Shoes:** Any dress shoe, casual shoe or athletic shoe that are closed toes are acceptable *No wedges/heels, flip flops, opened toed sandals, or shoes that have lights, sounds or rollers.*

WLA Middle School Uniforms

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

Shirts: light blue and heather gray

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

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

- short shorts, athletic shorts, tennis shorts, or cut-offs
- sweatpants, jeans, jeggings or leggings (leggings/jeggings are acceptable under school uniform skirt/jumper and only in solid colors white, gray or navy blue and black.)
- sweatshirts/hoodies (WLA hooded sweatshirts are acceptable)

IV. Miscellaneous

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

parents/guardians will be notified.

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

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

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



Meeting: Facilities Committee

Date: Tuesday, August 10 2021

Time: 4:30 p.m.

Location: Virtual Meeting

Minutes:

The meeting was called to order by Jason Livingston at 4:30 p.m.

Role call. Members Present:, Jason Livingston, Kathy Mortensen, Jolene Skordahl, Diane Thiigs, Mandi Folks, Andy Sharp

Members Absent: none

Others in attendance: Shawn Smith , Craig Kepler, Ryan Patrick

The meeting ended at 5:24 p.m.

Development, Discussion, and Recommendations

- Our lawyer, Craig Kepler is working on filing the tax-exempt application with Washington County.
- The Facilities committee has been so thankful to have Judith Darling as a member to help see us through the Bonding process. At this point, Judith will no longer serve on the Facility Committee, but she will continue to serve on the Finance Committee. The Facilities Committee will make this committee membership change recommendation to the Board the upcoming meeting.
- Ben Broderick and Kathy have taped off a large section in the east woods for our outdoor classroom and we have a landscape crew coming in to clear the area. (This area is going to be awesome!) The landscape crew did cut a temporary short path up the hill into the area, and Kathy have spoken with Rochon about putting a permanent path in come spring. (with some railroad ties type of steps)
- Rochon will be removing the curb and doing some dirt scraping next week in preparation for the Rainbow people to come in. Brian (Globe) is assisting with locating sprinklers etc in that area. The Rainbow people think they can install within the next two weeks.
- We will be moving forward to get the garage designed and built behind the building.
- Rochon is having the small area of gravel across the street, expanded to provide more parking for us this year.
- We're making a lot of progress on the Site Circulation plan for the upcoming school year (Buses/car pickup)

- The Gym construction project is on-time and on budget! Project & Design Update (On-site Meetings Every Tuesday at 11:30)
 - o Footing and foundation work next week through August
 - o Wall panels in early October
 - o Certificate of Occupancy beginning of April 2022
- Next Steps:
 - 1) Sign Lease Amendment and Memorandum of Lease Amendment
 - 2) Disbursement #2 ready this week
 - 3) In-person board meeting 8/25 with Photo Op
 - 4) Open House 8/26
 - 5) Groundbreaking Event with the students: TBD – 3rd week of September?

Housekeeping

Next Regularly Scheduled WLA Board of Directors Facilities Committee Meeting

Date: Tuesday, September 14, 2021

Time: 4:30 p.m. via Zoom

WLA ASSESSMENT SCHEDULE 2021-2022 SCHOOL YEAR

Schools in Minnesota are required to plan for, and assess progress for all students. During the 2021-2022 school year, WLA staff members will follow the assessment calendar, and use the assessment tools as specified below.

K-2 SCREENING	August 30 – August 31
WIDA	September 1 – October 15
NWEA (Fall)	September 20 – October 7
NWEA (Winter)	January 31 – February 17
ACCESS	February 22 – March 31
MCA s	April 11 - May 6

GRADE KINDERGARTEN

Core Knowledge Skill Strand Benchmarks
Sight Words
iReady Math
Math Facts
NWEA MAP

GRADES 1-2

Core Knowledge Skill Strand Benchmarks
iReady Math
Math Facts
NWEA MAP

GRADES 3-8

Core Knowledge Skill Strand Benchmarks
iReady Math
Math Facts
NWEA MAP
MCA