



**Meeting:** Board of Directors Regular Meeting

**Date:** Wednesday, March 23rd, 2022

**Time:** 5:30 P.M.

**Location:** WLA 3rd Floor Cafeteria

## **AGENDA**

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

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

1.2 Roll Call (Mandi Folks, Board Chair)

### **2. WLA Mission and Vision (Jolene Skordahl)**

- a. The mission of WLA is to utilize leadership-based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge Curriculum as a basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology
- b. The vision of WLA is to be a school where students and graduates become exceptional leaders and are prepared to take on the academic and leadership challenges they will face in high school and beyond.

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

3.1 Approval of meeting agenda

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

3.2 Approval of February 23rd, 2022 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 Service Learning Showcase, Grade 5

6.2 Board Report (Mandi Folks)

6.3 Executive Director Report (Kathleen Mortensen)

6.4 Financial Director Report (BKDV)

6.5 Finance Committee Report (Jolene Skordahl)

6.5.1 Accept March Finance Committee Minutes and February Financials

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

6.6 Governance Committee Report (Natalie Sjoberg)

6.6.1 Accept March Governance Committee Minutes, enter policies 610 and 612.1 into second reading, enter 700 series policies into first reading

6.7 Facilities Committee Report (Jason Livingston)

6.7.1 Accept March Facilities Minutes

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

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

7.1 Strategic Planning

7.2 VOA Annual Conference

7.3 ICT Team Update

7.4 Elections Committee

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

8.1 Board Communication/Future Agenda Items- Reflection

**9. Housekeeping (Presenter: Mandi Folks, Board Chair)**

WLA Regular Board of Directors Meeting

Date: Wednesday, April 27th, 2022

Time: 5:30pm

Location: WLA, 8089 Globe Drive, Woodbury, MN 55125

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

Adjournment

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

**Directors Present:** Mandi Folks, Shannon Kelly, Ryan Patrick, Shelbi Pool, Natalie Sjoberg, Jolene Skordahl

**Directors Absent:** Jason Livingston

**Advisors Present:** Dr Kathleen Mortensen (Executive Director)

**Advisors Virtual:** Kylie Griffith (District Assessment Coordinator), Bridget Merrill-Myhre (BerganKDV)

**Others in Attendance:** WLA staff

Meeting was live streamed for viewing and posted to the WLA website.

### **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 Folks took roll.

### **2. WLA Mission and Vision**

Ms Mortensen read the WLA Mission and Vision Statements.

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

#### **3.1 Approval of Meeting Agenda**

Mr Patrick moved “to approve tonight’s meeting agenda, with the edit of the title from annual to regular meeting.” Ms Kelly seconded. Motion passed unanimously.

#### **3.2 Approval of January 26, 2022 Meeting Minutes**

Ms Kelly moved “to approve the January 26 Board of Directors meeting minutes.” Ms Skordahl seconded. Motion passed unanimously.

### **4. Conflict of Interest Declaration**

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

### **5. Public Comment**

#### **5.1 Delegation of Public Comment Items**

There was no public comment.

### **6. Board and Administration Reports**

#### **6.1 Service Learning Showcase, Gr 2**

The second grade teachers introduced themselves and shared a power point of their grade level project. Students began with learning the concept of humanity, then reading a story about kindness and humanity, discussing ways to show humanity, and finally, utilizing their writing skills to share kindness in letters to residents at a local nursing home. Several example letters were shared.

#### **6.2 Board Report**

At Ms Folks request, Ms Skordahl updated the Board on the process of selecting an owl mascot logo. A Design Committee was formed and engaged an online graphics crowd-sharing service to obtain design

options. An artist was selected and six variations of the design were prepared. Ms Skordahl shared the design variations under consideration. WLA will own the copyrights to the final design. There was discussion of the uses of the logo.

Ms Skordahl moved “to allow the PTO to use the logo design selected by the Design Committee.” Ms Kelly seconded. Motion passed unanimously.

### **6.3 Executive Director Report**

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

- Students will be allowed to change learning models for Trimester 3.
- A meeting was held with Woodbury officials regarding possible shared use of WLA facilities, both indoor and outdoor, with the city and other organizations.
- In the process of obtaining a proposal for a playground in the graveled area across from the parking lot.
- A draft 2022-23 calendar is included in the Board Packet for Board approval. Childcare options on non-school days were discussed.
- Working with Special Education staff to plan space and staffing needs for next year.
- Kindergarten Roundup was held virtually on January 17<sup>th</sup>.
- Fieldtrips are starting up again.
- Ms Griffith shared an overview of MAP testing, timing and purpose. She presented results from winter MAP testing and iReady Math testing. She described how data collected will be used by teachers and how the information relates to MCA tests which will be taken in the Spring.

### **6.4 Financial Director Report**

Ms Merrill-Myhre reviewed the January Executive Summary and financial statements in the Board Packet, noting ADM drives state aid and actual ADM continues on target with budgeted ADM. The year is 58% complete, year-to-date revenues received are at 58% of budget and year-to-date expenses disbursed are at 54%, so overall, the school is on track with the budget. She pointed out the financial dashboard and visual graphs highlighting enrollment and financial trends.

### **Finance Committee Report**

Ms Skordahl reported the Finance Committee met and reviewed the January financial statements.

#### **6.5.1 Accept February Finance Committee Minutes and January Financials**

Ms Skordahl moved “to accept the February Finance Committee meeting minutes with correction of the next meeting date to March 16, and the January financials.” Mr Patrick seconded. Motion passed unanimously.

### **6.6 Governance Committee Report**

Ms Sjoberg reported that the Committee did not meet in February. The next meeting date has been moved to March 3, 2022.

### **6.7 Facilities Committee Report**

Ms Folks reported the Committee met and reviewed the progress of the expansion project which remains on budget. The expected occupancy date is early June, but hope to obtain permission to give limited tours of the building in mid-May. Stage, theatre and sound decisions were finalized. Inside and outside signage decisions will be worked on next. The March meeting will be March 16<sup>th</sup>.

#### **6.7.1 Accept February Facilities Committee Minutes**

Ms Folks moved “to accept the February Facilities meeting minutes.” Ms Skordahl seconded. Motion passed unanimously.

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



## **7.1 2022-2023 School Calendar**

Ms Folks motioned “to approve the 2022-23 school calendar.” Mr Patrick seconded. Motion passed unanimously.

## **7.2 Discuss candidate for open teacher BOD seat**

Ms Folks shared that the teacher that had expressed interest in applying for the open Board member seat has been interviewed. She reviewed the process and rubric included in the Board Packet that was used to interview and determine if the candidate would be recommended for appointment. Ms Sjoberg and Ms Skordahl shared feedback from the interview and recommended Julie Ohs be appointed to the open seat. Ms Skordahl motioned “to appoint Ms Ohs to the open teacher position on the Board of Directors.” Ms Sjoberg seconded. Ms Folks, Ms Kelly, Ms Pool, Ms Sjoberg, and Ms Skordahl voted for the motion. Mr Patrick abstained. Motion passed. Ms Ohs joined the Directors at the table and introduced herself to the Board.

## **7.3 Strategic Planning Timeline**

Ms Folks reviewed the Big River Group strategic planning timeline included in the Board Packet. He will be reaching out to each Board member for an interview. A survey of two questions will be sent to stakeholders, including older students. Open stakeholder sessions will be held after the survey results are summarized. There was discussion of the timeline, the process and the survey. A third question will be recommended to be added to the survey.

## **7.4 School Communication**

Mr Patrick stated he had requested this agenda item be added for clarification on methods used for official communication by WLA, and what is appropriate communication for Board members, especially regarding Social Media sites. Ms Mortensen directed Directors to the WLA Communication Toolbox included in the Directors’ Report in the Board Packet, which outlined various avenues of communication used by the school and uses of each. There was discussion.

Ms Sjoberg shared that the Governance Committee plans to draft a Conduct Policy for Board and potentially Staff. She will bring the topic of communication to the Committee to consider including in the policy.

## **7.5 ICT Team Update**

Ms Folks shared the ICT team continues to meet weekly and has recommended optional masking at WLA beginning on February 28<sup>th</sup>. This has been communicated and there has not been much feedback from families. Masks will continue to be required on school buses.

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

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

Ms Mortensen reflected that she enjoys working with the Board and appreciates the hard work they do.

## **9. Housekeeping**

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

Ms Folks stated the next regular meeting of the WLA Board of Directors will be onsite at 8089 Globe Drive on Wednesday, March 23, 2022 at 5:30 PM.

## **10. Adjournment**

Ms Sjoberg moved “to adjourn.” Ms Kelly seconded. Motion passed unanimously. The meeting adjourned at 7:52 PM.

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

**WOODBURY LEADERSHIP ACADEMY  
DIRECTOR REPORT, MARCH 23, 2022**

*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

- WLA enrollment update: As of 3/13/2022, we have 638 students enrolled. Our adjusted budget is set at 635 ADM.

Regularly Scheduled Meetings

- The Facilities Committee met on March 15th
- The Finance Committee met on March 16th
- The Governance Committee met on March 3rd

Expansion, Remodeling, Grounds

- Currently, walls are being installed and the breezeways between the buildings on all three floors have been cut away! At this point we are in discussions about details such as signage, (inside and outside) the PA system, Smartboard locations, and so forth.
- Update on mascot (Jolene)

Organization

- As you were already made aware of, WLA has been approved by the state of Minnesota and the Volunteers of America, for a five year renewed charter. This is the longest renewal allowed. We are pleased to have this status, and committed to making continuous headway with our goals.

**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*

- We are in the midst of planning for summer school sessions, and plan on offering summer school for students entering grades 4-8. The summer sessions will be focused on science and math (session 1), and gardening, cooking, and arts (session 2) Kudos to Jess Erickson and Autumn Handahl for taking initiative and doing the early planning!
- Fifth grade food shelf drive presentation on Service Learning Project, 5th grade team
- Response to Intervention and English Language Learner program overviews (Alex Iwasko, and Christina Burnett will present)

**III. Financial Management**

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

- The budget is on track with enrollment.
- We have been approved for a \$500,000 line of credit with our bank. This is the second year in a row that we have secured this line of credit. We did not access any of the line of credit last year, nor do we expect to do so this year. However, it is there if we need it.

#### **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.*

- Things continue to be very busy in the area of HR! We are in the process of interviewing internal candidates for various positions. BerganKDV and I are working on the budget based on enrollment projections, and will draft positions as soon as possible. Once the budget has been approved by the board, I will then be prepared to finalize employment agreements with all WLA employment groups.
- Paula Krippner, our Special Education Director, is compiling contracts for incidental special education services, and will bring those to the Finance Committee in early April.

*Oversee conflict resolution and all other personnel matters.*

There have been ongoing issues this month, which I am working to resolve.

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

*Monitor reporting systems involving health and safety of students*

- The ICT is meeting every 2-3 weeks, or as necessary.

#### **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*

- Parent-Teacher conferences were held Thursday and Friday, February 24-25<sup>th</sup>, and again, we had high attendance. (See attachment)



BARTHEL	ASHLEY	9 of 10	90%	NAFE	MEGAN	23 of 24	96%
ENGELSJGERD	MEGAN	14 of 16	88%	JONES	STEFFANI	20 of 22	91%
SJOBORG	NATALIE	10 of 14	71%	MCKINNON	AMANDA	12 of 12	100
SESSION	SANDY	14 of 15	93%	SHARMA	RADHIKA	19 of 24	79%
LASHUA	EMILY	11 of 15	73%				
<b>TOTALS</b>		<b>58 of 70</b>	<b>83%</b>	<b>TOTALS</b>		<b>74 of 82</b>	<b>90%</b>
IRINA	CLAUDIA	19 of 20	95%	SLAGGE	KATIE	12 of 12	100
NIGHTINGALE	DONNA	13 of 14	93%	CAPPELEN	KELLY	20 of 22	91%
SHIRLEY	BRIANNA	19 of 23	83%	LAUTENBACH	COLLEEN	20 of 22	91%
EGGE	DEVIN	18 of 20	90%	ELMQUIST	SAM	19 of 22	86%
GOODMAN	MADI	20 of 20	100%				
<b>TOTALS</b>		<b>89 of 97</b>	<b>92%</b>	<b>TOTALS</b>		<b>71 of 78</b>	<b>91%</b>
JACKSON	KAT	18 of 20	90%	ERICKSON	JESS		
SEVERSON	AMY	16 of 19	84%	ROBB	JUSTIN		
SHOOP	ANNA	22 of 22	100%	SCHREINER	JACOB		
STEVENS	NICOLE	15 of 19	79%			40 of 59	68%
THOMAS	KAILIN	18 of 21	86%				
<b>TOTALS</b>		<b>89 of 101</b>	<b>88%</b>	<b>TOTALS</b>		<b>40 of 59</b>	<b>68%</b>
GRUBISCH	KATIE	21 of 22	95%	MAY	KALLEIGH		
WEESS	FRAN	19 of 21	90%	BERNARD	BAILEY		
KOERNER	ASHLEE	20 of 22	91%	LOGAN	JAMES		
YOUNGBLOOD	ALLISON	16 of 19	84%	HANDAHL	AUTUMN		
<b>TOTALS</b>		<b>76 of 84</b>	<b>90%</b>	<b>TOTALS</b>		<b>50 of 64</b>	<b>78%</b>





## School Accountability and Authorizer Oversight System

### Introduction

As a leading authorizer, Volunteers of America–Minnesota builds its portfolio of high-performing charter schools by only selecting proposals with a strong potential for success. It then ensures that such potential is realized through a unique system of accountability that begins even before a school opens its doors.

VOA-MN is committed to fulfilling its role as a charter school authorizer by holding its schools accountable for a range of results. The accountability system presented in this document ensures that VOA-MN will uphold its legal obligation to make sure the schools it authorizes are reaching (or making adequate progress toward) the goals and benchmarks outlined in its charter contract and Minnesota statute.

VOA-MN uses a standard charter contract with unique school-specific terms that capture different approaches to achieving student success. The individuality of each school will be preserved in the “Academic Program Description” addendum to the charter contract.

### Volunteers of America of Minnesota Accountability Plan

According to Minnesota Statute 124E.01, subd.1, *The primary purpose of charter schools is to improve all pupil learning and all student achievement.* VOA-MN holds the schools it authorizes accountable in five major areas: academic performance, fiscal management, board governance, management and operations, and legal compliance. Each area may have multiple indicators of success and the charter school’s performance on each indicator will be rated as:

- Does Not Meet Standard
- Partially Meets Standard
- Meets Standard

### **Rating Scale: For each standard, a school earns points for contract renewal as follows:**

- 0 = Does Not Meet Standard
- 1 = Partially Meets Standard
- 2 = Meets Standard

### **Weighting of Performance Measures used during the contract renewal process is as follows:**

- 50% weighting: Academic Program (statutory purposes, including primary purpose)
- 20% weighting: Financial Sustainability
- 30% weighting: Organization
  - 15% governance
  - 15% management & compliance

### **Combining Data Over the Contract Term**

Annual school performance results will be combined each successive year of the contract term wherever possible so that fluctuation due to small group size will be minimized and overall performance is accurately reflected.

### **Contract Renewal Eligibility**



VOA-MN schools must achieve at least a Satisfactory Rating (70% of points possible) in the Performance Framework overall and meet the majority of standards in each performance area (Academic, Financial, Organizational Performance) to be eligible for a three-year contract renewal and at least an Exemplary Rating (80% of points possible) in the Performance Framework overall and meet the majority of standards in each performance area to be eligible for a five-year contract renewal. All contract renewals will be for either three or five years. Fewer than three years does not provide enough information on which to make a renewal decision.

If a school is performing below standard to receive a three-year renewal contract, but has agreed to the authorizer terms and conditions set forth in the School Improvement Plan to correct areas of deficiency, VOA-MN may agree to extend a school's contract (not to exceed five years) to provide additional time for a school to improve performance as an alternative to termination. If sufficient school improvement is not being made by the end of the 1st year of the extension, termination proceedings will commence.

### **Intervention and Corrective Action**

VOA-MN schools that, prior to their year of contract renewal, fall below a Satisfactory Rating in the Performance Framework overall and/or in any performance area (Academic, Finance, Governance, Management/Operations) must enter into a School Improvement Plan that addresses the specific standards in the Performance Framework where the school performance is below Satisfactory.

### **Closure Plan**

If the school does not meet the terms of the School Improvement Plan and attain a Satisfactory Rating by the end of the contract term, the school is a candidate for nonrenewal. If the school's contract is not renewed, the school must implement the Closure Plan as described in the school's charter contract.

### **Three essential questions guide our VOA-MN authorizer oversight and charter school accountability plan.**

- **ACADEMIC PROGRAM PERFORMANCE - Is the school's Learning Program a Success?**

**Academic Performance-** All public schools, including charters, must fully participate in the state assessments - Minnesota Comprehensive Assessments. Data from state assessments as well as Title 1 Designation consistent with the state North Star system will be compiled and evaluated in the Annual VOA-MN Authorized Charter Schools Academic Performance Report by the authorizer. Charter schools are required to meet the academic performance standards for which they agree to be held accountable in their charter contract. The extent to which a school is meeting their World's Best Workforce requirements and additional statutory purposes are also measured in the Learning program section.

**The VOA-MN Charter School Authorizing Program publishes annually an Academic Performance Report on their network of authorized charter schools.** The report serves as a single annual source of academic program and performance information for all of our VOA-MN operational charter schools. The report contains an analysis of annual and cumulative academic program, performance, and professional development data for each school.

Content from the annual Academic Performance Report also serves as the basis for the school academic performance analysis contained in the statutorily required Contract Renewal Evaluation Reports, including evaluation of the extent to which the school has met their primary purpose, "to improve all pupil learning and all student achievement" during the contract term.

The VOA-MN determined academic performance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school academic performance and contract renewal determinations. *The authorizer reserves the right to have flexibility to reasonably amend these standards /expectations as needed (example: based on cell size being too small). One sample rating scale is imbedded below to provide the reader with context.*

**VOA-MN's academic performance standards/expectations include the following:**

Academic Performance Standard 1 - Students are performing well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement. Imbedded WBWF. (Data Source: Evidence / Source: Minnesota Department of Education).

- Scale:
- 0 = School's average proficiency rate is less than the average performance of students in schools they might otherwise attend.
  - 1 = School's average proficiency rate meets or exceeds the average performance of students in schools they might otherwise attend in one or two subjects (math, reading and science) but not all three.
  - 2 = School's average proficiency rate exceeds the average performance of students in schools they might otherwise attend.

Academic Performance Standard 2 - Over the term of the contract, the school will maintain an average state-determined minimum achievement level of 65% (Increased + Maintained) as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement. (Evidence / Source: North Star Academic Progress) Scale:

- 0 = School's achievement level of "increased and maintained" is below 50%.
- 1 = School's achievement level of "increased and maintained" is between 65% and 50%.
- 2 = School's achievement level of "increased and maintained" is 65% or higher.

***Alternative Standard 2 for school's grades 9-12 only***

Academic Performance Standard 2 (alternative) - Over the term of the contract, the school's four-year adjusted cohort graduation rate will remain above 80%. \*Imbedded WBWF Standard: All students graduate from high school. (Evidence / Source: Minnesota Department of Education) Scale:

- 0 = School's four-year adjusted cohort graduation rate is below 75%.
- 1 = School's four-year adjusted cohort graduation rate is between 75%-80%.
- = School's four-year adjusted cohort graduation rate is 80% or higher.

Academic Performance Standard 3 - The difference between the "all-students" proficiency rate in the School and any reportable student group proficiency rate will be reduced over the term of the contract in both reading and math using state examination data as evidence of the School meeting their primary statutory purpose of improving all pupil learning and all student achievement. Imbedded WBWF Standard: all racial and economic achievement gaps between students are closed. (Evidence / Source: Minnesota Department of Education). Scale:

- 0 = The difference between the "all-students" proficiency rate and all reportable student group proficiency rates has increased.
- 1 = The difference between the "all-students" proficiency rate and at least one student group proficiency rate has been reduced.
- 2 = The difference between the "all-students" proficiency rate and all student group proficiency rates has been reduced.

Academic Standard 4: The school has adopted a formal teacher evaluation process and adheres to the requirements set forth in Minnesota Statute 122A.40. (Data/Source: AASC Annual Report) Scale:

- 0 = School has not adopted a teacher evaluation process.
- 1 = Meets some of the criteria, but no evidence that process is followed.
- 2 = Meets all criteria and is adhered to.

Academic Standard 5: All teachers are supported through a school-wide professional development plan that is based on analysis of assessment data and directly linked to improving all pupil learning and all student achievement. (Data / Source: School Annual Report) Scale:

0 = The school has not adopted a school-wide professional development plan.

1 = The school has a school-wide professional development plan, but the reviewer could not conclude that the plan was tied to data-driven decision-making.

2 = The school has adopted and followed a school-wide, data-driven professional development plan.

Academic Standard 6: The school is meeting their additional purposes (MS 124E.01, Subd 1; Charter Contract Addendum B). (Data Source: School Annual Report) Scale:

0 = The school does not have a plan for meeting their additional statutory purposes and measuring progress.

1 = The school has a plan for meeting their additional statutory purposes and is partially meeting them.

2 = The school has a plan and is meeting their additional statutory purposes.

Academic Standard 7: The school is meeting the World's Best Workforce goals (MS 120B.11; Charter Contract Addendum B). (Data Source: School Annual Report) Scale:

0 = The school does not have a plan for meeting their WBWF goals and measuring progress.

1 = The school has a plan for meeting their WBWF goals and is partially meeting them.

2 = The school has a plan and is meeting their WBWF goals.

- **FINANCIAL SUSTAINABILITY – Does the School Exhibit Strong Financial Health?**

Charter schools receive public funds and must meet generally accepted standards of fiscal management. It is VOA-MN's duty to ensure that the schools are responsible stewards of public funds. The charter school shall provide VOA with a copy of its draft and final annual budgets and monthly cash flow projections for each fiscal year by July 1 of each fiscal year. VOA-MN shall use submitted budget and cash flow statements, along with any other relevant information, to determine if the charter school has a realistic balanced budget plan for the current year. VOA-MN shall use the financial statements presented in the charter school's annual financial audit, along with any other relevant information, to determine if the charter school maintained a balanced budget during the prior-year. Schools are expected to have audits that are free of all findings.

**The VOA-MN Charter School Authorizing Program publishes annually a School Financial Oversight Report on their network of authorized charter schools.** The parties acknowledge that the Minnesota Charter Schools Law requires a charter school to meet generally accepted standards of fiscal management. This requirement has two underlying purposes: to monitor the financial health of the school and compliance with state and federal laws, including proper use of public funds. The report will contain an evaluation of school performance meeting the VOA-MN financial standards.

The VOA-MN determined school financial standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school financial health and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Finance Report. The standards also serve as the criteria for contract renewal determinations. *The authorizer reserves the right to have flexibility to reasonably amend these standards /expectations as needed (example: fund balance standard may be negotiated based on school length of operation or size). One sample rating scale is imbedded below to provide the reader with context.*

VOA-MN's school financial standards/expectations include the following (authorizer reserves the right to amend standards or scale as needed/warranted):

Finance Standard 1: The School maintains a balanced budget. Data Source: Original and revised budgets, annual financial audit report, monthly income statements.

0 = deficit position

- 1 = NA
- 2 = surplus position

Finance Standard 2: The School is compliant with state and federal financial reporting deadlines and laws, including the proper use of public funds. Data Source: MDE reports including: Preliminary UFARS data, Student ADM, Final UFARS data.

- 0 = missed > 1 time
- 1 = missed 1 time
- 2 = never missed

Finance Standard 3: The School's financial audit is submitted to the Minnesota Department of Education, Office of the State Auditor and the authorizer by December 31. Data Source: Email from the School with attached MDE documentation.

- 0 = not submitted
- 1 = n/a
- 2 = submitted

Finance Standard 4: Schools are expected to have audits that are free of all findings. Data Source: The School's financial audit report.

- 0 = 1 or more "material weakness" or legal compliance finding(s)
- 1 = 1 or more "significant deficiency" finding(s)
- 2 = no findings

Finance Standard 5: The School is current on all financial obligations, including, but not limited to: pension payments, payroll taxes, insurance coverage and loan payments. Data Source: Monthly check registers, cash flow projections, board meeting agendas and minutes.

- 0 = late > 3 times
- 1 = late 1-2 times
- 2 = never late

Finance Standard 6: The School provides VOA-MN and school board members with monthly financials. June financial reports may be delayed until year-end journal entries are completed. Packets include at least the following: 1) detailed income/expense report, 2) cash flow projection, 3) check register, and 4) current enrollment (Average Daily Membership). The board should review and approve the financials at each board meeting. Data Source: Board packets

- 0 = missed > 2 times
- 1 = missed 1-2 times
- 2 = never missed

Finance Standard 7: The School develops and maintains a targeted General Fund balance determined by the School Board. For the finance report, VOA-MN also determines a standard for fund balance annually based on items such as school funding trends and funding hold-backs. Data Source: The school's General Fund balance policy, monthly financial reports, board meeting agenda's and minutes.

- 0 = < 15%
- 1 = 15-20%
- 2 = 20% or >

Finance Standard 8: The School Board has a finance committee that meets regularly to review financial reports. Data Source: Board meeting packets, agendas, and minutes.

- 0 = 0-4 meetings/year
- 1 = 5-9 meetings/year
- 2 = 8-12 meetings/year

Finance Standard 9: All finance committee members exhibit working knowledge of financial oversight.

Data Source: School board members queries, board meeting agendas and minutes.

0 = Some committee members have not received formal/informal training during the year relating to their roles and responsibilities on the finance committee.

1 = NA

2 = All committee members have received formal/informal training during the year relating to their roles and responsibilities on the finance committee.

Finance Standard 10: The school is not in Statutory Operating Debt (SOD). Data Source: School's budget, board meeting agendas and minutes, financial audit.

0 = in SOD

1 = n/a

2 = not in SOD

- **SCHOOL BOARD GOVERNANCE & OPERATIONS - Is the organization effective and well run?**
  - SCHOOL BOARD GOVERNANCE
  - SCHOOL MANAGEMENT AND OPERATIONS

**SCHOOL BOARD GOVERNANCE** - Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

**The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools.** The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards shall will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations. *The authorizer reserves the right to have flexibility to reasonably amend these standards /expectations as needed (example: based on length the school has been in operation). One sample rating scale is imbedded below to provide the reader with context.*

VOA-MN's school board governance standards/expectations include the following (authorizer reserves the right to amend standards or scale as needed / warranted):

## Board Structure and Development

Governance Standard 1: The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute\*.

- 0 = The Board's structure does not meet bylaws and/or state statute.
- 1 = The Board did not meet requirements for the entire fiscal year.
- 2 = The Board structure meets bylaws and state statute.

Governance Standard 2: The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.

- 0 = The Board does not have a plan to ensure board members have the necessary knowledge.
- 1 = The Board has a partial plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
- 2 = The Board has a thorough plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.

Governance Standard 3: The board adheres to an orientation process for bringing on new members.

- 0 = The Board does not have a membership orientation process for new board members.
- 1 = The Board has a process for the orientation of new board members, but it is not consistently followed.
- 2 = The Board adheres to a thorough process for the orientation of new board members.

Governance Standard 4: The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.

- 0 = More than one Board member did not fully comply with Minnesota law regarding board training requirements.
- 1 = One Board member did not fully comply with Minnesota law regarding board training requirements and was removed.
- 2 = All Board members comply with Minnesota law regarding board training requirements.

Governance Standard 5: The Board of Directors completes a self-evaluation each year.

- 0 = board does not self-evaluation
- 1 = The Board competes informal self-evaluations during one or more board meeting(s).
- 2 = The Board completes a formal self-evaluation each year.

Governance Standard 6: The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all board meetings.

- 0 = The Board has 2 or more infractions of MN Open Meeting Law.
- 1 = The Board has 1 infraction of MN Open Meeting Law.
- 2 = The Board has no infractions of MN Open Meeting Law.

Governance Standard 7: The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.

- 0 = Bylaws are inconsistent with state statute.
- 1 = Bylaws are consistent with state statute but have not been reviewed regularly.
- 2 = Bylaws are consistent with state law and the board reviews them regularly.

Governance Standard 8: The Board of Directors adheres to board member election requirements set forth by state statute\*.

- 0 = Election requirements were not met.

1 = NA

2 = All requirements were met.

Governance Standard 9: The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.

0 = The Board did not complete an annual evaluation of the school leader.

1 = The Board completed an evaluation of the school leader but not on all aspects of the job description.

2 = The Board completed a formal evaluation of the school leader including all aspects of the job description.

Governance Standard 10: The Board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2\*).

0 = A professional development plan for the non-licensed individual(s) was not documented in the School's Annual Report.

1 = NA

2 = A professional development plan for the non-licensed individual(s) was documented in the School's Annual Report or the School's Director holds an administrative license.

Governance Standard 11: The Board of Directors monitors the organization's adherence to school board policies.

0 = Meeting minutes include no evidence of the Board monitoring the organization's adherence to school board policies.

1 = Meeting minutes includes one or two examples of the Board monitoring the organization's adherence to school board policies.

2 = Meeting minutes include three or more examples of the Board monitoring the organization's adherence to school board policies.

Governance Standard 12: The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)\*.

0 = Data practice policies are not fully in place.

1 = Data practice policies are in place in accordance with state statute but staff were not trained in Data Practices.

2 = Data practice policies are in place in accordance with state statute and staff are appropriately trained in Data Practices.

Governance Standard 13: The Board of Directors provides ongoing oversight of school academic performance.

0 = Less than half of the Board meeting minutes or less include evidence of oversight of school academic performance.

1 = At least half of the Board meeting minutes include evidence of oversight of school academic performance.

2 = Meeting minutes include evidence of regular oversight of school academic performance.

Governance Standard 14: The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.

0 = Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.

1 = Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.

2 = All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.

Governance Standard 15: Board documents are distributed to all board members at least 3 days prior to a board meeting.

0 = Board documents were not distributed to all Board members three or more times.

1 = Board documents were not distributed to all Board members one or two times.

2 = Board documents were distributed to all Board members at least 3 days prior to each board meeting.

Governance Standard 16: The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website\*.

0 = Information is incomplete in the binder or on the school's website.

1 = Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.

2 = A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.

Governance Standard 17: The board has a policy review calendar and reviews and updates its policies as needed or required by state law.

0 = The Board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings.

1 = The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.

2 = The Board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.

**SCHOOL MANAGEMENT AND OPERATIONS** - Effective day to day operations of a charter school support the Learning Program. A well-run school provides an environment in which staff and students can perform at the highest possible level and more effectively reach the school's goals. Management and operations of the school will be monitored and reported by the authorizer using the Formal Site Visit Rubric. The standards also serve as the criteria for contract renewal determinations. The authorizer reserves the right to have flexibility to reasonably amend these standards /expectations as needed (example: based on cell size being too small). One sample rating scale is imbedded below to provide the reader with context.

Authorizer standards / expectations for school management and operations include:

School Mission, Vision, and Purpose

M/O Standard 1: Mission and vision are central to the school's identity and inform all decision-making processes. The school's learning program exemplifies the mission and vision of the school. (Data source: annual school site visits, annual submission calendar document review, discussions with school leadership) Scale:

0 = Mission and vision are not used to guide school's decision-making.

1 = Mission and vision are displayed in the facility, on website and in annual report, but evidence that they guide decision-making and programming are missing.

2 = Mission and vision are central to the school's identity and inform all decision-making processes. The school's learning program exemplifies the mission and vision of the school.

M/O Standard 2: The school has a plan for Service Learning that connects classroom learning with real life lessons that come through service. (Data source: annual school site visits, annual submission calendar, document review, discussions with school leadership) Scale:

0 = The school does not have a plan for service learning. School does not engage in service.

1 = The school has a service-learning plan, but without evidence of a connection between the plan and service activities.



2 = The school has a plan for Service Learning that connects classroom learning with real life lessons that come through service.

## School Culture & Learning Environment

M/O Standard 3: The school maintains a safe and healthy environment per state and federal guides and board policy. (e.g., facility /ADA, building inspections, school liability insurance, student medical / health matters, school drills). (Data source: annual school site visits, annual submission calendar, document review, discussions with school leadership) Scale:

0 = The school could not provide evidence of compliance with health and safety requirements for public schools.

1 = The school is making progress approaching standard.

2 = The school can provide evidence that it complies with health and safety requirements for public schools.

M/O Standard 4: Evidence suggests that the school engages parents and students in ways that build positive relationships and engages them as partners in their child's learning (Data source: annual school site visits, annual submission calendar document review, discussions with school leadership) Scale:

0 = The school could not provide evidence that it has a plan or activities to engage parents and students in ways that build positive relationships and engages them as partners in their child's learning.

1 = The school is making progress approaching standard.

2 = The school provides ample evidence that the organization engages parents and students in ways that build positive relationships and engages them as partners in their child's learning.

M/O Standard 5: Evidence suggests that the school-teachers are covering the scope and sequence of the state academic standards and engaging in data-driven decision-making. (Data source: annual school site visits, annual submission calendar document review, discussions with school leadership) Scale:

0 = The school does not have a system established to ensure that school-teachers are covering the scope and sequence of the state academic standards &/or does not engage in data-driven decision-making.

1 = The school leadership provided some examples of how he/she provides oversight that school-teachers are covering the scope and sequence of the state academic standards, but systemic plan for monitoring progress and data-driven decision-making was lacking.

2 = Evidence suggests that the school has established a uniform system to ensure that the school-teachers are covering the scope and sequence of the state academic standards and monitoring student progress toward comprehension.

## Documents and Processes

M/O Standard 6: The school employs highly qualified, appropriately licensed teachers. (Data source: annual site visits, annual submission calendar document review, discussions with school leadership). Scale:

0 = The school has had multiple license infractions over the contract term.

1 = The school has had two or fewer teacher license infractions and they were swiftly resolved. Evidence suggests that the school has systems to recruit quality licensed teachers.

2 = The school provides evidence of exemplary hiring processes that ensure teachers are properly credentialed. There have been no license infractions over the contract term.

M/O Standard 7: Criminal background checks are conducted on all persons per the board policy and Minn. Stat. 123B.03, Subd.1. (Data source: annual site visits, annual submission calendar document review, discussions with school leadership) Scale:

0 = The school could not provide evidence that it adheres to statute and policy pertaining to conducting criminal background checks on employees and school volunteers.

1 = The school could not provide evidence that it adheres to statute and policy pertaining to conducting criminal background checks on employees, but not on school volunteers.

2 = The school provided evidence that it adheres to statute and policy pertaining to conducting criminal background checks on employees and school volunteers.

M/O Standard 8: The school meets / maintains its enrollment goals. (Data source: annual site visits, annual submission calendar document review, discussions with school leadership) Scale:

0 = The school is not meeting its student enrollment goals.

1 = NA

2 = The school could provide evidence that it is meeting its annual student enrollment goals.

M/O Standard 9: The school institutes a fair and open student admission process that complies with Minnesota law. (Data source: annual site visits, annual submission calendar document review, discussions with school leadership) Scale:

0 = The school could not provide evidence of adherence with state laws and guidelines pertaining to student admission.

1 = The school provides evidence of adherence with state laws and guidelines pertaining to student admission. The school has been the subject of state investigation with findings.

2 = The school provides evidence of adherence with state laws and guidelines pertaining to student admission.

M/O Standard 10: The school's employment process complies with state and federal law. (Data source: annual site visits, annual submission calendar document review, discussions with school leadership) Scale:

0 = The school could not provide evidence that its employment process complies with state and federal law.

1 = The school is making progress meeting standard.

2 = The school provides evidence that its employment process complies with state and federal law.

M/O Standard 11: The school has defined job descriptions and defined evaluation process for all personnel. (Data source: annual site visits, annual submission calendar document review, discussions with school leadership) Scale:

0 = The school could not provide evidence of job descriptions for all employee positions and aligned to an evaluation process.

1 = The school could provide evidence of job descriptions for most employee positions but did not have a defined evaluation process.

2 = The school could provide evidence of job descriptions for all employee positions and aligned to an evaluation process.

#### Special Education - Services to Students with a Disability

M/O Standard 12: The school complies with IDEA, special education laws and school's TSES plan, including "Child Find." Applicable training is provided to faculty annually. (Data source: annual site visits, annual submission calendar document review, discussions with school leadership, MDE communications) Scale:

0 = The school could not provide evidence of compliance with IDEA, special education laws and school's TSES plan, including "Child Find."

1 = The school could provide evidence of compliance with IDEA, special education laws and school's TSES plan, including "Child Find." However, the school has been the subject of MDE complaint investigation with findings.

2 = The school could provide evidence of compliance with IDEA, special education laws and school's TSES plan, including "Child Find."

M/O Standard 13: The school provides professional development annually to faculty on special education to ensure school compliance with Child Find and other special education laws. (Data source: annual site visits, annual submission calendar document review, discussions with school leadership) Scale:

0 = The school could not provide evidence of training to faculty on special education.

1 = NA

2 = The school could provide evidence that it provides training to faculty at least annually.

M/O Standard 14: The school is not subject to special education investigations by MDE and is not in Corrective Action. (Data source: annual site visits, annual submission calendar document review, discussions with school leadership, MDE communications) Scale:

0 = The school has been the subject of MDE investigations with findings. Findings have not been resolved.

1 = The school has been the subject of MDE investigations with findings. Progress has been observed to resolve findings.

2 = The school is not subject to special education investigations by MDE and is not in corrective action or is adhering to their plan to resolve concerns.

M/O Standard 15: The school is compliant with laws pertaining to special education directors and Advisor Council (SEAC). (Data source: annual site visits, annual submission calendar document review, discussions with school leadership) Scale:

0 = The school could not provide evidence that it is compliant with laws pertaining to special education directors and Advisor Council (SEAC).

1 = The school contracts with a special education director but could not provide evidence that it has a SEAC that meets at least annually.

2 = The school could provide evidence that it is compliant with laws pertaining to special education directors and Advisor Council (SEAC).

**Legal and Contractual Compliance** - Charter schools are required to follow many state and federal laws pertaining to all public schools and are expected to uphold all provisions of the charter school contract. VOA-MN expects compliance with legal and contractual obligations. Each VOA-MN authorized charter school shall maintain a Compliance Binder on site that includes VOA-MN defined evidence of compliance with state and federal statutes organized in the manner prescribed by VOA-MN. Additionally, VOA-MN authorized charter schools shall submit information to the authorizer in accordance with the VOA-MN prescribed Annual Submission Calendar. Management and operations of the school will be monitored by the authorizer and reported in the Formal Site Visit Report and additionally as needed. *This section is not scored individually. The compliance binder and submission calendar are systems for ongoing monitoring of school performance and compliance and compliance requirements are imbedded in previous sections.*

## ONGOING AUTHORIZER SCHOOL MONITORING

### SITE VISITS

One of the most important ways VOA-MN gathers information about the schools it authorizes is through on-site visits. Site visits allow the authorizer to observe the school and engage in discussions with school management. VOA-MN conducts two different types of site visits: Formal and Informal.

- **Formal Site Visit-** Formal Site Visits are typically conducted once per year by a member of the VOA-MN Authorizing Program Leadership Team who interviews key stakeholders and conducts observations. Written feedback is provided to the Board of Directors and school leadership guided by the Site Visit Rubric. VOA-MN staff will provide formal written feedback summarizing observations. The feedback will identify areas of strength and areas that require improvement. If a more serious issue arises from a site visit, VOA-MN may implement an intervention based upon the “Range of Interventions” table.

- **Informal Site Visit-** VOA-MN may conduct informal site visits at any time to fulfill its duties as an authorizer. Reasons for informal site visits may include: investigation of a complaint, determination of readiness to open, follow up on implementation of improvement plans, or documentation of best practices. These visits are typically less formal and may be without notice.

### **BOARD MEETINGS**

Another important component of VOA-MN authorizer oversight is board meeting observations conducted at least twice per year and more often for schools within their first two years after initial charter approval. Authorizer VOA-MN uses the Board Meeting Observation Rubric and provides timely feedback to the school boards. VOA-MN also closely monitors the monthly board meeting minutes and financials of each authorized school and provides feedback to the school as needed.

### **SCHOOL PUBLISHED ANNUAL REPORTS**

The Charter School Law (Minn. Stat. 124E.16) includes requirements for a charter school annual. Additionally, VOA-MN requires that annual reports include specific elements defined by VOA-MN annually. VOA-MN required elements include how the school is performing based on the three essential questions: Is the student learning program a success? Does the school exhibit strong financial health? Is the organization effective and well-run? The final draft be board approved and posted to the school's official website. The VOA-MN Annual Report criteria may contain the World's Best Workforce Report.

### **AUTHORIZER PUBLISHED SCHOOL PERFORMANCE REPORTS**

In addition to the Formal Site Visit Report that each school is provided, VOA-MN will also annually publish three VOA-MN Charter School Network Reports: Academic Performance, Board Governance, and Financial Management. The cumulative purpose of these reports is to assess the ongoing performance of VOA-MN authorized schools regarding academic success, financial sustainability, and organizational effectiveness.

The combination of school performance based on the three VOA-MN Annual School Performance Reports, annual Formal Site Visit Reports, informal site visit observations, authorizer observations of board meetings, and ongoing monitoring of school reporting and compliance provides an accountable oversight mechanism for the authorizer, schools, and other organizations. This collective body of evidence will also form the basis for contract renewal decisions.

### **CHARTER SCHOOL PRE-OPERATIONAL STAGE (Start-up Checklist)**

A charter school's ability to successfully fulfill the three primary components of its contractual agreement with VOA-MN – academic success, financial sustainability, and organizational aptitude – depends on what happens well before the doors of the school open. While a Start-Up Coordinator is often hired by the interim board to handle many functions, the volunteer efforts of board members and parents are often necessary to absorb much of the work and provide direction to any pre-operational staff.

VOA-MN has organized a charter school's start-up year, contained in the Ready-To-Open standards organized by month. Progress and completion of Ready-To-Open standards for preoperational school development are checked every trimester of the development year, in a meeting between the authorizer and school. The official RTO meeting and authorizer determination occurs in June prior to being approved, or not approved, to open.



**Meeting:** Finance Committee Meeting Agenda/Minutes

**Date:** Wednesday, March 16, 2022

**Time:** 4.30pm

**Location:** Virtual Meeting

### Meeting Minutes

#### Meeting Call to Order and Roll Call -

Mandi Folks, Brenda Kes, [Bridget Merrill-Myhre](#), Jolene Skordahl. Not Present - [Kathy Mortensen](#), Judith Darling, [Bruna Burns](#), [Ryan Patrick](#)

Call to order @ 4:35

#### WLA Mission & Vision – Mandi Folks

**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 February 2022 - On track and within normal limits. Bridget Merrill-Myhre
2. Smart Board and Cafeteria Equipment fund request for new build. Jolene Skordahl/BenBroderick - Tabled for further review.

#### Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Wednesday, April 13, 2022

Time: 4:30 pm

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

**Adjournment @ 5:15**



**Woodbury Leadership Academy  
Woodbury, MN  
District 4228**

**Financial Statements**

**February 28, 2022**

**Woodbury Leadership Academy  
Woodbury, MN  
February 28, 2022 Financial Statements**

**Table of Contents**

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*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  
February 2022 Financial Statements  
Executive Summary**

**Summary of Key Financial Indicators**

- \* Average Daily Membership (ADM) Overview –
  - Original Budget: 683 ADM
  - Revised Budget: 635 ADM
  - Working Budget: 635 ADM
  - Actual: 635
- \* The school's budgeted surplus in General Fund for the year is \$10,993. The school is budgeting to spend \$36,200 out of the Community Service Fund. A projected cumulative fund balance of \$1,906,986 or 28% of expenditures at fiscal year-end.
- \* Projected Days of Cash on Hand is 98 days of annual expenditures. This is above 45 days meets minimum bond covenants.

**Financial Statement Key Points**

- \* As of month-end, 66.67% of the year was complete.
- \* Cash Balance as of the reporting period is \$1,869,052.
- \* State aids receivable shows a negative (\$10,901). This amount will be adjusted as MDE finalizes their year-end reviews. Most likely overpaid based on last year's amounts. We will continue to monitor over the next several months.
- \* Current year holdback balance is \$276,810 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 – 66.4%
- \* Expenditures disbursed at end of the reporting period – 62.5%

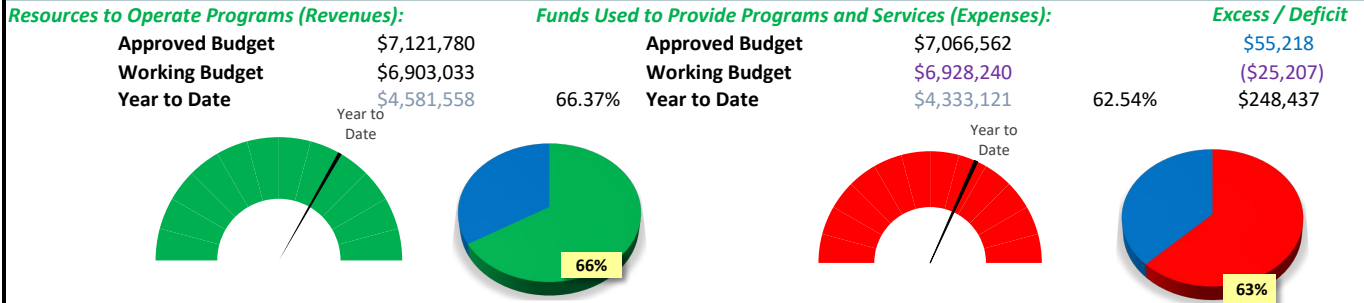
**Other Items**

- \* Many working budget adjustments have been made in both the Revenues and Expenditures for your review.



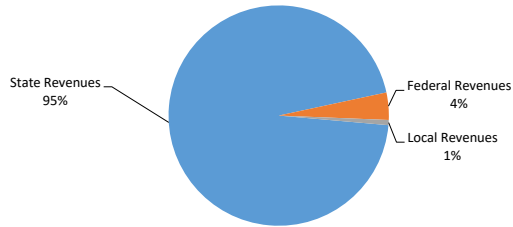
**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Financial Statements Dashboard**  
**February 28, 2022**

**Financial Summary - Budgeted Amounts and Year to Date Activity**

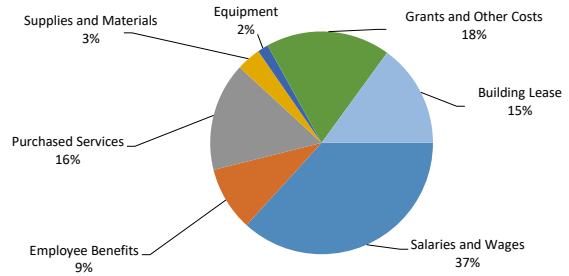


**Budgets for the Year**

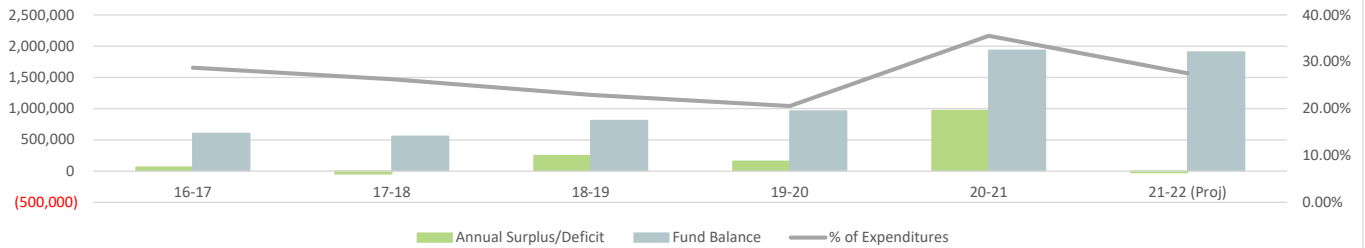
*Where funds will come from to operate the school:*

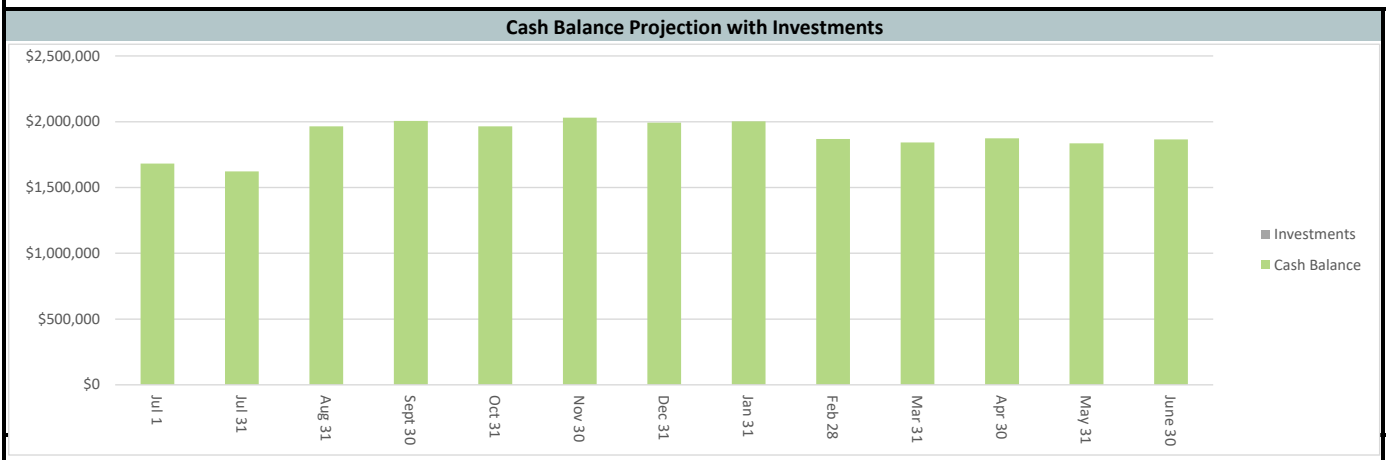
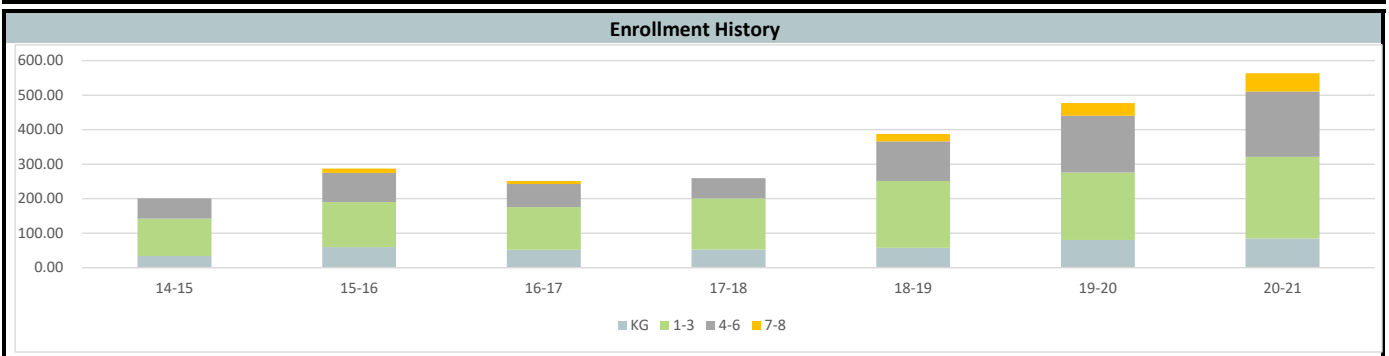
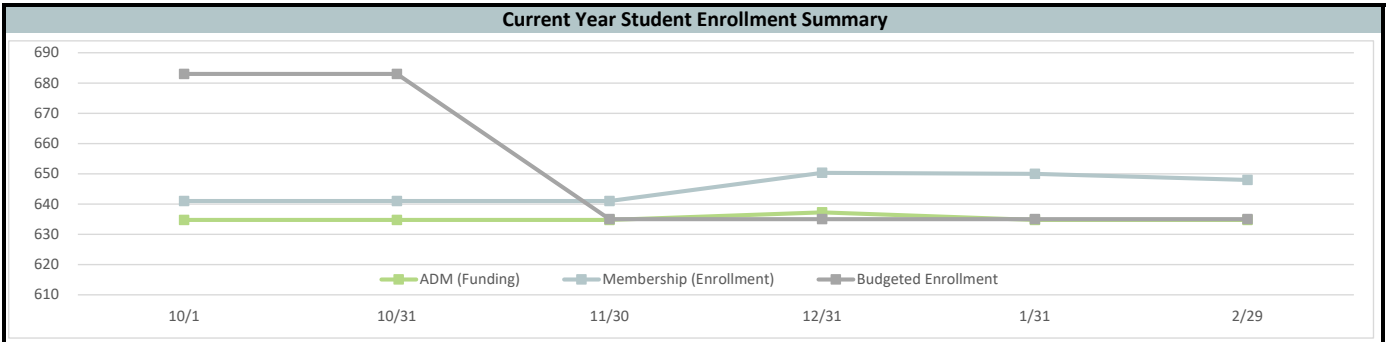
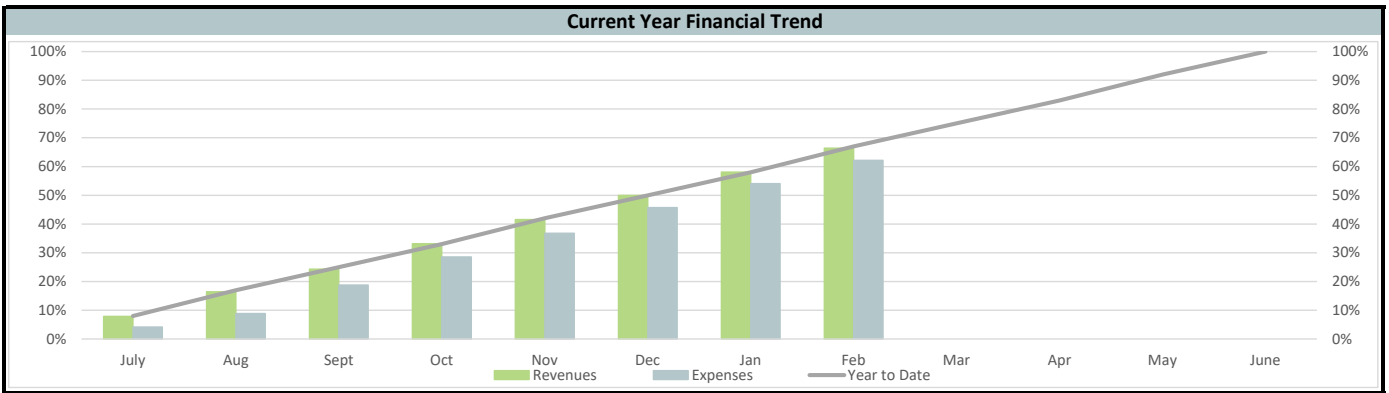


*How the money is budgeted to be spent:*



**Fund Balance History**





**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Balance Sheet**  
**February 28, 2022**

	<b>Audited Balance June 30, 2021</b>	<b>Ending Balance</b>
<b>Assets</b>		
Cash and Investments	\$ 1,682,003	\$ 1,869,052
Accounts Receivable	1,027	-
Due from Other Funds	20,741	91,121
State Aids Receivable	631,158	(10,901)
Current Year State Holdback Receivable		276,810
Federal Aids Receivable	18,638	141,133
Prepaid Expenses and Deposits	13,526	625
Payroll Deductions and Contributions (Prepaid)	-	-
	<hr/>	<hr/>
<b>Total All Assets</b>	<b>\$ 2,367,093</b>	<b>\$ 2,367,839</b>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
Salaries and Wages Payable	\$ 150,024	\$ 152,841
Accounts Payable	155,277	-
Payroll Deductions and Contributions (Owed)	129,599	34,369
Total current liabilities	434,900	187,209
Fund balance		
Fund balance 07-01-2021	\$ 963,443	\$ 1,932,193
Net income to date	968,750	248,437
Total fund balance	1,932,193	2,180,630
	<hr/>	<hr/>
<b>Total liabilities and fund balance</b>	<b>\$ 2,367,093</b>	<b>\$ 2,367,839</b>
<i>Current Days of cash on hand</i>		98

**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Statement of Revenues and Expenditures**  
**February 28, 2022**

Months: 8      66.67%

FY 2022 Original Budget 683 ADM 697 PU	FY 2022 Revised Budget      635 ADM	FY 2022 Working Budget 635 ADM 648 PU	Year to Date Activity	Percent of Budget	Working Budget Changes
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**General Fund - 01**

Revenues

State Revenues

General Education Aid	\$ 5,071,928	\$ 4,754,073	\$ 4,754,073	\$ 3,546,181	74.6%	-00
Charter School Lease Aid	916,121	851,735	851,735	303,953	35.7%	-00
Long Term Facilities Maintenance Aid	92,030	85,562	85,562	-	0.0%	-00
Literacy Incentive Aid	44,999	44,999	44,999	-	0.0%	-00
Safe School Supplemental Aid	-	-	-	-	-	-00
School Land Trust Endowment Aid	20,294	23,610	23,610	11,805	50.0%	-00
Special Education Aid	792,361	744,269	814,586	244,294	30.0%	70,317.00
Prior Year Adjustments	-	-	-	-	-	-00
Estimated State Holdback Amount	-	-	-	276,810	-	-00
Total State Revenues	6,937,733	6,504,248	6,574,565	4,383,043	66.7%	70,317

Federal Revenues

Federal Title I, II, V	38,000	35,400	35,400	16,476	46.5%	-00
Federal Special Education	58,900	58,900	94,356	71,790	76.1%	35,456.00
Federal ESSER II, 155	42,347	42,347	42,347	32,353	76.4%	-00
Federal ESSER III, 160	-	76,085	64,565	32,816	50.8%	(11,520.00)
Federal ESSER III, 161	-	-	-	-	-	-00
Federal Testing Grant, 170	-	40,000	40,000	15,892	39.7%	-00
Federal ESSER III, 171	-	-	-	-	-	-00
Total Federal Revenues	139,247	252,732	276,668	169,327	61.2%	23,936

Local Revenues

Fees from Students	34,500	32,100	27,100	8,729	32.2%	(5,000.00)
Medical Assistance	1,300	1,300	1,700	1,606	94.5%	400.00
Interest Earnings	4,000	4,000	1,000	241	24.1%	(3,000.00)
Contributions and Gifts, Grants	5,000	4,000	20,000	17,046	85.2%	16,000.00
Miscellaneous Revenues	-	1,000	2,000	2,000	100.0%	1,000.00
Sale of Merchandise/Fundraising	-	-	-	(434)	-	-00
Total local revenues	44,800	42,400	51,800	29,188	56.4%	9,400

<b>Total Revenues</b>	<b>\$ 7,121,780</b>	<b>\$ 6,799,380</b>	<b>\$ 6,903,033</b>	<b>\$ 4,581,558</b>	<b>66.4%</b>	<b>\$ 103,653</b>
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**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Statement of Revenues and Expenditures**  
**February 28, 2022**

Months: 8      66.67%

	FY 2022 Original Budget 683 ADM 697 PU	FY 2022 Revised Budget    635 ADM	FY 2022 Working Budget 635 ADM 648 PU	Year to Date Activity	Percent of Budget	Working Budget Changes
<b>Expenditures</b>						
Salaries and Wages	\$ 2,556,500	\$ 2,593,000	\$ 2,547,342	\$ 1,583,644	62.2%	(45,658.00)
Employee Benefits	665,124	704,185	645,668	401,711	62.2%	(58,517.00)
Contracted Services	277,000	253,331	253,331	145,736	57.5%	-00
Technology Services	33,600	31,200	31,200	9,600	30.8%	-00
Communication Services	10,600	9,900	9,900	4,538	45.8%	-00
Postage	4,300	4,000	4,000	1,364	34.1%	-00
Utilities	125,300	162,855	120,000	53,686	44.7%	(42,855.00)
Property and Casualty Insurance	78,652	21,000	21,500	18,894	87.9%	500.00
Repairs and Maintenance	132,029	132,029	118,029	24,505	20.8%	(14,000.00)
Student Transportation	466,608	478,150	478,150	326,476	68.3%	-00
Field Trip Transportation	13,660	12,700	12,700	5,553	43.7%	-00
Travel and Conferences	22,126	22,126	22,126	971	4.4%	-00
Field Trip Admissions	14,760	13,800	13,800	376	2.7%	-00
Building Lease	1,038,690	1,038,960	1,038,690	762,809	73.4%	(270.00)
Other Rentals and Leases	2,500	2,300	7,400	4,474	60.5%	5,100.00
Office Supplies/General Supplies	68,900	39,100	39,100	35,013	89.6%	-00
Maintenance Supplies	25,500	23,700	28,700	28,483	99.2%	5,000.00
Non-Instructional Software	16,000	23,154	23,154	22,056	95.3%	-00
Instructional Software	12,300	11,400	19,600	8,743	44.6%	8,200.00
Instructional Supplies	82,100	35,600	35,600	19,467	54.7%	-00
Textbooks and Workbooks	80,900	75,300	75,300	59,908	79.6%	-00
Standardized Tests	12,100	11,300	11,300	6,875	60.8%	-00
Media/Library Resources	3,100	2,900	2,900	-	0.0%	-00
Food	6,700	6,300	8,300	7,849	94.6%	2,000.00
Building Improvements	70,000	-	-	-	-	-00
Furniture and Other Equipment	87,600	30,000	25,000	13,116	52.5%	(5,000.00)
Technology Equipment	79,565	20,000	25,000	23,293	93.2%	5,000.00
Principal and Interest - Capital Lease	24,500	22,800	22,800	10,309	45.2%	-00
Dues and Memberships	32,600	32,600	32,600	27,032	82.9%	-00
School Safety	-	-	-	-	-	-00
Third Party Expenditures	-	-	-	1,855	-	-00
Give to the Max	5,000	5,000	20,000	-	0.0%	15,000.00
Director's Discretionary Fund	7,000	-	-	-	-	-00
State Special Education	852,001	783,441	857,459	486,480	56.7%	74,018.00
ADSDS			64,723	32,816	50.7%	64,723.00
Federal Title I, II, V	38,000	35,400	35,400	16,476	46.5%	-00
Federal Special Education	58,900	58,900	94,356	71,790	76.1%	35,456.00
Federal ESSER II, 155, Staffing	42,347	87,347	42,347	32,353	76.4%	(45,000.00)
Federal ESSER III, 160			64,565	32,816	50.8%	64,565.00
Federal ESSER III, 161			-	-	-	-00
Federal Testing Grant, 170		10,000	40,000	15,892	39.7%	30,000.00
Federal ESSER III, 171 Pandemic Enrollment Loss			-	-	-	-00
<b>Total expenditures</b>	<b>\$ 7,046,562</b>	<b>\$ 6,793,778</b>	<b>\$ 6,892,040</b>	<b>\$ 4,296,959</b>	<b>62.4%</b>	<b>98,262</b>
<b>General fund net income</b>	<b>\$ 75,218</b>	<b>\$ 5,602</b>	<b>\$ 10,993</b>	<b>\$ 284,599</b>		<b>5,391</b>

**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Statement of Revenues and Expenditures**  
**February 28, 2022**

Months: 8      66.67%

	FY 2022 Original Budget 683 ADM 697 PU	FY 2022 Revised Budget      635 ADM	FY 2022 Working Budget 635 ADM 648 PU	Year to Date Activity	Percent of Budget	Working Budget Changes
<b>Community Services Fund - 04</b>						
Revenues						
Registration Revenue	\$ -	\$ -	\$ -	\$ -	-	
<b>Total revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	
Expenditures						
Purchased Services	\$ -	\$ -	\$ -	\$ -	-	-00
Supplies and Materials, Snacks	-	-	-	-	-	-00
Equipment	20,000	36,200	36,200	36,162	99.9%	-00
Dues and Memberships	-	-	-	-	-	-00
<b>Total Expenditures</b>	<b>\$ 20,000</b>	<b>\$ 36,200</b>	<b>\$ 36,200</b>	<b>\$ 36,162</b>	<b>0.0%</b>	<b>-00</b>
<b>Community Services Fund Net Income</b>	<b>\$ (20,000)</b>	<b>\$ (36,200)</b>	<b>\$ (36,200)</b>	<b>\$ (36,162)</b>		<b>-00</b>
<b>Total All Funds</b>						
Revenues						
State Revenues	\$ 6,937,733	\$ 6,504,248	\$ 6,574,565	\$ 4,383,043	66.7%	70,317.00
Federal Revenues	139,247	252,732	276,668	169,327	61.2%	23,936.00
Local Revenues	44,800	42,400	51,800	29,188	56.4%	9,400.00
<b>Total Revenues</b>	<b>\$ 7,121,780</b>	<b>\$ 6,799,380</b>	<b>\$ 6,903,033</b>	<b>\$ 4,581,558</b>	<b>66.4%</b>	<b>103,653</b>
Expenditures						
Salaries and Wages	\$ 2,556,500	\$ 2,593,000	\$ 2,547,342	\$ 1,583,644	62.2%	(45,658.00)
Employee Benefits	665,124	704,185	645,668	401,711	62.2%	(58,517.00)
Purchased Services	2,219,825	2,182,351	2,130,826	1,358,981	63.8%	(51,525.00)
Supplies and Materials	307,600	228,754	243,954	188,394	77.2%	15,200.00
Equipment	281,665	109,000	109,000	82,880	76.0%	-00
Grants and Other Costs	1,035,848	1,012,688	1,251,450	717,510	57.3%	238,762.00
<b>Total Expenditures</b>	<b>\$ 7,066,562</b>	<b>\$ 6,829,978</b>	<b>\$ 6,928,240</b>	<b>\$ 4,333,121</b>	<b>62.5%</b>	<b>98,262</b>
<b>Total Revenues All Funds</b>	<b>\$ 7,121,780</b>	<b>\$ 6,799,380</b>	<b>\$ 6,903,033</b>	<b>\$ 4,581,558</b>	<b>66.4%</b>	<b>103,653</b>
<b>Total Expenditures All Funds</b>	<b>\$ 7,066,562</b>	<b>\$ 6,829,978</b>	<b>\$ 6,928,240</b>	<b>\$ 4,333,121</b>	<b>62.5%</b>	<b>98,262</b>
<b>Net Income - All Funds</b>	<b>\$ 55,218</b>	<b>\$ (30,598)</b>	<b>\$ (25,207)</b>	<b>\$ 248,437</b>		<b>5,391</b>
<b>Beginning Fund Balance, All Funds, July 1, 2021</b>	<b>\$ 1,932,193</b>	<b>\$ 1,932,193</b>	<b>\$ 1,932,193</b>			
<b>Projected Fund Balance, All Funds, June 30, 2022</b>	<b>\$ 1,987,411</b>	<b>\$ 1,901,595</b>	<b>\$ 1,906,986</b>			
<b>Projected Fund Balance Percentage</b>	<b>28%</b>	<b>28%</b>	<b>28%</b>			

*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)				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 Benefits (Tax Payments, PERA, TRA) and AP	Payments made on behalf of the building company	Total Expenses		
										<b>Beginning Balance</b>	<b>\$ 1,682,003</b>
Jul 31	\$ 426,662	\$ -	\$ 1,089	\$ -	\$ 427,751	\$ 127,489	\$ 354,732	\$ 4,566	\$ 486,787		1,622,967
Aug 31	\$ 564,349	\$ -	\$ 203	\$ 308,882	\$ 873,434	\$ 153,225	\$ 378,370	\$ -	\$ 531,594		1,964,807
Sept 30	\$ 514,591	\$ -	\$ 2,702	\$ 200,104	\$ 717,397	\$ 242,186	\$ 421,570	\$ 13,064	\$ 676,820		2,005,384
Oct 31	\$ 497,892	\$ -	\$ 12,112	\$ 132,959	\$ 642,963	\$ 244,875	\$ 394,510	\$ 44,218	\$ 683,603		1,964,744
Nov 30	\$ 597,187	\$ -	\$ 5,947	\$ 167	\$ 603,301	\$ 248,267	\$ 289,177	\$ -	\$ 537,444		2,030,600
Dec 31	\$ 517,536	\$ 28,194	\$ 33,730	\$ 1,100	\$ 580,560	\$ 193,527	\$ 424,164	\$ -	\$ 617,691		1,993,469
Jan 31	\$ 517,528	\$ -	\$ 53	\$ 15,212	\$ 532,793	\$ 182,808	\$ 340,657	\$ -	\$ 523,465		2,002,797
Feb 28	\$ 470,487	\$ -	\$ 4,298	\$ 2,274	\$ 477,060	\$ 200,127	\$ 410,678	\$ -	\$ 610,805		1,869,052
Mar 31	\$ 509,538	\$ -	\$ 5,180	\$ 6,498	\$ 521,216	\$ 239,476	\$ 308,156	\$ -	\$ 547,632		1,842,636
Apr 30	\$ 497,733	\$ 68,475	\$ 5,180	\$ 6,766	\$ 578,155	\$ 239,476	\$ 308,156	\$ -	\$ 547,632		1,873,158
May 31	\$ 498,331	\$ -	\$ 5,180	\$ 6,498	\$ 510,009	\$ 239,476	\$ 308,156	\$ -	\$ 547,632		1,835,535
June 30	\$ 497,733	\$ 68,475	\$ 5,180	\$ 6,498	\$ 577,887	\$ 239,476	\$ 308,156	\$ -	\$ 547,632		1,865,789
Projected	6,109,569	165,145	80,855	686,957	7,042,525	2,550,407	4,246,483	61,848	6,858,739		
	5,917,109	273,901	51,800	649,795		2,873,709	3,697,878		6,990,088		(131,350)
Totals	6,109,569	165,145	80,855	686,957	7,042,525	2,550,407	4,246,483		6,858,739		1,865,789

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**  
**February 28, 2022**

305 - Contracted Services Detail	FY22				Notes:
	Original Budget	Working Budget	Actual	% spent	
Advertising & Marketing	4,000	4,000	2,509	62.7%	
Board Related Services	3,500	3,000	540	18.0%	
Financial Management Services	75,600	75,600	50,700	67.1%	
Time & Attendance Fees	11,500	9,300	3,954	42.5%	
Audit & Tax Services	10,996	10,996	9,600	87.3%	
Background Checks	1,000	2,000	1,971	98.6%	
Bank Fees	2,750	3,850	3,082	80.0%	
Grant Writing	1,000	-	-	0.0%	
Benefit Fees	-	700	250	35.7%	
Strategic Planning Consultant	-	16,000	3,860	24.1%	
Legal Services	15,000	15,000	292	1.9%	
Substitutes/Student Services/ESL	15,000	15,000	4,016	26.8%	
Nursing	7,200	7,200	2,658	36.9%	
Janitorial Services	106,000	79,000	61,450	77.8%	
Other Fees	23,454	11,685	855	7.3%	
	277,000	253,331 (23,669)	145,736	57.5%	





**Woodbury Leadership Academy  
Woodbury, MN  
District 4228**

**Supplemental Reports**

**February 28, 2022**

## 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		Amount
												Date		
OLDN		7437		Wire	1	1099	MN UI Fund		No	Yes	No	02/16/2022		2,651.00
OLDN		7438		Wire	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	02/16/2022		1,332.00
OLDN		7439		Wire	1	1558	Bill.com		No	Yes	No	02/16/2022		93.24
OLDN		7440		Wire	1	1591	PreferredOne Insurance Company		No	Yes	No	02/16/2022		23,238.50
OLDN		7441		Wire	1	1635	USBank		No	Yes	No	02/16/2022		79,429.17
OLDN		7442		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	02/02/2022		4,754.86
OLDN		7443		BP	1	1098	Teachers on Call	C Corporation	No	Yes	No	02/02/2022		918.00
OLDN		7444		BP	1	1219	Home Depot		No	Yes	No	02/02/2022		306.01
OLDN		7445		BP	1	1240	Keys to Communication		No	Yes	No	02/02/2022		3,915.00
OLDN		7446		BP	1	1249	Designs for Learning		No	Yes	No	02/02/2022		1,372.00
OLDN		7447		BP	1	1481	Comcast		No	Yes	No	02/02/2022		399.85
OLDN		7448		BP	1	1541	Business Essentials		No	Yes	No	02/02/2022		557.28
OLDN		7449		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	02/02/2022		209.59
OLDN		7450		BP	1	1644	Robemy Cleaning Services LLC	Ind/Sole Proprietor	No	Yes	No	02/02/2022		6,500.00
OLDN		7451		BP	1	1029	The Home Depot		No	Yes	No	02/10/2022		81.52
OLDN		7452		BP	1	1098	Teachers on Call	C Corporation	No	Yes	No	02/10/2022		1,147.50
OLDN		7453		BP	1	1150	JR Computer Associates		No	Yes	No	02/10/2022		1,200.00
OLDN		7454		BP	1	1233	Reno Mothes		No	Yes	No	02/10/2022		787.50
OLDN		7455		BP	1	1241	Sheila Merzer		No	Yes	No	02/10/2022		375.00
OLDN		7456		BP	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	02/10/2022		300.00
OLDN		7457		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	02/10/2022		46,639.36
OLDN		7458		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	02/10/2022		5,080.22
OLDN		7459		BP	1	1515	Minnesota Coaches Inc		No	Yes	No	02/10/2022		5,302.60
OLDN		7460		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	02/10/2022		193.06
OLDN		7461		BP	1	1639	Navigate Care Consulting	Ind/Sole Proprietor	No	Yes	No	02/10/2022		520.00
OLDN		7462		BP	1	1650	Cindy Harmer		No	Yes	No	02/10/2022		227.50
OLDN		7463		BP	1	1654	Big River Group LLC		No	Yes	No	02/10/2022		3,860.00
OLDN		7464		Wire	1	1441	Old National		No	Yes	No	02/28/2022		276.01
OLDN		7465		Wire	1	1609	GIS Benefits		No	Yes	No	02/28/2022		4,769.91
OLDN		7466		Wire	1	1632	Xcel Energy		No	Yes	No	02/28/2022		5,485.05
OLDN		7467		BP	1	1029	The Home Depot		No	Yes	No	02/16/2022		397.00
OLDN		7468		BP	1	1214	The Hanover Insurance Group		No	Yes	No	02/16/2022		4,571.72
OLDN		7469		BP	1	1240	Keys to Communication		No	Yes	No	02/16/2022		3,735.00
OLDN		7470		BP	1	1302	Toshiba Financial Services		No	Yes	No	02/16/2022		1,770.06
OLDN		7471		BP	1	1509	Colliers Architecture LLC		No	Yes	No	02/16/2022		3,800.00
OLDN		7472		BP	1	1555	DHH Consulting LLC	Ind/Sole Proprietor	No	Yes	No	02/16/2022		1,145.93
OLDN		7473		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	02/16/2022		282.60
OLDN		7474		BP	1	1604	Julie Ohs		No	Yes	No	02/16/2022		54.59
OLDN		7475		BP	1	1610	First American Title Insurance Company		No	Yes	No	02/16/2022		350.00

BerganKDV

## WOODBURY LEADERSHIP ACADEMY

### Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Date	Amount
									Print	Recon	Void		
OLDN		7476		BP	1	1627	Hillyard Cleaners		No	Yes	No	02/16/2022	37.41
OLDN		7477		BP	1	1627	Hillyard Cleaners		No	Yes	No	02/16/2022	680.66
OLDN		7478		BP	1	1634	Nitti Sanitation		No	Yes	No	02/16/2022	433.42
OLDN		7479		BP	1	1655	Hastings ISD 200		No	Yes	No	02/16/2022	4,400.00
OLDN		7480		Wire	1	1001	Public Employee Retirement Association		No	Yes	No	02/15/2022	3,759.74
OLDN		7481		Wire	1	1002	Teachers Retirement Association		No	Yes	No	02/15/2022	17,516.82
OLDN		7482		Wire	1	1003	Internal Revenue Service		No	Yes	No	02/15/2022	29,657.26
OLDN		7483		Wire	1	1004	MN Department of Revenue Service		No	Yes	No	02/15/2022	4,783.86
OLDN		7484		Wire	1	1128	AssociatedBank		No	Yes	No	02/15/2022	1,284.38
OLDN		7485		Wire	1	1417	VOYA		No	Yes	No	02/15/2022	1,739.90
OLDN		7486		Wire	1	1001	Public Employee Retirement Association		No	No	No	02/28/2022	3,576.46
OLDN		7487		Wire	1	1002	Teachers Retirement Association		No	No	No	02/28/2022	17,495.90
OLDN		7488		Wire	1	1003	Internal Revenue Service		No	No	No	02/28/2022	29,271.31
OLDN		7489		Wire	1	1004	MN Department of Revenue Service		No	No	No	02/28/2022	4,731.99
OLDN		7490		Wire	1	1128	AssociatedBank		No	Yes	No	02/28/2022	1,284.38
OLDN		7491		Wire	1	1417	VOYA		No	No	No	02/28/2022	1,739.90
OLDN		7492		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	02/28/2022	2,039.34
OLDN		7493		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	02/28/2022	3,726.64
OLDN		7494		BP	1	1098	Teachers on Call	C Corporation	No	Yes	No	02/28/2022	459.00
OLDN		7495		BP	1	1116	Strategic Staffing Solutions		No	Yes	No	02/28/2022	432.00
OLDN		7496		BP	1	1116	Strategic Staffing Solutions		No	Yes	No	02/28/2022	234.00
OLDN		7497		BP	1	1116	Strategic Staffing Solutions		No	Yes	No	02/28/2022	936.00
OLDN		7498		BP	1	1205	Volunteers of America-Minnesota		No	Yes	No	02/28/2022	26,912.00
OLDN		7499		BP	1	1241	Sheila Merzer		No	Yes	No	02/28/2022	906.25
OLDN		7500		BP	1	1249	Designs for Learning		No	Yes	No	02/28/2022	2,450.00
OLDN		7501		BP	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	02/28/2022	6,300.00
OLDN		7502		BP	1	1428	Schmitt & Sons		No	Yes	No	02/28/2022	80.87
OLDN		7503		BP	1	1428	Schmitt & Sons		No	Yes	No	02/28/2022	80.87
OLDN		7504		BP	1	1457	MSB Holdings - Woodbury LLC		No	Yes	No	02/28/2022	7,000.00
OLDN		7505		BP	1	1541	Business Essentials		No	Yes	No	02/28/2022	557.28
OLDN		7506		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	02/28/2022	190.50
OLDN		7507		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	02/28/2022	190.50
OLDN		7508		BP	1	1610	First American Title Insurance Company		No	Yes	No	02/28/2022	350.00
OLDN		7509		BP	1	1621	Cintas		No	Yes	No	02/28/2022	61.07
OLDN		7510		BP	1	1621	Cintas		No	Yes	No	02/28/2022	33.22
OLDN		7511		BP	1	1627	Hillyard Cleaners		No	Yes	No	02/28/2022	229.15
OLDN		7512		BP	1	1639	Navigate Care Consulting	Ind/Sole Proprietor	No	Yes	No	02/28/2022	515.00
OLDN		7513		BP	1	1644	Robemy Cleaning Services LLC	Ind/Sole Proprietor	No	Yes	No	02/28/2022	6,500.00

# WOODBURY LEADERSHIP ACADEMY

## Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
OLDN		7514		BP	1	1508	First Bankcard		No	Yes	No	02/28/2022	10,071.87
										Bank Total:			\$410,677.58
										Report Total:			\$410,677.58

# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1099			<b>MN UI Fund</b>		Wire		
				E 01	005 110 000 000 280	Unemployment Insurance		\$2,651.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8037</b>	Invoice	<b>Invoice No: 2.2.22</b>	<b>2/16/2022</b>		<b>Paid Amt: \$2,651.00</b>	
								<b>Check Amount: \$2,651.00</b>	
4228	OLDN	1369			<b>BerganKDV Outsourced Services LLC</b>		Wire		
				E 01	005 114 000 000 305	KPay Processing Fee		\$1,332.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8036</b>	Invoice	<b>Invoice No: 2.11.22</b>	<b>2/16/2022</b>		<b>Paid Amt: \$1,332.00</b>	
								<b>Check Amount: \$1,332.00</b>	
4228	OLDN	1558			<b>Bill.com</b>		Wire		
				E 01	005 112 000 000 305	Bill.com monthly fee		\$93.24	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8035</b>	Invoice	<b>Invoice No: 2.15.22</b>	<b>2/16/2022</b>		<b>Paid Amt: \$93.24</b>	
								<b>Check Amount: \$93.24</b>	
4228	OLDN	1591			<b>PreferredOne Insurance Company</b>		Wire		
				B 01	215 010	Health Insurance Premiums- PC02 300.100 HS		\$23,238.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8033</b>	Invoice	<b>Invoice No: 2.1.22</b>	<b>2/16/2022</b>		<b>Paid Amt: \$23,238.50</b>	
								<b>Check Amount: \$23,238.50</b>	
4228	OLDN	1635			<b>USBank</b>		Wire		
				E 01	005 850 000 348 570	Rent		\$79,429.17	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8034</b>	Invoice	<b>Invoice No: 2.7.22</b>	<b>2/16/2022</b>		<b>Paid Amt: \$79,429.17</b>	
								<b>Check Amount: \$79,429.17</b>	
4228	OLDN	1054			<b>Integrative Therapy, LLC.</b>		BP		
				E 01	010 420 000 740 394	OT 23.92 hrs @\$90/hr		\$2,152.50	
				E 01	010 420 000 740 394	COTA Services 35.17 hrs @\$74/hr		\$2,602.36	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8042</b>	Invoice	<b>Invoice No: 3157</b>	<b>2/2/2022</b>		<b>Paid Amt: \$4,754.86</b>	
								<b>Check Amount: \$4,754.86</b>	
4228	OLDN	1098			<b>Teachers on Call</b>		BP		
				E 01	010 203 000 000 305	GenED A. Stockman		\$918.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8040</b>	Invoice	<b>Invoice No: 132400</b>	<b>2/2/2022</b>		<b>Paid Amt: \$918.00</b>	
								<b>Check Amount: \$918.00</b>	
4228	OLDN	1219			<b>Home Depot</b>		BP		
				E 01	005 810 000 000 401	FY22 cleaning supplies-paper towels, hand wasl		\$306.01	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8044</b>	Invoice	<b>Invoice No: 662712637</b>	<b>2/2/2022</b>		<b>Paid Amt: \$306.01</b>	
								<b>Check Amount: \$306.01</b>	
4228	OLDN	1240			<b>Keys to Communication</b>		BP		
				E 01	010 401 000 740 394	39.5 hrs @ \$90/hr, + 8hrs @\$45/hr Mileage		\$3,915.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8039</b>	Invoice	<b>Invoice No: 9201714</b>	<b>2/2/2022</b>		<b>Paid Amt: \$3,915.00</b>	
								<b>Check Amount: \$3,915.00</b>	

# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1249			<b>Designs for Learning</b>		BP		
				E 01 010 420 000 740 394	S.Kelley 14 hrs @ \$98/hr			\$1,372.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8041</b>	Invoice	<b>Invoice No:</b> 22-0529	<b>2/2/2022</b>		<b>Paid Amt:</b>	<b>\$1,372.00</b>
								<b>Check Amount:</b>	<b>\$1,372.00</b>
4228	OLDN	1481			<b>Comcast</b>		BP		
				E 01 005 110 000 000 320	FY22 Internet Services: 1.21-2.20.22 Acct#8772			\$399.85	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8038</b>	Invoice	<b>Invoice No:</b> 1/16/2022	<b>2/2/2022</b>		<b>Paid Amt:</b>	<b>\$399.85</b>
								<b>Check Amount:</b>	<b>\$399.85</b>
4228	OLDN	1541			<b>Business Essentials</b>		BP		
				E 01 010 203 000 000 430	FY22 Supplies: copy paper			\$557.28	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8046</b>	Invoice	<b>Invoice No:</b> WO-1167092-1	<b>2/2/2022</b>		<b>Paid Amt:</b>	<b>\$557.28</b>
								<b>Check Amount:</b>	<b>\$557.28</b>
4228	OLDN	1594			<b>InstantWhip- Minneapolis</b>		BP		
				E 01 010 203 000 000 490	Lunch Milk			\$209.59	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8043</b>	Invoice	<b>Invoice No:</b> 4300390231	<b>2/2/2022</b>		<b>Paid Amt:</b>	<b>\$209.59</b>
								<b>Check Amount:</b>	<b>\$209.59</b>
4228	OLDN	1644			<b>Robemy Cleaning Services LLC</b>		BP		
				E 01 005 810 000 000 305	Jan Cleaning			\$6,500.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8045</b>	Invoice	<b>Invoice No:</b> WLA - 6	<b>2/2/2022</b>		<b>Paid Amt:</b>	<b>\$6,500.00</b>
								<b>Check Amount:</b>	<b>\$6,500.00</b>
4228	OLDN	1029			<b>The Home Depot</b>		BP		
				E 01 005 810 000 000 401	Janitorial Supplies: Ice melt			\$81.52	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8056</b>	Invoice	<b>Invoice No:</b> 662976349	<b>2/10/2022</b>		<b>Paid Amt:</b>	<b>\$81.52</b>
								<b>Check Amount:</b>	<b>\$81.52</b>
4228	OLDN	1098			<b>Teachers on Call</b>		BP		
				E 01 010 216 000 401 303	Title-Sub			\$155.73	
				E 01 010 420 000 740 307	Sub SPED Para			\$73.77	
				E 01 010 203 000 000 305	GenED A. Stockman			\$918.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8049</b>	Invoice	<b>Invoice No:</b> 132651	<b>2/10/2022</b>		<b>Paid Amt:</b>	<b>\$1,147.50</b>
								<b>Check Amount:</b>	<b>\$1,147.50</b>
4228	OLDN	1150			<b>JR Computer Associates</b>		BP		
				E 01 005 605 000 000 315	FY22 Monthly Contract Services: Feb 2022			\$1,200.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8057</b>	Invoice	<b>Invoice No:</b> R20221394	<b>2/10/2022</b>		<b>Paid Amt:</b>	<b>\$1,200.00</b>
								<b>Check Amount:</b>	<b>\$1,200.00</b>
4228	OLDN	1233			<b>Reno Mothes</b>		BP		
				E 01 010 404 000 740 394	DAPE Services: Jan-11.25 hrs @ \$70/hr			\$787.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8059</b>	Invoice	<b>Invoice No:</b> WLA-0058	<b>2/10/2022</b>		<b>Paid Amt:</b>	<b>\$787.50</b>
								<b>Check Amount:</b>	<b>\$787.50</b>

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1241			Sheila Merzer		BP		
				E 01	010 411 000 740 394	3 hrs @ \$125/hr		\$375.00	
	PO#:	Voucher #:	8050	Invoice	Invoice No: 23206	2/10/2022		Paid Amt: \$375.00	
								Check Amount: \$375.00	
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP		
				E 01	005 113 000 000 305	FY22 Nov Financial Management and Account S		\$300.00	
	PO#:	Voucher #:	8048	Invoice	Invoice No: 1151633	2/10/2022		Paid Amt: \$300.00	
								Check Amount: \$300.00	
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01	005 760 000 720 360	FY22 Busing Contract-Installment 7/10		\$46,639.36	
	PO#:	Voucher #:	8053	Invoice	Invoice No: 50923	2/10/2022		Paid Amt: \$46,639.36	
								Check Amount: \$46,639.36	
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01	005 760 000 723 360	FY22 SpEd busing route #21-Jan		\$5,080.22	
	PO#:	Voucher #:	8054	Invoice	Invoice No: 55019	2/10/2022		Paid Amt: \$5,080.22	
								Check Amount: \$5,080.22	
4228	OLDN	1515			Minnesota Coaches Inc		BP		
				E 01	005 760 000 723 360	FY22 SPED Busing Dec Route #22		\$5,302.60	
	PO#:	Voucher #:	8055	Invoice	Invoice No: 55255	2/10/2022		Paid Amt: \$5,302.60	
								Check Amount: \$5,302.60	
4228	OLDN	1594			InstantWhip- Minneapolis		BP		
				E 01	010 203 000 000 490	Lunch Milk		\$193.06	
	PO#:	Voucher #:	8052	Invoice	Invoice No: 4300390478	2/10/2022		Paid Amt: \$193.06	
								Check Amount: \$193.06	
4228	OLDN	1639			Navigate Care Consulting		BP		
				E 01	010 720 000 000 305	Gen Ed Off Site .5 hrs @ \$80/hr		\$40.00	
				E 01	010 420 000 740 394	SPED offsite 6 hrs @ \$80/hr		\$480.00	
	PO#:	Voucher #:	8051	Invoice	Invoice No: 4132	2/10/2022		Paid Amt: \$520.00	
								Check Amount: \$520.00	
4228	OLDN	1650			Cindy Harmer		BP		
				E 01	010 404 000 740 394	3.25 hrs @ \$70/hr		\$227.50	
	PO#:	Voucher #:	8058	Invoice	Invoice No: WLA-0002	2/10/2022		Paid Amt: \$227.50	
								Check Amount: \$227.50	
4228	OLDN	1654			Big River Group LLC		BP		
				E 01	005 110 000 000 305	2022 Strategic Planning Project - Initial 50%		\$3,860.00	
	PO#:	Voucher #:	8047	Invoice	Invoice No: 1/31/2022	2/10/2022		Paid Amt: \$3,860.00	
								Check Amount: \$3,860.00	

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1441			Old National		Wire		
				E 01	005 112 000 000 305	Service Charge:		\$276.01	
	PO#:	Voucher #:		8068	Invoice	Invoice No: 2.17.22	2/28/2022		Paid Amt: \$276.01
									Check Amount: \$276.01
4228	OLDN	1609			GIS Benefits		Wire		
				B 01	215 013	Life/LTD/STD:		\$2,559.39	
				B 01	215 009	Dental:		\$1,679.48	
				B 01	215 021	Vision		\$364.04	
				B 01	215 020	PPL:		\$117.00	
				E 01	005 110 000 000 305	Admin Fees		\$50.00	
	PO#:	Voucher #:		8066	Invoice	Invoice No: 2.24.22	2/28/2022		Paid Amt: \$4,769.91
									Check Amount: \$4,769.91
4228	OLDN	1632			Xcel Energy		Wire		
				E 01	005 810 000 000 330	FY22 Electric Service		\$5,485.05	
	PO#:	Voucher #:		8067	Invoice	Invoice No: 2.24.22	2/28/2022		Paid Amt: \$5,485.05
									Check Amount: \$5,485.05
4228	OLDN	1029			The Home Depot		BP		
				E 01	005 810 000 000 401	Janitorial Supplies: roll towel, batteries, soap refi		\$397.00	
	PO#:	Voucher #:		8069	Invoice	Invoice No: '666359898	2/16/2022		Paid Amt: \$397.00
									Check Amount: \$397.00
4228	OLDN	1214			The Hanover Insurance Group		BP		
				B 01	118 000	Building Company Insurance		\$4,571.72	
	PO#:	Voucher #:		8070	Invoice	Invoice No: 2/1/2022	2/16/2022		Paid Amt: \$4,571.72
									Check Amount: \$4,571.72
4228	OLDN	1240			Keys to Communication		BP		
				E 01	010 401 000 740 394	38.5 hrs @ \$90/hr, + 6hrs @ \$45/hr Mileage		\$3,735.00	
	PO#:	Voucher #:		8073	Invoice	Invoice No: 9201718	2/16/2022		Paid Amt: \$3,735.00
									Check Amount: \$3,735.00
4228	OLDN	1302			Toshiba Financial Services		BP		
				E 01	010 203 000 000 401	Overages		\$481.41	
				E 01	010 605 000 000 580	FY22 Copier Lease		\$1,288.65	
	PO#:	Voucher #:		8079	Invoice	Invoice No: 5018826134	2/16/2022		Paid Amt: \$1,770.06
									Check Amount: \$1,770.06
4228	OLDN	1509			Colliers Architecture LLC		BP		
				B 01	118 000	Architect Services -Gym Expansion		\$3,800.00	
	PO#:	Voucher #:		8076	Invoice	Invoice No: 2020.301.0 - 15	2/16/2022		Paid Amt: \$3,800.00
									Check Amount: \$3,800.00



## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1555			DHH Consulting LLC		BP		
				E 01	010 405 000 740 394	DHH Services: Jan-12.25 hrs@ \$89/hr/Mileage		\$1,145.93	
	PO#:	Voucher #:		8074	Invoice	Invoice No: 1145	2/16/2022		
								Paid Amt:	\$1,145.93
								Check Amount:	\$1,145.93
4228	OLDN	1594			InstantWhip- Minneapolis		BP		
				E 01	010 203 000 000 490	Lunch Milk		\$282.60	
	PO#:	Voucher #:		8078	Invoice	Invoice No: 4300390729	2/16/2022		
								Paid Amt:	\$282.60
								Check Amount:	\$282.60
4228	OLDN	1604			Julie Ohs		BP		
				E 01	010 420 000 419 433	FY22 Reimb: SPED Reading Materials		\$54.59	
	PO#:	Voucher #:		8071	Invoice	Invoice No: 2/3/2022	2/16/2022		
								Paid Amt:	\$54.59
								Check Amount:	\$54.59
4228	OLDN	1610			First American Title Insurance Company		BP		
				B 01	118 000	Title insurance-construction draw 6		\$350.00	
	PO#:	Voucher #:		8075	Invoice	Invoice No: 1724-1724137433	2/16/2022		
								Paid Amt:	\$350.00
								Check Amount:	\$350.00
4228	OLDN	1627			Hillyard Cleaners		BP		
				E 01	005 810 000 000 401	FY22: Cleaning Supplies-Can Liners		\$37.41	
	PO#:	Voucher #:		8080	Invoice	Invoice No: 604608260	2/16/2022		
								Paid Amt:	\$37.41
								Check Amount:	\$37.41
4228	OLDN	1627			Hillyard Cleaners		BP		
				E 01	005 810 000 000 401	FY22: Cleaning Supplies-Tissues, towels, Liners		\$680.66	
	PO#:	Voucher #:		8081	Invoice	Invoice No: 604632579	2/16/2022		
								Paid Amt:	\$680.66
								Check Amount:	\$680.66
4228	OLDN	1634			Nitti Sanitation		BP		
				E 01	005 810 000 000 330	FY22 Feb Trash Services		\$433.42	
	PO#:	Voucher #:		8077	Invoice	Invoice No: 257972	2/16/2022		
								Paid Amt:	\$433.42
								Check Amount:	\$433.42
4228	OLDN	1655			Hastings ISD 200		BP		
				E 01	005 810 000 000 401	11 @ \$400/ea		\$4,400.00	
	PO#:	Voucher #:		8072	Invoice	Invoice No: 2/10/2022	2/16/2022		
								Paid Amt:	\$4,400.00
								Check Amount:	\$4,400.00
4228	OLDN	1001			Public Employee Retirement Association		Wire		
				B 01	215 007	PERA		\$3,759.74	
	PO#:	Voucher #:		8062	Invoice	Invoice No: S2022150	2/15/2022		
								Paid Amt:	\$3,759.74
								Check Amount:	\$3,759.74

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1002			Teachers Retirement Association		Wire		
				B 01 215 006	TRA			\$17,516.82	
	PO#:	Voucher #:	8064	Invoice	Invoice No: S2022150	2/15/2022		Paid Amt:	\$17,516.82
								Check Amount:	\$17,516.82
4228	OLDN	1003			Internal Revenue Service		Wire		
				B 01 215 002	Federal Withholding			\$9,321.74	
				B 01 215 005	FICA			\$20,335.52	
	PO#:	Voucher #:	8061	Invoice	Invoice No: S2022150	2/15/2022		Paid Amt:	\$29,657.26
								Check Amount:	\$29,657.26
4228	OLDN	1004			MN Department of Revenue Service		Wire		
				B 01 215 003	MN Withholding			\$4,783.86	
	PO#:	Voucher #:	8063	Invoice	Invoice No: S2022150	2/15/2022		Paid Amt:	\$4,783.86
								Check Amount:	\$4,783.86
4228	OLDN	1128			AssociatedBank		Wire		
				B 01 215 017	HSA			\$1,284.38	
	PO#:	Voucher #:	8060	Invoice	Invoice No: S2022150	2/15/2022		Paid Amt:	\$1,284.38
								Check Amount:	\$1,284.38
4228	OLDN	1417			VOYA		Wire		
				B 01 215 011	TSA			\$1,739.90	
	PO#:	Voucher #:	8065	Invoice	Invoice No: S2022150	2/15/2022		Paid Amt:	\$1,739.90
								Check Amount:	\$1,739.90
4228	OLDN	1001			Public Employee Retirement Association		Wire		
				B 01 215 007	PERA			\$3,576.46	
	PO#:	Voucher #:	8084	Invoice	Invoice No: S2022160	2/28/2022		Paid Amt:	\$3,576.46
								Check Amount:	\$3,576.46
4228	OLDN	1002			Teachers Retirement Association		Wire		
				B 01 215 006	TRA			\$17,495.90	
	PO#:	Voucher #:	8086	Invoice	Invoice No: S2022160	2/28/2022		Paid Amt:	\$17,495.90
								Check Amount:	\$17,495.90
4228	OLDN	1003			Internal Revenue Service		Wire		
				B 01 215 002	Federal Withholding			\$9,156.19	
				B 01 215 005	FICA			\$20,115.12	
	PO#:	Voucher #:	8083	Invoice	Invoice No: S2022160	2/28/2022		Paid Amt:	\$29,271.31
								Check Amount:	\$29,271.31
4228	OLDN	1004			MN Department of Revenue Service		Wire		
				B 01 215 003	MN Withholding			\$4,731.99	
	PO#:	Voucher #:	8085	Invoice	Invoice No: S2022160	2/28/2022		Paid Amt:	\$4,731.99
								Check Amount:	\$4,731.99

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1128			AssociatedBank		Wire		
				B 01	215 017	HSA		\$1,284.38	
	PO#:	Voucher #:	8082	Invoice	Invoice No: S2022160	2/28/2022		Paid Amt:	\$1,284.38
								Check Amount:	\$1,284.38
4228	OLDN	1417			VOYA		Wire		
				B 01	215 011	TSA		\$1,739.90	
	PO#:	Voucher #:	8087	Invoice	Invoice No: S2022160	2/28/2022		Paid Amt:	\$1,739.90
								Check Amount:	\$1,739.90
4228	OLDN	1054			Integrative Therapy, LLC.		BP		
				E 01	010 420 000 740 394	COTA Services 16.92 hrs @\$74/hr		\$1,251.84	
				E 01	010 420 000 740 394	OT 8.75 hrs @\$90/hr		\$787.50	
	PO#:	Voucher #:	8097	Invoice	Invoice No: 3101	2/28/2022		Paid Amt:	\$2,039.34
								Check Amount:	\$2,039.34
4228	OLDN	1054			Integrative Therapy, LLC.		BP		
				E 01	010 420 000 740 394	OT 27.08 hrs @\$90/hr		\$2,437.80	
				E 01	010 420 000 740 394	COTA Services 17.42 hrs @\$74/hr		\$1,288.84	
	PO#:	Voucher #:	8098	Invoice	Invoice No: 3186	2/28/2022		Paid Amt:	\$3,726.64
								Check Amount:	\$3,726.64
4228	OLDN	1098			Teachers on Call		BP		
				E 01	010 203 000 000 305	GenED R. Dobbs		\$459.00	
	PO#:	Voucher #:	8093	Invoice	Invoice No: 133160	2/28/2022		Paid Amt:	\$459.00
								Check Amount:	\$459.00
4228	OLDN	1116			Strategic Staffing Solutions		BP		
				E 01	010 411 000 740 394	J. Kast 6 hr @ \$72/hr		\$432.00	
	PO#:	Voucher #:	8089	Invoice	Invoice No: 10175-29A	2/28/2022		Paid Amt:	\$432.00
								Check Amount:	\$432.00
4228	OLDN	1116			Strategic Staffing Solutions		BP		
				E 01	010 402 000 740 394	C. Milostan 3.25 hr @ \$72/hr		\$234.00	
	PO#:	Voucher #:	8090	Invoice	Invoice No: 10175-29B	2/28/2022		Paid Amt:	\$234.00
								Check Amount:	\$234.00
4228	OLDN	1116			Strategic Staffing Solutions		BP		
				E 01	010 408 000 740 394	K. Schmidt 13 hr @ \$72/hr		\$936.00	
	PO#:	Voucher #:	8091	Invoice	Invoice No: 10175-29C	2/28/2022		Paid Amt:	\$936.00
								Check Amount:	\$936.00
4228	OLDN	1205			Volunteers of America-Minnesota		BP		
				E 01	005 110 000 000 820	Authorizer Fee FY22		\$26,912.00	
	PO#:	Voucher #:	8088	Invoice	Invoice No: 2/14/2022	2/28/2022		Paid Amt:	\$26,912.00
								Check Amount:	\$26,912.00

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1241			Sheila Merzer		BP		
				E 01	010 411 000 740 394	7.25 hrs @ \$125/hr		\$906.25	
	PO#:	Voucher #:	8096	Invoice	Invoice No: 23209	2/28/2022		Paid Amt: \$906.25	
								Check Amount: \$906.25	
4228	OLDN	1249			Designs for Learning		BP		
				E 01	010 420 000 740 394	S.Kelley 25 hrs @ \$98/hr		\$2,450.00	
	PO#:	Voucher #:	8095	Invoice	Invoice No: 22-0613	2/28/2022		Paid Amt: \$2,450.00	
								Check Amount: \$2,450.00	
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP		
				E 01	005 113 000 000 305	FY22 Nov Financial Management and Account S		\$6,300.00	
	PO#:	Voucher #:	8092	Invoice	Invoice No: 1152235	2/28/2022		Paid Amt: \$6,300.00	
								Check Amount: \$6,300.00	
4228	OLDN	1428			Schmitt & Sons		BP		
				E 01	005 760 000 733 360	Fieldtrip busing from Wolf Ridge-3% non-refund		\$80.87	
	PO#:	Voucher #:	8106	Invoice	Invoice No: 68968	2/28/2022		Paid Amt: \$80.87	
								Check Amount: \$80.87	
4228	OLDN	1428			Schmitt & Sons		BP		
				E 01	005 760 000 733 360	Fieldtrip busing from Wolf Ridge-3% non-refund		\$80.87	
	PO#:	Voucher #:	8107	Invoice	Invoice No: 68969	2/28/2022		Paid Amt: \$80.87	
								Check Amount: \$80.87	
4228	OLDN	1457			MSB Holdings - Woodbury LLC		BP		
				E 01	005 810 000 000 350	Common Area Maintenance Feb 2022		\$7,000.00	
	PO#:	Voucher #:	8102	Invoice	Invoice No: 43	2/28/2022		Paid Amt: \$7,000.00	
								Check Amount: \$7,000.00	
4228	OLDN	1541			Business Essentials		BP		
				E 01	010 203 000 000 430	FY22 Supplies: copy paper		\$557.28	
	PO#:	Voucher #:	8109	Invoice	Invoice No: WO-1170076-1	2/28/2022		Paid Amt: \$557.28	
								Check Amount: \$557.28	
4228	OLDN	1594			InstantWhip- Minneapolis		BP		
				E 01	010 203 000 000 490	Lunch Milk		\$190.50	
	PO#:	Voucher #:	8103	Invoice	Invoice No: 4300390974	2/28/2022		Paid Amt: \$190.50	
								Check Amount: \$190.50	
4228	OLDN	1594			InstantWhip- Minneapolis		BP		
				E 01	010 203 000 000 490	Lunch Milk		\$190.50	
	PO#:	Voucher #:	8104	Invoice	Invoice No: 4300391278	2/28/2022		Paid Amt: \$190.50	
								Check Amount: \$190.50	

# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1610			<b>First American Title Insurance Company</b>		BP		
				B 01 118 000	Title insurance-construction draw 7			\$350.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8094</b>	Invoice	<b>Invoice No:</b> 1724-1724137607	<b>2/28/2022</b>		<b>Paid Amt:</b>	<b>\$350.00</b>
								<b>Check Amount:</b>	<b>\$350.00</b>
4228	OLDN	1621			<b>Cintas</b>		BP		
				E 01 005 810 000 000 401	Mats service			\$61.07	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8099</b>	Invoice	<b>Invoice No:</b> 4109779907	<b>2/28/2022</b>		<b>Paid Amt:</b>	<b>\$61.07</b>
								<b>Check Amount:</b>	<b>\$61.07</b>
4228	OLDN	1621			<b>Cintas</b>		BP		
				E 01 005 810 000 000 401	Mats service			\$33.22	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8100</b>	Invoice	<b>Invoice No:</b> 4111149135	<b>2/28/2022</b>		<b>Paid Amt:</b>	<b>\$33.22</b>
								<b>Check Amount:</b>	<b>\$33.22</b>
4228	OLDN	1627			<b>Hillyard Cleaners</b>		BP		
				E 01 005 810 000 000 401	FY22: Bathroom Supplies-Soap			\$229.15	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8105</b>	Invoice	<b>Invoice No:</b> 604634508	<b>2/28/2022</b>		<b>Paid Amt:</b>	<b>\$229.15</b>
								<b>Check Amount:</b>	<b>\$229.15</b>
4228	OLDN	1639			<b>Navigate Care Consulting</b>		BP		
				E 01 010 420 000 740 394	SPED offsite 2.75 hrs @ \$80/hr			\$220.00	
				E 01 010 420 000 740 394	SPED onsite 1.5 hrs @ \$90/hr			\$135.00	
				E 01 010 720 000 000 305	Gen Ed Off Site 2 hrs @ \$80/hr			\$160.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8101</b>	Invoice	<b>Invoice No:</b> 4173	<b>2/28/2022</b>		<b>Paid Amt:</b>	<b>\$515.00</b>
								<b>Check Amount:</b>	<b>\$515.00</b>
4228	OLDN	1644			<b>Robemy Cleaning Services LLC</b>		BP		
				E 01 005 810 000 000 305	Feb Cleaning			\$6,500.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8108</b>	Invoice	<b>Invoice No:</b> WLA-7	<b>2/28/2022</b>		<b>Paid Amt:</b>	<b>\$6,500.00</b>
								<b>Check Amount:</b>	<b>\$6,500.00</b>
4228	OLDN	1508			<b>First Bankcard</b>		BP		
				E 01 010 216 000 401 366	Amazon-Book: Strengths Finder 2.0: Discover Yi			\$11.99	
				E 01 010 216 000 401 366	Amazon-Book: Strengths Finder 2.0: Discover Yi			\$14.79	
				E 01 005 107 000 000 401	Totally Promotional-T-shirts for K student enrollm			\$978.32	
				E 01 005 810 000 000 335	Stuff it Moving & Storage-Monthly storage contai			\$218.54	
				E 01 010 216 000 401 366	Amazon-Book: Strengths Finder 2.0: Discover Yi			\$19.43	
				E 01 010 216 000 401 366	Amazon-Book: Strengths Finder 2.0: Discover Yi			\$14.34	
				E 01 005 110 000 000 320	Tmobile-Cell phone 12/2/21-1/1/22-ED & Dean			\$130.00	
				E 01 005 110 000 000 401	Amazon-Pilot Precise V7 Pens (24)-ED			\$25.18	
				E 01 005 810 000 000 335	Stuff it Moving & Storage-Monthly storage contai			\$174.00	
				E 01 005 110 000 000 405	Adobe Acropro Subs-Adobe Pro subscription mc			\$16.10	
				E 01 010 216 000 401 366	Amazon-Book: Strengths Finder 2.0: Discover Yi			\$14.94	

# 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	005 940 000 000 340	Cincfin-Commercial-Insu-Leaders Liability Insur:	\$2,633.00
				E 01	005 110 000 000 320	Sangoma-SipStation subscription (VoIP) 1/28-2/	\$25.00
				E 01	005 110 000 000 305	Cincfin-Commercial-Insu-Leaders Liability Insur:	\$25.00
				E 01	005 110 000 000 320	Sangoma-SipStation subscription (VoIP) 1/28-2/	\$38.17
				E 01	005 810 000 000 335	Stuff it Moving & Storage-Monthly storage contai	\$204.00
				E 01	005 110 000 000 401	Amazon-Colored copy paper-ivory, lilac (enrollme	\$57.30
				E 01	005 107 000 000 305	Facebk-Social Media WLA promotional bursts	\$24.54
				E 01	005 110 000 000 320	Humblefax-Fax service-2/7/22-3/7/22	\$10.00
				E 01	005 810 000 000 335	Stuff it Moving & Storage-Refund sales tax on m	(\$14.54)
				E 01	005 810 000 000 335	Stuff it Moving & Storage-Monthly storage contai	\$204.00
				E 01	005 107 000 000 305	Facebk-Social Media WLA promotional bursts	\$18.51
				E 01	005 810 000 000 401	Amazon-Replacement toilet seats (2)	\$55.24
				E 01	005 810 000 000 330	City of Woodbury-Water/sewer services 11/29-1	\$371.81
				E 01	010 630 000 000 456	Amazon-3 Latitude 5420 256 GB laptops	\$2,724.00
				E 01	010 203 000 000 401	Michael's-10 drawer cart on casters-Gr 4	\$69.99
				E 01	010 203 000 000 401	Amazon-Plastic spoons-lunch program	\$37.98
				E 01	010 203 000 000 401	Amazon-5 stainless steel funnels- Gr 2 Science	\$43.25
				R 01	005 000 000 000 619	Costco-School store-merchandise for sale: fruit :	\$11.99
				E 01	010 203 000 000 401	Sam's Club-Student Parliament Spring Break se	\$83.39
				R 01	005 000 000 000 619	Amazon-School store-merchandise for sale: vari	\$155.12
				E 01	010 630 000 000 456	Amazon-Noice cancelling headphones w/ mic (2	\$387.61
				E 01	010 630 000 000 456	Amazon-USB C Hub Adapters (4)	\$118.96
				E 01	010 203 000 000 430	Amazon-Expo dry erase markers-bullet tip-KG	\$9.13
				E 01	010 203 000 000 430	Amazon-Table Tennis/Ping-Pong Sets (5)-PE	\$100.40
				E 01	010 203 000 000 460	Scholastic Education-Grammer/Comprehension	\$33.76
				E 01	010 203 000 000 490	Café Zupas-Lunch for Para Professional Staff	\$164.49
				E 01	010 630 000 000 456	Amazon-Noice cancelling headphones w/ mic (5	\$99.90
				E 01	010 203 000 000 430	Amazon-Drawing paper, feathers, googly eyes-C	\$45.42
				E 01	010 203 000 000 401	Walmart-EL Headphone storage bin	\$8.98
				E 01	010 203 000 000 460	Scholastic Education-Graphing/Math curriculum	\$13.78
				E 01	010 203 000 000 430	Amazon-Colored copy paper-salmon	\$34.53
				R 01	005 000 000 000 619	Amazon-School store-merchandise for sale: vari	\$158.11
				E 01	010 203 000 000 430	Amazon-Colored copy paper-pink, blue	\$88.65
				E 01	010 203 000 000 430	Carolina Biologic Supply-Science lab supplies-s	\$32.96
				E 01	010 203 000 000 430	OfficeMax/Depot-Shipping labels-conference pa	\$36.49
				E 01	010 203 000 000 430	Amazon-Model Magic modeling clay	\$68.98
				E 01	010 203 000 000 430	Amazon-Shipping labels, catalog envelopes-con	\$55.49
				E 01	010 203 000 000 430	Amazon-Poster board & oragami paper-Gr 2 His	\$77.97

**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	Amazon-Laminating pouches	\$49.99		
				E 01 010 203 000 000 430	Amazon-Paper drinking cups-5 oz	\$30.58		
				E 01 010 720 000 000 401	Walmart-Laundry soap	\$10.97		
				E 01 010 201 000 000 430	Amazon-White Kraft paper bags-K Art	\$22.79		
				E 01 010 201 000 000 430	Target-Jumbo bags-Online curriculum transfer	\$11.96		
				E 01 010 420 000 419 433	Amazon-Hearing Aid Batteries	\$14.59		
PO#:	Voucher #:	8110	Invoice	Invoice No:	2.24.22	2/28/2022	Paid Amt: \$10,071.87	
							Check Amount:	\$10,071.87
							Report Total:	\$410,677.58

## WOODBURY LEADERSHIP ACADEMY

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1783	4228	OLDN	CR0222														
2.4.22 Deposit																	
				1788	Credit	A	02/04/22	Check	1	M							
										Miscellaneous Customer							
							4228	R	01	005	000	000	000	050		School Store sales	
																1,295.58	0.00
														Receipt Total:	\$1,295.58	\$0.00	
														<b>Deposit Total:</b>	<b>\$1,295.58</b>	<b>\$0.00</b>	
1784	4228	OLDN	CR0222														
2.4.22 deposit																	
				1789	Credit	A	02/04/22	Check	1	M							
										Miscellaneous Customer							
							4228	R	01	005	000	000	000	050		Milk Sales	
																634.00	0.00
							4228	R	01	005	000	000	372	071		MA IEP	
																276.25	0.00
							4228	R	01	005	000	000	000	050		Lost materials	
																25.00	0.00
							4228	R	01	005	000	000	000	096		Fy22 Donations	
																748.80	0.00
							4228	E	01	010	203	000	000	369		Wolf Ridge Fieldtrip fees	
																270.00	0.00
														Receipt Total:	\$1,954.05	\$0.00	
														<b>Deposit Total:</b>	<b>\$1,954.05</b>	<b>\$0.00</b>	
1785	4228	OLDN	CR0222														
FY22 Donations																	
				1790	Credit	A	02/10/22	Check	1								
										DONATE Donations							
							4228	R	01	005	000	000	000	096		FY22 Mighty Cause Donations	
																20.00	0.00
														Receipt Total:	\$20.00	\$0.00	
														<b>Deposit Total:</b>	<b>\$20.00</b>	<b>\$0.00</b>	
1786	4228	OLDN	CR0222														
FY22 IDEAS																	
				1791	Credit	A	02/15/22	Check	1	M							
										Miscellaneous Customer							
							4228	B	01	121	000					FY21 Lt Fac Maint Aid	
																2,274.03	0.00
							4228	R	01	005	000	000	000	211		FY22 Gen Ed Aid	
																214,393.44	0.00
														Receipt Total:	\$216,667.47	\$0.00	
														<b>Deposit Total:</b>	<b>\$216,667.47</b>	<b>\$0.00</b>	
1787	4228	OLDN	CR0222														
Bankcard Rewards																	
				1792	Credit	A	02/24/22	Check	1	M							
										Miscellaneous Customer							
							4228	R	01	005	000	000	000	099		Bankcard Rewards	
																1,000.00	0.00
														Receipt Total:	\$1,000.00	\$0.00	
														<b>Deposit Total:</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	



## WOODBURY LEADERSHIP ACADEMY

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1788	4228	OLDN	CR0222													
Feb Interest				1793	Credit	A 02/28/22		Check	1	M						
						4228 R 01 005 000 000 000 092				Miscellaneous Customer					28.82	0.00
										Interest Earnings						
														Receipt Total:	\$28.82	\$0.00
														<b>Deposit Total:</b>	<b>\$28.82</b>	<b>\$0.00</b>
1789	4228	OLDN	CR0222													
FY22 IDEAS				1794	Credit	A 02/28/22		Check	1	M						
						4228 R 01 005 000 000 000 211				Miscellaneous Customer					256,093.67	0.00
										FY22 Gen Ed Aid						
														Receipt Total:	\$256,093.67	\$0.00
														<b>Deposit Total:</b>	<b>\$256,093.67</b>	<b>\$0.00</b>
														Report Total:	\$477,059.59	\$0.00

**WOODBURY LEADERSHIP ACADEMY**  
**Journal Entry Listing**

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4515	202208	02/18/2022	P	JE		Epicenter Payment	s/b non-instructional	E	01	010	630	000	000	405	Non-Instr Cmptr Sftwr/Lic	7,495.00	0.00
							s/b non-instructional	E	01	010	630	000	000	406	Instructional Software	0.00	7,495.00
																\$7,495.00	\$7,495.00



**Meeting:** Governance Committee

**Date:** Thursday, March 3rd, 2022

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

**Location:** Zoom.us

## AGENDA

### Meeting Call to Order and Roll Call

Meeting Call to Order

Roll Call

### WLA Mission & Vision

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

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

### Development, Discussion, and Recommendations

- 610- Field Trips (Final Review)
  - Reviewed and ready for second reading
- 612.1- Development of Parental Involvement Policies for Title I Programs (Final Review)
  - Reviewed and ready for second reading
- 701- Purchasing, Procurement, and Contracting
  - Sending to Nancy to review for necessary changes
- 540- Uniform Policy
  - Exploring adding a PE uniform for older grades, Jolene and Ben Alberts reviewing ideas
  - Ask PTO about exploring plaid design skirt/jumper/dress/vest option
  - Orange shirts discussed
- Staff transporting students off-campus to their homes
  - Kathy creating staff protocol for this circumstance

### Future Discussions

- 700 Series
- 800 Series

### Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Thursday, April 14, 2022

Time: 4:30 p.m

Location: Woodbury Leadership Academy-Zoom.us  
8089 Globe Drive, Woodbury, MN 55125

**Adjournment**

5:30pm



## WOODBURY LEADERSHIP ACADEMY

*Adopted: August 26, 2014*

*Amended: August 22, 2017*

*Revised: January 13, 2022*

### **610 FIELD TRIPS**

#### **I. PURPOSE**

The purpose of this policy is to provide guidelines for student field trips and to identify the general process to be followed for review and approval of field trip requests.

#### **II. GENERAL STATEMENT OF POLICY**

The general expectation of the Board of Directors is that all student field trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student field trips will be categorized within three general areas:

##### **A. Instructional Trips**

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These field trips shall be subject to review and approval of the Director, and shall be financed by school district funds within the constraints of the school budget. Fees may not be assessed against students to defray direct costs of instructional field trips.

##### **B. Supplementary Trips**

This category pertains to those field trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of field trips in this category involve student activities, clubs, and other special interest groups. These field trips are subject to review and approval of the Director. Financial contributions by students may be requested.

##### **C. Extended Trips**

Trips that involve one or more overnight stops fall into this category. Extended field trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip request ~~form~~ must be completed and approved at each level: Director and Board of Directors. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament



competition). These field trips shall be financed by school district funds within the constraint of the school budget.

### III. REGULATIONS

A. Rules of conduct and discipline, as outlined in handbook, for students and employees shall apply to all ~~student~~ field trip activity.

B. Failure of a student to adhere to applicable laws, policies and rules will result in consequences that may include the student being sent home immediately at his/her personal or family expense. Failure of the organizing teacher, advisor, coach, and/or chaperone to adhere to applicable laws, policies and rules will also result in appropriate consequences.

~~B~~ C. The ~~teachers~~ administration shall be responsible for providing more detailed procedures, including parental involvement/permission, supervision, and such other factors deemed important and in the best interest of students.

~~E~~ D. Transportation shall be furnished through a commercial carrier or school-owned vehicle.

~~D~~ E. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from the administration director.

E F. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.

~~1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.~~

~~2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by Director.~~

*Adopted: August 12, 2014*  
*Modified: 1/13/2022*

## **612.1 DEVELOPMENT OF PARENTAL INVOLVEMENT POLICIES FOR TITLE I PROGRAMS**

### **I. PURPOSE**

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within Woodbury Leadership Academy (WLA).

### **II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of Woodbury Leadership Academy to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the involvement of those parents in its Title I programs, **consistent with section 1116 of the Every Student Succeeds Act (ESSA).**
- B. It is the policy of Woodbury Leadership Academy to fully comply with 20 U.S.C. § 6318 which requires Woodbury Leadership Academy to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parental involvement policies.

### **III. DEVELOPMENT OF DISTRICT LEVEL POLICY**

The Board of Directors will direct the administration to develop jointly with, agree upon with, and distribute to, parents of participating children a written parental involvement policy that will be incorporated into Woodbury Leadership Academy's Title I plan. The policy will establish the expectations for parental involvement and describe how Woodbury Leadership Academy will:

~~A. Involve parents in the joint development of the school Woodbury Leadership Academy's;~~

**A. Engage parents and family members in the joint development of WLA's Title I plan and the development of support and improvement plans;**

~~B. Provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;~~

**B. Coordinate technical assistance and other support that is necessary to build the capacity**

of staff in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance., This may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;

~~C. Build the schools' and parents' capacity for strong parental involvement;~~

C. Coordinate and integrate parent and family engagement strategies to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;

~~D. Coordinate and integrate parental involvement strategies with similar strategies under other programs, such as Head Start, Early Reading First, Even Start, the Parents as Teachers Program, the Home Instruction Program for Preschool~~

#### 612.1-1

~~Youngsters, and state-administered preschool programs;~~

D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;

~~E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents, and, particularly, with parents who are economically disadvantaged, disabled, have limited literacy or English proficiency, or who are of a racial or ethnic minority;~~

E. Use the findings of such evaluations to design evidence-based strategies for more effective parent and family engagement and to revise, if necessary, school-level parent and family engagement policies; and

~~F. Use the findings of such evaluations to design strategies for more effective parental involvement and to revise, if necessary, the Woodbury Leadership Academy parental involvement policies; and~~

~~F.~~ Involve parents in the activities of the schools.

#### IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The Board of Directors will direct the administration of Woodbury Leadership Academy



to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents of participating children a written parental involvement policy, agreed upon by such parents, that shall describe the means for carrying out the federal requirements of parental involvement.

A. The policy will describe the means by which Woodbury Leadership Academy with a Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
2. Offer a flexible number of meetings in the morning, afternoon, or other convenient times;
3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the parental involvement programs, including the school parental involvement policy and the joint development of the school-wide program plan, unless the school already has a program for involving parents in the planning and design of its programs that would adequately involve parents of participating children;
4. Provide parents of participating children with: timely information about Title I programs; if requested by parents, opportunities for regular meetings to formulate suggestions, share experiences with other parents and to participate, as appropriate, in decisions relating to their child's

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education; and to respond to any such suggestions as soon as practicably possible; and

5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to Woodbury Leadership Academy.

B. As a component of this policy, Woodbury Leadership Academy shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:

1. Describe Woodbury Leadership Academy's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student

academic achievement standards;

2. Describe the ways each parent will be responsible for supporting his or her child's learning by monitoring school attendance and homework completion, monitoring television watching, volunteering in his or her child's classroom, and participating, as appropriate, in decisions relating to his or her child's education, reading with them daily, providing encouragement, model good reading habits and use of extracurricular time.
3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
  - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
  - b. Frequent progress reports to the parents; and
  - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
  - d. Regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.

C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how Woodbury Leadership Academy will:

1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the

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achievement of their children;

2. Provide materials and training to assist parents in working with their children to improve their children's achievement, including coordinating necessary literacy training and using technology, as appropriate, to foster parental involvement;
3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;

- ~~4. Coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool programs, and other programs, to the extent feasible and appropriate;~~
4. Coordinate and integrate parental engagement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent home in a format and in a language the parents can understand; and
6. Provide such other reasonable support for parental involvement activities as requested by parents.

D. The policy will also describe the process to be taken if Woodbury Leadership Academy chooses to:

1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
3. Train and support parents to enhance the involvement of other parents;
- 4.. Arrange meetings at a variety of times between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental opportunities for involvement and participation in school-related activities;
5. Adopt and implement model approaches to improving parental involvement;
6. . Develop appropriate roles for community-based organizations and business in parental involvement activities; and

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7. Establish a Woodbury Leadership Academy parent advisory council to provide advice on all matters related to parental involvement in Title I programs.

- E. To carry out the requirements of parental involvement, Woodbury Leadership Academy and schools will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form that is understandable by the parents.
- F. Woodbury Leadership Academy shall assist parents and parent organizations by informing such parents and parent organizations of the existence and purpose of parental information and resource centers as applicable.

*Note: The applicability and enforceability of this policy is 612.1 limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.*



**Meeting:** Facilities Committee

**Date:** Tuesday, March 15, 2022

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

**Location:** Virtual Meeting

**Minutes:**

The meeting was called to order by Mandi Folks at 4:37 p.m.

Role call. Members Present:, Mandi Folks, Jolene Skordahl, Andy Sharp

Members Absent:, Kathy Mortensen, Jason Livingston, , Diane Thiels

Others in attendance: Shawn Smith, Ben Broderick

The meeting ended at 5:34 p.m.

**Development, Discussion, and Recommendations**

- The gym is still on budget.
- Building Envelope complete (walls and roof). This will allow them to make a lot of progress inside the building in the coming month.
- City is open to the idea of tours in May, however, we need to provide them a plan and it will be defined to certain parts of the building.
- Temp CO scheduled for mid June, CO scheduled for late June – mid July depending on shipment of fire rated doors and hardware.
- Performance area sound and lighting decisions made.
- Signage decisions to be worked through soon.

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Facilities Committee Meeting

Date: Tuesday, April 12, 2022

Time: 4:30 p.m. via Zoom

## **Woodbury Leadership Academy Student Survey Results**

### **March 2022 • N = 145**

#### **1) What two or three things are working well within the school district?**

- **Teachers & Staff**
  - I like how the teachers make sure we all understand things, and that we have enough time to finish things.
  - All the teachers are very nice and caring.
- **Curriculum**
  - It is a great curriculum and I really enjoy the academics and lessons.
  - The curriculum for math and science is good.
- **Friendships**
  - You can make friendships fast and have a lot of fun.
  - We have very good students, but we also have time to stay with our friends.

#### **2) What two or three things need more attention or need to be improved?**

- **Lunch**
  - Having a better cafeteria and providing hot lunches.
  - We need hot lunches because we don't want to want to bring our own lunches sometimes.
- **Playground**
  - I think that it would help to have a bigger playground.
  - The front playground to be better like to have swings and things to climb on.
- **Activities**
  - We need to bring back clubs like a lab or drama club.
  - The afternoon activities like sports, contests, and other interesting activities.

### **3) Where do you see WLA in 5 years?**

- **High School Expansion**
  - I see WLA being a school all the way to high school.
  - I see WLA in 5 years maybe opening a second building for high school.
- **Best School!**
  - The #1 school in Minnesota.
  - I see WLA in a good place and in one of Minnesota top 10 schools.
- **Clubs & Sports**
  - The same amazing school it is today, but with clubs or sports

### **4) What kinds of programs, activities, facilities, and/or services will the school have in the next 5 years?**

- **Clubs & Sports**
  - I think WLA will have soccer, football, basketball, a swimming pool, and an art and after school math activities.
  - I think some of the programs would be to play after school sports or have more activities and clubs.
- **Hot Lunch**

## **Woodbury Leadership Academy Staff Survey Results**

### **March 2022 • N = 24**

#### **1) What two or three things are working well within the school district?**

- **Teachers & Staff**
  - The staff is stellar and supportive.
  - Everyone who works at WLA is passionate about what they do and are always willing to adjust.
- **Communication**
  - Transparent communication from administration to all staff and parents.
  - Excellent communications with our admin team.
- **Family Support**
  - Great families who partner well with WLA staff to support students.
  - Families trust the WLA staff and leadership

#### **2) What two or three things need more attention or need to be improved?**

- **Competitive Pay for Staff**
  - Offer teachers higher pay or incentives.
  - Make sure all teachers and staff get a pay raise every year.
- **Support for Teachers**
  - There is not enough support for teachers.
  - We really need more support in the classroom (especially at the younger grades) if we do not decrease class sizes.
- **Curriculum**
  - We need curriculum that is not only rigorous, but that also meets and reflects the diverse needs of our students.
  - Our curriculum needs more diversity. The kids need to see themselves in the curriculum.



### **3) Where do you see WLA in 5 years?**

- **Pre-K & High School Expansion**
  - A Pre-K through 12th grade school with 2 locations that is known for high achievement and reaching ALL students.
  - I see a PK-12 school, with lots of clubs and extra-curricular activities.
- **Destination School**
  - I can see WLA is a destination school for not just the community in Woodbury, but also the surrounding towns
  - In 5 years, I hope WLA is a sought-after school with consistent success from students and good retention from each grade level.

### **4) What kinds of programs, activities, facilities, and/or services will the school have in the next 5 years?**

- **Sports/ Clubs**
  - I see the school having sports teams and clubs available to students after school that could be offered year-round.
  - More defined after school program that includes extracurricular activities. I could also see a strong sports program for our middle and high school students.
- **Band & Music**
  - More school band and choir options
  - I would love to see music concerts, art showcases, and theatre performances.

## **Woodbury Leadership Academy Community Survey Results March 2022 • N = 98**

### **1) What two or three things are working well within the school district?**

- **Teachers & Staff**
  - Quality of teachers is great!
  - Most teachers are very devoted to the school and students.
- **Communication from Staff**
  - The teachers and staff do a great job of communicating news and what our child is learning.
  - Thorough communication and quick response time from the staff, teachers, and covid-response team in multiple formats (text, email, website, Facebook)
- **Curriculum**
  - Educational curriculum is wonderful!
  - Advanced and effective curriculum that is far ahead of traditional public schools

### **2) What two or three things need more attention or need to be improved?**

- **Lunch**
  - We need a hot lunch program/cafeteria that can make hot lunches.
  - Working toward having school lunches. The federal free and reduced cost lunch programs are a real benefit to families.
- **Communication from WLA Overall**
  - Increased and consistent communication from front offices about calendar changes, school news, etc.
  - A single place to find all communication updates about WLA.
- **Bullying**
  - There seems to be a significant issue with bullying amongst the students.
  - Bullying is not addressed properly. Despite repeated complaints, the same students keep bullying.

### **3) Where do you see WLA in 5 years?**

- **High School Expansion**
  - We've been really hoping for a high school. As of now there is nothing in Woodbury or surrounding areas that is comparable to WLA with a high school.
  - I'd love to see it as a K-12 school where students are like a family and can grow together through high school.
- **Extracurriculars & Sports**
  - Offering sports and hosting events in the new building.
  - Sports, speech, theatre, dance, etc. that begin at middle school age

### **4) What kinds of programs, activities, facilities, and/or services will the school have in the next 5 years?**

- **Sports**
  - After school sports teams (FB, Basketball, Volleyball, Softball/Baseball, track, etc.)
  - A sports center, not necessarily supercenter but somewhere the kids can decompress and probably engage on mild team sports
- **Clubs**
  - After school robotics, nature, etiquette, home etiquette, math team, speech, etc.
- **Band & Music**
  - More school band and choir options for younger ages
- **Hot Lunches**