



Meeting: Board of Directors Regular Meeting

Date: Wednesday, June 22nd, 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 May 25th, 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 Board Report (Mandi Folks)

6.2 Director Report & 1st Grade Service Learning Project (Mr. Broderick for Dr. Mortensen)

6.3 Financial Director Report (BKDV)

6.4 Finance Committee Report (Jolene Skordahl)

6.4.1 Accept June Finance Committee Minutes and May Financials

Motion: _____ 2nd: _____ Vote: _____

6.4.2 Accept the 5-year Toshiba copier contract

Motion: _____ 2nd: _____ Vote: _____

6.4.3 Accept the Monarch bus contract

Motion: _____ 2nd: _____ Vote: _____

6.4.4 Accept the 2022-2023 school budget

Motion: _____ 2nd: _____ Vote: _____

6.4.5 Ratifying 2022-2023 employment contracts

Motion: _____ 2nd: _____ Vote: _____

6.5 Governance Committee Report (Natalie Sjoberg)

6.5.1 Accept June 7th Governance Committee Minutes, June 13th Governance Committee Minutes, and enter policies 506, 514, and 540 into second reading

Motion: _____ 2nd: _____ Vote: _____

6.6 Facilities Committee Report (Jason Livingston)

** Minutes from the June Facilities Committee meeting will be included in next month's packet because the meeting hasn't occurred yet as of the time of sending out the packet.

6.6.1 Accept Resignation of Andy Sharp

Motion: _____ 2nd: _____ Vote: _____

6.6.2 Appoint Julie Ohs

Motion: _____ 2nd: _____ Vote: _____

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

7.1 Strategic Plan Update

7.2 VOA Action Timeline

7.3 Seat New Board Members

Motion: _____ 2nd: _____ Vote: _____

7.4 Appoint Board Member into Open Parent Seat

7.5 Discuss Committee Assignments

7.6 Discuss roles of Board Chair, Secretary, and Treasurer

7.7 2022-23 Board Meeting Calendar

8. Closed meeting to discuss Executive Director Annual Evaluation According to Minnesota Statute 13D.03 Subd. 3a (Presenter: Mandi Folks, Board Chair)

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

9.1 Board Communication/Future Agenda Items- Reflection

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

WLA Regular Board of Directors Meeting

Date: Wednesday, July 27th, 2022

Time: 5:30pm

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

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

Adjournment

Motion: _____ 2nd _____ Vote: _____

**Woodbury Leadership Academy
Board of Directors Regular Meeting Minutes
May 25, 2022**



Directors Present: Mandi Folks, Julie Ohs, Shelbi Pool, Natalie Sjoberg, Jolene Skordahl

Directors Absent: Shannon Kelly, Jason Livingston

Administration Present: Dr Kathleen Mortensen (Executive Director), Ben Broderick (Assistant Principal)

Advisors Virtual: Bridget Merrill-Myhre (BerganKDV)

Others in Attendance: WLA staff and parent

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 5:30 PM.

1.2 Roll Call

Ms Baumann took roll.

2. WLA Mission and Vision

Ms Ohs read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Sjoberg moved “to approve tonight’s meeting agenda.” Ms Skordahl seconded. Motion passed unanimously.

3.2 Approval of May 11, 2022 Meeting Minutes

Ms Skordahl moved “to approve the May 11, 2022 meeting minutes.” Ms Ohs seconded. Ms Folks, Ms Ohs, Ms Sjoberg and Ms Skordahl voted for the motion; Ms Pool abstained. Motion passed.

4. Conflict of Interest Declaration

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

5. Public Comment

5.1 Delegation of Public Comment Items

There was no public comment.

6. Board and Administration Reports

6.1 First Grade Service Learning Presentation

Dr Mortensen stated that the First Grade Service Learning Project will be presented at the June meeting. For the next school year, Service Learning Project presentations will be posted on the WLA website.

6.2 Board Report

Ms Folks thanked the WLA PTO for the strong support they provide to the school community. PTO events this week include the School Carnival on Thursday evening and the APEX Fun Run rescheduled for Friday. Ms Mortensen shared that over \$45,000 was raised by the APEX event.

Ms Folks reminded Board members that the VOA conference will be held June 14 to 16. Ms Folks, Ms Skordahl, Mr Livingston, Ms Oh, Dr Mortensen and Mr Broderick plan to attend.

A draft of the VOA investigation report was received and Ms Folks shared that it includes some recommendations. Once a finalized report is received, it will be reviewed by the Board.

6.3 Financial Director Report

Ms Merrill-Myhre reviewed the April Financial statements in the Board packet, noting actual ADM is on target with the working budget. The year is 83% complete, revenues are at 83% of the working budget and expenses are at 79%. A small surplus is projected in the General Fund at year end, offset by a deficit in the Community Service Fund, resulting in a net overall deficit. The school currently has 106 days' cash on hand and is projected to end the year with a very healthy cash balance and cumulative fund balance of 27%. The statement of Revenues & Expenses was reviewed, focusing on the working budget which is presented for Board approval.

Ms Folks explained that an initial budget is passed in June, prior to the beginning of the fiscal year, followed by a revised budget in October once actual enrollment numbers are known, and then a final budget revision near year end that is reflective of projected final balances.

Ms Merrill-Myhre reviewed the Cash Flow Projection, Contracted Services Report, and Supplemental Reports, explaining significant items and the purpose of each of the reports.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met and reviewed the April financial statements, the 2021-22 working budget presented tonight, and the draft 2022-23 budget which will be presented at the June meeting for Board approval. Additional agenda items included review of an agreement with Washington County for reimbursement of transportation expenses for students in foster care (in case such a situation would arise), and the para professional employment agreements for next school year.

6.4.1 Accept May Finance Committee Minutes and April Financials

Ms Skordahl motioned "to accept the April Financial Statements and the May minutes for the Finance Committee." Ms Pool seconded. Motion passed unanimously.

6.4.2 Amend Current Year Budget

Ms Skordahl moved "to amend the current year budget to that contained in the Board packet." Ms Ohs seconded. Ms Folks made an amendment to the motion "to amend the current year budget to the one presented this evening which shows revenues of \$6,893,025 and expenditures of \$6,891,723." Seconded by Ms Skordahl. Motion passed unanimously.

6.5 Governance Committee Report

Ms Sjoberg reported the Committee met and discussed family, student and staff expectations to be included in a Conduct Policy, staff PTO tracking, and the purchasing and tracking of fixed assets. The Fund Balance Policy was reviewed and is ready for Board approval. MDE requirements for MCA data release were discussed and Dr Mortensen will post information on the WLA website regarding how initial MCA data will be released.

6.5.1 Accept May Governance Committee Minutes and enter policy 714 into second reading

Ms Sjoberg moved "to accept the May Governance Committee meeting minutes and enter Policy 714 Fund Balance Policy into second reading." Ms Skordahl seconded. Motion passed unanimously.

6.6 Facilities Committee Report

Ms Folks provided an update on the status of the expansion project, which is nearing completion. Several items are delaying final completion and the issuance of a Certificate of Occupancy(CO): safety doors, bleachers and the stage lift. Current plans are to start tours in limited areas of the building sometime in June, with the CO being issued in mid to late July.

6.6.1 Accept May Facilities Committee Minutes

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

7. Board Training, Discussion and Business

7.1 Strategic Plan Update

Dr Mortensen gave an update on several areas in the strategic plan:

- School Safety
 - Reflected on the recent school shooting in Texas.
 - Reinforced to the Board that the safety and wellbeing of the WLA learning community is of top priority in the strategic plan.
 - Counselors and teachers have spoken with students about the incident. Counselors will be available to talk with students/staff, as needed.
- Academic Achievement
 - Preliminary MCA data, in general, reflects a 20+% improvement in some grades in math and/or reading, however, some grade level areas have dipped down.
 - Data is being reviewed in grade level PLC’s to identify areas in which WLA’s curriculum is strong and areas which need improvement. Individual student data will also be reviewed.
 - Information will be used to identify additional supports needed for the next school year.
 - MCA results are embargoed until August.
- Continued work on Policies
 - Bullying & Discipline Policy review is continuing by the Governance Committee.
 - Numerous other policies are also under review.

7.2 Election Committee Update

Ms Sjoberg shared that voting is underway and will close on Friday at 4:30. The committee will then review and validate all votes. New Board member orientation will take place prior to the June meeting and they will be seated at the June meeting.

7.3 Discussion to Amend the Calendar for 6/3/22 for No School for Kindergarten Students

Ms Mortensen shared that due to logistical and space challenges, Kindergarten graduation has been moved from the during the school day on Friday, June 3rd, to the evening of Thursday, June 2nd. Graduation is a typically a closure to the school year for those students. Ms Mortensen asked the Board to change the school calendar to have Thursday end the school year for Kindergarten students. There was discussion. Ms Sjoberg moved “to amend the school calendar for 6/3/22 to have no school for Kindergarten students.” There was no second. Motion failed.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Ms Folks shared that there will be a full year agenda for June, including the 2022-23 budget, employee agreements to ratify, review of the VOA investigation results, numerous policies being worked on by the Governance Committee. Other items suggested by Board members

included setting a 2022-23 Board calendar and the election of officers. Ms Folks added that the calendar will be set at the end of the June meeting and officers elected at the July meeting.

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 held on Wednesday, June 22nd at 5:30 PM. The meetings will be onsite at 8089 Globe Drive and will be live streamed for viewing and posted to the WLA website.

10. Adjournment

Ms Skordahl motioned "to adjourn." Ms Ohs seconded. Motion passed unanimously. The meeting adjourned at 6:17 PM.

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

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, JUNE 22, 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)

Regularly Scheduled Meetings

- The Facilities Committee met on June 21st
- The Finance Committee met on June 8th
- The Governance Committee met on June 7th

Expansion, Remodeling, Grounds

- At this point everything in the building is nearly finished and there is some final cleaning being done. Landscaping is also almost complete, and there is major work being done on the fields out front, including installing irrigation and leveling off the soccer and kickball field areas. We are reconsidering adding a playset for older students, and looking at an outdoor basketball court, pickle ball court, and pavilion in that area instead. We would also like to consider moving one of the smaller playground sets and the Ga-Ga ball court to that area. (Ben B., Jason, and Jolene can update the group.)
- Due to expanding space and enrollment numbers, WLA is gathering bids to expand the nurse's office area. We are also looking at putting in additional doors on the main floor for security measures. (There are funds allocated in the 2022-2023 budget for some facilities improvements, and all plans will be presented to Jason Livingston, Facilities Committee lead, prior to a contract being implemented.)
- We will start conducting tours of the new building as soon as possible, and we are extremely appreciative to have a WLA marketing video produced by South Washington Television Communications Commission. (SWCTC). We have been pushing the video out to our stakeholder groups, and have it posted on our website.

Organization

- The VOA Conference was a success with many good break-out sessions, and opportunities to network with other schools and service providers.

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

- Summer school and Extended School Year (ESY) are currently in session!
- We held Data Digs on June 6-7 where we began early planning for the 2022-2023 school year. (We also moved many classrooms from the current to the new building, or from lower floors in the current building to the upper floors of the current building.)

- The RtI, EL, and Sped teams will begin meeting in early to mid-August to organize student groups for support services, based on student needs.

III. Financial Management

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

- We will close-out the 2022-2023 school year on budget.
- The budget for the 2022-2023 school year has been developed and reviewed by the Finance Committee. Jolene and BerganKDV will present the overview and details. The budget includes increases in the number of staff (custodial, office, administration, and teachers) as well as increased salaries. The budget also addresses increases with busing (number of buses and increased process of fuel)

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.

- WLA had the opportunity to have three interns at the close of the school year. Two interns have been working with Timbra in health services to gain hours in their nursing program. A third intern has been working with Ben B. to gain hours for his school administrative license. All three of these interns has done a commendable job and WLA is fortunate to have the added assistance, especially at the end of the year when there is so much to do!
- All para professionals, custodian, office staff, teachers, and administrators have been presented with employment agreements. Wages and salaries are based on the market rates of charter schools as well as ISD #622. All employment agreements and salaries are within the 2022-2023 budget that is being presented to the board.
- There are several positions yet to fill and interviewing candidates will continue through July.
- We are strongly considering adding a band teacher position (.10 or .20 FTE) as the budget allows.
- Within the employment agreements, there are proposed changes in administrator positions as follows:
 - Jess Erickson from a grades K-4 Dean and some operations, to K-8 Dean
 - Andy Sharp from a grades 5-8 Dean, and some operations, to a Leadership class teacher (.50 FTE) combined with transportation coordinator and managing bus behavior incidents, as well as being a “back-up” Dean as needed
 - Ben Broderick from Assistant Principal to Principal. As Principal he will supervise both Deans, conduct formal classroom observations with about 1/3 of the licensed staff, and manage operations.

Oversee conflict resolution and all other personnel matters.

There are no issues this month. issues this month.

V. Provision for a Safe and Effective Learning Environment

Monitor reporting systems involving health and safety of students

- We are preparing for increased security measures for the 2022-2023 school year. Ryan Sheak as a Police Officer, and new WLA board member, has done one walk-through with myself to provide early feedback. We are organizing a comprehensive security analysis to occur in early July with a handful of people, to assess needs in greater detail.

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

- The APEX fun run was held on May 25th and this event raised over \$40,000. After paying the fee to the fund raising company, WLA intends to purchase student devices for the younger grade levels.
- The Carnival was held on May 26th, and again, we are hoping to use the proceeds to purchase student devices for the younger grades.
- Kindergarten Graduation was held on Thursday evening, June 2nd. We utilized areas on both the 1st and 3rd floors due to the size of the crowd. It was a wonderful celebration!
- End of year field trips included Edgewater Park for 8th graders, and 3rd graders to Murphy's Landing.



Meeting: Finance Committee Meeting Agenda/Minutes

Date: Wednesday, June 8, 2022

Time: 9.30am

Location: Virtual Meeting

Meeting Minutes

Meeting Call to Order and Roll Call

Call to order at 9:35

Jolene Skordahl, [Kathy Mortensen](#), [Bridget Merrill-Myhre](#), [Brenda Kes](#), [Mandi Folks](#)

WLA Mission & Vision – Jolene Skordahl

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 May 2022 - Bridget Merrill-Myhre
2. Review of the New 2022/2023 budget and will be proposed for approval to the BOD in the next meeting. - [Bridget Merrill-Myhre](#)
3. Approve PTO Days for Nancy Baumann. - [Kathy Mortensen](#) - Already in the revised budget. Committee recommends approval.
4. Monarch Bus agreement - Kathy Mortensen Finance Committee recommends to approve the contract. Contract to be proposed at the next BOD meeting for approval.
5. Employment Agreements - Kathy Mortensen, agreements are already in the budget. Finance committee recommends ratifying all agreements and to publish a list of Teacher's names and positions in the BOD meeting agenda.
6. Discuss approving a new lease for the Copy Machine contract. - Kathy Mortensen/ Nancy Baumann. Reviewed contracts and benefits of contracts. Finance committee approved a 5 year lease with Toshiba, the current vendor. Proposal for approval at next BOD meeting.
7. Move ahead to approve a different benefits broker. - [Kathy Mortensen](#)/ Nancy Baumann. Reviewed current broker service, Kraus/Anderson. Would like to change to a former broker, North Risk Partners. Finance committee recommends switching brokers to North Risk Partners. Proposal to approve at the next BOD meeting.
8. Reviewed notification from the IRS. The issue has been resolved. - [Bridget Merrill-Myhre](#)
9. Reviewed notification from the Minnesota Secretary of State. The issue has been resolved. - [Bridget Merrill-Myhre](#).
10. Discuss July committee meeting schedule. The meeting has been rescheduled to 9:00am, Wednesday, July 13.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Wednesday, July 13, 2022

Time: 9:00 am

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

Adjournment @ 10:55 am



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

Financial Statements

May 31, 2022

**Woodbury Leadership Academy
Woodbury, MN
May 31, 2022 Financial Statements**

Table of Contents

Executive Summary	1
Dashboard	2
Balance Sheet	4
Statement of Revenues and Expenditures	5
Cash Flow Projection	8
Contracted Services	9

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
May 2022 Financial Statements
Executive Summary**

Summary of Key Financial Indicators

- * Average Daily Membership (ADM) Overview –
 - Original Budget: 683 ADM
 - Revised Budget: 634 ADM
 - Actual: 635
- * The school's budgeted surplus in General Fund for the year is \$1,302. The school is budgeting to spend \$36,200 out of the Community Service Fund. A projected cumulative fund balance of \$1,897,295 or 27% of expenditures at fiscal year-end.
- * Projected Days of Cash on Hand is 106 days of annual expenditures. This is above 45 days meets minimum bond covenants.

Financial Statement Key Points

- * As of month-end, 92% of the year was complete.
- * Cash Balance as of the reporting period is \$1,956,937 down from \$2,017,350 in the previous month.
- * Current year holdback balance is \$321,614 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 – 91.3%
- * Expenditures disbursed at end of the reporting period – 87.8%

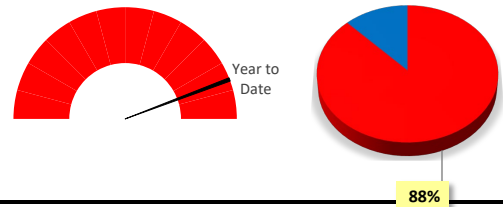
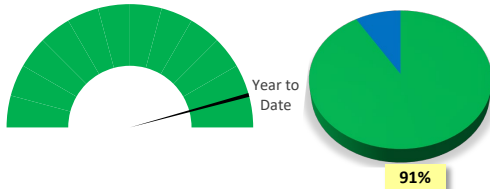
Other Items

- * Field Trip Admissions is overbudget but is offset by Fees from Students as revenue.
- * Other Rentals and Leases is overbudget due to three Monthly Storage Units that the school is renting during construction to store extra classroom furnishings.

**Woodbury Leadership Academy
Woodbury, MN
Financial Statements Dashboard
May 31, 2022**

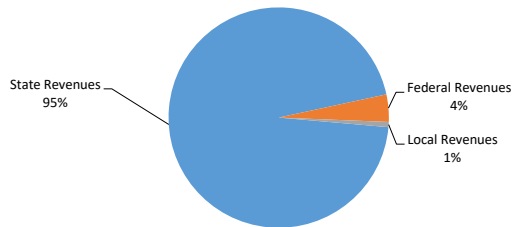
Financial Summary - Budgeted Amounts and Year to Date Activity

<i>Resources to Operate Programs (Revenues):</i>		<i>Funds Used to Provide Programs and Services (Expenses):</i>			<i>Excess / Deficit</i>	
Approved Budget	\$7,121,780	Approved Budget	\$7,066,562		\$55,218	
Revised Budget	\$6,893,025	Revised Budget	\$6,927,923		(\$34,898)	
Year to Date	\$6,292,001	91.28%	Year to Date	\$6,085,347	87.84%	\$206,655

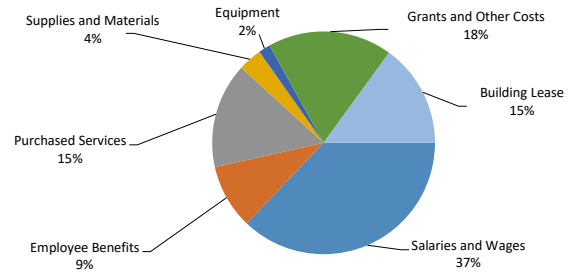


Budgets for the Year

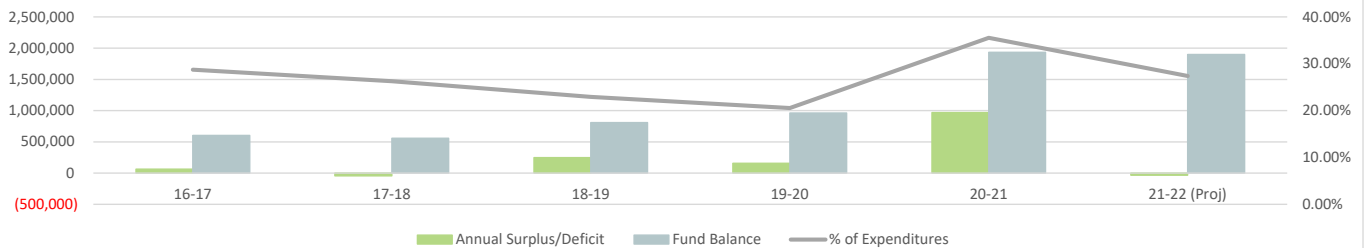
Where funds will come from to operate the school:

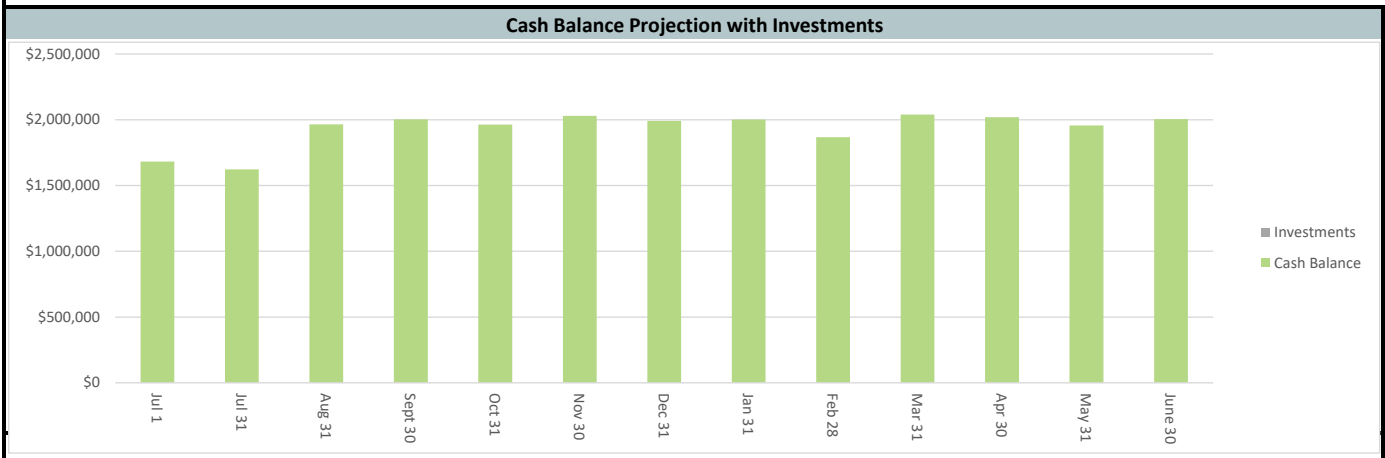
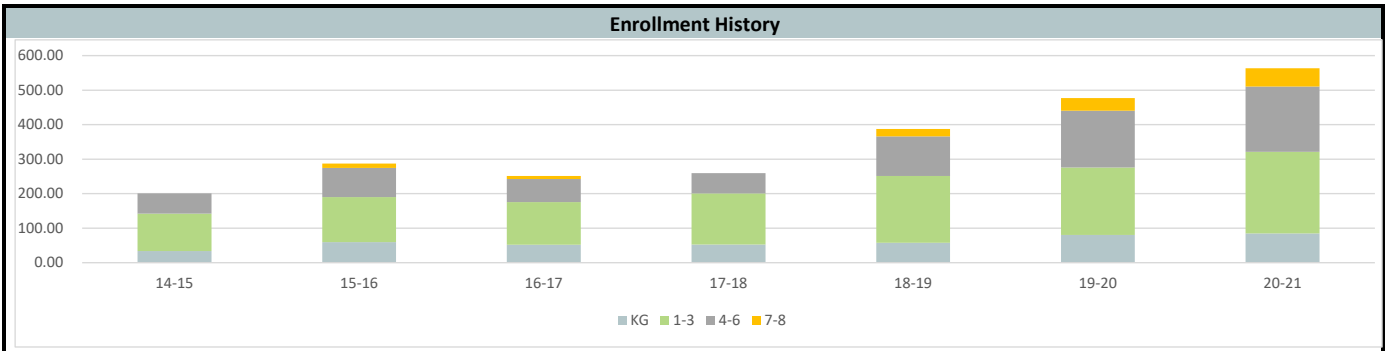
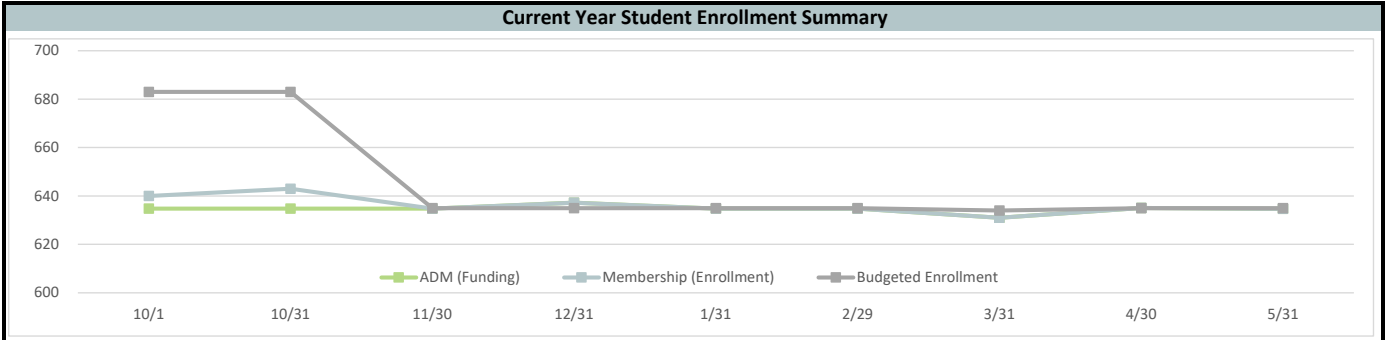
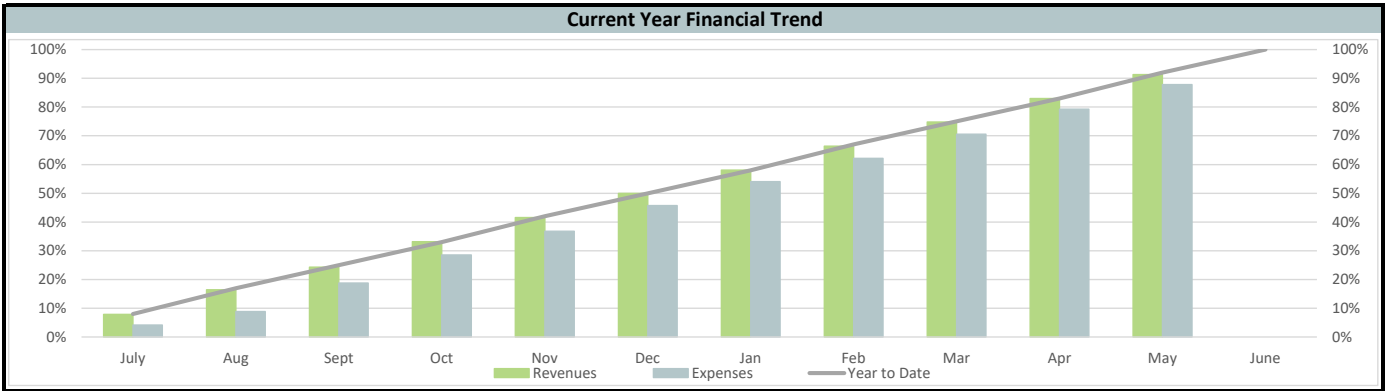


How the money is budgeted to be spent:



Fund Balance History





Woodbury Leadership Academy
Woodbury, MN
Balance Sheet
May 31, 2022

	Audited Balance June 30, 2021	Ending Balance
Assets		
Cash and Investments	\$ 1,682,003	\$ 1,956,937
Accounts Receivable	1,027	-
Due from Other Funds	20,741	99,692
State Aids Receivable	631,158	(3,870)
Current Year State Holdback Receivable		321,614
Federal Aids Receivable	18,638	44,302
Prepaid Expenses and Deposits	13,526	4,425
Payroll Deductions and Contributions (Prepaid)	-	-
	<hr/>	<hr/>
Total All Assets	\$ 2,367,093	\$ 2,423,100
Liabilities and Fund Balance		
Current liabilities		
Salaries and Wages Payable	\$ 150,024	\$ 231,472
Accounts Payable	155,277	-
Payroll Deductions and Contributions (Owed)	129,599	52,781
Total current liabilities	434,900	284,252
Fund balance		
Fund balance 07-01-2021	\$ 963,443	\$ 1,932,193
Net income to date	968,750	206,655
Total fund balance	1,932,193	2,138,848
	<hr/>	<hr/>
Total liabilities and fund balance	\$ 2,367,093	\$ 2,423,100
<i>Current Days of cash on hand</i>		103

Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
May 31, 2022

Months: 11 91.67%

FY 2022 Original Budget 683 ADM 697 PU	FY 2022 Revised Budget 634 ADM 648 PU	Year to Date Activity	Percent of Budget	Working Budget Changes
---	--	--------------------------	-------------------------	------------------------------

General Fund - 01

Revenues

State Revenues

General Education Aid	\$ 5,071,928	\$ 4,745,400	\$ 4,591,749	96.8%	(8,673.00)
Charter School Lease Aid	916,121	850,158	391,984	46.1%	(1,577.00)
Long Term Facilities Maintenance Aid	92,030	85,404	-	0.0%	(158.00)
Literacy Incentive Aid	44,999	44,999	46,202	102.7%	-00
Safe School Supplemental Aid	-	-	-	-	-00
School Land Trust Endowment Aid	20,294	23,610	23,414	99.2%	-00
Special Education Aid	792,361	814,586	642,180	78.8%	70,317.00
Prior Year Adjustments	-	-	-	-	-00
Estimated State Holdback Amount	-	-	321,614	-	-00
Total State Revenues	6,937,733	6,564,157	6,017,144	91.7%	59,909

Federal Revenues

Federal Title I, II, V	38,000	35,400	19,629	55.5%	-00
Federal Special Education	58,900	94,356	77,986	82.7%	35,456.00
Federal ESSER II, 155	42,347	42,347	47,149	111.3%	-00
Federal ESSER III, 160	-	64,565	48,156	74.6%	(11,520.00)
Federal ESSER III, 161	-	-	-	-	-00
Federal Testing Grant, 170	-	40,000	20,725	51.8%	-00
Federal ESSER III, 171	-	-	-	-	-00
Total Federal Revenues	139,247	276,668	213,645	77.2%	23,936

Local Revenues

Fees from Students	34,500	27,100	37,762	139.3%	(5,000.00)
Medical Assistance	1,300	2,100	2,667	127.0%	800.00
Interest Earnings	4,000	1,000	1,176	117.6%	(3,000.00)
Contributions and Gifts, Grants	5,000	20,000	17,682	88.4%	16,000.00
Miscellaneous Revenues	-	2,000	2,000	100.0%	1,000.00
Sale of Merchandise/Fundraising	-	-	(74)	-	-00
Total local revenues	44,800	52,200	61,213	117.3%	9,800

Total Revenues	\$ 7,121,780	\$ 6,893,025	\$ 6,292,001	91.3%	\$ 93,645
-----------------------	---------------------	---------------------	---------------------	--------------	------------------

Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
May 31, 2022

Months: 11 91.67%

	FY 2022 Original Budget 683 ADM 697 PU	FY 2022 Revised Budget 634 ADM 648 PU	Year to Date Activity	Percent of Budget	Working Budget Changes
Expenditures					
Salaries and Wages	\$ 2,556,500	\$ 2,571,907	\$ 2,289,359	89.0%	(21,093.00)
Employee Benefits	665,124	649,596	575,791	88.6%	(54,589.00)
Contracted Services	277,000	245,051	192,113	78.4%	(8,280.00)
Technology Services	33,600	18,200	13,200	72.5%	(13,000.00)
Communication Services	10,600	8,900	6,307	70.9%	(1,000.00)
Postage	4,300	2,500	2,732	109.3%	(1,500.00)
Utilities	125,300	115,000	68,653	59.7%	(47,855.00)
Property and Casualty Insurance	78,652	21,500	21,527	100.1%	500.00
Repairs and Maintenance	132,029	97,029	81,169	83.7%	(35,000.00)
Student Transportation	466,608	499,050	469,191	94.0%	20,900.00
Field Trip Transportation	13,660	12,680	12,216	96.3%	(20.00)
Travel and Conferences	22,126	7,126	1,552	21.8%	(15,000.00)
Field Trip Admissions	14,760	21,780	24,138	110.8%	7,980.00
Building Lease	1,038,690	1,038,690	959,097	92.3%	(270.00)
Other Rentals and Leases	2,500	9,400	10,376	110.4%	7,100.00
Office Supplies/General Supplies	68,900	39,100	39,029	99.8%	-00
Maintenance Supplies	25,500	46,200	34,543	74.8%	22,500.00
Non-Instructional Software	16,000	24,654	24,511	99.4%	1,500.00
Instructional Software	12,300	14,600	8,967	61.4%	3,200.00
Instructional Supplies	82,100	30,600	24,670	80.6%	(5,000.00)
Textbooks and Workbooks	80,900	62,800	60,293	96.0%	(12,500.00)
Standardized Tests	12,100	11,300	6,875	60.8%	-00
Media/Library Resources	3,100	-	-	-	(2,900.00)
Food	6,700	10,200	10,326	101.2%	3,900.00
Building Improvements	70,000	-	-	-	-00
Furniture and Other Equipment	87,600	13,100	13,116	100.1%	(16,900.00)
Technology Equipment	79,565	46,510	45,566	98.0%	26,510.00
Principal and Interest - Capital Lease	24,500	22,800	10,309	45.2%	-00
Dues and Memberships	32,600	32,600	27,410	84.1%	-00
School Safety	-	-	-	-	-00
Third Party Expenditures	-	-	1,855	-	-00
Give to the Max	5,000	20,000	11,939	59.7%	15,000.00
Director's Discretionary Fund	7,000	-	-	-	-00
State Special Education	852,001	857,459	735,221	85.7%	74,018.00
ADSI	-	64,723	53,489	82.6%	64,723.00
Federal Title I, II, V	38,000	35,400	19,629	55.5%	-00
Federal Special Education	58,900	94,356	77,986	82.7%	35,456.00
Federal ESSER II, 155, Staffing	42,347	42,347	47,149	111.3%	(45,000.00)
Federal ESSER III, 160	-	64,565	48,156	74.6%	64,565.00
Federal ESSER III, 161	-	-	-	-	-00
Federal Testing Grant, 170	-	40,000	20,725	51.8%	30,000.00
Federal ESSER III, 171 Pandemic Enrollment Loss	-	-	-	-	-00
Total expenditures	\$ 7,046,562	\$ 6,891,723	\$ 6,049,185	87.8%	97,945
General fund net income	\$ 75,218	\$ 1,302	\$ 242,817		(4,300)

Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
May 31, 2022

Months: 11 91.67%

	FY 2022 Original Budget 683 ADM 697 PU	FY 2022 Revised Budget 634 ADM 648 PU	Year to Date Activity	Percent of Budget	Working Budget Changes
Community Services Fund - 04					
Revenues					
Registration Revenue	\$ -	\$ -	\$ -	-	
Total revenues	\$ -	\$ -	\$ -	-	
Expenditures					
Purchased Services	\$ -	\$ -	\$ -	-	-00
Supplies and Materials, Snacks	-	-	-	-	-00
Equipment	20,000	36,200	36,162	99.9%	-00
Dues and Memberships	-	-	-	-	-00
Total Expenditures	\$ 20,000	\$ 36,200	\$ 36,162	0.0%	-00
Community Services Fund Net Income	\$ (20,000)	\$ (36,200)	\$ (36,162)		-00
Total All Funds					
Revenues					
State Revenues	\$ 6,937,733	\$ 6,564,157	\$ 6,017,144	91.7%	59,909.00
Federal Revenues	139,247	276,668	213,645	77.2%	23,936.00
Local Revenues	44,800	52,200	61,213	117.3%	9,800.00
Total Revenues	\$ 7,121,780	\$ 6,893,025	\$ 6,292,001	91.3%	93,645
Expenditures					
Salaries and Wages	\$ 2,556,500	\$ 2,571,907	\$ 2,289,359	89.0%	(21,093.00)
Employee Benefits	665,124	649,596	575,791	88.6%	(54,589.00)
Purchased Services	2,219,825	2,096,906	1,862,270	88.8%	(85,445.00)
Supplies and Materials	307,600	239,454	209,215	87.4%	10,700.00
Equipment	281,665	118,610	105,152	88.7%	9,610.00
Grants and Other Costs	1,035,848	1,251,450	1,043,559	83.4%	238,762.00
Total Expenditures	\$ 7,066,562	\$ 6,927,923	\$ 6,085,347	87.8%	97,945
Total Revenues All Funds	\$ 7,121,780	\$ 6,893,025	\$ 6,292,001	91.3%	93,645
Total Expenditures All Funds	\$ 7,066,562	\$ 6,927,923	\$ 6,085,347	87.8%	97,945
Net Income - All Funds	\$ 55,218	\$ (34,898)	\$ 206,655		(4,300)
Beginning Fund Balance, All Funds, July 1, 2021					
	\$ 1,932,193	\$ 1,932,193			
Projected Fund Balance, All Funds, June 30, 2022					
	\$ 1,987,411	\$ 1,897,295			
Projected Fund Balance Percentage					
	28%	27%			

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		
										Beginning Balance	\$ 1,682,003
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	\$ 244,323	\$ 430,062	\$ 4,572	\$ 678,957		2,003,247
Oct 31	\$ 497,892	\$ -	\$ 12,112	\$ 132,959	\$ 642,963	\$ 244,875	\$ 401,841	\$ 36,887	\$ 683,603		1,962,607
Nov 30	\$ 597,187	\$ -	\$ 5,947	\$ 167	\$ 603,301	\$ 248,267	\$ 284,552	\$ 4,625	\$ 537,444		2,028,463
Dec 31	\$ 517,536	\$ 28,194	\$ 33,730	\$ 1,100	\$ 580,560	\$ 193,527	\$ 420,214	\$ 3,950	\$ 617,691		1,991,332
Jan 31	\$ 517,528	\$ -	\$ 53	\$ 15,212	\$ 532,793	\$ 182,808	\$ 329,258	\$ 11,399	\$ 523,465		2,000,660
Feb 28	\$ 470,487	\$ -	\$ 4,298	\$ 2,274	\$ 477,060	\$ 200,127	\$ 401,606	\$ 9,072	\$ 610,805		1,866,915
Mar 31	\$ 523,182	\$ 141,149	\$ 22,799	\$ -	\$ 687,131	\$ 178,703	\$ 336,825	\$ -	\$ 515,528		2,038,517
Apr 30	\$ 550,074	\$ -	\$ 2,885	\$ (7,032)	\$ 545,927	\$ 192,718	\$ 368,857	\$ 4,263	\$ 565,839		2,018,606
May 31	\$ 516,041	\$ -	\$ 10,148	\$ -	\$ 526,188	\$ 183,314	\$ 388,836	\$ 15,706	\$ 587,857		1,956,937
June 30	\$ 515,422	\$ 68,475	\$ 5,220	\$ 6,498	\$ 595,615	\$ 241,613	\$ 305,780	\$ -	\$ 547,392		2,005,160
Projected	6,210,952	237,819	101,187	660,163	7,210,121	2,390,989	4,400,934	95,041	6,886,963		
	5,907,741	273,901	52,200	649,795		2,899,353	3,669,356		7,022,964		(136,000)
Totals	6,210,952	237,819	101,187	660,163	7,210,121	2,390,989	4,400,934		6,886,963		2,005,160

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
May 31, 2022

305 - Contracted Services Detail	FY22				Notes:
	Original Budget	Revised Budget	Actual	% spent	
Advertising & Marketing	4,000	4,000	2,515	62.9%	
Board Related Services	3,500	3,000	540	18.0%	
Financial Management Services	75,600	75,600	69,600	92.1%	
Time & Attendance Fees	11,500	9,300	5,274	56.7%	
Audit & Tax Services	10,996	10,996	9,600	87.3%	
Background Checks	1,000	2,000	2,095	104.8%	
Bank Fees	2,750	3,850	4,560	118.4%	
Grant Writing	1,000	-	-	0.0%	
Benefit Fees	-	700	400	57.1%	
Strategic Planning Consultant	-	7,720	7,720	100.0%	
Legal Services	15,000	15,000	4,505	30.0%	
Substitutes/Student Services/ESL	15,000	15,000	6,541	43.6%	
Nursing	7,200	7,200	3,058	42.5%	
Janitorial Services	106,000	79,000	74,450	94.2%	
Other Fees	23,454	11,685	1,257	10.8%	
	277,000	245,051 (31,949)	192,113	78.4%	



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

Supplemental Reports

May 31, 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	Date	
OLDN		7641		Wire	1	1099	MN UI Fund		No	Yes	No	05/17/2022		7,858.00
OLDN		7642		Wire	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	05/17/2022		438.00
OLDN		7643		Wire	1	1441	Old National		No	Yes	No	05/17/2022		576.55
OLDN		7644		Wire	1	1591	PreferredOne Insurance Company		No	Yes	No	05/17/2022		24,731.28
OLDN		7645		Wire	1	1635	USBank		No	Yes	No	05/17/2022		79,429.17
OLDN		7646		BP	1	1029	The Home Depot		No	Yes	No	05/04/2022		842.12
OLDN		7647		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	05/04/2022		4,242.13
OLDN		7648		BP	1	1098	Teachers on Call	C Corporation	No	Yes	No	05/04/2022		459.00
OLDN		7649		BP	1	1098	Teachers on Call	C Corporation	No	Yes	No	05/04/2022		229.50
OLDN		7650		BP	1	1209	Apple		No	Yes	No	05/04/2022		11,760.00
OLDN		7651		BP	1	1216	Minnesota Historical Society		No	Yes	No	05/04/2022		480.00
OLDN		7652		BP	1	1313	Nancy Baumann		No	Yes	No	05/04/2022		118.75
OLDN		7653		BP	1	1330	Junior Achievement		No	Yes	No	05/04/2022		1,596.00
OLDN		7654		BP	1	1481	Comcast		No	Yes	No	05/04/2022		399.85
OLDN		7655		BP	1	1482	Katie Grubisch		No	Yes	No	05/04/2022		36.25
OLDN		7656		BP	1	1541	Business Essentials		No	Yes	No	05/04/2022		674.49
OLDN		7657		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	05/04/2022		175.53
OLDN		7658		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	05/04/2022		222.18
OLDN		7659		BP	1	1610	First American Title Insurance Company		No	Yes	No	05/04/2022		350.00
OLDN		7660		BP	1	1627	Hillyard Cleaners		No	Yes	No	05/04/2022		48.17
OLDN		7661		BP	1	1632	Xcel Energy		No	Yes	No	05/04/2022		5,742.50
OLDN		7662		BP	1	1632	Xcel Energy		No	Yes	No	05/04/2022		381.35
OLDN		7663		BP	1	1639	Navigate Care Consulting	Ind/Sole Proprietor	No	Yes	No	05/04/2022		525.00
OLDN		7664		BP	1	1644	Robemy Cleaning Services LLC	Ind/Sole Proprietor	No	Yes	No	05/04/2022		6,500.00
OLDN		7665		BP	1	1649	WooTherapy LLC		No	Yes	No	05/04/2022		9.74
OLDN		7666		BP	1	1150	JR Computer Associates		No	Yes	No	05/12/2022		1,200.00
OLDN		7667		BP	1	1233	Reno Mothes		No	Yes	No	05/12/2022		612.50
OLDN		7668		BP	1	1241	Sheila Merzer		No	Yes	No	05/12/2022		312.50
OLDN		7669		BP	1	1249	Designs for Learning		No	Yes	No	05/12/2022		3,234.00
OLDN		7670		BP	1	1457	MSB Holdings - Woodbury LLC		No	Yes	No	05/12/2022		7,000.00
OLDN		7671		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	05/12/2022		46,639.36
OLDN		7672		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	05/12/2022		1,789.99
OLDN		7673		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	05/12/2022		5,080.22
OLDN		7674		BP	1	1518	Martin Law Firm		No	Yes	No	05/12/2022		2,411.50
OLDN		7675		BP	1	1555	DHH Consulting LLC	Ind/Sole Proprietor	No	Yes	No	05/12/2022		753.76
OLDN		7676		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	05/12/2022		225.89
OLDN		7677		BP	1	1621	Cintas		No	Yes	No	05/12/2022		83.33
OLDN		7678		BP	1	1654	Big River Group LLC		No	Yes	No	05/12/2022		3,860.00
OLDN		7679		Wire	1	1001	Public Employee Retirement Association		No	Yes	No	05/15/2022		3,071.80

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			Amount	
									Print	Recon	Void		Date
OLDN		7680		Wire	1	1002	Teachers Retirement Association		No	Yes	No	05/15/2022	17,108.72
OLDN		7681		Wire	1	1003	Internal Revenue Service		No	Yes	No	05/15/2022	28,000.57
OLDN		7682		Wire	1	1004	MN Department of Revenue Service		No	Yes	No	05/15/2022	4,454.69
OLDN		7683		Wire	1	1128	AssociatedBank		No	Yes	No	05/15/2022	1,284.38
OLDN		7684		Wire	1	1417	VOYA		No	Yes	No	05/15/2022	1,739.90
OLDN		7685		Wire	1	1558	Bill.com		No	Yes	No	05/25/2022	110.02
OLDN		7686		BP	1	1661	MN Attorney Generals Office		No	Yes	No	05/17/2022	25.00
OLDN		7687		BP	1	1661	MN Attorney Generals Office		No	Yes	No	05/17/2022	25.00
OLDN		7688		BP	1	1029	The Home Depot		No	Yes	No	05/23/2022	84.48
OLDN		7689		BP	1	1029	The Home Depot		No	Yes	No	05/23/2022	46.00
OLDN		7690		BP	1	1029	The Home Depot		No	Yes	No	05/23/2022	969.44
OLDN		7691		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	05/23/2022	5,382.49
OLDN		7692		BP	1	1098	Teachers on Call	C Corporation	No	Yes	No	05/23/2022	459.00
OLDN		7693		BP	1	1116	Strategic Staffing Solutions		No	Yes	No	05/23/2022	1,242.00
OLDN		7694		BP	1	1116	Strategic Staffing Solutions		No	Yes	No	05/23/2022	396.00
OLDN		7695		BP	1	1214	The Hanover Insurance Group		No	Yes	No	05/23/2022	5,310.44
OLDN		7696		BP	1	1240	Keys to Communication		No	Yes	No	05/23/2022	14,152.50
OLDN		7697		BP	1	1246	Sentient Healthcare	S Corporation	No	Yes	No	05/23/2022	165.00
OLDN		7698		BP	1	1302	Toshiba Financial Services		No	Yes	No	05/23/2022	2,619.40
OLDN		7699		BP	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	05/23/2022	6,300.00
OLDN		7700		BP	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	05/23/2022	3,250.00
OLDN		7701		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	05/23/2022	785.72
OLDN		7702		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	05/23/2022	647.92
OLDN		7703		BP	1	1515	Minnesota Coaches Inc		No	Yes	No	05/23/2022	5,302.60
OLDN		7704		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	05/23/2022	227.90
OLDN		7705		BP	1	1626	Kemmetmueller Photography		No	Yes	No	05/23/2022	584.00
OLDN		7706		BP	1	1634	Nitti Sanitation		No	Yes	No	05/23/2022	478.09
OLDN		7707		BP	1	1639	Navigate Care Consulting	Ind/Sole Proprietor	No	Yes	No	05/23/2022	760.00
OLDN		7708		Wire	1	1508	First Bankcard		No	Yes	No	05/20/2022	11,670.14
OLDN		7709		Wire	1	1609	GIS Benefits		No	Yes	No	05/31/2022	4,065.16
OLDN		7710		Wire	1	1632	Xcel Energy		No	Yes	No	05/31/2022	6,389.56
OLDN		7711		Wire	1	1001	Public Employee Retirement Association		No	No	No	05/31/2022	3,233.59
OLDN		7712		Wire	1	1002	Teachers Retirement Association		No	No	No	05/31/2022	17,198.49
OLDN		7713		Wire	1	1003	Internal Revenue Service		No	No	No	05/31/2022	28,407.56
OLDN		7714		Wire	1	1004	MN Department of Revenue Service		No	No	No	05/31/2022	4,542.39
OLDN		7715		Wire	1	1128	AssociatedBank		No	Yes	No	05/31/2022	1,284.38

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		7716		Wire	1 1417		VOYA		No	No	No	05/31/2022	1,739.90
										Bank Total:			\$404,542.84
										Report Total:			\$404,542.84

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1099			MN UI Fund		Wire		
				E 01	005 110 000 000 280	Unemployment Insurance		\$7,858.00	
	PO#:	Voucher #:	8250	Invoice	Invoice No: 5.4.22	5/17/2022	Paid Amt:	\$7,858.00	
							Check Amount:	\$7,858.00	
4228	OLDN	1369			BerganKDV Outsourced Services LLC		Wire		
				E 01	005 114 000 000 305	KPay Processing Fee		\$438.00	
	PO#:	Voucher #:	8249	Invoice	Invoice No: 5.13.22	5/17/2022	Paid Amt:	\$438.00	
							Check Amount:	\$438.00	
4228	OLDN	1441			Old National		Wire		
				E 01	005 112 000 000 305	Service Charge:		\$576.55	
	PO#:	Voucher #:	8251	Invoice	Invoice No: 5.16.22	5/17/2022	Paid Amt:	\$576.55	
							Check Amount:	\$576.55	
4228	OLDN	1591			PreferredOne Insurance Company		Wire		
				B 01	215 010	Health Insurance Premiums- PC02 300.100 HS		\$24,731.28	
	PO#:	Voucher #:	8252	Invoice	Invoice No: 5.3.22	5/17/2022	Paid Amt:	\$24,731.28	
							Check Amount:	\$24,731.28	
4228	OLDN	1635			USBank		Wire		
				E 01	005 850 000 348 570	Rent		\$79,429.17	
	PO#:	Voucher #:	8253	Invoice	Invoice No: 5.5.22	5/17/2022	Paid Amt:	\$79,429.17	
							Check Amount:	\$79,429.17	
4228	OLDN	1029			The Home Depot		BP		
				E 01	005 810 000 000 401	Janitorial Supplies: Bathroom and cleaning supp		\$842.12	
	PO#:	Voucher #:	8268	Invoice	Invoice No: 681008496	5/4/2022	Paid Amt:	\$842.12	
							Check Amount:	\$842.12	
4228	OLDN	1054			Integrative Therapy, LLC.		BP		
				E 01	010 420 000 740 394	COTA Services 19.42 hrs @\$74/hr		\$1,436.83	
				E 01	010 420 000 740 394	OT 31.17 hrs @\$90/hr		\$2,805.30	
	PO#:	Voucher #:	8263	Invoice	Invoice No: 3327	5/4/2022	Paid Amt:	\$4,242.13	
							Check Amount:	\$4,242.13	
4228	OLDN	1098			Teachers on Call		BP		
				E 01	010 203 000 000 305	GenED		\$459.00	
	PO#:	Voucher #:	8258	Invoice	Invoice No: 135343	5/4/2022	Paid Amt:	\$459.00	
							Check Amount:	\$459.00	
4228	OLDN	1098			Teachers on Call		BP		
				E 01	010 203 000 000 305	GenED		\$229.50	
	PO#:	Voucher #:	8259	Invoice	Invoice No: 135593	5/4/2022	Paid Amt:	\$229.50	
							Check Amount:	\$229.50	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1209			Apple		BP		
				E 01 010 630 200 000 466	iPad Mini 40 @ \$294/ea web order #101601808			\$11,760.00	
	PO#:	Voucher #:	8271	Invoice	Invoice No: AH29690681	5/4/2022		Paid Amt:	\$11,760.00
								Check Amount:	\$11,760.00
4228	OLDN	1216			Minnesota Historical Society		BP		
				E 01 010 203 000 000 369	Gr. 3 Fieldtrip			\$480.00	
	PO#:	Voucher #:	8262	Invoice	Invoice No: 26150	5/4/2022		Paid Amt:	\$480.00
								Check Amount:	\$480.00
4228	OLDN	1313			Nancy Baumann		BP		
				E 01 010 203 000 000 430	FY22 Reimb: 95 Trifold display boards			\$118.75	
	PO#:	Voucher #:	8257	Invoice	Invoice No: 4/24/2022	5/4/2022		Paid Amt:	\$118.75
								Check Amount:	\$118.75
4228	OLDN	1330			Junior Achievement		BP		
				E 01 010 203 000 000 369	Ja Biz Town Virtual Field Trip Grade 5			\$1,596.00	
	PO#:	Voucher #:	8261	Invoice	Invoice No: 2022-0512	5/4/2022		Paid Amt:	\$1,596.00
								Check Amount:	\$1,596.00
4228	OLDN	1481			Comcast		BP		
				E 01 005 110 000 000 320	FY22 Internet Services: 4.21-5.20.22 Acct#8772			\$399.85	
	PO#:	Voucher #:	8255	Invoice	Invoice No: 4/16/2022	5/4/2022		Paid Amt:	\$399.85
								Check Amount:	\$399.85
4228	OLDN	1482			Katie Grubisch		BP		
				E 01 010 203 000 000 430	FY22 Reim: Trifold Displace Board Gr 3			\$36.25	
	PO#:	Voucher #:	8256	Invoice	Invoice No: 4/23/2022	5/4/2022		Paid Amt:	\$36.25
								Check Amount:	\$36.25
4228	OLDN	1541			Business Essentials		BP		
				E 01 010 203 000 000 430	FY22 Supplies: copy paper			\$674.49	
	PO#:	Voucher #:	8273	Invoice	Invoice No: WO-1182060-1	5/4/2022		Paid Amt:	\$674.49
								Check Amount:	\$674.49
4228	OLDN	1594			InstantWhip- Minneapolis		BP		
				E 01 010 203 000 000 490	Lunch Milk			\$175.53	
	PO#:	Voucher #:	8264	Invoice	Invoice No: 4300393342	5/4/2022		Paid Amt:	\$175.53
								Check Amount:	\$175.53
4228	OLDN	1594			InstantWhip- Minneapolis		BP		
				E 01 010 203 000 000 490	Lunch Milk			\$222.18	
	PO#:	Voucher #:	8265	Invoice	Invoice No: 4300393613	5/4/2022		Paid Amt:	\$222.18
								Check Amount:	\$222.18

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1610			First American Title Insurance Company		BP		
				B 01 118 000	Title insurance-construction draw 9			\$350.00	
	PO#:	Voucher #:	8260	Invoice	Invoice No: 1724-1724138199	5/4/2022		Paid Amt:	\$350.00
								Check Amount:	\$350.00
4228	OLDN	1627			Hillyard Cleaners		BP		
				E 01 005 810 000 000 401	Janitorial Supplies: Can Liners			\$48.17	
	PO#:	Voucher #:	8267	Invoice	Invoice No: 604641947	5/4/2022		Paid Amt:	\$48.17
								Check Amount:	\$48.17
4228	OLDN	1632			Xcel Energy		BP		
				E 01 005 810 000 000 330	FY22 Electric Service			\$5,742.50	
	PO#:	Voucher #:	8269	Invoice	Invoice No: 775506685	5/4/2022		Paid Amt:	\$5,742.50
								Check Amount:	\$5,742.50
4228	OLDN	1632			Xcel Energy		BP		
				B 01 118 000	FY22 Electric Service			\$381.35	
	PO#:	Voucher #:	8270	Invoice	Invoice No: 775526930	5/4/2022		Paid Amt:	\$381.35
								Check Amount:	\$381.35
4228	OLDN	1639			Navigate Care Consulting		BP		
				E 01 010 720 000 000 305	GenED off site 0.5 hrs @ \$80/hr			\$40.00	
				E 01 010 420 000 740 394	SPED offsite 3.25 hrs @ \$80/hr			\$485.00	
	PO#:	Voucher #:	8266	Invoice	Invoice No: 4379	5/4/2022		Paid Amt:	\$525.00
								Check Amount:	\$525.00
4228	OLDN	1644			Robemy Cleaning Services LLC		BP		
				E 01 005 810 000 000 305	April Cleaning			\$6,500.00	
	PO#:	Voucher #:	8272	Invoice	Invoice No: WLA-9	5/4/2022		Paid Amt:	\$6,500.00
								Check Amount:	\$6,500.00
4228	OLDN	1649			WooTherapy LLC		BP		
				E 01 010 420 000 419 433	WooTape-MiniMax Tape Bundle SPED			\$9.74	
	PO#:	Voucher #:	8254	Invoice	Invoice No: 75	5/4/2022		Paid Amt:	\$9.74
								Check Amount:	\$9.74
4228	OLDN	1150			JR Computer Associates		BP		
				E 01 005 605 000 000 315	FY22 Monthly Contract Services: May 2022			\$1,200.00	
	PO#:	Voucher #:	8285	Invoice	Invoice No: R20221429	5/12/2022		Paid Amt:	\$1,200.00
								Check Amount:	\$1,200.00
4228	OLDN	1233			Reno Mothes		BP		
				E 01 010 404 000 740 394	DAPE Services: April-8.75 hrs @ \$70/hr			\$612.50	
	PO#:	Voucher #:	8286	Invoice	Invoice No: WLA-0061	5/12/2022		Paid Amt:	\$612.50
								Check Amount:	\$612.50

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	2.5 hrs @ \$125/hr			\$312.50	
PO#:		Voucher #:	8279	Invoice	Invoice No: 23343	5/12/2022		Paid Amt:	\$312.50
								Check Amount:	\$312.50
4228	OLDN	1249			Designs for Learning		BP		
				E 01 010 404 000 740 394	PI Consultant S.J. Poesch 2.75 hrs @\$98/hr			\$269.50	
				E 01 010 410 000 740 394	OHD Consultant S.J.Poesch 1.25 hrs @ \$98/hr			\$122.50	
				E 01 010 420 000 740 394	S.Kelley 29 hrs @ \$98/hr			\$2,842.00	
PO#:		Voucher #:	8278	Invoice	Invoice No: 22-0792	5/12/2022		Paid Amt:	\$3,234.00
								Check Amount:	\$3,234.00
4228	OLDN	1457			MSB Holdings - Woodbury LLC		BP		
				E 01 005 810 000 000 350	Common Area Maintenance May 2022			\$7,000.00	
PO#:		Voucher #:	8276	Invoice	Invoice No: 105	5/12/2022		Paid Amt:	\$7,000.00
								Check Amount:	\$7,000.00
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01 005 760 000 720 360	Busing Contract installment 10/10			\$46,639.36	
PO#:		Voucher #:	8282	Invoice	Invoice No: 50926	5/12/2022		Paid Amt:	\$46,639.36
								Check Amount:	\$46,639.36
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01 005 760 000 720 360	Busing contract fuel surcharge-April			\$1,789.99	
PO#:		Voucher #:	8283	Invoice	Invoice No: 58631	5/12/2022		Paid Amt:	\$1,789.99
								Check Amount:	\$1,789.99
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01 005 760 000 723 360	SpEd busing route #21-April			\$5,080.22	
PO#:		Voucher #:	8284	Invoice	Invoice No: 58726	5/12/2022		Paid Amt:	\$5,080.22
								Check Amount:	\$5,080.22
4228	OLDN	1518			Martin Law Firm		BP		
				E 01 005 111 000 000 305	Legal Services -April 2022			\$2,411.50	
PO#:		Voucher #:	8274	Invoice	Invoice No: 4/30/2022	5/12/2022		Paid Amt:	\$2,411.50
								Check Amount:	\$2,411.50
4228	OLDN	1555			DHH Consulting LLC		BP		
				E 01 010 405 000 740 394	DHH Services: April-8 hrs@ \$89/hr/Mileage 72 r			\$753.76	
PO#:		Voucher #:	8277	Invoice	Invoice No: 1164	5/12/2022		Paid Amt:	\$753.76
								Check Amount:	\$753.76
4228	OLDN	1594			InstantWhip- Minneapolis		BP		
				E 01 010 203 000 000 490	Lunch Milk			\$225.89	
PO#:		Voucher #:	8281	Invoice	Invoice No: 4300393912	5/12/2022		Paid Amt:	\$225.89
								Check Amount:	\$225.89

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1621			Cintas		BP		
				E 01	005 810 000 000 401 Mats service			\$83.33	
	PO#:	Voucher #:	8280	Invoice	Invoice No: 4118016068	5/12/2022	Paid Amt:	\$83.33	
							Check Amount:	\$83.33	
4228	OLDN	1654			Big River Group LLC		BP		
				E 01	005 110 000 000 305 2022 Strategic Planning Project -Final 50%			\$3,860.00	
	PO#:	Voucher #:	8275	Invoice	Invoice No: 5/2/2022	5/12/2022	Paid Amt:	\$3,860.00	
							Check Amount:	\$3,860.00	
4228	OLDN	1001			Public Employee Retirement Association		Wire		
				B 01	215 007 PERA			\$3,071.80	
	PO#:	Voucher #:	8245	Invoice	Invoice No: S2022210	5/15/2022	Paid Amt:	\$3,071.80	
							Check Amount:	\$3,071.80	
4228	OLDN	1002			Teachers Retirement Association		Wire		
				B 01	215 006 TRA			\$17,108.72	
	PO#:	Voucher #:	8247	Invoice	Invoice No: S2022210	5/15/2022	Paid Amt:	\$17,108.72	
							Check Amount:	\$17,108.72	
4228	OLDN	1003			Internal Revenue Service		Wire		
				B 01	215 002 Federal Withholding			\$8,820.11	
				B 01	215 005 FICA			\$19,180.46	
	PO#:	Voucher #:	8244	Invoice	Invoice No: S2022210	5/15/2022	Paid Amt:	\$28,000.57	
							Check Amount:	\$28,000.57	
4228	OLDN	1004			MN Department of Revenue Service		Wire		
				B 01	215 003 MN Withholding			\$4,454.69	
	PO#:	Voucher #:	8246	Invoice	Invoice No: S2022210	5/15/2022	Paid Amt:	\$4,454.69	
							Check Amount:	\$4,454.69	
4228	OLDN	1128			AssociatedBank		Wire		
				B 01	215 017 HSA			\$1,284.38	
	PO#:	Voucher #:	8243	Invoice	Invoice No: S2022210	5/15/2022	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 #:	8248	Invoice	Invoice No: S2022210	5/15/2022	Paid Amt:	\$1,739.90	
							Check Amount:	\$1,739.90	
4228	OLDN	1558			Bill.com		Wire		
				E 01	005 112 000 000 305 Bill.com monthly fee			\$110.02	
	PO#:	Voucher #:	8287	Invoice	Invoice No: 5.18.22	5/25/2022	Paid Amt:	\$110.02	
							Check Amount:	\$110.02	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1661			MN Attorney Generals Office		BP		
				E 01	005 110 000 000 305	990 Audit Filing		\$25.00	
	PO#:	Voucher #:		8288	Invoice	Invoice No: 6/30/2021	5/17/2022		
								Paid Amt:	\$25.00
								Check Amount:	\$25.00
4228	OLDN	1661			MN Attorney Generals Office		BP		
				B 01	118 000	990 Audit Filing-ABC		\$25.00	
	PO#:	Voucher #:		8289	Invoice	Invoice No: 6/30/21 ABC	5/17/2022		
								Paid Amt:	\$25.00
								Check Amount:	\$25.00
4228	OLDN	1029			The Home Depot		BP		
				E 01	005 810 000 000 401	Janitorial Supplies: trash liners		\$84.48	
	PO#:	Voucher #:		8307	Invoice	Invoice No: 68178042	5/23/2022		
								Paid Amt:	\$84.48
								Check Amount:	\$84.48
4228	OLDN	1029			The Home Depot		BP		
				E 01	005 810 000 000 401	Janitorial Supplies: Sand weights		\$46.00	
	PO#:	Voucher #:		8308	Invoice	Invoice No: 682834551	5/23/2022		
								Paid Amt:	\$46.00
								Check Amount:	\$46.00
4228	OLDN	1029			The Home Depot		BP		
				E 01	005 810 000 000 401	Janitorial Supplies: soap, bleach, bath tissue, pa		\$969.44	
	PO#:	Voucher #:		8309	Invoice	Invoice No: 683368005	5/23/2022		
								Paid Amt:	\$969.44
								Check Amount:	\$969.44
4228	OLDN	1054			Integrative Therapy, LLC.		BP		
				E 01	010 420 000 740 394	COTA Services 28.75 hrs @\$74/hr		\$2,127.49	
				E 01	010 420 000 740 394	OT 36.17 hrs @\$90/hr		\$3,255.00	
	PO#:	Voucher #:		8299	Invoice	Invoice No: 3353	5/23/2022		
								Paid Amt:	\$5,382.49
								Check Amount:	\$5,382.49
4228	OLDN	1098			Teachers on Call		BP		
				E 01	010 400 000 000 305	S. Nelson		\$459.00	
	PO#:	Voucher #:		8297	Invoice	Invoice No: 136116	5/23/2022		
								Paid Amt:	\$459.00
								Check Amount:	\$459.00
4228	OLDN	1116			Strategic Staffing Solutions		BP		
				E 01	010 411 000 740 394	J. Kent 17.75 hr @ \$72/hr		\$1,242.00	
	PO#:	Voucher #:		8292	Invoice	Invoice No: 10175-32A	5/23/2022		
								Paid Amt:	\$1,242.00
								Check Amount:	\$1,242.00
4228	OLDN	1116			Strategic Staffing Solutions		BP		
				E 01	010 402 000 740 394	C. Milostan 5.5 hr @ \$72/hr		\$396.00	
	PO#:	Voucher #:		8293	Invoice	Invoice No: 10175-32B	5/23/2022		
								Paid Amt:	\$396.00
								Check Amount:	\$396.00

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1214			The Hanover Insurance Group		BP		
				B 01 118 000	Building Company Insurance			\$5,310.44	
	PO#:	Voucher #:	8290	Invoice	Invoice No: 5/2/2022	5/23/2022		Paid Amt: \$5,310.44	
								Check Amount: \$5,310.44	
4228	OLDN	1240			Keys to Communication		BP		
				E 01 010 401 000 740 394	146.75 hrs @ \$90/hr, + 21 hrs @\$45/hr Mileage			\$14,152.50	
	PO#:	Voucher #:	8291	Invoice	Invoice No: 9201744	5/23/2022		Paid Amt: \$14,152.50	
								Check Amount: \$14,152.50	
4228	OLDN	1246			Sentient Healthcare		BP		
				E 01 010 405 000 740 394	Audiology: 1.5 hrs @ \$110/hr			\$165.00	
	PO#:	Voucher #:	8296	Invoice	Invoice No: 125548	5/23/2022		Paid Amt: \$165.00	
								Check Amount: \$165.00	
4228	OLDN	1302			Toshiba Financial Services		BP		
				E 01 010 203 000 000 401	Overages			\$1,330.75	
				E 01 010 605 000 000 560	FY22 Copier Lease			\$1,288.65	
	PO#:	Voucher #:	8303	Invoice	Invoice No: 5020092438	5/23/2022		Paid Amt: \$2,619.40	
								Check Amount: \$2,619.40	
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP		
				E 01 005 113 000 000 305	FY22 May Financial Management and Account S			\$6,300.00	
	PO#:	Voucher #:	8294	Invoice	Invoice No: 1163983	5/23/2022		Paid Amt: \$6,300.00	
								Check Amount: \$6,300.00	
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP		
				B 01 118 000	FY22 May BC Financial Management and Accou			\$3,250.00	
	PO#:	Voucher #:	8295	Invoice	Invoice No: 1164159 ABC	5/23/2022		Paid Amt: \$3,250.00	
								Check Amount: \$3,250.00	
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01 005 760 000 733 360	Fieldtrip busing: MN History Center Gr.3			\$785.72	
	PO#:	Voucher #:	8305	Invoice	Invoice No: 59224	5/23/2022		Paid Amt: \$785.72	
								Check Amount: \$785.72	
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01 005 760 000 733 360	Fieldtrip busing: MN Zoo Gr. 7/8			\$647.92	
	PO#:	Voucher #:	8306	Invoice	Invoice No: 59225	5/23/2022		Paid Amt: \$647.92	
								Check Amount: \$647.92	
4228	OLDN	1515			Minnesota Coaches Inc		BP		
				E 01 005 760 000 723 360	FY22 SPED Busing April			\$5,302.60	
	PO#:	Voucher #:	8304	Invoice	Invoice No: 58989	5/23/2022		Paid Amt: \$5,302.60	
								Check Amount: \$5,302.60	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1594			InstantWhip- Minneapolis		BP
				E 01 010 203 000 000 490	Lunch Milk	\$227.90	
PO#:	Voucher #:	8300	Invoice	Invoice No:	4300394207	5/23/2022	Paid Amt: \$227.90
							Check Amount: \$227.90
4228	OLDN	1626			Kemmetmueller Photography		BP
				R 01 005 000 000 000 619	Yearbooks	\$1,846.50	
				R 01 005 000 000 000 619	online sales of yearbooks	(\$1,262.50)	
PO#:	Voucher #:	8302	Invoice	Invoice No:	491	5/23/2022	Paid Amt: \$584.00
							Check Amount: \$584.00
4228	OLDN	1634			Nitti Sanitation		BP
				E 01 005 810 000 000 330	FY22 May Trash Services	\$478.09	
PO#:	Voucher #:	8298	Invoice	Invoice No:	294909	5/23/2022	Paid Amt: \$478.09
							Check Amount: \$478.09
4228	OLDN	1639			Navigate Care Consulting		BP
				E 01 010 720 000 000 305	GenED off site 3.75 hrs @ \$80/hr	\$300.00	
				E 01 010 420 000 740 394	SPED offsite 5.75 hrs @ \$80/hr	\$460.00	
PO#:	Voucher #:	8301	Invoice	Invoice No:	4418	5/23/2022	Paid Amt: \$760.00
							Check Amount: \$760.00
4228	OLDN	1508			First Bankcard		Wire
				E 01 005 110 000 000 320	4/20/2022-Tmobile-Cell phone 3/2-4/1/22-ED &	\$130.00	
				E 01 005 110 000 000 405	4/22/2022-Adobe Acropro Subs-Adobe Pro subs	\$14.99	
				E 01 005 810 000 000 335	4/25/2022-Stuff it Moving & Storage-Monthly sto	\$214.00	
				E 01 005 810 000 000 335	4/25/2022-Stuff it Moving & Storage-Monthly sto	\$184.00	
				E 01 005 110 000 000 320	4/28/2022-Sangoma US-SipStation subscription	\$58.23	
				E 01 005 110 000 000 820	4/29/2022-AmazonPrime-Prime membership rer	\$139.00	
				E 01 005 110 000 000 305	5/2/2022-TruthFinder-Online background ck ser	\$28.05	
				E 01 005 110 000 000 305	5/5/2022-Raptor Technologies-Background chec	\$64.00	
				E 01 005 110 000 000 320	5/7/2022-Humblefax-Fax service-5/7/22-6/7/22	\$10.00	
				E 01 005 110 000 000 329	5/10/2022-USPS-Postage-MN tax filings, report	\$660.10	
				E 01 005 810 000 000 335	5/10/2022-Stuff it Moving & Storage-Monthly sto	\$214.00	
				E 01 010 422 000 740 433	4/12/2022-Amazon-Various Social Skills/Behavir	\$117.32	
				E 01 010 422 000 740 433	4/12/2022-Responsive Counselor-Elementary G	\$72.95	
				E 01 010 422 000 740 433	4/12/2022-Amazon-2 Apple iPad mini tablets	\$458.00	
				E 01 010 422 000 740 433	4/12/2022-Amazon-Various Social Skills/Emotioi	\$162.16	
				E 01 010 422 000 740 433	4/12/2022-Amazon-Stop, Relax & Think Games	\$119.90	
				E 01 010 422 000 740 433	4/13/2022-Amazon-Social Skills Games, Emotio	\$263.86	
				E 01 010 422 000 740 433	4/12/2022-Think Social Publishing-We Thinkers	\$570.16	
				E 01 010 422 000 740 433	4/13/2022-Amazon-Various fidgets, crafts, toys,	\$224.21	
				E 01 010 422 000 740 433	4/13/2022-Amazon-Calm Down Classroom kit (2	\$107.90	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

6/2/2022

12:51:05

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508			First Bankcard		Wire
				E 01	010 422 000 740 433	4/13/2022-Amazon-Various "Train Your Dragon"	\$59.58
				E 01	010 422 000 740 433	4/13/2022-Amazon-Various Social Skills/Emotio	\$101.92
				E 01	010 422 000 740 433	4/13/2022-Amazon-Various "Train Your Dragon"	\$83.38
				E 01	010 422 000 740 433	4/20/2022-Committee for Children-Second Step	\$2,329.00
				E 01	005 810 000 000 401	4/25/2022-The Home Depot-Wallplates-safety p	\$10.43
				E 01	005 810 000 000 401	5/9/2022-HomeDepot-6" stainless steel cover pl:	\$18.84
				E 01	005 810 000 000 330	5/11/2022-City of Woodbury-Water & sewer 2/2t	\$413.81
				E 01	005 810 000 000 401	5/11/2022-Amazon-Replacement air purifier filter	\$79.00
				E 01	005 110 000 000 401	4/25/2022-Walmart-Colored dot stickers for Stra	\$3.98
				E 01	005 110 000 000 490	4/26/2022-Target-Board meeting snacks-Cheez-	\$5.89
				E 01	005 110 000 000 490	4/26/2022-Target-Board meeting snacks-Chex N	\$5.99
				E 01	005 810 000 000 335	4/27/2022-Woodbury Parks & Recreat-Park rese	\$100.00
				E 01	010 203 000 000 430	4/12/2022-Home Science Tools-Electromagnetic	\$66.85
				E 01	010 203 000 000 460	4/13/2022-Thrift Books Global-Text: The Maze F	\$50.25
				E 01	010 203 000 000 430	4/13/2022-Amazon-Large eye needles-MS Scier	\$5.99
				E 01	010 203 000 000 430	4/13/2022-Amazon-Cork plugs & C batteries-ME	\$24.28
				E 01	010 640 000 316 366	4/13/2022-ASCD Membership-ASCD Webinar (\$95.00
				E 01	010 640 000 316 366	4/13/2022-ASCD Membership-ASCD Webinar (\$95.00
				E 01	010 630 000 000 456	4/15/2022-Amazon-Chromebook replacement sc	\$140.40
				R 01	005 000 000 000 620	4/18/2022-Amazon-School store-merchandise fc	\$7.49
				E 01	010 630 000 000 406	4/18/2022-Learning A-Z-Online ELL Literacy pro	\$68.00
				E 01	010 203 000 000 401	4/21/2022-Amazon-Black stacking stools set of :	\$143.85
				E 01	010 203 000 000 430	4/25/2022-Cub Foods-Straws-PE Field Day (suk	\$4.24
				E 01	010 630 000 000 456	4/25/2022-Amazon-Replacement lamp-SmartBo	\$57.98
				E 01	010 203 000 000 430	4/25/2022-Amazon-Owl pellets for dissection-Gr	\$68.90
				R 01	005 000 000 000 620	4/25/2022-Amazon-School store-merchandise fc	\$7.49
				R 01	005 000 000 000 620	4/25/2022-Amazon-School store-various mercha	\$127.92
				E 01	010 203 000 000 430	4/25/2022-Walmart-Petro jelly-Gr 4 CKSci / PE	\$59.01
				E 01	010 203 000 000 430	4/25/2022-Walmart-Bottled water-PE Field Day :	\$5.98
				E 01	010 203 000 000 430	4/26/2022-Carolina Biologic Supply-Aluminum d	\$108.88
				E 01	010 203 000 000 430	4/27/2022-Amazon-Disposable aprons for disse	\$14.99
				E 01	010 630 000 000 456	4/27/2022-Amazon-Replacement lamp-SmartBo	\$26.10
				E 01	010 203 000 000 369	4/27/2022-Woodbury Parks & Recreat-Park rese	\$140.00
				E 01	010 203 000 000 401	4/28/2022-Decker Equipment-Replacement lunc	\$77.99
				E 01	010 203 000 000 369	4/29/2022-Dodge Nature Ctr-Nature Center Fiel	\$1,176.00
				E 01	010 203 000 000 430	4/29/2022-OTC Brands-Mini bubbles (Gr 4) & C	\$7.26
				E 01	010 203 000 000 430	5/1/2022-Amazon-Plastic straws for PE Field da	\$5.99
				E 01	010 203 000 000 430	5/2/2022-Amazon-Water balloons-Gr 6	\$22.85

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508			First Bankcard		Wire
			E	01	010 203 000 000 430	5/1/2022-OfficeMaxDepot-3 reams colored copy	\$25.00
			E	01	010 203 000 000 430	5/2/2022-Amazon-Owl pellets for dissection-Gr t	\$73.80
			E	01	010 203 000 000 430	5/2/2022-Menards-Orange marking paint & sanc	\$75.66
			E	01	010 203 000 000 430	5/3/2022-Morely Athletic Supply-19" jumbo poly :	\$227.98
			E	01	010 203 000 000 430	5/5/2022-Amazon-Photo note cards-Gr 6 WolfR	\$14.99
			E	01	010 203 000 000 460	5/6/2022-Amazon-Texts: Dr Heidegger's Experin	\$86.90
			E	01	010 203 000 000 430	5/6/2022-Menards-Clay pots & soil-Gr 2 CKSci ,	\$106.20
			E	01	010 630 000 000 456	5/8/2022-Amazon-Replacement lamps (2)-Smar	\$52.20
			E	01	010 203 000 000 430	5/8/2022-Cub Foods-Credit -returned straws toc	(\$4.24)
			E	01	010 203 000 000 430	5/8/2022-Menards-Clay pots & seeds-Gr 2 CKS	\$35.01
			E	01	010 203 000 000 490	5/9/2022-Costco-Go-gurts, applesauce-Pizza Fr	\$112.57
			E	01	010 203 000 000 401	5/9/2022-Costco-Paper plates-Pizza Friday	\$19.49
			E	01	010 203 000 000 490	5/9/2022-Costco-Popcorn-Gr 2 year end	\$55.96
			E	01	010 203 000 000 430	5/9/2022-Amazon-Plastic straws for PE Field da	\$5.99
			E	01	010 203 000 000 430	5/1/2000-Amazon-Pop Up Soccer Goals (2 sets	\$219.90
			E	01	010 630 000 000 456	5/11/2022-Amazon-Notebook AC adapter	\$20.00
			E	01	010 720 000 170 401	4/14/2022-Amazon-Disposable face masks-chilc	\$149.98
			E	01	010 720 000 000 401	4/26/2022-Target-Storage tubs-extra uniform, sc	\$20.78
			E	01	010 201 000 000 430	4/19/2022-Amazon-Disposable gloves (child siz	\$35.96
			E	01	010 201 000 000 430	4/26/2022-Amazon-Butterfly kits (2) & caterpillar	\$96.25
			E	01	010 201 000 000 460	4/29/2022-Scholastic-Texts: On our Way to First	\$187.91
			E	01	010 201 000 000 430	5/2/2022-Amazon-Bubble wands-K graduation	\$58.62
			E	01	010 201 000 000 490	5/9/2022-Costco-Juice boxes, gluten free rice sr	\$45.36
			E	01	010 420 000 419 433	4/12/2022-Hawthorne Educational Ser-ASD Inte	\$182.00
			E	01	010 420 000 419 433	4/18/2022-Amazon-Bag of balls (basket, foot, sc	\$71.19
			E	01	010 420 000 419 433	4/19/2022-Amazon-Wobble chair 17.75"	\$78.99
			E	01	010 420 000 419 433	4/19/2022-Super Duper Publications-Credit tax-l	(\$67.11)
			E	01	010 420 000 419 433	4/29/2022-Amazon-Sensory chew necklaces /w	\$13.49
			E	01	010 420 000 419 433	5/5/2022-Amazon-Plastic pinwheels (24)	\$11.99
			E	01	010 420 000 419 433	5/9/2022-Amazon-Dog Tag sensory chew neckla	\$18.99
			E	01	010 420 000 419 433	5/11/2022-Walmart-Supplies for SpEd student C	\$4.99
PO#:	Voucher #:	8310	Invoice	Invoice No:	5.20.22	5/20/2022	Paid Amt: \$11,670.14
							Check Amount: \$11,670.14

4228	OLDN	1609			GIS Benefits		Wire
			B	01	215 013	Life/LTD/STD:	\$1,962.74
			B	01	215 009	Dental:	\$1,583.51
			B	01	215 021	Vision	\$351.91
			B	01	215 020	PPL:	\$117.00

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1609			GIS Benefits		Wire		
				E 01	005 110 000 000 305 Admin Fees			\$50.00	
	PO#:	Voucher #:	8318	Invoice	Invoice No: 15810AG20220601	5/31/2022		Paid Amt:	\$4,065.16
								Check Amount:	\$4,065.16
4228	OLDN	1632			Xcel Energy		Wire		
				B 01	118 000 FY22 Electric Service			\$6,389.56	
	PO#:	Voucher #:	8317	Invoice	Invoice No: 779518899	5/31/2022		Paid Amt:	\$6,389.56
								Check Amount:	\$6,389.56
4228	OLDN	1001			Public Employee Retirement Association		Wire		
				B 01	215 007 PERA			\$3,233.59	
	PO#:	Voucher #:	8313	Invoice	Invoice No: S2022220	5/31/2022		Paid Amt:	\$3,233.59
								Check Amount:	\$3,233.59
4228	OLDN	1002			Teachers Retirement Association		Wire		
				B 01	215 006 TRA			\$17,198.49	
	PO#:	Voucher #:	8315	Invoice	Invoice No: S2022220	5/31/2022		Paid Amt:	\$17,198.49
								Check Amount:	\$17,198.49
4228	OLDN	1003			Internal Revenue Service		Wire		
				B 01	215 002 Federal Withholding			\$8,963.96	
				B 01	215 005 FICA			\$19,443.60	
	PO#:	Voucher #:	8312	Invoice	Invoice No: S2022220	5/31/2022		Paid Amt:	\$28,407.56
								Check Amount:	\$28,407.56
4228	OLDN	1004			MN Department of Revenue Service		Wire		
				B 01	215 003 MN Withholding			\$4,542.39	
	PO#:	Voucher #:	8314	Invoice	Invoice No: S2022220	5/31/2022		Paid Amt:	\$4,542.39
								Check Amount:	\$4,542.39
4228	OLDN	1128			AssociatedBank		Wire		
				B 01	215 017 HSA			\$1,284.38	
	PO#:	Voucher #:	8311	Invoice	Invoice No: S2022220	5/31/2022		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 #:	8316	Invoice	Invoice No: S2022220	5/31/2022		Paid Amt:	\$1,739.90
								Check Amount:	\$1,739.90
								Report Total:	\$404,542.84

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
1807	4228	OLDN	CR0522													
FY22 Donations																
				1813	Credit	A	05/10/22	Check	1	DONATEDonations						
							4228	R	01 005 000 000 000 096	Fy22 MightyCause donations					20.00	0.00
														Receipt Total:	\$20.00	\$0.00
														Deposit Total:	\$20.00	\$0.00
1808	4228	OLDN	CR0522													
FY22 IDEAS																
				1814	Credit	A	05/13/22	Check	1	M	Miscellaneous Customer					
							4228	R	01 005 000 000 000 211	FY22 Gen Ed Aid					258,020.30	0.00
														Receipt Total:	\$258,020.30	\$0.00
														Deposit Total:	\$258,020.30	\$0.00
1809	4228	OLDN	CR0522													
FY22 Donations																
				1815	Credit	A	05/31/22	Check	1	DONATEDonations						
							4228	R	01 005 000 000 000 096	Amazon Smile					70.83	0.00
														Receipt Total:	\$70.83	\$0.00
														Deposit Total:	\$70.83	\$0.00
1810	4228	OLDN	CR0522													
FY22 May Interest																
				1816	Credit	A	05/31/22	Check	1	I	Interest					
							4228	R	01 005 000 000 000 092	Interest Earnings					579.97	0.00
														Receipt Total:	\$579.97	\$0.00
														Deposit Total:	\$579.97	\$0.00
1811	4228	OLDN	CR0522													
FY22 IDEAS																
				1817	Credit	A	05/27/22	Check	1	M	Miscellaneous Customer					
							4228	R	01 005 000 000 000 211	FY22 Gen Ed Aid					249,765.24	0.00
							4228	R	01 005 000 000 348 300	FY22 Charter Sch Lease					8,255.07	0.00
														Receipt Total:	\$258,020.31	\$0.00
														Deposit Total:	\$258,020.31	\$0.00
1812	4228	OLDN	CR0522													
5.26.22 Deposit #1																
				1818	Credit	A	05/26/22	Check	1	M	Miscellaneous Customer					
							4228	R	01 005 000 000 000 050	T-shirt Contest sales					1,728.00	0.00
														Receipt Total:	\$1,728.00	\$0.00
														Deposit Total:	\$1,728.00	\$0.00

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount		
1813	4228	OLDN	CR0522															
5.26.22 Deposit #2																		
				1819	Credit	A	05/26/22	Check	1	M							Miscellaneous Customer	
							4228	R	01	005	000	000	000	050			Yearbook Sales	
																	2,455.00	0.00
														Receipt Total:	\$2,455.00	\$0.00		
														Deposit Total:	\$2,455.00	\$0.00		
1814	4228	OLDN	CR0522															
5.26.22 Deposit #3																		
				1820	Credit	A	05/26/22	Check	1	M							Miscellaneous Customer	
							4228	R	01	005	000	000	000	050			Milk Sales	
							4228	R	01	005	000	000	000	050			Gr 6 Wolf Ridge Fieldtripf	
							4228	R	01	005	000	000	000	050			Gr 5 BizTown Fieldtrip	
							4228	R	01	005	000	000	000	050			DC Trip	
							4228	R	01	005	000	000	000	096			Boxtop Donations	
							4228	R	01	005	000	000	372	071			MA IEP 3rd Party	
																	493.55	0.00
																	110.00	0.00
																	1,040.00	0.00
																	729.00	0.00
																	31.40	0.00
																	361.16	0.00
														Receipt Total:	\$2,765.11	\$0.00		
														Deposit Total:	\$2,765.11	\$0.00		
1815	4228	OLDN	CR0522															
5.31.22 Deposit																		
				1821	Credit	A	05/31/22	Check	1	M							Miscellaneous Customer	
							4228	R	01	005	000	106	000	620			School Store Sales	
							4228	E	01	010	203	000	000	369			Gr 7/8 Mn Zoo Fieldtrip Refun	
							4228	R	01	005	000	000	000	050			Gr. 4 Children's Theater FT	
							4228	R	01	005	000	000	000	050			Gr 2 Dodge Nature Center FT	
																	317.77	0.00
																	48.00	0.00
																	505.00	0.00
																	1,658.01	0.00
														Receipt Total:	\$2,528.78	\$0.00		
														Deposit Total:	\$2,528.78	\$0.00		
														Report Total:	\$526,188.30	\$0.00		

WOODBURY LEADERSHIP ACADEMY Journal Entry Listing

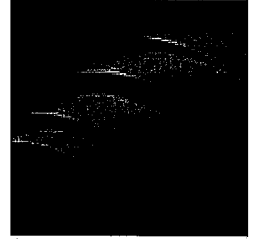
JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
4607	202211	05/31/2022	P	JE		FUND 50 thru 5.31.22	First American Title April	B	50	205	000				Due To Other Funds	0.00	350.00
							Best & Flanagan April	B	50	205	000				Due To Other Funds	0.00	1,500.00
							Xcel April	B	50	205	000				Due To Other Funds	0.00	226.51
							Best & Flanagan April	B	50	205	000				Due To Other Funds	0.00	2,186.95
							First American Title May	B	50	205	000				Due To Other Funds	0.00	350.00
							Xcel May	B	50	205	000				Due To Other Funds	0.00	381.35
							Mn Attorney General 990 fee	B	50	205	000				Due To Other Funds	0.00	25.00
							Hanover Ins May	B	50	205	000				Due To Other Funds	0.00	5,310.44
							Bergan May	B	50	205	000				Due To Other Funds	0.00	3,250.00
							Xcel May	B	50	205	000				Due To Other Funds	0.00	6,389.56
							First American Title April	E	50	005	110	000	000	305	Consult/Fees For Svc	350.00	0.00
							First American Title May	E	50	005	110	000	000	305	Consult/Fees For Svc	350.00	0.00
							Mn Attorney General 990 fee	E	50	005	110	000	000	305	Consult/Fees For Svc	25.00	0.00
							Bergan May	E	50	005	110	000	000	305	Consult/Fees For Svc	3,250.00	0.00
							Best & Flanagan April	E	50	005	111	000	000	305	Consult/Fees For Svc	1,500.00	0.00
							Best & Flanagan April	E	50	005	111	000	000	305	Consult/Fees For Svc	2,186.95	0.00
							Xcel April	E	50	005	810	000	000	330	Utility Services	226.51	0.00
							Xcel May	E	50	005	810	000	000	330	Utility Services	381.35	0.00
								E	50	005	810	000	000	330	Utility Services	6,389.56	0.00
							Hanover Ins May	E	50	005	940	000	000	340	Insurance	5,310.44	0.00
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: right;">\$19,969.81</td> <td style="text-align: right;">\$19,969.81</td> </tr> </table>																\$19,969.81	\$19,969.81
\$19,969.81	\$19,969.81																

State contract pricing

TOSHIBA

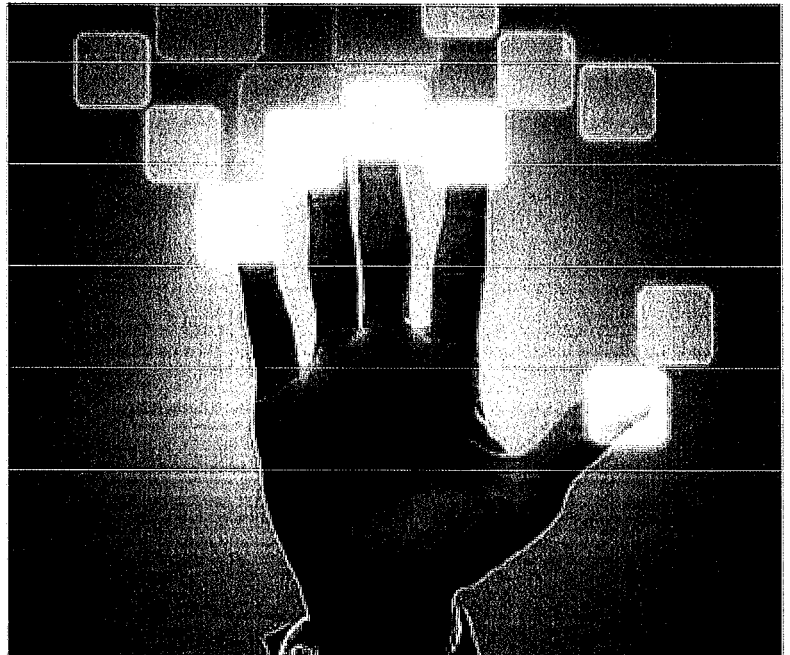
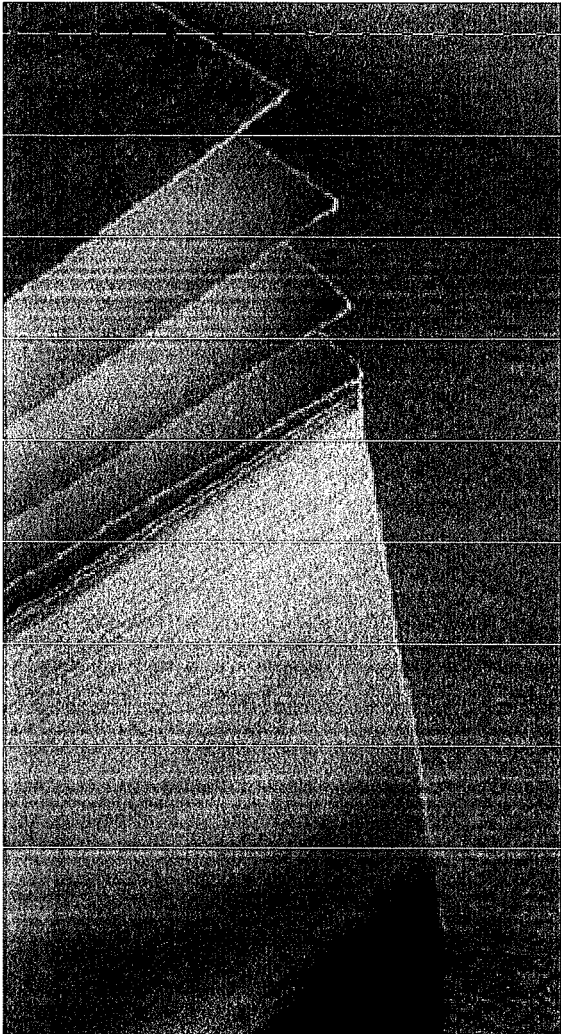
BUSINESS SOLUTIONS

Minnesota



Woodbury Leadership Academy

April 10th 2022
Nancy Baumann
Prepared By:
Edward Hiykel



Considerations

There are many reasons to do business on the State of MN contract I just wanted to touch on a few

Financial

- Pricing
- Locked service rates for term
- Bundled service pool or zero based service contract.
- Service to include all supplies(Toner, Staples)
- NO documentation fees
- NO charge for shipping supplies
- NO trip charges or fuel charges
- NO return charges at end of term
-

Highlights and Enhancements Toshiba New Series

- 10" Customizable user interface
 - Create custom look and job build
 - Ability to run classic mode (same look as previous)
- 300 sheet capacity dual sided document feeder able to produce speeds of 240 scans per minute (optional)
 - New document feeder is three times the size and speed of previous generation
- FIPS 140-2 Security
 - Self encrypting hard drive with Automatic Drive invalidation (similar to raid)
 - Data Overwrite
- Higher environmental standards -EPEAT GOLD
 - RoHS compliance system using recycled plastics
 - Lowest amount of packing material
 - Energy Star v2.0 (.6 watt low power mode)
- Print Around
 - More robust print menus allow print around to be more accessible for end users
- Lower production decibels
 - Thicker coverings and mechanical improvements make this system much quieter while in use
- Faster Speeds
 - Industry leading first copy and warm up speeds, dual core processor
- Toshiba Ecloud Service
 - With Toshiba Ecloud we do four main things.
 1. ATR- Automatic Toner Replenishment
 - the system will automatically notify us when toner is low and we will send it directly
 2. AMR - Automatic Meter Reading
 - Meters will be sent automatically
 3. Cloud Service
 - With cloud service we can remotely update firmware and other settings
 4. Toshiba Elcloud Monitoring
 - With Elcloud Monitoring we monitor sensor codes moving to a more proactive rather than reactive service

TOSHIBA

BUSINESS SOLUTIONS

Current Situation

- Toshiba 8518a (85BW), 5518a(55BW), and 5516act(65BW/55C)
 - 36month rental contract \$987.76/month
 - Toshiba 8518a (85BW), 5518a(55BW), and 5516act(65BW/55C)
 - Monthly service base \$300.90/Month reconciled monthly
 - Includes 85,000BW, overages at .00354/page
 - All color billed at .035/page
 - Annual volume 785K BW and 170K Color
 - Annual service spend \$9,823.39
- more detail on financial considerations page

Solution

- New Toshiba 5516act (includes fax), 5518a, 8518a

Investment SOMN

~~36month.....\$837.19/Month - 3 yr~~

or

60month.....\$578.75/Month - 5 yr

Service Contract

Includes all parts, labor, travel, IT help desk connectivity support, and toner.

Lock Rate SOMN contract

All BW@ .0041 (this will save you money than your current .00354 with a 85k base)

All Color @.0385 (This is almost exactly the same .035)

Meters reconciled quarterly

CPC just pay for the copies you use.

Move now, save \$150/month!

Current		Proposed	
Equipment spend	\$ 987.76	Equipment spend	\$ 837.19
Service average	\$ 818.62	Service average	\$ 808.43
	\$ 1,806.38		\$ 1,645.62

Note you can add on an extra

36 month 5516 for \$255 or a 5518 for \$180

60 month 5516 for \$171 or a 5518 for \$121

Also since service rates are locked you could benefit from an additional \$200/month savings on a 60 month.

Service requirement increases 15% per year after 3 years
State contract set for lease pd.

TOSHIBA

Current thru Sept 30

TOSHIBA

BUSINESS SOLUTIONS

Service Breakdown – Current

Current						
Month	Volume	Base	overage	Rate	over cost	Base charge
April	77,581	85,000	NA	0.00354		\$ 300.90
May	65,096	85,000	NA	0.00354		\$ 300.90
June	12,536	85,000	NA	0.00354		\$ 300.90
July	5,959	85,000	NA	0.00354		\$ 300.90
Aug	-	85,000	NA	0.00354		\$ 300.90
Sept	47,292	85,000	NA	0.00354		\$ 300.90
Oct	114,128	85,000	29,128	0.00354	\$ 103.11	\$ 300.90
Nov	107,318	85,000	22,318	0.00354	\$ 79.01	\$ 300.90
Dec	67,516	85,000	NA	0.00354		\$ 300.90
Jan	112,277	85,000	27,277	0.00354	\$ 96.56	\$ 300.90
Feb	78,875	85,000	NA	0.00354		\$ 300.90
March	95,887	85,000	10,887	0.00354	\$ 38.54	\$ 300.90
	784,465			BW	\$ 317.22	\$ 3,610.80
					BW total	\$ 3,928.02

Month	Volume	Rate	Charge
April	9,672	0.035	\$ 338.52
May	8,114	0.035	\$ 283.99
June	13,297	0.035	\$ 465.40
July	19,442	0.035	\$ 680.47
Aug	-	0.035	\$ -
Sept	8,424	0.035	\$ 294.84
Oct	22,090	0.035	\$ 773.15
Nov	16,252	0.035	\$ 568.82
Dec	12,935	0.035	\$ 452.73
Jan	16,754	0.035	\$ 586.39
Feb	18,753	0.035	\$ 656.36
March	22,706	0.035	\$ 794.71
	168,439	CLR	\$ 5,895.37

BW costs	\$ 3,928.02
Color Cost	\$ 5,895.37
	\$ 9,823.39

Service Breakdown – Proposed

Proposed			
Month	Volume	Rate	Charge
April	77,581	0.0041	\$ 318.08
May	65,096	0.0041	\$ 266.89
June	12,536	0.0041	\$ 51.40
July	5,959	0.0041	\$ 24.43
Aug	-	0.0041	\$ -
Sept	47,292	0.0041	\$ 193.90
Oct	114,128	0.0041	\$ 467.92
Nov	107,318	0.0041	\$ 440.00
Dec	67,516	0.0041	\$ 276.82
Jan	112,277	0.0041	\$ 460.34
Feb	78,875	0.0041	\$ 323.39
March	95,887	0.0041	\$ 393.14
		BW total	\$ 3,216.31
Month	Volume	Rate	Charge
April	9,672	0.0385	\$ 372.37
May	8,114	0.0385	\$ 312.39
June	13,297	0.0385	\$ 511.93
July	19,442	0.0385	\$ 748.52
Aug	-	0.0385	\$ -
Sept	8,424	0.0385	\$ 324.32
Oct	22,090	0.0385	\$ 850.47
Nov	16,252	0.0385	\$ 625.70
Dec	12,935	0.0385	\$ 498.00
Jan	16,754	0.0385	\$ 645.03
Feb	18,753	0.0385	\$ 721.99
March	22,706	0.0385	\$ 874.18
		Color total	\$ 6,484.90
BW costs	\$ 3,216.31		
Color Cost	\$ 6,484.90		
	\$ 9,701.21	\$ 808.43	



***MONARCH BUS SERVICE, Inc.
MINNESOTA COACHES, Inc.***



Safety, Service, Satisfaction...

**TRANSPORTATION SERVICE AGREEMENT
WOODBURY LEADERSHIP ACADEMY
2022-2023 SCHOOL YEAR**

Original For Signature

Section I Introduction of Terms and Parties

1.1 PREAMBLE AND PARTIES

THIS TRANSPORTATION SERVICES CONTRACT (this “**Contract**” or this “**Agreement**”) is entered into by and between **Woodbury Leadership Academy** a nonprofit corporation organized and existing under the laws of the State of Minnesota and located at **8089 Globe Dr, Woodbury, MN 55125** (sometimes referred to collectively as “**School**”), and **Monarch Bus Service, Inc.**, a Minnesota corporation with its principal place of business located at 743 Taft St NE, Minneapolis, Minnesota 55113 (referred to herein as the “**Contractor**”) (collectively, the “**Parties**”).

The Contractor is a provider of school bus and related transportation services, including regular weekday school routes (“**Regular Routes**”), field trip and extracurricular charter trips (“**Field Trips**”), after-school activity routes (“**Activity Routes**”), transportation for special needs students (“**Special Needs Routes**”), and summer school routes (“**Summer Routes**”). Regular Routes, Field Trips, Activity Routes, Special Needs Routes, and Summer Routes are sometimes referred to collectively in this Agreement as the “**Services**”.

The School is a charter school under the laws of the State of Minnesota that desires to obtain the Services from the Contractor. The Contractor and the School desire to enter into this Agreement to set forth their respective rights and obligations with regard to the Services.

1.2 TERM OF CONTRACT

The term of this Contract (the “**Term**”) shall be a period of one year, commencing June 12, 2022 (the “**Commencement Date**”), and terminating June 12, 2023 (the “**Termination Date**”), unless earlier terminated or extended pursuant to the terms and conditions set forth herein.

1.3 TRANSPORTATION BOUNDARIES

The boundaries of this contracted transportation service shall be agreed upon and shall be set within the city of Woodbury, and within the boundaries of Independent School District 622 (North St. Paul – Oakdale – Maplewood) and Independent School District # 833 (So. Wash Co) including Cottage Grove, St. Paul Park, and Newport. Service may be expanded into other areas by mutual agreement.

Routes for each school year during the term shall be determined in substantially final form no later than ten (10) days prior to the first day of school.

1.4 SCHOOL TIMES AND TRIP LENGTHS

- (a) Buses will be scheduled to arrive at the school, by **9:20** am each day. Buses will be scheduled to arrive at the school by **3:55 pm Monday through Friday**, for dismissal beginning at **4:00 pm**. Buses will be scheduled to depart no later than **4:05 pm**.
- (b) Number of School Days. The “**school**” will provide the “**contractor**” with a school calendar prior to the start of school and will hold classes a minimum of **172** school days. Any extra costs related to additional service days, early dismissals or late starts other than described above, will be the responsibility of the “**school**” and will be billed accordingly by the “**contractor**”.

- (c) Route Length and Boundaries. The Contractor's rates for Regular Routes, as set forth below, are based upon Services within the Regular Boundaries and route times under sixty (60) minutes. The Parties understand that alterations to the Regular Route boundaries and/or the anticipated maximum route time of 60 minutes will cause Contractor to incur additional costs. Such additional costs shall be paid by the School, as set forth herein. Services outside of the Regular Boundaries, beyond the expected time-limits, or otherwise outside of the scope of Services provided under this Agreement shall be performed at the sole and absolute discretion of Contractor, and School shall be liable for all extra expenses incurred as a result of Services provided outside of the Regular Boundaries, beyond the expected route time, or otherwise outside of the scope of the Regular Route Services provided under this Agreement.
- (d) Early Dismissals and Late Starts. Early dismissals and late starts interrupt the Contractor's regular schedule of Services and may lead to additional costs incurred in providing the Services. Such costs will be the responsibility of the School and will be billed by the Contractor to the School at the Contractor's regular rates.

Services or routes in addition to the services aforementioned in this contract will be provided only through the mutual consent of the "contractor" and "school". The "school" will be liable for all extra expenses incurred resultant of such extra services or increased bus units.

1.5 STUDENT DATA AND ROUTE CHANGE REQUESTS

Each year during the Term, the School will provide student data and enrollment information to the Contractor no later than the date that is fifteen (15) days prior to the day that Contractor will first run Regular Routes for School pursuant to this Agreement. By way of example, in 2017, assuming the first day Contractor provides Regular Route Services will be August 28, 2017, student data and enrollment information must be provided to Contractor on or before August 13, 2017. Contractor will work closely with School officials to determine the most efficient Regular Routes, and the Regular Routes will be finalized as soon as practicable after Contractor's receipt of student data and enrollment information. Contractor will provide route maps and information regarding each student's stop and pick-up times. School officials will work with the Contractor in communicating this information to the parents/guardians and students prior to the start of school.

Once established, Regular Routes will not be changed during the first two weeks of school, unless approved by the Contractor. All stop change requests must be submitted in writing (including via e-mail) to the Contractor. Changes to Regular Routes will be implemented according to the following schedule (except as otherwise mutually agreed by the Parties): (a) stop-change requests received prior to 12:00 p.m. on Tuesday will be implemented by the following Thursday, (b) stop-change requests received prior to 12:00 p.m. on Thursday will be implemented by the following Tuesday.

1.6 ROUTING ON PRIVATE PROPERTY AND CUL-DE-SACS

Regular Routes will be designed such that, to the maximum extent practicable, students spend no more than 55 - 60 minutes on the bus each morning and afternoon (a total of 110 – 120 minutes, morning and afternoon). Contractor will provide Services using public streets and thoroughfares only. Full-sized school buses will not be routed such that they need to travel on private property including apartment drives, town-home complexes, private driveways or parking lots. In addition, full-size buses will not be routed in such a manner as to require a bus to back-up to turn around, such as cul-de-sacs or dead end streets. If these Services are requested by School, they may require a smaller special needs type vehicle, which will be billed to School accordingly.

Section 2 Costs and Fees for Services

2.1 REGULAR TO AND FROM SCHOOL ROUTES

- (a) Regular Routes during 2022-2023 School Year. For the 2022-2023 school year, Contractor agrees to provide Regular Route transportation for Woodbury Leadership Academy using a total of **eleven (11)** regular 65 passenger school buses at a daily rate of **\$305.00 per bus day**.
- (b) Estimated Billings for 2022-2023. Based on a school year of **167 operational days** and the daily rates set forth above, the total estimated annual cost of Regular Route transportation Services for Woodbury Leadership Academy during the 2022-2023 school year is **\$560,285.00** (the “Base Annual Cost”).
- (c) Prepayment Required. For each year during the Term, the School agrees to pre-pay the expected Base Annual Cost of Regular Route transportation Services in ten equal payments, commencing August 15th and continuing on the 15th day of each month thereafter through and including May 15th. During the 2022-2023 school year, School shall pay to Contractor **\$56,028.50**. August 15, 2022 and an additional nine payments of **\$56,028.50** by the 15th day of each subsequent month through and including May 15, 2023, **\$56,028.50** when the final estimated payment shall be made.
- (d) Additional Billings. The Contractor will submit additional billings to the School on a weekly or monthly basis for added service or extra fees, including fuel surcharges. The School is required to remit payment upon receipt of these additional invoices within 30 calendar days.
- (e) Adjustments of Calendar. If the School’s calendar is adjusted, and transportation is required for more than the minimum number of days stated above, the School understands that it will be responsible for the additional service at the daily rate provided herein, including any additional surcharges or fees. If the School’s calendar is adjusted or transportation is otherwise required for fewer than the minimum number of days stated above in subsection (b) for any reason, the School understands it will still be responsible for paying on the dates specified above the full Base Annual Cost of transportation as set forth in this Contract, notwithstanding the occurrence of a Force Majeure Event (as hereinafter defined) or any other matters (whether such matters are inside or outside of the control of the Contractor or the School). The School agrees and acknowledges that its agreement to pay the full Base Annual Cost of transportation is an essential inducement to Contractor in entering into this Agreement and that the School will not be entitled to any credits or offsets against the full Base Annual Cost if buses are operated for fewer than the minimum number of days stated above for any reason whatsoever.
- (f) Route Time Surcharge. If the actual length of a Regular Route exceeds 65 minutes, the Contractor will incur additional costs above and beyond the anticipated costs on which its daily rates are determined. The School recognizes these costs and agrees to pay an additional incremental fee of \$20.00 per quarter hour, billed to the nearest quarter hour for Regular Routes that exceed 65 minutes in length. This incremental charge will be billed monthly as an additional charge pursuant to subsection (e), above.
- (g) Pairing of Routes. The Contractor’s daily rates for Regular Routes are subject to and conditioned upon, among other things, Contractor’s ability to “pair” the vehicle and driver on such Regular Route with a prior or subsequent route. A “**Paired Route**” is a Regular Route

that allows the vehicle and driver on such Regular Route to perform an additional route for the School or another customer during the same morning or afternoon segment.

- (h) Revisions to Planned Routes and New Routes. From time-to-time throughout the Term, it may be necessary to revise existing Regular Routes or to add new Regular Routes. In such event, the School agrees to pay the Contractor for such new or revised routes as follows:
- a. For each additional AM or PM run of a Paired Route during the 2022-2023 School Year: \$147.92 per run, using a type A mini-bus or \$152.50 for a full size school bus.
 - b. For each additional AM or PM run of a route that is not a Paired Route—2022-2023 School Year - \$228.00 per run (e.g., \$456.00/day for an AM and a PM Regular Route).
- (i) Cancellations. The contractor shall be compensated at its regular daily rates for school days cancelled due to inclement weather in the manner described in subsection (e).
- (j) Early Dismissal or Late Starts. Because early dismissals and late starts impact the Contractor's Paired Routes, alterations to the School's normal schedule are subject to discussion and prior approval by the Contractor. Additionally, upon the Contractor's agreement to any such schedule alterations, the School will be responsible for any expenses or labor costs incurred by the Contractor as a result of such alterations.
- (k) Fuel Escalation Clause. Throughout the Term, this Contract shall be subject to a base fuel price of \$3.25 per gallon, excluding the federal excise tax of \$0.2448 (the "**Base Price**"). To the extent the Contractor's actual costs of obtaining fuel exceed the Base Price, all costs in excess of the Base Price, including any increase in state taxes or fees, shall be paid by the School ("**Fuel Surcharge Payment**"). For convenience, the Parties agree to calculate the Fuel Surcharge Payment based on the Contractor's miles traveled in performance of Services for the School as follows: (A) the difference between the Contractor's current fuel price, excluding federal excise tax, and the Base Price *multiplied by* (B) the Contractor's number of miles travelled providing Services for the School during the applicable reconciliation period *divided by* (C) 6.00. By way of example, if, in a given reconciliation period, the Contractor's base price for fuel, excluding the federal excise tax, equaled \$3.50 and the Contractor provided 1000 miles of Services, the Fuel Surcharge Payment would be equal to \$41.66, calculated as follows: $(\$3.50 - \$3.25 \times (1000 / 6))$. The Fuel Surcharge will be billed and paid in accordance with subparagraph (e) of this Section. To the extent the Contractor's actual fuel costs do not exceed the Base Price, no Fuel Surcharge Payment shall be owed, and no credit shall be provided to School. The Fuel Surcharge Payment shall be calculated and assessed in connection with all Services provided under this Contract, including Summer Routes.
- (l) Technology Fee Assessment. The Contractor agrees to work with third-party vendors to make available to the School a range of technology and services, including in-vehicle video and GPS tracking and routing software (as described in more detail in Section 3, such services are sometime referred to collectively as the "**Technology**"). In consideration for the Contractor's agreement to make the Technology available on its vehicles, the School agrees to pay a monthly per-vehicle surcharge in the amount of \$75.00 per bus per month of Services, which shall be invoiced and paid in accordance with subparagraph (e) of this Section. Contractor and School agree that School shall be entitled to a proportionate rebate of the costs of Technology if, and only if, the Technology is not available for use on a minimum of 90% of the days that the Contractor provides Services during the Term.

- (m) Changes in Laws or Regulations. To the extent any change in applicable local, municipal, state, or federal laws, rules, regulations, or mandates is first enforced, imposed, or becomes effective against Contractor during the Term—including the enforcement of a previously adopted statute that first becomes effective during the Term or a change in application of current law—and such change increases the Contractor’s costs of providing Services (a “**Change in Law Event**”), the School agrees to reimburse the Contractor for the Contractor’s costs incurred as a result of such Change in Law Event, in a manner to be determined by Contractor in good faith.
- (n) **PROMPT PAYMENT REQUIRED.** Contractor’s agreement to provide the Services is expressly conditioned upon School’s full and prompt payment, or prepayment, as required, of all invoices for Services rendered, or to be rendered, pursuant to this Section 2.1. Contractor may immediately discontinue Services, with or without notice to School, in the event School fails to make timely payment under Section 2.1.

2.2 FIELD TRIP AND EXTRA CURRICULAR CHARTER TRIPS

- (a) The Contractor’s rates for Field Trips during the 2022-2023 school year are set forth in this Section 2.4. All charges associated with Field Trips must be remitted within ten days of the date on which the Services were performed, whether or not an invoice is delivered prior to such date. Invoices or statements shall be generated on a monthly basis.
- b. **Base rate for 3 hours, non-school days and school days before 9:15 AM & after 2:15 PM, not to exceed 50 miles round trip.** (An additional fuel surcharge will be assessed as a percentage of the total charge, when fuel prices exceed \$3.25 per gallon.) **Note: These rates are good for the 2022-2023 school year.**

BEYOND 50 MILES	BASE RATE	EXCESS HOURLY	EXCESS MILES
65 Passenger Bus	<u>\$ 226.90</u>	<u>\$ 72.00</u>	<u>\$ 1.75 per mile</u>
71 & 77 Passenger Bus	<u>\$ 226.90</u>	<u>\$ 72.00</u>	<u>\$ 1.75 per mile</u>
Bus W/ LIFT**	<u>\$ 250.00</u>	<u>\$ 72.00</u>	<u>\$ 1.75 per mile</u>

**Limited Availability

- c. **Base rate for 3 hours, on school days only, between the hours of 9:15 AM & 2:15 PM PM not to exceed 50 miles round trip.** (An additional fuel surcharge will be assessed as a percentage of the total charge, when fuel prices exceed \$3.25per gallon) **Note: These rates are good for the 2022-2023 school year.**

BEYOND 50 MILES	BASE RATE	EXCESS HOURLY	EXCESS MILES
65 Passenger Bus	<u>\$ 192.00</u>	<u>\$ 72.00</u>	<u>\$1.75 per mile</u>

71 & 77 Passenger Bus	<u>\$ 192.00</u>	<u>\$ 72.00</u>	<u>\$1.75 per mile</u>
Bus W/ LIFT**	<u>\$ 275.00</u>	<u>\$ 72.00</u>	<u>\$ 1.75 per mile</u>

****Limited Availability**

- (d) **Rate for trailers.** There will be a charge of \$90.00 per day per bus for the use of a trailer.
- (e) **Cancellation Charges.** There will be a charge of \$90.00 per bus for any bus canceled on arrival, or canceled less than one (1) hour before the scheduled departure time from the designated point of origin.
- (f) **Field Trip Late Charges & Cleaning Charges**

It should be noted that buses and drivers are limited in their availability. Much of the time, especially in the spring, buses are scheduled in and around other customer's requests. A bus and driver are not scheduled to stay with your group unless prior arrangements have been made requiring the bus to stay with your group. When the bus arrives for your pick-up, it is important to communicate with the driver any changes in your itinerary. When the bus is scheduled to leave your school or destination, that is the time the bus is expected to leave. Delays will cause significant problems and service issues for other customers, requiring additional handling and expense, or possibly resulting in a cancellation of the trip and lost revenue for the Contractor. For this reason, the Contractor may assess a surcharge of **\$80.00** whenever a bus is more than 15 minutes late returning from a charter destination. In addition, schools and teachers are required to remove any and all food wrappers, box lunches, trash, etc. that may have been brought on the bus as a part of a lunch program. Failure to do so may also result in an additional cleaning surcharge of **\$90.00**.

2.3 SPECIAL NEEDS TRANSPORTATION

If the "school" has need of special transportation services including smaller school buses, school buses equipped with lift equipment, or vehicles equipped with passenger seat belts for the purpose of securing car seats, booster seats, or harnesses, this specialized equipment may be made available. One Type A mini school bus without a lift will be made available at a rate of **\$295.84** per bus per day for the 2022-2023. If a lift is required, an additional **\$15.00 per day will be added to the daily rate**. Additional Type A mini-school buses, Type III vans or automobiles may be available to provide supplemental service for special transportation or HHM service, at a rate to be determined at the time of such request, and will be based on the time and miles to provide such service.

Similarly, if the "school" requires a personal care attendant or bus aide to ride the bus to meet the needs of a student with an IEP, the "contractor" may provide this additional service at a rate of **\$38.00 per hour with a minimum of four hours per day, two hours in the morning and two hours in the afternoon**.

If the "school" wishes to assign their own employee to ride any regular bus, to assist with student behavior management, or to meet the needs of a student with an IEP, it is understood that the "school"

will be responsible for any additional costs due to driver labor and mileage or our ability to utilize the bus on additional runs paired with other charter schools.

Section 3 Contractor Requirements

3.1 TECHNOLOGY

- (a) Contractor utilizes a computerized student data base and routing system called Versatrans®. School staff shall have access to the Versatrans routing and student information system through its Versatrans e-link, web based system. The school may update student information, address changes, and emergency contact information through the Versatrans system. The Contractor will exercise reasonable care with regard to the handling of all personally identifiable student information.
- (b) Contractor utilizes the BUS CONDUCT® web based software to track all student behavior incident reports. Notwithstanding the foregoing, the School is solely responsible for responding to all e-mails and incident reports, as described in Section 5.
- (c) In exchange for School's payment of the Technology assessment, as provided under Section 2, Contractor agrees to equip all of its buses, and the buses of any subcontractors with a GPS tracking system, to record the movement of buses utilized for the transportation of the School's students. This system will identify the path of the route the bus followed as well as the time each authorized stop was made and how long the bus waited, along with arrival and departure times from the School.
- (d) In addition, the Contractor agrees to equip all of its buses, and the buses of any subcontractors with a video recording system, to monitor the driver's ability to manage student behavior and identify any problems or any students who violate the Contractor's behavior guidelines. Any recordings shall remain confidential and are the property of the Contractor. These recordings shall be made available to the School or law enforcement officials upon reasonable written request and in accordance with applicable data practices and student privacy laws and regulations.

3.2 EQUIPMENT

In performing Services for the School, the Contractor agrees to furnish school busses and other vehicles that conform in all materials respects with applicable state and federal laws, rules and regulations. All equipment utilized by the Contractor in performance of this Contract will be no older than 2005 model year and will be maintained and inspected on a regular basis, as required under applicable law, including Minnesota Statutes Section 169.451.

3.3 DRIVERS AND STAFFING

- a. The Contractor will employ a sufficient number of drivers to perform the Services. All drivers employed by the Contractor in connection with the performance of Services will be qualified to operate the class of motor vehicle which they are tasked with operating under applicable state and federal laws and regulations and will maintain in their possession, while providing the Services, a valid Minnesota Commercial Driver's

License for the class of vehicle operated. The Contractor will maintain a comprehensive training program for drivers operating their vehicles, which will conform to applicable state laws. Drivers who fail to adhere to the Contractor's standards and applicable laws will be subject to removal from service to the School at the request of the School.

- b. The Contractor agrees to make available sufficient staff members to perform duties pertaining to safety operations, dispatch/radio operations, telephone communications and route creation and development. The Contractor shall provide a comprehensive directory providing access to such staffing and personnel.

3.4 MOTOR VEHICLE LIABILITY INSURANCE

- (a) The Contractor agrees to maintain in force throughout the Term motor vehicle liability insurance and comprehensive general liability insurance. The Automobile Liability Insurance policy or policies shall name Woodbury Leadership Academy as "additional insured" by endorsement only. The limits of the liability insurance policy shall not be less than five million dollars (\$5,000,000.00) per occurrence not less than five million dollars (\$5,000,000.00) aggregate.
- (b) Contractor shall maintain insurance in compliance with Minnesota Statutes Section 65B, the Minnesota No Fault Insurance Act. Additionally, Contractor shall maintain worker's compensation insurance in accordance with the requirements of Minnesota law.
- (c) Contractor agrees to provide the School with a certificate of insurance evidencing the insurance required hereunder.
- (d) The School agrees to procure and maintain in force throughout the Term at the School's expense but for the mutual benefit of the School and the Contractor, as an additional insured, a policy or policies of commercial general liability insurance. Such insurance shall cover, at a minimum, claims for personal injury, wrongful death, or property damage arising out of the School's obligations under this Contract. Such insurance is to afford protection to a per-occurrence limit of not less than five million dollars (\$5,000,000.00) and a combined limit of not less than five million dollars (\$5,000,000.00). The School agrees to provide the Contractor with a certificate of insurance evidencing

3.5 OPERATIONAL PROCEDURES

- a. Contact Person. The Contractor shall provide the School with an after-hours contact number for emergencies and extreme disciplinary issues. The School shall provide the Contractor with emergency contact information for each school director or person(s) responsible for making the decision to close school as a result of inclement weather or otherwise.
- b. Accident Procedures. In the event of an injury accident or other emergency involving the bus while students are on-board, the driver will notify the dispatcher via the radio system immediately, and the dispatcher will contact the School's administrator or after-hour service number. The dispatcher will also notify the police and emergency medical services (EMS), as appropriate. Continuation of Services will only happen after the mutual inspection and consent of the School administrator and the Contractor's safety coordinator. No students will be released on their own or to parents until the School Administrator or a police officer or other emergency responder has arrived on-site.

- c. Incident Weather. Emergency school closings may occur due to inclement weather conditions or situations of concern. WCCO radio is the official School closing notification station, and the School will generally follow the closing schedule of either the Minneapolis or St. Paul Public Schools. Notwithstanding the foregoing, the School ultimately retains the right to make an independent determination regarding school closures, even if such determination diverges from the determination of the Minneapolis Public Schools and Saint Paul Public Schools. Billing for days on which Regular Route Services are not provided is addressed under Section 2.

3.6 EEO STATEMENT

Monarch Bus Service is committed to equal employment opportunity (EEO) without regard to race, color, religion, age, gender, national origin, sexual orientation, ancestry, veteran status, physical or mental disability, or any other characteristic protected under applicable law. Equal employment opportunity is a deeply-held value for the Contractor, and we strive to ensure a quality work environment for all employees. Monarch Bus Service believes that the establishment of a dignified workplace provides the foundation for an environment free of discrimination and harassment. Harassment of any kind is strictly prohibited. The company will not tolerate such behavior and will take immediate action to correct inappropriate workplace behavior. Monarch Bus Service will also ensure that others, including supervisor personnel, do not retaliate against individuals who come forward with harassment charges. Monarch Bus Service believes that affirmative action and equal employment opportunity are essential to the future of our company. We further believe that diversity is the right thing to do and is good business; Monarch Bus Service will be competitively advantaged by having a workplace where diversity and the contributions of individual employees are valued and appreciated. If the School has any concerns or questions regarding our EEO philosophy and practice, please contact Michael Mattingly at (651) 438-3777.

Section 4 Woodbury Leadership Academy Requirements

4.1 FACILITIES AND LOAD ZONE

The School agrees to maintain its loading and unloading zones in good condition, free of clutter, ice, or debris, and other safety hazards. Vehicles other than the Contractor's vehicles will not be allowed to park in a designated loading area during the AM and PM drop off and loading times.

4.2 STAFFING AND SUPPORT

The School shall provide a transportation liaison that is knowledgeable regarding the School's students and student parents/guardians. The School shall provide adequate staffing to assist with loading and unloading of buses at the School.

4.3 STUDENT INFORMATION AND CONFIDENTIALITY

School agrees to provide Contractor with an accurate student list, which shall include but not be limited to the student's full name, age, grade, teacher, address, telephone number, and emergency contact number. All of the student and parent information will be kept confidential at all times and will not be shared with anyone other than the appropriate Contractor or School officials.

The School will notify the Contractor in the event students with serious medical issues—including asthma, chronic seizures, weakness of heart, or other serious medical issues—are to be transported on Contractor's vehicles. The Contractor will keep such information confidential in accordance with the state of Minnesota rules pertaining to student data privacy. Information shall only be used in emergency circumstances and to aid the Contractor's safety staff.

4.4 SAFE AND PROPER LOADING OF STUDENTS

The School will be responsible for loading zone supervision during the morning and afternoon as well as the safe loading of all students on their correct bus each afternoon. The School will identify all Kindergarten and 1st Grade students with a "bus tag" stating all information pertinent to safely transporting such students to their correct stop. This information shall include but not be limited to each student's name, grade, and bus stop. The student must have this information on his/her person (i.e. in the back pack or pinned to the inside of jacket) while riding the school bus. Failure to load the proper students on the proper bus will result in significant delays and additional costs, which shall be borne by the School.

4.5 STUDENT INCIDENT TRACKING AND BUS CONDUCT®

The School agrees to be responsible for dealing with student behavior issues and communicating consequences to the Contractor using the "BUS CONDUCT®" program, as described in more details in Sections 3 and 5.

Section 5 Student Management and Behavior

5.1 TRANSPORTATION IS A PRIVILEGE NOT A RIGHT

- (a) Minnesota Statutes Section 121A.59 states that **transportation by school bus is a privilege not a right for an eligible student.** A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct pursuant to a written school district discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act, Minn. Stat. 121A.40 *et. seq.* Revocation procedures for a student who is an individual with a disability under the Individuals with Disabilities Education Act, United States Code, title 20, section 1400 *et seq.*, section 504 of the Rehabilitation Act of 1973, United States Code, title 29, section 504 of the Rehabilitation Act of Law 101-336, are governed by these provisions. See Section 5.3 for additional information.

Pursuant to the Pupil Fair Dismissal Act, the Contractor has provided a brochure and a written policy regarding behavior guidelines concerning transportation and the consequences of misbehavior. By accepting and executing this Contract, School has agreed to adopt this as their formal written policy, except to the extent the Contractor has been provided a copy of an alternative written policy and has agreed in writing to accept such policy. The Contractor will retain ultimate authority regarding student discipline.

- b. In addition, the School agrees to provide all students with riding privileges, a classroom session of no less than One Hour on School Bus Safety Training. The Contractor will provide information to the School to assist with preparation of such session, upon request. The Contractor will perform A, B and C type evacuation drills to meet the specifications set in the Minnesota School Bus Driver's Handbook.

5.2 SPECIAL EDUCATION SERVICES AND CHILD RESTRAINT LAWS

As is permitted under currently applicable law, the Contractor's Type A, B, C, and D school buses generally are not equipped with seat belts or other child restraints systems, while "Type III" vehicles are equipped with seat belts and other appropriate child restraint systems. Any changes in applicable law related to child restraint systems shall be subject to the Change in Law Event provisions of this Contract. In the event appropriate restraints are required in connection with Special Needs Routes, such restraints shall generally be provided by the School, but the Contractor may, but shall not be required to, provide restraints in connection with Special Needs Routes.

5.3 STUDENT BEHAVIOR AND SCHOOL OFFICIALS RESPONSIBILITIES

It is the Contractor's expectation and requirement that students and their parents/guardians will read and understand the rules provided by the Contractor pursuant to Section 5.1. The School will work closely with the Contractor to identify and correct a student whose behavior is unacceptable and considered a hindrance to safe travel. The School administrator will institute corrective procedure up to and including removal or suspension of bus riding privileges as needed. Report forms are due to the School office no later than 48 hours after the incident and should have a response turn around not to exceed 3 business days. Student discipline information is confidential and classified as restricted data under state and federal regulations, and may not be discussed with other parents, students, or staff of the School or co-workers within the transportation company. Only authorized School personnel or Contractor's management can remove or eject a student or suspend bus privileges of students. The Contractor reserves the right to refuse transportation both permanently and temporarily to students not adhering to behavior guidelines.

5.4 PERSISTENT BEHAVIOR ISSUES

- a. In the event that student behavior becomes a serious issue impacting transportation safety, the School will be asked to provide a bus aide or parent volunteer to assist the driver, at no cost to the Contractor and at the School's sole and absolute risk. The School will be responsible for providing transportation of this bus aide or parent volunteer to an existing stop along the route, where the aide or volunteer can board and de-board the bus.

The School will defend, indemnify, and hold the Contractor harmless from and against any loss, cost, expense, or liability resulting from or in any way relating to such aide or volunteer's presence on Contractor's vehicle. The Contractor will not provide transportation to and from the school site if it interferes with the successful pairing of routes within the route sequence. Any additional costs for transporting the bus aide or parent back to the school or to an alternative stop will be the responsibility of the School and will be billed by the Contractor to the School.

- b. If student behavior persists, the Contractor or the School reserves the right to suspend or cancel service on an entire route, until such time that a bus aide or parent volunteer can be provided, a meeting with the parents is held, or the behavior issues are addressed, to the Contractor's satisfaction.

Section 6 Liability

6.1 DESIGNATION OF AUTHORIZED AGENTS

Except as provided to the contrary herein, Notices required or permitted hereunder shall be in writing and shall be deemed given (1) if and when personally delivered; (2) upon receipt, if sent by a nationally recognized overnight courier addressed to a Party at its address set forth below; (3) on the second business day after being deposited in the United States mail to the following addresses by postage prepaid certified or registered mail; or (4) upon confirmation of receipt by an authorized representative, if delivered by email. Any party may change its address for notice by giving written notice thereof in accordance with the provisions of this paragraph to the other parties.

Monarch Bus Service, Inc.
Attn: President
101 E. 10th Street, #300
Hastings, MN 55033
651-438-3777 (phone)
651-437-9197 (fax)

Woodbury Leadership Academy
Attn: Kathy Mortensen
8089 Globe Drive
Woodbury, MN 55155

6.2 LIABILITY AND HOLD HARMLESS CLAUSES

- a. THE CONTRACTOR SHALL INDEMNIFY AND HOLD THE SCHOOL HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, OR LAWSUITS AGAINST THE SCHOOL OR ITS OFFICERS, AGENTS, EMPLOYEES, OR REPRESENTATIVES (THE "**SCHOOL PARTIES**") FOR BODILY INJURY OR PROPERTY DAMAGE ARISING OUT OF THE ACTIONS OF THE CONTRACTOR OR ITS OFFICERS, AGENTS, EMPLOYEES, OR REPRESENTATIVES (THE

“**CONTRACTOR PARTIES**”) RELATED TO THE PROVISION OF SERVICES UNDER THIS CONTRACT. THE CONTRACTOR SHALL PROMPTLY GIVE THE SCHOOL NOTICE OF ALL SUCH CLAIMS, DEMANDS OR LAWSUITS AND SHALL NOT COMPROMISE, SETTLE OR PAY ANY SUCH CLAIMS OR JUDGMENTS WITHOUT THE EXPRESS, WRITTEN APPROVAL OF THE SCHOOL OR THE SCHOOL’S INSURER.

- B. THE SCHOOL SHALL INDEMNIFY AND HOLD THE CONTRACTOR HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, OR LAWSUITS AGAINST THE CONTRACTOR OR THE CONTRACTOR PARTIES FOR BODILY INJURY OR PROPERTY DAMAGE ARISING OUT OF THE ACTIONS OF THE SCHOOL OR THE SCHOOL PARTIES AND RELATED TO THIS CONTRACT AND/OR THE SERVICES PROVIDED HEREUNDER. THE SCHOOL SHALL PROMPTLY GIVE THE CONTRACTOR NOTICE OF ALL SUCH CLAIMS, DEMANDS OR LAWSUITS AND SHALL NOT COMPROMISE, SETTLE OR PAY ANY SUCH CLAIMS OR JUDGMENTS WITHOUT THE EXPRESS, WRITTEN APPROVAL OF THE CONTRACTOR AND THE CONTRACTOR’S INSURER.
- c. In the event the Contractor is unable to provide Services contracted for because of acts of God, fire, riot, war, picketing, civil commotion, unavailability of fuel, or any other similar or like conditions (a “**Force Majeure Event**”), the Parties shall be temporarily excused from performance of their respective obligations under this Agreement to the extent that Force Majeure Event renders performance impracticable, provided that the parties shall remain liable during and following a Force Majeure Event for the indemnity obligations set forth in this Section 6.2 and provided further that the School shall remain obligated to pay all base charges for transportation Services set forth in Section 2 of this Agreement during and following a Force Majeure Event.

Section 7 Mutual Agreement

7.1 COMPLIANCE WITH TERMS

Both parties have negotiated this agreement. They agree to comply with the terms set forth. Both are equally responsible for the drafting hereof and no presumption shall arise there from.

7.2 TERMINATION CLAUSE

This contract may be amended or terminated only in a writing signed by both Parties.

7.3 FAILURE TO PERFORM

Failure or refusal of either party to substantially perform the conditions of this Contract may permit the other party to terminate the contract upon thirty (30) days written notice in writing to the breaching party, unless within such thirty (30) day period the breaching party shall correct the performance to the reasonable satisfaction of the other party. Neither party shall be required to accept less than full performance of this Contract, unless otherwise agreed to in writing by the parties.

7.4 COUNTERPARTS

This Agreement may be executed in counterparts and delivered electronically in .PDF or similar format, and an electronic copy of a party's signature on this Agreement shall be fully enforceable in all respects.

7.5 INTEGRATION CLAUSE

This Agreement constitutes a fully integrated agreement and sets forth the entire agreement of the Parties with respect to the subject matter hereof. This Agreement may not be supplemented or amended except in a writing signed by both Parties.

7.6 GOVERNED BY MINNESOTA LAW

This Agreement shall be governed by and construed in accordance with the internal laws of the State of Minnesota.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the ___ day of ___, 2022.

Signature Page to Follow

SCHOOL

Woodbury Leadership Academy

CONTRACTOR

Monarch Bus Service, Inc.

By: _____

By: _____

Printed Name: **Kathy Mortenson**

Printed Name: **Troy Nelson**

Its: _____

Its: _____

Date: _____

Date: _____

Woodbury Leadership Academy
Long-Range Budget 5 Year Projection Model
 Revised budget 21-22 as of 05.03.2022, FY 23 working budget 06.02.22

	<i>Actual</i>	<i>Actual</i>	<i>Projection</i>				
				1.25	1.47	1.47	1.47
	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
<u>Enrollment Projections</u>							
Number Students Grade HK	3	10					
Number Students Grade K	78	75	70	100	90	90	90
Number Students Grade 1	65	94	89	90	105	105	105
Number Students Grade 2	66	68	100	110	105	105	105
Number Students Grade 3	64	75	82	90	105	105	105
Number Students Grade 4	67	68	87	88	105	105	105
Number Students Grade 5	64	68	85	86	88	105	105
Number Students Grade 6	34	52	56	65	88	96	96
Number Students Grade 7	20	31	44	55	78	85	92
Number Students Grade 8	16	22	21	40	68	74	82
<u>Enrollment totals by state pupil unit weighting category</u>							
Total Number of Students Grade K - 6	441	510	569	629	686	711	711
Total Number of Students Grade 7-12	36	53	65	95	146	159	174
Total Number of Students/ADM	477	564	634	724	832	870	885
Total Number of Current Year Pupil Units	484	574	647	743	861	902	920
<i>ADM Growth</i>	<i>90</i>	<i>86</i>	<i>70</i>	<i>90</i>	<i>108</i>	<i>38</i>	<i>15</i>
<i>Per OS Enrollment</i>		<i>568</i>	<i>683</i>	<i>774</i>	<i>832</i>	<i>870</i>	<i>885</i>

State Revenue Assumptions and Calculations							
	Estimated State Increases						
General Education Rev: State Averages Per Pupil Unit	\$6,438	\$6,567	\$6,728	\$6,863	\$7,000	\$7,140	\$7,283
Inflation Rate Assumption-Basic only	<u>2.0%</u>	<u>2.0%</u>	<u>2.5%</u>	<u>2.0%</u>	<u>2.0%</u>	<u>2.0%</u>	<u>2.0%</u>
Basic INCLUDING Transportation	\$6,438.00	\$6,567.00	\$6,727.65	\$6,863.00	\$7,000.26	\$7,140.27	\$7,283.07
Gifted and Talented	13.00	13.00	13.00	13.00	13.00	13.00	13.00
Sparsity	28.59	30.66	31.13	31.13	31.13	31.13	31.13
Operating Capital	226.50	226.82	226.78	226.69	226.69	226.69	226.69
Equity	119.93	116.24	116.14	116.46	116.46	116.46	116.46
Referendum	146.90	147.45	115.60	115.55	104.00	93.60	84.24
Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Per Pupil Unit State Revenue	6,972.92	7,101.17	7,230.30	7,365.83	7,491.54	7,621.14	7,754.59
Pension Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Per Pupil Unit State Revenue	\$6,972.92	\$7,101.17	\$7,230.30	\$7,365.83	\$7,491.54	\$7,621.14	\$7,754.59
Total General Education State Revenue	3,378,101	4,077,847	4,678,004	5,472,812	6,451,710	6,872,745	7,132,669

Woodbury Leadership Academy
Long-Range Budget 5 Year Projection Model

Revised budget 21-22 as of 05.03.2022, FY 23 working budget 06.02.22

	Actual		Projection				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
	8%	10%	11%	11%	11%	11%	11%
Compensatory Revenue	per 3/25/19	per 1/23/20	per mde 1-27-22	per mde 1-14-22	estimate	estimate	estimate
A: Number of Students prior yr. (current year for 1st year)	391	487	564	641	724	832	870
B: Number of Free Lunch Students prior yr. (or current year for 1st yr	30	48	60	68	77	88	92
C: Number of Reduced Lunch Students prior yr. (current yr. for 1st yr	2	11	10	0	0	0	0
D: Adjusted Counts = 100% Free, 50% Reduced - (A)	31.00	53.50	65.00	68.00	76.80	88.26	92.29
E: Concentration Portion	0.08	0.11	0.12	0.11	0.11	0.11	0.11
F: Concentration Factor (lesser of 1 or Conc. Portion/ .8)	0.10	0.14	0.14	0.13	0.13	0.13	0.13
G: PU = .6 * D * F	1.84	4.41	5.62	5.41	6.11	7.02	7.34
H: Initial Revenue	11,102	27,118	35,467	34,886	40,242	47,228	50,433
Miscellaneous Adjustment (Rounding)	(800)	(1,857)	(2,371)	(2,296)	0	0	0
I: Short Year Factor	1	1	1	1	1	1	1
Calculated Compensatory State Revenue ((A) x (B))	10,302	25,261	33,096	32,590	40,242	47,228	50,433
Building Lease Aid: Lesser of line a or b below:							
Lease Aid Expense	681,276	866,158	1,038,690	1,164,150	1,253,725	1,314,600	1,341,800
a) Lease Aid Rev at \$1,314 per pupil unit as per state cap	<u>636,580</u>	<u>754,565</u>	<u>850,158</u>	<u>976,302</u>	<u>1,131,617</u>	<u>1,184,965</u>	<u>1,208,617</u>
b) Lease Aid Rev at Aid at 90% of Lease	<u>613,148</u>	<u>779,542</u>	<u>934,821</u>	<u>1,047,735</u>	<u>1,128,353</u>	<u>1,183,140</u>	<u>1,207,620</u>
Lesser of \$1,314.p.u. or 90% of lease payment	613,148	754,565	850,158	976,302	1,128,353	1,183,140	1,207,620
Estimated Proration of Lease Aid Revenue	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>
Total Prorated Building Lease Aid Revenue	<u>613,148</u>	<u>754,565</u>	<u>850,158</u>	<u>976,302</u>	<u>1,128,353</u>	<u>1,183,140</u>	<u>1,207,620</u>
Lease Aid Revenue per pupil unit (after proration)	<u>1266</u>	<u>1314</u>	<u>1314</u>	<u>1314</u>	<u>1310</u>	<u>1312</u>	<u>1313</u>
Building Lease Aid Analyticals:							
Lease Aid Rev that would need to be generated to cover expense at 90%. Max per Statute is \$1,314	<u>1266</u>	<u>1357</u>	<u>1445</u>	<u>1410</u>	<u>1310</u>	<u>1312</u>	<u>1313</u>
How many more WADM would we need to maximize lease aid?	0	19	64	54	0	0	0
Long-Term Facilities Maintenance Revenue							
Revenue per Adjusted Pupil Unit	<u>132</u>	<u>132</u>	<u>132</u>	<u>132</u>	<u>132</u>	<u>132</u>	<u>132</u>
Total Long-Term Facilities Maintenance Revenue	63,949	75,801	85,404	98,076	113,678	119,038	121,414
Special Education Revenue							
	Estimate - 93%	Estimate - 93%	Estimate - 95%	Estimate - 95%	Estimate - 93%	Estimate - 93%	Estimate - 93%
State Special Education Aid and Tuition Billing	549,365	548,004	814,586	858,503	895,413	975,674	1,037,822

Woodbury Leadership Academy
Long-Range Budget 5 Year Projection Model
 Revised budget 21-22 as of 05.03.2022, FY 23 working budget 06.02.22

	<i>Actual</i>		<i>Projection</i>				
	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
	0%	0%	0%	0%	0%	0%	0%
LEP (Limited English Proficiency) State Aid	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
Prior Year LEP Eligible ADM	10	23	24	20	20	20	21
Current Year LEP Eligible ADM	23	24	29	20	20	21	21
ADM Served	477	564	634	724	832	870	885
Adjusted LEP ADM	23	24	29	20	20	21	21
LEP Marginal Cost Pupils	23	24	29	20	20	21	21
LEP Revenue	15,932	16,889	20,267	14,080	14,362	14,649	14,942
Concentration Portion	0.0474	0.0426	0.0454	0.0276	0.0245	0.0239	0.0240
Concentration Factor	0	0	0	0	0	0	0
LEP Pupil Units	9.33	8.88	11	5	4	4	4
LEP Concentration Revenue	2,333	2,220	2,842	1,201	1,087	1,082	1,107
Rounding Adjustment	-1						
Total LEP Aid	18,264	19,109	23,108	15,281	15,449	15,731	16,048

General Fund Revenue Summary

State Aids							
General Education Revenue	3,378,101	4,081,778	4,678,002	5,472,812	6,451,710	6,872,745	7,132,669
LEP Aid	18,264	19,109	23,108	15,281	15,449	15,731	16,048
Extended Time Revenue	0	0	0	0	0	0	0
Declining Enrollment	0	0	0	0	0	0	0
TRA/Pension Adjustment	4,830	7,244	12,656	25,511	25,511	25,511	25,511
Compensatory Revenue	<u>10,302</u>	<u>25,261</u>	<u>33,096</u>	<u>32,590</u>	<u>40,242</u>	<u>47,228</u>	<u>50,433</u>
Subtotal	3,411,497	4,133,393	4,746,862	5,546,193	6,532,911	6,961,214	7,224,661
Building Lease Aid	613,148	754,551	850,158	976,302	1,128,353	1,183,140	1,207,620
Prior Year Over/Under accruals	(287)	(3,921)	0	0	0	0	0
Long-Term Facilities Maintenance Revenue	63,949	75,801	85,404	98,076	113,678	119,038	121,414
Special Education Aid	549,365	549,975	814,586	858,503	895,413	975,674	1,037,822
Adsis Special Ed State Funding				35,598	23,762	34,700	34,700
Endowment Aid	17,441	20,113	23,610	23,610	24,381	25,530	26,040
Literacy Aid	41,029	44,999	44,999	51,336	51,336	51,336	51,336
Safe schools supplemental aid	9,020	0	0	0	0	0	0
Medical assistance/third party billing	0	0	0	0	0	0	0
Total State Aids	4,705,162	5,574,911	6,565,620	7,589,618	8,769,834	9,350,632	9,703,592

Woodbury Leadership Academy
Long-Range Budget 5 Year Projection Model

Revised budget 21-22 as of 05.03.2022, FY 23 working budget 06.02.22

	<i>Actual</i>	<i>Actual</i>	<i>Projection</i>				
			1.25	1.47	1.47	1.47	
	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
<u>Federal Revenue</u>							
Federal CSP Grant (Implementation 002 - 9/30/16)	0	0	0	0	0	0	0
Federal Special Ed and CEIS (F419, 420, 425)	68,056	71,716	94,356	81,899	84,400	86,900	89,500
CRF Coronavirus Relief Funds F154, spent by 12-30-20		111,906					
Summer Academic and Mental Health Support, F150 (9/22)				17,606			
GEER & ESSER I Funds F151, 152, 153		38,241					
ESSER II 90% F155 (9/23)			42,347				
ESSER III F160			64,565	11,521			
ESSER III F161 (9/24)				19,021			
Learning Loss Recovery F169 (9/24)				122,442			
Cares testing grant F170			40,000				
Title I, II, IV	25,064	26,875	35,400	31,055	36,400	38,800	40,300
PPP Loan		493,588					
Total Federal Revenue	93,120	742,326	276,668	283,544	120,800	125,700	129,800
<u>Other Revenue</u>							
Interest Earnings	4,668	507	1,000	1,000	4,000	4,000	4,000
Donations and Grants - Washington County Grant	2,469	34,200	0	0	0	0	0
200 Give to the Max, other donations	6,372	20,527	20,000	20,000	20,000	20,000	20,000
Fees from Students (Field Trip, Milk Sales, Pizza Friday, Other)	29,101	9,124	27,100	31,600	37,000	39,500	41,000
Miscellaneous Revenue, refund	5,436	28,553	2,000	2,000	0	0	0
Sale of Merchandise/Fundraising/Net	(2,440)	(2,699)	0	0	0	0	0
071 Third Party Billing	897	1,259	2,100	2,400	2,800	3,000	3,100
Total Other Revenue	46,502	91,471	52,200	57,000	63,800	66,500	68,100
Total Revenue	4,844,784	6,408,708	6,894,488	7,930,162	8,954,434	9,542,832	9,901,492
	4,844,784	132%	108%	115%	113%	107%	104%

Woodbury Leadership Academy
Long-Range Budget 5 Year Projection Model

Revised budget 21-22 as of 05.03.2022, FY 23 working budget 06.02.22

	Actual	Actual	Projection				
			1.25	1.47	1.47	1.47	
	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
General Fund Expenditure Calculations							
<u>New Staff Calc - Staff increases based on enrollment increases</u>			14	10	8	7	2
Actual/projected enrollment change from prior year	90	86	70	90	108	38	15
Added new teacher FTE's - calculated at 22:1 ratio (rounded)			6.0	2.0	5.0	3.0	1.0
<u>Other Teachers/Non-teachers Added</u>							
Additional staff add (non teachers), 1 para, .5 clerical, 2 custodian			260,152	55,335	77,887	35,000	24,842
<i>Counselor fy 21-22, as Adsis ,</i>			45,900	25,440	52,896	48,709	
Projected new teacher (1FTE) Salary cost	37,000	45,000	45,900	46,818	47,754	48,709	49,684
Added salary cost - teachers (added FTE's times cost)	0	0	275,400	93,636	238,772	146,128	49,684
Added cost - others per above	0	0	306,052	80,775	130,783	83,709	24,842
<u>Inflation Assumptions</u>							
Salaries		per payroll budget	2.0%	2.0%	2.0%	2.0%	2.0%
Other costs	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
<u>Budget Calculations</u>							
	26.3%	32.4%	25.3%	27.2%	27.7%	28.2%	28.7%
100's Salaries	1,625,563	1,482,876	2,571,907	2,753,361	3,178,000	3,471,400	3,615,400
200's Benefits	427,043	481,082	649,596	748,658	880,010	978,611	1,037,283
100's & 200's CRF & Cares Funds allocated below							
305 Contracted Services	260,271	231,533	245,051	248,643	291,400	310,800	322,500
315 Technology Services	19,407	15,482	18,200	21,200	24,800	26,500	27,500
320 Communications Services	6,872	6,218	8,900	10,400	12,200	13,000	13,500
329 Postage	1,373	4,031	2,500	2,900	3,400	3,600	3,700
330 Utilities	87,639	122,652	115,000	94,500	96,400	98,300	100,300
340 Property and Casualty Insurance	15,120	17,992	21,500	25,000	29,300	31,300	32,500
330,340 Add'l Costs for Utilities & Insurance for expansion		0	0	53,000	54,100	55,200	56,300
350 Repairs and Maintenance Services	58,001	50,477	97,029	140,425	145,340	150,427	155,692
360 Student Transportation	339,604	360,854	499,050	509,350	650,949	693,261	738,323
360 Field Trip Transportation	11,331	0	12,680	14,480	16,640	17,400	17,700
366 Travel and conferences	22,605	12,108	7,126	8,300	9,700	10,300	10,700
369 Field Trip Admissions/Registration Fees	15,400	939	21,780	25,400	29,800	31,800	33,000
per maximum lease aid calculations		838,406	944,620	1,084,780	1,257,352	1,316,628	1,342,908
		0	0	0	0	0	0
Bonds Series 2021 Run as of 4-23-21, Principal & Interest	681,276	866,158	963,690	1,033,150	1,122,725	1,183,600	1,210,800
Capital Repair & Replacement	0	0	52,000	100,000	100,000	100,000	100,000

Woodbury Leadership Academy
Long-Range Budget 5 Year Projection Model

Revised budget 21-22 as of 05.03.2022, FY 23 working budget 06.02.22

	<i>Actual</i>		<i>Projection</i>				
				1.25	1.47	1.47	1.47
	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Accounting, Audit and other fees		0	23,000	31,000	31,000	31,000	31,000
370 Lease Expense	681,276	866,158	1,038,690	1,164,150	1,253,725	1,314,600	1,341,800
370 Other Rentals and Operating Leases	33,996	496	9,400	2,000	2,300	2,500	2,600
401 Office Supplies/General Supplies/Marketing Materials	38,909	39,204	39,100	45,500	53,300	56,800	58,900
401/455/465 Maintenance Supplies	17,112	20,609	46,200	53,800	63,100	67,300	69,800
405 Non-Instructional Software and Licensing	13,280	12,110	24,654	28,700	33,600	35,800	37,100
406 Instructional Software	9,293	7,656	14,600	17,000	19,900	21,200	22,000
406 Instructional Software Washington Cty Grt, I Read, Math		34,200					
430/456/466 Instructional Supplies/Classroom Supplies	61,820	86,785	30,600	35,600	41,700	44,500	46,200
460 Textbooks and Workbooks	46,547	87,422	62,800	73,100	85,700	91,400	94,800
461 Standardized Tests	5,013	5,988	11,300	13,200	15,500	16,500	17,100
470 Media/Library Resources	0	0	0	0	0	0	0
490 Food Purchased	2,223	6,279	10,200	11,900	13,900	14,800	15,400
520 Building Improvements	131,386	56,099	0	80,000	80,000	80,000	80,000
530 Furniture and Other Equipment	20,065	24,920	13,100	30,000	30,000	30,000	31,100
530 FF&E For Expansion each year			0	20,575	13,310	9,100	4,550
555/556 Technology Equipment	6,348	27,984	25,000	29,100	34,100	36,400	37,800
555/556 Technology Equipment site expansion each year			21,510	23,994	28,100	30,000	15,550
580/581 Principal and interest capital lease	12,114	15,464	22,800	26,600	31,200	33,300	34,600
820 Dues and memberships	27,642	26,626	32,600	34,900	37,300	39,900	42,700
State Special Ed Expenditures / ESY incl F723	590,715	589,252	857,459	903,687	962,810	1,049,112	1,115,937
SALARIES			485,994	504,180	547,328	617,044	666,542
BENEFITS			112,528	135,391	140,800	146,400	152,300
CONTRACTED SERVICES (OBJ 394)			182,938	186,597	194,061	201,823	209,896
SUPPLIES			1,000	1,020	1,061	1,103	1,147
TRANSPORTATION (FIN 723)			75,000	76,500	79,560	82,742	86,052
ADSIS (PRG 422, FIN 740)			64,723	43,204	44,800	46,600	48,500
SALARIES			45,900	28,700	29,800	31,000	32,200
BENEFITS			12,841	8,403	8,700	9,000	9,400
SUPPLIES			5,982	6,101	6,300	6,600	6,900
342 School Safety	5,248	0	0	0	0	0	0
372 Medical assistance/third party billing	897	1,259	0	0	0	0	0
Federal Special Ed Expenditures, CEIS, PSI, 419, 420, 425	68,056	71,716	94,356	81,899	84,400	86,900	89,500
Federal Cares & CRF Funds, Salaries & Benefits	0	65,583	0	0	0	0	0
Federal Cares & CRF Funds, PPE supplies	0	32,883	0	0	0	0	0
Federal Cares & CRF Funds, Technology Devices	0	13,440	0				

Woodbury Leadership Academy
Long-Range Budget 5 Year Projection Model
 Revised budget 21-22 as of 05.03.2022, FY 23 working budget 06.02.22

	<i>Actual</i>	<i>Actual</i>	<i>Projection</i>				
			1.25	1.47	1.47	1.47	
	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Summer Academic and Mental Health Support, F150			0	17,606			
Federal ESSER II F155		38,241	42,347				
Federal ESSER III F160			64,565	11,521			
Federal ESSER III F161				19,021			
Federal Learning Loss Recovery, 169				122,442			
Cares testing grant F170			40,000				
Director's Discretionary Fund	0	0	0	0	2,000	4,000	6,000
Federal Title I, II and V	25,064	26,875	35,400	31,055	36,400	38,800	40,300
PPP Loan		493,588					
Give to the Max donations offset with expenditures	0	73	20,000	10,000	20,000	20,000	20,000
Total Expenditures	4,687,230	5,437,154	6,891,724	7,586,171	8,409,184	9,061,411	9,436,635
	4,687,230	5,437,154	6,891,724	7,586,171	8,409,184	9,061,411	9,436,635
General Fund Net Income	157,555	971,554	2,765	343,991	545,250	481,421	464,857
Beginning General Fund Balance	714,399	871,954	1,843,508	1,846,272	2,190,263	2,735,514	3,216,935
Ending General Fund Balance	871,954	1,843,508	1,846,272	2,190,263	2,735,514	3,216,935	3,681,792
<i>Fund Balance Percentage</i>	<i>19%</i>	<i>34%</i>	<i>27%</i>	<i>29%</i>	<i>33%</i>	<i>36%</i>	<i>39%</i>
Community Service Revenue and Expenditure Summary							
Fund 04 Program Revenue	0	0	0	0	0	0	0
Fund 04 Program Expenses	1,613	0	36,200	20,000	10,000	10,000	10,000
Community Services Fund Net Income	(1,613)	0	(36,200)	(20,000)	(10,000)	(10,000)	(10,000)
Beginning Community Service Fund Balance	93,102	91,489	91,489	55,289	35,289	25,289	15,289
Ending Community Service Fund Balance	91,489	91,489	55,289	35,289	25,289	15,289	5,289
Schoolwide Activity							
Total Revenues	4,844,784	6,408,708	6,894,488	7,930,162	8,954,434	9,542,832	9,901,492
Total Expenditures	4,688,843	5,437,154	6,927,924	7,606,171	8,419,184	9,071,411	9,446,635

Woodbury Leadership Academy
Long-Range Budget 5 Year Projection Model

Revised budget 21-22 as of 05.03.2022, FY 23 working budget 06.02.22

	<i>Actual</i>	<i>Actual</i>	<i>Projection</i>				
				1.25	1.47	1.47	1.47
	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Net Income - All Funds	155,942	971,554	(33,435)	323,991	535,250	471,421	454,857
Beginning Schoolwide Fund Balance	807,501	963,443	1,934,997	1,901,562	2,225,553	2,760,803	3,232,224
Ending Schoolwide Fund Balance	963,443	1,934,997	1,901,562	2,225,553	2,760,803	3,232,224	3,687,081
	963,443	1,934,997	1,901,562	2,225,553	2,760,803	3,232,224	3,687,081
<i>Entity Wide Fund Balance Percentage</i>	<i>21%</i>	<i>36%</i>	<i>27%</i>	<i>29%</i>	<i>33%</i>	<i>36%</i>	<i>39%</i>
Days of cash on hand > 45	41	113	89	96	109	123	139
Debt Service Coverage Ratio > 1.10	-	2.23	1.10	1.58	1.72	1.63	1.59
MADS > 1.25 in fy 2022-23		1.48	0.8	1.25	1.47	1.47	1.47
				x			

STAFF COMPLIMENT 2022-2023 SCHOOL YEAR

TEACHERS

Lashua	Emily	Gr K
Overgaard	Lauren	Gr K
Barthel	Ashley	Gr K
Engelsgjerd	Megan	Gr K
Sjoberg	Natalie	Gr K
Nightingale	Donna	Gr 1
Nelson	Katie	Gr 1
Shirley	Brianna	Gr 1
Egge	Devin	Gr 1
Goodman	Madi	Gr 1
Fuller	Miranda	Gr 2
Jackson	Kathleen	Gr 2
Shoop	Anna	Gr 2
Stevens	Nicole	Gr 2
Thomas	Kailin	Gr 2
Youngblood	Allison	Gr 3
Weess	Fran	Gr 3
Grubisch	Katie	Gr 3
TBD		Gr 3
Jones	Steffani	Gr 4
Sharma	Radhika	Gr 4
McKinnon	Amanda	Gr 4
TBD		Gr 4
Morales	Katie	Gr 5
Capellen	Kelly	Gr 5
Lautenbach	Colleen	Gr 5
Elmquist	Sam	Gr 5
Schreiner	Jacob	SS
Robb	Justin	LA
TBD		Gr 6 Sc & Math
May	Kalleigh	SS
Bernard	Bailey	LA
TBD		Gr 7 & 8 Sc & Math
Handahl	Autumn	Sc
Sievert	Mattea	Art
Skordahl	Jolene	PE
Hazel	Harley	PE
Lauermann	Cecelia	Music
Martinson	Ben	Music
Meyer	Brian	Leadership
Langer	Emma	Sped

Wallisch	Taylor	Sped
Dettmann	Heidi	Sped
Ohs	Julie	Sped
Kastor	Mallory	Sped
Berry	Morgan	Sped
George	Claudia	Sped/RTI
Iwasko	Alex	RTI
Koerner	Ashlee	RTI
Burnette	Christina	EL
Session	Sandy	In-House Sub

ADMINISTRATION

Ekelund	Luke	Counselor
Nafe	Megan	Curriculum Coordinator, Communications
Erickson	Jess	Dean of Students Gr K-8
Sharp	Andy	.50 Leadership Teacher, .50 Transportation, Facilities, and Back-Up Dean
Broderick	Ben	School Principal & Operations

OFFICE SUPPORT

Schrandt	Casidee	MARSS Coordinator, Enrollment & Eventual Office Manager
Baumann	Nancy	.80 FTE, Accounts Payable, Procurement, HR & Benefits
Delgado	Timbra	Health Services

TBD Front Desk Receptionist

PARAS & CUSTODIAL

Lock	Steve	Sped Para
Bedard	Nic	Sped Para
Duran	Anthony	Sped Para
Cunningham	Sam	Sped Para
Keelen	Suzanne	Sped Para
Garibay	Lisa	Sped Para
Plappert	Denise	Sped Para
Thomas	Madeline	Sped Para
Diaz	Desiree	Sped Para
Sorenson	Amy	Sped Para
Hunt	Caden	Sped Para
Graff	Jess	Para & Administrative Assistant
Martinez	Roberto	Custodian



Meeting: Governance Committee

Date: Tuesday, June 7, 2022

Time: 9:00 a.m.

Location: Google Meet Link

AGENDA

Minutes:

The meeting was called to order by Jessica Erickson at 9:10 am.

Members Present: Jess Erickson, Natalie Sjoberg, and Kathy Mortensen

Members Absent: Kylie Griffith, Shelbi Pool, and Erin Neumann

Development, Discussion, and Recommendations

- 506- Student Discipline
 - Completed final review, recommend for second reading and approval at next board meeting
- 514- Bullying Prohibition Policy
 - Completed final review, recommend for second reading and approval at next board meeting
- 540- Student Dress, Appearance, and Uniform
 - We discussed adding dark gray to K-5 uniform top choices
 - We will continue the uniform discussion at the next meeting.
- 612.1- Development of Parental Involvement Policies for Title I Programs
 - Table for August's meeting
- 801- Equal Access of Facilities
 - Table for August's meeting
- 806- Crisis Management Policy
 - Table for August's meeting
- 807- Health and Safety Policy
 - Table for August's meeting
- First Reading of 900 Series and 413
 - Table for August's meeting

Future Discussion Topics

- June 13th Meeting
 - 540- Student Dress, Appearance, and Uniform
- August 11th Meeting
 - MCA Data
 - 612.1- Development of Parental Involvement Policies for Title I Programs
 - 801- Equal Access of Facilities
 - 806- Crisis Management Policy
 - 807- Health and Safety Policy
 - First Reading of 900 Series and 413

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Monday, June 13, 2022

Time: 4:30 p.m.

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

Adjournment

Meeting adjourned at 10:05 a.m.



Meeting: Governance Committee

Date: Monday, June 13, 2022

Time: 4:30 p.m.

Location: Zoom.us

AGENDA

Minutes:

The meeting was called to order by Jessica Erickson at 4:33 pm.

Members Present: Jess Erickson, Natalie Sjoberg, and Kylie Griffith

Members Absent: Kathy Mortensen, Shelbi Pool, and Erin Neumann

Development, Discussion, and Recommendations

- 540- Student Dress, Appearance, and Uniform
 - Focused on the wording of the policy
 - Added tables to make it easier to read
 - Added PE uniform component
 - Added Dark Gray Shirts as an option to grade K-5
 - Policy ready for second reading at next board meeting

Future Discussion Topics

- MCA Data
- 612.1- Development of Parental Involvement Policies for Title I Programs
- 801- Equal Access of Facilities
- 806- Crisis Management Policy
- 807- Health and Safety Policy
- First Reading of 900 Series and 413

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Thursday, August 11, 2022

Time: 4:30 p.m.

Location: Woodbury Leadership Academy-Zoom.us

8089 Globe Drive, Woodbury, MN 55125

Adjournment

Meeting adjourned at 5:01 pm

Adopted: August 12, 2014

Amended: April 14, 2022

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with Woodbury Leadership Academy's expectations for student conduct. Such compliance will enhance Woodbury Leadership Academy's ability to maintain discipline and ensure that there is no interference with the educational process. Woodbury Leadership Academy will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The Board of Directors recognizes that individual responsibility and mutual respect are essential components of the educational process. The Board of Directors further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of Woodbury Leadership Academy is that a fair and equitable school-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, ~~Minn. Stat. §§ 121A.40-121A.56.~~

In view of the foregoing and in accordance with ~~Minnesota Statute Minn. Stat. § 121A.55~~, the Board of Directors, with the participation of school administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of Woodbury Leadership Academy.

III. AREAS OF RESPONSIBILITY

A. The Board of Directors. The Board of Directors ~~holds all school personnel responsible for the maintenance of order within Woodbury Leadership Academy and~~ supports all personnel acting within the framework of this discipline policy.

B. The Director. The Director shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The Director shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the Board of Directors for approval and shall be attached as an addendum to this policy.

C. The Director or designee. The Director or designee is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final Board of Directors approval. The Director or designee shall give direction and support to all school personnel performing their duties within the framework of this policy. The Director or designee shall consult with parents of students conducting themselves in a manner contrary to the policy. The Director or designee shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. The Director or designee, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the Director. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

E. Other school Personnel. All school personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the Director. A school employee, school bus driver, or other agent of a school, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school policy (540);
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
~~506-3~~
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by Woodbury Leadership Academy. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or

any other vehicles approved for school purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of Woodbury Leadership Academy or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of Woodbury Leadership Academy's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of Woodbury Leadership Academy's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics,

506-4

drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of Woodbury Leadership Academy's Weapons Policy;
14. Violation of Woodbury Leadership Academy's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;

17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of Woodbury Leadership Academy's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating as defined in the family handbook ~~including, but not limited to, pagers, radios, and phones, including picture phones;~~
23. Violation of school bus or transportation rules or Woodbury Leadership ~~506-5~~ Academy's Student Transportation Safety Policy;
24. Violation of ~~parking or~~ school traffic rules and regulations. ~~, including, but not limited to, driving on school property in such a manner as to endanger persons or property;~~
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of Woodbury Leadership Academy's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
- ~~27. Violation of Woodbury Leadership Academy's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;~~
- ~~27.-28.~~ Possession or distribution of slanderous, libelous, or pornographic materials;
- ~~28.-29.~~ Violation of Woodbury Leadership Academy' Bullying Prohibition Policy;
- ~~29.-30.~~ Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a

message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

~~30-31~~. Criminal activity;

~~31-32~~. Falsification of any records, documents, notes, or signatures;

~~32-33~~. Tampering with, changing, or altering records or documents of Woodbury Leadership Academy by any method including, but not limited to, computer access or other electronic means;

~~33-34~~ Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;

~~34-35~~. Impertinent or disrespectful language toward teachers or other school personnel;

~~35-36~~ Violation of Woodbury Leadership Academy's Harassment and Violence Policy;

~~506-6~~

~~36-37~~ Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school personnel, or other persons;

~~37-36~~. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

~~36-37~~. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

~~37-38~~ Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;

~~38-39~~ Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

~~39-40~~. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;

~~40-41~~ Violation of Woodbury Leadership Academy's Distribution of Non-school Sponsored Materials on School Premises by Students and Employees Policy;

~~41-44~~ Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

~~42-45~~. Other acts, as determined by Woodbury Leadership Academy, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of

Woodbury Leadership Academy or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of Woodbury Leadership Academy is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of Woodbury Leadership Academy. At a minimum, violation of school rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. Woodbury Leadership Academy shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if

~~506-7~~

warranted by the student's misconduct, as determined by Woodbury Leadership Academy. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, Director, or other school personnel, and verbal warning;
- B. Confiscation by school personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school policy, rule, regulation, procedure, or state or federal law. If confiscated by Woodbury Leadership Academy, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;

P. Out-of-school suspension under the Pupil Fair Dismissal Act;

Q. Preparation of an admission or readmission plan;

~~R. Saturday school;~~

~~506-8~~

~~R. S.~~ Expulsion under the Pupil Fair Dismissal Act;

~~S. T.~~ Exclusion under the Pupil Fair Dismissal Act; and/or

~~T. U.~~ Other disciplinary action as deemed appropriate by Woodbury Leadership Academy.

VIII. REMOVAL OF STUDENTS FROM CLASS

A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, Director, or other school employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or the Director, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

B. If a student is removed from class more than ten (10) times in a school year, Woodbury Leadership Academy shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

~~C. If a student is removed from class, the teacher, the Director or other school employee will complete a report describing the student's behavior. The student will remain in the custody of the~~

Director or his/her designee for the duration of the time prescribed.

~~C. Procedures for Removal of a Student From a Class:~~

~~1. Teachers will follow Responsive Classroom protocols for behavior~~

~~506-9~~

~~modification first.~~

~~2. Teacher will seek further staff support (from other cooperating teachers, educational assistants, or the Director) if Responsive Classroom protocols are not successful.~~

~~3. Students will only be removed from the classroom for a private conference with a staff member, if there is a safety concern for students, staff or volunteers, or relocation to a mentor classroom.~~

~~D. Responsibility for and Custody of a Student Removed From Class:~~

~~1. Students will be accompanied by a teacher, cooperating teacher, educational assistant, mentor student, or the Director to the designated location.~~

~~2. Director, cooperating teacher, or educational assistant will take control and be responsible for the student they accompany from the classroom.~~

~~E. Procedures for Return of a Student to a Class From Which the Student Was Removed.~~

~~1. After student conference, the student will be escorted back to the classroom by the Director, educational assistant, mentor student, or cooperating teacher.~~

~~2. The student will return after conferencing and discussing the expectations within the classroom.~~

D. Responsibility for and Custody of a Student Removed From Class

Teachers removing students from class are required to direct the student to the school office and verify his or her arrival as soon as practicable. The administrator may, at his/her option, assign the student to supervision in another area especially designated for this purpose. Students removed for more than one class period will receive assignments from the teachers to enable the student to keep up with his/her class work.

E. Procedures for Return of a Student to a Class from Which the Student Was Removed

The student may return to class after a conference with the appropriate administrator, teacher, and/or the parent(s)/guardian(s). At the time of this conference a definite plan of action will be established, including a review of any existing special education services. Students removed from class will be required to examine and take measures to correct inappropriate conduct.

F. Procedures for Notification.

1. Parents/Guardians will be notified of their child's removal from their classroom on the day that it occurs. The Director, **their designee**, or the classroom teacher will be

responsible for making parent contact.

G. ~~Disabled~~ Students on an IEP and Special Provisions.

1. Same procedures as outlined in “C” with the involvement of the Special Education personnel. Any procedures determined appropriate and/or included in the students’ Individualized Education Programs (IEPs) or 504 Plan.
2. Consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and

~~506-10~~

3. Any procedures determined appropriate for referring students in need of special education services to those services.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students

While on School Premises.

1. Establishment of a chemical abuse pre-assessment team pursuant to Minn.Stat. ~~§ 121A.26;~~
2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. ~~§ 121A.27;~~ and
3. Establishment of teacher reporting procedures to the chemical abuse pre- assessment team pursuant to Minn. Stat. ~~§ 121A.29.~~

I. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student’s Behavior.

1. Classroom teachers and other staff will be responsible for frequent communication with parents or guardians in attempts to improve student’s behavior.

J. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

1. Classroom teachers and other staff will use the Response to Intervention (RTI) Model for early detection of behavioral problems.

IX. DISMISSAL

A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

Woodbury Leadership Academy shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding, which may result in suspension, exclusion or expulsion.

Woodbury Leadership Academy shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the

student will create an immediate and substantial danger to **themselves** or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

~~506-11~~

1. Willful violation of any reasonable Board of Directors regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the Director, under rules promulgated by the Board of Directors, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the Director shall provide the Board of Directors with a reason for the longer term of suspension. ~~This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.~~

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, Woodbury Leadership Academy shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder or behavioral health disorder.

3. Each suspension action ~~will~~ **may** include a readmission plan. ~~The plan will include a re-entry meeting involving the parent/guardian, the student, and school administration.~~ The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. The Director must not use the refusal of a parent or guardian to consent to the ~~administration-Director~~ of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The Director may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to

surrounding persons or property or where Woodbury Leadership Academy is in the process of initiating an expulsion, in which case the Director may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The Director **or designee** shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. ~~§ 123A.05~~ selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. ~~§ 120B.02~~, although in a different setting.

6. The Director **or designee** shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to **themselves** or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, the Director **or designee** shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

~~7. After a suspension has been assigned and upon further consideration, school administrators may assign alternative consequences. After the Director or designee notifies a student of the grounds for suspension, the Director or designee may, instead of imposing the suspension, do one or more of the following:~~

~~a. strongly encourage a parent or guardian of the student to attend school with the student for one day;~~

~~b. assign the student to attend school on Saturday as supervised by~~

~~the Director or the administration's designee; and~~
~~e. petition the juvenile court that the student is in need of services~~
~~under Minn. Stat. Ch. 260C.~~

8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan ~~meeting scheduled~~, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. ~~§§ 121A.40–121A.56~~, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference.

9. The Director shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

11. Notwithstanding the foregoing provisions, the student may be suspended pending the Board of Director's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a Board of Directors action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the Board of Directors.

2. "Exclusion" means an action taken by the Board of Directors to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the Board of Directors.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. ~~§§121A.40-121A.56.~~

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

~~506-14~~

5. The student and parent or guardian shall be provided written notice of Woodbury Leadership Academy's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. ~~§§ 121A.40-121A.56~~; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to:

(1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. Woodbury Leadership Academy shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by Woodbury Leadership Academy, student, parent, or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.

8. Woodbury Leadership Academy shall record the hearing proceedings at school expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. Woodbury Leadership Academy shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The Board of Directors may appoint an attorney to represent Woodbury Leadership Academy in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by Woodbury Leadership Academy. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

506-15

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for Woodbury Leadership Academy.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the Board of Directors and served upon

the parties within two (2) days after the close of the hearing.

17. The Board of Directors shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The Board of Directors may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the Board of Directors must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the Board of Directors may appeal the decision to the Commissioner within twenty-one (21) calendar days of Board of Directors action pursuant to Minn. Stat. ~~§ 121A.49~~. The decision of the Board of Directors shall be implemented during the appeal to the Commissioner.

19. Woodbury Leadership Academy shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. Woodbury Leadership Academy must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student

~~506-16~~

and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, the Director shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in Woodbury Leadership Academy.

X. ADMISSION OR READMISSION PLAN

The Director ~~or designee~~ shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. ~~§ 120B.232, Subd. 1~~, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents ~~to provide psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student-sympathomimetic medication~~ for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, Director or other school official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

The policy of Woodbury Leadership Academy is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. ~~Ch. 13.~~

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, Woodbury Leadership Academy will proceed with discipline. –

~~506-17~~

up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that Woodbury Leadership Academy had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, Woodbury Leadership Academy shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

Woodbury Leadership Academy may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. ~~§ 124D.03~~) or Enrollment in Nonresident District (Minn. Stat. ~~§ 124D.08~~) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. ~~Ch.~~

~~260A~~), and the student's case has been referred to juvenile court. Woodbury Leadership Academy may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

Woodbury Leadership Academy will notify students and parents of the existence and contents of this policy in such a manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents on the school's website, woodburyleadershipacademy.com, and to all new students and parents upon enrollment. This policy shall also be available upon request in the building's main office.

XVI. REVIEW OF POLICY

The Director and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the **Governance Committee Director** for consideration by the Board of Directors; ~~which shall conduct an annual review of this policy.~~

506-18

XVII. STUDENT DISCIPLINE GRID

CATEGORY	VIOLATION	INTERVENTIONS	PARENT CONTACT AND/OR CONFERENCE	SUSPENSION	REFERRALS TO OUTSIDE AGENCIES	RECOMMEND EXCLUSION	RECOMMEND EXPULSION
		LOSS OF PRIVILEGES DETENTIONS MEDIATION RESTITUTION BEHAVIOR PLAN SCHEDULE CHANGE	TEACHER DEAN	HALF DAY IN-SCHOOL OUT-OF-SCHOOL	LAW ENFORCEMENT JUVENILE COURT COUNTY SERVICES MENTAL HEALTH	FOR REMAINDER OF SCHOOL YEAR, SERVICES PROVIDED OFF-SITE	FOR 12-MONTH PERIOD, SERVICES PROVIDED OFF-SITE
OTHER STUDENT BEHAVIOR VIOLATIONS	Any other offenses not listed below	Conference w/student assign consequences (Dean)	Possible, depending on severity (Teacher with Dean)	Possible, depends on severity (Dean)	Possible (Dean)	Possible (Executive Director)	Possible (Executive Director and School Board)
BULLYING, HAZING, OR HARASSMENT	Actions including but not limited to teasing, intimidation, or threats	Conference w/student assign consequences (Dean)	Possible, depending on severity (Teacher with Dean)	Possible, depends on severity (Dean)	Possible (Dean)	Possible (Executive Director)	Possible (Executive Director and School Board)
PHYSICAL AGGRESSION	Pushing, poking, biting, shoving, scuffling, unfriendly touch, spitting, etc.	Conference w/student assign consequences (Dean)	Possible, depending on severity (Teacher with Dean)	Possible, depends on severity (Dean)	Possible (Dean)	Possible (Executive Director)	Possible (Executive Director and School Board)
TRANSIENT THREAT	Rhetorical remarks, not genuine expressions to harm	Conference w/student assign consequences (Dean)	Possible, depending on severity (Teacher with Dean)	Possible, depends on severity (Dean)	Possible (Dean)	Possible (Executive Director)	Possible (Executive Director and School Board)
VIOLATION OF TECHNOLOGY ACCEPTABLE USE	Using technology for reasons other than appropriate school use	Conference w/student Possibly remove access (Dean)	Possible, depending on severity (Teacher with Dean)	Possible, depends on severity (Dean)	Possible (Dean)	Possible (Executive Director)	Possible (Executive Director and School Board)
THEFT OR VANDALISM	Theft of property, or destruction of property	Conference w/student assign consequences (Dean)	Yes (Dean)	Possible, depends on severity (Dean)	Possible (Dean)	Possible (Executive Director)	Possible (Executive Director and School Board)
ASSAULT OR FIGHTING	Physical and/or sexual	Conference w/student assign consequences (Dean)	Yes (Dean)	Yes (Dean)	Possible (Dean)	Possible (Executive Director)	Possible (Executive Director and School Board)
ALCOHOL, TOBACCO, OR CONTROLLED SUBSTANCE	Includes all forms of alcohol, tobacco, street drugs, and unauthorized prescriptions	Conference w/student assign consequences (Dean)	Yes (Dean)	Yes (Dean)	Possible (Dean)	Possible (Executive Director)	Possible (Executive Director and School Board)
THREAT PER MN STATUTE 609.713	Express intent to physically injure someone beyond the immediate situation	Conference w/student assign consequences (Dean)	Yes (Dean)	Yes (Dean)	Possible (Dean)	Yes (Executive Director)	Yes (Executive Director and School Board)
WEAPONS		Conference w/student assign consequences (Dean)	Yes (Dean)	Yes (Dean)	Yes (Dean)	Yes (Executive Director)	Yes (Executive Director and School Board)

WOODBURY LEADERSHIP ACADEMY

Adopted: June 10, 2014

Amended: ~~June 12, 2019~~–June 7, 2022

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harmful conduct that is objectively offensive and:
 - a. an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or
 - b. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyberbullying as defined in this policy.
- B. "Cyberbullying" means bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network internet website, or forum, transmitted through a computer, cell phone, or other electronic devices. The term applies to prohibited conduct which occurs on school premises, on school property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mail lists, or off school premises to the extent that it

substantially and materially disrupts student learning or the school environment.

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

III. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on WLA property, at school functions or activities, or on school transportation. This policy also applies to any student whose conduct ~~at any time or in any place~~ constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of WLA or the safety or welfare of the student or other students, or materially and substantially interferes with a student’s educational opportunities or performance or ability to

participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying. ~~regardless of whether such act is committed on or off WLA property and/or with or without the use of WLA resources.~~

- B. No teacher, administrator, volunteer, contractor, or other employee of Woodbury Leadership Academy shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. WLA will take appropriate action against any student or employee who engages in retaliation.
- E. False accusations or reports of bullying are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or knowingly making a false report of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school's policies and procedures, including WLA's discipline policy. WLA may take into account the following factors:
 - a. The developmental and maturity levels of the parties involved;
 - b. The levels of harm, surrounding circumstances, and nature of the behavior;
 - c. Past incidences or past or continuing patterns of behavior;
 - d. The relationship between the parties involved; and
 - e. The context in which the alleged incidents occurred.
- G. Consequences for:
 - a. students who commit prohibited acts of bullying may range from remedial response or positive behavioral interventions up to and including suspension and/or expulsion, **in line with Policy 506.**
 - b. ~~Consequences for~~ employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.
 - c. ~~Consequences for~~ other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school property and events and/or termination of services and/or contract.
- H. Woodbury Leadership Academy will act to investigate all complaints of bullying reported to ~~the~~ WLA **staff members** and will discipline or take appropriate action against any student, teacher, administrator, volunteer, parent, contractor, or other employee of WLA who is found to have violated this policy.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge of belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school official. ~~designated~~

~~by this policy.~~ A person may report bullying anonymously. However, the school district may not rely solely on anonymous reports to determine discipline or other remedial responses.

- B. Woodbury Leadership Academy encourages the reporting party or complainant to ~~submit the report in writing or orally to any WLA staff member. Staff members will attempt to handle the report, then will give the report to the Executive Director or their designee if it is unable to be resolved. use the incident form available in the school's office, but oral reports shall be considered complaints as well.~~
- C. The Executive Director or their designee ~~building director or supervisor (hereinafter the "building report taker")~~ is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to the ~~Executive Director or their designee school's human rights officer or the director.~~ If the complaint involves the ~~Executive Director or their designee building report taker,~~ the complaint shall be made or filed directly with the ~~school's human rights officer or~~ board chair by the reporting party of the complainant.

The ~~Executive Director or their designee building report taker~~ shall ensure that this policy and its procedures, practices, consequences and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The ~~Executive Director or their designee building report taker~~ or a third party designated by WLA shall be responsible for the investigation. The ~~Executive Director or their designee building report taker~~ shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the ~~Executive Director or their designee building report taker~~ immediately. School personnel, who fail to inform the ~~Executive Director or their designee building report taker~~ of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner, may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The ~~Executive Director or their designee building report taker,~~ in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work

environment.

V. SCHOOL ACTION

- A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, WLA shall undertake or authorize an investigation by the **Executive Director or their designee ~~building report taker~~** or a third party designated by WLA.
- B. The **~~building report taker or other appropriate school officials~~ Executive Director or their designee** may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, WLA will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge, **in line with Policy 506**. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in this policy. WLA action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable WLA policies; and applicable regulations.
- E. WLA is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of WLA. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, WLA shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION AND REPRISAL

WLA will discipline or take appropriate action against any student, teacher, administrator,

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

VII. TRAINING AND EDUCATION

- A. WLA shall discuss this policy with students, school personnel and volunteers and provide appropriate training for all school personnel to prevent, identify and respond to prohibited conduct. WLA ~~staff members shall review this policy annually shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with WLA. WLA or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance.~~ This policy shall be provided in employee ~~and family~~ handbooks and training materials.
- B. WLA will provide professional development, consistent with Minnesota law, to all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
- developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - the complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - the incidence and nature of cyberbullying; and
 - Internet safety and cyberbullying.
 - ~~how to teach students self-advocacy skills~~
- C. The administration of WLA is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- D. WLA may implement violence prevention and character development education programs to prevent and reduce policy violations.

~~t for others, peacemaking, and resourcefulness.~~

VIII. NOTICE

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

VIV. FAMILY RESOURCES

- A. <https://www.stopbullying.gov/>
- B. <https://www.parentcenterhub.org/bullying/>
- C. <https://www.pacer.org/bullying/parents/helping-your-child.asp>

WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

Amended: June 7th, 2022

540 STUDENT DRESS, APPEARANCE AND UNIFORM

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. DEFINITIONS

- A. “Free Dress Days” students are permitted to wear clothing other than their school uniform.
- B. “Appropriate” clothing appropriate for the weather, activity (i.e. physical education or the classroom) that does not create a health or safety hazard.

- C. “Inappropriate” Clothing bearing a message that is, suggestive, lewd, vulgar, or obscene. Apparel promoting products or activities that are illegal for use by minors is inappropriate. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Woodbury Leadership Academy’s Harassment and Violence Policy is inappropriate. Any apparel or footwear that would damage school property.
- D. “Gang,” as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity.
- E. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- F. “Modesty” dress to prevent intentional exposure of the body. It is recognized that there are varied opinions as to what constitutes modesty, therefore the following guidelines help define the expectations for students. Violations of these guidelines will be treated as a uniform violation.
- Shorts/jumpers/skirts/skortis must be no shorter than fingertip length with relaxed arms
 - No underwear showing, bottoms are to be worn at the natural waist.
 - No bra straps, or cleavage may be showing.
 - No midriff may be showing.
 - Outfits, both uniform or non-uniform, that are too tight and/or too revealing, including leggings, jeggings and other tight fitting spandex pants are not to be worn. In addition, items that are too loose such as sagging pants are not to be worn. The latest fashion or fad may not fit the dress code. Bike shorts, leggings, or tights under skirts are strongly encouraged.
- G. “Spirit Wear Days” students are permitted to wear WLA sponsored spirit wear clothing. If students do not dress in spirit wear, school uniform is required.

School Uniform Information

Elementary School (Grades K-5) Uniform Guidelines

Item	Colors	Styles	Notes
Pants, Capris, Shorts, Skirts, and Skorts	Khaki or Navy Blue	Twill or Corduroy	No sweatpants or athletic shorts or leggings without skirt
Jumpers and Dresses <i>*Must have WLA logo</i>	Khaki or Navy Blue		White or navy crew neck or collared shirt under the jumper
Leggings, tights, and high socks	White, Gray, Navy Blue or Black	Solid colors, no patterns	Only to be worn under school uniforms, such as jumpers/skirts
Shirts <i>*Must have WLA logo</i>	White, Dark Gray, or Navy Blue	- Oxford cloth dress shirts or “polo” style with collar - Long or short sleeve	
Cardigans	Navy Blue	Button up style	Worn open so that logo is visible on uniform shirt
Sweater Vests <i>*Must have WLA logo</i>	Navy Blue	Crew neck style	
Fleece Zip-Ups and Sweatshirt <i>*Must have WLA logo</i>	Navy Blue	Fleece zip-up only, no cotton	Navy Blue WLA sweatshirt is allowed
Shoes	Any color	Any dress shoe, casual shoe or athletic shoe that are closed toed	No wedges/heels, flip flops, opened toed sandals, or shoes that have lights, sounds or rollers.

****All uniform items should be free of rips, tears, and/or stains****

Middle School (Grades 6-8) Uniform Guidelines

Item	Colors	Styles	Notes
Pants, Capris, Shorts, Skirts, and Skorts	Khaki or Navy Blue	Twill or Corduroy	No sweatpants or athletic shorts or leggings without skirt
Jumpers and Dresses <i>*Must have WLA logo</i>	Khaki or Navy Blue		White or navy crew neck or collared shirt under the jumper
Leggings, tights, and high socks	White, Gray, Navy Blue or Black	Solid colors, no patterns	Only be worn under school uniforms, such as jumpers/skirts
Shirts <i>*Must have WLA logo</i>	White, Light Blue, Heather Gray Navy Blue	- Oxford cloth dress shirts or “polo” style with collar - Long or short sleeve	
Cardigans	Navy Blue	Button up style	Worn open so that logo is visible on uniform shirt
Sweater Vests <i>*Must have WLA logo</i>	Navy Blue	Crew neck style	
Fleece Zip-Ups and Sweatshirt <i>*Must have WLA logo</i>	Navy Blue	Fleece zip-up only, no cotton	Navy Blue WLA sweatshirt is allowed
Shoes	Any color	Any dress shoe, casual shoe or athletic shoe that are closed toed	No wedges/heels, flip flops, opened toed sandals, or shoes that have lights, sounds or rollers.

****All uniform items should be free of rips, tears, and/or stains****

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

Middle School (Grades 6-8) Physical Education Uniform (OPTIONAL)

*The following uniform options *may ONLY* be worn on scheduled Physical Education days. Students will be allowed to wear their PE uniform for the entire school day. Students may not mix PE Uniform items with regular uniform clothing. **If a student does not wear the PE uniform specified below, they must be in their school uniform.**

Item	Colors	Styles	Notes
Pants and Shorts	Navy Blue	Jogger sweatpants, athletic shorts or skorts	Shorts and skorts must be longer than the finger tips, any brand is acceptable
PE Uniform Shirt <i>*Purchased from WLA sponsored vendor</i>	Gray	Specific WLA PE Uniform Shirt only	

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

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

Bottoms

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

Tops

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

Others:

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

WLA Middle School Uniforms

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

Shirts: ~~light blue and heather gray~~

IV. Miscellaneous

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

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

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

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



June 9, 2022

Timeline

Problem	Action (Who will do what?)	Timeline
<p>Mandated Reporting Policies and Procedures; and Access to School Counsel by the Board. The Board did have a policy stating that only the Board Chair and School Director have direct access to the school’s lawyer. In the April 2022 Board meeting, the Board decided to have a committee look at and possibly modify it so that all board members can have access to the lawyer when needed.</p>	<p>The Board needs to consider modifying the Mandated Reporting Policies and Procedures; and Access to School Counsel by the Board so that all Board members have access to legal counsel and clarify who is mandated to report.</p>	<p>July Board meeting:</p> <ul style="list-style-type: none"> • Review the Mandated Reporting Policies and Procedures. • Review access to School Counsel by the Board.
<p>It is not clear who is a mandatory reporter.</p>	<p>Board needs to receive training on the topic of mandated reporting, specifically who is a mandated reported and the process of reporting.</p>	<ul style="list-style-type: none"> • August Board meeting: Mandated Reporting training. • In addition to ongoing monitoring of Mandated Reporting Policies and Procedures use.
<p>The use of a Facebook group by WLA Board members invites Open Meeting Law problems, challenges, and potential violations.</p>	<p>It is recommended that the Board Members immediately stop using the private WLA Facebook group or any other social media accounts to discuss school related topics. We also recommend that the Board engages with Open Meeting Law training specifically focused on “serial meetings” and the use of</p>	<ul style="list-style-type: none"> • Immediate action: The Board stops using the private WLA Facebook group or any other social media accounts to discuss school related topics. • September Board meeting: Open Meeting Law training.

	social media and electronic communications.	
Missing procedures to help address conflicts or concerns with or between individual Board members <i>prior</i> to removal.	The WLA Board might further want to consider revising the bylaws or add an additional Board policy that includes a process for remediation or interventional steps that should be considered prior to the vote for a removal of a Board member.	<ul style="list-style-type: none"> • August Board meeting: Revise Bylaws. • September Board meeting: Update Bylaws.
Board Involvement with School Discipline. Policies and procedures for the handling of and the communication about discipline problems are lacking.	A policy should be written regarding student discipline and to what degree and when the BOD gets involved. In addition, a Board training on Protecting Private Data is needed.	<ul style="list-style-type: none"> • August Board meeting: The Board should consider reviewing and updating school and Board policies for how discipline problems are addressed by school administration and by the Board. • September Board meeting: Protecting Private Data training.
Parent survey results were shared that confirm that [REDACTED] concerns about bullying at the school were not in isolation.	Review the Discipline Policy and determine if the policy is working as intended and assess whether the discipline policy has been enforced and changes shall be submitted to the Director for consideration by the Board of Directors. An annual review of this policy by the Board is also needed.	<ul style="list-style-type: none"> • June Board meeting: Review the Discipline Policy. • Annual review of the Discipline Policy.
There is some ambiguity as to how to handle a bullying incident if the report taker, responsible authority, or Board member or a Board member's child is the accused party.	There needs to be specific guidance for when and how school administration involves the Board at all and for avoiding conflicts of interest if Board member's children are involved.	<ul style="list-style-type: none"> • June Board meeting.
VOA-MN appreciates the desire to have more	The board might consider requesting that management establish a template for	<ul style="list-style-type: none"> • August Board meeting.

<p>meaningful discussion of academics.</p>	<p>academic reports to the board that meets their expectations and aligned to the school assessment calendar and when state data is public. Additional training for Board members on <i>how</i> to review academic data would be good for all VOA-MN Boards.</p>	
--	--	--