



Meeting: Board of Directors Annual Meeting

Date: Thursday, September 22nd, 2022

Time: 5:30 P.M.

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

AGENDA

1.Meeting Call to Order and Roll Call (Shelbi Pool, Board Chair)

1.1 Meeting Call to Order

1.2 Roll Call (Casidee Schrandt, Board Clerk)

2. WLA Mission and Vision (Natalie Sjoberg)

- 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 Secretary)

3.1 Approval of meeting agenda

Motion: _____ 2nd: _____ Vote: _____

3.2 Approval of August 24th, 2022 Meeting Minutes

Motion: _____ 2nd: _____ Vote: _____

4. Conflict of Interest Declaration (Presenter: Shelbi Pool, Board Chair)

5. Public Comment (Presenter: Shelbi Pool, Board Chair)

5.1 Delegation of Public Comment Items (if necessary)

6. Board Training

6.1 Training regarding Open Meeting Law with a specific focus on serial meetings and the use of social media and electronic communications

6.2 Protecting Private Data training

7. Board and Administration Reports

7.1 Board Report (Shelbi Pool)

7.2 Director Report (Dr. Mortensen)

7.3 Financial Director Report (BKDV)

7.4 Finance Committee Report (Mandi Folks)

7.4.1 Approve August Financials and September Finance Committee Minutes

Motion: _____ 2nd: _____ Vote: _____

7.5 Governance Committee Report (Natalie Sjoberg)

7.5.1 Accept September Governance Committee Minutes, enter Policy 413 (Harassment and Violence) into first reading and enter Policy 515 (Protection and Privacy of Pupil Records) into second reading

Motion: _____ 2nd: _____ Vote: _____

7.5.2 Discuss committee recommendation of amending BOD Code of Ethics to include process for remediation or interventional steps that should be considered prior to the vote for a removal of a Board (see example)

7.5.3 Accept resignation of Jessica Erickson as Committee Chair and seat Natalie Sjoberg as new Governance Committee Chair

Motion: _____ 2nd: _____ Vote: _____

7.6 Facilities Committee Report (Mandi Folks)

7.6.1 Accept September Facilities Committee Minutes

Motion: _____ 2nd: _____ Vote: _____

8. Board Discussion and Business (Presenter: Shelbi Pool, Board Chair)

8.1 Approval of Dr. Mortensen for EDIAM (KM)

9. Board Communication & Future Items (Presenter: Shelbi Pool, Board Chair)

9.1 Board Communication/Future Agenda Items- Reflection

10. Housekeeping (Presenter: Shelbi Pool, Board Chair)

WLA Regular Board of Directors Meeting

Date: Thursday, October 27th, 2022

Time: 5:30pm

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

11. Adjournment (Presenter: Shelbi Pool, Board Chair)

Adjournment

Motion: _____ 2nd _____ Vote: _____

Woodbury Leadership Academy
Board of Directors Regular Meeting Minutes
August 24, 2022



Directors Present: Mandi Folks, Julie Ohs, Shelbi Pool, Ryan Sheak, Natalie Sjoberg, Jolene Skordahl, Rich Washington

Directors Absent: N/A

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

Advisors Virtual: Brenda Kes (BerganKDV)

Others in Attendance: Shawn Smith (Wildamere), Paul Reinke (Mayor/Project Consultant), Ashley Ptacek (PTO President)

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. Pool called the meeting to order at 5:30PM.

1.2 Roll Call

Ms. Schrandt took roll.

2. WLA Mission and Vision

Ms Folks read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms. Skordahl moved to amend 6.4 to approve June and July financials for the finance committee report.

Ms. Folks seconded. Motion passed unanimously.

3.2 Approval of June 22, 2022 Meeting Minutes

Ms. Folks moved “to approve the July 27, 2022 meeting minutes.” Ms. Sjoberg seconded. Motion passed unanimously.

4. Conflict of Interest Declaration

Ms. Pool 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 Board Report

Ms. Folks moved to appoint Richard Washington to the Board and accept Shannon Kelly’s resignation from the Board. Ms. Ohs seconded. Motion passed unanimously.

6.2 Director Report

Ms. Mortensen reported on the Director's Report. Items that were highlighted include:

- To achieve one of WLA's strategic planning goals, our Professional Learning Communities (PLCs) will have a tight focus on working towards becoming a Core Knowledge School of Distinction and using data to inform our instruction and raise test scores
- Our MCA results indicate that WLA students made substantial progress in reading, math, and science in most grade levels.
- The budget is on target to meeting our projections.
- K&S Music will be offering many programs through our facilities.
- WLA is partnering with the City of Woodbury to share our facility for recreational events as well as community education courses.

6.3 Financial Director Report (BKDV)

Ms. Kes reviewed the June 2022 Executive Summary for the fiscal 2022-2023 school year that is in the Board packet. The audit is scheduled for next month. Ms. Kes noted that we ended the fiscal year at 635 ADM which had WLA ending on budget. The school currently has 105 days' cash on hand which is well above the requirement. The year was 100% complete, revenues are at 100.3% and expenditures disbursed are at 97.5% of the reporting period.

Ms. Kes reviewed the June Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports.

Ms. Kes reviewed the July 2022 Executive Summary in the Board packet, noting the actual ADM is still working due to enrollment and waiting for students to begin. The school currently has 92 days' cash on hand which is well above the requirement. The year is 8% complete, revenues are at 8% and expenditures disbursed are at 2.6% of the reporting period.

Ms. Kes reviewed the July Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met and reviewed the June and July financial statements. The Committee reviewed the enrollment projections and possible staffing additions. The Committee also reviewed the recommended change in health plans and decided they should move forward with those plans.

6.4.1. Accept June and July Financials and August Finance Committee Minutes

Ms. Skordahl motioned "to approve June and July Financial Statements and August Finance Committee Minutes." Ms. Ohs seconded the motion. Motion passed unanimously.

6.5 Governance Committee Report

Ms. Sjoberg reported the Governance Committee met and discussed Policy 515, MCA requirement document update, Policy 709, Policy 612.1, access to counsel by the Board, and policies of Board involvement with student discipline.

6.5.1. Accept August Governance Committee Minutes and enter Policy 515 (Protection and Privacy of Pupil Records) into reading.

Ms. Sjoberg motioned "to accept August Governance Committee Minutes and enter Policy 515 (Protection and Privacy of Pupil Records) into first reading." Ms. Skordahl seconded the motion. Ms. Folks, Ms. Ohs, Ms. Pool, Mr. Sheak, Ms. Sjoberg, Ms. Skordahl, Mr. Washington voted yes. No abstentions. No votes against. Motion passed.

6.5.2. Governance Committee presents their recommendations for access to counsel by the Board.

Ms. Sjoberg discussed that the Committee decided all Board members will be given the information on how they can access counsel by the Board. It will remain that the Board Chair and Executive Director will have direct access to counsel. If a Board member would like access, they can go to the Board Chair and Executive Director. This helps streamline the use of counsel and reduce repetitiveness.

6.5.3. Governance Committee presents their recommendations for a policy regarding student discipline and to what degree and when the BOD gets involved. Furthermore, specific guidance for when and how school administration involved the Board at all and for avoiding conflicts of interest, if Board member's children are involved.

Ms. Sjoberg mentioned that this is highlighted in Policy 506. The Board will be notified if there is a suspension for over 5 days, any decisions on expulsion, and any high profile discipline issues. If a Board member has a student involved in any board related discipline decisions, they will declare a conflict of interest. The discipline policy and process is the same for non-Board member and Board member related students.

6.6 Facilities Committee Report

6.6.1. Accept August Facilities Committee Minutes.

Ms. Folks directed attention to Jason Livingston, Shawn Smith, and Paul Reinke for the "School House Addition" presentation. Mr. Livingston went over a brief history of where WLA started and where we are today. Mr. Smith went over the project team that helped with the addition to WLA and discussed the project overview of building information and sources and uses of funds. Mr. Reinke discussed some highlights and challenges with the addition. Some additions were: teamwork and communication, low borrowing costs, delivered under budget, new logo and mascot, and established a great relationship with the city. Some challenges were: delays, supply chain, cold winter, storm shelter, and COVID. Mr. Reinke discussed the milestones WLA had gone through from start (June 2018) to finish (August 2022). Mr. Smith showed pictures to show the process of the project.

Ms. Folks moved "to accept August Facilities Committee Minutes." Ms. Ohs seconded the motion. Motion passed unanimously.

7. Board Training, Discussion, and Business

7.1 Strategic Plan Update

Dr. Mortensen mentioned she discussed this in her Director's Report.

7.2 YMCA Contract

Ms. Pool directed the Board to the YMCA Contract for the before and after school care as well as using our facility for their summer program. Ms. Folks motioned "to approve the YMCA Contract included in the Board packet." Ms. Skordahl seconded. Motion passed unanimously.

7.3 Annual Designations

Ms. Pool directed the Board to the Annual Designations which gives an overview of Board Member Designations. Ms. Folks motioned "to approve the Annual Designations." Ms. Ohs seconded. Motion passed unanimously.

7.4 Annual Meeting Planning

There was discussion to review planning for the Annual Meeting that will at the next Board meeting. The Annual Meeting will focus on WLA's Strategic Plan in order to help stakeholders understand the mission and vision and what WLA's future will look like.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Board meetings will be on Thursdays moving forward. Ashley Ptacek introduced herself as the new PTO President.

Ms. Sjoberg reviewed the VOA Timeline and reminded the Board that the next meeting, the lawyer is coming in for a two trainings and they will need an Academic Report from Megan Nafe on the MCA's.

9. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, September 22nd, 2022

Time: 5:30pm

Location: WLA, Room 117, Building A – 8089 Globe Drive, Woodbury, MN 55125

10. Adjournment

Ms. Sjoberg motioned “to adjourn tonight’s meeting.” Ms. Folks seconded the motion. Motion passed unanimously. The meeting adjourned at 7:01 PM.

Minutes drafted by Casidee Schrandt, Board Clerk (non-Board member); submitted by Mandi Folks, Board Secretary.

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, SEPTEMBER 22, 2022

Dr. Kathleen Mortensen

I. Organizational Leadership

- The Facilities Committee met on September 13th
- The Finance Committee met on September 14th
- The Governance Committee met on September 8th

II. Instructional Leadership

- As per our recent Strategic Planning session, “WLA intends to become a respected destination school in the area, and known nationally as a Core Knowledge School of Distinction.” Of note for progress towards this goal:
 - WLA 2022 MCA scores made major gains as compared to the 2021 MCA score data, in the following subjects and grade levels:
 - Reading grade 3, up 20%
 - Reading grade 3, up 17%
 - Reading grade 6, up 2%
 - Reading grade 8, up 27%
 - Math grade 3, up 27%
 - Math grade 4, up 21%
 - Math grade 6, up 23%
 - Math grade 8, up 29%
 - Science grade 5, up 3%
 - Science grade 8, up 14%
 - 2022 MCA scores are on the rise overall with
 - reading scores in grades 3, 4, 5, and 8 being above state average, and grade 6 being within one percentile of state average
 - math scores in grades 3, 4, 5, 6, and 8 being above state average
 - science scores in grade 5 being above state average
 - iReady
 - Over the past two years we have been tracking its correlation with the outcomes of our spring MCA scores, and have found that the iReady Diagnostic results have a strong correlation to predicting the MCA results. Currently we are in the process of analyzing the early results of this assessment in each grade level.
 - PLCs
 - In Professional Learning Communities (PLCs) teachers and administrators have been meeting to discuss the data that has been collected in the early weeks of school. Grade K-2 teachers collected reading and writing data at “Back to School” conferences, while grade 3-8 teachers reflected on the data collected from the completed iReady diagnostics, and other early screener tests. During these meetings teachers have been connecting with our Response To Intervention (RTI) team to explore resources and develop support plans for their students. Teachers are focused on how to use the

collected early data to support each student in their daily, “What I Need Now” time. (WINN)

● [WLA 2022 -2023 Assessment & Grading.docx](#)

Assessment	Grade s	Fall	Winter	Spring	Assessment Type	Notes
iReady Diagnostic Math	K - 8	September 6 - 16	January 4 - 19	May 30 - June 5	Common Assessment	K will take fall assessments week of Sept 26
MAP Reading Fluency	K - 3	September 12 - 30	January 9 - 13	May 15 - 26	National Assessment	
MAP Reading Growth	4 - 8	September 19 - 23	January 17 - 20	May 15 - 26		
MAP Science Growth	5 - 8	September 26 - 30	January 23 - 27			
MCA Reading	3 - 8			April 17 - 21	State Assessment	
MCA Math	3 - 8			April 24 - 28		
MCA Science	5 & 8			May 1 - 5		

III. Financial Management

- Another item that arose during our Strategic Planning session was to *“Exercise fiscal responsibility while maintaining quality facilities, ensuring competitive staff pay, and appropriating the necessary instructional and operational supplies.”* At this time, we can report that the Finance Committee is looking closely at the budget and will present an amended budget for the board to consider at a future meeting.

IV. Human Resource Management

- WLA is staffed for the school year
- 38 teacher classroom observations have been conducted in September. The goal is to have all teachers observed once by the end of October. (There are 53 teachers to observe)

V. Provision for a Safe and Effective Learning Environment

- We have conducted multiple drills with students and staff so far this school year
- We have adjusted our busing and drive-line procedures to be more efficient
- The construction work for expansion to the nurse’s office area is complete!

VI. Communications Management

- Yet another goal set during our Strategic Planning session was to *“Provide a safe and healthy learning environment that celebrates our diversity and builds community.”*
 - K & S Music, and Young Rembrandt’s have begun sessions.
 - The YMCA is reporting increased enrollment in Y-Care
 - The City of Woodbury will begin sharing our facility in mid-October



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

Financial Statements

August 31, 2022

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

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

**Woodbury Leadership Academy
Woodbury, Minnesota
August 2022 Financial Statements
Executive Summary**

Summary of Key Financial Indicators

- * Average Daily Membership (ADM) Overview –
 - Original Budget: 724 ADM
 - Working Budget: TBD ADM
 - Actual: 690
- * The school's budgeted surplus in General Fund for the year is \$255,630. The school is budgeting to spend \$7,500 out of the Community Service Fund. A projected cumulative fund balance of \$2,263,747 or 29% of expenditures at fiscal year-end.
- * Projected Days of Cash on Hand is 103 days of annual expenditures. This is above 45 days meets minimum bond covenants.

Financial Statement Key Points

- * As of month-end, 17% of the year was complete.
- * Cash Balance as of the reporting period is \$2,168,345 up from \$1,929,756 in the previous month. This is due to receiving lease aid payments for fy 22-23.
- * State Aids Receivable 21-22 balance is \$103,734 as of the reporting period. The receivable amount will be paid back to the school in September and October.
- * Revenues received at end of the reporting period – 17%
- * Expenditures disbursed at end of the reporting period – 9.1%

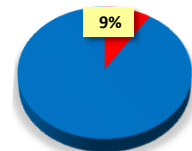
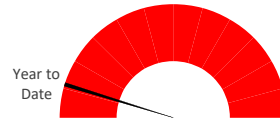
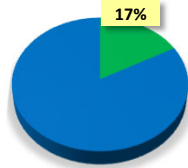
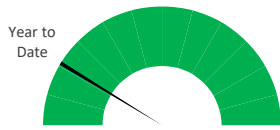
Other Items

- * Lease aid application fy 22-23 has been approved as of 8-1-22.
- * The audit is scheduled for September 15-16.
- * Working budget will be adjusted in September as we have a solid enrollment for the start of the school year.

Woodbury Leadership Academy
Woodbury, MN
Financial Statements Dashboard
August 31, 2022

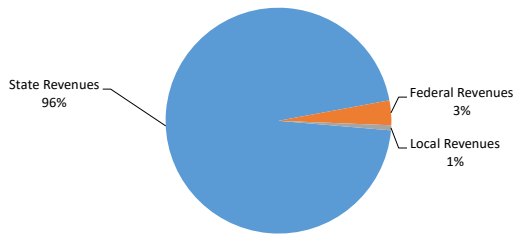
Financial Summary - Budgeted Amounts and Year to Date Activity

<i>Resources to Operate Programs (Revenues):</i>		<i>Funds Used to Provide Programs and Services (Expenses):</i>			<i>Excess / Deficit</i>
Approved Budget	\$7,942,784	Approved Budget	\$7,694,654		\$248,130
Working Budget	\$7,942,784	Working Budget	\$7,694,654		\$248,130
Year to Date	\$1,346,831	16.96%	Year to Date	\$700,476	9.10%
					\$646,355

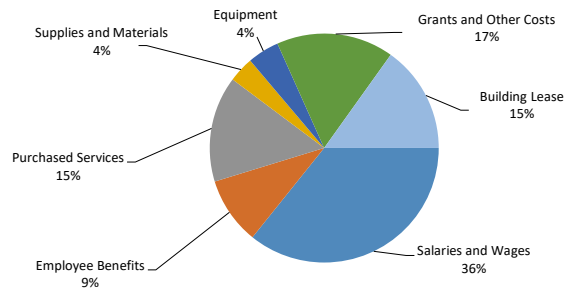


Budgets for the Year

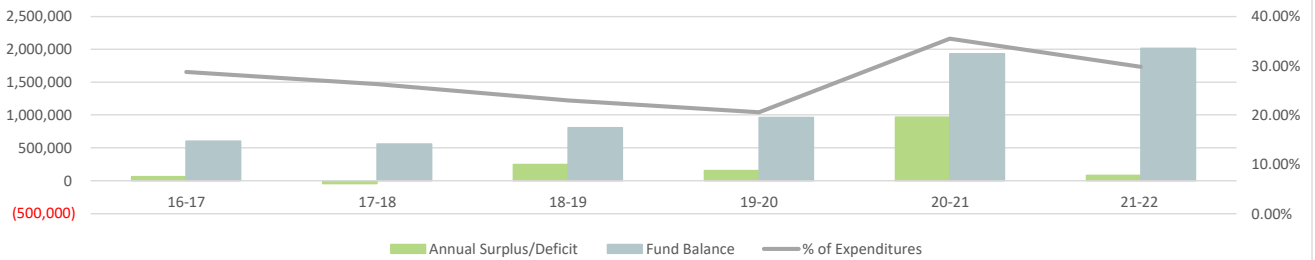
Where funds will come from to operate the school:

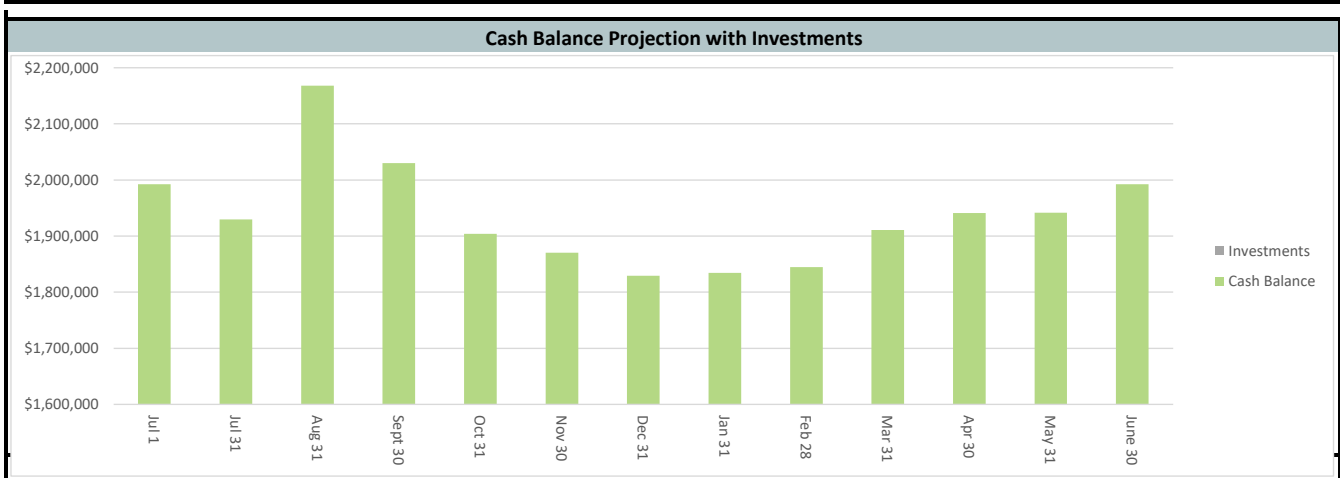
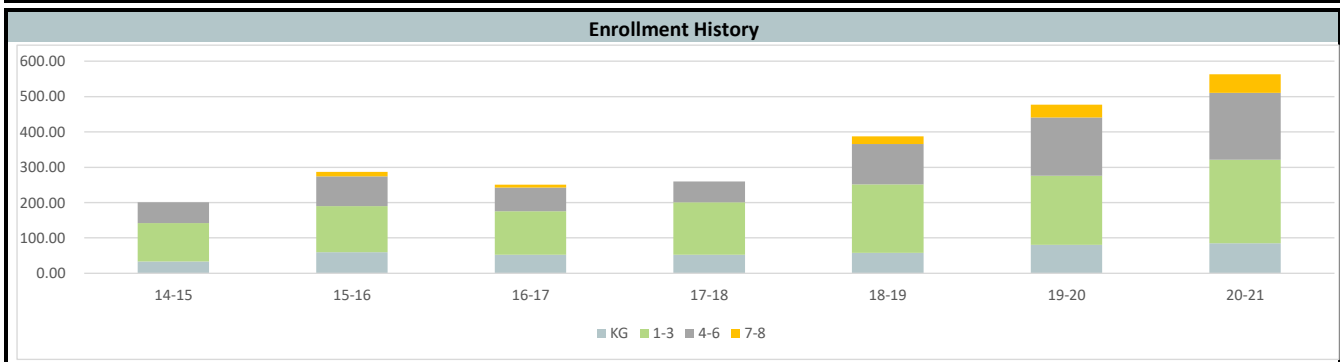
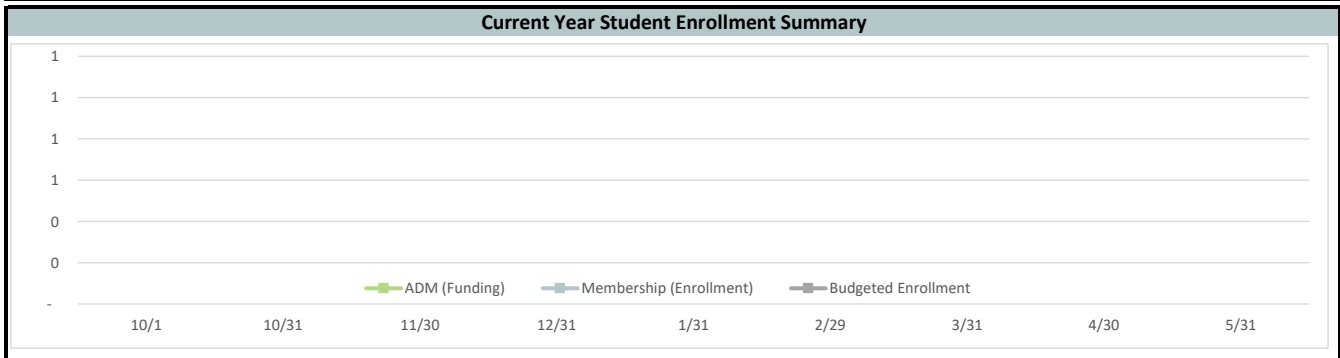
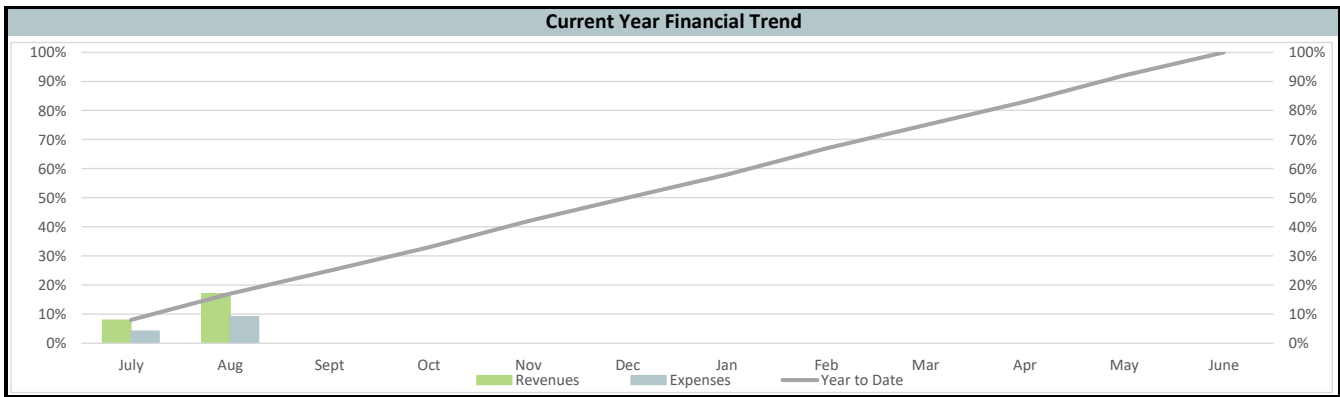


How the money is budgeted to be spent:



Fund Balance History





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

	Unaudited Balance June 30, 2022	Ending Balance
Assets		
Cash and Investments	\$ 1,992,176	\$ 2,168,345
Accounts Receivable	-	-
Due from Other Funds	93,744	103,734
State Aids Receivable	301,277	197,101
Current Year State Holdback Receivable		171,014
Federal Aids Receivable	107,781	13,018
Prepaid Expenses and Deposits	24,228	-
Payroll Deductions and Contributions (Prepaid)	-	-
	<hr/>	<hr/>
Total All Assets	\$ 2,519,206	\$ 2,653,213
Liabilities and Fund Balance		
Current liabilities		
Salaries and Wages Payable	\$ 206,350	\$ -
Accounts Payable	124,767	-
Payroll Deductions and Contributions (Owed)	172,473	(8,759)
Total current liabilities	503,589	(8,759)
Fund balance		
Fund balance 07-01-2021	\$ 1,932,193	\$ 2,015,617
Net income to date fy 22 & 23	83,424	646,355
Total fund balance	2,015,617	2,661,972
	<hr/>	<hr/>
Total liabilities and fund balance	\$ 2,519,206	\$ 2,653,213
<i>Current Days of cash on hand</i>		103

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

Months: 2 16.67%

FY 2023 Original Budget 724 ADM 743 PU	FY 2023 Working Budget 724 ADM 743 PU	Year to Date Activity	Percent of Budget
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General Fund - 01

Revenues

State Revenues

General Education Aid	\$ 5,558,815	\$ 5,558,815	\$ 877,231	15.8%
Charter School Lease Aid	976,302	976,302	-	0.0%
Long Term Facilities Maintenance Aid	98,076	98,076	-	0.0%
Literacy Incentive Aid	51,336	51,336	-	0.0%
School Land Trust Endowment Aid	23,610	23,610	-	0.0%
Special Education Aid	894,101	894,101	218,795	24.5%
Prior Year Adjustments	-	-	-	-
Estimated State Holdback Amount	-	-	171,014	-
Total State Revenues	7,602,240	7,602,240	1,267,040	16.7%

Federal Revenues

Federal Title I, II, V	31,055	31,055	2,751	8.9%
Federal Special Education	81,899	81,899	447	0.6%
Federal ARP Summer, 150	17,606	17,606	400	2.3%
Federal ESSER II, 155	-	-	-	-
Federal ESSER III, 160	11,521	11,521	555	4.8%
Federal ESSER III, 161	19,021	19,021	-	0.0%
Federal ESSER Summer Learning, 163			7,986	-
Federal Testing Grant, 170			879	-
Federal ESSER III, 169	122,442	122,442	-	0.0%
Total Federal Revenues	283,544	283,544	13,018	4.6%

Local Revenues

Fees from Students	31,600	31,600	11,915	37.7%
Medical Assistance	2,400	2,400	338	14.1%
Interest Earnings	1,000	1,000	4,796	479.6%
Contributions and Gifts, Grants	20,000	20,000	28,095	140.5%
Miscellaneous Revenues	2,000	2,000	21,955	1097.8%
Sale of Merchandise/Fundraising	-	-	(327)	-
Total local revenues	57,000	57,000	66,773	117.2%

Total Revenues	\$ 7,942,784	\$ 7,942,784	\$ 1,346,831	17.0%
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Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
August 31, 2022

Months: 2 16.67%

	FY 2023 Original Budget 724 ADM 743 PU	FY 2023 Working Budget 724 ADM 743 PU	Year to Date Activity	Percent of Budget
Expenditures				
Salaries and Wages	\$ 2,753,361	\$ 2,753,361	\$ 170,937	6.2%
Employee Benefits	730,641	730,641	51,946	7.1%
Contracted Services	248,643	248,643	23,745	9.6%
Technology Services	21,200	21,200	3,543	16.7%
Communication Services	10,400	10,400	1,128	10.9%
Postage	2,900	2,900	1,618	55.8%
Utilities	147,500	147,500	17,665	12.0%
Property and Casualty Insurance	25,000	25,000	8,752	35.0%
Repairs and Maintenance	110,425	110,425	14,250	12.9%
Student Transportation	533,350	533,350	57,331	10.8%
Field Trip Transportation	14,480	14,480	-	0.0%
Travel and Conferences	8,300	8,300	1,646	19.8%
Field Trip Admissions	25,400	25,400	-	0.0%
Building Lease	1,164,150	1,164,150	194,025	16.7%
Other Rentals and Leases	2,000	2,000	(0)	0.0%
Office Supplies/General Supplies	45,500	45,500	18,664	41.0%
Maintenance Supplies	53,800	53,800	5,394	10.0%
Non-Instructional Software	28,700	28,700	11,396	39.7%
Instructional Software	17,000	17,000	12,215	71.9%
Instructional Supplies	35,600	35,600	11,881	33.4%
Textbooks and Workbooks	73,100	73,100	36,110	49.4%
Standardized Tests	13,200	13,200	-	0.0%
Media/Library Resources	-	-	-	-
Food	11,900	11,900	173	1.5%
Building Improvements	205,000	205,000	-	0.0%
Furniture and Other Equipment	50,575	50,575	-	0.0%
Technology Equipment	53,094	53,094	9,468	17.8%
Principal and Interest - Capital Lease	26,600	26,600	3,748	14.1%
Dues and Memberships	34,900	34,900	50	0.1%
School Safety	-	-	-	-
Third Party Expenditures	-	-	-	-
Give to the Max	10,000	10,000	-	0.0%
Director's Discretionary Fund	-	-	-	-

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

Months: 2 16.67%

	FY 2023 Original Budget 724 ADM 743 PU	FY 2023 Working Budget 724 ADM 743 PU	Year to Date Activity	Percent of Budget
State Special Education	903,687	903,687	25,403	2.8%
ADSI	43,204	43,204	1,387	3.2%
Federal Title I, II, V	31,055	31,055	2,751	8.9%
Federal Special Education	81,899	81,899	447	0.6%
Federal ARP Summer, 150	17,606	17,606	400	2.3%
Federal ESSER II, 155, Staffing	-	-	-	-
Federal ESSER III, 160	11,521	11,521	555	4.8%
Federal ESSER III, 161	19,021	19,021	-	0.0%
Federal ESSER Summer Learning, 163			7,986	-
Federal ESSER Summer Learning, 169			4,982	-
Federal Testing Grant, 170			879	-
Federal ESSER III, 169 Pandemic Enrollment Loss	122,442	122,442	-	0.0%

Total expenditures	\$ 7,687,154	\$ 7,687,154	\$ 700,476	9.1%
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General fund net income	\$ 255,630	\$ 255,630	\$ 646,355	
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Community Services Fund - 04

Revenues

Registration Revenue	\$ -	\$ -	\$ -	-
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Total revenues	\$ -	\$ -	\$ -	-
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Expenditures

Purchased Services	\$ -	\$ -	\$ -	-
Supplies and Materials, Snacks	-	-	-	-
Equipment	7,500	7,500	-	0.0%
Dues and Memberships	-	-	-	-

Total Expenditures	\$ 7,500	\$ 7,500	\$ -	0.0%
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Community Services Fund Net Income	\$ (7,500)	\$ (7,500)	\$ -	
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Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
August 31, 2022

Months: 2 16.67%

	FY 2023 Original Budget 724 ADM 743 PU	FY 2023 Working Budget 724 ADM 743 PU	Year to Date Activity	Percent of Budget
Total All Funds				
Revenues				
State Revenues	\$ 7,602,240	\$ 7,602,240	\$ 1,267,040	16.7%
Federal Revenues	283,544	283,544	13,018	4.6%
Local Revenues	57,000	57,000	66,773	117.2%
Total Revenues	\$ 7,942,784	\$ 7,942,784	\$ 1,346,831	17.0%
Expenditures				
Salaries and Wages	\$ 2,753,361	\$ 2,753,361	\$ 170,937	6.2%
Employee Benefits	730,641	730,641	51,946	7.1%
Purchased Services	2,313,748	2,313,748	323,704	14.0%
Supplies and Materials	278,800	278,800	95,833	34.4%
Equipment	342,769	342,769	13,216	3.9%
Grants and Other Costs	1,275,335	1,275,335	44,840	3.5%
Total Expenditures	\$ 7,694,654	\$ 7,694,654	\$ 700,476	9.1%
Total Revenues All Funds	\$ 7,942,784	\$ 7,942,784	\$ 1,346,831	17.0%
Total Expenditures All Funds	\$ 7,694,654	\$ 7,694,654	\$ 700,476	9.1%
Net Income - All Funds	\$ 248,130	\$ 248,130	\$ 646,355	

Beginning Fund Balance, All Funds, July 1, 2022	\$ 2,015,617	\$ 2,015,617
Projected Fund Balance, All Funds, June 30, 2023	\$ 2,263,748	\$ 2,263,748
Projected Fund Balance Percentage	29%	29%

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
2022-2023 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	\$ 1,992,176
Jul 31	\$ 474,521	\$ -	\$ -	\$ -	\$ 474,521	\$ 163,022	\$ 373,919	\$ -	\$ 536,941	1,929,757
Aug 31	\$ 621,505	\$ -	\$ 64,666	\$ 172,146	\$ 858,317	\$ 241,359	\$ 378,370		\$ 619,729	2,168,345
Sept 30	\$ 475,091	\$ -	\$ -	\$ 114,277	\$ 589,368	\$ 343,213	\$ 384,634		\$ 727,847	2,029,866
Oct 31	\$ 475,091	\$ -	\$ 6,333	\$ 100,000	\$ 581,424	\$ 318,338	\$ 388,728		\$ 707,066	1,904,225
Nov 30	\$ 571,924	\$ -	\$ 6,333	\$ -	\$ 578,257	\$ 322,748	\$ 289,177		\$ 611,924	1,870,558
Dec 31	\$ 548,314	\$ -	\$ 6,333	\$ -	\$ 554,647	\$ 251,585	\$ 344,164		\$ 595,749	1,829,456
Jan 31	\$ 548,314	\$ 46,785	\$ 6,333	\$ -	\$ 601,432	\$ 255,931	\$ 340,657		\$ 596,588	1,834,300
Feb 28	\$ 548,314	\$ 46,785	\$ 6,333	\$ -	\$ 601,432	\$ 260,166	\$ 330,678		\$ 590,843	1,844,889
Mar 31	\$ 599,650	\$ 46,785	\$ 6,333	\$ -	\$ 652,768	\$ 250,184	\$ 336,825		\$ 587,009	1,910,647
Apr 30	\$ 548,314	\$ 46,785	\$ 6,333	\$ 22,635	\$ 624,067	\$ 250,534	\$ 343,121		\$ 593,655	1,941,060
May 31	\$ 548,314	\$ 46,785	\$ 6,333	\$ -	\$ 601,432	\$ 256,639	\$ 343,899		\$ 600,538	1,941,954
June 30	\$ 544,326	\$ 46,785	\$ 6,333	\$ -	\$ 597,444	\$ 264,051	\$ 282,665	\$ -	\$ 546,716	1,992,682
Projected	6,503,679	280,709	121,666	409,058	7,315,112	3,177,769	4,136,837	-	7,314,606	
	6,842,016	280,709	57,000	409,058		3,135,602	4,168,545		7,694,654	(380,048)
				0						
Totals	6,503,679	280,709	121,666	409,058	7,315,112	3,177,769	4,136,837		7,314,606	1,992,682

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
August 31, 2022

305 - Contracted Services Detail	FY22		FY23		Actual	% spent	Notes:
	Original Budget	Revised Budget	Original Budget	Working Budget			
Advertising & Marketing	4,000	4,000	4,000		62	1.6%	
Board Related Services	3,500	3,000	3,000		-	0.0%	
Financial Management Services	75,600	75,600	77,112		12,900	16.7%	
Time & Attendance Fees	11,500	9,300	9,300		846	9.1%	
Audit & Tax Services	10,996	10,996	11,216		-	0.0%	
Background Checks	1,000	2,000	2,100		50	2.4%	
Bank Fees	2,750	3,850	3,850		1,626	42.2%	
Grant Writing	1,000	-	-		-	0.0%	
Benefit Fees	-	700	700		-	0.0%	
Strategic Planning Consultant	-	7,720	8,000		-	0.0%	
Legal Services	15,000	15,000	15,000		-	0.0%	
Substitutes/Student Services/ESL	15,000	15,000	15,000		-	0.0%	
Nursing	7,200	7,200	7,200		135	1.9%	
Janitorial Services	106,000	79,000	80,580		8,126	10.1%	
Other Fees	23,454	11,685	11,585		-	0.0%	
	277,000	245,051 (31,949)	248,643	-	23,745	10%	



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

Supplemental Reports

August 31, 2022

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	
1829	4228	OLDN	CR0822														
FY23 IDEAS				1835	Credit	A	08/15/22	Check	1	M	Miscellaneous Customer						
							4228	R	01	005	000	000	000	211		FY23 Gen Ed Aid	
															347,379.52	0.00	
															Receipt Total:	\$347,379.52	\$0.00
															Deposit Total:	\$347,379.52	\$0.00
1830	4228	OLDN	CR0822														
FY23 Donations				1836	Credit	A	08/10/22	Check	1	DONATE	Donations						
							4228	R	01	005	000	000	000	096		FY23 Mighty Cause Donations	
															20.00	0.00	
															Receipt Total:	\$20.00	\$0.00
															Deposit Total:	\$20.00	\$0.00
1831	4228	OLDN	CR0822														
SERVS				1837	Credit	A	08/22/22	Check	1	M	Miscellaneous Customer						
							4228	B	01	121	000					SPED Tuition SFY 2021	
															16,912.33	0.00	
															Receipt Total:	\$16,912.33	\$0.00
															Deposit Total:	\$16,912.33	\$0.00
1832	4228	OLDN	CR0822														
FY23 SERVS				1838	Credit	A	08/25/22	Check	1	M	Miscellaneous Customer						
							4228	B	01	122	000					FY22 FIN 419 Draw	
															33,942.95	0.00	
							4228	B	01	122	000					FY22 FIN 163 Draw	
															14,106.15	0.00	
							4228	B	01	122	000					FY22 Title I Draw	
															4,203.04	0.00	
							4228	B	01	122	000					FY22 FIN 425 Draw	
															1,017.93	0.00	
							4228	B	01	122	000					FY22 FIN 420 Draw	
															911.79	0.00	
							4228	B	01	122	000					FY22 FIN 160 Draw	
															13,788.61	0.00	
															Receipt Total:	\$67,970.47	\$0.00
															Deposit Total:	\$67,970.47	\$0.00
1833	4228	OLDN	CR0822														
FY23 Aug Interest				1839	Credit	A	08/31/22	Check	1	I	Interest						
							4228	R	01	005	000	000	000	092		Interest Earnings	
															2,711.23	0.00	
															Receipt Total:	\$2,711.23	\$0.00
															Deposit Total:	\$2,711.23	\$0.00
1834	4228	OLDN	CR0822														
FY23 IDEAS				1840	Credit	A	08/30/22	Check	1	M	Miscellaneous Customer						
							4228	B	01	121	000					FY22 SPED Aid	
															85,723.05	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	
1834	4228	OLDN	CR0822														
FY23 IDEAS				1840	Credit	A	08/30/22	Check	1	M				Miscellaneous Customer			
							4228	B	01	121	000			FY22 Literacy Aid	1,540.08	0.00	
							4228	R	01	005	000	000	000	211	FY23 Gen Ed Aid	55,330.01	0.00
							4228	R	01	005	000	000	740	360	FY23 SPED Aid	218,795.38	0.00
Receipt Total:														\$361,388.52	\$0.00		
Deposit Total:														\$361,388.52	\$0.00		
1835	4228	OLDN	CR0822														
FY23 Aug Square				1841	Credit	A	08/26/22	Check	1	M				Miscellaneous Customer			
							4228	R	01	005	000	000	000	050	Planner Sales	430.00	0.00
							4228	R	01	005	000	000	000	050	Milk Sales	4,620.00	0.00
							4228	R	01	005	000	000	000	050	Pizza Sales	6,381.00	0.00
							4228	R	01	005	000	000	000	050	T-shirt Sales	84.00	0.00
							4228	R	01	005	000	000	000	050	Yearbook sales	80.00	0.00
Receipt Total:														\$11,595.00	\$0.00		
FY23 Aug Square				1842	Debit	A	08/26/22	Check	1	M				Miscellaneous Customer			
							4228	E	01	005	112	000	000	305	Square fees	(319.43)	0.00
Receipt Total:														(319.43)	\$0.00		
Deposit Total:														\$11,275.57	\$0.00		
1836	4228	OLDN	CR0822														
FY23 Aug Square				1843	Credit	A	08/29/22	Check	1	M				Miscellaneous Customer			
							4228	R	01	005	000	000	000	050	Planner Sales	20.00	0.00
							4228	R	01	005	000	000	000	050	Milk Sales	75.00	0.00
							4228	R	01	005	000	000	000	050	Pizza Sales	225.00	0.00
Receipt Total:														\$320.00	\$0.00		
FY23 Aug Square				1844	Debit	A	08/29/22	Check	1	M				Miscellaneous Customer			
							4228	E	01	005	112	000	000	305	Consult/Fees For Svc	(8.82)	0.00
Receipt Total:														(8.82)	\$0.00		
Deposit Total:														\$311.18	\$0.00		
1837	4228	OLDN	CR0822														
8.31.22 Deposit				1845	Credit	A	08/31/22	Check	1	M				Miscellaneous Customer			
							4228	R	01	005	000	000	000	096	Got Sneakers Fundraiser	55.25	0.00
							4228	R	01	005	000	000	000	096	WLA PTO technology donatio	28,000.00	0.00
							4228	R	01	005	000	000	000	099	Xcel Energy Rebate	21,955.00	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
1837	4228	OLDN	CR0822													
8.31.22	Deposit			1845	Credit	A	08/31/22	Check	1	M						
										Miscellaneous Customer						
							4228	R	01	005	000	000	372	071		MN IEP 3rd party
															338.21	0.00

Receipt Total:	\$50,348.46	\$0.00
Deposit Total:	\$50,348.46	\$0.00
Report Total:	\$858,317.28	\$0.00

WOODBURY LEADERSHIP ACADEMY

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
OLDN		7847		BP	1	1249	Designs for Learning		No	Yes	No	08/17/2022		1,078.00
OLDN		7848		BP	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	08/17/2022		2,500.00
OLDN		7849		BP	1	1013	Region V Computer Services		No	Yes	No	08/31/2022		2,244.75
OLDN		7850		BP	1	1029	The Home Depot		No	Yes	No	08/31/2022		39.74
OLDN		7851		BP	1	1029	The Home Depot		No	Yes	No	08/31/2022		958.71
OLDN		7852		BP	1	1150	JR Computer Associates		No	Yes	No	08/31/2022		1,200.00
OLDN		7853		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	08/31/2022		3,300.00
OLDN		7854		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	08/31/2022		57,331.12
OLDN		7855		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	08/31/2022		375.09
OLDN		7856		BP	1	1621	Cintas		No	Yes	No	08/31/2022		83.33
OLDN		7857		BP	1	1644	Robemy Cleaning Services LLC	Ind/Sole Proprietor	No	Yes	No	08/31/2022		8,000.00
OLDN		7858		BP	1	1667	Andrea Profico		No	Yes	No	08/31/2022		126.00
OLDN		7859		Wire	1	1001	Public Employee Retirement Association		No	Yes	No	08/15/2022		1,455.56
OLDN		7860		Wire	1	1002	Teachers Retirement Association		No	Yes	No	08/15/2022		17,816.57
OLDN		7861		Wire	1	1003	Internal Revenue Service		No	Yes	No	08/15/2022		26,873.36
OLDN		7862		Wire	1	1004	MN Department of Revenue Service		No	Yes	No	08/15/2022		4,268.77
OLDN		7863		Wire	1	1128	AssociatedBank		No	Yes	No	08/15/2022		1,014.58
OLDN		7864		Wire	1	1417	VOYA		No	Yes	No	08/15/2022		239.90
OLDN		7865		BP	1	1010	SFM		No	Yes	No	08/19/2022		2,342.00
OLDN		7866		BP	1	1029	The Home Depot		No	Yes	No	08/19/2022		1,482.79
OLDN		7867		BP	1	1053	Core Knowledge Foundation		No	Yes	No	08/19/2022		2,291.31
OLDN		7868		BP	1	1214	The Hanover Insurance Group		No	Yes	No	08/19/2022		8,449.21
OLDN		7869		BP	1	1227	Scholastic		No	Yes	No	08/19/2022		156.59
OLDN		7870		BP	1	1302	Toshiba Financial Services		No	Yes	No	08/19/2022		1,548.25
OLDN		7871		BP	1	1329	Curriculum Associates	LLC - Partnership	No	Yes	No	08/19/2022		33,620.00
OLDN		7872		BP	1	1457	MSB Holdings - Woodbury LLC		No	Yes	No	08/19/2022		7,000.00
OLDN		7873		BP	1	1463	Region 1		No	Yes	No	08/19/2022		3,571.47
OLDN		7874		BP	1	1638	Schoolhouse Driveline		No	Yes	No	08/19/2022		895.00
OLDN		7875		BP	1	1668	Quality Sign Solutions		No	Yes	No	08/19/2022		250.00
OLDN		7876		BP	1	1669	Arrow Lift		No	Yes	No	08/19/2022		240.00
OLDN		7877		Wire	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	08/31/2022		426.00
OLDN		7878		Wire	1	1558	Bill.com		No	Yes	No	08/31/2022		76.75
OLDN		7879		Wire	1	1632	Xcel Energy		No	Yes	No	08/31/2022		8,601.89
OLDN		7880		Wire	1	1635	USBank		No	Yes	No	08/31/2022		97,012.50
OLDN		7881		Wire	1	1508	First Bankcard		No	Yes	No	08/02/2022		5,907.20
OLDN		7882		Wire	1	1508	First Bankcard		No	Yes	No	08/03/2022		5,082.44
OLDN		7883		Wire	1	1508	First Bankcard		No	Yes	No	08/12/2022		2,841.29
OLDN		7884		Wire	1	1591	PreferredOne Insurance Company		No	Yes	No	08/02/2022		24,729.63
OLDN		7885		Wire	1	1508	First Bankcard		No	Yes	No	08/16/2022		6,418.55

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		7886		BP	1	1010	SFM		No	Yes	No	08/31/2022	1,106.00
OLDN		7887		BP	1	1029	The Home Depot		No	Yes	No	08/31/2022	16.22
OLDN		7888		BP	1	1041	SchoolMate		No	Yes	No	08/31/2022	80.00
OLDN		7889		BP	1	1041	SchoolMate		No	Yes	No	08/31/2022	799.00
OLDN		7890		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	08/31/2022	290.00
OLDN		7891		BP	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	08/31/2022	6,450.00
OLDN		7892		BP	1	1541	Business Essentials		No	Yes	No	08/31/2022	668.93
OLDN		7893		BP	1	1621	Cintas		No	Yes	No	08/31/2022	83.33
OLDN		7894		BP	1	1633	Steve Lock		No	Yes	No	08/31/2022	111.25
OLDN		7895		BP	1	1639	Navigate Care Consulting	Ind/Sole Proprietor	No	Yes	No	08/31/2022	135.00
OLDN		7896		BP	1	1666	Nic Bedard		No	Yes	No	08/31/2022	76.88
OLDN		7897		Wire	1	1001	Public Employee Retirement Association		No	No	No	08/31/2022	2,074.80
OLDN		7898		Wire	1	1002	Teachers Retirement Association		No	No	No	08/31/2022	19,913.21
OLDN		7899		Wire	1	1003	Internal Revenue Service		No	No	No	08/31/2022	31,000.01
OLDN		7900		Wire	1	1004	MN Department of Revenue Service		No	No	No	08/31/2022	5,223.25
OLDN		7901		Wire	1	1128	AssociatedBank		No	No	No	08/31/2022	964.58
OLDN		7902		Wire	1	1417	VOYA		No	No	No	08/31/2022	3,239.90
OLDN		7903		Wire	1	1441	Old National		No	Yes	No	08/31/2022	557.91
OLDN		7904		Wire	1	1632	Xcel Energy		No	Yes	No	08/31/2022	5,301.25
OLDN		7905		Wire	1	1508	First Bankcard		No	Yes	No	08/29/2022	18,534.56

Bank Total: \$438,474.43

Report Total: \$438,474.43

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1249			Designs for Learning		BP		
				E 01 010 420 000 740 394	S.Kelley 11 hrs @ \$98/hr			\$1,078.00	
PO#:	Voucher #:	8571	Invoice	Invoice No:	22-1087	8/17/2022	Paid Amt:	\$1,078.00	
							Check Amount:	\$1,078.00	
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP		
				E 01 005 113 000 000 305	FY22 COVID Grant Financial Management and			\$2,500.00	
PO#:	Voucher #:	8570	Invoice	Invoice No:	1170215	8/17/2022	Paid Amt:	\$2,500.00	
							Check Amount:	\$2,500.00	
4228	OLDN	1013			Region V Computer Services		BP		
				E 01 005 108 000 000 405	FY23 1st Quarter Membership Fee			\$2,244.75	
PO#:	Voucher #:	8573	Invoice	Invoice No:	15179	8/31/2022	Paid Amt:	\$2,244.75	
							Check Amount:	\$2,244.75	
4228	OLDN	1029			The Home Depot		BP		
				E 01 005 810 000 000 401	FY23 Janitorial Supplies: windex			\$39.74	
PO#:	Voucher #:	8578	Invoice	Invoice No:	694334582	8/31/2022	Paid Amt:	\$39.74	
							Check Amount:	\$39.74	
4228	OLDN	1029			The Home Depot		BP		
				E 01 005 810 000 000 401	FY23 Janitorial Supplies: bathroom cleaning sup			\$958.71	
PO#:	Voucher #:	8579	Invoice	Invoice No:	694334590	8/31/2022	Paid Amt:	\$958.71	
							Check Amount:	\$958.71	
4228	OLDN	1150			JR Computer Associates		BP		
				E 01 005 605 000 000 315	FY23 Monthly Contract Services: Aug 2022			\$1,200.00	
PO#:	Voucher #:	8580	Invoice	Invoice No:	R20221473	8/31/2022	Paid Amt:	\$1,200.00	
							Check Amount:	\$1,200.00	
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01 005 760 000 723 360	Sped busing July ESY			\$3,300.00	
PO#:	Voucher #:	8575	Invoice	Invoice No:	62845	8/31/2022	Paid Amt:	\$3,300.00	
							Check Amount:	\$3,300.00	
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01 005 760 000 720 360	FY23 Busing Contract installment 1/10			\$57,331.12	
PO#:	Voucher #:	8576	Invoice	Invoice No:	62945	8/31/2022	Paid Amt:	\$57,331.12	
							Check Amount:	\$57,331.12	
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01 005 760 000 150 360	FY23 Fieldtrip busing-Summer School			\$375.09	
				E 01 005 760 000 150 360	FY23 Fieldtrip busing-Summer School			(\$375.09)	
				E 01 005 760 012 163 360	adj			\$375.09	
PO#:	Voucher #:	8577	Invoice	Invoice No:	63507	8/31/2022	Paid Amt:	\$375.09	
							Check Amount:	\$375.09	

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	FY23: Mats service		\$83.33	
PO#:	Voucher #:	8574	Invoice	Invoice No:	4126180832	8/31/2022	Paid Amt:	\$83.33	
							Check Amount:	\$83.33	
4228	OLDN	1644			Robemy Cleaning Services LLC		BP		
				E 01	005 810 000 000 305	July Cleaning		\$8,000.00	
PO#:	Voucher #:	8581	Invoice	Invoice No:	WLA-12	8/31/2022	Paid Amt:	\$8,000.00	
							Check Amount:	\$8,000.00	
4228	OLDN	1667			Andrea Profico		BP		
				E 01	005 810 000 000 305	FY23: Custodial Help to move furniture/cleaning		\$126.00	
PO#:	Voucher #:	8572	Invoice	Invoice No:	7/31/2022	8/31/2022	Paid Amt:	\$126.00	
							Check Amount:	\$126.00	
4228	OLDN	1001			Public Employee Retirement Association		Wire		
				B 01	215 007	PERA		\$292.91	
PO#:	Voucher #:	8584	Invoice	Invoice No:	S202224S2	8/15/2022	Paid Amt:	\$292.91	
				B 01	215 007	PERA		\$1,162.65	
PO#:	Voucher #:	8590	Invoice	Invoice No:	S2023030	8/15/2022	Paid Amt:	\$1,162.65	
							Check Amount:	\$1,455.56	
4228	OLDN	1002			Teachers Retirement Association		Wire		
				B 01	215 006	TRA		\$2,982.37	
PO#:	Voucher #:	8592	Invoice	Invoice No:	S2023030	8/15/2022	Paid Amt:	\$2,982.37	
				B 01	215 006	TRA		\$14,834.20	
PO#:	Voucher #:	8586	Invoice	Invoice No:	S202224S2	8/15/2022	Paid Amt:	\$14,834.20	
							Check Amount:	\$17,816.57	
4228	OLDN	1003			Internal Revenue Service		Wire		
				B 01	215 002	Federal Withholding		\$2,097.68	
				B 01	215 005	FICA		\$4,077.68	
PO#:	Voucher #:	8589	Invoice	Invoice No:	S2023030	8/15/2022	Paid Amt:	\$6,175.36	
				B 01	215 002	Federal Withholding		\$6,836.18	
				B 01	215 005	FICA		\$13,861.82	
PO#:	Voucher #:	8583	Invoice	Invoice No:	S202224S2	8/15/2022	Paid Amt:	\$20,698.00	
							Check Amount:	\$26,873.36	
4228	OLDN	1004			MN Department of Revenue Service		Wire		
				B 01	215 003	MN Withholding		\$3,343.65	
PO#:	Voucher #:	8585	Invoice	Invoice No:	S202224S2	8/15/2022	Paid Amt:	\$3,343.65	
				B 01	215 003	MN Withholding		\$925.12	
PO#:	Voucher #:	8591	Invoice	Invoice No:	S2023030	8/15/2022	Paid Amt:	\$925.12	
							Check Amount:	\$4,268.77	

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Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1128			AssociatedBank		Wire		
				B 01	215 017 HSA			\$993.75	
PO#:	Voucher #:	8582	Invoice	Invoice No:	S202224S2	8/15/2022		Paid Amt:	\$993.75
				B 01	215 017 HSA			\$20.83	
PO#:	Voucher #:	8588	Invoice	Invoice No:	S2023030	8/15/2022		Paid Amt:	\$20.83
								Check Amount:	\$1,014.58
4228	OLDN	1417			VOYA		Wire		
				B 01	215 011 TSA			\$1,589.90	
PO#:	Voucher #:	8587	Invoice	Invoice No:	S202224S2	8/15/2022		Paid Amt:	\$89.90
				B 01	215 011 TSA			(\$1,500.00)	
PO#:	Voucher #:	8593	Invoice	Invoice No:	S2023030	8/15/2022		Paid Amt:	\$150.00
								Check Amount:	\$239.90
4228	OLDN	1010			SFM		BP		
				E 01	010 203 000 000 270 FY23 Work Comp Policy#62403.209			\$2,342.00	
PO#:	Voucher #:	8599	Invoice	Invoice No:	2818691	8/19/2022		Paid Amt:	\$2,342.00
								Check Amount:	\$2,342.00
4228	OLDN	1029			The Home Depot		BP		
				E 01	005 810 000 000 401 FY23 Janitorial Supplies: cleaning & floor scrubt			\$1,482.79	
PO#:	Voucher #:	8601	Invoice	Invoice No:	69992340	8/19/2022		Paid Amt:	\$1,482.79
								Check Amount:	\$1,482.79
4228	OLDN	1053			Core Knowledge Foundation		BP		
				E 01	010 203 000 000 460 Elementary Textbooks/Workbooks			\$2,291.31	
PO#:	Voucher #:	8603	Invoice	Invoice No:	INV083060	8/19/2022		Paid Amt:	\$2,291.31
								Check Amount:	\$2,291.31
4228	OLDN	1214			The Hanover Insurance Group		BP		
				B 01	118 000 Building Company Insurance			\$8,449.21	
PO#:	Voucher #:	8594	Invoice	Invoice No:	8/18/2022	8/19/2022		Paid Amt:	\$8,449.21
								Check Amount:	\$8,449.21
4228	OLDN	1227			Scholastic		BP		
				E 01	010 420 000 419 406 Scholastic Choices student subscription-SPED			\$156.59	
PO#:	Voucher #:	8604	Invoice	Invoice No:	M7290353	8/19/2022		Paid Amt:	\$156.59
								Check Amount:	\$156.59
4228	OLDN	1302			Toshiba Financial Services		BP		
				E 01	010 605 000 000 560 FY23 Copier Lease			\$1,288.65	
				E 01	010 203 000 000 401 Excess charges			\$259.60	
PO#:	Voucher #:	8600	Invoice	Invoice No:	5021311293	8/19/2022		Paid Amt:	\$1,548.25
								Check Amount:	\$1,548.25

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1329			Curriculum Associates		BP		
				E 01 010 201 000 000 460	Kindergarten Workbooks 90 @\$45/ea			\$4,050.00	
				E 01 010 640 000 316 366	Kindergarten Staff Training			\$61.14	
				E 01 010 203 000 000 460	Elementary Workbooks 646 @\$45/ea			\$29,070.00	
				E 01 010 640 000 316 366	Elementary Staff Training			\$438.86	
	PO#:	Voucher #:	8602	Invoice	Invoice No: 90187599	8/19/2022		Paid Amt:	\$33,620.00
								Check Amount:	\$33,620.00
4228	OLDN	1457			MSB Holdings - Woodbury LLC		BP		
				E 01 005 810 000 000 350	FY23 Common Area Maintenance Aug 2022			\$7,000.00	
	PO#:	Voucher #:	8596	Invoice	Invoice No: 165	8/19/2022		Paid Amt:	\$7,000.00
								Check Amount:	\$7,000.00
4228	OLDN	1463			Region 1		BP		
				E 01 005 108 000 000 405	FY23 Annual Hosting			\$3,571.47	
	PO#:	Voucher #:	8595	Invoice	Invoice No: 12080	8/19/2022		Paid Amt:	\$3,571.47
								Check Amount:	\$3,571.47
4228	OLDN	1638			Schoolhouse Driveline		BP		
				E 01 005 108 000 000 405	Schoolhouse Driveline Software 8.1.22-7.31.23			\$895.00	
	PO#:	Voucher #:	8598	Invoice	Invoice No: 2685	8/19/2022		Paid Amt:	\$895.00
								Check Amount:	\$895.00
4228	OLDN	1668			Quality Sign Solutions		BP		
				E 01 005 810 000 000 350	Repair Stop Sign at intersection			\$250.00	
	PO#:	Voucher #:	8597	Invoice	Invoice No: 2315	8/19/2022		Paid Amt:	\$250.00
								Check Amount:	\$250.00
4228	OLDN	1669			Arrow Lift		BP		
				E 01 005 810 000 000 320	Elevator Phone Contract 8.2.22-8.2.23			\$240.00	
	PO#:	Voucher #:	8605	Invoice	Invoice No: P-S127744	8/19/2022		Paid Amt:	\$240.00
								Check Amount:	\$240.00
4228	OLDN	1369			BerganKDV Outsourced Services LLC		Wire		
				E 01 005 114 000 000 305	KPay Processing Fee			\$426.00	
	PO#:	Voucher #:	8606	Invoice	Invoice No: 8.12.22	8/31/2022		Paid Amt:	\$426.00
								Check Amount:	\$426.00
4228	OLDN	1558			Bill.com		Wire		
				E 01 005 112 000 000 305	Bill.com monthly fee			\$76.75	
	PO#:	Voucher #:	8607	Invoice	Invoice No: 8.16.22	8/31/2022		Paid Amt:	\$76.75
								Check Amount:	\$76.75

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1632			Xcel Energy		Wire
				E 01	005 810 000 000 330	FY22 Electric Service	\$8,601.89
	PO#:	Voucher #:	8609	Invoice	Invoice No: 8.15.22	8/31/2022	Paid Amt: \$8,601.89
							Check Amount: \$8,601.89
4228	OLDN	1635			USBank		Wire
				E 01	005 850 000 348 570	Rent	\$97,012.50
	PO#:	Voucher #:	8608	Invoice	Invoice No: 8.5.22	8/31/2022	Paid Amt: \$97,012.50
							Check Amount: \$97,012.50
4228	OLDN	1508			First Bankcard		Wire
				E 01	005 110 000 000 401	07/13/22-Amazon-5x7 area rug for office-Broder	\$69.98
				E 01	005 110 000 000 329	07/14/22-USPS-Postage-enrollment/registration	\$252.00
				E 01	005 110 000 000 329	07/14/22-USPS-Postage-enrollment/registration	\$1,307.00
				E 01	005 107 000 000 305	07/15/22-Indeed-Online Job posting-receptionist	\$25.89
				E 01	005 108 000 000 405	07/18/22-Raptor Technologies-Visitor Managem	\$750.00
				E 01	005 810 000 000 401	07/12/22-The Home Depot-Lumber, screws-offic	\$22.94
				E 01	010 203 000 000 430	07/13/22-Target-Pocket folders-ELL	\$38.00
				E 01	010 203 000 000 430	07/13/22-Target-Book bins-Gr1 DN	\$30.00
				E 01	010 203 000 000 401	07/13/22-Amazon-Storage organizer rack & bins	\$89.99
				E 01	010 203 000 000 430	07/14/22-Amazon-Laser pointer-JO	\$12.99
				E 01	010 203 000 000 430	07/14/22-Amazon-White cardstock-Gr1 DN	\$24.98
				E 01	010 203 000 000 401	07/14/22-Amazon-18 gal storage tubs-PE	\$63.99
				E 01	010 203 000 000 430	07/14/22-Amazon-24 US flags for classrooms	\$225.60
				E 01	010 203 000 000 401	07/14/22-Amazon-Literature organizer for clsrm	\$94.10
				E 01	010 203 000 000 430	07/15/22-Amazon-2 Flip 'n Tell display easels-Gr	\$30.12
				E 01	010 203 000 000 430	07/15/22-Amazon-White cardstock-Gr1 DE	\$14.99
				E 01	010 203 000 000 430	07/15/22-Amazon-Rhino Skin low bounce ball se	\$430.14
				E 01	010 203 000 000 401	07/16/22-Amazon-Wobble stools (2)-Gr3 FW	\$144.48
				E 01	010 203 000 000 430	07/16/22-Amazon-Clsrm supplies-craft sticks, cl	\$73.70
				E 01	010 203 000 000 401	07/16/22-Amazon-Wobble stools (2), storage bir	\$175.06
				E 01	010 203 000 000 430	07/16/22-Amazon-Construct paper, headphones	\$343.41
				E 01	010 203 000 000 430	07/16/22-Amazon-Rhino Skin low bounce dodge	\$147.98
				E 01	010 203 000 000 430	07/16/22-Amazon-Laminating pouches-Gr2	\$59.97
				E 01	010 203 000 000 430	07/16/22-Amazon-World map, RC chime, Magn	\$41.29
				E 01	010 203 000 000 401	07/16/22-Amazon-Rolling cart-Gr4 AM	\$44.99
				E 01	010 203 000 000 430	07/17/22-Amazon-Whiteboard magnets-Gr4 AM	\$10.89
				E 01	010 203 000 000 430	07/17/22-Amazon-Mosaic stained glass tiles-Gr	\$182.54
				E 01	010 203 000 000 430	07/17/22-Amazon-2 18x24 whiteboards-Gr4 AM	\$68.84
				E 01	010 203 000 000 401	07/17/22-Amazon-2 desktop file organizers-Gr 4	\$49.94
				E 01	010 203 000 000 430	07/17/22-Amazon-Dry erase markers, constructi	\$92.40

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Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508			First Bankcard		Wire
				E 01 010 203 000 000 401	07/18/22-Amazon-Flex seating floor cushions (6	\$74.99	
				E 01 010 203 000 000 430	07/18/22-Amazon-Dry erase markers-Gr4	\$159.76	
				E 01 005 640 000 316 366	07/13/22-Phys Ed Connections-Refund PE conf	(\$125.00)	
				E 01 010 720 000 000 401	07/16/22-Amazon-AED cabinet	\$125.00	
				E 01 010 201 000 000 430	07/14/22-Amazon-Watercolor paper-GrK EL	\$19.95	
				E 01 010 201 000 000 430	07/15/22-Amazon-3x3 mini canvases for painting	\$74.67	
				E 01 010 201 000 000 430	07/15/22-Amazon-Dry erase markers-GrK LO	\$12.29	
				E 01 010 201 000 000 430	07/15/22-Amazon-Dry erase markers-GrK AB	\$12.29	
				E 01 010 201 000 000 401	07/17/22-Amazon-Bookcase rack-GrK EL	\$64.99	
				E 01 010 201 000 000 401	07/18/22-Amazon-16 qt storage boxes w/ lids-Gi	\$70.30	
				E 01 010 203 012 163 430	07/13/22-Amazon-Summer school supplies-LEC	\$49.97	
				E 01 010 203 012 163 430	07/13/22-Amazon-Summer school supplies-The	\$24.98	
				E 01 010 203 012 163 430	07/15/22-Amazon-Summer school supplies-LEC	\$50.03	
				E 01 010 203 012 163 430	07/17/22-Amazon-Summer school-2 button mak	\$265.98	
				E 01 010 203 012 163 430	07/17/22-Amazon-Summer school-air dry clay	\$49.98	
				E 01 010 203 012 163 430	07/18/22-WalMart-Summer school-cooking sup	\$51.68	
				E 01 010 203 012 163 430	07/18/22-Aldi-Summer school-cooking supplies	\$7.14	
PO#:	Voucher #:	8610	Invoice	Invoice No:	8.2.22	8/2/2022	Paid Amt: \$5,907.20
							Check Amount: \$5,907.20
4228	OLDN	1508			First Bankcard		Wire
				E 01 005 110 000 000 320	07/20/22-Tmobile-Cell phone 6/2-/7/1/22-ED & I	\$130.00	
				E 01 005 108 000 000 405	07/22/22-Adobe Acropro Subs-Adobe Pro subsc	\$14.99	
				E 01 005 110 000 000 401	07/23/22-Menards-Staff back to school boxes-Kl	\$15.92	
				E 01 005 110 000 000 401	07/27/22-WalMart-Staff back to school boxes-bc	\$95.11	
				E 01 005 110 000 000 401	07/25/22-Target-Storage cart-Dean JE	\$20.00	
				E 01 005 110 000 000 401	07/28/22-WalMart-Planner to track staff PTO	\$10.17	
				E 01 005 810 000 000 335	07/18/22-U-Haul-Rental truck (move donated fur	\$215.76	
				E 01 005 810 000 000 335	07/25/22-Stuff it Moving & Storage-Monthly stor	\$184.00	
				E 01 005 810 000 000 335	07/25/22-Stuff it Moving & Storage-Monthly stor	\$214.00	
				E 01 005 810 000 000 401	07/19/22-Sherwin Williams-Refund sales tax on	(\$35.55)	
				E 01 005 810 000 000 401	07/19/22-Sherwin Williams-Paint for classrooms	\$642.76	
				E 01 005 810 000 000 440	07/19/22-Holiday Stations-Gas for rental truck (r	\$88.33	
				E 01 005 810 000 000 401	07/21/22-The Home Depot-Painting supplies-rol	\$313.94	
				E 01 005 810 000 000 401	07/26/22-Amazon-Red reflective waterproof tape	\$25.98	
				E 01 005 110 000 000 490	07/22/22-Target-Board meeting snacks	\$14.78	
				E 01 010 203 000 000 430	07/19/22-Naeir-Misc clsrn supplies-tape, rulers,	\$98.25	
				E 01 010 203 000 000 430	07/19/22-Gopher Sport-Rubber critters, Cage b	\$587.78	
				E 01 010 203 000 000 430	07/21/22-Target-Classroom supplies-Markers, ci	\$40.08	

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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	07/21/22-Menards-Tile squares for mosaics (10	\$15.00	
				E 01 010 203 000 000 430	07/22/22-Menards-Misc clsrn supplies-clothesp	\$12.55	
				E 01 010 203 000 000 430	07/22/22-Amazon-2 packs highlighters-Gr1 DN	\$3.04	
				E 01 010 203 000 000 430	07/24/22-Amazon-Rhino Skin foam disc set-PE	\$38.52	
				E 01 010 203 000 000 430	07/24/22-Amazon-Year end class activity-beach	\$97.93	
				E 01 010 203 000 000 430	07/27/22-Michaels-Colored melts-Science Gr2	\$4.00	
				E 01 010 203 000 000 401	07/19/22-Target-Classroom rug-Gr1 BS	\$169.99	
				E 01 010 203 000 000 401	07/20/22-WayFair-Classroom rugs-Gr3 FW & A	\$345.70	
				E 01 010 203 000 000 401	07/21/22-Target-Classroom rug-Gr1 MG	\$169.99	
				E 01 010 203 000 000 401	07/21/22-Target-Flex seating floor cushions (6)-c	\$74.99	
				E 01 010 203 000 000 401	07/24/22-Amazon-6 Qt Storage bins (12)-Gr 4	\$32.64	
				E 01 010 203 000 000 401	07/24/22-Target-Various storage bins, over door	\$45.00	
				E 01 010 203 000 000 401	07/25/22-Amazon-Book bins, Clsrn rug-Gr4 MK	\$309.62	
				E 01 010 203 000 000 401	07/25/22-Amazon-Gaga playground balls (3)-Gr.	\$18.80	
				E 01 010 203 000 000 401	07/25/22-Michaels-10 drawer rolling storage cart	\$107.91	
				E 01 010 720 000 000 401	07/20/22-Amazon-Nosebleed plugs	\$9.78	
				E 01 010 720 000 000 401	07/25/22-Amazon-Health office supplies-assorte	\$249.79	
				E 01 010 720 000 000 401	07/25/22-Amazon-Health office supplies-tampon	\$16.64	
				E 01 010 201 000 000 430	07/19/22-Amazon-Dry erase markers-GrK ME	\$12.29	
				E 01 010 201 000 000 430	07/19/22-OTC Brands-Blue felt graduation caps	\$106.86	
				E 01 010 201 000 000 430	07/22/22-Amazon-Playdoh-GrK ME	\$20.99	
				E 01 010 201 000 000 430	07/25/22-Amazon-Playdoh-GrK LO	\$20.99	
				E 01 010 201 000 000 401	07/26/22-Michaels-10 drawer rolling storage cart	\$59.98	
				E 01 010 201 000 000 401	07/26/22-Rugs.com-Classroom rugs-GrK AB, Lt	\$387.60	
				E 01 010 203 012 163 430	07/21/22-Target-Summer School-water balloons	\$18.98	
				E 01 010 203 012 163 430	07/26/22-WalMart-Summer School-cooking sup	\$28.30	
				E 01 010 203 012 163 430	07/27/22-WalMart-Summer School-water day su	\$28.26	
PO#:		Voucher #:	8611	Invoice	Invoice No: 8.3.22	8/3/2022	Paid Amt: \$5,082.44
							Check Amount: \$5,082.44

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508			First Bankcard		Wire
				E 01 005 110 000 000 320	07/28/22-Sangoma-SipStation subscription (Voll	\$36.56	
				E 01 005 110 000 000 320	08/07/22-HumbleFax-Fax service-8/7/22-9/7/22	\$10.00	
				E 01 005 107 000 000 305	08/01/22-Indeed-Job posting-receptionist	\$16.31	
				E 01 005 107 000 000 401	08/02/22-Fedex OfficeMax-Marketing brochures-	\$392.39	
				E 01 005 107 000 000 401	08/03/22-The Home Depot-Hardware, supplies t	\$20.54	
				E 01 005 107 000 000 401	08/09/22-Amazon-Posterboard-Open House pos	\$31.02	
				E 01 005 110 000 000 401	08/01/22-WalMart-Staff toolkit supplies-pencil bc	\$37.07	
				E 01 005 110 000 000 401	08/08/22-Amazon-Refund canceled order staff t	(\$48.10)	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508			First Bankcard		Wire
				E 01 005 110 000 000 401	08/08/22-Amazon-Staff toolkit supplies-Advil	\$48.10	
				E 01 005 110 000 000 401	08/09/22-Amazon-Staff toolkit supplies-Advil	\$23.80	
				E 01 005 110 000 000 401	08/09/22-Amazon-Staff toolkit supplies-paperclip	\$40.26	
				E 01 005 110 000 000 401	08/09/22-Amazon-Staff toolkit supplies-Bandaid	\$18.72	
				E 01 005 810 000 000 401	08/08/22-Amazon-Frosted window privacy film, r	\$350.53	
				E 01 005 810 000 000 401	08/09/22-Sherwin Williams-Painting supplies-lig	\$160.69	
				E 01 005 810 000 000 330	07/30/22-Nitti Sanitation-Trash & Recycling Servi	\$507.86	
				E 01 005 810 000 000 330	08/10/22-City of Woodbury-Water & sewer 5/27-	\$350.81	
				E 01 010 203 000 000 530	08/05/22-BLT Restaurant Supply-Refund for car	(\$4,745.49)	
				E 01 010 630 000 000 406	07/31/22-CharacterStrong LLC-Online Leadersh	\$999.00	
				E 01 010 630 000 000 406	08/03/22-CharacterStrong LLC-	\$1,749.42	
				E 01 010 203 000 000 329	08/09/22-USPS-Postage-Gr5 Wolf Ridge mailin	\$58.80	
				E 01 010 203 000 000 430	08/08/22-OfficeSupply.com-Model Magic white &	\$319.50	
				E 01 010 203 000 000 430	08/08/22-OfficeSupply.com-Staplers, staples	\$84.62	
				E 01 010 203 000 000 430	08/08/22-Amazon-Art supplies-water painting pe	\$343.19	
				E 01 010 203 000 000 430	08/08/22-Amazon-Art supplies-water drawing ca	\$179.88	
				E 01 010 203 000 000 430	08/09/22-Amazon-Art supplies-model magic, tra	\$736.20	
				E 01 010 203 000 000 430	08/09/22-Amazon-Watercolor markers-Art	\$260.50	
				E 01 010 203 000 000 401	08/10/22-Amazon-Flexible seating-wobble stools	\$256.15	
				E 01 010 203 000 000 460	08/04/22-Amazon-Text: Sally Sore Loser - PE	\$8.36	
				E 01 010 720 000 000 401	08/08/22-WalMart-Tabletop freezer for ice packs	\$116.00	
				E 01 010 720 000 000 401	08/09/22-Amazon-Xtra underwear-various sizes	\$55.85	
				E 01 010 720 000 000 401	08/09/22-Amazon-Xtra underwear-various sizes,	\$72.87	
				E 01 010 630 000 000 406	08/03/22-CharacterStrong LLC-Purposeful Peop	\$349.88	
PO#:	Voucher #:	8612	Invoice	Invoice No:	8.12.22	8/12/2022	Paid Amt: \$2,841.29
							Check Amount: \$2,841.29
4228	OLDN	1591			PreferredOne Insurance Company		Wire
				B 01 215 010	Health Insurance Premiums- PC02 300.100 HS	\$24,729.63	
PO#:	Voucher #:	8613	Invoice	Invoice No:	8.2.22	8/2/2022	Paid Amt: \$24,729.63
							Check Amount: \$24,729.63
4228	OLDN	1508			First Bankcard		Wire
				E 01 005 110 000 000 820	08/10/22-Sam's Club-Annual membership 8/22-	\$50.00	
				E 01 005 110 000 000 401	08/10/22-Amazon-Staff toolkit supplies-blue, ora	\$11.42	
				E 01 005 110 000 000 401	08/10/22-Amazon-Staff toolkit supplies-rubber b.	\$218.77	
				E 01 005 810 000 000 401	08/10/22-Amazon-Chair leg floor protectors-lunc	\$54.98	
				E 01 005 810 000 000 401	08/10/22-Home Depot-Square & corner trip-hanç	\$14.93	
				E 01 005 810 000 000 401	08/11/22-Decker Equipment-Q-ball (chair leg ba	\$39.40	
				E 01 010 203 000 000 430	08/10/22-Target-Misc clsrn supplies-folders, ma	\$38.89	

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	08/10/22-Amazon-5'x8' US Flag-outdoor flag pol	\$56.99	
				E 01 010 203 000 000 430	08/10/22-Amazon-Misc clsrn supplies-pstr bd, €	\$1,252.33	
				E 01 010 203 000 000 430	08/10/22-AAA SSP-Safety patrol flags & poles (€	\$83.70	
				E 01 010 203 000 000 401	08/10/22-Amazon-Flexible seating floor chairs (4	\$279.96	
				E 01 010 203 000 000 401	08/10/22-Amazon-Wobble cushions-Gr4 AK	\$47.70	
				E 01 010 203 000 000 401	08/11/22-Amazon-Bean bag chairs (2)-Gr1 MG	\$129.98	
				E 01 010 203 000 000 401	08/12/22-Ikea-Classroom furnishings-Kallax, Trc	\$3,933.81	
				E 01 010 203 000 000 460	08/11/22-Amazon-Sportsmanship Books-PE	\$41.25	
				E 01 010 201 000 000 430	01/00/00--Structure play-cash register, train set	\$59.98	
				E 01 010 203 000 000 430	08/10/22-Amazon-Privacy shields-Gr4 AK	\$104.46	
PO#:	Voucher #:	8631	Invoice	Invoice No:	8.16.22	8/16/2022	Paid Amt: \$6,418.55
							Check Amount: \$6,418.55
4228	OLDN	1010			SFM		BP
				E 01 010 203 000 000 270	FY23 Work Comp Policy#62403.209	\$1,106.00	
PO#:	Voucher #:	8641	Invoice	Invoice No:	2827466	8/31/2022	Paid Amt: \$1,106.00
							Check Amount: \$1,106.00
4228	OLDN	1029			The Home Depot		BP
				E 01 005 810 000 000 401	FY23 Janitorial Supplies: Swiff Sweep Kit	\$16.22	
PO#:	Voucher #:	8645	Invoice	Invoice No:	700915481	8/31/2022	Paid Amt: \$16.22
							Check Amount: \$16.22
4228	OLDN	1041			SchoolMate		BP
				E 01 010 203 000 000 430	Elementary Planners	\$80.00	
PO#:	Voucher #:	8646	Invoice	Invoice No:	IN000575181	8/31/2022	Paid Amt: \$80.00
							Check Amount: \$80.00
4228	OLDN	1041			SchoolMate		BP
				E 01 010 203 000 000 430	Elementary Planners	\$799.00	
PO#:	Voucher #:	8647	Invoice	Invoice No:	IN000575786	8/31/2022	Paid Amt: \$799.00
							Check Amount: \$799.00
4228	OLDN	1054			Integrative Therapy, LLC.		BP
				E 01 010 420 000 419 433	Reference Materials	\$290.00	
PO#:	Voucher #:	8642	Invoice	Invoice No:	3456	8/31/2022	Paid Amt: \$290.00
							Check Amount: \$290.00
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP
				E 01 005 113 000 000 305	FY23 August Financial Management and Accour	\$6,450.00	
PO#:	Voucher #:	8640	Invoice	Invoice No:	1171575	8/31/2022	Paid Amt: \$6,450.00
							Check Amount: \$6,450.00

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1541			Business Essentials		BP		
				E 01	010 203 000 000 430	FY23 Supplies: copy paper & Construction Pape		\$668.93	
	PO#:	Voucher #:	8648	Invoice	Invoice No: WO-1198782-1	8/31/2022	Paid Amt:	\$668.93	
							Check Amount:	\$668.93	
4228	OLDN	1621			Cintas		BP		
				E 01	005 810 000 000 401	FY23: Mats service		\$83.33	
	PO#:	Voucher #:	8643	Invoice	Invoice No: 4128902463	8/31/2022	Paid Amt:	\$83.33	
							Check Amount:	\$83.33	
4228	OLDN	1633			Steve Lock		BP		
				E 01	005 110 000 000 366	178 mi @ \$0.625/mi		\$111.25	
	PO#:	Voucher #:	8639	Invoice	Invoice No: 8/30/2022	8/31/2022	Paid Amt:	\$111.25	
							Check Amount:	\$111.25	
4228	OLDN	1639			Navigate Care Consulting		BP		
				E 01	010 720 000 000 305	GenEd Offsite 1.5 hrs @ \$90/hr		\$135.00	
	PO#:	Voucher #:	8644	Invoice	Invoice No: 4613	8/31/2022	Paid Amt:	\$135.00	
							Check Amount:	\$135.00	
4228	OLDN	1666			Nic Bedard		BP		
				E 01	005 110 000 000 366	123 mi @ \$0.625/mi		\$76.88	
	PO#:	Voucher #:	8638	Invoice	Invoice No: 7/19/2022	8/31/2022	Paid Amt:	\$76.88	
							Check Amount:	\$76.88	
4228	OLDN	1001			Public Employee Retirement Association		Wire		
				B 01	215 007	PERA		\$2,074.80	
	PO#:	Voucher #:	8634	Invoice	Invoice No: S2023040	8/31/2022	Paid Amt:	\$2,074.80	
							Check Amount:	\$2,074.80	
4228	OLDN	1002			Teachers Retirement Association		Wire		
				B 01	215 006	TRA		\$19,913.21	
	PO#:	Voucher #:	8636	Invoice	Invoice No: S2023040	8/31/2022	Paid Amt:	\$19,913.21	
							Check Amount:	\$19,913.21	
4228	OLDN	1003			Internal Revenue Service		Wire		
				B 01	215 002	Federal Withholding		\$10,325.89	
				B 01	215 005	FICA		\$20,674.12	
	PO#:	Voucher #:	8633	Invoice	Invoice No: S2023040	8/31/2022	Paid Amt:	\$31,000.01	
							Check Amount:	\$31,000.01	
4228	OLDN	1004			MN Department of Revenue Service		Wire		
				B 01	215 003	MN Withholding		\$5,223.25	
	PO#:	Voucher #:	8635	Invoice	Invoice No: S2023040	8/31/2022	Paid Amt:	\$5,223.25	
							Check Amount:	\$5,223.25	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1128			AssociatedBank		Wire
				B 01	215 017 HSA		\$964.58
PO#:	Voucher #:	8632	Invoice	Invoice No:	S2023040	8/31/2022	Paid Amt: \$964.58
							Check Amount: \$964.58
4228	OLDN	1417			VOYA		Wire
				B 01	215 011 TSA		\$1,739.90
				B 01	215 011 TSA		\$1,500.00
PO#:	Voucher #:	8637	Invoice	Invoice No:	S2023040	8/31/2022	Paid Amt: \$3,239.90
							Check Amount: \$3,239.90
4228	OLDN	1441			Old National		Wire
				E 01	005 112 000 000 305 Service Charge:		\$557.91
PO#:	Voucher #:	8650	Invoice	Invoice No:	8.31.22	8/31/2022	Paid Amt: \$557.91
							Check Amount: \$557.91
4228	OLDN	1632			Xcel Energy		Wire
				E 01	005 810 000 000 330 FY22 Electric Service		\$5,301.25
PO#:	Voucher #:	8649	Invoice	Invoice No:	8.31.22	8/31/2022	Paid Amt: \$5,301.25
							Check Amount: \$5,301.25
4228	OLDN	1508			First Bankcard		Wire
				E 01	005 110 000 000 320 08/13/22-Comcast-Internet service 7/21-8/20/22		\$399.85
				E 01	005 107 000 000 401 08/11/22-Home Depot-Materials to mount outdoc		\$11.76
				E 01	005 940 000 000 340 08/16/22-CinnFinn Commercial Insu-School lea		\$2,888.00
				E 01	005 110 000 000 401 08/16/22-WalMart-Folders for All Staff Worksho		\$36.00
				E 01	005 110 000 000 401 08/16/22-Amazon-Staff toolkit supplies-teabags		\$21.02
				E 01	005 110 000 000 401 08/16/22-Amazon-Staff toolkit supplies-annimal		\$35.80
				E 01	005 810 000 000 401 08/14/22-Amazon-Yellow poly rope-rope off gras		\$83.44
				E 01	005 810 000 000 401 08/14/22-Amazon-Garden fence posts-rope off c		\$172.35
				E 01	005 810 000 000 401 08/15/22-Amazon-Flexible seating-wobble chairs		\$291.96
				E 01	010 630 000 000 406 08/12/22-Ascend Consulting-Smarter Interventic		\$997.00
				E 01	010 212 000 000 430 08/12/22-Nasco-Classroom supplies-Art		\$397.75
				E 01	010 212 000 000 430 08/12/22-Amazon-Guillotine (ream) paper cutter-		\$279.99
				E 01	010 203 000 000 430 08/13/22-Amazon-1" thick foam boards-MS Scie		\$23.99
				E 01	010 203 000 000 430 08/14/22-Amazon-Labels for CKLA readers		\$24.95
				E 01	010 203 000 000 430 08/14/22-Amazon-Colored cardstock-Gr1 DN		\$11.98
				E 01	010 203 000 000 430 08/14/22-Amazon-White cardstock		\$12.49
				E 01	010 203 000 000 430 08/15/22-Amazon-Colored pencils-Remediation		\$57.98
				E 01	010 203 000 000 430 08/15/22-Amazon-Classroom supplies-Remedia		\$289.63
				E 01	010 203 000 000 430 08/15/22-Amazon-Lab supplies-MS Science		\$77.02
				E 01	010 203 000 000 430 08/16/22-Amazon-Dividers for 3 ring binders-De		\$30.76
				E 01	010 203 000 000 401 08/13/22-Ikea-Refund sales tax on classroom fu		(\$274.31)

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508			First Bankcard		Wire
				E 01 010 203 000 000 401	08/14/22-Amazon-Flexible seating-floor cushion:	\$75.50	
				E 01 010 203 000 000 401	08/14/22-Amazon-Laminating pouches	\$44.06	
				E 01 010 203 000 000 401	08/15/22-Amazon-Zip ties-to secure unused lock	\$6.89	
				E 01 010 203 000 000 401	08/15/22-Amazon-Storage bins-Gr2 AS	\$42.86	
				E 01 010 203 000 000 401	08/16/22-Webstaurant Store-Lab stools w/ back	\$2,365.16	
				E 01 010 630 000 000 466	08/16/22-Amazon-Latitude laptops 12 @ \$789/e	\$9,468.00	
				E 01 010 203 000 000 460	08/12/22-SP Ascend Smarter-Smarter Interventi	\$599.70	
				E 01 010 203 000 000 460	08/14/22-TeachersPayTeachers-Decodable Rea	\$49.00	
				E 01 010 201 000 000 430	08/14/22-Amazon-Half pencils-K	\$13.98	
PO#:	Voucher #:	8651	Invoice	Invoice No:	8.29.22	8/29/2022	Paid Amt: \$18,534.56
							Check Amount: \$18,534.56
							Report Total: \$438,474.43



Meeting: Finance Committee Meeting Agenda/Minutes

Date: Wednesday, September 15, 2022

Time: 4.30pm

Location: Virtual Meeting

Meeting Minutes

Meeting Call to Order and Roll Call

WLA Mission & Vision – Mandi Folks

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

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

Development, Discussion, and Recommendations

1. Reviewed financial statements for August 2022
2. Discussed which costs incurred related to the new building might be reimbursable by the Bond Fund before it's closed out.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Wednesday, October 12 , 2022

Time: 4:30 pm

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

Adjournment



Meeting: Governance Committee

Date: Thursday September 8th 2022

Time: 4:30PM

Location: Google Meet Link: meet.google.com/ofc-pmru-sbu

AGENDA

Minutes:

The meeting was called to order by Natalie Sjoberg

Members Present: Jess Erickson, Natalie Sjoberg, Shelbi Pool, Erin Neumann and Kathy Mortensen

Members Absent: Kylie Griffith

Development, Discussion, and Recommendations

- Policy 515 Alignment with the updated statute - Finalize, ready for second reading
- MCA Requirement Document Update - Completed and on website
- Discussion on VOA Recommendation to create policy or amend bylaws for process of board member removal
 - Reviewed bylaws/policies/code of ethics for WBL, MSA, Edina Public Schools and AFSA
 - Discussed options of amending bylaws, creating policies, or addition to code of ethics
 - Determined recommendation of amending code of ethics and reviewing/signing with board members at orientation
- 413 - Harassment and Violence
 - Enter into first reading and Kathy will review for any needed updates
- Discuss chair of committee role
 - Natalie will take over as chair
- 801- Equal Access of Facilities
 - Fee for facility/custodian/students - Jess E will review and bring back recommendations to committee
- 806- Crisis Management Policy
 - Will review other schools' and discuss in October
- 807- Health and Safety Policy
 - Tabled until October

Future Discussions

- First Reading of 900 Series and 413
- Discussion of use of political symbols in classrooms/school

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: October 13th, 2022

Time: 4:30 p.m.

Location: Woodbury Leadership Academy-Google Meets
8089 Globe Drive, Woodbury, MN 55125

Adjournment at 5:27PM

Governance Committee Meeting Minutes Supplemental Example of Amendment to Board Member Code of Ethics

G. School Board Member Discipline

The school board will follow Minnesota law when addressing inappropriate behavior by a board member. The below processes pertain only to board member violations of district policies that are not dictated by Minnesota law, which follow a different district and legal process.

The board and each of its members are committed to faithful compliance with board policies. The board recognizes that its failure to deal with deliberate or continuing violations of its policies risks the loss of confidence in the board's ability to govern effectively. The purpose of these parameters and steps is to attempt to resolve any perceived violations at the lowest possible level, and involving the fewest number of individuals. In the event of such a violation, the board will seek remedy by **applying any** of the following measures: a conversation with a fellow board member; referring the concern to the board chair; referring the concern to the full board; potential removal from committees or leadership positions on the board; a statement on non-compliance regarding board policies from the board; censure from the board and removal of the board member from the board; or any other measures provided by law or determined appropriate by the board (see Appendix 2).

Appendix II

PROCESS FOR ADDRESSING VIOLATIONS

A. Private conversation: If a Board member perceives that a fellow member has violated the policies or commitments of the Board, that member may address their concerns with the member who is perceived to be in violation.

B. Referral to Board Chair: The member may refer the concern to the Board chair for resolution. The purpose of this step is to attempt to resolve any perceived violations at the lowest possible level, involving the fewest number of individuals. If the Board Chair believes there is a potential violation, then the Board Chair will arrange a conversation in a private setting between the member in question and two members of the governance committee, if necessary

C. Discussion between the member in question and the full Board: In the event of a perceived serious or continuing violation by the same member, any member of the board may request that the chair schedule a full school board discussion with the charged member. The charged member will receive advance written notice of the discussion, including a statement of the alleged violation.

D. Possible removal from any leadership or committee positions to which the member in question has been appointed or elected: A member with repeated violations may be removed from any leadership or committee positions, to remove the charged Board member from a committee leadership or committee membership position, any member may request the Chair notify the charged member in writing of the scheduled School Board discussion of removal; the charged member will be given an opportunity to respond to any concerns and will be removed only after discussion and only on majority vote of the Board members present.

E. Statement regarding compliance with Board Norms or Policies: The school board reserves the right to issue statements regarding the board's interpretation of its policies and any instances of individual board member's noncompliance, after notice to the individual, discussion where the charged member has a right to respond and vote by the majority vote of the board members present.

F. Censure of Board Member: The school board reserves the right to censure a board member. A member may request that the board censure a board member only after attempting to address an issue at lower levels. To censure a board member, any member may request the chair notify the charged member in writing of the scheduled School Board Discussion of censure. The charged member will be censured only after being provided an opportunity to respond to the concerns and after discussion and only by majority vote of the Board. The motion to censure must 209-7 describe the board member's actions that are the subject of the censure.

G. Removal of Board Member: Minnesota state law allows school boards to remove, for proper cause, any member or officer of the board and fill the vacancy. Such removal must be by a concurrent vote of at least four members at a meeting of whose time, place, and object the charged member has been duly notified, with the reasons for such proposed removal, and after an opportunity to be heard in defense against the removal. In all cases, disciplinary actions should include the board chair, unless the board chair feels they must recuse themselves. If the board chair is suspected of the violation, the concern would be referred to the vice chair.

Woodbury Leadership Academy

Approved: September 23, 2020

Revised: August 18, 2022

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

Woodbury Leadership Academy recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by Woodbury Leadership Academy, pursuant to the requirements of 20 U.S.C. § 1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100- 1205.2000.

III. DEFINITIONS

A. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

B. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in Woodbury Leadership Academy, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in Woodbury Leadership Academy.

C. Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), degrees, honors and awards received, and the most recent educational

agency or institution attended. It also includes the name, address, and telephone

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number of the student's parent(s). Directory information does not include a student's social security number. It also does not include personally identifiable data which references religion, race, color, social position, or nationality. Data collected from nonpublic school students, other than those who receive shared time educational services, shall not be designated as directory information unless written consent is given by the student's parent or guardian.

D. Education Records

1. What constitutes "education records." Education records means those records which: (1) are directly related to a student; and (2) are maintained by Woodbury Leadership Academy or by a party acting for Woodbury Leadership Academy.

2. What does not constitute an education record. The term, "education records," does not include:

a. Records of instructional personnel which:

- (1) are in the sole possession of the maker of the record; and
- (2) are not accessible or revealed to any other individual except a substitute teacher; and
- (3) are destroyed at the end of the school year.

b. Records of a law enforcement unit of Woodbury Leadership Academy, provided education records maintained by Woodbury Leadership Academy are not disclosed to the unit, and the law enforcement records are:

- (1) maintained separately from education records;
- (2) maintained solely for law enforcement purposes; and
- (3) disclosed only to law enforcement officials of the same jurisdiction.

c. Records relating to an individual, including a student, who is employed by Woodbury Leadership Academy which:

- (1) are made and maintained in the normal course of business;
- (2) relate exclusively to the individual in that individual's capacity as an employee; and
- (3) are not available for use for any other purpose.

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d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:

(1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;

(2) made, maintained, or used only in connection with the provision of treatment to the student; and

(3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within Woodbury Leadership Academy.

e. Records that only contain information about an individual after he or she is no longer a student at Woodbury Leadership Academy and that are not directly related to the individual's attendance as a student.

E. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

F. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

G. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's

contract or position description approved by the school board;

2. Perform a supervisory or instructional task directly related to the student's education; or

3. Perform a service or benefit for the student or the student's family such as

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health care, counseling, student job placement, or student financial aid.

4. Perform a task directly related to responding to a request for data.

H. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. Woodbury Leadership Academy may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument, which provides to the contrary.

I. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who Woodbury Leadership Academy reasonably believes knows the identity of the student to whom the education record relates.

J. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

K. Responsible Authority

“Responsible authority” means Director of Woodbury Leadership Academy.

L. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at Woodbury Leadership Academy and regarding whom Woodbury Leadership Academy maintains education records. Student also includes applicants for enrollment or registration at Woodbury Leadership Academy and individuals who receive shared time educational services from Woodbury Leadership Academy.

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M. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed

by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

N. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

O. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such

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consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;

4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged

failures by Woodbury Leadership Academy to comply with the federal law and the regulations promulgated thereunder;

6. The right to be informed about rights under the federal law; and

7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. Woodbury Leadership Academy shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:

- a. a specification of the records to be disclosed;
- b. the purpose or purposes of the disclosure;
- c. the party or class of parties to whom the disclosure may be made;
- d. the consequences of giving informed consent; and

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e. if appropriate, a termination date for the consent.

3. When a disclosure is made under this subdivision:

a. if the parent or eligible student so requests, Woodbury Leadership Academy shall provide him or her with a copy of the records disclosed; and

b. if the parent of a student who is not an eligible student so requests, Woodbury Leadership Academy shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:

- a. identifies and authenticates a particular person as the source of the electronic consent; and
- b. indicates such person's approval of the information contained in the electronic consent.

c. Limits the ability of government entities and technologies to electronically access or monitor location-tracking or audio and visual recording features of school-issued devices, with exceptions (Student Data Privacy Act)

5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:

- a. in plain language;
- b. dated;
- c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
- d. specific as to the nature of the information the subject is authorizing to be disclosed;
- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or non-cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of

post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

Woodbury Leadership Academy may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within Woodbury Leadership Academy whom Woodbury Leadership Academy determines have a legitimate educational interest in such records;

2. To a contractor, consultant, volunteer, or other party to whom Woodbury Leadership Academy has outsourced institutional services or functions provided that the outside party:

a. performs an institutional service or function for which Woodbury

Leadership Academy would otherwise use employees;

b. is under the direct control of Woodbury Leadership Academy with respect to the use and maintenance of education records; and

c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.

3. To officials of other schools, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.),

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suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, Woodbury Leadership Academy will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the

Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:

- a. determine eligibility for the aid;
- b. determine the amount of the aid;
- c. determine conditions for the aid; or
- d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:

- a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
- b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to Woodbury Leadership Academy that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum,

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Woodbury Leadership Academy shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers.

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization, the information is destroyed when no longer needed for the purposes for which the study was conducted, and Woodbury Leadership Academy enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the

study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy or return to Woodbury Leadership Academy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed. For purposes of this provision, the term, “organizations,” includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of Woodbury Leadership Academy to whom information is disclosed violates this provision, Woodbury Leadership Academy may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;

9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;

10. To comply with a judicial order or lawfully issued subpoena, provided, however, that Woodbury Leadership Academy makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the

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existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. § 2331. If Woodbury Leadership Academy initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for Woodbury Leadership Academy to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against Woodbury Leadership Academy, Woodbury Leadership Academy may disclose to the court, without a court order or subpoena, the

student's education records that are relevant for Woodbury Leadership Academy to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, Woodbury Leadership Academy may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within Woodbury Leadership Academy and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;

13. Information Woodbury Leadership Academy has designated as "directory information" pursuant to Section VII. of this policy;

14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;

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15. To the parent of a student who is not an eligible student or to the student himself or herself;

16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;

17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;

18. To the juvenile justice system, on written request that certifies that the information will not be

disclosed to any other person except as authorized by law without the written consent of the parent of the student:

- a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
- b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the director or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

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19. To the director where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a school board under Minn. Stat. § 260B.171, Subd. 3. The director must notify the counselor immediately and must place the disposition order in the student's permanent education record. The director also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the director believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The director may also notify other school employees, substitutes, and volunteers who are in direct contact with the student if the director determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the director must identify the student, outline the offense, and describe any conditions of probation about which the school must provide

information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the director where the student attends if it is information from a peace officer's record of children received by the school board under Minn. Stat. § 260B.171, Subd. 5. The director must place the information in the student's education record. The director also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the director believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The director may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the director determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the director must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise

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required by law.

The director must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the school board of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any

individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.

C. Nonpublic School Students

Woodbury Leadership Academy may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

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B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, Woodbury Leadership Academy may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” Woodbury Leadership Academy may release records that only contain information about an individual obtained after he or she is no longer a student at Woodbury Leadership Academy and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of Woodbury Leadership Academy).

C. Present Students and Parents

Woodbury Leadership Academy may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the

student or eligible student, except as provided herein. Prior to such disclosure Woodbury Leadership Academy shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that Woodbury Leadership Academy has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let Woodbury Leadership Academy designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify Woodbury Leadership Academy in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform Woodbury Leadership Academy in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to prevent Woodbury Leadership Academy from disclosing or requiring the student to disclose the student's name, identifier, or school e-

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mail address in a class in which the student is enrolled.

4. Woodbury Leadership Academy shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and

5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. Woodbury Leadership Academy may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. Woodbury Leadership Academy will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

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In certain cases state law intends, and clearly provides, that certain information contained in the education records of Woodbury Leadership Academy pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:

- a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
- b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- c. whether there are grounds for believing that the minor data subject's reasons for precluding

parental access are reasonably accurate;

d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and

e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

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B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by Woodbury Leadership Academy. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

C. Investigative Data

Data collected by Woodbury Leadership Academy as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. Woodbury Leadership Academy may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if Woodbury Leadership Academy determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.

2. A complainant has access to a statement he or she provided to Woodbury

Leadership Academy.

3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school students, school employees, and/or attorney data as defined in Minn. Stat. § 13.393.

4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

a. a decision by Woodbury Leadership Academy, or by the chief attorney for Woodbury Leadership Academy, not to pursue the civil legal action. However, such investigation may subsequently become active if Woodbury Leadership Academy or its attorney decides to renew the civil legal action;

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b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or

c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent Woodbury Leadership Academy maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school records pertaining to the student, including any tests or reports upon which the action proposed by Woodbury Leadership Academy may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §

121A.40, et seq.

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

A. Woodbury Leadership Academy will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

C. A parent or eligible student has the right to refuse the release of the name,

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address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, the director, in writing by the last business day in September each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
2. Home address;
3. Student's grade level;
4. School presently attended by student;
5. Parent's legal relationship to student, if applicable;
6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.

D. Annually, Woodbury Leadership Academy will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior

consent.

E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect Woodbury Leadership Academy's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent Woodbury Leadership Academy has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, Woodbury Leadership Academy may

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only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent Woodbury Leadership Academy from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of Woodbury Leadership Academy provided:

a. The disclosures meet the requirements of Section VI. of this policy; and

b. Woodbury Leadership Academy has complied with the record-keeping requirements of Section XIII. of this policy.

2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders

and other individuals required to register under 42 U.S.C. § 14071. However, Woodbury Leadership Academy must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of Woodbury Leadership Academy.

D. Notification

Woodbury Leadership Academy shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a third party outside of Woodbury Leadership Academy improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, Woodbury Leadership Academy may not allow that third party access to personally identifiable information from education records for at least five (5)

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years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The director of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building director shall submit to the School Board a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student

records;

3. Location of student records, by category, in the buildings;

4. Means of securing student records; and

5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of Woodbury Leadership Academy. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The director shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:

a. the parties who have requested or received personally identifiable

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information from the education records of the student;

b. the legitimate interests these parties had in requesting or obtaining

the information; and

c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.

2. In the event Woodbury Leadership Academy discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:

a. the names of the additional parties to which the receiving party may disclose the information on behalf of Woodbury Leadership Academy;

b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and

c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom Woodbury Leadership Academy disclosed information from an education

record. Woodbury Leadership Academy shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

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4. The record of requests of disclosures may be inspected by:

- a. the parent of the student or the eligible student;
- b. the school official or his or her assistants who are responsible for the custody of the records; and
- c. the parties authorized by law to audit the record-keeping procedures of Woodbury Leadership Academy.

5. Woodbury Leadership Academy shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

- a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
- b. the parties to whom Woodbury Leadership Academy disclosed the information.

6. The record of requests and disclosures shall be maintained with the education records of the student as long as Woodbury Leadership Academy maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who

is Also a Dependent Student

Woodbury Leadership Academy shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in Woodbury Leadership Academy to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

Woodbury Leadership Academy shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

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1. The right to a response from Woodbury Leadership Academy to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, Woodbury Leadership Academy shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to Woodbury Leadership Academy a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, Woodbury Leadership Academy shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

Woodbury Leadership Academy may presume that either parent of the student has authority to inspect or review the education records of a student unless Woodbury Leadership Academy has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. Woodbury Leadership Academy shall charge a reasonable fee for

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providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, Woodbury Leadership Academy shall consider the following:

- a. the cost of materials, including paper, used to provide the copies;
- b. the cost of the labor required to prepare the copies;
- c. any schedule of standard copying charges established by Woodbury Leadership Academy in its normal course of operations;
- d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
- e. mailing costs.

2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.

4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy or other rights of the student may request that Woodbury Leadership Academy amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes Woodbury Leadership Academy to make. The request shall be signed and dated by the requestor.

2. Woodbury Leadership Academy shall decide whether to amend the education records of the student in accordance with the request within

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thirty (30) days after receiving the request.

3. If Woodbury Leadership Academy decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If Woodbury Leadership Academy refuses to amend the education records of a student, Woodbury Leadership Academy, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, Woodbury Leadership Academy decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.

2. If, as a result of the hearing, Woodbury Leadership Academy decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of Woodbury Leadership Academy, or both.

3. Any statement placed in the education records of the student under

Subdivision B. of this section shall:

- a. be maintained by Woodbury Leadership Academy as part of the education records of the student so long as the record or contested portion thereof is maintained by Woodbury Leadership Academy; and
- b. if the education records of the student or the contested portion thereof is disclosed by Woodbury Leadership Academy to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after Woodbury Leadership Academy has received the request, and the parent of the student or the eligible student shall be given notice of the date,

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place, and time reasonably in advance of the hearing.

2. The hearing may be conducted by any individual, including an official of Woodbury Leadership Academy who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

4. Woodbury Leadership Academy shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

B. Data practices compliance official means Darlah Krug, director.

C. Any request by an individual with a disability for reasonable modifications of Woodbury Leadership Academy's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

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A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. Woodbury Leadership Academy may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

Woodbury Leadership Academy shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of

Education regarding an alleged failure by Woodbury Leadership Academy to comply with the requirements of FERPA and the rules promulgated thereunder;

5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom Woodbury Leadership Academy has determined to have legitimate educational interests; and

6. That Woodbury Leadership Academy forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left

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Behind Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

Woodbury Leadership Academy shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

Woodbury Leadership Academy shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by Woodbury Leadership Academy shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the main office of the school.

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Meeting: Facilities Committee

Date: Tuesday, September 13, 2022

Time: 4:30 p.m.

Location: Virtual Meeting

Minutes:

The meeting was called to order by Jason Livingston at 4:34 p.m.

Role call. Members Present:, Jason Livingston, Kathy Mortensen, Ryan Sheak, Julie Ohs, and Mandi Folks

Members Absent: None

Others in attendance: Shawn Smith

The meeting ended at 5:28 p.m.

Development, Discussion, and Recommendations

- Certificate of FINAL Completion was received on 9/8/22!
- Some funds remain in the Project Bond Fund. The school incurred some expenses on behalf of the project, so it'll be remitting those receipts for reimbursement from the Project Bond Fund before it's closed out.
- The committee continues to work through ideas for what to put in the fields – pavilion, sports courts of some sort, older kid playground, etc. No decisions at this time.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Facilities Committee Meeting

Date: Tuesday, October 11, 2022

Time: 4:30 p.m. via Zoom