



**Meeting:** Board of Directors Annual Meeting

**Date:** Wednesday, October 26th, 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 (Julie Ohs)**

- 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 October 3rd, 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 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 September Financials and October Finance Committee Minutes

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

7.5 Governance Committee Report (Natalie Sjoberg)

7.5.1 Accept October Governance Committee Minutes and revised Code of Ethics for Board Members, and enter policies 806 and 807 into second reading

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

7.6 Facilities Committee Report (Mandi Folks)

7.6.1 Accept October Facilities Committee Minutes

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

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

**8.1 Approval of Annual Report (Dr. Mortensen)**

**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, November 17th, 2022

Time: 5:30pm

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

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

Adjournment

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

**Woodbury Leadership Academy  
Board of Directors Regular Meeting Minutes  
September 22nd, 2022**



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

**Directors Absent:** Ryan Sheak

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

**Advisors Virtual:** Brenda Kes (BerganKDV)

**Others in Attendance:** Jim Martin (WLA Lawyer) and a few WLA parents

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 5:31PM.

**1.2 Roll Call**

Ms. Schrandt took roll.

**2. WLA Mission and Vision**

Ms Sjoberg read the WLA Mission and Vision Statements.

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

**3.1 Approval of Meeting Agenda**

Ms. Folks moved “to approve the September 22<sup>nd</sup> meeting agenda.” Ms. Sjoberg seconded. Motion passed unanimously.

**3.2 Approval of June 22, 2022 Meeting Minutes**

Ms. Folks moved “to approve the August 24, 2022 meeting minutes.” Ms. Ohs 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**

Ms. Pool noted that there was a public comment and reviewed the process for public comment.

- A parent reported concerns regarding enrollment and WLA’s financials and curious what actions the Board is taking to ensure their fiduciary

**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**

Jim Martin presented on Open Meeting Law, the definitions of a meeting, serial communication, closed meetings, and violations of the Open Meeting Law.

## **6.2 Protecting Private Data Training**

Jim Martin presented on Administration of Education and Personnel Data for Education Leaders. During this presentation, he discussed general rules for education and personnel data, public access for personnel data, important FERPA provisions, disclosure of education data without consent, and Tennessee Warnings.

(Rich left at 6:36PM and returned at 6:39 PM)

Ms. Pool called for a recess for a 5-minute break at 6:50PM.

Ms. Pool called the Board Meeting back to order at 6:56PM.

## **7. Board and Administration Reports**

### **7.1 Board Report**

Ms. Pool wanted to remind Board Members of WLA's Strategic Goals.

1. Exercise fiscal responsibility
2. Provide a safe and healthy learning environment that celebrates our diversity and builds community
3. Establish WLA as a respected destination school in the area, known for high academic achievement, and ranked nationally as a Core Knowledge School of Distinction

Ms. Pool reminded Board Members that WLA will have to keep in mind our goal with expanding this year.

### **7.2 Director Report**

Ms. Mortensen discussed the Director Report.

- Our scores have had major gains due to hard work from students, teachers, and families.
- MCA Scores are on the rise. When comparing us to schools with similar demographics in our area, WLA is doing really well.
- WLA was approved for CEIS grants, ADSIS grants, and Title III grant.

### **7.3 Financial Director Report (BKDV)**

Ms. Kes reviewed the August 2022 Executive Summary in the Board packet, noting the actual ADM is 680. The school currently has 103 days' cash on hand which is well above the requirement. The year is 17% complete, revenues are at 17% and expenditures disbursed are at 9.1% 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.

Ms. Kes addressed thoughts on the public comment noting that the budget is driven off enrollment projections. The best way to balance your budget is to make sure that you're aligning your expenditures with your revenue. The general fund may have to take on more expenses, but working on enrollment growth is the best way to help with that. If enrollment is down, WLA would need to reduce expenditures. It would not be hard to balance the budget if enrollment is down.

### **7.4 Finance Committee Report**

Ms. Folks reported that the Finance Committee met on September 15<sup>th</sup>. The Committee spent time discussing the financial statements for August 2022. They are aware of the enrollment trends and trying to do what we can to minimize expenses to maintain a balanced budget. WLA is experiencing growth and added students this year, but just did not meet the rate that they originally predicted for their bond offerings. Ms. Folks mentioned that the Committee also discussed which costs might be reimbursable by the Bond Fund before it's closed out.

#### **7.4.1. Accept August Financials and September Finance Committee Minutes**

Ms. Folks motioned “to approve August Financial Statements and September Finance Committee Minutes.” Ms. Skordahl seconded the motion. Motion passed unanimously.

#### **7.5 Governance Committee Report**

Ms. Sjoberg reported the Governance Committee met and discussed several policies.

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

Ms. Sjoberg made a motion “to accept September Governance Committee Minutes and enter Policy 413 (Harassment and Violence in first reading and enter Policy 515 (Protection and Privacy of Pupil Records) into second reading.” Ms. Ohs seconded the motion. Motion passed unanimously.

##### **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)**

Ms. Sjoberg went over how the Governance Committee compared this policy with other districts in the area and decided they were to recommend amending the WLA Board Code of Ethics rather than creating a new policy. Ms. Sjoberg gave an example in the Board Packet of what they would add to the Code of Ethics for Board Members to review for a first reading.

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

Ms. Sjoberg made a motion “to accept resignation of Jessica Erickson as Committee Chair and seat Natalie Sjoberg as new Governance Committee Chair.” Ms. Ohs seconded the motion. Motion passed unanimously.

#### **7.6 Facilities Committee Report**

##### **7.6.1. Accept September Facilities Committee Minutes.**

Ms. Folks reported that the certificate of final completion was received on 09/08/2022. Some funds remain in the Project Bond Fund, so it’ll be remitting those receipts for reimbursement from there before it’s closed out. The committee plans to work through ideas for what to put in the fields.

Ms. Folks made a motion “to accept September Facilities Committee Minutes.” Ms. Skordahl seconded the motion. Motion passed unanimously.

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

##### **8.1 Approval of Dr. Mortensen for EDIAM**

Dr. Mortensen reminded Board Members that the EDIAM allows access to others to secure systems for the Minnesota Department of Education.

Ms. Pool made a motion: “The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties, and will revoke that user’s access when it is no longer needed to perform their job duties.

Our school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for our organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority. It is strongly recommended that only one person at the local educational agency or organization (the superintendent or director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).”

Ms. Folks made an amendment to the motion to include that the Board recommends Dr. Mortensen to be WLA’s IOwA. Ms. Skordahl seconded the motion. Motion passed unanimously.

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

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

- Ms. Pool addressed the public comment made earlier tonight and delegated the topic to the finance committee to continue to look into our financials to make sure we are staying on track. A response will be given within 5-10 days to address their comment.
- The Board discussed and informed Rich to think about which committee he would like to be a part of and to let the Board know at the next meeting.

## **9. Housekeeping**

### **WLA Annual Board of Directors Meeting**

Date: Wednesday, October 26th, 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. Skordahl 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.

**Directors Present:** Mandi Folks, Julie Ohs, Shelbi Pool, Natalie Sjoberg, Jolene Skordahl, Rich Washington (arrived at 6:01PM)

**Directors Absent:** Ryan Sheak

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

**Advisors Virtual:** Stephanie Olson (VOA)

**Others in Attendance:** WLA Parents

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 6:00PM.

#### **1.2 Roll Call**

Ms. Schrandt took roll.

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

Ms Ohs read the WLA Mission and Vision Statements.

### **3. Board Discussion and Business (Presenter: Kathy Mortensen, Executive Director)**

#### **3.1 Expansion**

-Dr. Mortensen reminded the Board that Woodbury Leadership Academy has already been approved as a PreK-12 program as well as to have multiple sites. Another option was brought to the table to merge with Math and Science Academy. MSA came to tour our school and Dr. Mortensen mentioned the idea of merging to their Director. After discussion with both schools and administration, it was decided to bring this topic to both schools to decide if each school would like to move forward. Dr. Mortensen shared the “Comparative Organizational Overview,” for Board members to read and review.

-Board Members partnered up to read the overview, and discuss pros, cons, and questions regarding the merger.

-The Board regrouped to review pros, cons, and questions.

Ms. Folks made a motion to “continue exploring the possibility of merging with MSA.” Ms. Skordahl seconded the motion. Ms. Folks, Ms. Ohs, Ms. Pool, Ms. Sjoberg, Ms. Skordahl, Mr. Washington voted yes. There were no no’s or abstentions. Motion passed.

-Stake holder surveys will go out later this week

-There was further discussion regarding the process moving forward.

### **4. Housekeeping**

Ms. Folks made a motion to “change the October Regular meeting to Wednesday, October 26<sup>th</sup>, 2022 at 5:30PM at WLA.” Ms. Sjoberg seconded the motion. Motion passed unanimously.

**WLA Annual Board of Directors Meeting**

Date: Wednesday, October 26th, 2022

Time: 5:30pm

Location: WLA, Room 117, Building A (Enter Door 2A) – 8089 Globe Drive, Woodbury, MN 55125

**10. Adjournment**

Ms. Sjoberg motioned “to adjourn tonight’s meeting.” Ms. Skordahl seconded the motion. Motion passed unanimously. The meeting adjourned at 6:55 PM.

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



**WOODBURY LEADERSHIP ACADEMY  
DIRECTOR REPORT, OCTOBER 26, 2022**

*Dr. Kathleen Mortensen*

**I. Organizational Leadership**

- The Facilities Committee met on October 11th
- The Finance Committee met on October 12th
- The Governance Committee met on October 13<sup>th</sup>
- ADM as of October 19<sup>th</sup> = 693
- Stephanie Olsen spent most of the day on October 6<sup>th</sup>, conducting the annual site-visit and reviewing WLA processes. She found WLA to be on track and without any issues.
- The WLA Annual Report is attached herein for Board approval. It will then be sent to MDE
- At this time, (no later than December) regardless of moving forward with a merger with the Math and Science Academy, the WLA Board needs to consider whether we will move forward with launching our pre-kindergarten and/or 9<sup>th</sup> grade programming for the 2023-2024 school year.

**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.”*
  - Our Data Dig, held on October 7<sup>th</sup>, reviewed all student academic data from iReady and MAP testing. For review from last month:
  - Professional Learning Communities (PLCs) have focused on pacing guides to ensure that curriculum is aligned and delivered prior to MCA testing.

**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 has reviewed the amended budget and WLA is on track for all financial targets based on an ADM of 680. However, as of October 19<sup>th</sup>, our ADM is 693.

**IV. Human Resource Management**

- We are interviewing for a new Health Services person and a paraprofessional. Both of those positions are open due to two staff members finding full time, year-round, employment.
- Paula Krippner, our Special Education Director, and myself, are also considering adding another paraprofessional to support younger students.

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

- Our sound system has been installed in the gymnasium!
- We are gathering bids to add sound absorption panels to the gymnasium
- Retaining rocks have been added to the lots out front

- The third set of fire and lock-down drills were conducted on October 12<sup>th</sup> and 13<sup>th</sup>

## **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.*”
  - We are organizing a dinner for parents of EL students in order to gather input on programming, and build community.
  - The City of Woodbury has begun programming using WLA facilities
  - A Four-H club has also been added to the list of groups and clubs who are using our facility
  - Survey results have been processed for the potential merger with the Math and Science Academy. (See previous communication for details.)
  - Conferences were held October 18<sup>th</sup> and 19<sup>th</sup>
  - Trick or Trunk will be held Thursday evening, October 27<sup>th</sup>
  - Presentation on D.C. trip (Andy Sharp)

# **WOODBURY LEADERSHIP ACADEMY**

## **ANNUAL REPORT and WBWF**

**2021-2022**

*Compiled by Dr. Kathleen Mortensen  
and the WLA Administrative Team  
October, 2022*

# Statutory or Contract Required Annual Report Elements

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# SCHOOL INTRODUCTION

This 2021-2022 Annual Report provides the Minnesota Department of Education (MDE), our school's authorizer, Volunteers of America (VOA), stakeholders of Woodbury Leadership Academy (WLA) and the general public with information describing the progress of WLA and the students it serves.

- Official School Name: Woodbury Leadership Academy
- Official Minnesota School District Number: 4228-07
- School Address: 8089 Globe Drive, Woodbury, MN 55125
- School Phone Number: 651.571.2100
- School Website: [www.wlamn.org](http://www.wlamn.org)
- Executive Director: Dr. Kathleen Mortensen
- Year Opened: 2014
- Grades Served: K-8
- School Hours: 9:20 AM – 3:50 PM
- School Days: 172 student contact days per year

**Woodbury Leadership Academy 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.

**Woodbury Leadership Academy 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.

## **Woodbury Leadership Academy's Authorizer:**

- Official Authorizers Name: Volunteers of America
- Authorizer Address: 7625 Metro Blvd, Edina, MN
- Authorizer Contact: Stephanie Olsen, Senior Manager
  - o E-mail: [solsen@voamn.org](mailto:solsen@voamn.org)
  - o Phone: 612.270.1998

Woodbury Leadership Academy is a tuition-free charter elementary and middle school located in Woodbury, Minnesota. During the 2021-2022 school year, we served 635 ADM, and 645 WADM students. Our primary goal is to work in partnership with families from Woodbury and the surrounding communities who wish to fully participate in their child's education in a rigorous educational environment that fosters student success.

Woodbury Leadership Academy ensures high student achievement through rigorous academic standards and setting high expectation. The Core Knowledge curriculum utilized by WLA, covers and/or exceeds the Minnesota State Academic Standards for grades K-8. Additionally, Core Knowledge closely follows the Next Generation Science Standards (NGSS) and updates in alignment with Minnesota. The *Core Knowledge Sequence* is currently being used successfully in schools throughout the United States to empower students to excel, and with great success and proven results!

Woodbury Leadership Academy also implements a strong character education program to ensure students develop exceptional leadership skills and are well-rounded in all areas. For example, each grade participates in a different service-learning project that aligns to one of our five Core Virtues – respect, responsibility, gratitude, perseverance and humanity. Additionally, we utilize the Responsive Classroom to manage behavior and create an inclusive school environment. Furthermore, our report cards include a leadership category to provide structure year-to-year.

Lastly, Woodbury Leadership Academy creates a strong adult learning environment by holding weekly grade level Professional Learning Committee (PLC) meetings, several professional development experiences, data dig days after national assessments (NWEA/MAP), common teacher prep time and informal and formal observations throughout the year. As a result, our dedicated teachers and staff deliver instruction with passion and innovation.

## STUDENT ENROLLMENT

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

Woodbury Leadership Academy's Enrollment Admissions Policy #538 was amended on July 24, 2019. The policy can be found on our school site. Additionally, we have developed and published a lottery process for accepting pupils by lot.

Furthermore, WLA follows Minnesota Statutes in its enrollment practices, which states that charter schools can limit the following for enrollment:

1. Pupils within an age group or grade level;

- 2.

2. Pupils who are eligible to participate in the graduation incentives program; or
3. Residents of a specific geographic area in which the school is located when the majority of students served by the school are members of underserved populations.

A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. A charter school shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot. The charter school shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.

### **Conditions for Enrollment**

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

### **Student Enrollment Statistics**

Woodbury Leadership Academy served 670 students during the 2021-2022 school year. The following percentages are based on student population.

- Special Education: 13.1%
- LEP: 11.7%
- Free and Reduced Lunch: 10.6%

### **Demographics**

- Asian: 26.4%
- Black: 19.4%
- White: 35.8%
- Hispanic: 7.7%
- American Indian: .05%
- Multi 10%

# STUDENT ATTRITION

Woodbury Leadership Academy retains a majority of students in grades K-5, and 7-8. However, we have historically “lost” some of our 5<sup>th</sup> grade students to other schools as they start their middle school careers. We anticipate that as our middle school grows and strengthens, we will lose fewer of our 5<sup>th</sup> graders as they transition to 6<sup>th</sup> grade. Historical data: 2017-2018 68% student retention, 2018-2019 80%, 2019-2020 79%, 2020-2021 96% and 2021-2022 73% student retention.

# GOVERNANCE

Woodbury Leadership Academy's Board of Directors decides and is responsible for policy matters related to the operation of the school, including budgeting, curriculum programming, finances, personnel and operating procedures. The board is designed to be comprised of up to three parents, three teachers and three community members. The board meets monthly and adopts policies and practices that, at a minimum: carry out the school's mission and goals, evaluate the execution of charter contract goals and commitments, evaluate student achievement, establish a teacher evaluation process in compliance with Minnesota Statutes and provide professional development related to the individual's job responsibilities.

## 2021-2022 Board Members

Position	Name	Email	Term
Board Chair, Parent	Folks, Mandi	<a href="mailto:mfolks@wlamn.org">mfolks@wlamn.org</a>	1/2017
Treasurer, Teacher	Skordahl, Jolene	<a href="mailto:jskordahl@wlamn.org">jskordahl@wlamn.org</a>	8/2017
Secretary, Teacher	Sjoberg, Natalie	<a href="mailto:nsjoberg@wlamn.org">nsjoberg@wlamn.org</a>	1/2020
Parent	Livingston, Jason	<a href="mailto:jlivingston@wlamn.org">jlivingston@wlamn.org</a>	10/2017-06/2022
Parent	Patrick, Ryan	<a href="mailto:rpatrick@wlamn.org">rpatrick@wlamn.org</a>	06/2021 -03/2022
Community Member	Kelly, Shannon	<a href="mailto:skelly@wlamn.org">skelly@wlamn.org</a>	4/2018 – 07/2022
Community Member	Shelbi Pool	<a href="mailto:spool@wlamn.org">spool@wlamn.org</a>	06/2021
Teacher	Julie Ohs	<a href="mailto:Johs@wlamn.org">Johs@wlamn.org</a>	02/2022
Parent	Ryan Sheak	<a href="mailto:rsheak@wlamn.org">rsheak@wlamn.org</a>	6/2022
Ex-Officio, Director	Mortensen, Kathleen	<a href="mailto:kmortensen@wlamn.org">kmortensen@wlamn.org</a>	

**Board Training:** The board was in compliance with requirements, and all members had completed the required trainings related to board member roles and responsibilities, employment policies and practices, and financial management. All members



participated in trainings regarding Open Meeting Law requirements as well. The trainings were conducted by the Minnesota Association of Charter Schools, VOA, and Booth Law Group. Whenever new board members are first seated, Woodbury Leadership Academy immediately works to provide training as soon as possible, and often times this training can be completed within 60-90 days of being seated. A Board Binder is provided to all members. The Board meets on the 4<sup>th</sup> Wednesday of the month, and elections are held in May. The Director's evaluation is conducted in May, and the board self-evaluation is conducted in October

## MANAGEMENT

**Management:** The Executive Director oversees day-to-day operation of WLA, including board policies, executing the strategic goals, supervising and evaluating licensed teachers and administrative staff, managing business and fiscal operations, acting as an instructional leader and ensuring students achieve expected educational program outcomes. Administrative team members included the Executive Director, one full-time K-8 Assistant Principal, one full time dean, and a half time curriculum coordinator.

## STAFFING

Staff Retention: Of our 69 staff members, only 5 did not return for the following school year. Two accepted positions at other Minnesota schools and three moved out of state.

### Classroom and Subject Area Teachers

K Barthel, Ashley 0470375

K Engelsgerd, Megan 0471480

K Lashua, Emily 1003134

K Overgaard, Lauren 1002948

K Sjoberg, Natalie 1001689

1 Egge, Devin 1005370

1 Irina, Claudia 0486696

1 Nelson, Katie 0491524

1 Nightingale, Donna 0456089

1 Shirley, Brianna 1003481

2 Fuller, Miranda 1001566

2 Jackson, Kathleen 1002894

2 Shoop, Anna 1004339  
2 Stevens, Nicole 1010114  
2 Thomas, Kailin 1009728  
3 Grubisch, Katie 0491404  
3 Koerner, Ashlee 0499012  
3 Weess, Fran 0514020  
3 Youngblood, Allison 0491510  
4 Jones, Steffani 0491691  
4 Nafe, Megan 0499519  
4 Schrandt, Casidee 0492200  
4 Sharma, Radhika 1010191  
5 Cappelen, Kelly 0473005  
5 Elmquist, Sam 0518552  
5 Lautenbach, Colleen 0507454  
5 Slaggie, Katie 1003692  
6 Erickson, Jessica 0425129  
6 Robb, Justin 0513835  
6 Schreiner, Jacob 0517394  
7/8 Bernard, Bailey 0513268  
7/8 Logan, James 0506507  
7/8 May, Kalleigh 0507684  
7/8 Handahl, Autumn 1007729  
In-House Substitute, Session, Sandra 1008156  
In-House Substitute, Sorenson, Amy (PT) 1012646  
Special Education, Berry, Morgan 1011403  
Special Education, Dettman, Heidi 0500511  
Special Education, Kaster, Mallory 1004740  
Special Education, Langer, Emma 0510701

Special Education, Ohs, Julie 0513957  
Special Education, Wallisch, Taylor 0510460  
Remediation Services, Iwasko, Alex 0498823  
ELL Services, Burnett, Christina 1007491  
Music, Lauermann, Cecelia 0493643  
Music, Martinson, Ben 0516486  
Physical Education, Alberts, Ben 1010075  
Physical Education, Skordahl, Jolene 0338977  
Art Sievert, Mattea 1004372

### **Administration**

Executive Director, Mortensen, Kathleen 0323303  
Assistant Principal, Broderick, Ben 0459820  
Dean of Students, Sharp, Andy 0515753  
Dean/DAC/Curriculum, Griffith, Kylie 0485453  
School Counselor, DeGrave, Nicole 1011082  
School Counselor, Ekelund, Luke 0512691

### **Office/Support Staff**

Office Manager, Baumann, Nancy  
Health Services, Delgado, Timbra  
Special Education, Goodman, Madison (PT)  
Reception, Graff, Jess  
Custodian, Martinez, Roberto

### **Educational Assistants**

Special Education, Bedard, Nic

Special Education, Cunningham, Sam  
Special Education, Diaz, Desiree  
Special Education, Duran, Anthony  
Special Education, Garibay, Lisa  
Special Education, Goodman, Madison (PT)  
Special Education, Keelin, Suzanne  
Special Education, Lock, Steve  
Special Education, Plappert, Denise  
Special Education, Sorenson, Amy (PT)  
Special Education, Thomas, Madeline

## ACADEMIC PERFORMANCE

At WLA academic performance has been somewhat dependent on the effect that COVID extolled on assessment data, and due to launching the middle school three years ago. However, in 2019, rankings conducted by Niche, of all public and private schools in Minnesota, recognized WLA as one of the “**Top 100 Schools in Minnesota**.” (There were only five other charter schools in Minnesota that made this “Top 100” list.) In 2020, Niche recognized WLA as the eleventh (11th) “**Best Charter Middle School in Minnesota**”, and the fourteenth (14th) “**Best Charter Elementary School in Minnesota**”. Furthermore, it ranked WLA as twenty-third (23rd) for “**Best Public Middle School Teachers in Minnesota**”. In 2021, Niche ranked WLA in the top one percent (1%) of the “**Best Charter Elementary and Middle Schools Nationally**”. Niche ratings are based on five categories including academics, student diversity, teacher quality and retention, extra-curricular opportunities, and parent input. (Parent input being the only variable that is objective.) Furthermore, WLA is working towards becoming a Core Knowledge School of Distinction, and once WLA meets this strategic goal, WLA will be the first organization in the Midwest to gain such distinction. The distinction would not only benefit Woodbury and the surrounding community but would also benefit other schools aspiring to gain such distinction.

As a public charter school, WLA’s students take the Minnesota Comprehensive Assessment (the “MCAs”) standardized test each spring. The MCAs are designed to measure achievement towards meeting the Minnesota Academic Standards. WLA also utilizes the NWEA Measures of Academic Progress (the “MAP”). MAP tests are adaptive interim assessments aligned to state-specific content standards. The MAP is a helpful assessment because it is administered in both the fall and the spring – measuring growth during the school year – and correlates to the MCAs.

The MAP assessment also produces meaningful data because it is administered to students in grades one and above; conversely, the MCAs are only administered to students in grades three and above. Due to COVID 19 interruptions, Minnesota schools were not required to take MCA’s in the spring of 2020, but WLA onsite students did participate in MCA testing in the Spring of 2021. For the 2021-2022 school year, WLA students demonstrated significant increases in scores in the areas of reading, math, and science across most grade levels. These results show the perseverance of WLA’s administration, teachers, and students as we all focus on improving academic scores. (Of note is that WLA has always served grades kindergarten through five, but recently expanded to grade eight. Many of the new middle school students attended elementary school elsewhere before enrolling at WLA. Their test scores are reflective of the growth that WLA expects when students enroll at WLA, and they are beginning to meet WLA’s higher expectations. WLA predicts that the students’ test scores will continue to improve as the middle school program is filled with more students who have matriculated through WLA’s program. Furthermore, it is difficult to both grow enrollment and increase test scores at the same time; however, WLA has been steadily increasing both since 2017.)

**WLA ACADEMIC PROGRESS:**

**Summary:** Due to the Covid-19 pandemic, the school did not have any publicly reportable academic data for the 2019-2020 school year. All comparisons made in this report will be between 2021 and 2022. WLA tested 330 students in 2022. The school’s proficiency rates on the Minnesota Comprehensive Assessments increased in reading, math, and science from 2021 to 2022.

**Academic Performance Standard 1 – State Examinations**

“Students are performing well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement.”

The following results show the percentage of students tested who either met or exceeded the standards on the MCA Math, Reading, and Science assessments.

MCA Math Proficiency 2021 - 2022

MCA Math	2018	2019	2020*	2021	2022
Statewide	57.7%	55.5%		44.2%	45.5%
3 <sup>rd</sup>	66.9%	66.0%		57.1%	59.8%
4 <sup>th</sup>	65.6%	64.3%		53.8%	57.1%
5 <sup>th</sup>	55.2%	52.4%		41.1%	43.7%
6 <sup>th</sup>	54.3%	50.9%		37.2%	39.9%

7 <sup>th</sup>	55.9%	52.5%		37.4%	38.1%
8 <sup>th</sup>	57.8%	55.7%		39.8%	40.7%
Woodbury Leadership	67.0%	54.2%		36.7%	50.8%
3 <sup>rd</sup>	77.1%	60.7%		40.9%	67.6%
4 <sup>th</sup>	79.2%	69.8%		40.9%	61.6%
5 <sup>th</sup>	48.0%	43.2%		50.0%	45.1%
6 <sup>th</sup>	CTSTR	CTSTR		20.5%	43.2%
7 <sup>th</sup>	N/A	CTSTR		41.2%	21.1%
8 <sup>th</sup>		CTSTR		13.3%	42.1%
Skyview Elem.	69.9%	62.3%		42.8%	51.6%
3 <sup>rd</sup>	65.6%	57.0%		41.7%	50.7%
4 <sup>th</sup>	51.4%	58.3%		56.6%	61.8%
5 <sup>th</sup>	42.5%	42.9%		28.6%	42.0%
Skyview Middle	55.7%	56.2%		32.0%	22.6%
6 <sup>th</sup>	54.7%	49.6%		18.8%	17.7%
7 <sup>th</sup>	51.7%	50.9%		29.9%	18.5%
8 <sup>th</sup>	60.1%	69.3%		55.3%	33.0%
Combined (3-8)	62.8%	59.3%		30.8%	36.7%

\* Due to the Covid-19 pandemic, the school did not have any publicly reportable academic data for the 2019- 2020 school year.

**MCA Proficiency Chart**  
**Math - All Accountability Tests**

	18-19	19-20	20-21	21-22
Statewide	57.7%	55.5%	44.2%	45.5%
Woodbury Leadership	67.0%	54.2%	36.7%	50.8%
Skyview Community Elementary /Skyview Community Middle (combined)	62.8%	59.3%	30.8%	36.7%

**ANALYSIS OF MATH MCA PROFICIENCY:** WLA’s MCA math proficiency results are shown above. For the purpose of this report, proficiency results from Skyview Community Elementary, grades 3-5, and Skyview Community Middle School, grades 6-8, were combined to create a comparison score for WLA. WLA’s math proficiency rate increased by 14.1 percentage points to 50.8% from 2021 to 2022. This increase was made through purposeful interventions done by the educators at our school. The proficiency percentage is above state average and the comparable school’s proficiency score. WLA hopes to continue to increase its proficiency results to continue to exceed state averages.

**MCA Reading Proficiency 2018 – 2021**

MCA Reading	2018	2019	2020*	2021	2022
Statewide	60.4%	59.7%		52.5%	51.7%
3 rd	56.2%	55.0%		48.5%	48.1%
4 th	56.2%	55.9%		49.3%	49.6%
5 th	67.5%	66.2%		59.4%	59.4%
6 th	64.9%	63.2%		55.0%	54.4%
7 th	58.7%	57.9%		48.3%	45.5%
8 th	59.1%	58.2%		49.7%	46.4%
WLA	72.7%	48.9%		50.7%	58.1%
3 rd	71.4%	45.0%		47.4%	67.9%
4 th	75.0%	55.8%		38.1%	54.8%

5 th	80.0%	66.7%	78.3%	64.9%
6 th	CTSTR	25.0%	50.0%	52.8%
7 th	N/A	35.7%	43.8%	35.0%
8 th	N/A	CTSTR	20.0%	47.4%

Skyview Community Elementary

	63.0%	55.2%	43.6%	46.6%
3 rd	56.7%	57.7%	40.0%	44.6%
4 th	51.3%	46.6%	32.3%	43.0%
5 th	80.5%	61.9%	58.5%	52.4%

Skyview Community Middle

	53.0%	54.7%	52.9%	31.7%
6 th	56.3%	60.2%	49.1%	38.5%
7 th	50.8%	51.5%	52.0%	20.8%
8 th	51.7%	52.7%	59.3%	35.9%

Combined (3-8) 58.0% 53.4% 59.0% 39.2%

\* Due to the Covid-19 pandemic, the school did not have any publicly reportable academic data for the 2019- 2020 school year.

MCA Proficiency Chart  
Reading - All Accountability Tests

	18-19	19-20	20-21	21-22
Statewide	60.4%	59.7%	52.5%	51.7%
WLA	72.7%	48.9%	50.7%	58.1%
Skyview Community Elementary /Skyview Community Middle (combined)	58.0%	53.4%	59.0%	39.2%



**ANALYSIS OF READING MCA PROFICIENCY:** WLA’s MCA reading proficiency results are shown above, For the purpose of this report, proficiency results from Skyview Community Elementary, grades 3- 5, and Skyview Community Middle School, grades 6- 8, were combined to create a comparison score for WLA. WLA’s reading proficiency rate increased by 7.4 percentage points to 58.1% from 2021 to 2022. With the increase,

the school is currently performing above the proficiency rate of the statewide average as well as that of the combined local comparison schools. In future years, it is expected that WLA will continue to meet or exceed the reading proficiency rate of both the statewide average and the local comparison school.

MCA Science Proficiency 2018 - 2022						
MCA Science	2018	2019	2020*	2021	2022	
Statewide	52.0%	50.7%	NA	43.1%	29.2%	
5 th	58.1%	54.7%	NA	47.7%	49.8%	
8 th	45.7%	43.0%	NA	33.8%		
WLA	65.5%	50.0%	NA	45.0%	51.6%	
5 th	65.5%	55.0%	NA	57.8%	59.5%	
8 th	N/A	CTSTR	NA	6.7%	21.1%	
Skyview Community Elem.						
(5 th )	63.1%	43.1%	NA	39.1%	34.6%	
Skyview Community Middle						
(8th)	46.0%	36.8%	NA	41.1%	25.7%	
Combined	54.6%	39.9%	NA	40.1 %	30.2%	

\* Due to the Covid-19 pandemic, the school did not have any publicly reportable academic data for the 2019- 2020 school year.

**MCA Proficiency Chart**  
**Science - All Accountability Tests**

	18-19	19-20	20-21	21-22
Statewide	52.0%	50.7%	43.1%	29.2%
WLA	65.5%	55.0%	45.0%	51.6%
Skyview Community Elementary /Skyview community Middle (combined)	54.6%	39.9%	40.1%	30.2%

**ANALYSIS OF SCIENCE MCA PROFICIENCY:** WLA’s MCA science proficiency results are shown above. For the purpose of this report, proficiency results from Skyview Community Elementary, grade 5, and Skyview Community Middle School, grade 8, were combined to create a comparison score for WLA. WLA’s science proficiency rate grew by 6.1 percentage points to 51.6% from 2021 to 2022. With this growth, the school is currently outperforming the proficiency rate of the statewide average as well as that of the combined local comparison schools. In future years, it is expected that WLA will continue to meet or exceed the science proficiency rate of both the statewide average and the local comparison school.

**Academic Performance Standard 2 - Growth**

Over the term of the authorizer contract, the school will maintain a minimum combined achievement level of 62.7% in and 67.0% in reading on the North Star Academic Achievement Report (Improved + Maintained) as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement. WLA exceeded the combined achievement level requirement in the 2021-2022 school year with of 65.9% in math and 68.4% in reading on the North Star Academic Achievement Report.

**Academic Performance Standard 3 - Achievement Gap Reduction**

“The difference between the “all-students” proficiency rate in the school and any reportable subgroup proficiency rate will be reduced over the term of the contract in both reading and math using state examination data as evidence of the School meeting their primary statutory purpose of improving all pupil learning and all student achievement.”

**MCA Proficiency Chart**  
**Reading - Reportable Student Groups**

	18-19	19-20	20-21	21-22
All Students	72.7%	48.9%	50.7%	57.0%
SPED	55.0%	40.0%	10.7%	8.6%
FRP	26.7%	50.0%	24.4%	37.5%
ELL	NA	NA	16.7%	26.7%

Woodbury Leadership Academy’s academic philosophy is based upon The *Core Knowledge Sequence* developed by The Core Knowledge Foundation. The Core Knowledge Foundation (2020) defines the *Core Knowledge Sequence* as “a detailed outline of specific content and skills to be taught in language arts, history, geography, mathematics, science, and the fine arts. As the core of a school’s curriculum, it provides a coherent, content specific foundation of learning, while allowing flexibility to meet local needs”.

The *Core Knowledge Sequence* is the result of research into the content and structure of the highest performing elementary education systems around the world, as well as extensive consensus building among diverse groups and interests, including parents, teachers, scientists, professional curriculum organizations, and experts from The Core Knowledge Advisory Board on Multicultural Traditions. The *Core Knowledge Sequence* is recognized as an effective whole school model, being one of the 33 whole-school models recognized by the U.S. Education Department as high quality and determined to be effective through research.

The *Core Knowledge Sequence* is supported by specific curricular resources.

Reading: Core Knowledge Language Arts from Amplify and Reading A-Z

Language Usage: CKLA and Collections

Writing: CKLA and Write Source

Mathematics: Ready Math

Science: CK Science from Amplify, Interactive Science, and iScience

Social Studies: Core Knowledge History & Geography, *Northern Lights* and *Discovering Our Past* by McGraw Hill

Art, Music & P.E.: Core Knowledge Foundation

Woodbury Leadership Academy is a data-driven institution committed to rigorous and ambitious state and national test standards. As a data-driven organization, our school’s approach to assessment is fully aligned with the goals and objectives of these state and national assessments and Minnesota Academic Standards.

### **Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP)**

Students attending Woodbury Leadership Academy in grades K-8 take the MAP assessment. The test is typically taken twice per year – once in the fall and once in the spring.

- Reading: Grades K-8
- Language Usage: Grades 2-8
- Math: Grades 1-8

Data: MAP Winter 2022 and/or Spring 2022

<u>Grade</u>	<u>Students</u>	<u>Test</u>	<u>Score</u>	<u>Test</u>	<u>Score</u>
1	94	Math	81%	Reading	81%
2	95	Math	81%	Reading	77%
3	65	Math	79%	Reading	74%
4	67	Math	69%	Reading	73%
5	66	Math	67%	Reading	74%
6	58	Math	69%	Reading	74%
7	42	Math	55%	Reading	58%
8	21	Math	62%	Reading	86%

### **Minnesota Comprehensive Assessment (MCA)**

Students attending Woodbury Leadership Academy in grades 3-8 take the MCA assessment.

- Reading: Grades 3-8
- Math: Grades 3-8
- Science: Grades 5 and 8

WLA also offers the Minnesota Test of Academic Skills (MTAS) and ACCESS.

### **Minnesota Academic Standards**

Students attending WLA are assessed in each of the core academic skill areas using a range of valid and reliable methods, including, but not limited to, formative and summative assessments, criterion reference tests and assessments, homework, teacher observations, student project presentations, oral reports and standardized tests.

Assessment data is used throughout the educational process to inform and assist students, parents, teachers and administrators. Assessment data is used immediately in the classroom through differentiated instruction to ensure that each student is being taught at their level. Scores are used, along with additional comparative data, to place students at appropriate levels in math and language arts.

**Academic Performance Student Achievement Successes/Challenges** WLA continues to keep a low teacher-to-student ratio to help assist in creating a strong differentiated instruction environment. Through the PLC process, teachers use data from formative and summative assessments, classwork, homework and observations to drive instruction.

Successes: Parents continually comment and applaud our instructional strategies, curriculum programming, curriculum resources and dedicated staff. Our curriculum and instruction engage students in higher levels of thinking, conceptual understanding and meet the needs of all students. Furthermore, our dedicated staff include motivated and caring classroom teachers, special education teachers, paraprofessionals and response-to-intervention coach.

Challenges: The effects of the COVID pandemic have had a significant impact on schools, including WLA. Staff members have seen a decrease in Social Emotional levels with our students, and an increased number of students struggling with anxiety, and isolation. Academics have also been a challenge regardless of if students are online or onsite. In addition to the challenges brought about due to COVID, fully implementing the intended curriculum with fidelity and implementing Responsive Classroom with fidelity have also been difficult. Finally, these challenges could also be affected by the continual increase in WLA enrollment, and thus, an increase in new to WLA staff members.

### **Increased Learning Opportunities**

As indicated above, the *Core Knowledge Sequence* is the cornerstone of WLA. This comprehensive *Sequence* includes literature, history and geography, science, math, art, physical education and music.

Students received weekly instruction from certified specialists in art, physical education and art. Instruction continued as an option during COVID-19 to remain flexible. Furthermore, Core Knowledge Art Prints with descriptions are posted around the building for exposure. This effort of posting art prints was on behalf of our Parent Team Organization (PTO).

Woodbury Leadership Academy has met the goal of providing an integrated hands-on approach through science projects, science fair with 3M scientists as judges, core virtues programming and service-learning projects. Unfortunately, due to COVID-19, we were unable to host our annual science fair. In addition, we offer a student council experience through an election process. During the 2020-2021 school year, our student council was active, but not to the usual degree.

The school addresses the leadership component through the use of a modified approach to the Responsive Classroom in conjunction with a core virtues curriculum. Teacher standards and teaching objectives include specific learning goals related to leadership development. In addition to our core virtues curriculum, we added leadership classes this year. These classes were led by school counselors once a week.

Limited enrichment opportunities were available to students such as art clubs, science club, and band. These opportunities were limited by COVID constraints and were based on student demand.

### **Academic Performance WLA's Academic Performance Encourage Varied and Innovate Teaching Methods Successes/Challenges**

Woodbury Leadership Academy's strategic goals related to academic performance include:

1. Become a distinguished Core Knowledge school
2. Develop a leadership program

WLA has worked towards meeting these goals that encourage varied and innovative teaching methods.

Goal 1: We continued to purchase newly released Core Knowledge curriculum resources from the Core Knowledge Foundation. This helped expand our CKHG and CKSci curriculum in to our middle grades. Teachers continued to teach purchased materials with fidelity.

Goal 2: WLA continued to develop programming around our five core virtues to focus on throughout the school year. Posters and awards were posted around the school and on the school website. We again partnered with PTO and aligned school fundraising, such as Give to the Max, to purchase materials that align to our five core virtues. Additionally, we added a leadership class to our specialist rotation. This class was led by school counselors.

### **Measure Outcome/Provide Accountability Successes/Challenges**

#### WLA's Accountability Goal 1 (MCA Reading Goal)

- A. Students enrolled in grades 3-7 will show 75 percent baseline proficiency in MCA reading scores for the first year, with a 3 percent increase in proficiency in the following 2 years for the same grades.
- B. WLA did not reach the baseline goal of 75% proficiency in MCA reading scores. However, WLA was able to increase its proficiency score by 7.6%. WLA is on its way to achieving this goal, but has had set backs due to distance learning effects.
- C. At WLA we used formative and summative assessments, along with a PLC process where we looked at data to inform instruction. We also worked at improving teacher's abilities to individualize instruction.

#### WLA's Accountability Goal 2 (MCA Math Goal)

- A. Students enrolled in grades 3-7 will show 77 percent baseline proficiency in MCA math scores for the first year, with a 3 percent increase in proficiency in the following 2 years for the same grades.
- B. WLA was not able to achieve the baseline goal of 77% proficiency on MCA math scores. However, WLA was successful in increase proficiency levels by 14.1%. WLA is making progress towards this goal, but has encountered setbacks due to the effects of distance learning.
- C. At WLA we used formative and summative assessments, along with a PLC process where we looked at data to inform instruction. We also worked at improving teacher's abilities to individualize instruction. PLCs continued during distance learning.

#### WLA's Accountability Goal 3 (NWEA Assessment Goal for Reading)

- A. WLA students in grades 3-7 will show an average that exceeds the national norm (50% average with a range of 41%-60%) in reading based on the NWEA MAP testing.

B. See below for progress:

Grade	2017	2018	2019	2021	2022
1	NA	NA	79%	78%	81%
2	81%	55%	66%	83%	77%
3	78%	61%	80%	74%	74%
4	80%	86%	76%	77%	73%
5	81%	69%	77%	81%	74%
6	75%	75%	76%	63%	74%
7	NA	50%	35%	73%	58%
8	NA	NA	23%	45%	86%

WLA's Accountability Goal 4 (NWEA/MAP Assessment Goal for Math)

A. Students in grades 3-7 will show an average that exceeds the national norm in math based on the NWEA MAP testing. (50% average with a range of 41%-60%)

B. See below for progress.

Grade	2017	2018	2019	2021	2022
1	NA	NA	75%	76%	81%
2	81%	70%	68%	86%	81%
3	73%	58%	71%	67%	89%
4	88%	78%	66%	71%	69%
5	81%	69%	73%	66%	67%
6	66%	66%	76%	64%	69%
7	NA	50%	42%	70%	55%
8	NA	NA	73%	60%	62%

# SCHOOL ANNUAL PLAN FOR ASSESSMENTS

As a public charter school, WLA’s students take the Minnesota Comprehensive Assessment (the “MCAs”) standardized test each spring. The MCAs are designed to measure achievement towards meeting the Minnesota Academic Standards. WLA also utilizes the NWEA Measures of Academic Progress (the “MAP”). MAP tests are adaptive interim assessments aligned to state-specific content standards. The MAP is a helpful assessment because it is administered in both the fall and the spring – measuring growth during the school year – and correlates to the MCAs. The MAP assessment also produces meaningful data because it is administered to students in grades one and above; conversely, the MCAs are administered to students in grades 3-8.

## FINANCES

The year-end financial report is attached herein. Questions regarding Fiscal Year 2021-2022 school finances, please contact BerganKDV: Brenda Kes, Outsourced CFO, School Services, 651.280.5582, [brenda.kes@bergankdv.com](mailto:brenda.kes@bergankdv.com).

## SERVICE LEARNING PLAN AND OUTCOMES

<b>MONTH</b>	<b>GRADE</b>	<b>SERVICE LEARNING PROJECT</b>
<b>OCTOBER</b>	GR 7 & 8	WINTER CLOTHING DRIVE
<b>NOVEMBER</b>	GR 3	TOY DRIVE
<b>DECEMBER</b>	GR 6, 7 & 8	LETTERS TO VETERANS, BLANKETS FOR CHILDRENS HOSPITAL
<b>JANUARY</b>	GR 4	HUMANE SOCIETY
<b>FEBRUARY</b>	GR 2	LETTERS TO RETIREMENT HOMES
<b>MARCH</b>	GR 5	FOOD SHELF DRIVE
<b>MAY</b>	GR K	LOCAL AREA TO CLEAN-UP
<b>MAY</b>	GR 1	STUFFED TOY DRIVE FOR EMTs

## INNOVATIVE PRACTICES AND IMPLEMENTATION



Parental and community involvement are crucial to the success of Woodbury Leadership Academy. WLA recognizes that it is only as strong as its supporters and has made parental and community involvement a key piece of the school's mission. Each Thursday, teachers create Thursday Newsletters that provide parents a detailed update of what knowledge their child(ren) gained that week. WLA has a PTO whom solicit parent involvement and match parents with teacher and student needs. PTO also works closely with WLA to meet goals, such as the academic strategic goal discussed earlier.

Teachers are encouraged to celebrate the end of domains, or units, with a fun activity that wraps up what students learned. For example, grade three has an Ancient Rome domain. At the end of the domain, the entire grade gathers for an Ancient Roman party where students dress up (i.e. togas), enjoy a Roman snack purchased by their parents (i.e. olives), play games (i.e. Roman Numeral bingo) and complete an art craft (i.e. mosaic).

Teachers work with the surrounding communities to address one of WLA's core goals of leadership. Students participated in several service-learning projects, such as a gift drive during the holiday for the Children's Hospital, Feed My Starving Children, the Leukemia Foundation, and other causes. In addition to our leadership program, WLA operates using a core virtues curriculum that focused on the development of democratic, strong, ethical and caring global leaders. Assemblies are held where students celebrate accomplishments and learn a core virtue of the month. Staff extend this learning into the classroom and makes connections between home and school for additional emphasis, understanding and involvement.

## FUTURE PLANS

Woodbury Leadership Academy's strategic goals related to academic performance include:

1. Become a distinguished Core Knowledge school
2. Develop a leadership program

WLA has worked towards meeting these goals that encourage varied and innovative teaching methods.

Goal 1: We purchased newly released Core Knowledge curriculum resources from the Core Knowledge Foundation. Additionally, teachers and administration received official training from Core Knowledge and continued their work from the previous school year with creating CKHG Domain-Based Unit Overviews, which have been posted on our school site. Furthermore, our Curriculum Committee worked closely with Core Knowledge and MDE to identify a new math curriculum – Ready Classroom Mathematics, which we implemented during the 2020-2021 school year. Ready Classroom Mathematics includes physical and digital components to reach the needs of all students. Challenges of resources and finances were identified. For example, CKHG is expensive, so some teachers had to share teacher guides to create the Domain-Based Unit Overviews. This challenge was expected, as curriculum will be purchased in a cycle.

Goal 2: WLA continued to develop programming around our five core virtues to focus on throughout the school year. Posters and awards were posted around the school and on the school website. We again partnered with PTO and aligned school fundraising, such as Give to the Max, to purchase materials that align to our five core virtues.

## OPERATIONAL PERFORMANCE

All state and federal taxes, pensions, and insurances were paid as required. The financial audit was completed on time and submitted to the state by the required deadline. The 2021-2022 audit will be filed on time and will be presented to the school board.

- Facility and Grounds: WLA has bonded and purchased property through an ABC. WLA met or exceeded all necessary building and content insurance as per state statute. The building and grounds maintenance were managed by MSB Holdings – and are now managed by Friends of WLA (the ABC) who purchased this property.
- Due Process and Privacy Rights: The WLA Family Handbook outlines the disciplinary procedures for students. The handbook is reviewed yearly.
- Employment: The procedures for hiring included defining staffing needs, reviewing or developing job descriptions if a new position, posting the openings and interviewing. References were checked and the candidate met with the director to learn more about the employment terms and benefits. New employees met with the office manager upon hiring to complete all employment forms and review employment policies and procedures. All new employees undergo background checks upon hiring. All school board members and volunteers also undergo background checks upon beginning service at WLA.
- Food Service: For the 2021-2022 school year, WLA did not use any contracted food service programs.
- Transportation: WLA is committed to providing transportation to students that reside in the ISD 622 school district. WLA also provides transportation (as possible) for students residing in Woodbury and the surrounding area.
- Operational Performance WLA's Authorizer, VOA, is committed to fulfilling its role as a charter school authorizer by holding WLA accountable for a range of results. The accountability system is based on clear reporting by WLA and oversight by the authorizer. Through a combination of site visits, board meeting packets, annual reports, and Annual School Evaluations, VOA upholds its legal obligation to make sure WLA is reaching (or making adequate progress toward) the goals and benchmarks outlined in its charter contract and Minnesota Statutes. This collective body of evidence will also form the basis for contract renewal decisions. VOA uses a standard charter contract with unique school-specific terms that capture different approaches to achieving student success. The individuality of each school will be preserved in the Accountability Plan and self-reporting on the results of its respective outcomes.

Reporting on school outcomes will take place annually, with contents listed in the Annual Reporting Format section. VOA uses the Annual School Evaluation Rubric to assess schools. In a consistent manner, while still factoring in the schools' respective mission-specific goals through the Accountability Plan. VOA will report its findings to the school's leader and board and encourage constructive dialogue on continuous improvement efforts. One of the most important ways VOA gathers information about the schools it authorizes is through on-site visits. Site visits allow the authorizer to observe the school in action firsthand, hear directly from all key stakeholders and corroborate school reported information and data. VOA conducts three different types of site visits: formal, end of term, and monitoring. The formal and end of term site visits will follow a more structured protocol and will produce written and oral feedback to the school staff and board. VOA will also make informal monitoring visits to schools for follow-up oversight, special events, and check-ins.



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

**Financial Statements**

**September 30, 2022**

**Woodbury Leadership Academy  
Woodbury, MN  
September 30, 2022 Financial Statements**

**Table of Contents**

Executive Summary	1
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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**  
**September 2022 Financial Statements**  
**Executive Summary**

**Summary of Key Financial Indicators**

- \* Average Daily Membership (ADM) Overview –
  - Original Budget: 724 ADM
  - Working Budget: 680 ADM
  - Actual: 693
- \* 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.
- \* The School's working budget is projecting a surplus of \$272,798 at fiscal year-end.
- \* Projected Days of Cash on Hand is 105 days of annual expenditures. This is above 45 days meets minimum bond covenants.

**Financial Statement Key Points**

- \* As of month-end, 25% of the year was complete.
- \* Cash Balance as of the reporting period is \$2,162,668 slightly down from \$2,168,345 in the previous month.
- \* State Aids Receivable 21-22 balance is \$127,694 as of the reporting period. The receivable amount will be paid back to the school in October and through next spring.
- \* Revenues received at end of the reporting period – 25.1% of working budget.
- \* Expenditures disbursed at end of the reporting period – 18.1% of working budget.

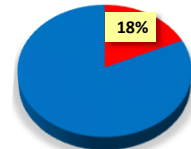
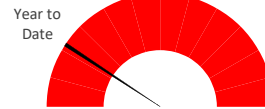
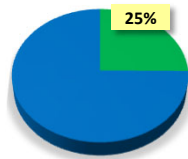
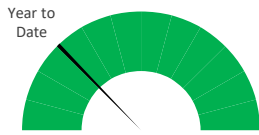
**Other Items**

- \* Lease aid application fy 22-23 has been approved as of 8-1-22.
- \* The audit fieldwork was completed in September and we have received a draft of the audit and we are currently doing our review.
- \* Working budget reflects adjustments through September now that enrollment has been established for the start of the school year and we will continue to make necessary adjustments in the next month.

**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Financial Statements Dashboard**  
**September 30, 2022**

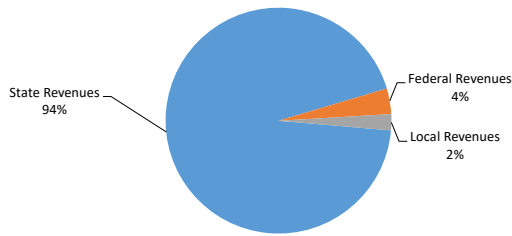
**Financial Summary - Budgeted Amounts and Year to Date Activity**

<i>Resources to Operate Programs (Revenues):</i>		<i>Funds Used to Provide Programs and Services (Expenses):</i>			<i>Excess / Deficit</i>
<b>Approved Budget</b>	\$7,942,784		<b>Approved Budget</b>	\$7,694,654	\$248,130
<b>Working Budget</b>	\$7,802,079		<b>Working Budget</b>	\$7,529,281	\$272,798
<b>Year to Date</b>	\$1,958,787	25.1%	<b>Year to Date</b>	\$1,361,830	18.1%

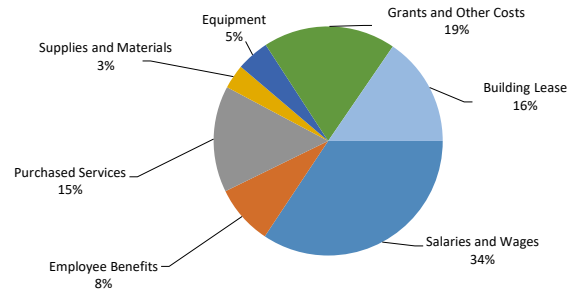


**Budgets for the Year**

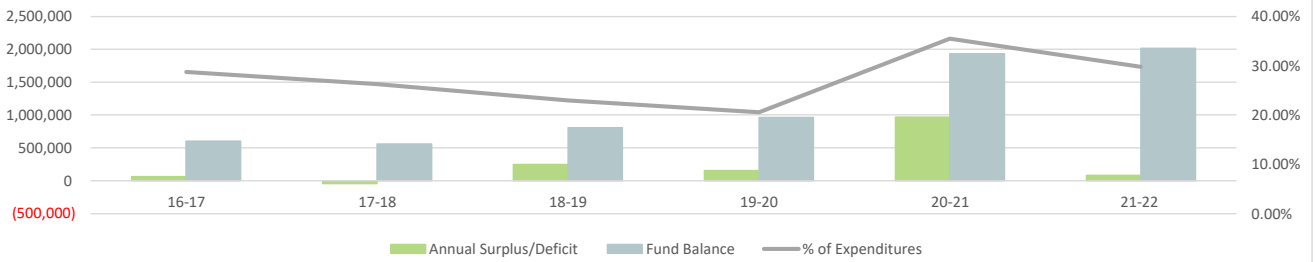
*Where funds will come from to operate the school:*

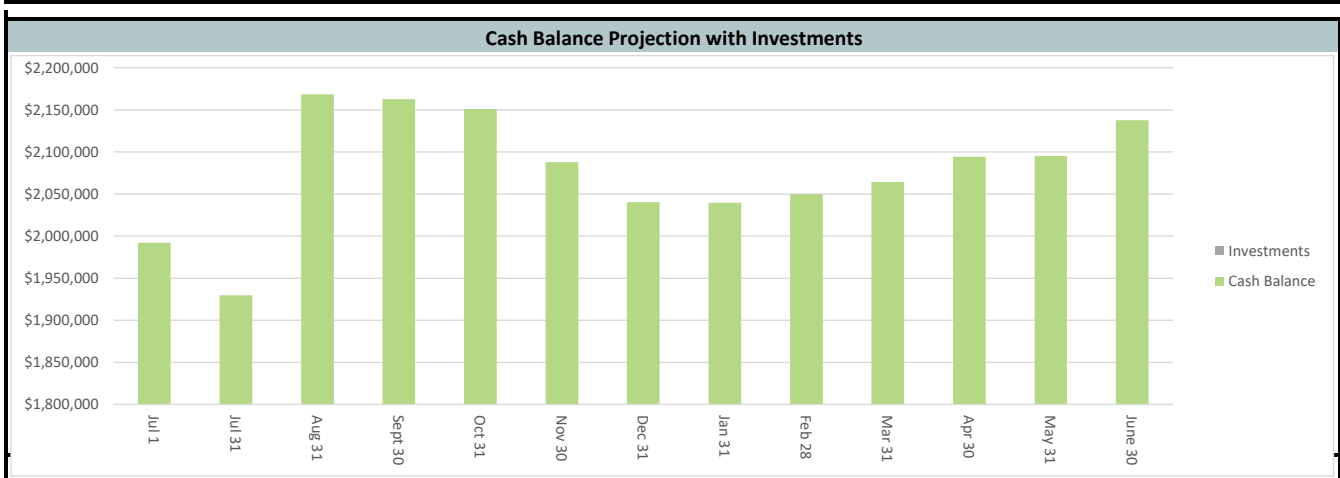
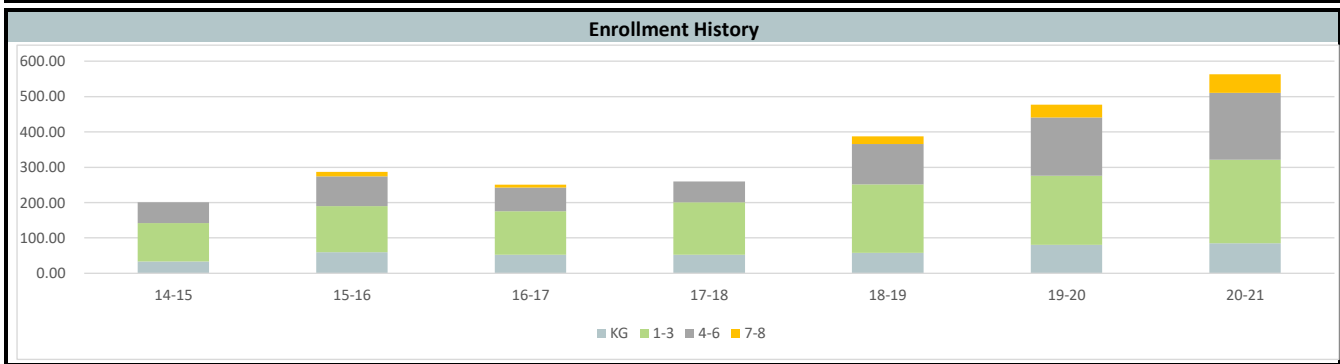
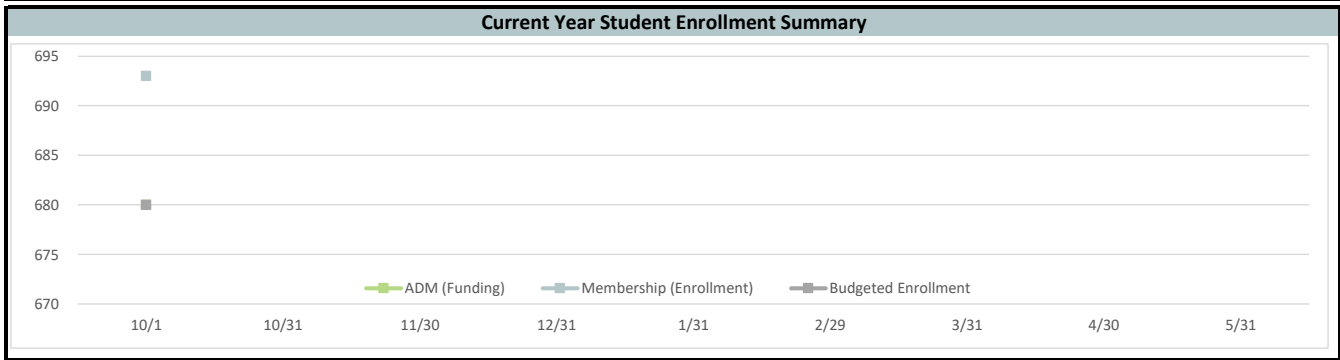
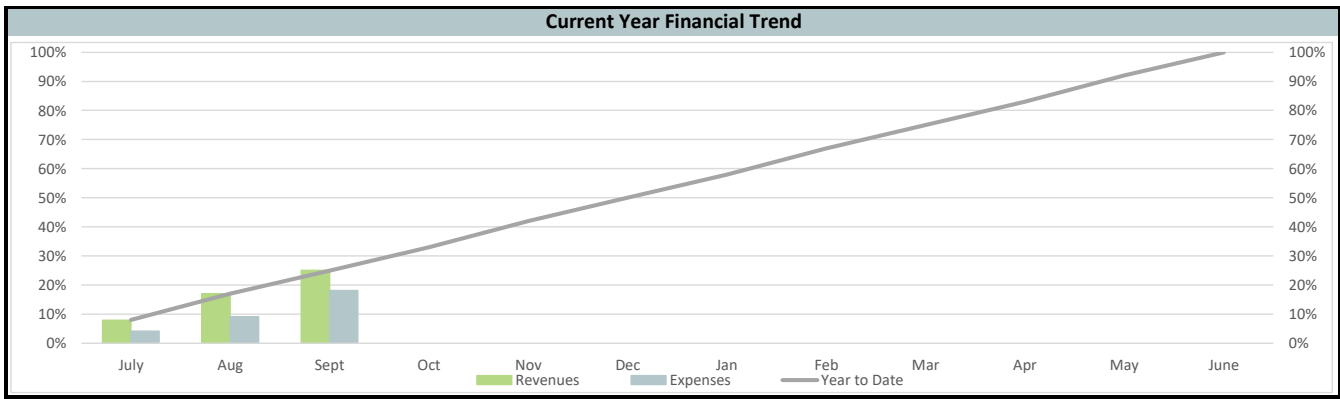


*How the money is budgeted to be spent:*



**Fund Balance History**







**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Balance Sheet**  
**September 30, 2022**

	<b>Unaudited Balance June 30, 2022</b>	<b>Ending Balance</b>
<b>Assets</b>		
Cash and Investments	\$ 1,992,176	\$ 2,162,668
Accounts Receivable	-	-
Due from Other Funds	93,744	107,734
State Aids Receivable	301,277	127,694
Current Year State Holdback Receivable		168,558
Federal Aids Receivable	107,781	39,294
Prepaid Expenses and Deposits	24,228	-
Payroll Deductions and Contributions (Prepaid)	-	-
	<hr/>	<hr/>
<b>Total All Assets</b>	<b>\$ 2,519,206</b>	<b>\$ 2,605,948</b>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
Salaries and Wages Payable	\$ 206,350	\$ -
Accounts Payable	124,767	-
Payroll Deductions and Contributions (Owed)	172,473	(6,626)
Total current liabilities	503,589	(6,626)
Fund balance		
Fund balance 07-01-2021	\$ 1,932,193	\$ 2,015,617
Net income to date fy 22 & 23	83,424	596,957
Total fund balance	2,015,617	2,612,574
	<hr/>	<hr/>
<b>Total liabilities and fund balance</b>	<b>\$ 2,519,206</b>	<b>\$ 2,605,948</b>
<i>Current Days of cash on hand</i>		105

**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Statement of Revenues and Expenditures**  
**September 30, 2022**

Months: 3      25.00%

FY 2023 Original Budget 724 ADM 743 PU	FY 2023 Working Budget 680 ADM 698 PU	Year to Date Activity	Percent of Budget	Working Budget Changes
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**General Fund - 01**

Revenues

State Revenues

General Education Aid	\$ 5,558,815	\$ 5,229,059	\$ 1,431,684	27.4%	(329,756)
Charter School Lease Aid	976,302	917,435	-	0.0%	(58,867)
Long Term Facilities Maintenance Aid	98,076	92,162	-	0.0%	(5,914)
Literacy Incentive Aid	51,336	51,336	-	0.0%	-00
School Land Trust Endowment Aid	23,610	23,610	14,482	61.3%	-00
Special Education Aid	894,101	1,020,472	218,795	21.4%	126,371
Prior Year Adjustments	-	-	-	-	-00
Estimated State Holdback Amount	-	-	168,558	-	-00
Total State Revenues	7,602,240	7,334,074	1,833,519	25.0%	(268,166)

Federal Revenues

Federal Title I, II, V	31,055	34,055	8,624	25.3%	3,000
Federal Special Education	81,899	81,899	2,441	3.0%	-00
Federal ARP Summer, 150	17,606	17,606	400	2.3%	-
Federal ESSER II, 155	-	-	-	-	-00
Federal ESSER III, 160	11,521	11,521	1,738	15.1%	-00
Federal ESSER III, 161	19,021	19,021	-	0.0%	-00
Federal ESSER Summer Learning, 163	-	-	8,035	-	-
Federal Testing Grant, 170	-	-	2,707	-	-00
Federal ESSER III, 169	122,442	122,442	15,350	12.5%	-00
Total Federal Revenues	283,544	286,544	39,294	13.7%	3,000

Local Revenues

Fees from Students	31,600	29,600	27,154	91.7%	(2,000)
Medical Assistance	2,400	2,300	338	14.7%	(100)
Interest Earnings	1,000	22,518	8,666	38.5%	21,518
Contributions and Gifts, Give to the Max	20,000	20,000	188	0.9%	-00
contributions PTO offset with expense	2,000	30,000	28,000	93.3%	28,000
Miscellaneous Revenues- excel, wexford	-	77,044	21,955	28.5%	77,044
Sale of Merchandise/Fundraising	-	-	(327)	-	-00
Total local revenues	57,000	181,461	85,975	47.4%	124,461

<b>Total Revenues</b>	<b>\$ 7,942,784</b>	<b>\$ 7,802,079</b>	<b>\$ 1,958,787</b>	<b>25.1%</b>	<b>(140,705)</b>
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**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Statement of Revenues and Expenditures**  
**September 30, 2022**

Months: 3      25.00%

	FY 2023 Original Budget 724 ADM 743 PU	FY 2023 Working Budget 680 ADM 698 PU	Year to Date Activity	Percent of Budget	Working Budget Changes
<b>Expenditures</b>					
Salaries and Wages	\$ 2,753,361	\$ 2,587,075	\$ 410,549	15.9%	(166,286)
Employee Benefits	730,641	633,431	104,392	16.5%	(97,210)
Contracted Services	248,643	240,643	38,290	15.9%	(8,000)
Technology Services	21,200	19,900	4,743	23.8%	(1,300)
Communication Services	10,400	9,700	1,306	13.5%	(700)
Postage	2,900	2,700	1,618	59.9%	(200)
Utilities	147,500	147,500	27,400	18.6%	-00
Property and Casualty Insurance	25,000	23,500	11,638	49.5%	(1,500)
Repairs and Maintenance	110,425	65,425	15,700	24.0%	(45,000)
Student Transportation	533,350	573,311	171,993	30.0%	39,961
Field Trip Transportation	14,480	13,600	-	0.0%	(880)
Travel and Conferences	8,300	7,800	3,278	42.0%	(500)
Field Trip Admissions	25,400	23,800	-	0.0%	(1,600)
Building Lease	1,164,150	1,164,150	291,038	25.0%	-00
Other Rentals and Leases	2,000	2,000	1,289	64.4%	-00
Office Supplies/General Supplies	45,500	42,800	20,387	47.6%	(2,700)
Maintenance Supplies	53,800	50,500	13,441	26.6%	(3,300)
Non-Instructional Software	28,700	27,000	12,176	45.1%	(1,700)
Instructional Software	17,000	16,000	13,522	84.5%	(1,000)
Instructional Supplies	35,600	33,500	17,021	50.8%	(2,100)
Textbooks and Workbooks	73,100	68,700	42,932	62.5%	(4,400)
Standardized Tests	13,200	12,400	-	0.0%	(800)
Media/Library Resources	-	-	-	-	-00
Food	11,900	7,200	2,694	37.4%	(4,700)
Building Improvements	205,000	205,000	8,309	4.1%	-00
Furniture and Other Equipment	50,575	47,495	-	0.0%	(3,080)
Technology Equipment	53,094	51,394	10,500	20.4%	(1,700)
Technology PTO Grant	-	12,000	-	0.0%	-
Principal and Interest - Capital Lease	26,600	24,900	3,748	15.1%	(1,700)
Dues and Memberships	34,900	34,900	95	0.3%	-00
School Safety	-	-	-	-	-00
Third Party Expenditures	-	-	945	-	-00
Give to the Max, salaries	10,000	10,000	-	0.0%	-00
Director's Discretionary Fund	-	-	-	-	-00

**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Statement of Revenues and Expenditures**  
**September 30, 2022**

			Months: 3	25.00%	
	FY 2023 Original Budget 724 ADM 743 PU	FY 2023 Working Budget 680 ADM 698 PU	Year to Date Activity	Percent of Budget	Working Budget Changes
State Special Education	903,687	1,036,709	89,187	8.6%	133,022
ADSiS	43,204	43,204	4,346	10.1%	-00
Federal Title I, II, V	31,055	31,055	8,624	27.8%	-00
Federal Special Education	81,899	81,899	2,441	3.0%	-00
Federal ARP Summer, 150	17,606	17,606	400	2.3%	
Federal ESSER II, 155, Staffing	-	-	-	-	-00
Federal ESSER III, 160	11,521	11,521	1,738	15.1%	-00
Federal ESSER III, 161	19,021	19,021	-	0.0%	-00
Federal ESSER Summer Learning, 163			8,035	-	
Federal ESSER Summer Learning, 169			15,350	-	
Federal Testing Grant, 170			2,707	-	-00
Federal ESSER III, 169 Pandemic Enrollment Loss	122,442	122,442	-	0.0%	-00
<b>Total expenditures</b>	<b>\$ 7,687,154</b>	<b>\$ 7,521,781</b>	<b>\$ 1,361,830</b>	<b>18.1%</b>	<b>(165,373)</b>
<b>General fund net income</b>	<b>\$ 255,630</b>	<b>\$ 280,298</b>	<b>\$ 596,957</b>		<b>24,668</b>
<b>Community Services Fund - 04</b>					
Revenues					
Registration Revenue	\$ -	\$ -	\$ -	-	
<b>Total revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	
Expenditures					
Purchased Services	\$ -	\$ -	\$ -	-	-00
Supplies and Materials, Snacks	-	-	-	-	-00
Equipment	7,500	7,500	-	0.0%	-00
Dues and Memberships	-	-	-	-	-00
<b>Total Expenditures</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ -</b>	<b>0.0%</b>	<b>-00</b>
<b>Community Services Fund Net Income</b>	<b>\$ (7,500)</b>	<b>\$ (7,500)</b>	<b>\$ -</b>		<b>-00</b>

**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Statement of Revenues and Expenditures**  
**September 30, 2022**

Months: 3      25.00%

	FY 2023 Original Budget 724 ADM 743 PU	FY 2023 Working Budget 680 ADM 698 PU	Year to Date Activity	Percent of Budget	Working Budget Changes
<b>Total All Funds</b>					
Revenues					
State Revenues	\$ 7,602,240	\$ 7,334,074	\$ 1,833,519	25.0%	(268,166)
Federal Revenues	283,544	286,544	39,294	13.7%	3,000
Local Revenues	57,000	181,461	85,975	47.4%	124,461
<b>Total Revenues</b>	<b>\$ 7,942,784</b>	<b>\$ 7,802,079</b>	<b>\$ 1,958,787</b>	<b>25.1%</b>	<b>(140,705)</b>
Expenditures					
Salaries and Wages	\$ 2,753,361	\$ 2,587,075	\$ 410,549	15.9%	(166,286)
Employee Benefits	730,641	633,431	104,392	16.5%	(97,210)
Purchased Services	2,313,748	2,294,029	568,292	24.8%	(19,719)
Supplies and Materials	278,800	258,100	122,173	47.3%	(20,700)
Equipment	342,769	348,289	22,557	6.5%	5,520
Grants and Other Costs	1,275,335	1,408,357	133,867	9.5%	133,022
<b>Total Expenditures</b>	<b>\$ 7,694,654</b>	<b>\$ 7,529,281</b>	<b>\$ 1,361,830</b>	<b>18.1%</b>	<b>(165,373)</b>
<b>Total Revenues All Funds</b>	<b>\$ 7,942,784</b>	<b>\$ 7,802,079</b>	<b>\$ 1,958,787</b>	<b>25.1%</b>	<b>(140,705)</b>
<b>Total Expenditures All Funds</b>	<b>\$ 7,694,654</b>	<b>\$ 7,529,281</b>	<b>\$ 1,361,830</b>	<b>18.1%</b>	<b>(165,373)</b>
<b>Net Income - All Funds</b>	<b>\$ 248,130</b>	<b>\$ 272,798</b>	<b>\$ 596,957</b>		<b>24,668</b>

<b>Beginning Fund Balance, All Funds, July 1, 2022</b>	<b>\$ 2,015,617</b>	<b>\$ 2,015,617</b>
<b>Projected Fund Balance, All Funds, June 30, 2023</b>	<b>\$ 2,263,748</b>	<b>\$ 2,288,415</b>
<b>Projected Fund Balance Percentage</b>	<b>29%</b>	<b>30%</b>
<i>DSCR</i>	<b>125%</b>	<b>126%</b>

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

**Woodbury Leadership Academy**  
**Cash Flow Projection Summary**  
**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	
									<b>Beginning Balance</b>	<b>\$ 1,992,176</b>
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	\$ 568,935	\$ -	\$ 19,194	\$ 69,407	\$ 657,536	\$ 210,325	\$ 452,888		\$ 663,213	2,162,668
Oct 31	\$ 544,453	\$ -	\$ 6,215	\$ 144,870	\$ 695,538	\$ 318,338	\$ 388,728		\$ 707,066	2,151,141
Nov 30	\$ 544,453	\$ -	\$ 4,000	\$ -	\$ 548,453	\$ 322,748	\$ 289,177		\$ 611,924	2,087,670
Dec 31	\$ 544,453	\$ -	\$ 4,000	\$ -	\$ 548,453	\$ 251,585	\$ 344,164		\$ 595,749	2,040,374
Jan 31	\$ 544,453	\$ 47,280	\$ 4,000	\$ -	\$ 595,733	\$ 255,931	\$ 340,657		\$ 596,588	2,039,519
Feb 28	\$ 549,953	\$ 47,280	\$ 4,000	\$ -	\$ 601,233	\$ 260,166	\$ 330,678		\$ 590,843	2,049,908
Mar 31	\$ 549,953	\$ 47,280	\$ 4,000	\$ -	\$ 601,233	\$ 250,184	\$ 336,825		\$ 587,009	2,064,132
Apr 30	\$ 549,953	\$ 47,280	\$ 4,000	\$ 22,635	\$ 623,868	\$ 250,534	\$ 343,121		\$ 593,655	2,094,345
May 31	\$ 549,953	\$ 47,280	\$ 4,000	\$ -	\$ 601,233	\$ 256,639	\$ 343,899		\$ 600,538	2,095,039
June 30	\$ 558,081	\$ 47,280	\$ 4,000	\$ -	\$ 609,361	\$ 264,051	\$ 302,665	\$ -	\$ 566,716	2,137,684
Projected	6,600,667	283,679	122,075	409,058	7,415,479	3,044,881	4,225,090	-	7,269,971	
	6,600,667	283,679	181,462	409,058		3,059,481	4,226,126		7,489,320	(219,349)
			(0)							
Totals	6,600,667	283,679	122,075	409,058	7,415,479	3,044,881	4,225,090		7,269,971	2,137,684

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**  
**September 30, 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	4,000	62	1.6%	
Board Related Services	3,500	3,000	3,000	3,000	-	0.0%	
Financial Management Services	75,600	75,600	77,112	77,112	12,900	16.7%	
Time & Attendance Fees	11,500	9,300	9,300	9,300	1,308	14.1%	
Audit & Tax Services	10,996	10,996	11,216	11,216	-	0.0%	
Background Checks	1,000	2,000	2,100	2,100	-	0.0%	
Bank Fees	2,750	3,850	3,850	3,850	2,357	61.2%	
Grant Writing	1,000	-	-	-	-	0.0%	
Benefit Fees	-	700	700	700	166	23.7%	
Strategic Planning Consultant	-	7,720	8,000	-	-	0.0%	
Legal Services	15,000	15,000	15,000	15,000	-	0.0%	
Substitutes/Student Services/ESL	15,000	15,000	15,000	15,000	255	1.7%	
Nursing	7,200	7,200	7,200	7,200	1,528	21.2%	
Janitorial Services- Robemy Cleaning	106,000	79,000	80,580	80,580	19,126	23.7%	
Other Fees	23,454	11,685	11,585	11,585	589	5.1%	
	277,000	245,051	248,643	240,643	38,290	15%	
		(31,949)					



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

**Supplemental Reports**

**September 30, 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	
1840	4228	OLDN	CR0922														
FY23 IDEAS				1848	Credit	A	09/15/22	Check	1	M							
										Miscellaneous Customer							
							4228	R	01	005	000	000	000	211	FY23 Gen Ed Aid	279,103.92	0.00
							4228	R	01	005	000	000	000	201	FY23 Sch Trust Land Endown	14,482.06	0.00
															<b>Receipt Total:</b>	<b>\$293,585.98</b>	<b>\$0.00</b>
															<b>Deposit Total:</b>	<b>\$293,585.98</b>	<b>\$0.00</b>
1841	4228	OLDN	CR0922														
FY23 Donations				1849	Credit	A	09/02/22	Check	1	DONATE	Donations						
							4228	R	01	005	000	000	000	096	FY23 Amazon Smile Donation	73.14	0.00
															<b>Receipt Total:</b>	<b>\$73.14</b>	<b>\$0.00</b>
															<b>Deposit Total:</b>	<b>\$73.14</b>	<b>\$0.00</b>
1842	4228	OLDN	CR0922														
FY23 Donations				1850	Credit	A	09/12/22	Check	1	DONATE	Donations						
							4228	R	01	005	000	000	000	096	FY23 MightyCause donations	20.00	0.00
															<b>Receipt Total:</b>	<b>\$20.00</b>	<b>\$0.00</b>
															<b>Deposit Total:</b>	<b>\$20.00</b>	<b>\$0.00</b>
1843	4228	OLDN	CR0922														
FY23 Sept Interest				1851	Credit	A	09/30/22	Check	1	I	Interest						
							4228	R	01	005	000	000	000	092	Interest Earnings	3,869.53	0.00
															<b>Receipt Total:</b>	<b>\$3,869.53</b>	<b>\$0.00</b>
															<b>Deposit Total:</b>	<b>\$3,869.53</b>	<b>\$0.00</b>
1844	4228	OLDN	CR0922														
FY23 IDEAS				1852	Credit	A	09/30/22	Check	1	M	Miscellaneous Customer						
							4228	B	01	121	000				FY22 Gen Ed Aid	57,519.11	0.00
							4228	B	01	121	000				FY22 SPED	8,697.34	0.00
							4228	B	01	121	000				FY22 Charter Sch lease	909.29	0.00
							4228	B	01	121	000				FY22 LT FAC Maint	228.27	0.00
							4228	B	01	121	000				FY22 Lliteracy Aid	2,053.44	0.00
							4228	R	01	005	000	000	000	211	FY23 Gen Ed Aid	275,348.63	0.00
															<b>Receipt Total:</b>	<b>\$344,756.08</b>	<b>\$0.00</b>
															<b>Deposit Total:</b>	<b>\$344,756.08</b>	<b>\$0.00</b>

## WOODBURY LEADERSHIP ACADEMY

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount		
1845	4228	OLDN	CR0922															
				1853	Credit	A	09/30/22	Check	1	M								
										Miscellaneous Customer								
							4228	R	01	005	000	000	000	050		Milk Sales	135.00	0.00
							4228	R	01	005	000	000	000	050		Pizza Sales	142.00	0.00
							4228	R	01	005	000	000	000	050		Planner Sales	5.00	0.00
															Receipt Total:	\$282.00	\$0.00	
Sept Square fees				1854	Debit	A	09/30/22	Check	1	M								
										Miscellaneous Customer								
							4228	E	01	005	110	000	000	305		Square Fees	(8.13)	0.00
															Receipt Total:	(\$8.13)	\$0.00	
															<b>Deposit Total:</b>	<b>\$273.87</b>	<b>\$0.00</b>	
1846	4228	OLDN	CR0922															
9.28.22 Deposit				1855	Credit	A	09/28/22	Check	1	M								
										Miscellaneous Customer								
							4228	R	01	005	000	000	000	050		Milk Sales	887.00	0.00
							4228	R	01	005	000	000	000	050		Chess Club Fees	55.00	0.00
							4228	R	01	005	000	000	000	050		Planner Sales	790.00	0.00
															Receipt Total:	\$1,732.00	\$0.00	
															<b>Deposit Total:</b>	<b>\$1,732.00</b>	<b>\$0.00</b>	
1847	4228	OLDN	CR0922															
9.28.22 Deposit				1856	Credit	A	09/28/22	Check	1	M								
										Miscellaneous Customer								
							4228	R	01	005	000	000	000	050		Pizza Sales	2,405.00	0.00
															Receipt Total:	\$2,405.00	\$0.00	
															<b>Deposit Total:</b>	<b>\$2,405.00</b>	<b>\$0.00</b>	
1848	4228	OLDN	CR0922															
9.28.22 Deposit				1857	Credit	A	09/28/22	Check	1	M								
										Miscellaneous Customer								
							4228	R	01	005	000	000	000	050		Wolfridge Field trip	10,820.00	0.00
															Receipt Total:	\$10,820.00	\$0.00	
															<b>Deposit Total:</b>	<b>\$10,820.00</b>	<b>\$0.00</b>	
															Report Total:	\$657,535.60	\$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		7935		Wire	1	1001	Public Employee Retirement Association		No	Yes	No	09/15/2022		3,252.21
OLDN		7936		Wire	1	1002	Teachers Retirement Association		No	Yes	No	09/15/2022		20,733.05
OLDN		7937		Wire	1	1003	Internal Revenue Service		No	Yes	No	09/15/2022		33,181.17
OLDN		7938		Wire	1	1004	MN Department of Revenue Service		No	Yes	No	09/15/2022		5,564.34
OLDN		7939		Wire	1	1417	VOYA		No	Yes	No	09/15/2022		1,739.90
OLDN		7941		BP	1	1029	The Home Depot		No	Yes	No	09/15/2022		11.40
OLDN		7942		BP	1	1029	The Home Depot		No	Yes	No	09/15/2022		1,213.99
OLDN		7943		BP	1	1029	The Home Depot		No	Yes	No	09/15/2022		426.84
OLDN		7944		BP	1	1029	The Home Depot		No	Yes	No	09/15/2022		10.85
OLDN		7945		BP	1	1029	The Home Depot		No	Yes	No	09/15/2022		51.18
OLDN		7946		BP	1	1029	The Home Depot		No	Yes	No	09/15/2022		1,624.32
OLDN		7947		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	09/15/2022		718.70
OLDN		7948		BP	1	1150	JR Computer Associates		No	Yes	No	09/15/2022		1,200.00
OLDN		7949		BP	1	1227	Scholastic		No	Yes	No	09/15/2022		298.09
OLDN		7950		BP	1	1313	Nancy Baumann		No	Yes	No	09/15/2022		229.54
OLDN		7951		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	09/15/2022		57,331.12
OLDN		7952		BP	1	1463	Region 1		No	Yes	No	09/15/2022		765.00
OLDN		7953		BP	1	1536	Benjamin Broderick		No	Yes	No	09/15/2022		39.98
OLDN		7954		BP	1	1541	Business Essentials		No	Yes	No	09/15/2022		298.48
OLDN		7955		BP	1	1555	DHH Consulting LLC	Ind/Sole Proprietor	No	Yes	No	09/15/2022		852.96
OLDN		7956		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	09/15/2022		381.21
OLDN		7957		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	09/15/2022		231.60
OLDN		7958		BP	1	1610	First American Title Insurance Company		No	Yes	No	09/15/2022		350.00
OLDN		7959		BP	1	1634	Nitti Sanitation		No	Yes	No	09/15/2022		507.86
OLDN		7960		BP	1	1637	Wexford Commerical Construction LLC		No	Yes	No	09/15/2022		8,309.00
OLDN		7961		BP	1	1639	Navigate Care Consulting	Ind/Sole Proprietor	No	Yes	No	09/15/2022		697.50
OLDN		7962		BP	1	1644	Robemy Cleaning Services LLC	Ind/Sole Proprietor	No	Yes	No	09/15/2022		11,000.00
OLDN		7963		BP	1	1666	Nic Bedard		No	Yes	No	09/15/2022		33.75
OLDN		7964		BP	1	1674	Midland Glass Co Inc		No	Yes	No	09/15/2022		1,450.00
OLDN		7965		Wire	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	09/27/2022		462.00
OLDN		7966		Wire	1	1558	Bill.com		No	Yes	No	09/27/2022		87.36
OLDN		7967		Wire	1	1609	GIS Benefits		No	Yes	No	09/27/2022		5,310.53
OLDN		7968		Wire	1	1632	Xcel Energy		No	Yes	No	09/27/2022		8,100.28
OLDN		7969		Wire	1	1635	USBank		No	Yes	No	09/27/2022		97,012.50
OLDN		7970		Wire	1	1001	Public Employee Retirement Association		No	No	No	09/30/2022		3,975.39
OLDN		7971		Wire	1	1002	Teachers Retirement Association		No	No	No	09/30/2022		19,746.12
OLDN		7972		Wire	1	1003	Internal Revenue Service		No	No	No	09/30/2022		32,589.17
OLDN		7973		Wire	1	1004	MN Department of Revenue Service		No	No	No	09/30/2022		5,346.84
OLDN		7974		Wire	1	1417	VOYA		No	No	No	09/30/2022		1,739.90

## 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		7975		Wire	1	1609	GIS Benefits		No	Yes	No	09/30/2022	5,495.07
OLDN		7976		BP	1	1029	The Home Depot		No	Yes	No	09/29/2022	2,490.21
OLDN		7977		BP	1	1029	The Home Depot		No	Yes	No	09/29/2022	62.04
OLDN		7978		BP	1	1029	The Home Depot		No	Yes	No	09/29/2022	197.61
OLDN		7979		BP	1	1053	Core Knowledge Foundation		No	Yes	No	09/29/2022	1,475.60
OLDN		7980		BP	1	1053	Core Knowledge Foundation		No	Yes	No	09/29/2022	846.20
OLDN		7981		BP	1	1053	Core Knowledge Foundation		No	Yes	No	09/29/2022	1,697.50
OLDN		7982		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	09/29/2022	3,284.33
OLDN		7983		BP	1	1064	HealthPartners - Group		No	Yes	No	09/29/2022	22,037.57
OLDN		7984		BP	1	1098	Teachers on Call	C Corporation	No	Yes	No	09/29/2022	255.00
OLDN		7985		BP	1	1115	SpEd Forms, Inc.		No	Yes	No	09/29/2022	2,715.53
OLDN		7986		BP	1	1237	JW Pepper		No	Yes	No	09/29/2022	537.24
OLDN		7987		BP	1	1237	JW Pepper		No	Yes	No	09/29/2022	138.00
OLDN		7988		BP	1	1299	School Outfitters		No	Yes	No	09/29/2022	242.45
OLDN		7989		BP	1	1302	Toshiba Financial Services		No	Yes	No	09/29/2022	534.31
OLDN		7990		BP	1	1302	Toshiba Financial Services		No	Yes	No	09/29/2022	1,288.65
OLDN		7991		BP	1	1354	Metro ECSU		No	Yes	No	09/29/2022	510.00
OLDN		7992		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	09/29/2022	57,331.12
OLDN		7993		BP	1	1480	The Cincinnati Insurance Companies		No	Yes	No	09/29/2022	2,886.00
OLDN		7994		BP	1	1541	Business Essentials		No	Yes	No	09/29/2022	638.74
OLDN		7995		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	09/29/2022	477.08
OLDN		7996		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	09/29/2022	228.12
OLDN		7997		BP	1	1610	First American Title Insurance Company		No	Yes	No	09/29/2022	350.00
OLDN		7998		BP	1	1621	Cintas		No	Yes	No	09/29/2022	329.38
OLDN		7999		BP	1	1639	Navigate Care Consulting	Ind/Sole Proprietor	No	Yes	No	09/29/2022	350.00
OLDN		8000		BP	1	1639	Navigate Care Consulting	Ind/Sole Proprietor	No	Yes	No	09/29/2022	830.00
OLDN		8001		BP	1	1645	Northwest Asphalt Inc		No	Yes	No	09/29/2022	3,300.00
OLDN		8002		BP	1	1675	Lexia Learning		No	Yes	No	09/29/2022	738.00
OLDN		8003		BP	1	1676	ISD #622		No	Yes	No	09/29/2022	762.99
OLDN		8004		Wire	1	1441	Old National		No	Yes	No	09/19/2022	569.31
OLDN		8005		Wire	1	1508	First Bankcard		No	Yes	No	09/16/2022	13,415.48

Bank Total: \$452,887.66

Report Total: \$452,887.66

# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1001			<b>Public Employee Retirement Association</b>		Wire		
				B 01 215 007	PERA			\$3,252.21	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8683</b>	Invoice	<b>Invoice No:</b> S2023050	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$3,252.21</b>	
							<b>Check Amount:</b>	<b>\$3,252.21</b>	
4228	OLDN	1002			<b>Teachers Retirement Association</b>		Wire		
				B 01 215 006	TRA			\$20,733.05	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8685</b>	Invoice	<b>Invoice No:</b> S2023050	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$20,733.05</b>	
							<b>Check Amount:</b>	<b>\$20,733.05</b>	
4228	OLDN	1003			<b>Internal Revenue Service</b>		Wire		
				B 01 215 002	Federal Withholding			\$10,625.51	
				B 01 215 005	FICA			\$22,555.66	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8682</b>	Invoice	<b>Invoice No:</b> S2023050	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$33,181.17</b>	
							<b>Check Amount:</b>	<b>\$33,181.17</b>	
4228	OLDN	1004			<b>MN Department of Revenue Service</b>		Wire		
				B 01 215 003	MN Withholding			\$5,564.34	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8684</b>	Invoice	<b>Invoice No:</b> S2023050	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$5,564.34</b>	
							<b>Check Amount:</b>	<b>\$5,564.34</b>	
4228	OLDN	1417			<b>VOYA</b>		Wire		
				B 01 215 011	TSA			\$1,739.90	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8686</b>	Invoice	<b>Invoice No:</b> S2023050	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$1,739.90</b>	
							<b>Check Amount:</b>	<b>\$1,739.90</b>	
4228	OLDN	1029			<b>The Home Depot</b>		BP		
				E 01 005 810 000 000 401	FY23 Janitorial Supplies: Dust mop handles			\$11.40	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8703</b>	Invoice	<b>Invoice No:</b> 702152687	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$11.40</b>	
							<b>Check Amount:</b>	<b>\$11.40</b>	
4228	OLDN	1029			<b>The Home Depot</b>		BP		
				E 01 005 810 000 000 401	FY23 Janitorial Supplies: Bathroom cleaning sup			\$1,213.99	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8704</b>	Invoice	<b>Invoice No:</b> 702905290	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$1,213.99</b>	
							<b>Check Amount:</b>	<b>\$1,213.99</b>	
4228	OLDN	1029			<b>The Home Depot</b>		BP		
				E 01 005 810 000 000 401	FY23 Janitorial Supplies: Bathroom cleaning sup			\$426.84	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8705</b>	Invoice	<b>Invoice No:</b> 702905308	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$426.84</b>	
							<b>Check Amount:</b>	<b>\$426.84</b>	
4228	OLDN	1029			<b>The Home Depot</b>		BP		
				E 01 005 810 000 000 401	FY23 Janitorial Supplies: Utility Knives			\$10.85	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8706</b>	Invoice	<b>Invoice No:</b> 702905316	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$10.85</b>	
							<b>Check Amount:</b>	<b>\$10.85</b>	

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1029			<b>The Home Depot</b>		BP		
				E 01	005 810 000 000 401	FY23 Janitorial Supplies: Mop heads		\$51.18	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8707</b>	Invoice		<b>Invoice No:</b> 703892307	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$51.18</b>	
							<b>Check Amount:</b>	<b>\$51.18</b>	
4228	OLDN	1029			<b>The Home Depot</b>		BP		
				E 01	005 810 000 000 401	Vacuums 1 @ \$513.75, 1 2 \$532.50 1 @ \$540		\$1,624.32	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8708</b>	Invoice		<b>Invoice No:</b> 704334317	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$1,624.32</b>	
							<b>Check Amount:</b>	<b>\$1,624.32</b>	
4228	OLDN	1054			<b>Integrative Therapy, LLC.</b>		BP		
				E 01	010 420 000 740 394	OT 4.083 hrs @ \$90/hr		\$367.20	
				E 01	010 420 000 740 394	COTA Services 4.75 hrs @\$74/hr		\$351.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8696</b>	Invoice		<b>Invoice No:</b> 3476	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$718.70</b>	
							<b>Check Amount:</b>	<b>\$718.70</b>	
4228	OLDN	1150			<b>JR Computer Associates</b>		BP		
				E 01	005 605 000 000 315	FY23 Monthly Contract Services: Sept 2022		\$1,200.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8709</b>	Invoice		<b>Invoice No:</b> R20221487	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$1,200.00</b>	
							<b>Check Amount:</b>	<b>\$1,200.00</b>	
4228	OLDN	1227			<b>Scholastic</b>		BP		
				E 01	010 203 000 000 460	Elem Workbooks/textbooks		\$285.84	
				E 01	010 203 000 000 430	Elem Instructional Supplies		\$12.25	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8697</b>	Invoice		<b>Invoice No:</b> 40793032	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$298.09</b>	
							<b>Check Amount:</b>	<b>\$298.09</b>	
4228	OLDN	1313			<b>Nancy Baumann</b>		BP		
				E 01	010 203 011 163 430	Summer School Supplies		\$48.23	
				E 01	005 110 000 000 490	Admin-Staff Snacks		\$78.67	
				E 01	010 203 000 000 401	Keurig Coffee maker		\$40.00	
				E 01	005 810 000 000 401	Door stop		\$62.64	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8690</b>	Invoice		<b>Invoice No:</b> 9/9/2022	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$229.54</b>	
							<b>Check Amount:</b>	<b>\$229.54</b>	
4228	OLDN	1462			<b>Monarch Bus Service Inc</b>		BP		
				E 01	005 760 000 720 360	FY23 Busing Contract installment 2/10		\$57,331.12	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8702</b>	Invoice		<b>Invoice No:</b> 64918	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$57,331.12</b>	
							<b>Check Amount:</b>	<b>\$57,331.12</b>	
4228	OLDN	1463			<b>Region 1</b>		BP		
				E 01	005 108 000 000 405	FY23 Synergy Report Card Revision		\$765.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8689</b>	Invoice		<b>Invoice No:</b> 8/29/2022	<b>9/15/2022</b>	<b>Paid Amt:</b>	<b>\$765.00</b>	
							<b>Check Amount:</b>	<b>\$765.00</b>	

# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1536			<b>Benjamin Broderick</b>		BP		
				E 01	010 203 000 000 430	FY23 Reim: Laminate Sheets		\$39.98	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8691</b>	Invoice	<b>Invoice No:</b> 9/9/2022			<b>Paid Amt:</b>	<b>\$39.98</b>
								<b>Check Amount:</b>	<b>\$39.98</b>
4228	OLDN	1541			<b>Business Essentials</b>		BP		
				E 01	010 203 000 000 430	FY23 Supplies: copy paper		\$298.48	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8711</b>	Invoice	<b>Invoice No:</b> WO-1201845-1			<b>Paid Amt:</b>	<b>\$298.48</b>
								<b>Check Amount:</b>	<b>\$298.48</b>
4228	OLDN	1555			<b>DHH Consulting LLC</b>		BP		
				E 01	010 405 000 740 394	DHH Services: Aug-9 hrs@ \$94/hr/Mileage 12 n		\$852.96	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8692</b>	Invoice	<b>Invoice No:</b> 1176			<b>Paid Amt:</b>	<b>\$852.96</b>
								<b>Check Amount:</b>	<b>\$852.96</b>
4228	OLDN	1594			<b>InstantWhip- Minneapolis</b>		BP		
				E 01	010 203 000 000 490	Lunch Milk		\$381.21	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8698</b>	Invoice	<b>Invoice No:</b> 4300399136			<b>Paid Amt:</b>	<b>\$381.21</b>
								<b>Check Amount:</b>	<b>\$381.21</b>
4228	OLDN	1594			<b>InstantWhip- Minneapolis</b>		BP		
				E 01	010 203 000 000 490	Lunch Milk		\$231.60	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8699</b>	Invoice	<b>Invoice No:</b> 4300399472			<b>Paid Amt:</b>	<b>\$231.60</b>
								<b>Check Amount:</b>	<b>\$231.60</b>
4228	OLDN	1610			<b>First American Title Insurance Company</b>		BP		
				B 01	118 000	Title insurance-construction draw 13		\$350.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8693</b>	Invoice	<b>Invoice No:</b> 1724-1724139304			<b>Paid Amt:</b>	<b>\$350.00</b>
								<b>Check Amount:</b>	<b>\$350.00</b>
4228	OLDN	1634			<b>Nitti Sanitation</b>		BP		
				E 01	005 810 000 000 330	FY23 Sept Trash Services		\$507.86	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8695</b>	Invoice	<b>Invoice No:</b> 341816			<b>Paid Amt:</b>	<b>\$507.86</b>
								<b>Check Amount:</b>	<b>\$507.86</b>
4228	OLDN	1637			<b>Wexford Commerical Construction LLC</b>		BP		
				E 01	005 810 000 000 520	FY23 Construction: Health Office Remodel Draw		\$8,309.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8694</b>	Invoice	<b>Invoice No:</b> 22-014-1			<b>Paid Amt:</b>	<b>\$8,309.00</b>
								<b>Check Amount:</b>	<b>\$8,309.00</b>
4228	OLDN	1639			<b>Navigate Care Consulting</b>		BP		
				E 01	010 720 000 000 305	GenEd Offsite 7.5 hrs @ \$90/hr		\$675.00	
				E 01	010 420 000 740 394	SPED off site 0.25 hrs @ \$90/hr		\$22.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8700</b>	Invoice	<b>Invoice No:</b> 4652			<b>Paid Amt:</b>	<b>\$697.50</b>
								<b>Check Amount:</b>	<b>\$697.50</b>

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1644			<b>Robemy Cleaning Services LLC</b>		BP		
				E 01	005 810 000 000 305 August Cleaning			\$11,000.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8710</b>	Invoice	<b>Invoice No:</b> WLA-13	<b>9/15/2022</b>		<b>Paid Amt:</b>	<b>\$11,000.00</b>
								<b>Check Amount:</b>	<b>\$11,000.00</b>
4228	OLDN	1666			<b>Nic Bedard</b>		BP		
				E 01	005 110 000 000 366 54 mi @ \$0.625/mi			\$33.75	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8688</b>	Invoice	<b>Invoice No:</b> 8/17/2022	<b>9/15/2022</b>		<b>Paid Amt:</b>	<b>\$33.75</b>
								<b>Check Amount:</b>	<b>\$33.75</b>
4228	OLDN	1674			<b>Midland Glass Co Inc</b>		BP		
				E 01	005 810 000 000 350 Replace shattered classroom window			\$1,450.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8701</b>	Invoice	<b>Invoice No:</b> 48036	<b>9/15/2022</b>		<b>Paid Amt:</b>	<b>\$1,450.00</b>
								<b>Check Amount:</b>	<b>\$1,450.00</b>
4228	OLDN	1369			<b>BerganKDV Outsourced Services LLC</b>		Wire		
				E 01	005 114 000 000 305 KPay Processing Fee			\$462.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8712</b>	Invoice	<b>Invoice No:</b> 9.9.22	<b>9/27/2022</b>		<b>Paid Amt:</b>	<b>\$462.00</b>
								<b>Check Amount:</b>	<b>\$462.00</b>
4228	OLDN	1558			<b>Bill.com</b>		Wire		
				E 01	005 112 000 000 305 Bill.com monthly fee			\$87.36	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8713</b>	Invoice	<b>Invoice No:</b> 9.15.22	<b>9/27/2022</b>		<b>Paid Amt:</b>	<b>\$87.36</b>
								<b>Check Amount:</b>	<b>\$87.36</b>
4228	OLDN	1609			<b>GIS Benefits</b>		Wire		
				B 01	215 013 Life/LTD/STD:			\$2,428.84	
				B 01	215 009 Dental:			\$2,327.42	
				B 01	215 021 Vision			\$442.77	
				B 01	215 020 PPL:			\$58.50	
				E 01	005 110 000 000 305 Admin Fees			\$53.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8714</b>	Invoice	<b>Invoice No:</b> 15810AG20220901	<b>9/27/2022</b>		<b>Paid Amt:</b>	<b>\$5,310.53</b>
								<b>Check Amount:</b>	<b>\$5,310.53</b>
4228	OLDN	1632			<b>Xcel Energy</b>		Wire		
				E 01	005 810 000 000 330 FY22 Electric Service			\$8,100.28	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8716</b>	Invoice	<b>Invoice No:</b> 9.26.22	<b>9/27/2022</b>		<b>Paid Amt:</b>	<b>\$8,100.28</b>
								<b>Check Amount:</b>	<b>\$8,100.28</b>
4228	OLDN	1635			<b>USBank</b>		Wire		
				E 01	005 850 000 348 570 Rent			\$97,012.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8715</b>	Invoice	<b>Invoice No:</b> 9.6.22	<b>9/27/2022</b>		<b>Paid Amt:</b>	<b>\$97,012.50</b>
								<b>Check Amount:</b>	<b>\$97,012.50</b>



## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1001			<b>Public Employee Retirement Association</b>		Wire		
				B 01	215 007 PERA			\$3,975.39	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8718</b>	Invoice	<b>Invoice No:</b> S2023060	<b>9/30/2022</b>	<b>Paid Amt:</b>	<b>\$3,975.39</b>	
							<b>Check Amount:</b>	<b>\$3,975.39</b>	
4228	OLDN	1002			<b>Teachers Retirement Association</b>		Wire		
				B 01	215 006 TRA			\$19,746.12	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8720</b>	Invoice	<b>Invoice No:</b> S2023060	<b>9/30/2022</b>	<b>Paid Amt:</b>	<b>\$19,746.12</b>	
							<b>Check Amount:</b>	<b>\$19,746.12</b>	
4228	OLDN	1003			<b>Internal Revenue Service</b>		Wire		
				B 01	215 002 Federal Withholding			\$10,194.53	
				B 01	215 005 FICA			\$22,394.64	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8717</b>	Invoice	<b>Invoice No:</b> S2023060	<b>9/30/2022</b>	<b>Paid Amt:</b>	<b>\$32,589.17</b>	
							<b>Check Amount:</b>	<b>\$32,589.17</b>	
4228	OLDN	1004			<b>MN Department of Revenue Service</b>		Wire		
				B 01	215 003 MN Withholding			\$5,346.84	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8719</b>	Invoice	<b>Invoice No:</b> S2023060	<b>9/30/2022</b>	<b>Paid Amt:</b>	<b>\$5,346.84</b>	
							<b>Check Amount:</b>	<b>\$5,346.84</b>	
4228	OLDN	1417			<b>VOYA</b>		Wire		
				B 01	215 011 TSA			\$1,739.90	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8721</b>	Invoice	<b>Invoice No:</b> S2023060	<b>9/30/2022</b>	<b>Paid Amt:</b>	<b>\$1,739.90</b>	
							<b>Check Amount:</b>	<b>\$1,739.90</b>	
4228	OLDN	1609			<b>GIS Benefits</b>		Wire		
				B 01	215 013 Life/LTD/STD:			\$2,484.14	
				B 01	215 009 Dental:			\$2,391.40	
				B 01	215 021 Vision			\$467.03	
				B 01	215 020 PPL:			\$97.50	
				E 01	005 110 000 000 305 Admin Fees			\$55.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8722</b>	Invoice	<b>Invoice No:</b> 9.30.22	<b>9/30/2022</b>	<b>Paid Amt:</b>	<b>\$5,495.07</b>	
							<b>Check Amount:</b>	<b>\$5,495.07</b>	
4228	OLDN	1029			<b>The Home Depot</b>		BP		
				E 01	005 810 000 000 401 FY23 Janitorial Supplies: liners, towels, bleach, cl			\$2,490.21	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8740</b>	Invoice	<b>Invoice No:</b> 705112316	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$2,490.21</b>	
							<b>Check Amount:</b>	<b>\$2,490.21</b>	
4228	OLDN	1029			<b>The Home Depot</b>		BP		
				E 01	005 810 000 000 401 FY23 Janitorial Supplies: Gloves			\$62.04	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8741</b>	Invoice	<b>Invoice No:</b> 705881860	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$62.04</b>	
							<b>Check Amount:</b>	<b>\$62.04</b>	

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1029			<b>The Home Depot</b>		BP		
			E 01	005 810 000 000 401	FY23 Janitorial Supplies: Batteries, mop handles			\$197.61	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8742</b>	Invoice	<b>Invoice No:</b>	705881878	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$197.61</b>	
							<b>Check Amount:</b>	<b>\$197.61</b>	
4228	OLDN	1053			<b>Core Knowledge Foundation</b>		BP		
			E 01	010 203 000 000 460	Elementary Textbooks/Workbooks			\$1,475.60	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8744</b>	Invoice	<b>Invoice No:</b>	INV083911	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$1,475.60</b>	
							<b>Check Amount:</b>	<b>\$1,475.60</b>	
4228	OLDN	1053			<b>Core Knowledge Foundation</b>		BP		
			E 01	010 203 000 000 460	Elementary Textbooks/Workbooks			\$846.20	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8745</b>	Invoice	<b>Invoice No:</b>	INV083991.	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$846.20</b>	
							<b>Check Amount:</b>	<b>\$846.20</b>	
4228	OLDN	1053			<b>Core Knowledge Foundation</b>		BP		
			E 01	010 203 000 000 460	Elementary Textbooks/Workbooks			\$1,697.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8746</b>	Invoice	<b>Invoice No:</b>	INV084029	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$1,697.50</b>	
							<b>Check Amount:</b>	<b>\$1,697.50</b>	
4228	OLDN	1054			<b>Integrative Therapy, LLC.</b>		BP		
			E 01	010 420 000 740 394	OT 13.33 hrs @ \$90/hr			\$1,200.00	
			E 01	010 420 000 740 394	COTA Services 28.17 hrs @\$74/hr			\$2,084.33	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8728</b>	Invoice	<b>Invoice No:</b>	3511	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$3,284.33</b>	
							<b>Check Amount:</b>	<b>\$3,284.33</b>	
4228	OLDN	1064			<b>HealthPartners - Group</b>		BP		
			B 01	215 010	Health Ins			\$22,037.57	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8724</b>	Invoice	<b>Invoice No:</b>	115602303	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$22,037.57</b>	
							<b>Check Amount:</b>	<b>\$22,037.57</b>	
4228	OLDN	1098			<b>Teachers on Call</b>		BP		
			E 01	010 400 000 000 305	SPED S. Nelson			\$255.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8725</b>	Invoice	<b>Invoice No:</b>	138568	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$255.00</b>	
							<b>Check Amount:</b>	<b>\$255.00</b>	
4228	OLDN	1115			<b>SpEd Forms, Inc.</b>		BP		
			E 01	010 203 000 000 305	504 Forms/Child Count			\$588.63	
			E 01	010 420 000 419 405	SPED Forms/Child Count			\$1,182.06	
			E 01	010 400 000 372 405	MA Forms/Child Count			\$944.84	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8726</b>	Invoice	<b>Invoice No:</b>	1546	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$2,715.53</b>	
							<b>Check Amount:</b>	<b>\$2,715.53</b>	

# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1237			<b>JW Pepper</b>		BP		
				E 01 010 258 000 000 430	Sheet Music- Chior MS			\$537.24	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8729</b>	Invoice	<b>Invoice No:</b>	364551427	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$537.24</b>	
							<b>Check Amount:</b>	<b>\$537.24</b>	
4228	OLDN	1237			<b>JW Pepper</b>		BP		
				E 01 010 258 000 000 430	Sheet Music- Chior MS			\$138.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8730</b>	Invoice	<b>Invoice No:</b>	364552520	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$138.00</b>	
							<b>Check Amount:</b>	<b>\$138.00</b>	
4228	OLDN	1299			<b>School Outfitters</b>		BP		
				E 01 010 203 000 000 401	FY23 File Cork boards			\$242.45	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8747</b>	Invoice	<b>Invoice No:</b>	INV13864199	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$242.45</b>	
							<b>Check Amount:</b>	<b>\$242.45</b>	
4228	OLDN	1302			<b>Toshiba Financial Services</b>		BP		
				E 01 010 203 000 000 401	Excess charges			\$534.31	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8736</b>	Invoice	<b>Invoice No:</b>	5021730415	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$534.31</b>	
							<b>Check Amount:</b>	<b>\$534.31</b>	
4228	OLDN	1302			<b>Toshiba Financial Services</b>		BP		
				E 01 010 605 000 000 560	FY23 Copier			\$1,288.65	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8737</b>	Invoice	<b>Invoice No:</b>	5021780695	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$1,288.65</b>	
							<b>Check Amount:</b>	<b>\$1,288.65</b>	
4228	OLDN	1354			<b>Metro ECSU</b>		BP		
				E 01 005 640 000 316 366	LETRS for Administrators training-KM			\$510.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8743</b>	Invoice	<b>Invoice No:</b>	INV001575	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$510.00</b>	
							<b>Check Amount:</b>	<b>\$510.00</b>	
4228	OLDN	1462			<b>Monarch Bus Service Inc</b>		BP		
				E 01 005 760 000 720 360	FY23 Busing Contract installment 3/10			\$57,331.12	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8739</b>	Invoice	<b>Invoice No:</b>	65800	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$57,331.12</b>	
							<b>Check Amount:</b>	<b>\$57,331.12</b>	
4228	OLDN	1480			<b>The Cincinnati Insurance Companies</b>		BP		
				E 01 005 940 000 000 340	FY23 Acct#1000436769 School Leaders Liability			\$2,886.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8723</b>	Invoice	<b>Invoice No:</b>	9/22/2022	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$2,886.00</b>	
							<b>Check Amount:</b>	<b>\$2,886.00</b>	
4228	OLDN	1541			<b>Business Essentials</b>		BP		
				E 01 005 110 000 000 401	envelopes			\$23.40	
				E 01 010 203 000 000 430	copy paper			\$615.34	
<b>PO#:</b>	<b>Voucher #:</b>	<b>8750</b>	Invoice	<b>Invoice No:</b>	WO-1204510-1	<b>9/29/2022</b>	<b>Paid Amt:</b>	<b>\$638.74</b>	
							<b>Check Amount:</b>	<b>\$638.74</b>	

# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1594			<b>InstantWhip- Minneapolis</b>		BP		
				E 01	010 203 000 000 490 Lunch Milk			\$477.08	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8732</b>	Invoice	<b>Invoice No:</b> 4300310159	<b>9/29/2022</b>		<b>Paid Amt:</b>	<b>\$477.08</b>
								<b>Check Amount:</b>	<b>\$477.08</b>
4228	OLDN	1594			<b>InstantWhip- Minneapolis</b>		BP		
				E 01	010 203 000 000 490 Lunch Milk			\$228.12	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8733</b>	Invoice	<b>Invoice No:</b> 4300399842	<b>9/29/2022</b>		<b>Paid Amt:</b>	<b>\$228.12</b>
								<b>Check Amount:</b>	<b>\$228.12</b>
4228	OLDN	1610			<b>First American Title Insurance Company</b>		BP		
				B 01	118 000 Title insurance-construction draw 14			\$350.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8727</b>	Invoice	<b>Invoice No:</b> 1724-1724139657	<b>9/29/2022</b>		<b>Paid Amt:</b>	<b>\$350.00</b>
								<b>Check Amount:</b>	<b>\$350.00</b>
4228	OLDN	1621			<b>Cintas</b>		BP		
				E 01	005 810 000 000 401 FY23: Mats service			\$329.38	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8731</b>	Invoice	<b>Invoice No:</b> 4131619445	<b>9/29/2022</b>		<b>Paid Amt:</b>	<b>\$329.38</b>
								<b>Check Amount:</b>	<b>\$329.38</b>
4228	OLDN	1639			<b>Navigate Care Consulting</b>		BP		
				E 01	005 640 000 316 366 GenEd Offsite 5.75 hrs @ \$90/hr			\$350.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8734</b>	Invoice	<b>Invoice No:</b> 4571	<b>9/29/2022</b>		<b>Paid Amt:</b>	<b>\$350.00</b>
								<b>Check Amount:</b>	<b>\$350.00</b>
4228	OLDN	1639			<b>Navigate Care Consulting</b>		BP		
				E 01	010 720 000 000 305 GenEd Onsite 2 hrs @ \$100/hr			\$200.00	
				E 01	010 420 000 740 394 SPED off site 1.25 hrs @ \$90/hr			\$112.50	
				E 01	010 720 000 000 305 GenEd Offsite 5.75 hrs @ \$90/hr			\$517.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8735</b>	Invoice	<b>Invoice No:</b> 4692	<b>9/29/2022</b>		<b>Paid Amt:</b>	<b>\$830.00</b>
								<b>Check Amount:</b>	<b>\$830.00</b>
4228	OLDN	1645			<b>Northwest Asphalt Inc</b>		BP		
				B 01	118 000 Stripe parking lots and cross walk			\$3,300.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8738</b>	Invoice	<b>Invoice No:</b> 50418	<b>9/29/2022</b>		<b>Paid Amt:</b>	<b>\$3,300.00</b>
								<b>Check Amount:</b>	<b>\$3,300.00</b>
4228	OLDN	1675			<b>Lexia Learning</b>		BP		
				E 01	005 640 000 316 366 Staff PD			\$738.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8748</b>	Invoice	<b>Invoice No:</b> SIN090345	<b>9/29/2022</b>		<b>Paid Amt:</b>	<b>\$738.00</b>
								<b>Check Amount:</b>	<b>\$738.00</b>
4228	OLDN	1676			<b>ISD #622</b>		BP		
				E 01	010 420 000 419 466 SPED Reimb-Phonak Roger 20 Receiver			\$762.99	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8749</b>	Invoice	<b>Invoice No:</b> SS2294	<b>9/29/2022</b>		<b>Paid Amt:</b>	<b>\$762.99</b>
								<b>Check Amount:</b>	<b>\$762.99</b>

# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1441			<b>Old National</b>		<b>Wire</b>
				E 01	005 112 000 000 305	Service Charge:	\$569.31
	<b>PO#:</b>	<b>Voucher #:</b>	<b>8751</b>	Invoice	<b>Invoice No: 9.19.22</b>	<b>9/19/2022</b>	<b>Paid Amt: \$569.31</b>
							<b>Check Amount: \$569.31</b>
4228	OLDN	1508			<b>First Bankcard</b>		<b>Wire</b>
				E 01	005 112 000 000 305	08/24/22-Pmt Dishonored Fee-Fee due to bank i	\$35.00
				E 01	005 112 000 000 305	08/24/22-Overlimit Fee-Fee due to bank issue w	\$39.00
				E 01	005 110 000 000 320	08/20/22-Tmobile-Cell phone 7/2-8/1/22-ED & C	\$130.00
				E 01	005 110 000 000 320	08/28/22-Sangoma-SipStation subscription (Voll	\$37.31
				E 01	005 110 000 000 320	09/07/22-HumbleFax-Fax service-9/7/22-10/7/22	\$10.00
				E 01	005 110 000 000 490	08/21/22-Sams-Staff workshop lunch, breakfast	\$239.76
				E 01	005 110 000 000 490	08/21/22-Cub Foods-Staff workshop juice, BBQ	\$13.39
				E 01	005 110 000 000 490	08/21/22-The Coop-Staff workshop lunch-pulled	\$231.39
				E 01	005 110 000 000 490	08/23/22-Cub Foods-Staff workshop breakfast-ji	\$35.20
				E 01	005 110 000 000 490	08/24/22-WalMart-Staff workshop breakfast-cre	\$18.16
				E 01	005 110 000 000 490	08/25/22-Panera Bread-Staff workshop breakfas	\$101.51
				E 01	005 110 000 000 490	08/25/22-Papa John's-Back to School Open Ho	\$345.49
				E 01	005 110 000 000 490	08/30/22-Target-Staff workshop lunch-chips & w	\$22.57
				E 01	005 110 000 000 490	08/30/22-Jimmy Johns-Staff workshop lunch-sa	\$117.21
				E 01	005 107 000 000 401	08/24/22-Dollar Tree-Balloons for Back to Schoc	\$55.00
				E 01	005 108 000 000 405	08/22/22-Adobe Acropro Subs-Adobe Pro subsc	\$14.99
				E 01	005 110 000 000 401	08/17/22-Amazon-Staff toolkit supplies-breakaw.	\$65.36
				E 01	005 110 000 000 401	08/28/22-Amazon-Gray hanging folders-Enrollm	\$51.32
				E 01	005 110 000 000 401	08/29/22-Amazon-Label maker tape	\$14.78
				E 01	005 110 000 000 401	08/31/22-Amazon-Gray & green hanging folders	\$77.97
				E 01	005 110 000 000 401	09/05/22-WalMart-Cleaning vinegar-descale cofl	\$3.98
				E 01	005 110 000 000 401	09/09/22-DRI Signs-WLA Owl logo wall decals (	\$212.98
				E 01	005 108 000 000 455	08/29/22-Amazon-Dell Monitor dock, extension c	\$234.89
				E 01	005 810 000 000 401	08/16/22-The Home Depot-Impact driving set, c:	\$53.83
				E 01	005 810 000 000 401	08/16/22-The Home Depot-Wood 2x2x8 -office c	\$7.10
				E 01	005 810 000 000 401	08/17/22-Amazon-Garden fence posts & yellow	\$249.53
				E 01	005 810 000 000 401	08/17/22-Sherwin Williams-Gray paint for hallwa	\$265.65
				E 01	005 810 000 000 401	08/17/22-Amazon-Chair leg floor protectors-lunc	\$255.25
				E 01	005 810 000 000 401	08/22/22-Amazon-Frosted window privacy film	\$217.88
				E 01	005 810 000 000 401	08/26/22-The Home Depot-Electric drill/impact k	\$261.94
				E 01	005 810 000 000 401	08/29/22-Home Depot-Steel posts, zip ties, plier	\$158.65
				E 01	005 810 000 000 401	09/01/22-Amazon-Frosted window privacy film	\$31.99
				E 01	005 810 000 000 401	09/08/22-Amazon-Replacement air purifier filters	\$39.99
				E 01	005 810 000 000 401	09/12/22-Amazon-Replacement air purifier filter	\$24.74

# 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	005 810 000 000 330	08/24/22-Nitti Sanitation-Trash & Recyling Servi	\$507.86
				E 01	005 810 000 000 330	09/10/22-City of Woodbury-Water & sewer 6/29-	\$618.56
				E 01	005 110 000 000 820	08/24/22-Minnesota Historical Soci-MNHS SY 2	\$45.00
				E 01	010 630 000 000 406	08/18/22-IXL School Subscript-IXL classroom lic	\$1,079.00
				E 01	010 630 000 000 406	09/09/22-Learning A-Z-Raz-Plus classroom licer	\$228.00
				E 01	010 203 000 000 430	08/20/22-Amazon-Bookbins for classroom libran	\$93.52
				E 01	010 203 000 000 430	08/21/22-Amazon-Remediation supplies-easel p	\$100.37
				E 01	010 203 000 000 430	08/21/22-Sams-Clsrm supplies-Expo markers, C	\$58.19
				E 01	010 203 000 000 430	08/24/22-Amazon-Command wire hooks-Music	\$19.98
				E 01	010 203 000 000 430	08/24/22-Amazon-Command large hooks-Music	\$19.09
				E 01	010 203 000 000 430	08/24/22-Staples Direct-Cardstock & high capac	\$52.12
				E 01	010 203 000 000 430	08/24/22-Amazon-Remediation supplies-guided	\$8.99
				E 01	010 203 000 000 430	08/25/22-Amazon-Power supply for electric pian	\$27.28
				E 01	010 203 000 000 430	08/25/22-SchoolMate-2022-23 Middle School pl	\$500.00
				E 01	010 203 000 000 430	08/25/22-SchoolMate-2022-23 Elementary planr	\$1,296.75
				E 01	010 203 000 000 430	08/26/22-Amazon-Clsrm supplies-sheet protect	\$86.67
				E 01	010 203 000 000 430	08/28/22-Amazon-Clsrm supplies-library storage	\$76.62
				E 01	010 203 000 000 430	08/28/22-Amazon-Remediation supplies-transpa	\$4.99
				E 01	010 203 000 000 430	08/28/22-Amazon-Clsrm supplies-Command str	\$19.98
				E 01	010 203 000 000 430	08/29/22-Amazon-Clsrm supplies-Command str	\$21.98
				E 01	010 203 000 000 430	08/29/22-Home Depot-Clsrm supplies-Comman	\$44.00
				E 01	010 203 000 000 430	08/30/22-Target-Clsrm supplies-storage bins	\$23.50
				E 01	010 203 000 000 430	08/30/22-Amazon-Clsrm supplies-Responsive C	\$18.58
				E 01	010 203 000 000 430	08/31/22-Nasco-Art supplies-brushed, paint scr	\$182.80
				E 01	010 203 000 000 430	09/03/22-Home Science Tools-Dynamic mini-car	\$85.22
				E 01	010 203 000 000 430	09/04/22-Amazon-Styrofoam sheets-MS Scienc	\$29.99
				E 01	010 203 000 000 430	09/05/22-WalMart-Saltines-MS Science	\$1.12
				E 01	010 203 000 000 430	09/05/22-Dollar Tree-Misc storage containers-or	\$27.50
				E 01	010 203 000 000 430	09/05/22-Amazon-Magnetic whiteboard marker f	\$16.95
				E 01	010 203 000 000 430	09/05/22-Amazon-Wooden sticks, modeling clay	\$18.37
				E 01	010 203 000 000 430	09/06/22-Amazon-Golf balls-MS Science	\$12.18
				E 01	010 203 000 000 430	09/06/22-SP Arbor Scientific-Push-Pull Spring E	\$117.70
				E 01	010 203 000 000 430	09/06/22-Carolina Biologic-Onion Mitosis slides-	\$51.88
				E 01	010 203 000 000 430	09/08/22-Amazon-Credit-returned Chinese Calli	(\$59.95)
				E 01	010 203 000 000 430	09/08/22-Amazon-Credit-returned Chinese Calli	(\$134.91)
				E 01	010 203 000 000 430	09/07/22-The Home Depot-Cement paver blocks	\$9.52
				E 01	010 203 000 000 430	09/08/22-Amazon-Large bubble wrap-MS Scienc	\$7.99
				E 01	010 203 000 000 430	09/09/22-Amazon-Red/yellow colored counters-(	\$38.78

# 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	000 430	\$38.78
			E 01	010	203	000 430	\$469.95
			E 01	010	203	000 430	\$13.25
			E 01	010	203	000 430	\$78.22
			E 01	010	203	000 401	\$65.97
			E 01	010	203	000 401	\$31.02
			E 01	010	203	000 401	(\$69.99)
			E 01	010	203	000 401	\$69.99
			E 01	010	203	000 401	\$41.95
			E 01	010	203	000 401	\$56.89
			E 01	010	203	000 401	\$206.98
			E 01	010	203	000 401	(\$236.53)
			E 01	010	630	000 456	\$614.85
			E 01	010	630	000 466	\$417.00
			E 01	010	203	000 460	\$826.37
			E 01	010	203	000 460	\$238.85
			E 01	010	203	000 460	\$13.00
			E 01	010	203	000 460	\$8.15
			E 01	010	203	000 460	\$12.39
			E 01	010	203	000 460	\$13.46
			E 01	010	203	000 460	\$11.11
			E 01	010	203	000 460	\$8.99
			E 01	010	203	000 460	\$9.99
			E 01	010	203	000 460	\$5.99
			E 01	010	203	000 460	\$494.45
			E 01	010	203	000 460	\$11.58
			E 01	010	203	000 460	\$434.17
			E 01	010	203	000 460	\$10.90
			E 01	010	203	000 460	\$351.56
			E 01	010	203	000 460	\$47.45
			E 01	010	203	000 460	\$10.92
			E 01	010	203	000 460	\$7.84
			E 01	010	201	000 430	\$21.00
			E 01	010	420	000 419 433	\$49.00
<b>PO#:</b>		<b>Voucher #:</b>	<b>8752</b>	Invoice	<b>Invoice No:</b>	9,16,22	<b>Paid Amt:</b>
						9/16/2022	<b>\$13,415.48</b>
							<b>Check Amount:</b>
							<b>\$13,415.48</b>
							<b>Report Total:</b>
							<b>\$452,887.66</b>



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

**Date:** Wednesday, October 12, 2022

**Time:** 4.30pm

**Location:** Virtual Meeting

#### **Meeting Minutes**

**Meeting Call to Order and Roll Call - @ 4:33**

**Members present -** Brenda Kes, [Kathy Mortensen](#), [Jolene Skordahl](#), [Mandi Folks](#), [Judith Darling](#)

**Members absent -** [Bruna Burns](#)

#### **WLA Mission & Vision – Jolene Skordahl**

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

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

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

1. Reviewed financial statements for September 2022 - Brenda Kes
2. Implications for merging with MSA - [Kathy Mortensen](#), discussion ensued

#### **Housekeeping**

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Wednesday, November 9, 2022

Time: 4:30 pm

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

**Adjournment @ 5:20**





**Meeting:** Governance Committee  
**Date:** Thursday, October 13, 2022  
**Time:** 4:30 pm  
**Location:** Google Meets

## AGENDA

### Minutes:

The meeting was called to order by Jessica Erickson at 4:37 pm  
Members Present: Jess Erickson, Erin Neumann, Shelbi Pool, and Kathy Mortensen  
Members Absent: Natalie Sjoberg

### Development, Discussion, and Recommendations

- Discussion on VOA Recommendation to create policy or amend bylaws for the process of board member removal
  - Ready for the second reading
- Discussion of the use of political symbols in classrooms/school
  - We recommend not creating a policy on this but instead adding information on political symbols to the staff handbook
- 413 - Harassment and Violence
  - Kathy will finish on her own and share it with the committee
  - Governance will review and bring any changes directly to her
  - The policy will be ready for a second reading by the November board meeting
- 801- Equal Access of Facilities
  - Jess E and Kathy will look into for November governance meeting
- 806- Crisis Management Policy
  - Ready for the second reading
- 807- Health and Safety Policy
  - Reading for the second reading

### Future Discussions

- First reading of the 900 series
- Amend policy 418 to include staff storing medication away from students

### Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Thursday, November 10, 2022

Time: 4:30 p.m.

Location: Google Meet or room 107

### Adjournment

Meeting adjourned at 5:16 pm

**Woodbury Leadership Academy  
Board of Directors Code of Ethics**

**Purpose:** The purpose of this document is to assist WLA Board of Director members in recognizing the role of individual Board of Director members and the contribution that each must make to develop an effective and responsible Board of Directors.

Each WLA Board of Director member shall follow the code of ethics stated below.

- A. As a member of the WLA Board of Directors that person will:
- Listen.
  - Recognize the integrity of predecessors and associates.
  - Appreciate the merit of their work.
  - Be motivated by a desire to serve the students and families of the school.
  - Attempt to be informed on the proper duties and functions of a Board of Director member.
  - Recognize that it is a responsibility, together with other Board of Director members, to see that the school is properly run by qualified administrators.
  - Work with the administration employees of the Board of Directors – not over or around them.
  - Recognize that Board of Directors business may be legally transacted only in an open meeting of the Board of Directors and must follow all requirements of MN Open Meeting Law.
- B. In performing the proper functions of a Board of Director member that person will:
- Adhere to education policies unless necessity requires otherwise.
  - Meet the legal responsibility as part of a policy forming body and not as an administrative officer.
  - Act as a trustee of public education and protect, conserve, and advance its progress.
- C. To maintain relations with other members of the Board of Directors that person will:
- Respect the right of others to have and express opinions.
  - Recognize that authority rests with the Board of Directors in legal session – not with the individual members of the Board of Directors except as authorized by law.
  - Make no disparaging remarks, in or out of Board of Director meetings, about other members of the Board of Directors, Administration, Staff or their opinions.
  - Make decisions in Board of Director meetings after all sides of debatable questions have been presented.

- Delegate details of Board of Directors action to administrative employees.
  - Insist that special committees be appointed to serve only in an advisory capacity to the Board of Directors
- D. In meeting the responsibilities to the stakeholders that person will:
- Attempt to appraise both the present and future educational needs of the school.
  - Attempt to obtain adequate financial support for the school.
  - Interpret the needs and attitudes of the stakeholders and translate them into the educational program of the school.
  - Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.
  - Insist that business transactions of the school be on an ethical, open, and above board basis and not place the school in undue financial risk for gain.
- E. In working with the executive director/administration and staff that person will:
- Hold the executive director responsible for the administration of the school.
  - Give the executive director authority commensurate with the responsibility.
  - Assure that the school is administered by the best professional personnel available.
  - Consider the recommendation of the executive director in the appointment of all employees.
  - Participate in Board of Director action after considering the recommendation of the executive director and only after the executive director has furnished adequate information supporting the recommendation.
  - Expect the executive director to keep the Board of Directors adequately informed at all times through both oral and written reports.
  - Spend adequate time in Board of Directors meetings setting educational policies.
  - Give the executive director counsel and advice when requested.
  - Recognize the status of the executive director as an ex officio member of the Board of Directors
  - Refer all complaints to the proper administrative representative or insist that they be presented in writing to the whole Board of Directors.
  - Present any personal criticisms of employees to the executive director unless they involve the executive director and then in such case may present to the Board Chair.
  - Provide support for the executive director and employees of the school so they may perform their proper functions on a professional level.
- F. In fulfilling the legal obligations as a Board of Director Member that person will:

- Comply with all federal, state, local laws, and school requirements relating to work as a Charter School Board of Directors.
- Comply with all school policies as adopted by the Board of Directors
- Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over the school.
- Recognize that official school business may be legally transacted only in an open meeting of the Board of Directors
- Avoid conflicts of interest and refrain from using the position for personal gain.
- Take no private action that will compromise the school, Board of Directors or administration.
- Guard the confidentiality of information that is protected under applicable law or rule

#### 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.

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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 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.

*Adopted: July 22, 2014*

*Revised: October 13, 2022*

## **806 CRISIS MANAGEMENT POLICY**

### **I. PURPOSE**

The purpose of this Crisis Management Policy is to act as a guide for school and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in Woodbury Leadership Academy. The step-by-step procedures suggested by this Policy will provide guidance to Woodbury Leadership Academy staff in creating crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation.

Woodbury Leadership Academy will, to the extent possible, engage in ongoing emergency planning within Woodbury Leadership Academy and with first responders and other relevant community organizations. Woodbury Leadership Academy will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to school staff to enable them to act appropriately in the event of a crisis.

### **II. GENERAL INFORMATION**

#### **A. The Policy and Plans**

Woodbury Leadership Academy's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that the Director can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

Woodbury Leadership Academy's Director shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures, *which will be presented and approved by the Board of Directors. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy.* This Policy and the plans will be maintained and updated on an annual basis.

#### **B. Elements of the Crisis Management Policy**

##### **1. General Crisis Procedures**

The Crisis Management Policy includes general crisis procedures for securing the building, classroom evacuation, building evacuation, campus

evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. A communication system

~~806-1~~

will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. ~~Finally, all general crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.~~ All IEP and 504 plans will be honored in crisis management plans.

#### a. Lock-Down Procedures

Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the Director or their designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. The alert will be made using a pre-selected code word//phrase. Provisions for emergency evacuation should be maintained even in the event of a lock-down. The Director will submit lock-down procedures for their building as part of the building-specific crisis management plan.

#### b. Evacuation Procedures

Evacuations of classrooms and buildings shall be implemented at the discretion of the Director or their designee. The crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the Director or designee., as appropriate. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.



### c. Sheltering Procedures

Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change

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based upon the specific emergency. The Director or their designee will announce the need for sheltering over the public address system or other designated system. Each Director will submit sheltering procedures for his or her building as part of the building specific crisis management plan.

## 2. Crisis-Specific Procedures

The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school sponsored events and functions. These district-wide procedures are designed to enable the Director to tailor response procedures when creating building-specific crisis management plans.

## 3. School Emergency Response Teams

### a. Composition

The Director will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building Director. The building will maintain a current list of school emergency response team members, which will be updated annually. The Director, and their designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the Woodbury Leadership Academy office.

### b. Leaders

The building administrator or their designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a

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resource role and be available as necessary to emergency response officials.

### **III. PREPARATION BEFORE AN EMERGENCY**

#### **A. Communication**

##### **1. Employees**

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of Woodbury Leadership Academy's Crisis Management Policy and their own building's crisis management plan. The school's crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

##### **2. Students and Parents/Guardians**

Students and parents shall be made aware of Woodbury Leadership Academy's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school's building specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

#### **B. Planning and Preparing for Fire**

1. Designate a safe area away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion or otherwise in danger.

2. The building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations

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using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.

5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year.

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

7. Woodbury Leadership Academy will have prearranged sites for emergency sheltering and transportation as needed.

8. The Director will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). Woodbury Leadership Academy also will designate the Director or their designee to meet local fire or law enforcement agents upon their arrival.

### C. Facility Diagrams and Site Plans

The building will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the Director and on file in Woodbury Leadership office. A copy of any facility diagrams and site plans will be kept by the school's authorizer; Volunteers of America. Facility diagrams and site plans will be provided to first responders,

such as fire and law enforcement personnel.

#### D. Emergency Telephone Numbers

The building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in The Woodbury Leadership Academy office, as well as with the school's authorizer, and updated annually.

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School employees will receive training on how to make emergency contacts, including 911 calls, when Woodbury Leadership Academy's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

#### E. Warning Systems

Woodbury Leadership Academy shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings.

It shall be the responsibility of the Director to inform students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. The crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

#### F. Early School Closure Procedures

The Director will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will

specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

#### G. Media Procedures

The administration has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The Director will designate a spokesperson who will notify the media in the event of a

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crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

#### H. Grief-Counseling Procedures

Grief-counseling procedures will set forth the procedure for initiating grief counseling plans. The procedures will utilize available resources including contracted psychologist or counselors, community grief counselors, or others in the community. Grief-counseling procedures will be used whenever the administration or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The grief-counseling procedures shall include the following steps:

1. Administrator will meet with relevant persons to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling. 6.

Resume normal school routines as soon as possible.

### **IV. MISCELLANEOUS PROCEDURES**

## A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, and janitorial closets. Schools must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.

## B. Visitors

1. Woodbury Leadership Academy shall implement procedures mandating visitor sign in and visitors in school building.
2. Woodbury Leadership Academy shall implement procedures to minimize outside entry into the school building except at designated check-in points and assure that all doors are locked prior to and after regular building

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hours.



*Adopted: August 12, 2014*

*Amended: October 13, 2022*

## **807 HEALTH AND SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to assist Woodbury Leadership Academy in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

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

- A. The policy of Woodbury Leadership Academy is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
  
- B. All school employees have a responsibility for maintaining a safe and healthy environment within Woodbury Leadership Academy and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, Woodbury Leadership Academy may form a health and safety advisory committee to be appointed by the administration. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The director may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

### **III. PROCEDURES**



A. Based upon recommendations from the health and safety advisory committee and

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subject to the budget adopted by the Board of Directors to implement or maintain these recommendations, the Director will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within Woodbury Leadership Academy in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the Board of Directors on an annual basis and shall be an addendum to this policy. The Director shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.

C. Woodbury Leadership Academy shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

#### **IV. PROGRAM AND PLANS**

A. For the purpose of implementing this policy, the Director will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

1. Asbestos
2. Fire and Life Safety
3. Employee Right to Know
4. Emergency Action Planning
5. Combustible and Hazardous Materials Storage
6. Indoor Air Quality
7. Mechanical Ventilation
8. Mold Cleanup and Abatement
9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection

17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation

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20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in Woodbury Leadership Academy, the preparation of a plan or procedure for that risk will not be necessary.

- B. The Director shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The Director shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The Director shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, Woodbury Leadership Academy shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to the director as soon as possible.

## **V. BUDGET**

The Director shall be responsible to provide periodic Board of Directors review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations

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for additional plan requirements proposed to be adopted. The Director, or such other school official as designated by the director, each year shall prepare preliminary revenue and expenditure budgets for Woodbury Leadership Academy's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the Board of Directors and the public. The Board of Directors shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the Board of Directors to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

## **VI. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of Woodbury Leadership Academy's health and safety program to be achieved. Within applicable budget limitations, school employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school policies.





**Meeting:** Facilities Committee

**Date:** Tuesday, October 11, 2022

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

**Location:** Virtual Meeting

**Minutes:**

The meeting was called to order by Jason Livingston at 4:33 p.m.

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

Members Absent: None.

Others in attendance: Shawn Smith

The meeting ended at 5:18 p.m.

**Development, Discussion, and Recommendations**

- The new addition is 98% done, but 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 ideals for what to put in the fields – pavilion, sports field/court, older kid playground, etc.
- The 3-5<sup>th</sup> graders currently have recess in the bus loop. The committee is going to survey the 3-5<sup>th</sup> graders to see what type of play equipment they are most interested in. Kathy is going to draft a rendering of what the area could look like with some intentional play spaces for that age group and will present it to the committee at the November meeting.
- There was also a discussion on the facilities implications of a potential merger with MSA. Assuming that WLA would maintain the current Core Knowledge curriculum for K-5, and MSA would provide their current curriculum for 6-12, we could make room for all 6-8<sup>th</sup> graders (and relevant staff) at our current site to help alleviate MSA's space issues at their current site. (This meeting took place before MSA's October board meeting where they decided to wait to work through the merger decision until closer to the 2024-25 school year. We will revisit this at a later date.)

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Facilities Committee Meeting

Date: Tuesday, November 8, 2022

Time: 4:30 p.m. via Zoom