



Meeting: Board of Directors Annual Meeting

Date: Thursday, November 17th, 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 (Jolene Skordahl)

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

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

3.1 Approval of meeting agenda

Motion: _____ 2nd: _____ Vote: _____

3.2 Approval of October 26th, 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

6.1 Annual Audit Presentation

6.1.1 Approve Audit

Motion: _____ 2nd: _____ Vote: _____

6.2 Board Report (Shelbi Pool)

- 6.3 Director Report (Dr. Mortensen)
- 6.4 Financial Director Report (BerganKDV)
- 6.5 Finance Committee Report (Jolene Skordahl)
 - 6.5.1 Approve October Financials and November Finance Committee Minutes
Motion: _____ 2nd: _____ Vote: _____
- 6.6 Governance Committee Report (Natalie Sjoberg)
 - 6.6.1 Accept November Governance Committee Minutes and revised Code of Ethics for Board Members, enter policies 413, 801, 418, 902, 908, and 908B into second reading and enter the 200s series into first reading.
Motion: _____ 2nd: _____ Vote: _____
- 6.7 Facilities Committee Report (Mandi Folks)
 - 6.7.1 Accept November Facilities Committee Minutes
Motion: _____ 2nd: _____ Vote: _____
 - 6.7.2 Appoint Rich Washington to the Facilities Committee
Motion: _____ 2nd: _____ Vote: _____

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

- 8.1 Merger with MSA Update (Dr. Mortensen)
- 8.2 Strategic Planning Working Session (Shelbi Pool)
- 8.3 Review Student Enrollment Process (Dr. Mortensen)

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

- 9.1 Board Communication/Future Agenda Items- Reflection

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

WLA Regular Board of Directors Meeting

Date: Thursday, December 15th, 2022

Time: 5:30pm

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

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

Adjournment

Motion: _____ 2nd _____ Vote: _____

**NOVEMBER 17, 2022
STRATEGIC PLANNING
WORK SESSION**

A reminder to all WLA board members that we completed Strategic Planning in March, 2022. Also, that each month we touch on our progress on these goals at our regular board meeting, through the Director's Report, (Dr. Mortensen) the Finance Report, (Brenda Kes at BerganKDV) and through board committee reports. (Governance Committee, Natalie Sjoberg, Facilities Committee, Jason Livingston and/or Mandi Folks, and the Finance Committee, Jolene Skordahl)

AGENDA ITEM I: OUR STRATEGIC GOALS ARE AS FOLLOWS:

1. ***Exercise fiscal responsibility with sustainable growth, while maintaining quality facilities, ensuring competitive staff pay, and appropriating necessary instructional and operational supplies***
 - a. Our current budget is on target for an ADM of 680
 - b. Our Finance Committee meets monthly, and Dr. Mortensen meets with BerganKDV bi-weekly to review all finances
 - c. Our current ADM is at 696 which is an increase in enrollment for the 5th consecutive year, and an increase from last year
 - d. We are on track for sustainable growth while maintaining quality facilities, ensuring competitive staff pay, and appropriating necessary instructional and operational supplies

2. ***Provide a safe and healthy learning environment that celebrates our diversity and builds community***
 - a. With our new facility we have been able to add back in, some WLA traditions such as assemblies and special events, as well as cultivate new partnerships, and launch new activities that build school community
 - b. In response to feedback from parents we have also reviewed all of our bullying policies, made changes as needed, and further developed our staff training plans.

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***
 - a. We have designed all plans for our professional development and Professional Learning Communities (PLCs) to focus on using student data to inform our instruction.
 - b. We have completed domains development K-8, and feel ready to invite the Core Knowledge Foundation to our school to begin their on-site observations.

AGENDA ITEM II: MSA MERGER UPDATE AND CONSIDERATIONS:

1. Mission and Vision
2. Strategic Plan
3. Authorizer
4. Board Membership and Composition
5. Finances
6. Staffing
7. Curriculum
8. Operations

AGENDA ITEM III: FOLLOW-UP QUESTIONS FOR NEXT MEETING:

Woodbury Leadership Academy
Board of Directors Special Meeting Minutes
October 26th, 2022



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

Directors Absent: Natalie Sjoberg

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

Advisors Virtual: BerganKDV

Others in Attendance: N/A

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

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

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

1.2 Roll Call

Ms. Schrandt took roll.

2. WLA Mission and Vision

Ms Ohs 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 October 26, 2022 meeting agenda.” Mr. Sheak seconded. Motion passed unanimously.

3.2 Approval of September 22, 2022 and October 3, 2022 Meeting Minutes

Ms. Folks moved “to approve the September 22 and October 3 meeting minutes.” Mr. Sheak 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 were no public comments.

6. Board Training

6.1 Board Report

Ms. Pool reminded the Board that they had completed the Strategic Goals earlier this year. Ms. Pool highlighted a few key points of where we are in regards to our goals. She noted that WLA is on target for our ADM and we will hear more about this later tonight. Our current ADM is 693 which is up for the 5th consecutive year and we are also up by 58 students from last year. We are on track for sustainable growth. Our new facility has been able to give WLA the opportunity to start adding in traditions again while also cultivating new partnerships within the community and introducing new activities as well. These all help build our WLA community goal. For our third goal, staff had recently used a data dig day to utilize data to inform instructional practices.

6.2 Director Report

Ms. Mortensen discussed the Director Report.

- VOA (authorizer) was onsite and conducted our annual onsite visit and found that WLA is on track and had no issues.
- Ms. Mortensen would like the Board to start thinking about expanding for Pre-K or 9th grade.
- City of Woodbury is starting events at our facility as well
- Survey results have been processed and a memo will go out Friday. We had a 25% response rate. Many stakeholders had questions regarding finances, the timing, and other minor inquiries.
- Ms. Mortensen introduced Mr. Sharp to discuss the Washington DC trip for 7th and 8th graders.
 - o Mr. Sharp presented about how the Washington DC trip went this past summer and was asking for Board permission to go again next summer.

Ms. Folks made a motion for the Board's approval "for the 7th/8th graders to attend the Washington DC trip in June 2023." Ms. Skordahl seconded the motion. Motion passed unanimously.

6.3 Financial Director Report (BKDV)

Ms. Kes reviewed the September 2022 Executive Summary in the Board packet, noting the actual ADM is 693. The school currently has 105 days' cash on hand which is well above the requirement. The year is 25% complete, revenues are at 25.1% and expenditures disbursed are at 18.1% of the reporting period. Ms. Kes reviewed the September Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports.

Ms. Pool asked a question about an overdraft fee. Ms. Kes explained that the bank had made an error and will be refunding this amount.

6.4 Finance Committee Report

Ms Skordahl reported that the Finance Committee met on October 12th. The Committee spent time discussing the financial statements for September 2022. The committee discussed the implications of merging with MSA. There was some discussion on if MSA and WLA discuss merging more seriously, what the process would look like on looking into their financials.

6.4.1. Accept September Financials and October Finance Committee Minutes

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

6.5 Governance Committee Report

Ms. Pool reported the Governance Committee met October 13th and discussed several policies. Ms. Pool discussed the Policy regarding removal of a Board Member and put that in for approval for second reading.

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

Ms. Pool made a motion “to accept October Governance Committee Minutes and revised Code of Ethics for Board Members, and enter policies 806 and 807 into second reading.” Ms. Skordahl seconded the motion. Motion passed unanimously.

6.6 Facilities Committee Report

Ms. Folks reported that the Facilities Committee met on October 11th. The committee discussed ideas of what could be added to the fields across from the school, recess equipment for the older grades in the bus loop, and also the facilities if there was a merger.

6.6.1. Accept September Facilities Committee Minutes.

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

7. Board Discussion and Business

7.1 Approval of Annual Report

Dr. Mortensen discussed the Annual Report briefly and the need for Board approval. The report reviews many items regarding WLA from the past year.

Ms. Folks made a motion “to approve the Annual Report.” Ms. Skordahl seconded the motion. Motion passed unanimously.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Ms. Pool suggested to the Board that they have a working session in regards to the discussion and planning of expanding to PreK or 9th grade. The Board agreed to have this working session towards the end of the next Board meeting (November 17th).

9. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, November 17th, 2022

Time: 5:30pm

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

10. Adjournment

Ms. Skordahl motioned “to adjourn tonight’s meeting.” Ms. Ohs seconded the motion. Motion passed unanimously. The meeting adjourned at 6:25 PM.

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

DRAFT

**WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, NOVEMBER 17, 2022**

Dr. Kathleen Mortensen

I. Organizational Leadership

- The Facilities Committee met on November 8th
- There were additional facilities focused meetings on the 3rd, 14th, and 16th with MSA
- The Finance Committee met on November 10th
- Additional finance focused meetings were held on November 3rd, 9th and with MSA on the 14th
- The Governance Committee met on November 10th
- An additional governance related meeting was held on November 2nd
- ADM as of November 14th = 696 (one student moved from area, and the student will be returning in January, and four new students)
- Attached herein is a brief summary of programming for a pre-kindergarten program as well as a 9th grade program, for the board to peruse. We can return to these models once a determination has been made on whether or not to merge with MSA

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 Grading Day will be held on November 23rd
 - PLCs continue to review student academic data, with most grade levels making significant progress towards annual goals. At this point in time a shout out goes to the grade three students and teachers! They have already achieved 40% proficiency with where they should be by the end of the school year!

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.

IV. Human Resource Management

- Desiree Diaz and Caden Hunt have both resigned their positions at WLA. Brianna Klein has been hired to fill the health services position and Peter Niederbach has been hired to replace a para position. We are also interviewing for additional paraprofessionals.
- Paula Krippner, our Special Education Director, Emma Beck, and myself, have been working with the K-2 teachers to develop a resource room model program to support our youngest students.

V. Provision for a Safe and Effective Learning Environment

- A lock-down drill was conducted on November 8th

- On November 10th, we did dismiss students about 20 minutes early due to a funny smell in two classrooms. All students were escorted out of the building in an orderly manner and they waited outside for the buses and parent pick-up. The fire department did come to check on things. No smoke or fire was ever detected, and it is thought that the company who was doing work on the roof earlier that afternoon, may have been responsible for the smells.

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.”*
 - Our 4th grade Veterans Day concert was held on November 7th with strong parent turnout and a Color Guard. Cecelia Lauermann and her students did a great job!
 - Our 2nd grade students enjoyed a field trip to Dodge Nature Center on November 2nd
 - “Give to the Max” efforts have been launched. The WLA goal is to reach \$15,000 this year. The funds will likely be spent on technology and playground equipment.

PRE-K PROGRAMMING

I. CURRICULUM AND ASSESSMENTS

- High Scope Child Observation Record (COR)
 - Standardized Assessment Instrument
 - Aligned with the Minnesota Early Childhood Indicators of progress & Minnesota's Early Learning Standards
- Opening the World of Learning (OWL)
 - Curriculum
 - Aligned with Minnesota's Early Learning Standards
- Core Knowledge Sequence Pre-K
 - Aligned with our K-8 programming

II. STAFFING

- 10:1 Student to adult ratio
 - Initially no more than 40 students
- 1 - 4 Adults needed
 - 1 staff must be licensed in early childhood education
- 1 site director needed (part-time is adequate)

III. FACILITIES

- Setting would be in building "A" on 1st floor.
- Major renovations would not be needed initially, but would be planned for over 2-5 years.
- Initial renovations would include developing a larger entryway, removing a wall between two classrooms, and installing cubbies, benches, and some items for gross motor skills movement.

IV. BUDGET

- a. Funding
 - i. State - Public
 - ii. Families - Private
- b. Curriculum needed
 - i. Curriculum Resources
 - ii. Furniture and fine motor skills resources
- c. Start-up cost approximately \$120,000 with additional staffing costs

9th GRADE PROGRAMMING

V. CURRIULUM AND ASSESSMENTS

- a. NWEA - MAP Growth
 - i. Standardized assessment instrument
- b. Math
 - i. College Preparatory Mathematics (CPM)
 - ii. Aligned with K-8 curriculum & standards
- c. ELA
 - i. Themed Literature (i.e Ancient literature)
 - ii. Grammar & Writing aligned with standards
- d. Social Studies
 - i. Geography - McGraw Hill
 - ii. Aligned with state standards
- e. Science
 - i. Open Sci-Ed (currently being released)
 - ii. Continuation of CKsci

VI. STAFFING

- a. 25:1 student to teacher ratio
- b. Partner with another school (such as an online setting) would be needed initially to launch 9th grade programming. This could be contracted out.

VII. FACILITIES

- a. Added to 3rd Floor Building B
- b. No Renovations needed
- c. 1:1 lap tops for students needed

VIII. BUDGET

- a. Added 2-4 staff members
- b. Curriculum materials for all subject areas
- c. Start-up costs approximately \$20,000 with additional staffing costs



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

Financial Statements

October 31, 2022

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

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

Woodbury Leadership Academy
Woodbury, Minnesota
October 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 109 days of annual expenditures. This is above 45 days meets minimum bond covenants.

Financial Statement Key Points

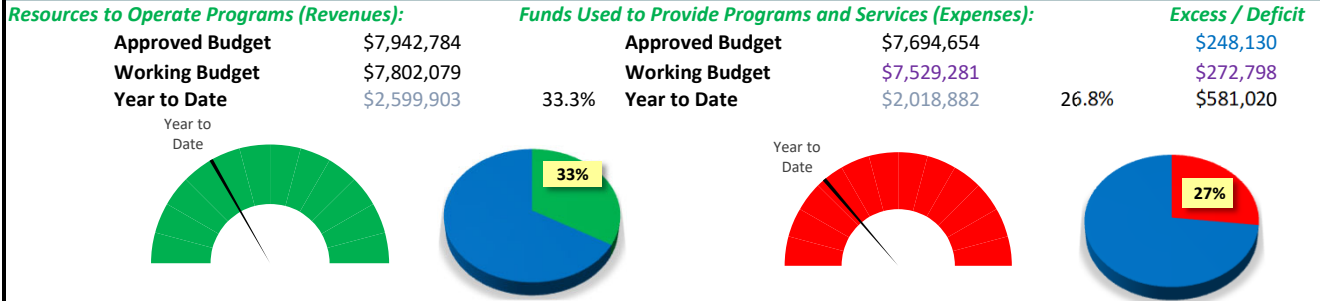
- * As of month-end, 33% of the year was complete.
- * Cash Balance as of the reporting period is \$2,251,626 up from \$2,162,668 in the previous month.
- * State Aids Receivable 21-22 balance is -\$26,610 as of the reporting period. The final amounts will be paid back through next spring.
- * Revenues received at end of the reporting period – 33.3% of working budget.
- * Expenditures disbursed at end of the reporting period – 26% of working budget.

Other Items

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

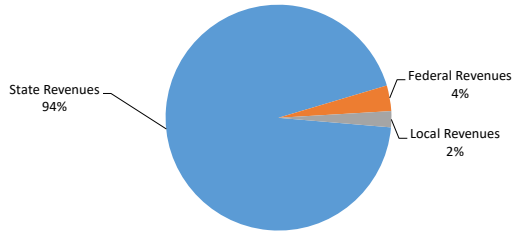
Woodbury Leadership Academy
Woodbury, MN
Financial Statements Dashboard
October 31, 2022

Financial Summary - Budgeted Amounts and Year to Date Activity

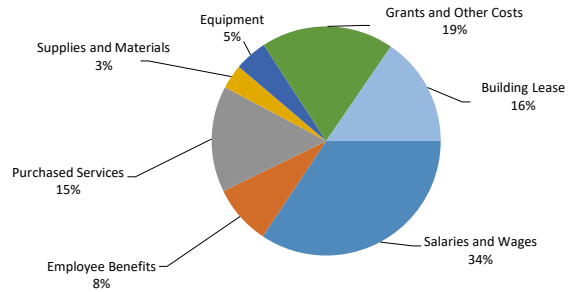


Budgets for the Year

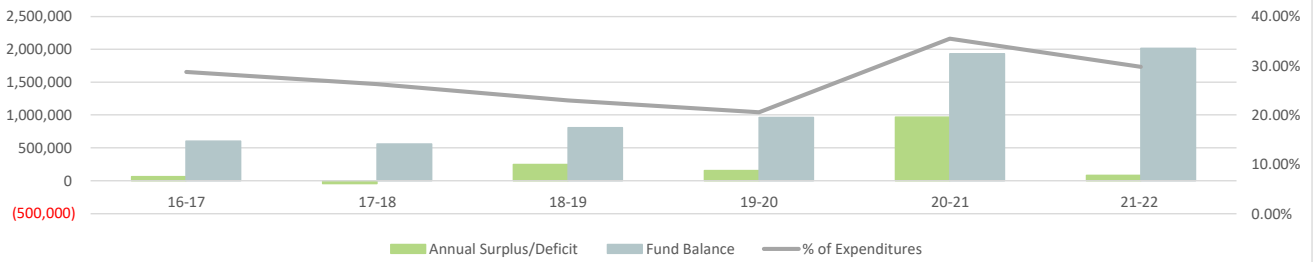
Where funds will come from to operate the school:

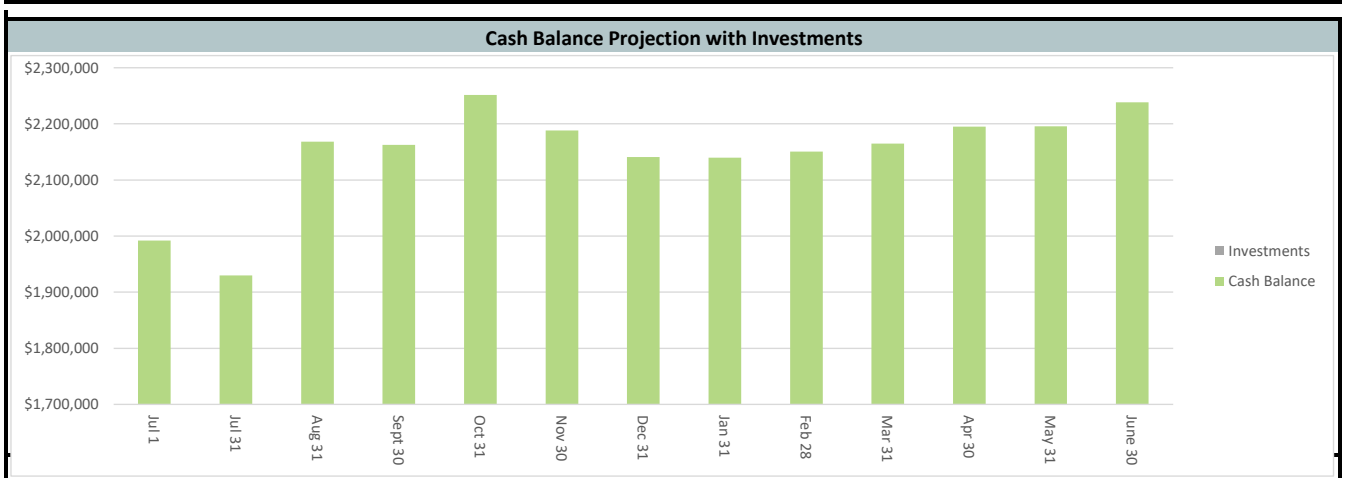
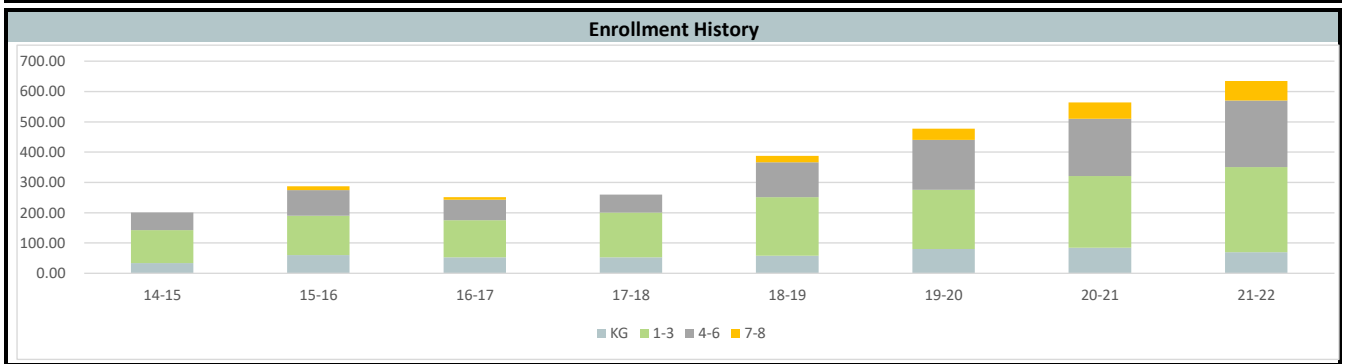
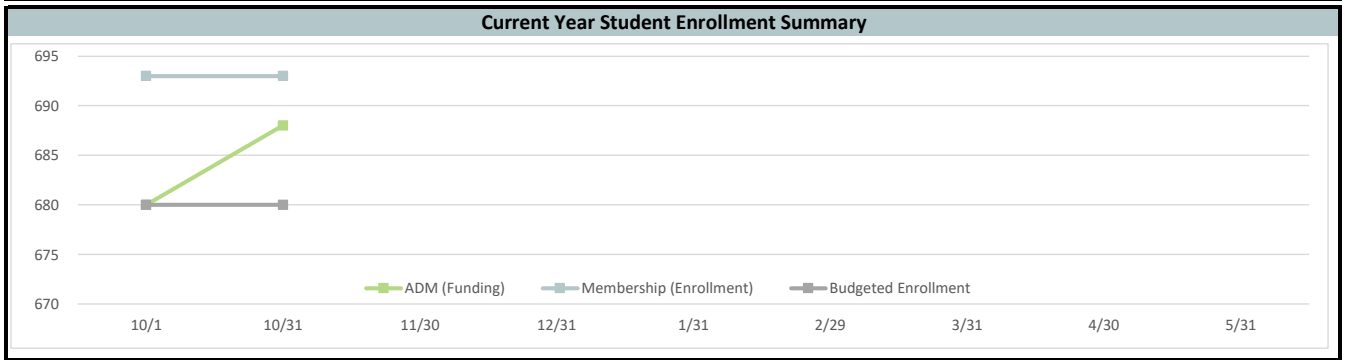
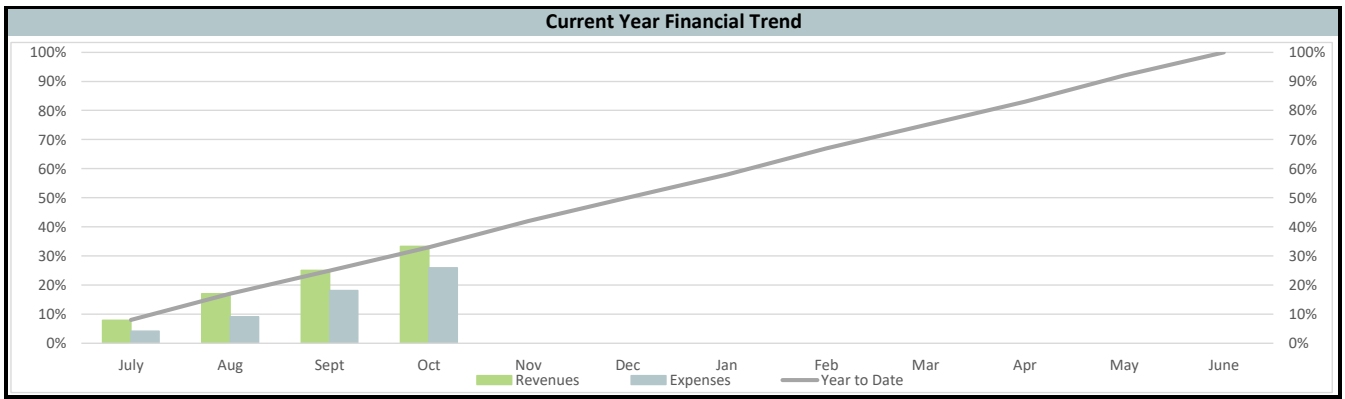


How the money is budgeted to be spent:



Fund Balance History





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

	Audited Balance June 30, 2022	Ending Balance
Assets		
Cash and Investments	\$ 1,992,176	\$ 2,251,626
Accounts Receivable	-	-
Due from Other Funds	93,744	121,920
State Aids Receivable	301,277	(26,610)
Current Year State Holdback Receivable		227,931
Federal Aids Receivable	107,781	59,721
Prepaid Expenses and Deposits	24,228	620
Payroll Deductions and Contributions (Prepaid)	-	-
	<hr/>	<hr/>
Total All Assets	\$ 2,519,206	\$ 2,635,208
Liabilities and Fund Balance		
Current liabilities		
Salaries and Wages Payable	\$ 206,350	\$ 51,743
Accounts Payable	124,767	-
Payroll Deductions and Contributions (Owed)	172,473	(13,172)
Total current liabilities	503,589	38,571
Fund balance		
Fund balance 07-01-2021	\$ 1,932,193	\$ 2,015,617
Net income to date fy 22 & 23	83,424	581,020
Total fund balance	2,015,617	2,596,638
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Total liabilities and fund balance	\$ 2,519,206	\$ 2,635,208
<i>Current Days of cash on hand</i>		109

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

Months: 4 0.33%

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	\$ 1,983,483	37.9%	(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	-	-	227,931	-	-00
Total State Revenues	7,602,240	7,334,074	2,444,691	33.3%	(268,166)

Federal Revenues

Federal Title I, II, V	31,055	34,055	14,514	42.6%	3,000
Federal Special Education	81,899	81,899	3,755	4.6%	-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	2,922	25.4%	-00
Federal ESSER III, 161	19,021	19,021	-	0.0%	-00
Federal ESSER Summer Learning, 163	-	-	8,035	-	-
Federal Testing Grant, 170	-	-	4,377	-	-00
Federal ESSER III, 169	122,442	122,442	25,718	21.0%	-00
Total Federal Revenues	283,544	286,544	59,721	20.8%	3,000

Local Revenues

Fees from Students	31,600	29,600	29,501	99.7%	(2,000)
Medical Assistance	2,400	2,300	2,566	111.6%	(100)
Interest Earnings	1,000	22,518	13,588	60.3%	21,518
Contributions and Gifts, Give to the Max	20,000	20,000	208	1.0%	-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	95,491	52.6%	124,461

Total Revenues	\$ 7,942,784	\$ 7,802,079	\$ 2,599,903	33.3%	(140,705)
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Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
October 31, 2022

Months: 4 0.33%

	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
Expenditures					
Salaries and Wages	\$ 2,753,361	\$ 2,587,075	\$ 690,281	26.7%	(166,286)
Employee Benefits	730,641	633,431	166,806	26.3%	(97,210)
Contracted Services	248,643	240,643	76,470	31.8%	(8,000)
Technology Services	21,200	19,900	5,943	29.9%	(1,300)
Communication Services	10,400	9,700	2,309	23.8%	(700)
Postage	2,900	2,700	2,218	82.1%	(200)
Utilities	147,500	147,500	42,323	28.7%	-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	173,702	30.3%	39,961
Field Trip Transportation	14,480	13,600	-	0.0%	(880)
Travel and Conferences	8,300	7,800	3,729	47.8%	(500)
Field Trip Admissions	25,400	23,800	8,365	35.2%	(1,600)
Building Lease	1,164,150	1,164,150	388,050	33.3%	-00
Other Rentals and Leases	2,000	2,000	0	0.0%	-00
Office Supplies/General Supplies	45,500	42,800	23,475	54.9%	(2,700)
Maintenance Supplies	53,800	50,500	16,731	33.1%	(3,300)
Non-Instructional Software	28,700	27,000	14,436	53.5%	(1,700)
Instructional Software	17,000	16,000	14,177	88.6%	(1,000)
Instructional Supplies	35,600	33,500	19,487	58.2%	(2,100)
Textbooks and Workbooks	73,100	68,700	43,105	62.7%	(4,400)
Standardized Tests	13,200	12,400	-	0.0%	(800)
Media/Library Resources	-	-	-	-	-00
Food	11,900	7,200	5,508	76.5%	(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	6,325	25.4%	(1,700)
Dues and Memberships	34,900	34,900	119	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
October 31, 2022

Months: 4 0.33%

	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	201,205	19.4%	133,022
ADSIS	43,204	43,204	7,305	16.9%	-00
Federal Title I, II, V	31,055	31,055	14,514	46.7%	-00
Federal Special Education	81,899	81,899	3,755	4.6%	-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	2,922	25.4%	-00
Federal ESSER III, 161	19,021	19,021	-	0.0%	-00
Federal ESSER Summer Learning, 163			8,035	-	
Federal ESSER Summer Learning, 169			25,718	-	
Federal Testing Grant, 170			4,377	-	-00
Federal ESSER III, 169 Pandemic Enrollment Loss	122,442	122,442	-	0.0%	-00

Total expenditures	\$ 7,687,154	\$ 7,521,781	\$ 2,018,882	26.8%	(165,373)
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General fund net income	\$ 255,630	\$ 280,298	\$ 581,020		24,668
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Community Services Fund - 04

Revenues

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

Purchased Services	\$ -	\$ -	\$ -	-	-00
Supplies and Materials, Snacks	-	-	-	-	-00
Equipment	7,500	7,500	-	0.0%	-00
Dues and Memberships	-	-	-	-	-00

Total Expenditures	\$ 7,500	\$ 7,500	\$ -	0.0%	-00
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Community Services Fund Net Income	\$ (7,500)	\$ (7,500)	\$ -		-00
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**Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
October 31, 2022**

Months: 4 0.33%

	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
Total All Funds					
Revenues					
State Revenues	\$ 7,602,240	\$ 7,334,074	\$ 2,444,691	33.3%	(268,166)
Federal Revenues	283,544	286,544	59,721	20.8%	3,000
Local Revenues	57,000	181,461	95,491	52.6%	124,461
Total Revenues	\$ 7,942,784	\$ 7,802,079	\$ 2,599,903	33.3%	(140,705)
Expenditures					
Salaries and Wages	\$ 2,753,361	\$ 2,587,075	\$ 690,281	26.7%	(166,286)
Employee Benefits	730,641	633,431	166,806	26.3%	(97,210)
Purchased Services	2,313,748	2,294,029	730,447	31.8%	(19,719)
Supplies and Materials	278,800	258,100	136,920	53.1%	(20,700)
Equipment	342,769	348,289	25,134	7.2%	5,520
Grants and Other Costs	1,275,335	1,408,357	269,294	19.1%	133,022
Total Expenditures	\$ 7,694,654	\$ 7,529,281	\$ 2,018,882	26.8%	(165,373)
Total Revenues All Funds	\$ 7,942,784	\$ 7,802,079	\$ 2,599,903	33.3%	(140,705)
Total Expenditures All Funds	\$ 7,694,654	\$ 7,529,281	\$ 2,018,882	26.8%	(165,373)
Net Income - All Funds	\$ 248,130	\$ 272,798	\$ 581,020		24,668

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

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

**Woodbury Leadership Academy
Cash Flow Projection Summary
2022-2023 School Year**

Period Ending	Cash Inflows (Revenues)				Total Receipts	Cash Outflows (Expenditures)				Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts	Prior Year State and Federal Holdback		Salaries (Cash flow budgeted at Gross but updated at Net)	Other Expenses Actual Includes Benefits (Tax Payments, PERA, TRA) and AP	Payments made on behalf of the building company	Total Expenses	
									Beginning Balance	\$ 1,992,176
Jul 31	\$ 474,521	\$ -	\$ -	\$ -	\$ 474,521	\$ 163,022	\$ 373,919	\$ -	\$ 536,941	1,929,757
Aug 31	\$ 621,505	\$ -	\$ 64,666	\$ 172,146	\$ 858,317	\$ 241,359	\$ 378,370		\$ 619,729	2,168,345
Sept 30	\$ 568,935	\$ -	\$ 19,194	\$ 69,407	\$ 657,536	\$ 210,325	\$ 452,888		\$ 663,213	2,162,668
Oct 31	\$ 551,799	\$ -	\$ 12,906	\$ 154,304	\$ 719,010	\$ 216,364	\$ 413,689		\$ 630,053	2,251,625
Nov 30	\$ 544,453	\$ -	\$ 4,000	\$ -	\$ 548,453	\$ 322,748	\$ 289,177		\$ 611,924	2,188,154
Dec 31	\$ 544,453	\$ -	\$ 4,000	\$ -	\$ 548,453	\$ 251,585	\$ 344,164		\$ 595,749	2,140,858
Jan 31	\$ 544,453	\$ 47,280	\$ 4,000	\$ -	\$ 595,733	\$ 255,931	\$ 340,657		\$ 596,588	2,140,003
Feb 28	\$ 549,953	\$ 47,280	\$ 4,000	\$ -	\$ 601,233	\$ 260,166	\$ 330,678		\$ 590,843	2,150,393
Mar 31	\$ 549,953	\$ 47,280	\$ 4,000	\$ -	\$ 601,233	\$ 250,184	\$ 336,825		\$ 587,009	2,164,616
Apr 30	\$ 549,953	\$ 47,280	\$ 4,000	\$ 22,635	\$ 623,868	\$ 250,534	\$ 343,121		\$ 593,655	2,194,829
May 31	\$ 549,953	\$ 47,280	\$ 4,000	\$ -	\$ 601,233	\$ 256,639	\$ 343,899		\$ 600,538	2,195,524
June 30	\$ 558,081	\$ 47,280	\$ 4,000	\$ -	\$ 609,361	\$ 264,051	\$ 302,665	\$ -	\$ 566,716	2,238,168
Projected	6,608,013	283,679	128,766	418,493	7,438,951	2,942,907	4,250,051	-	7,192,958	
	6,600,667	283,679	181,461	409,058		3,059,481	4,265,687		7,529,281	(336,323)
				(9,435)						
Totals	6,608,013	283,679	128,766	418,493	7,438,951	2,942,907	4,250,051		7,192,958	2,238,168

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
October 31, 2022

305 - Contracted Services Detail	FY23			% spent	Notes:
	Original Budget	Working Budget	Actual		
Advertising & Marketing	4,000	4,000	62	1.6%	
Board Related Services	3,000	3,000	-	0.0%	
Financial Management Services	77,112	77,112	25,800	33.5%	
Time & Attendance Fees	9,300	9,300	1,752	18.8%	
Audit & Tax Services	11,216	11,600	11,600	100.0%	
Background Checks	2,100	2,100	-	0.0%	
Bank Fees	3,850	7,850	3,069	39.1%	
Grant Writing	-	-	-	0.0%	
Benefit Fees	700	700	218	31.2%	
Strategic Planning Consultant	8,000	-	-	0.0%	
Legal Services	15,000	15,000	887	5.9%	
Substitutes/Student Services/ESL	15,000	15,000	255	1.7%	
Nursing	7,200	7,200	2,113	29.3%	
Janitorial Services- Robemy Cleaning	80,580	80,580	30,126	37.4%	
Other Fees	11,585	7,201	589	8.2%	
	248,643	240,643	76,470	31%	



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

Supplemental Reports

October 31, 2022

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

October 2022

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
1849	4228	OLDN	CR1022													
FY23 Oct Square				1858	Credit	A 10/31/22		Check	1 M	Miscellaneous Customer						
						4228 R 01 005 000 000 000 050				Oct Milk Sales					165.00	0.00
														Receipt Total:	\$165.00	\$0.00
FY23 Oct Square				1859	Debit	A 10/31/22		Check	1 M	Miscellaneous Customer						
						4228 E 01 005 112 000 000 305				Square fees					(4.49)	0.00
														Receipt Total:	(\$4.49)	\$0.00
														Deposit Total:	\$160.51	\$0.00
1850	4228	OLDN	CR1022													
FY23 Oct donations				1860	Credit	A 10/12/22		Check	1 M	DONATE Donations						
						4228 R 01 005 000 000 000 096				Mighty Cause					20.00	0.00
														Receipt Total:	\$20.00	\$0.00
														Deposit Total:	\$20.00	\$0.00
1851	4228	OLDN	CR1022													
FY23 IDEAS				1861	Credit	A 10/14/22		Check	1 M	Miscellaneous Customer						
						4228 R 01 005 000 000 000 211				FY23 Gen Ed Aid					275,311.58	0.00
														Receipt Total:	\$275,311.58	\$0.00
														Deposit Total:	\$275,311.58	\$0.00
1852	4228	OLDN	CR1022													
FY23 IDEAS				1862	Credit	A 10/28/22		Check	1 M	Miscellaneous Customer						
						4228 B 01 121 000				FY22 Gen Ed Aid					145,281.33	0.00
						4228 B 01 121 000				FY22 Charter Sch Lease					8,509.46	0.00
						4228 B 01 121 000				FY22 Literacy Incentive					513.36	0.00
						4228 R 01 005 000 000 000 211				Fy23 Gen Ed Aid					276,487.87	0.00
														Receipt Total:	\$430,792.02	\$0.00
														Deposit Total:	\$430,792.02	\$0.00
1853	4228	OLDN	CR1022													
FY23 Oct Interest				1863	Credit	A 10/31/22		Check	1 I	Interest						
						4228 R 01 005 000 000 000 092				Interest Earnings					4,921.63	0.00
														Receipt Total:	\$4,921.63	\$0.00
														Deposit Total:	\$4,921.63	\$0.00

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1854	4228	OLDN	CR1022													
10.28.22	Bill.com	VOID		1864	Credit	A	10/28/22	Check	1	M						
							4228 B 01 118 000			Miscellaneous Customer						
										Northwest Asphalt refund					3,300.00	0.00
														Receipt Total:	\$3,300.00	\$0.00
														Deposit Total:	\$3,300.00	\$0.00
1855	4228	OLDN	CR1022													
10.31.22	Deposit			1865	Credit	A	10/31/22	Check	1	M						
							4228 R 01 005 000 000 000 050			Miscellaneous Customer						
										Pizza Friday Sales					1,766.50	0.00
														Receipt Total:	\$1,766.50	\$0.00
														Deposit Total:	\$1,766.50	\$0.00
1856	4228	OLDN	CR1022													
10.31.22	Deposit			1866	Credit	A	10/31/22	Check	1	M						
							4228 R 01 005 000 000 000 050			Miscellaneous Customer						
							4228 R 01 005 000 000 000 050			Milk Sales					489.75	0.00
							4228 R 01 005 000 000 000 050			Planner Sales					20.00	0.00
							4228 R 01 005 000 000 372 071			MN IEP					1,249.63	0.00
							4228 R 01 005 000 000 372 071			MN IEP					827.65	0.00
							4228 R 01 005 000 000 372 071			MN IEP					150.63	0.00
														Receipt Total:	\$2,737.66	\$0.00
														Deposit Total:	\$2,737.66	\$0.00
														Report Total:	\$719,009.90	\$0.00

WOODBURY LEADERSHIP ACADEMY

Payment Reg by Bank and Check October 2022

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
OLDN		8006		Wire	1	1064	HealthPartners - Group		No	Yes	No	10/28/2022	22,141.59
OLDN		8007		Wire	1	1064	HealthPartners - Group		No	Yes	No	10/28/2022	22,089.58
OLDN		8008		Wire	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	10/28/2022	444.00
OLDN		8009		Wire	1	1441	Old National		No	Yes	No	10/28/2022	602.30
OLDN		8010		Wire	1	1558	Bill.com		No	Yes	No	10/28/2022	105.56
OLDN		8011		Wire	1	1609	GIS Benefits		No	Yes	No	10/28/2022	5,337.00
OLDN		8012		Wire	1	1632	Xcel Energy		No	Yes	No	10/28/2022	4,718.25
OLDN		8013		Wire	1	1632	Xcel Energy		No	Yes	No	10/28/2022	8,011.19
OLDN		8014		Wire	1	1635	USBank		No	Yes	No	10/28/2022	97,012.50
OLDN		8015		Wire	1	1001	Public Employee Retirement Association		No	Yes	No	10/14/2022	4,203.44
OLDN		8016		Wire	1	1002	Teachers Retirement Association		No	Yes	No	10/14/2022	19,910.89
OLDN		8017		Wire	1	1003	Internal Revenue Service		No	Yes	No	10/14/2022	33,220.13
OLDN		8018		Wire	1	1004	MN Department of Revenue Service		No	Yes	No	10/14/2022	5,489.85
OLDN		8019		Wire	1	1417	VOYA		No	Yes	No	10/14/2022	239.90
OLDN		8022		BP	1	1029	The Home Depot		No	Yes	No	10/12/2022	74.60
OLDN		8023		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	10/12/2022	4,272.00
OLDN		8024		BP	1	1084	Phonak, LLC.		No	Yes	No	10/12/2022	1,742.06
OLDN		8025		BP	1	1150	JR Computer Associates		No	Yes	No	10/12/2022	1,200.00
OLDN		8026		BP	1	1208	Abdo, Eick & Meyers LLP		No	Yes	No	10/12/2022	11,600.00
OLDN		8027		BP	1	1216	Minnesota Historical Society		No	Yes	No	10/12/2022	480.00
OLDN		8028		BP	1	1233	Reno Mothes		No	Yes	No	10/12/2022	1,360.00
OLDN		8029		BP	1	1299	School Outfitters		No	Yes	No	10/12/2022	756.02
OLDN		8030		BP	1	1314	Hastings Bus Company		No	Yes	No	10/12/2022	13,344.24
OLDN		8031		BP	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	10/12/2022	6,450.00
OLDN		8032		BP	1	1518	Martin Law Firm		No	Yes	No	10/12/2022	886.75
OLDN		8033		BP	1	1541	Business Essentials		No	Yes	No	10/12/2022	610.20
OLDN		8034		BP	1	1555	DHH Consulting LLC	Ind/Sole Proprietor	No	Yes	No	10/12/2022	1,388.22
OLDN		8035		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	10/12/2022	356.08
OLDN		8036		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	10/12/2022	253.71
OLDN		8037		BP	1	1627	Hillyard Cleaners		No	Yes	No	10/12/2022	307.36
OLDN		8038		BP	1	1639	Navigate Care Consulting	Ind/Sole Proprietor	No	Yes	No	10/12/2022	225.00
OLDN		8039		BP	1	1644	Robemy Cleaning Services LLC	Ind/Sole Proprietor	No	Yes	No	10/12/2022	11,000.00
OLDN		8040		BP	1	1651	Autumn Handahl		No	Yes	No	10/12/2022	60.94
OLDN		8041		BP	1	1677	Dana Kinnunen		No	Yes	No	10/12/2022	94.50
OLDN		8042		BP	1	1013	Region V Computer Services		No	Yes	No	10/28/2022	2,244.75
OLDN		8043		BP	1	1029	The Home Depot		No	Yes	No	10/28/2022	2,224.44
OLDN		8044		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	10/28/2022	4,878.16
OLDN		8045		BP	1	1240	Keys to Communication		No	Yes	No	10/28/2022	10,485.00
OLDN		8046		BP	1	1241	Sheila Merzer		No	Yes	No	10/28/2022	218.75

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	Pay/Void		Amount
											Void	Date	
OLDN		8047		BP	1	1246	Sentient Healthcare	S Corporation	No	Yes	No	10/28/2022	275.00
OLDN		8048		BP	1	1249	Designs for Learning		No	Yes	No	10/28/2022	1,568.00
OLDN		8049		BP	1	1249	Designs for Learning		No	Yes	No	10/28/2022	830.80
OLDN		8050		BP	1	1302	Toshiba Financial Services		No	Yes	No	10/28/2022	2,479.64
OLDN		8051		BP	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	10/28/2022	6,450.00
OLDN		8052		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	10/28/2022	1,708.56
OLDN		8053		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	10/28/2022	356.08
OLDN		8054		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	10/28/2022	183.90
OLDN		8055		BP	1	1621	Cintas		No	Yes	No	10/28/2022	329.38
OLDN		8056		BP	1	1639	Navigate Care Consulting	Ind/Sole Proprietor	No	Yes	No	10/28/2022	812.50
OLDN		8057		BP	1	1639	Navigate Care Consulting	Ind/Sole Proprietor	No	Yes	No	10/28/2022	360.00
OLDN		8058		BP	1	1678	Double Jack Design Workshop		No	Yes	No	10/28/2022	5,201.25
OLDN		8059		BP	1	1678	Double Jack Design Workshop		No	Yes	No	10/28/2022	2,500.00
OLDN		8060		Wire	1	1001	Public Employee Retirement Association		No	No	No	10/31/2022	3,684.97
OLDN		8061		Wire	1	1002	Teachers Retirement Association		No	No	No	10/31/2022	19,805.94
OLDN		8062		Wire	1	1003	Internal Revenue Service		No	No	No	10/31/2022	32,573.26
OLDN		8063		Wire	1	1004	MN Department of Revenue Service		No	No	No	10/31/2022	5,446.98
OLDN		8064		Wire	1	1417	VOYA		No	No	No	10/31/2022	239.90
OLDN		8065		Wire	1	1508	First Bankcard		No	Yes	No	10/26/2022	3,401.07
OLDN		8066		Wire	1	1508	First Bankcard		No	Yes	No	10/12/2022	15,658.04
OLDN		8020	6202	Check	1	1670	SDDI Signs		Yes	No	No	10/31/2022	9,042.50
OLDN		8021	6203	Check	1	1670	SDDI Signs		Yes	No	No	10/31/2022	742.00

Bank Total: \$413,688.73

Report Total: \$413,688.73

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

October 2022

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
4228	OLDN	1064			HealthPartners - Group		Wire			
				B 01	215 010	Health Ins		\$22,141.59		
	PO#:	Voucher #:	8761	Invoice	Invoice No: 10.4.22				Paid Amt:	\$22,141.59
									Check Amount:	\$22,141.59
4228	OLDN	1064			HealthPartners - Group		Wire			
				B 01	215 010	Health Ins		\$22,089.58		
	PO#:	Voucher #:	8762	Invoice	Invoice No: 10.25.22				Paid Amt:	\$22,089.58
									Check Amount:	\$22,089.58
4228	OLDN	1369			BerganKDV Outsourced Services LLC		Wire			
				E 01	005 114 000 000 305	KPay Processing Fee		\$444.00		
	PO#:	Voucher #:	8758	Invoice	Invoice No: 10.14.22				Paid Amt:	\$444.00
									Check Amount:	\$444.00
4228	OLDN	1441			Old National		Wire			
				E 01	005 112 000 000 305	Service Charge:		\$602.30		
	PO#:	Voucher #:	8763	Invoice	Invoice No: 10.17.22				Paid Amt:	\$602.30
									Check Amount:	\$602.30
4228	OLDN	1558			Bill.com		Wire			
				E 01	005 112 000 000 305	Bill.com monthly fee		\$105.56		
	PO#:	Voucher #:	8759	Invoice	Invoice No: 10.17.22				Paid Amt:	\$105.56
									Check Amount:	\$105.56
4228	OLDN	1609			GIS Benefits		Wire			
				B 01	215 013	Life/LTD/STD:		\$2,442.95		
				B 01	215 009	Dental:		\$2,277.52		
				B 01	215 021	Vision		\$467.03		
				B 01	215 020	PPL:		\$97.50		
				E 01	005 110 000 000 305	Admin Fees		\$52.00		
	PO#:	Voucher #:	8760	Invoice	Invoice No: 10.26.22				Paid Amt:	\$5,337.00
									Check Amount:	\$5,337.00
4228	OLDN	1632			Xcel Energy		Wire			
				E 01	005 810 000 000 330	FY22 Electric Service		\$4,718.25		
	PO#:	Voucher #:	8765	Invoice	Invoice No: 10.6.22				Paid Amt:	\$4,718.25
									Check Amount:	\$4,718.25
4228	OLDN	1632			Xcel Energy		Wire			
				E 01	005 810 000 000 330	FY22 Electric Service		\$8,011.19		
	PO#:	Voucher #:	8766	Invoice	Invoice No: 10.25.22				Paid Amt:	\$8,011.19
									Check Amount:	\$8,011.19

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1635			USBank		Wire		
				E 01	005 850 000 348 570 Rent			\$97,012.50	
PO#:	Voucher #:	8764	Invoice	Invoice No:	10.5.22	10/28/2022	Paid Amt:	\$97,012.50	
							Check Amount:	\$97,012.50	
4228	OLDN	1001			Public Employee Retirement Association		Wire		
				B 01	215 007 PERA			\$4,203.44	
PO#:	Voucher #:	8754	Invoice	Invoice No:	S2023070	10/14/2022	Paid Amt:	\$4,203.44	
							Check Amount:	\$4,203.44	
4228	OLDN	1002			Teachers Retirement Association		Wire		
				B 01	215 006 TRA			\$19,910.89	
PO#:	Voucher #:	8756	Invoice	Invoice No:	S2023070	10/14/2022	Paid Amt:	\$19,910.89	
							Check Amount:	\$19,910.89	
4228	OLDN	1003			Internal Revenue Service		Wire		
				B 01	215 002 Federal Withholding			\$10,419.47	
				B 01	215 005 FICA			\$22,800.66	
PO#:	Voucher #:	8753	Invoice	Invoice No:	S2023070	10/14/2022	Paid Amt:	\$33,220.13	
							Check Amount:	\$33,220.13	
4228	OLDN	1004			MN Department of Revenue Service		Wire		
				B 01	215 003 MN Withholding			\$5,489.85	
PO#:	Voucher #:	8755	Invoice	Invoice No:	S2023070	10/14/2022	Paid Amt:	\$5,489.85	
							Check Amount:	\$5,489.85	
4228	OLDN	1417			VOYA		Wire		
				B 01	215 011 TSA			\$1,739.90	
				B 01	215 011 TSA			(\$1,500.00)	
PO#:	Voucher #:	8757	Invoice	Invoice No:	S2023070	10/14/2022	Paid Amt:	\$239.90	
							Check Amount:	\$239.90	
4228	OLDN	1029			The Home Depot		BP		
				E 01	005 810 000 000 401 FY23 Janitorial Supplies: soap			\$74.60	
PO#:	Voucher #:	8788	Invoice	Invoice No:	707380002	10/12/2022	Paid Amt:	\$74.60	
							Check Amount:	\$74.60	
4228	OLDN	1054			Integrative Therapy, LLC.		BP		
				E 01	010 420 000 740 394 OT 20.33 hrs @ \$90/hr			\$1,830.00	
				E 01	010 420 000 740 394 COTA Services 33 hrs @\$74/hr			\$2,442.00	
PO#:	Voucher #:	8781	Invoice	Invoice No:	3554	10/12/2022	Paid Amt:	\$4,272.00	
							Check Amount:	\$4,272.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1084			Phonak, LLC.		BP		
				E 01	010 420 000 740 556	SPED- Roger On Microphone/Roger X		\$1,742.06	
	PO#:	Voucher #:	8786	Invoice	Invoice No: 5137177088	10/12/2022	Paid Amt:	\$1,742.06	
							Check Amount:	\$1,742.06	
4228	OLDN	1150			JR Computer Associates		BP		
				E 01	005 605 000 000 315	FY23 Monthly Contract Services: Oct 2022		\$1,200.00	
	PO#:	Voucher #:	8790	Invoice	Invoice No: R20221497	10/12/2022	Paid Amt:	\$1,200.00	
							Check Amount:	\$1,200.00	
4228	OLDN	1208			Abdo, Eick & Meyers LLP		BP		
				E 01	005 116 000 000 305	Audit Progress Billing year ended 6.30.22		\$11,600.00	
	PO#:	Voucher #:	8784	Invoice	Invoice No: 462912	10/12/2022	Paid Amt:	\$11,600.00	
							Check Amount:	\$11,600.00	
4228	OLDN	1216			Minnesota Historical Society		BP		
				E 01	010 203 000 000 369	Gr. 6 Fieldtrip-Fort Snelling		\$480.00	
	PO#:	Voucher #:	8780	Invoice	Invoice No: 27501	10/12/2022	Paid Amt:	\$480.00	
							Check Amount:	\$480.00	
4228	OLDN	1233			Reno Mothes		BP		
				E 01	010 404 000 740 394	DAPE Services: Sept-17 hrs @ \$80/hr		\$1,360.00	
	PO#:	Voucher #:	8791	Invoice	Invoice No: WLA-0064	10/12/2022	Paid Amt:	\$1,360.00	
							Check Amount:	\$1,360.00	
4228	OLDN	1299			School Outfitters		BP		
				E 01	010 203 000 000 401	FY23 Magnetic Dry Erase boards		\$756.02	
	PO#:	Voucher #:	8789	Invoice	Invoice No: INV13873715	10/12/2022	Paid Amt:	\$756.02	
							Check Amount:	\$756.02	
4228	OLDN	1314			Hastings Bus Company		BP		
				E 01	005 760 000 723 360	SpEd busing-Sept		\$13,344.24	
	PO#:	Voucher #:	8776	Invoice	Invoice No: 9/30/2022	10/12/2022	Paid Amt:	\$13,344.24	
							Check Amount:	\$13,344.24	
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP		
				E 01	005 113 000 000 305	FY23 Sept Financial Management and Account !		\$6,450.00	
	PO#:	Voucher #:	8778	Invoice	Invoice No: 1173377	10/12/2022	Paid Amt:	\$6,450.00	
							Check Amount:	\$6,450.00	
4228	OLDN	1518			Martin Law Firm		BP		
				E 01	005 111 000 000 305	Legal Services -Sept 2022 Board Training		\$886.75	
	PO#:	Voucher #:	8777	Invoice	Invoice No: 9/30/2022	10/12/2022	Paid Amt:	\$886.75	
							Check Amount:	\$886.75	

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Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1541			Business Essentials		BP		
				E 01 010 203 000 000 430	copy paper & construction paper			\$610.20	
	PO#:	Voucher #:	8793	Invoice	Invoice No: WO-1207054-1	10/12/2022		Paid Amt:	\$610.20
								Check Amount:	\$610.20
4228	OLDN	1555			DHH Consulting LLC		BP		
				E 01 010 405 000 740 394	DHH Services: Sept-14.25 hrs@ \$94/hr/Mileage			\$1,388.22	
	PO#:	Voucher #:	8779	Invoice	Invoice No: 1177	10/12/2022		Paid Amt:	\$1,388.22
								Check Amount:	\$1,388.22
4228	OLDN	1594			InstantWhip- Minneapolis		BP		
				E 01 010 203 000 000 490	Lunch Milk			\$356.08	
	PO#:	Voucher #:	8782	Invoice	Invoice No: 4300310468	10/12/2022		Paid Amt:	\$356.08
								Check Amount:	\$356.08
4228	OLDN	1594			InstantWhip- Minneapolis		BP		
				E 01 010 203 000 000 490	Lunch Milk			\$253.71	
	PO#:	Voucher #:	8783	Invoice	Invoice No: 4300310774	10/12/2022		Paid Amt:	\$253.71
								Check Amount:	\$253.71
4228	OLDN	1627			Hillyard Cleaners		BP		
				E 01 005 810 000 000 401	Janitorial Supplies: Detergent, Sanitizer			\$307.36	
	PO#:	Voucher #:	8787	Invoice	Invoice No: 604899336	10/12/2022		Paid Amt:	\$307.36
								Check Amount:	\$307.36
4228	OLDN	1639			Navigate Care Consulting		BP		
				E 01 010 720 000 000 305	GenEd Offsite 2.25 hrs @ \$90/hr			\$202.50	
				E 01 010 420 000 740 394	SPED Off Site 0.25 hrs @ \$90/hr			\$22.50	
	PO#:	Voucher #:	8785	Invoice	Invoice No: 4736	10/12/2022		Paid Amt:	\$225.00
								Check Amount:	\$225.00
4228	OLDN	1644			Robemy Cleaning Services LLC		BP		
				E 01 005 810 000 000 305	Sept Cleaning			\$11,000.00	
	PO#:	Voucher #:	8792	Invoice	Invoice No: WLA-14	10/12/2022		Paid Amt:	\$11,000.00
								Check Amount:	\$11,000.00
4228	OLDN	1651			Autumn Handahl		BP		
				E 01 010 203 000 000 490	FY23 Reimb: Chess Club Snacks			\$60.94	
	PO#:	Voucher #:	8775	Invoice	Invoice No: 9/27/2022	10/12/2022		Paid Amt:	\$60.94
								Check Amount:	\$60.94
4228	OLDN	1677			Dana Kinnunen		BP		
				R 01 005 000 000 000 050	Refund Milk and Pizza money-Student withdrew			\$94.50	
	PO#:	Voucher #:	8774	Invoice	Invoice No: 9/27/2022	10/12/2022		Paid Amt:	\$94.50
								Check Amount:	\$94.50

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1013			Region V Computer Services		BP		
				E 01 005 108 000 000 405	FY23 2nd Quarter Membership Fee			\$2,244.75	
PO#:	Voucher #:	8797	Invoice	Invoice No:	15422	10/28/2022	Paid Amt:	\$2,244.75	
							Check Amount:	\$2,244.75	
4228	OLDN	1029			The Home Depot		BP		
				E 01 005 810 000 000 401	FY23 Janitorial Supplies: Swiffer kit, soap, bleac			\$2,224.44	
PO#:	Voucher #:	8811	Invoice	Invoice No:	710259995	10/28/2022	Paid Amt:	\$2,224.44	
							Check Amount:	\$2,224.44	
4228	OLDN	1054			Integrative Therapy, LLC.		BP		
				E 01 010 420 000 740 394	COTA Services 36.83 hrs @\$74/hr			\$2,725.66	
				E 01 010 420 000 740 394	OT 23.92 hrs @ \$90/hr			\$2,152.50	
PO#:	Voucher #:	8803	Invoice	Invoice No:	3589	10/28/2022	Paid Amt:	\$4,878.16	
							Check Amount:	\$4,878.16	
4228	OLDN	1240			Keys to Communication		BP		
				E 01 010 401 000 740 394	108.5 hrs @ \$90/hr, + 16 hrs @\$45/hr Mileage			\$10,485.00	
PO#:	Voucher #:	8794	Invoice	Invoice No:	9201770	10/28/2022	Paid Amt:	\$10,485.00	
							Check Amount:	\$10,485.00	
4228	OLDN	1241			Sheila Merzer		BP		
				E 01 010 411 000 740 394	1.75 hrs @ \$125/hr			\$218.75	
PO#:	Voucher #:	8802	Invoice	Invoice No:	23550	10/28/2022	Paid Amt:	\$218.75	
							Check Amount:	\$218.75	
4228	OLDN	1246			Sentient Healthcare		BP		
				E 01 010 405 000 740 394	Audiology: 2.5 hrs @ \$110/hr			\$275.00	
PO#:	Voucher #:	8796	Invoice	Invoice No:	125600	10/28/2022	Paid Amt:	\$275.00	
							Check Amount:	\$275.00	
4228	OLDN	1249			Designs for Learning		BP		
				E 01 010 420 000 740 394	S.Kelley 16 hrs @ \$98/hr			\$1,568.00	
PO#:	Voucher #:	8800	Invoice	Invoice No:	23-338	10/28/2022	Paid Amt:	\$1,568.00	
							Check Amount:	\$1,568.00	
4228	OLDN	1249			Designs for Learning		BP		
				E 01 010 420 640 419 366	S.Kelley 16 hrs @ \$98/hr			\$830.80	
PO#:	Voucher #:	8801	Invoice	Invoice No:	23-339	10/28/2022	Paid Amt:	\$830.80	
							Check Amount:	\$830.80	
4228	OLDN	1302			Toshiba Financial Services		BP		
				E 01 010 203 000 000 401	overages			\$1,190.99	
				E 01 010 605 000 000 560	FY23 Copier			\$1,288.65	
PO#:	Voucher #:	8809	Invoice	Invoice No:	5022147473	10/28/2022	Paid Amt:	\$2,479.64	
							Check Amount:	\$2,479.64	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP		
				E 01	005 113 000 000 305	Financial Management and Account Service		\$6,450.00	
PO#:	Voucher #:	8795	Invoice		Invoice No: 1175620	10/28/2022	Paid Amt:	\$6,450.00	
							Check Amount:	\$6,450.00	
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01	005 760 000 720 360	FY23 Fuel Surcharge-Sept		\$1,708.56	
PO#:	Voucher #:	8810	Invoice		Invoice No: 67627	10/28/2022	Paid Amt:	\$1,708.56	
							Check Amount:	\$1,708.56	
4228	OLDN	1594			InstantWhip- Minneapolis		BP		
				E 01	010 203 000 000 490	Lunch Milk		\$356.08	
PO#:	Voucher #:	8805	Invoice		Invoice No: 4300311078	10/28/2022	Paid Amt:	\$356.08	
							Check Amount:	\$356.08	
4228	OLDN	1594			InstantWhip- Minneapolis		BP		
				E 01	010 203 000 000 490	Lunch Milk		\$183.90	
PO#:	Voucher #:	8806	Invoice		Invoice No: 4300311353	10/28/2022	Paid Amt:	\$183.90	
							Check Amount:	\$183.90	
4228	OLDN	1621			Cintas		BP		
				E 01	005 810 000 000 401	FY23: Mats service		\$329.38	
PO#:	Voucher #:	8804	Invoice		Invoice No: 4134376690	10/28/2022	Paid Amt:	\$329.38	
							Check Amount:	\$329.38	
4228	OLDN	1639			Navigate Care Consulting		BP		
				E 01	010 420 000 740 394	SPED Off Site 5 hrs @ \$90/hr		\$450.00	
				E 01	010 420 000 740 394	SPED On Site 2.5 hrs @ \$100/hr		\$250.00	
				E 01	010 720 000 000 305	GenEd Offsite 1.25 hrs @ \$90/hr		\$112.50	
PO#:	Voucher #:	8807	Invoice		Invoice No: 4779	10/28/2022	Paid Amt:	\$812.50	
							Check Amount:	\$812.50	
4228	OLDN	1639			Navigate Care Consulting		BP		
				E 01	010 720 000 000 305	GenEd Offsite 3 hrs @ \$90/hr		\$270.00	
				E 01	010 420 000 740 394	SPED Off Site 1 hrs @ \$90/hr		\$90.00	
PO#:	Voucher #:	8808	Invoice		Invoice No: 4825	10/28/2022	Paid Amt:	\$360.00	
							Check Amount:	\$360.00	
4228	OLDN	1678			Double Jack Design Workshop		BP		
				B 01	118 000	ABC Architectural Pre-Design pkg & travel		\$5,201.25	
PO#:	Voucher #:	8798	Invoice		Invoice No: 22-020-01	10/28/2022	Paid Amt:	\$5,201.25	
							Check Amount:	\$5,201.25	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1678			Double Jack Design Workshop		BP		
				B 01 118 000	ABC Architectural Design-B105 contract pmt #1			\$2,500.00	
	PO#:	Voucher #:	8799	Invoice	Invoice No: 22-020-02	10/28/2022		Paid Amt:	\$2,500.00
								Check Amount:	\$2,500.00
4228	OLDN	1001			Public Employee Retirement Association		Wire		
				B 01 215 007	PERA			\$3,684.97	
	PO#:	Voucher #:	8769	Invoice	Invoice No: S2023080	10/31/2022		Paid Amt:	\$3,684.97
								Check Amount:	\$3,684.97
4228	OLDN	1002			Teachers Retirement Association		Wire		
				B 01 215 006	TRA			\$19,805.94	
	PO#:	Voucher #:	8771	Invoice	Invoice No: S2023080	10/31/2022		Paid Amt:	\$19,805.94
								Check Amount:	\$19,805.94
4228	OLDN	1003			Internal Revenue Service		Wire		
				B 01 215 002	Federal Withholding			\$10,438.98	
				B 01 215 005	FICA			\$22,134.28	
	PO#:	Voucher #:	8768	Invoice	Invoice No: S2023080	10/31/2022		Paid Amt:	\$32,573.26
								Check Amount:	\$32,573.26
4228	OLDN	1004			MN Department of Revenue Service		Wire		
				B 01 215 003	MN Withholding			\$5,446.98	
	PO#:	Voucher #:	8770	Invoice	Invoice No: S2023080	10/31/2022		Paid Amt:	\$5,446.98
								Check Amount:	\$5,446.98
4228	OLDN	1417			VOYA		Wire		
				B 01 215 011	TSA			\$239.90	
	PO#:	Voucher #:	8812	Invoice	Invoice No: S2023080	10/31/2022		Paid Amt:	\$239.90
								Check Amount:	\$239.90
4228	OLDN	1508			First Bankcard		Wire		
				E 01 005 110 000 000 320	10/07/22-HumbleFax			\$10.00	
				E 01 005 110 000 000 320	10/11/22-Comcast			\$399.85	
				E 01 005 110 000 000 820	10/10/22-WashCo Phe-Concessions food licens			\$24.00	
				E 01 005 110 000 000 490	10/08/22-Olive Garden			\$176.85	
				E 01 005 110 000 000 401	10/10/22-DRI Printing Services			(\$14.63)	
				E 01 005 810 000 000 330	10/11/22-City of Woodbury			\$2,193.56	
				E 01 010 203 000 000 430	10/10/22-Amazon			\$8.99	
				E 01 010 203 000 000 430	10/10/22-Amazon			\$20.98	
				E 01 010 203 000 000 430	10/10/22-Amazon			\$9.99	
				E 01 010 203 000 000 430	10/10/22-WalMart			\$21.77	
				E 01 010 203 000 000 430	10/10/22-Amazon			\$35.96	
				E 01 010 203 000 000 401	10/10/22-Amazon			\$53.78	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508			First Bankcard		Wire
				E 01	010 203 000 000 401	10/11/22-Ikea	\$159.98
				E 01	010 420 000 419 406	10/09/22-Everyday Speech	\$299.99
PO#:	Voucher #:	8813	Invoice	Invoice No:	10.26.22	10/26/2022	Paid Amt: \$3,401.07
							Check Amount: \$3,401.07
4228	OLDN	1508			First Bankcard		Wire
				E 01	005 110 000 000 320	09/13/22-Comcast Cable Comm-Internet service	\$399.85
				E 01	005 110 000 000 320	09/20/22-Tmobile-Cell phone 8/2/22-9/1/22-ED	\$130.00
				E 01	005 110 000 000 320	09/28/22-Sangoma-SipStation subscription (Voll	\$63.60
				E 01	005 640 000 316 366	09/23/22-Southwest-Airfare to Chicago-Nafe	\$300.96
				E 01	005 108 000 000 405	09/22/22-AdobePro-Adobe Pro subscription mor	\$14.99
				E 01	005 640 000 316 366	09/28/22-NWEA-MAP Reading Fluency worksh	\$75.00
				E 01	005 640 000 316 366	09/28/22-NWEA-MAP Differentiation workshop-	\$75.00
				E 01	005 110 000 000 401	09/19/22-Amazon-Earbud headphones-front des	\$7.95
				E 01	005 108 000 000 455	09/20/22-Amazon-Keyboard tray, monitor stand-	\$27.98
				E 01	005 110 000 000 401	09/19/22-JoAnn Stores-Office decorations-sunfl	\$21.47
				E 01	005 110 000 000 401	10/03/22-Amazon-Label maker tape refills	\$14.78
				E 01	005 110 000 000 401	09/12/22-Amazon-Red reflective waterproof tape	\$12.34
				E 01	005 810 000 000 401	09/17/22-Amazon-Key Fobs (10)	\$19.99
				E 01	005 810 000 000 401	09/29/22-The Home Depot-Lock for gate/stairs t	\$15.48
				E 01	005 810 000 000 401	10/05/22-Amazon-Maintenance supplies-dusters	\$140.73
				E 01	005 810 000 000 401	10/05/22-Amazon-Maintenance supplies-funnel	\$8.82
				E 01	005 810 000 000 401	10/06/22-Amazon-3-tier heavy duty storage rack	\$169.98
				E 01	005 110 000 000 490	10/03/22-Target-Water & snacks for Board meet	\$28.07
				E 01	010 203 000 000 369	09/20/22-Schmitt & Sons-Fieldtrip busing-to W	\$3,942.60
				E 01	010 203 000 000 369	09/20/22-Schmitt & Sons-Fieldtrip busing-from	\$3,942.60
				E 01	010 203 000 000 490	01/00/00-WalMart-Applesauce-Pizza Friday	\$20.64
				E 01	010 203 000 000 490	09/13/22-SamsClub-Gogurts-Pizza Friday	\$122.04
				E 01	010 203 000 000 490	09/16/22-Domino's-Pizza for Pizza Friday-MS	\$187.98
				E 01	010 203 000 000 490	09/23/22-Domino's-Pizza for Pizza Friday-Gr K-	\$224.99
				E 01	010 203 000 000 490	09/23/22-Domino's-Pizza for Pizza Friday-Gr K-	\$257.98
				E 01	010 203 000 000 490	09/23/22-Domino's-Pizza for Pizza Friday-Gr K-	\$299.98
				E 01	010 203 000 000 490	09/26/22-Amazon-Applesauce-Pizza Friday	\$160.16
				E 01	010 630 000 000 406	09/13/22-Sight Reading Factory-Online subscrip	\$35.00
				E 01	010 630 000 000 406	10/03/22-MN Historical Society-Northern lights	\$620.00
				E 01	010 203 000 000 329	09/16/22-USPS-Postage-MCA & report card ma	\$600.00
				E 01	010 203 000 000 430	01/00/00-Amazon-Classrm supplies-brads	\$8.99
				E 01	010 260 000 000 430	09/12/22-Amazon-Sticky putty-MS Science	\$5.99
				E 01	010 203 000 000 430	09/12/22-Plank Road Publishing-Sheet music-G	\$196.80

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508			First Bankcard		Wire
				E 01	010 203 000 000 430	09/13/22-BSN Sports LLC-Ball locker, Bowling l:	\$834.69
				E 01	010 203 000 000 401	09/13/22-WalMart-Envelopes-MCA mailing	\$19.54
				E 01	010 212 000 000 430	09/16/22-Amazon-Credit-returned Chinese calig	(\$11.95)
				E 01	010 212 000 000 430	09/16/22-Amazon-Credit-returned Chinese calig	(\$11.95)
				E 01	010 212 000 000 430	09/16/22-Amazon-Credit-returned Chinese calig	(\$11.95)
				E 01	010 212 000 000 430	09/16/22-Amazon-Credit-returned Chinese calig	(\$11.95)
				E 01	010 212 000 000 430	09/16/22-Amazon-Credit-returned Chinese calig	(\$11.95)
				E 01	010 212 000 000 430	09/16/22-Amazon-Credit-returned Chinese calig	(\$11.95)
				E 01	010 212 000 000 430	09/16/22-Menards-Flower seeds for science-Gr	\$1.66
				E 01	010 212 000 000 430	09/17/22-Amazon-Credit-returned Chinese calig	(\$11.95)
				E 01	010 212 000 000 430	09/17/22-Amazon-Credit-returned Chinese calig	(\$11.95)
				E 01	010 212 000 000 430	09/17/22-Amazon-Credit-returned Chinese calig	(\$11.95)
				E 01	010 212 000 000 430	09/17/22-Amazon-Credit-returned Chinese wate	(\$11.99)
				E 01	010 212 000 000 430	09/17/22-Amazon-Credit-returned Chinese calig	(\$11.95)
				E 01	010 212 000 000 430	09/17/22-Amazon-Credit-returned Chinese calig	(\$11.95)
				E 01	005 110 000 000 490	09/21/22-WalMart-Leadership project supplies C	\$17.03
				E 01	005 110 000 000 490	09/21/22-SamsClub-Leadership project supplies	\$76.16
				E 01	005 110 000 000 490	09/23/22-Panera Bread-Leadership project supp	\$30.89
				E 01	010 203 000 000 430	09/25/22-Amazon-Volleyballs (15)-PE	\$254.25
				E 01	010 212 000 000 430	09/26/22-Amazon-Art supplies-Sharpie markers	\$58.83
				E 01	010 212 000 000 430	09/26/22-Amazon-Art supplies-Sharpies, glue st	\$266.32
				E 01	010 212 000 000 430	09/27/22-Amazon-Elmer's Liquid glue (gallon)-A	\$16.20
				E 01	010 203 000 000 430	09/27/22-Amazon-Credit-returned classrm supp	(\$8.99)
				E 01	010 212 000 000 430	09/27/22-Nasco-Block printing ink-Art	\$58.63
				E 01	010 203 000 000 430	09/28/22-Amazon-Laminating sheets	\$23.23
				E 01	010 203 000 000 430	09/30/22-Amazon-Sentence strips, colored penc	\$75.93
				E 01	010 203 000 000 430	10/04/22-Amazon-Blue copy paper-Remediation	\$52.47
				E 01	010 260 000 000 430	10/05/22-Amazon-Lab supplies-Gr 6 Science	\$57.37
				E 01	010 260 000 000 430	10/05/22-DollarTree-Lab supplies-Gr 6 Science	\$11.25
				E 01	010 203 000 000 401	01/00/00-WalMart-Lunchroom soap	\$9.94
				E 01	010 203 000 000 401	01/00/00-Savers-Trays-work room organization	\$6.87
				E 01	010 203 000 000 401	09/15/22-Amazon-Storage bins- Gr 1 KN	\$42.88
				E 01	010 203 000 000 401	09/18/22-Amazon-Blue vinyl-Health Office wall s	\$9.99
				E 01	010 203 000 000 401	09/18/22-Amazon-Safety vests-transportation st:	\$47.64
				E 01	010 203 000 000 401	09/21/22-Amazon-Spoons, paper towels (napkin	\$248.50
				E 01	010 203 000 000 401	09/21/22-Menards-Driveway posts-for bus mark	\$27.39
				E 01	010 203 000 000 401	09/23/22-Amazon-Plastic food service gloves-Pi	\$17.97

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508			First Bankcard		Wire
			E 01 010 203 000 000 401		09/29/22-Amazon-3-cube storage bench-EL	\$99.42	
			E 01 010 203 000 000 401		10/01/22-Amazon-Book & Binder holders-EL	\$108.89	
			E 01 010 203 000 000 460		09/26/22-Amazon-Books: The Outsiders (5)-MS	\$47.45	
			E 01 010 203 000 000 460		09/27/22-Amazon-One way window film, pencil s	\$25.96	
			E 01 010 203 000 000 460		01/00/00-MN Historical Society-Northern lights t	\$99.95	
			E 01 010 720 000 000 401		09/13/22-Savers-Adult size uniform tops	\$21.96	
			E 01 010 720 000 000 401		09/17/22-Amazon-Orange vinyl-Health Office wa	\$5.39	
			E 01 010 720 000 000 401		09/18/22-The Home Depot-Portable radiant heat	\$53.53	
			E 01 010 720 000 000 401		01/00/00-JoAnn Stores-Fabric to recover health	\$113.35	
			E 01 010 720 000 000 401		09/21/22-Amazon-Transfer tape for vinyl-Health	\$6.91	
			E 01 010 720 000 000 401		09/27/22-Amazon-Wireless doorbell for Health C	\$13.95	
			E 01 010 720 000 000 401		09/27/22-Amazon-Credit-returned wireless doort	(\$13.95)	
			E 01 010 720 000 000 401		01/00/00-Amazon-Wireless doorbell for Health C	\$17.63	
			B 01 131 000		01/00/00-MN Historical Society-Northern lights s	\$620.00	
			E 01 010 420 000 419 433		09/20/22-Amazon-Sensory chew necklace dog t	\$12.99	
			E 01 010 420 000 419 433		09/24/22-Amazon-Sensory chew necklace dog t	\$8.99	
			E 01 010 420 000 419 433		09/26/22-Amazon-Manipulatives (toys) for HK S	\$161.63	
PO#:	Voucher #:	8814	Invoice	Invoice No:	10.26.22	10/12/2022	Paid Amt: \$15,658.04
							Check Amount: \$15,658.04
4228	OLDN	6202 1670			SDDI Signs		Check
			B 01 118 000		Final pymt for Momument Sign	\$9,042.50	
PO#:	Voucher #:	8772	Invoice	Invoice No:	17457 2/2pymt	10/31/2022	Paid Amt: \$9,042.50
							Check Amount: \$9,042.50
4228	OLDN	6203 1670			SDDI Signs		Check
			B 01 118 000		Interior Sign	\$742.00	
PO#:	Voucher #:	8773	Invoice	Invoice No:	17760	10/31/2022	Paid Amt: \$742.00
							Check Amount: \$742.00
							Report Total: \$413,688.73



Meeting: Finance Committee Meeting Agenda/Minutes

Date: Wednesday, November 9, 2022

Time: 4.30pm

Location: Virtual Meeting

Meeting Minutes

Meeting Call to Order and Roll Call - 4:33

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

Members absent - [Bruna Burns](#)

WLA Mission & Vision – Judith Darling

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 October, 2022. - Brenda Kes, On track and within normal limits.
2. Potential merger with MSA implications - Dr. Mortensen, discussion ensued.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Wednesday, December 14, 2022

Time: 4:30 pm

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

Adjournment @ 5:30



Meeting: Governance Committee

Date: Thursday November 11th 2022

Time: 4:30PM

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

Meeting Minutes

The meeting was called to order by Natalie Sjoberg at 4:35pm

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

Members Absent: Kylie Griffith, Erin Neumann

WLA Mission and Vision

Mission: The mission of WLA is to utilize leadership-based programs and strategies grounded in solid research, combined with the demonstrated success of the 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

- 413 - Harassment and Violence
 - Ready for second reading
- 801- Equal Access of Facilities
 - Edit formatting and ready for second reading
 - No changes recommended
- Review suggested changes for Board Member Code of Ethics
 - Revised for final reading
- 418- DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL
 - Ready for second reading
 - Included staff storing medication away from students
- 902 - Community Use Of Facilities
 - Ready for second reading
 - Jess and Kathy reviews 6+ schools in area
 - For now, \$25 per hour for gym rental with additional costs as needed
 - Waiver of liability for injuries
 - Considering adding a “contract” for rental agreement
- 908 and 908F - Website Accessibility Complaint And Grievance Form
 - Ready for second reading

Future Discussions

- Review/edit family and student handbooks
- First reading of 200s series

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: January 12th, 2023

Time: 4:30 p.m.

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

Adjournment 5:33PM

WOODBURY LEADERSHIP ACADEMY

Adopted: April 29, 2014

Revised: November 10, 2022

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from discrimination, harassment, and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- A.** The policy of Woodbury Leadership Academy is to maintain a learning and working environment that is free from discrimination, harassment, and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Woodbury Leadership Academy prohibits any form of discrimination, harassment, or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B.** A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of Woodbury Leadership Academy discriminates against a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school.)
- C.** A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of Woodbury Leadership Academy harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy.

- D. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of Woodbury Leadership Academy inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- E. Woodbury Leadership Academy will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. An act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. The intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. The threat to do bodily harm to another with present ability to carry out the threat.
- B. "Discriminate" includes segregate or separate. It also includes:
 - 1. An "unfair discriminatory practice", as described in Minn. Stat. §§ 363A.13, 363A.14 and 363A.15; and
 - 2. Any violation of federal laws prohibiting discrimination in education (including "Section 504 of the Rehabilitation Act of 1973" and the "Americans with Disabilities Act").
- C. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. Otherwise adversely affects an individual's employment or academic opportunities.
- D. "Immediately" means as soon as possible but in no event longer than one regular student contact school day.
- E. Protected Classifications; Definitions
1. "Age" means the person is over the age of 25 years.
 2. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. Has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. Has a record of such an impairment; or
 - c. Is regarded as having such an impairment.
 3. "Familial status" means the condition of one or more minors being domiciled with:
 - a. Their parent or parents or the minor's legal guardian; or
 - b. The designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 4. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 5. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
 6. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

7. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
8. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

F. Sexual Harassment: Definition

1. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. Unwelcome verbal harassment or abuse;
 - b. Unwelcome pressure for sexual activity;
 - c. Unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

- d. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. Unwelcome behavior or words directed at an individual because of gender.

G. Sexual Violence: Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence: Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. APPLICABILITY OF THIS POLICY

- A. The antidiscrimination laws and this policy apply to all of the academic and nonacademic (e.g. athletic and extracurricular) programs of Woodbury Leadership Academy, whether conducted in school facilities or elsewhere.
- B. For purposes of this policy, any Woodbury Leadership Academy student who is discriminated or harassed against, including being subjected to violence, by students or Woodbury Leadership Academy employees or agents based upon that student's membership in a protected class may file a complaint as described more fully in section VI below.

V. STAFF EXPECTATIONS

- A. Teachers and staff at Woodbury Leadership Academy are expected to do the following to prevent and stop incidents of discrimination, harassment, or violence:
- B. Be alert for possible signs of discrimination, harassment, or violence;
- C. Any school employee who witnesses prohibited conduct and possesses reliable information that would lead a reasonable person to suspect that a student is a target of a prohibited conduct must make reasonable effort to intervene to stop the prohibited conduct unless circumstances would make such intervention dangerous; and
- D. Report any incident of discrimination, harassment, or violence to the Woodbury Leadership Academy's Executive Director.

VI. COMPLIANCE OFFICER DESIGNATIONS, REPORTING PROCEDURES

- A. Human Rights Office Designation
 - 1. The Board of Directors of Woodbury Leadership Academy hereby designates _____ as the school's Human Rights Officer to receive reports or complaints of discrimination, harassment, or violence.
 - 2. The Human Rights Officer can be contacted at:
 - Address:
 - Email:
 - Phone:

3. If the complaint involves the designated human rights officer, the complaint will be filed directly with the Executive Director to receive reports or complaints of discrimination, harassment, or violence.
4. Woodbury Leadership Academy shall conspicuously post the name of the human rights office(s), including mailing address, email address and telephone numbers.

B. Reporting Procedures

1. Any person who believes he or she has been the victim of discrimination, harassment, or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of Woodbury Leadership Academy, or any person with knowledge or belief of conduct which may constitute discrimination, harassment, or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to the Executive Director. Reports made to other employees will be provided to the Executive Director.
 2. Woodbury Leadership Academy encourages the reporting party or complainant to use the report form available from the Woodbury Leadership Academy office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting discrimination, harassment, or violence prohibited in this policy directly to the Executive Director or the school human rights officer.
- C.** The Executive Director, or the Executive designee, is the person responsible for receiving oral or written reports of discrimination, harassment, or violence prohibited by this policy. Any adult school personnel who receives a report of discrimination, harassment, or violence prohibited by this policy shall inform the Executive Director or the Executive Director's designee immediately. If the complaint involves the Executive Director, the complaint shall be made or filed directly with ~~the Woodbury Leadership Academy human rights officer~~ – the Board Chair by the reporting party or complainant.
- D.** Upon receipt of a report, the Executive Director must notify Woodbury Leadership Academy human rights officer immediately. The Executive Director may request, but may not insist upon, a written complaint.

1. If the Executive Director fails to forward any discrimination, harassment, or violence report or complaint (written or oral) to the human rights officer within one school day, that individual will be subject to disciplinary action.
 2. If the report was given orally, the Executive Director will personally reduce it to written form no later than seventy-two (72) hours and forward it to the human rights officer.
- E. Woodbury Leadership Academy will establish a protocol for recording all incidents of discrimination, harassment, or violence prohibited by this policy.
- F. Submission of a good faith complaint or report of discrimination, harassment, or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Reports of discrimination, harassment, or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. Woodbury Leadership Academy will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Woodbury Leadership Academy's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of Woodbury Leadership Academy, the human rights officer, upon receipt of a report or complaint alleging discrimination, harassment, or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school officials or by a third party designated by Woodbury Leadership Academy.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, Woodbury Leadership Academy should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships

between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- D. Based on the preponderance of the evidence, Woodbury Leadership Academy will determine whether the alleged conduct created an intimidating, hostile, or offensive educational environment
- E. In addition, Woodbury Leadership Academy may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged discrimination, harassment, or violence prohibited by this policy.
- F. The investigation will be completed as soon as practicable. Woodbury Leadership Academy human rights officer shall make a written report to the administration upon completion of the investigation. If the complaint involves the administration, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL ACTION

- A. Upon completion of the investigation, Woodbury Leadership Academy ~~will~~ **may** take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school policies.
- B. The result of Woodbury Leadership Academy's investigation of each complaint filed under these procedures will be reported in writing to the complainant by Woodbury Leadership Academy in accordance with state and federal law regarding data or records privacy.
- C. Depending on the severity and nature of the discrimination, harassment, violence, or other prohibited conduct, Woodbury Leadership Academy ~~will~~ **may** take one or more of the following steps, as appropriate:
 - 1. Intervention, Warning, and Redirection. A teacher, principal, or staff member will ensure that the immediate behavior stops and reinforce to the student that discrimination, harassment, or violence will not be tolerated. The staff member will redirect the student and may help the student identify better choices the student can make in the future.

2. Notification of Parents. School staff will notify the parents of involved students and inform affected students and parents of their rights under state and federal data practices law to obtain access to data related to the incident and their right to contest the accuracy or completeness of the data. The parents may be asked to meet with the Executive Director or other members of the school staff, including the student's teacher.
3. Opportunity to Present Defense. The alleged perpetrator of the discrimination, harassment, violence or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
4. Resolution with the Target of the discrimination, harassment, or violence. A student who violates this policy may be required to participate in appropriate resolution, including restorative justice activities.
5. Referral to Professional School Support Staff. A student who violates this policy may be asked to meet with school staff to work on positive behavioral interventions to help prevent future violations.
6. Adjustment in Student's Schedule. In cases of severe or repeated discrimination, harassment, or violence the student's schedule may be altered. This action will be designed to minimize the burden on the Target's educational program.
7. Loss of School Privileges. The student may lose recess for one or more days, may lose school privileges, or be suspended, as appropriate.
8. Suspension/ Expulsion. In cases of severe or repeated discrimination, harassment, or violence prohibited by this policy, the student may be suspended or expelled.
9. Staff Consequences. A Woodbury Leadership Academy employee who fails to immediately and appropriately address discrimination, harassment, or violence prohibited in this policy may be asked to participate in additional staff training or may be mentored unless circumstances would make such intervention dangerous. A staff member's repeated failure to address discrimination, harassment, or violent behavior prohibited in this policy may result in discipline up to and including discharge, as appropriate.

10. Community Resources. Woodbury Leadership Academy may provide information about available community medical and mental health resources to the target, actor, or other affected individuals.
11. Student with a Disability. The Student's individualized education program or section 504 plan may be used to address the skills and proficiencies the student needs to respond to or not engage in the prohibited conduct.
12. If the discrimination, harassment, or violent behavior or other prohibited conduct violates the law or any other school rules or policy, additional actions may be taken by Woodbury Leadership Academy against the student for the violation as appropriate.

VII. REPRISAL

Woodbury Leadership Academy will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged discrimination, harassment, or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such discrimination, harassment, or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit Woodbury Leadership Academy from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

- B. This policy shall be given to each school employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. Woodbury Leadership Academy will develop a method of discussing this policy with students and employees.
- E. Woodbury Leadership Academy may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Adopted: August 12, 2014

Revised: November 11, 2022

801 EQUAL ACCESS TO SCHOOL FACILITIES

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during non-instructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of Woodbury Leadership Academy is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The Board of Directors has created a limited open forum for students enrolled in secondary schools during which non-curriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during non-instructional time.
- C. Student use of facilities under this policy does not imply school sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. Woodbury Leadership Academy retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, Woodbury Leadership Academy will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
 - 5. sanction meetings that are otherwise unlawful;

6. limit the rights of groups of students based on the size of the group;

~~801-1~~

7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time.
- B. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. "Non-instructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated; B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a non participatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Non-school persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the

Director of the building at least 48 hours in advance of the time of the activity or

~~801-2~~

meeting. The student must agree to the following:

1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
2. The activities or meetings are voluntary and student-initiated. The Director may require assurances of this fact.

B. Student groups meeting under this policy must comply with the following rules:

1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
2. The groups may not use the school name, school mascot name, school emblems, Woodbury Leadership Academy name, or any name that might imply school sponsorship or affiliation in any activity, including fundraising and community involvement.
3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.

C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.

D. The Director has responsibility to:

1. Keep a log of application information.
2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
3. Note the condition of the facilities and equipment before and after use.
4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school sponsorship of the meeting or activity.
5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

E. Woodbury Leadership Academy shall not expend public funds for the benefit of

students meeting pursuant to this policy beyond the incidental cost of providing space. Woodbury Leadership Academy will provide no additional or special

~~801-3~~

transportation.

- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School employees, members of the Board of Directors, or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

801-4

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~~ may 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 1).

Appendix I

REMEDIAL MEASURES FOR ADDRESSING VIOLATIONS

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

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

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

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

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

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

G. Removal of Board Member: Per WLA Bylaws, "A Board member may be removed at any time, with cause, by a majority vote." ~~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 a majority of 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 Board Secretary.~~

Woodbury Leadership Academy

Adopted: June 24th, 2014

~~Amended: February 2015~~

~~Updated: May 12, 2021~~

~~Board Approved: September 22, 2021~~

Revised: November 10, 2022

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school, or in any other school location, is prohibited as a general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, other school personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location.
- C. Woodbury Leadership Academy will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.
- D. This policy is consistent with and follows the guidance outlined in Policy 419 Tobacco-Free Environment.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under

the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

- E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of Woodbury Leadership Academy; or during any period of time such employee is supervising students on behalf of Woodbury Leadership Academy or otherwise engaged in school business.

IV. EXCEPTIONS

- A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with Woodbury Leadership Academy's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform administration. The employee may be required to provide a copy of the prescription. **Staff members will store all medications away from student access.**
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to Woodbury Leadership Academy's drug and alcohol testing policies and procedures.
- E. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures

for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with Woodbury Leadership Academy's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify administration in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school federal grant is performed, no later than five (5) calendar days after such conviction.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by Woodbury Leadership Academy. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, and school policies.
5. Woodbury Leadership Academy shall establish an on-going drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. Woodbury Leadership Academy's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Woodbury Leadership Academy

Adopted: October 27, 2015

Reviewed: November 10, 2022

Community Use of Facilities

- A. Facilities owned or leased by the school may be used by school related groups whose program is considered a part of the district's educational function.
- B. Such use must be permitted by law, and in accordance with any applicable lease.
- C. All activities shall be under competent, adult supervision and the group using the school shall assume full responsibility for any damage to building or equipment.
- D. The Director shall establish a schedule of rates for use of school facilities. Such rates shall be sufficient to offset the school's costs in operating and maintaining the facility during use. The Director may waive fees based on the program's educational function.



WOODBURY LEADERSHIP ACADEMY

Adopted: July 11, 2017

Revised: November 10, 2022

908 WEBSITE ACCESSIBILITY

I. PURPOSE

The purpose of this policy is to ensure the school operates in compliance with federal and state laws including Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA) regarding being accessible to persons with disabilities.

II. GENERAL STATEMENT OF POLICY

- A. The school is committed to ensuring accessibility of its website for students, parents, staff, and members of the community with disabilities. All pages on the school's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.
- B. The Executive Director is directed to establish procedures whereby students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 and Title II related to the accessibility of any official school web presence which is developed by, maintained by, or offered through the school or third party vendors and open sources.

III. WEBSITE ACCESSIBILITY

- A. With regard to the school's website and any official school web presence which is developed by, maintained by, or offered through third party vendors and open sources, the school is committed to compliance with the provisions of Title II of the Americans with Disabilities Act (ADA) and Section 504 so that students, parents, and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any school programs, services, and activities delivered online.
- B. All existing web content produced by the school, and new, updated and existing web content provided by third-party developers, will conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents, by June 1,



2019. This Regulation applies to all new, updated, and existing web pages, as well as all web content produced or updated by the school or provided by third-party developers.

- C. The school has contracted with a website consultant who is responsible for reviewing and evaluating new material that is published by school staff and uploaded to the website for accessibility on a periodic basis. The Executive Director **or designee** will be responsible for reviewing all areas of the school's website and evaluating its accessibility based on the website consultant's review on a periodic basis, and at least once per quarter. Any department with non-conforming webpages will be asked to correct the problem in a timely manner.

V. WEBSITE ACCESSIBILITY CONCERNS, COMPLAINTS AND GRIEVANCES

- A. A student, parent, staff member or member of the public who wishes to submit a complaint or grievance regarding a violation of Title II of the Americans with Disabilities Act (ADA) or Section 504 related to the accessibility of any official school's web presence that is developed by, maintained by, or offered through the school, third party vendors and/or open sources may complain either to directly to the Executive Director or the Executive Director's designee. The initial complaint or grievance should be made using Form Frm-908, however, a verbal complaint or grievance may be made.
- B. Whether or not a formal complaint or grievance is made, once the school has been notified of inaccessible content, effective communication shall be provided as soon as possible to the reporting party to provide access to the information. The Complainant should not have to wait for the investigation of the complaint to be concluded before receiving the information that he/she was unsuccessful in accessing.
- C. Complaints should be submitted in writing, via email, or by completing Form-908. To file a complaint or grievance regarding the inaccessibility of the school public website content, the Complainant should submit a description of the problem, including:
- Name
 - Address
 - Date of the Complaint
 - Description of the problem encountered
 - Web address or location of the problem page
 - Solution desired
 - Contact information in case more details are needed (email and phone number)

The complaint or grievance will be investigated by the Executive Director or the Executive Director's designee. The student, parent, staff or member of the public shall be contacted no later than ten (10) school days following the date the website accessibility



compliance coordinator receives the information for an initial response. The procedures to be followed are:

1. An investigation of the complaint shall be completed within fifteen (15) school days. Extension of the time line may only be approved by the Executive Director.
2. The investigator shall prepare a written report of the findings and conclusions within five (5) school days of the completion of the investigation.
3. The investigator shall contact the Complainant upon conclusion of the investigation to discuss the findings and conclusions and actions to be taken as a result of the investigation.
4. A record of each complaint and grievance made pursuant to Board Policy 908 shall be maintained at the school's office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.

~~Legal References: Minn. Stat. Ch. 124E (Charter Schools)~~

~~29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)~~

~~42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)~~

~~42 U.S.C. § 2000, Civil Rights Act of 1964, Title VI~~



WOODBURY LEADERSHIP ACADEMY

Adopted: July 11, 2017

Revised: November 10, 2022

WEBSITE ACCESSIBILITY COMPLAINT AND GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Woodbury Leadership Academy is c/

ommitted to ensuring accessibility of its website for students, parents, staff, and members of the community with disabilities. All pages on the school's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.

Website address (or location) of accessibility problem: _____

Description of the problem encountered: _____

Solution desired: _____

Complainant Name: _____

Home address: _____

Email: _____ Phone: _____

Complainant Signature: _____ Date: _____

Thank you for bringing this matter to the school's attention. You may be contacted if more information is needed to process your complaint/grievance. The investigation process is typically completed within fifteen (15) working days from the date it was received.

Received by: _____ Date: _____



Meeting: Facilities Committee
Date: Tuesday, November 8, 2022
Time: 4:30 p.m.
Location: Virtual Zoom Meeting

Minutes:

The meeting was called to order by Jason Livingston at 4:33 p.m.
Role call. Members Present: Jason Livingston, Ryan Sheak, Craig Kepler, Richard Washington, Julie Ohs and Mandi Folks.
Members Absent: None
Others in attendance: Shawn Smith
The meeting ended at 5:21p.m.

Development, Discussion, and Recommendations

- Shawn Smith started by providing update to team
 - Certificate of FINAL Completion (From Architect): TBD based on completion of delayed item below
 - Storm Shelter/Generator: Waiting on battery back-up breakers: January 2023.
 - Generator could be a temporary fix but does not meet code. No charge associated with this option.
 - Temporary battery powered lighting could be an option.
 - Lot 3 & 4 work: Complete – City requesting stabilization of sections of the lot.
- Update on sound penetration in SW corner of building. We think we have a solution.

Follow-up items prior to next meeting

- Signage in front of building
- Generator for shelter
- Invoices for construction funds (98K)

Housekeeping

Next Regularly Scheduled WLA Board of Directors Facilities Committee Meeting
Date: Tuesday, December 13, 2022
Time: 4:30 p.m. via Zoom

WLA Facilities Committee

Location: Virtual

Donation & RE Tax Exemption: Kepler filed exemption application 12/22/21!

*Note – a value appeal is under way and there might be a refund in 2022 – Amount TBD. *From Nick F: We need to exchange a trial appraisal in most cases in Washington County. This is going to take a long time to settle. Trial was set for May 2, 2023, so I imagine we'll be done before then*

Information Turnover: https://wildamerecapitalman-my.sharepoint.com/:f/g/personal/ssmith_wildamere_com/EiIZT3HFLsdKqxiolnvLxsBCiKcEJzDQ7kQNZ8M0Sc7dQ?e=d1WKSX

Sources and Uses Summary: See attached.

- **Construction (“Project”) Fund: \$313,063.90 (End of Oct. Balance)**
 - Closed in May 2021 with \$10,054,616.35
 - Disbursement #16: \$166,805.54 LESS holdback for battery back-up
 - 99% Complete for “Schoolhouse Addition”
- Expense Fund: \$32,639.08 - (\$1,916.67 added/mo)
- Capital Repair & Replacement Fund: \$103,761.31 (\$4,333.33 added/mo)

Project & Design Update

- Certificate of Occupancy: issued for September 8, 2022
- Certificate of **SUBSTANTIAL** Completion (From Architect): 7/15/22
 - 1-year warranty starts (Except for delayed items listed on form)
- Certificate of **FINAL** Completion (From Architect): TBD based on completion of delayed items below
 - Battery back-up breakers: ~~November~~ January, 2023
- Lot 3&4 work: Complete – Discuss city’s requests and settling issues.
- Stage lighting: install TBD, Stage Sound: waiting on wireless mics. Curtains: Install before year end
- Sound Penetration in SW Corner of Building – see pictures
- Pricing/Contract:
 - Updated construction contract: \$9,071,343.17 (includes Change Order #9)
 - Retainage (still held): TBD based on Stormshelter
 - Change Order #9: **-\$47,353.88 (credit)**
- Contingency Update: See Close Out Summary

Other

- Trustee: Next important date: 11/26/22 – Expiration Date of expenditures per Sect. 4.08 of the Tax Regulatory Agreement. Will likely need to ask for an extension if back up breakers are delayed.

Next Steps:

- 1) Sign: 1) disbursement request #16, 2) Change Order #9
- 2) Establish proof of expenditures/reimbursements for “Completion Date” as defined in Sect.5.9 of Loan Agreement

PROJECT COST STATEMENT

DISBURSEMENT REQUEST #16

11/15/2022

COMPANY: FRIENDS OF WLA

TRUSTEE: U.S. BANK NATIONAL ASSOCIATION

DESCRIPTION OF WORK	ORIGINAL PROJECT COST	C.O. / REVISIONS	REVISED BUDGET				FUNDED TO DATE	BALANCE TO FUND	PERCENTAGE COMPLETED
				CLOSING	DISB. #15	DISB. #16			
CLOSING COSTS									
Acquisition	\$11,440,637.62	\$0.00	\$11,440,637.62	\$11,440,637.62	\$0.00	\$0.00	\$11,440,637.62	\$0.00	100.00%
WLA Reimbursements (less Design/Colliers Fees)	\$47,276.62	\$0.00	\$47,276.62	\$47,276.62	\$0.00	\$0.00	\$47,276.62	(\$0.00)	100.00%
Closing Costs & Contingency	\$339,342.66	(\$43,810.07)	\$295,532.59	\$295,532.59	\$0.00	\$0.00	\$295,532.59	\$0.00	100.00%
Amount Over-Funded @ Closing	(\$33,292.00)	\$0.00	(\$33,292.00)	(\$33,292.00)	\$0.00	\$0.00	(\$33,292.00)	\$0.00	100.00%
CONSTRUCTION									
General Contract (labor)	\$4,972,474.00	216,023.92	\$5,188,497.92	\$0.00	\$229,262.92	\$161,135.10	\$5,188,497.92	\$0.00	100.00%
General Contract (materials)	\$3,227,526.00	655,319.25	\$3,882,845.25	\$0.00	\$79,249.66	\$5,670.44	\$3,882,845.25	\$0.00	100.00%
GC Allowances	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Direct Contract #2	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Direct Contract #3	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
TOTAL CONSTRUCTION	\$8,200,000.00	\$871,343.17	\$9,071,343.17	\$0.00	\$308,512.58	\$166,805.54	\$9,071,343.17	\$0.00	100.00%
EXCLUDED ITEMS:									
Company Contingency	\$750,000.00	(586,852.36)	\$163,147.64	\$0.00	\$3,300.00	\$11,434.50	\$79,497.50	\$83,650.14	48.73%
Contingency From Interest Earned	\$0.00	5,164.44	\$5,164.44	\$0.00	\$0.00	\$0.00	\$0.00	\$5,164.44	0.00%
SAC Fees - City of Woodbury	\$101,885.00	0.00	\$101,885.00	\$0.00	\$0.00	\$0.00	\$101,885.00	\$0.00	100.00%
Landscape Escrow - City of Woodbury	\$5,000.00	0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	100.00%
FF&E Allowance	\$60,680.74	(60,680.74)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Signage Allowance	\$20,000.00	(20,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Elevator Door Operator - Existing Bldg.	\$10,000.00	(10,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Existing Building Improvements	\$150,000.00	(150,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
TOTAL HARD COSTS	\$21,091,530.64	\$5,164.44	\$21,096,695.08	\$11,750,154.83	\$311,812.58	\$178,240.04	\$21,007,880.50	\$88,814.58	#DIV/0!
SOFT COSTS									
Design Fees - Colliers International	\$350,000.00	0.00	\$350,000.00	\$135,940.00	\$0.00	\$0.00	\$343,700.00	\$6,300.00	98.20%
Design Fees - Reimbursable NTE	\$3,000.00	0.00	\$3,000.00	\$478.75	\$0.00	\$0.00	\$1,570.72	\$1,429.28	52.36%
As-Built Survey - Wenck Allowance	\$3,500.00	0.00	\$3,500.00	\$0.00	\$1,220.00	\$0.00	\$1,220.00	\$2,280.00	34.86%
Tree Survey - Wenck Allowance	\$2,500.00	0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
Title Disbursement Fees - FATCO	\$3,850.00	0.00	\$3,850.00	\$0.00	\$0.00	\$0.00	\$350.00	\$3,500.00	9.09%
HVAC Commissioning Allowance	\$30,000.00	0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%
Storm shelter Consulting - MALTA	\$1,800.00	0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$0.00	100.00%
PM & Administration - Wildamere	\$508,819.36	0.00	\$508,819.36	\$10,000.00	\$0.00	\$0.00	\$508,819.36	\$0.00	100.00%
TOTAL SOFT COSTS	\$903,469.36	0.00	\$903,469.36	\$146,418.75	\$1,220.00	\$0.00	\$857,460.08	\$46,009.28	94.91%
TOTAL PROJECT COSTS	\$21,995,000.00	5,164.44	\$22,000,164.44	\$11,896,573.58	\$313,032.58	\$178,240.04	\$21,865,340.58	\$134,823.86	99.39%
Schoolhouse Addition Only									
	\$10,201,035.10		\$10,250,009.61				\$10,115,185.75	\$134,823.86	98.68%
SOURCE OF FUNDS									
Bond Funds 2021 Series A	\$21,665,000.00	0.00	\$21,665,000.00	\$11,566,573.58	\$313,032.58	\$178,240.04	\$21,535,340.58	\$129,659.42	99.40%
Bond Funds 2021 Series B	\$330,000.00	0.00	\$330,000.00	\$330,000.00	\$0.00	\$0.00	\$330,000.00	\$0.00	100.00%
Interest Earned	\$0.00	5,164.44	\$5,164.44	\$0.00	\$0.00	\$0.00	\$0.00	\$5,164.44	0.00%
Friends of WLA Cash	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Line of Credit	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
TOTAL	\$21,995,000.00	5,164.44	\$22,000,164.44	\$11,896,573.58	\$313,032.58	\$178,240.04	\$21,865,340.58	\$134,823.86	99.39%

\$0.00

\$0.00

The undersigned hereby certifies that the above referenced information represents a true and correct reflection of the total project costs as outlined.

COMPANY: FRIENDS OF WLA

By: _____

Its: _____

Close Out Considerations for WLA

Construction Fund as of	Sep-22 \$312,220.18	Oct-22 \$313,063.90	Comments
Disbursement #15	\$0.00	\$0.00	
Remaining Rochon Contract	(\$214,159.42)	(\$214,159.42)	Invoice Expected October
Disbursement #16	\$0.00	\$0.00	Full amount. Need to Holdback for battery back up
Remain Rochon Allowances or Credits			
Trash Enclosure	\$20,000.00	\$20,000.00	
Stage Allowances	\$4,567.00	\$4,567.00	
Gym Fans	\$5,662.00	\$5,662.00	
Data, Low Voltage, & Security	\$36,445.00	\$36,445.00	
Signage	\$5,433.00	\$5,433.00	
Floor 3: Floor Flatness and Levelness	\$5,300.00	V	
Total: Allowances or Credits	1 \$77,407.00	\$72,107.00	
Change Order Items			
Overtime (CE #111)	(\$16,769.15)	(\$12,225.62)	Rochon originally requested \$16,769.15.
Gate relocation (CE #130 &131)	(\$2,625.00)	(\$2,625.00)	
Finish of stage doors (CE #134 & 135)	(\$5,385.00)	(\$5,385.00)	
Floor Leveling Credit on 3rd Floor (CE #140)		\$5,300.00	
Add new door for Room 328	(\$2,467.50)	(\$2,467.50)	
Rip rap for sediment pond (CE #136)	(\$7,350.00)	(\$7,350.00)	Invoice Expected October
Total Rochon Potential Change Orders	2 (\$34,596.65)	(\$24,753.12)	
Change Order #9 (Credit)		\$47,353.88	
Construction Fund After Rochon	\$140,871.11	\$146,258.36	
Other Committed Direct Project Costs			
Rip rap for sediment pond (CE #136)	^	^	Included with Rochon
Landscaping: Tree Swap		(\$1,650.00)	Included In Disb. #16. Swap out of trees for arborvites
Signage:		(\$11,000.00)	\$9,784.50 Included in Disb. #16 - as reimbrusemen to WLA.
Stage Sound System (Collins)	(\$17,549.00)	(\$17,549.00)	Invoice Expected Dec/Jan
Stage Lighting Remaining (Peter Carlyle)	(\$14,236.00)	(\$6,230.00)	Remaining Invoice Expected Dec/Jan
Stage Curtain remaining (Gopher)	(\$10,047.50)	(\$10,047.50)	Remaining Invoice Expected Dec/Jan
As Built Survey remaining (Stantec)	(\$1,500.00)	(\$1,500.00)	Remaining Invoice Expected Dec/Jan
Construction Fund after Rochon and Other	\$97,538.61	\$98,281.86	

Woodbury Leadership Academy
 Construction Close Out Summary
 9/16/2022

Rochon

	9/16/22 Labor	9/16/22 Material	9/16/22 Total	10/6/22 Rochon Response	10/10/22 OR Response	10/18/22 Rochon Response (final)	Comment
Unused Allowances							
Trash Enclosure	(\$20,000.00)		(\$20,000.00)				ok
Stage Allowance	(\$4,567.00)		(\$4,567.00)				ok
Gym Fans	(\$5,662.00)		(\$5,662.00)				ok
Data, Low Voltage & Security	(\$36,445.00)		(\$36,445.00)				ok
Signage	(\$5,433.00)		(\$5,433.00)				ok
Unused Allowances (Credit) to Owner	(\$72,107.00)	\$0.00	(\$72,107.00)	(\$72,107.00)	(\$72,107.00)	(\$72,107.00)	ok
Change Order Requests #9							
Overtime (CE #111)	\$16,769.15		\$16,769.15	\$16,769.15	\$5,023.62	\$12,225.62	Ok. Back up only includes \$12,225.62
Gate relocation (CE #130 &131)	\$2,205.00	\$420.00	\$2,625.00	\$2,625.00	\$2,625.00	\$2,625.00	ok
Finish of stage doors (CE #134 & 135)	\$2,071.00	\$3,584.00	\$5,655.00	\$5,385.00	\$5,385.00	\$5,385.00	ok - Agreed to pay with no Rochon markup. Detail was missing in the construction plans - Arch/GC/OR should have caught this as they priced - in any event, the cost would have been incurred.
Floor leveling on 3rd Floor (CE #140)	(\$5,300.00)	\$0.00	(\$5,300.00)	(\$5,300.00)	(\$5,300.00)	(\$5,300.00)	ok
Add new door for Room 328 (CE #114, 115)	\$600.00	\$1,837.50	\$2,437.50	\$2,467.50	\$2,467.50	\$2,467.50	ok - Need proof of Labor.
Rip rap for sediment pond (CE #136)	\$7,717.50	\$0.00	\$7,717.50	\$7,350.00	\$7,350.00	\$7,350.00	ok - Agreed to pay with no Rochon markup. Rochon coordinated to fix twice previously. Slight design flaw in combination with natural weather events (heavy rains) that is causing this to wash out. Approved contingency cost.
Total Requested Change Orders	\$24,062.65	\$5,841.50	\$29,904.15	\$29,296.65	\$17,551.12	\$24,753.12	
Net Credit (to) from Owner:	(\$48,044.35)	\$5,841.50	(\$42,202.85)	(\$42,810.35)	(\$54,555.88)	(\$47,353.88)	Equals change order #9

Notable Loan Agreement Items Regarding Completion and Post-Completion

Section 5.1 Agreement to Construct the Project.

The Company agrees to use its best efforts to diligently cause the substantial completion of the Project, subject only to “punch list” items, on or before April 1, 2022, but the Company shall not be in violation of such agreement if the progress of construction is delayed at any time by changes ordered in the work, or by labor disputes, fire, unusual delay in transportation, unavoidable casualties or any causes beyond the Company’s and contractor’s control, or by any event which an Independent Architect determines may justify the delay, then **the Completion Date shall be extended for such reasonable time as such Independent Architect may determine but not beyond August 15, 2022,** and there will be no resulting liability of the Company hereunder

Section 5.9 Completion Date of the Project.

a) The Completion Date of the Project shall be the date on which the trustee receives Company Certificate. **Can be subject to “punch list” items, minor defects, or materials waiting seasonal completion, all specified in the Company Certificate along with their amounts. Such items shall not exceed 2% of the total project costs (\$21,995,000) = \$439,900.**

b) On the Completion Date and receipt by the Trustee of written notice from the Disbursing Agent that it has received the documentation required under Section 7(g) of the Disbursing Agreement **any balance then remaining in the Construction Fund shall be transferred by the Trustee to the Bond Fund.** Any amount retained pursuant to subsection (a) above for the purpose of remedying defects or for seasonal completion shall be used for that purpose subject to Section 5.7 hereof, when all such defects have been remedied or work completed, and the cost thereof has been paid, as specified in a Company Certificate, any balance then remaining in the Construction Fund shall be disbursed or transferred as aforesaid.

Indenture: Sect. 5.06 Bond Fund: (the “Bond Fund”) which shall be used to pay when due the principal of, premium, if any, and interest on the Series 2021 Bonds. Section 5.08. Use of Money in the Bond Fund. Except as provided in Section 5.20 hereof, moneys in the Bond Fund shall be used solely for the payment of the principal of, premium, if any, and interest on the Series 2021 Bonds

- c) Prior to submission to the Trustee of the Company Certificate referred to in subsection (a), above, and **within ninety (90) days after the completion of the Project, the Company shall provide to the Issuer and the Original Purchaser:**
- (i) a certificate of an Independent Architect stating that, in his or her opinion based on his or her observations of the Project, the Project has been completed substantially in accordance with the Plans and Specifications then in effect;
 - (ii) an as-built survey prepared by a registered land surveyor describing and showing the Project Site and showing that the Project as completed lies wholly within the boundaries of the Project Site;
 - (iii) a certificate of occupancy, if any, required by the City; and
 - (iv) the final title endorsement and lien waivers.
- d) The Trustee has no duty or obligation to confirm that such items have been so provided to the Issuer and the Original Purchaser.

Section 7.13 Capital Assessment Plan.

Commencing with the Fiscal Year ending June 30, 2027 and every fifth anniversary thereof, the Company agrees to furnish to the Original Purchaser, any Significant Bondholder who requests, and EMMA (and to the Issuer and the Trustee, upon request), by no later than one hundred fifty (150) days after the close of such Fiscal Year during the term hereof, within thirty (30) days of approval by the governing body of the Company, a five (5) year comprehensive capital assessment plan (which may be sent electronically) to be prepared by an independent engineer, building inspector or other qualified professional selected by the Company with respect to the Company's capital facilities, detailing the condition and projected sources of funding such needs.

Section 10.1 Option to Prepay Loan and Terminate at Any Time.

The Company shall have, and is hereby granted, the option to prepay the loan in part, in accordance with the redemption provisions in Section 3.01 of the Indenture.

Tax Regulatory Agreement:

Section 4.08. Election of Eighteen Month Expenditure Exception. The Company elects an Accounting Method in which the Sale Proceeds and Investment Proceeds of the Bonds are deemed to be expended prior to all other funds of the Company to be applied to the payment of the costs of the Project. Under this Accounting Method, the Company expects to expend all Sale Proceeds and Investment Proceeds of the Bonds on or prior to November 26, 2022, no more than eighteen (18) months from the Date of Issuance. In addition, the Company and the Issuer reasonably expect that Project expenditures will be made in accordance with the following schedule: (i) at least fifteen percent (15%) of the money in the Construction Fund derived from the Bonds will be expended within six (6) months of the Date of Issuance; (ii) at least sixty percent (60%) of the money in the Construction Fund derived from the Bonds will be expended within twelve (12) months of the Date of Issuance; and (iii) one hundred percent (100%) of the money in the Construction Fund derived from the Bonds will be expended within eighteen (18)



Annual Financial Report

Woodbury Leadership Academy Charter School No. 4228

Woodbury, Minnesota

For the year ended June 30, 2022



Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727

Scottsdale Office

14500 N Northsight Blvd, Ste 233
Scottsdale, AZ 85260
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Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Annual Financial Report
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For the Year Ended June 30, 2022

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INTRODUCTORY SECTION
WOODBURY LEADERSHIP ACADEMY
CHARTER SCHOOL NO. 4228
WOODBURY, MINNESOTA

FOR THE YEAR ENDED
JUNE 30, 2022

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Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Board of Directors and Administration
For the Year Ended June 30, 2022

BOARD OF DIRECTORS

<u>Name</u>	<u>Position</u>
Shelbi Pool	Chair
Jolene Skordahl	Treasurer
Mandi Folks	Secretary
Natalie Sjoberg	Member
Ryan Sheak	Member
Julie Ohs	Member
Richard Washington	Member

ADMINISTRATION

<u>Name</u>	<u>Position</u>
Dr. Kathleen Mortensen	Executive Director
Brenda Kes	BerganKDV - Contract Finance Manager

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FINANCIAL SECTION
WOODBURY LEADERSHIP ACADEMY
CHARTER SCHOOL NO. 4228
WOODBURY, MINNESOTA

FOR THE YEAR ENDED
JUNE 30, 2022

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INDEPENDENT AUDITOR'S REPORT

Members of the Board of Directors
Woodbury Leadership Academy, Charter School No. 4228
Woodbury, Minnesota

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Woodbury Leadership Academy, Charter School No. 4228, (the Charter School), Woodbury, Minnesota as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Charter School's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Charter School as of June 30, 2022, and the respective changes in financial position thereof and the respective budgetary comparison for the General fund for the period then ended in conformity with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Charter School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Charter School's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Charter School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Charter School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis starting on page 15 and the Schedule of Employer's Shares of the Net Pension Liability and the Schedules of Employer's Contributions on page 58 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinion on the financial statements that collectively comprise the School's basic financial statements. The accompanying table is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the table is fairly stated, in all material respects, in relation to the basic financial statements as a whole.



Other Information

Management is responsible for the other information in the annual report. The other information comprises the introductory section but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statement do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 16, 2022 on our consideration of the Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that is solely to report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Charter School's internal control over financial reporting and compliance.



Abdo
Minneapolis, Minnesota
November 16, 2022



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Management's Discussion and Analysis

As management of the Woodbury Leadership Academy (the Charter School), Minneapolis, Minnesota, we offer readers of the Charter School's financial statements this narrative overview and analysis of the financial activities of the Charter School for the period ended June 30, 2022.

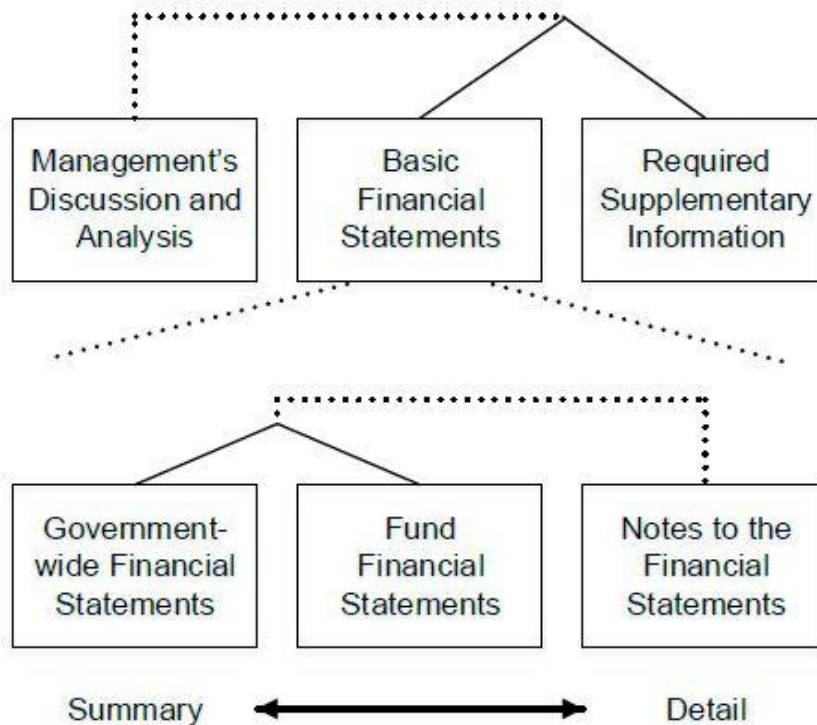
Financial Highlights

- The fund balance of the General fund increased \$119,583 from the prior year for an ending fund balance of \$1,960,288 at June 30, 2022. At the end of the current fiscal year, the fund balance percentage for the General fund was 29.1% of total General fund expenditures.
- The fund balance of the Community Service Fund was \$55,327 at June 30, 2022.
- The average enrollment during 2021 - 2022 was 635 students which was an increase of 71 students over the prior year.
- The Charter School had a positive net position of \$1,932,982 at the close of fiscal year 2022 which was an increase of \$111,592 from the prior year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Charter School's basic financial statements. The Charter School's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplemental information in addition to the basic financial statements themselves.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The following chart shows how the various parts of this annual report are arranged and related to one another:



The following chart summarizes the major features of the Charter School’s financial statements, including the portion of the Charter School’s activities they cover and the types of information they contain. The remainder of this overview section of management’s discussion and analysis highlights the structure and contents of each of the statements:

Major Features of the Government-wide and Fund Financial Statements

	Government-wide Statements	Fund Financial Statements Governmental Funds
	Scope	Entire Charter School (except fiduciary funds)
Required financial statements	<ul style="list-style-type: none"> • Statement of Net Position • Statement of Activities 	<ul style="list-style-type: none"> • Balance Sheet • Statement of Revenues, Expenditures, and Changes in Fund Balances
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial focus
Type of asset/liability information	All assets and liabilities, both financial and capital, short-term and long-term	Generally assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets or long-term liabilities included
Type of deferred outflows/inflows of resources information	All deferred outflows/inflows of resources, regardless of when cash is received or paid	Only deferred outflows of resources expected to be used up and deferred inflows of resources that come due during the year or soon thereafter; no capital assets included
Type of inflow/out flow information	All revenues and expenditures during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and the related liability is due and payable

Government-wide Financial Statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Charter School's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Charter School's assets, deferred inflows of resources, liabilities and deferred outflows of resources, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Charter School is improving or deteriorating.

The *statement of activities* presents information showing how the Charter School's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

The government-wide financial statements display functions of the Charter School that are principally supported by intergovernmental revenues (*governmental activities*). The governmental activities of the Charter School include administration, district support services, elementary and secondary regular instruction, special education instruction, community education and services, instructional support services, pupil support services, sites and buildings, and fiscal and other fixed cost programs.

The government-wide financial statements can be found starting on page 24 of this report.

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Charter School, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Charter School's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Charter School maintains three individual governmental funds. Information is presented in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the General fund, Building Company fund and the Community Service fund, which is considered nonmajor.

The Charter School adopts an annual appropriated budget for its General fund. A budgetary comparison statement has been provided for the General fund to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found starting on page 28 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found starting on page 33 of this report.

Required Supplementary Information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Charter School's share of net pension liabilities for defined benefit plans and schedules of contributions. Required supplementary information can be found starting on page 58 of this report.

Other Information. The table can be found starting on page 66 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Charter School, assets and deferred outflows were more than liabilities and deferred inflows by \$1,932,982 at the close of the 2022 fiscal year.

A portion of the Charter School's net position, \$2,689,855, reflects its net investment in capital assets (e.g., land, buildings and equipment). The Charter School uses these capital assets to provide services to students; consequently, these assets are *not* available for future spending.

Woodbury Leadership Academy's Summary of Net Position

	Governmental Activities		
	2022	2021	Increase (Decrease)
Assets			
Current and other assets	\$ 5,932,446	\$ 13,773,798	\$ (7,841,352)
Capital assets, net of depreciation	24,164,782	14,908,688	9,256,094
Total Assets	<u>30,097,228</u>	<u>28,682,486</u>	<u>1,414,742</u>
Deferred Outflows of Resources	<u>1,409,032</u>	<u>1,443,704</u>	<u>(34,672)</u>
Liabilities			
Noncurrent liabilities outstanding	25,441,134	26,559,545	(1,118,411)
Current and other liabilities	2,043,023	652,136	1,390,887
Total Liabilities	<u>27,484,157</u>	<u>27,211,681</u>	<u>272,476</u>
Deferred Inflows of Resources	<u>2,089,121</u>	<u>1,093,119</u>	<u>996,002</u>
Net Position			
Net investment in capital assets	2,689,855	2,332,411	357,444
Restricted	60,039	95,261	(35,222)
Unrestricted	(816,912)	(606,282)	(210,630)
Total Net Position	<u>\$ 1,932,982</u>	<u>\$ 1,821,390</u>	<u>\$ 111,592</u>

At the end of the current fiscal year, the Charter School reported a positive balance in the unrestricted net position. The Charter School's net position increased by \$111,592 during the current fiscal year.

Key elements of this increase are shown in the table on the following page.

Woodbury Leadership Academy's Changes in Net Position

	Governmental Activities		
	2022	2021	Increase (Decrease)
Revenues			
Program revenues			
Charges for services	\$ 40,704	\$ 9,124	\$ 31,580
Operating grants and contributions	1,887,370	1,583,629	303,741
Capital grants and contributions	-	2,950,000	(2,950,000)
General revenues			
State aid-formula grants	4,910,249	4,288,221	622,028
Other general revenues	1,093,049	46,381	1,046,668
Loan forgiveness	493,588	-	493,588
Unrestricted investment earnings	3,580	519	3,061
Total Revenues	8,428,540	8,877,874	(449,334)
Expenses			
Administration	235,902	199,213	36,689
Charter School support services	369,866	322,767	47,099
Elementary and secondary regular instruction	3,055,941	2,428,642	627,299
Special education instruction	980,687	691,939	288,748
Community education and services	4,638	1,779	2,859
Instructional support services	371,086	393,955	(22,869)
Pupil support services	672,098	390,813	281,285
Sites and buildings	1,769,454	1,546,179	223,275
Fiscal and other fixed cost programs	21,527	17,992	3,535
Interest and fiscal charges on debt	835,749	767,472	68,277
Total Expenses	8,316,948	6,760,751	1,556,197
Change in Net Position	111,592	2,117,123	(2,005,531)
Net Position, July 1	1,821,390	(295,733)	2,117,123
Net Position, June 30	\$ 1,932,982	\$ 1,821,390	\$ 111,592

Revenues decreased from prior year by \$449,334. The decrease is primarily due to an absence of capital contributions from capital donations in the current year.

Expenditures increased by \$1,556,197. This increase from prior year is attributable to increase in students.

Financial Analysis of the Charter School's Funds

As noted earlier, the Charter School uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the Charter School's *governmental funds* is to provide information on near-term inflows, outflows and balances of *spendable* resources. Such information is useful in assessing the Charter School's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Charter School's governmental funds reported combined ending fund balances of \$4,328,498. Approximately 44.6 percent of this total amount, \$1,931,348, constitutes unassigned fund balance. The remainder of fund balance is not available for new spending because it is nonspendable for prepaid items (\$24,228) or restricted (\$2,372,922).

The General fund is the primary operating fund of the Charter School. At the end of the current year, the fund balance of the General fund was \$1,960,288. As a measure of the General fund's liquidity, it may be useful to compare fund balance to total fund expenditures. Fund balance represents 29.1 percent of fund expenditures. The fund balance of the Charter School's General fund increased \$119,583 during the current fiscal year.

At the end of the current fiscal year, the Charter School's Community Service special revenue fund reported an ending fund balance of \$55,327.

The Charter School's Building Company special revenue fund reported an ending fund balance of \$2,312,883. The fund was created in 2021 and accounts for the issuance of the 2021A and 2021B Revenue Bonds. Construction costs were paid by the fund in 2022 and the ending fund balance represents unspent bond proceeds.

General Fund Budgetary Highlights

The Charter School amended their budget during the year. The original General fund budget called for an increase in fund balance of \$75,217. The final budget called for an increase in fund balance of \$20,500. There was an actual increase to the fund balance of \$119,583.

Total revenues were \$35,572 less than what was budgeted for. The biggest revenue variance was revenue from state sources (\$48,197).

Total expenditures were \$134,655 less than budget. This variance is mostly attributed to the sites and buildings category, which had a positive budget variance of \$243,573.

Capital Assets

The Charter School's investment in capital assets for its governmental activities as of June 30, 2022 amounts to (net of accumulated depreciation). This investment in capital assets includes equipment and leasehold improvements. Total depreciation for the year was \$307,823.

	Governmental Activities		
	2022	2021	Increase (Decrease)
Land	\$ 4,331,500	\$ 4,331,500	\$ -
Construction in Progress	9,634,551	180,194	9,454,357
Leasehold Improvements	197,788	212,151	(14,363)
Buildings	9,784,465	10,037,644	(253,179)
Equipment	216,478	147,199	69,279
Total	\$ 24,164,782	\$ 14,908,688	\$ 9,256,094

Additional information on the Charter School's capital assets can be found in Note 3B on page 41 of this report.

Noncurrent Liabilities

The Charter School's noncurrent liabilities consisted of loans payable and bonds payable. Balances of the loans and bonds as of June 30, 2022 and 2021 are shown below.

	Governmental Activities		
	2022	2021	Increase (Decrease)
Loan Payable	\$ -	\$ 493,588	\$ (493,588)
Revenue Bonds Payable	21,995,000	21,995,000	-
Bond Premium	1,792,810	1,845,666	(52,856)
Total	<u>\$ 23,787,810</u>	<u>\$ 24,334,254</u>	<u>\$ (56,444)</u>

Additional information of the Charter School's noncurrent liabilities can be found in Note 3E on page 43 of this report.

Economic Factors and Next Year's Budgets and Rates

- The School is dependent enrollment growth as well as the state of Minnesota for its revenue authority. The 2021 Legislative session ended with schools receiving a 2.45% increase to the general education formula for FY 2022 and 2% increase to general education formula for FY 2023. The holdback will continue at its current level of 10%.
- The Charter School's Building Company was created in 2021 and financed the acquisition of the existing Schoolhouse Building and the Schoolhouse addition with proceeds from their Series 2021 Revenue Bond issuance. The construction project of the Schoolhouse addition started in FY 2021 - 22 and will be ready to use in FY 2022 - 23. The schoolhouse addition will allow them to expand their enrollment and school programs in the future.
- The School will strive to maintain a commitment to academic excellence and educational opportunity for all students within a framework of financial fiduciary responsibility.

These factors were considered in preparing the Charter School's budget for the 2023 fiscal year and beyond.

Requests for Information

This financial report is designed to provide a general overview of the Charter School's finances for all those with an interest in the Charter School's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Dr. Kathleen Mortensen, Director, Woodbury Leadership Academy, Charter School No. 4228, 8089 Globe Drive, Woodbury, MN 55129.

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GOVERNMENT-WIDE FINANCIAL STATEMENTS

WOODBURY LEADERSHIP ACADEMY
CHARTER SCHOOL NO. 4228
WOODBURY, MINNESOTA

FOR THE YEAR ENDED
JUNE 30, 2022

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Statement of Net Position
June 30, 2022

	Governmental Activities
Assets	
Cash and temporary investments	\$ 1,992,176
Cash held with escrow	3,506,984
Due from Minnesota Department of Education	301,277
Due from Federal government	107,781
Prepaid items	24,228
Capital assets	
Nondepreciable assets	13,966,051
Depreciable assets, net of accumulated depreciation	10,198,731
Total Assets	30,097,228
 Deferred Outflow of Resources	
Deferred pension resources	1,409,032
 Liabilities	
Accounts and other payables	1,225,124
Accrued salaries payable	378,824
Accrued interest payable	439,075
Noncurrent liabilities	
Due in more than one year	
Bonds payable, net	23,787,810
Net pension liability	1,653,324
Total Liabilities	27,484,157
 Deferred Inflow of Resources	
Deferred inflows of resources	2,089,121
 Net Position	
Net Investment in capital assets	2,689,855
Restricted	
Safe schools	3,772
Medical assistance	940
Community service	55,327
Unrestricted	(816,912)
Total Net Position	\$ 1,932,982

The notes to the financial statements are an integral part of this statement.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Statement of Activities
For the Year Ended June 30, 2022

Functions/Programs	Expenses	Program Revenues			Net (Expenses)
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Revenues and Changes in Net Position
					Governmental Activities
Governmental Activities					
Administration	\$ 235,902	\$ 40,704	\$ -	\$ -	\$ (195,198)
Charter school support services	369,866	-	-	-	(369,866)
Elementary and secondary regular instruction	3,055,941	-	168,723	-	(2,887,218)
Special education instruction	980,687	-	866,926	-	(113,761)
Community education and services	4,638	-	-	-	(4,638)
Instructional support services	371,086	-	-	-	(371,086)
Pupil support services	672,098	-	-	-	(672,098)
Sites and buildings	1,769,454	-	851,721	-	(917,733)
Fiscal and other fixed cost programs	21,527	-	-	-	(21,527)
Interest and fiscal charges on debt	835,749	-	-	-	(835,749)
Total Governmental Activities	\$ 8,316,948	\$ 40,704	\$ 1,887,370	\$ -	(6,388,874)
General Revenues					
State aid formula grants					4,910,249
Other general revenues					1,093,049
Loan forgiveness					493,588
Unrestricted investment earnings					3,580
Total General Revenues					6,500,466
Change in Net Position					111,592
Net Position, July 1					1,821,390
Net Position, June 30					\$ 1,932,982

The notes to the financial statements are an integral part of this statement.

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FUND FINANCIAL STATEMENTS

WOODBURY LEADERSHIP ACADEMY
CHARTER SCHOOL NO. 4228
WOODBURY, MINNESOTA

FOR THE YEAR ENDED
JUNE 30, 2022

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Balance Sheet
Governmental Funds
June 30, 2022

	General	Building Company	Nonmajor Community Service	Total Funds
Assets				
Cash and temporary investments	\$ 1,936,849	\$ -	\$ 55,327	\$ 1,992,176
Cash held with escrow	-	3,506,984	-	3,506,984
Due from other funds	93,744	-	-	93,744
Due from the Minnesota Department of Education	301,277	-	-	301,277
Due from the Federal government	107,781	-	-	107,781
Prepaid items	24,228	-	-	24,228
Total Assets	\$ 2,463,879	\$ 3,506,984	\$ 55,327	\$ 6,026,190
Liabilities				
Accounts and other payables	\$ 124,767	\$ 1,100,357	\$ -	\$ 1,225,124
Accrued salaries payable	378,824	-	-	378,824
Due to other funds	-	93,744	-	93,744
Total Liabilities	503,591	1,194,101	-	1,697,692
Fund Balances				
Nonspendable prepaid items	24,228	-	-	24,228
Restricted for				
Safe schools	3,772	-	-	3,772
Medical assistance	940	-	-	940
Community service	-	-	55,327	55,327
Building Company	-	2,312,883	-	2,312,883
Unassigned	1,931,348	-	-	1,931,348
Total Fund Balances	1,960,288	2,312,883	55,327	4,328,498
Total Liabilities and Fund Balances	\$ 2,463,879	\$ 3,506,984	\$ 55,327	\$ 6,026,190

The notes to the financial statements are an integral part of this statement.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Reconciliation of the Balance Sheet
to the Statement of Net Position
Governmental Funds
June 30, 2022

Amounts reported for governmental activities in the statement of net position are different because

Total Fund Balances - Governmental Funds	\$ 4,328,498
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds.	
Cost of capital assets	24,659,146
Less accumulated depreciation	(494,364)
Noncurrent liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds. Noncurrent liabilities at year end consist of	
Bonds payable	(21,995,000)
Bonds premium	(1,792,810)
Net pension liability	(1,653,324)
Governmental funds do not report long-term amounts related to pensions.	
Deferred outflows of pension resources	1,409,032
Deferred inflows of pension resources	(2,089,121)
Governmental funds do not report a liability for accrued interest until due and payable.	<u>(439,075)</u>
Total Net Position - Governmental Activities	<u>\$ 1,932,982</u>

The notes to the financial statements are an integral part of this statement.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2022

	General	Building Company	Nonmajor Community Service	Total Funds
Revenues				
Other local and county revenue	\$ 62,025	\$ 1,074,381	\$ -	\$ 1,136,406
Interest earned on investments	2,345	1,235	-	3,580
Revenue from state sources	6,515,960	-	-	6,515,960
Revenue from federal sources	277,124	-	-	277,124
Total Revenues	<u>6,857,454</u>	<u>1,075,616</u>	<u>-</u>	<u>7,933,070</u>
Expenditures				
Current				
Administration	202,827	-	-	202,827
District support services	361,506	-	-	361,506
Elementary and secondary regular instruction	2,713,452	-	-	2,713,452
Special education instruction	939,495	-	-	939,495
Community education and services	-	-	36,162	36,162
Instructional support services	300,046	-	-	300,046
Pupil support services	671,588	-	-	671,588
Sites and buildings	399,172	-	-	399,172
Fiscal and other fixed cost programs	21,527	-	-	21,527
Capital outlay				
Charter School support services	1,221	-	-	1,221
Elementary and secondary regular instruction	9,284	-	-	9,284
Instructional support services	55,417	-	-	55,417
Sites and buildings	1,062,336	9,502,671	-	10,565,007
Debt service				
Bond interest	-	524,451	-	524,451
Total Expenditures	<u>6,737,871</u>	<u>10,027,122</u>	<u>36,162</u>	<u>16,801,155</u>
Net Change in Fund Balance	119,583	(8,951,506)	(36,162)	(8,868,085)
Fund Balance, July 1	<u>1,840,705</u>	<u>11,264,389</u>	<u>91,489</u>	<u>13,196,583</u>
Fund Balance, June 30	<u>\$ 1,960,288</u>	<u>\$ 2,312,883</u>	<u>\$ 55,327</u>	<u>\$ 4,328,498</u>

The notes to the financial statements are an integral part of this statement.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Reconciliation of the Statement of
Revenues, Expenditures and Changes in Fund Balances
to the Statement of Activities
Governmental Funds
For the Year Ended June 30, 2022

Amounts reported for governmental activities in the statement of activities are different because

Net Change in Fund Balances - Governmental Funds	\$ (8,868,085)
<p>Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over the estimated useful lives as depreciation expense.</p>	
Capital outlays	9,566,696
Depreciation expense	(307,823)
<p>The net effect of various miscellaneous transactions involving capital assets.</p>	
Loss on trade-in	(2,779)
<p>The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts and similar items when debt is first issued, whereas these amounts are amortized in the statement of activities. The amounts below are the effects of these differences in the treatment of long-term debt and related items.</p>	
Amortization of bond premium	52,856
Loan forgiveness	493,588
<p>Interest on long-term debt in the statement of activities differs from the amount reported in the governmental funds because interest is recognized as an expenditure in the funds when it is due, and thus requires the use of current financial resources. In the statement of activities, however, interest expense is recognized as the interest accrues, regardless of when it is due.</p>	
	(364,154)
<p>Long-term pension activity is not reported in governmental funds.</p>	
Pension expense	(460,589)
Pension revenue	1,882
	1,882
Change in Net Position - Governmental Activities	\$ 111,592

The notes to the financial statements are an integral part of this statement.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Statement of Revenues, Expenditures and Changes in Fund Balances -
Budget and Actual
General Fund
For the Year Ended June 30, 2022

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
Revenues				
Other local and county revenue	\$ 40,800	\$ 51,200	\$ 62,025	\$ 10,825
Interest earned on investments	4,000	1,000	2,345	1,345
Revenue from state sources	6,937,733	6,564,157	6,515,960	(48,197)
Revenue from federal sources	139,247	276,669	277,124	455
Total Revenues	<u>7,121,780</u>	<u>6,893,026</u>	<u>6,857,454</u>	<u>(35,572)</u>
Expenditures				
Current				
Administration	174,466	198,361	202,827	(4,466)
Charter school support services	384,452	384,898	361,506	23,392
Elementary and secondary regular instruction	2,895,624	2,772,226	2,713,452	58,774
Special education instruction	830,901	941,568	939,495	2,073
Instructional support services	426,418	317,643	300,046	17,597
Pupil support services	567,875	680,223	671,588	8,635
Sites and buildings	631,610	642,745	399,172	243,573
Fiscal and other fixed cost programs	42,600	21,500	21,527	(27)
Capital outlay				
Charter School support services	20,000	25,000	1,221	23,779
Elementary and secondary regular instruction	47,600	9,275	9,284	(9)
Instructional support services	84,065	44,310	55,417	(11,107)
Sites and buildings	940,952	834,777	1,062,336	(227,559)
Total Expenditures	<u>7,046,563</u>	<u>6,872,526</u>	<u>6,737,871</u>	<u>134,655</u>
Net Change in Fund Balances	75,217	20,500	119,583	99,083
Fund Balances, July 1	<u>1,840,705</u>	<u>1,840,705</u>	<u>1,840,705</u>	<u>-</u>
Fund Balances, June 30	<u>\$ 1,915,922</u>	<u>\$ 1,861,205</u>	<u>\$ 1,960,288</u>	<u>\$ 99,083</u>

The notes to the financial statements are an integral part of this statement.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Notes to the Financial Statements
June 30, 2022

Note 1: Summary of Significant Accounting Policies

A. Reporting Entity

Woodbury Leadership Academy, Charter School No. 4228, (the Charter School), Woodbury, Minnesota is a nonprofit that was incorporated on November 12, 2013 as a non-profit corporation under section 501(c)3 of the Internal Revenue Code of 1954, for the purpose of providing educational services to individuals within the area. The Charter School is authorized by Volunteers of America - Minnesota. The permanent governing body consists of a nine member Board of Directors.

The Charter School's financial statements include all funds, departments, agencies, boards, commissions, and other organizations for which the Charter School is considered to be financially accountable.

Component units are legally separate entities for which the Charter School (primary government) is financially accountable, or for which the exclusion of the component unit would render the financial statements of the primary government misleading. The criteria used to determine if the primary government is financially accountable for a component unit includes whether or not the primary government appoints the voting majority of the potential component unit's governing body, is able to impose its will on the potential component unit, is in a relationship of financial benefit or burden with the potential component unit, or is fiscally depended upon by the potential component unit. Based on these criteria there is one organization considered to be a component unit of the school.

The Friends of WLA (the Building Company) is a Minnesota non-profit corporation holding IRS classification as a 501(c)(3) tax exempt organization which owns the real estate and building that is leased by the Charter School for its operations. The Building Company is governed by a separate board. Although it is legally separate from the School, the Building Company is reported as if it were part of the Charter School (as a blended component unit) because its sole purpose is to acquire, construct and own an educational site which is leased to the School. No separate financial statements of the Building Company are issued. The building is leased to the Charter School under the terms of a long-term agreement. All long-term debt related to the purchase of the building and property and all capital assets related to the school site are the responsibility of and are under the ownership of the Building Company.

Aside from its authorization, Volunteers of America - Minnesota has no authority, control, power, or administrative responsibilities over the Charter School. Therefore, the Charter School is not considered a component unit of Volunteers of America.

The Charter School has no student activity funds.

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Amounts reported as *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. State aid formula grants and other internally dedicated resources are reported as general revenues rather than as program revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Notes to the Financial Statements
June 30, 2022

Note 1: Summary of Significant Accounting Policies (Continued)

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. State revenue is recognized in the year to which it applies according to Minnesota statutes and accounting principles generally accepted in the United States of America. Minnesota statutes include State aid funding formulas for specific fiscal years. Federal revenue is recorded in the year in which the related expenditure was made. Other revenue is considered available if collected within one year.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available.

Non-exchange transactions, in which the Charter School receives value without directly giving equal value in return, include grants, entitlement and donations. Revenue from grants, entitlements and donations is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the Charter School must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the Charter School on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transaction must also be available before it can be recognized.

The preparation of the basic financial statements in conformity with generally accepted accounting principles in the United States of America requires management to make estimates and assumption that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Description of Funds

The Charter School funds have been established by the State of Minnesota Department of Education. Each fund is accounted for as an independent entity. Descriptions of the funds included in the report are as follows:

Major Governmental Funds

The *General fund* is the Charter School's primary operating fund. It accounts for all financial resources of the Charter School, except those required to be accounted for in another fund.

The *Building Company fund* is used to account for construction and debt activity related to the school building.

Nonmajor Governmental Funds

The *Community Service special revenue fund* is used to account for the Charter School's after school program.

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Note 1: Summary of Significant Accounting Policies (Continued)

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position/Fund Balance

Deposits and Investments

The Charter School's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

The Charter School may also invest idle funds as authorized by Minnesota statutes, as follows:

1. Direct obligations or obligations guaranteed by the United States or its agencies.
2. Shares of investment companies registered under the Federal Investment Company Act of 1940 and received the highest credit rating, rated in one of the two highest rating categories by a statistical rating agency, and have a final maturity of thirteen months or less.
3. General obligations of a state or local government with taxing powers rated "A" or better; revenue obligations rated "AA" or better.
4. General obligations of the Minnesota Housing Finance Agency rated "A" or better.
5. Obligation of a school district with an original maturity not exceeding 13 months and (i) rated in the highest category by a national bond rating service or (ii) enrolled in the credit enhancement program pursuant to statute section 126C.55.
6. Bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System.
7. Commercial paper issued by United States banks corporations or their Canadian subsidiaries, of highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less.
8. Repurchase or reverse repurchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000, a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York, or certain Minnesota securities broker-dealers.
9. Guaranteed Investment Contracts (GIC's) issued or guaranteed by a United States commercial bank, a domestic branch of a foreign bank, a United States insurance company, or its Canadian subsidiary, whose similar debt obligations were rated in one of the top two rating categories by a nationally recognized rating agency.

The Charter School does not have and investments or a formal investment policy.

The Charter School categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Charter School's recurring fair value measurements are listed in detail on page 40 and are valued using quoted market prices (Level 1 inputs).

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Note 1: Summary of Significant Accounting Policies (Continued)

Due from Federal Government, Minnesota Department of Education and Other Governments

Due from Federal government, Minnesota Department of Education, and other governments include amounts billed for services provided before year end as well as amounts for expenditures that have been incurred before year end that will be reimbursed with State and Federal funding. No substantial losses are anticipated from present receivable balances, therefore no allowance for uncollectible has been recorded.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements.

Capital Assets

Capital assets include equipment. Capital assets are defined by the Charter School as assets with an initial, individual cost of more than \$1,000 (amount not rounded). Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Donated capital assets are recorded at the acquisition value at the date of donation.

Capital assets are recorded in the government-wide financial statements, but are not reported in the fund financial statements. Equipment of the Charter School is depreciated using the straight-line method over their estimated useful lives. Useful lives vary from 5 to 10 years for equipment and 40 years for buildings and improvements.

Deferred Outflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then. The Charter School only has one item that qualifies for reporting in this category. Accordingly, the item, deferred pension resources, is reported only in the statement of net position. This results from actuarial calculations and current year pension contributions made subsequent to the measurement date.

Long-term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities statement of net position. In the fund financial statements, the face amount of debt issued is reported as other financing sources.

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Note 1: Summary of Significant Accounting Policies (Continued)

Pensions

Teachers Retirement Association (TRA)

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Teachers Retirement Association (TRA) and additions to/deductions from TRA's fiduciary net position have been determined on the same basis as they are reported by TRA.

TRA has a special funding situation created by direct aid contributions made by the State of Minnesota, City of Minneapolis and Minneapolis School District. The direct aid is a result of the merger of the Minneapolis Teachers Retirement Fund Association merger into TRA in 2006. A second direct aid source is from the State of Minnesota for the merger of the Duluth Teacher's Retirement Fund Association (DTRFA) in 2015. Additional information can be found in Note 4.

Public Employees Retirement Association (PERA)

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. The General fund is typically used to liquidate the governmental net pension liability.

The total pension expense for the General Employee Plan (GERP) and TRA is as follows:

	GERP	TRA	Total Pension Expense
Pension Expense	\$ 49,541	\$ 662,542	\$ 712,083

Deferred Inflows of Resources

In addition to liabilities, the statement of net position and fund financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The government has one type of item, which arises only under a full accrual basis of accounting that qualifies as needing to be reported in this category. Accordingly, the item, deferred pension resources, is reported only in the government-wide statement of net position. This amount results from actuarial calculations and is deferred and recognized as an inflow of resources in the period that the amounts become available.

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Note 1: Summary of Significant Accounting Policies (Continued)

Fund Balance

In the fund financial statements, fund balance is divided into five classifications based primarily on the extent to which the Charter School is bound to observe constraints imposed upon the use of resources reported in the governmental funds. These classifications are defined as follows:

Nonspendable - Amounts that cannot be spent because they are not in spendable form, such as prepaid items and deposits receivable.

Restricted - Amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

Committed - Amounts constrained for specific purposes that are internally imposed by formal action (resolution) of the Board of Directors, which is the Charter School's highest level of decision-making authority. Committed amounts cannot be used for any other purpose unless the Board of Directors modifies or rescinds the commitment by resolution.

Assigned - Amounts constrained for specific purposes that are internally imposed. In governmental funds other than the General fund, assigned fund balance represents all remaining amounts that are not classified as nonspendable and are neither restricted nor committed. In the General fund, assigned amounts represent intended uses established by the Board of Directors itself or by an official to which the governing body delegates the authority. The Board of Directors has adopted a fund balance policy which delegates the authority to assign amounts for specific purposes to the Director and Chief Financial Officer.

Unassigned - The residual classification for the General fund and also negative residual amounts in other funds.

The Charter School considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available. Additionally, the Charter School would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

The Charter School has formally adopted a fund balance policy for the General fund. The Charter School's policy is to budget towards maintaining an unrestricted fund balance at fiscal year-end of 20 percent of total General fund expenditures.

Net Position

In the government-wide financial statements, net position represents the difference between assets, deferred outflows of resources, and liabilities. Net position is displayed in three components:

- a. Net investment in capital assets - Consists of capital assets, net of accumulated depreciation and related debt.
- b. Restricted net position - Consist of net position balances restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, laws or regulations of other governments.
- c. Unrestricted net position - All other net position balances that do not meet the definition of "restricted" or "investment in capital assets."

When both restricted and unrestricted resources are available for use, it is the Charter School's policy to use restricted resources first, then unrestricted resources as they are needed.

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Note 2: Stewardship, Compliance and Accountability

Budgetary Information

Budgets are prepared for Charter School funds on the same basis and using the same accounting practices that are used in accounting and preparing financial statements for the General fund. The General fund budget was amended during the current fiscal year, decreasing revenues and expenditures by \$228,754 and \$174,037, respectively.

The Charter School follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Prior to July 1, the budget is prepared by the Director to be adopted by the Board of Directors.
2. Budgets for the General fund are adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP).
3. Budgeted amounts are as originally adopted, or as amended.
4. Budget appropriations lapse at year end.
5. The legal level of control is the fund level.
6. The Charter School does not use encumbrance accounting.

Note 3: Detailed Notes on All Funds

A. Deposits and investments

Custodial credit risk for deposits and investments is the risk that in the event of a bank failure, the Charter School's deposits and investments may not be returned or the Charter School will not be able to recover collateral securities in the possession of an outside party. In accordance with Minnesota statutes and as authorized by the Board of Directors, the Charter School maintains deposits at those depository banks, all of which are members of the Federal Reserve System.

Minnesota statutes require that all Charter School deposits be protected by insurance, surety bond or collateral. The fair value of collateral pledged must equal 110 percent of the deposits not covered by insurance or bonds.

Authorized collateral in lieu of a corporate surety bond includes:

- United States government Treasury bills, Treasury notes, Treasury bonds;
- Issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;
- General obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- General obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;

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Notes to the Financial Statements
June 30, 2022

Note 3: Detailed Notes on All Funds (Continued)

- Irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank’s public debt is rated “AA” or better by Moody’s Investors Service, Inc., or Standard & Poor’s Corporation; and
- Time deposits that are fully insured by any federal agency.

Minnesota statutes require that all collateral shall be placed in safekeeping in a restricted account at a Federal Reserve Bank, or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The selection should be approved by the Charter School.

At year end, the Charter School’s carrying amount of deposits was \$1,992,176 and the bank balance was \$2,000,372. A portion of the bank balance (\$250,000) was covered by federal depository insurance and the remaining balance was covered by collateral pledged in the Charter School’s name.

Investments

As of June 30, 2022, the Charter School had the following investments that are insured or registered, or securities held by the Charter School’s agent in the Charter School’s name:

Type of Investments	Credit Quality/ Ratings (1)	Segmented time Distribution (2)	Carrying Amount	Fair Value Level 1
Pooled Investments at Fair Value				
Government Obligation Fund	AAA	Less than 6 months	\$ 3,506,984	\$ 3,506,984

(1) Ratings are provided by various credit rating agencies where applicable to indicate associated credit risk.

(2) Interest rate risk is disclosed using the segmented time distribution method.

The investments of the Charter School are subject to the following risks:

- *Credit Risk.* Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Ratings are provided by various credit rating agencies and where applicable, indicate associated credit risk. Minnesota statutes limit the Charter School’s investments to the list on page 35 of the notes.
- *Custodial Credit Risk.* The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.
- *Concentration of Credit Risk.* Concentration of credit risk is the risk of loss attributed to the magnitude of a government’s investment in a single issuer.
- *Interest Rate Risk.* Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment.

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Notes to the Financial Statements
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Note 3: Detailed Notes on All Funds (Continued)

A reconciliation of cash and temporary investments as shown on the financial statements for the Charter School follows:

Carrying Amount of Deposits	\$ 1,992,176
Investments	<u>3,506,984</u>
 Total	 <u><u>\$ 5,499,160</u></u>
 Government-wide Statements	
Cash and temporary investments	\$ 1,992,176
Cash held with escrow	<u>3,506,984</u>
 Total	 <u><u>\$ 5,499,160</u></u>

B. Capital Assets

Capital asset activity for the year ended June 30, 2022 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Capital Assets, not Being Depreciated				
Land	\$ 4,331,500	\$ -	\$ -	\$ 4,331,500
Construction in progress	<u>180,194</u>	<u>9,454,357</u>	<u>-</u>	<u>9,634,551</u>
Total Capital Assets not Being Depreciated	<u>4,511,694</u>	<u>9,454,357</u>	<u>-</u>	<u>13,966,051</u>
 Capital Assets, Being Depreciated				
Leasehold Improvements	238,557	-	-	238,557
Buildings	10,059,138	5,012	-	10,064,150
Equipment	<u>287,839</u>	<u>107,327</u>	<u>(4,778)</u>	<u>390,388</u>
Total Capital Assets Being Depreciated	<u>10,585,534</u>	<u>112,339</u>	<u>(4,778)</u>	<u>10,693,095</u>
 Less Accumulated Depreciation for				
Leasehold Improvements	(26,406)	(14,363)	-	(40,769)
Buildings	(21,494)	(258,191)	-	(279,685)
Equipment	<u>(140,640)</u>	<u>(35,269)</u>	<u>1,999</u>	<u>(173,910)</u>
Total Accumulated Depreciation	<u>(188,540)</u>	<u>(307,823)</u>	<u>1,999</u>	<u>(494,364)</u>
 Governmental Activities				
Capital Assets, Net	<u><u>\$ 10,396,994</u></u>	<u><u>\$ (195,484)</u></u>	<u><u>\$ (2,779)</u></u>	<u><u>\$ 10,198,731</u></u>

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Note 3: Detailed Notes on All Funds (Continued)

Depreciation expense was charged to functions/programs of the Charter School as follows:

Governmental Activities

Charter School Support Services	\$ 855
Elementary and Secondary Regular Instruction	9,057
Special Education	291
Community Education and Services	4,638
Instructional Support Services	11,809
Pupil Support Services	510
Sites and Buildings	280,663
Total Depreciation Expense - Governmental Activities	\$ 307,823

C. Interfund Receivables and Payables

Due to/from funds represent reclassifications of temporary cash deficits in individual fund and other short term loans expected to be repaid within one year. As of June 30, 2022, the Building Company fund owed the General fund \$93,744.

D. Operating Lease

The Charter School entered into an agreement with Friends of WLA, to lease space at 8089 Globe Drive, Woodbury, Minnesota 55125 on May 1st, 2021. The lease term is for 35 years and payments will begin July 1, 2021.

Future minimum lease payments are as follows:

Year Ending June 30,	Total
2023	\$ 1,164,150
2024	1,253,725
2025	1,314,600
2026	1,342,600
2027 - 2031	6,713,000
2032 - 2036	6,713,000
2037 - 2041	6,713,000
2042 - 2046	6,713,000
2047 - 2051	6,713,000
2052 - 2056	6,713,000
Total Minimum Lease Payments	\$ 45,353,075

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Note 3: Detailed Notes on All Funds (Continued)

E. Long-term Liabilities

Loans Payable

The Charter School issued a paycheck protection program loan to provide funds for payroll costs. The loan is a direct obligation and pledge the full faith and credit of the Charter School. The Charter School used all the PPP proceeds towards qualifying expenses and pursued forgiveness of the loan amount during the fiscal year. The SBA approved 100% loan forgiveness in fiscal year 2022. There is no longer an outstanding loan balance at year end June 30, 2022.

Bonds Payable

The Charter School issued general obligation bonds to provide funds for the acquisition and construction of major capital facilities.

General obligation bonds are direct obligations and pledge the full faith and credit of the Charter School. General obligation bonds currently outstanding are as follows:

Description	Amount Issued	Interest Rate	Issue Date	Maturity Date	Balance at Year End
Charter School Lease Revenue Bonds, Series 2021A	\$ 21,665,000	4.00 %	5/26/2021	7/1/2056	\$ 21,665,000
Charter School Lease Revenue Bonds, Series 2021B	330,000	3.50	5/26/2021	7/1/2024	330,000
Total					<u>\$ 21,995,000</u>

Annual debt service requirements to maturity for the bonds are as follows:

Year Ending June 30,	Bonds Payable		
	Principal	Interest	Total
2023	\$ -	\$ 878,150	\$ 878,150
2024	155,000	875,438	1,030,438
2025	250,000	868,163	1,118,163
2026	320,000	857,200	1,177,200
2027	360,000	843,600	1,203,600
2028 - 2032	2,020,000	3,986,200	6,006,200
2033 - 2037	2,455,000	3,540,100	5,995,100
2038 - 2042	2,985,000	2,997,900	5,982,900
2043 - 2047	3,635,000	2,337,900	5,972,900
2048 - 2052	4,425,000	1,534,500	5,959,500
2053 - 2057	5,390,000	556,000	5,946,000
Total	<u>\$ 21,995,000</u>	<u>\$ 19,275,150</u>	<u>\$ 41,270,150</u>

Line of Credit

The Charter School has access to \$500,000 line of credit that it did not use during the year.

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Notes to the Financial Statements
June 30, 2022

Note 3: Detailed Notes on All Funds (Continued)

Long-term liability activity for the year ended June 30, 2022 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
Governmental Activities					
Loans Payable	\$ 493,588	\$ -	\$ (493,588)	\$ -	\$ -
Bonds Payable					
Revenue bonds	21,995,000	-	-	21,995,000	-
Bond premium	1,845,666	-	(52,856)	1,792,810	-
Total bonds payable	23,840,666	-	(52,856)	23,787,810	-
Governmental Activity Long-term Liabilities	<u>\$ 24,334,254</u>	<u>\$ -</u>	<u>\$ (546,444)</u>	<u>\$ 23,787,810</u>	<u>\$ -</u>

Note 4: Defined Benefit Pension Plans - Statewide

Substantially all employees of the Charter School are required by state law to belong to pension plans administered by Teachers Retirement Association (TRA) or Public Employees Retirement Association (PERA), all of which are administered on a statewide basis.

Disclosures relating to these plans follow:

A. Teacher Retirement Association (TRA)

1. Plan Description

The Teachers Retirement Association (TRA) is an administrator of a multiple employer, cost-sharing, defined benefit retirement fund. TRA administers a Basic Plan (without Social Security coverage) and a Coordinated Plan (with Social Security coverage) in accordance with *Minnesota statutes*, chapters 354 and 356. TRA is a separate statutory entity and administered by a Board of Trustees. The Board consists of four active member, one retired member and three statutory officials.

Educators employed in Minnesota's public elementary and secondary school, charter schools, and certain other TRA-covered educational institutions maintained by the state are required to be TRA members. State university, community college, and technical college educators first employed by (except those employed by St. Paul schools or Minnesota State Colleges and Universities). Educators first hired by Minnesota State may elect either TRA coverage or coverage through the Define Contribution Plan (DCR) administered by the State of Minnesota.

2. Benefits Provided

TRA provides retirement benefits as well as disability benefits to members and benefits to survivors upon death of eligible members. Benefits are established by Minnesota statute and vest after three years of service credit. The defined retirement benefits are based on a member's highest average salary for any five consecutive years of allowable service, age and a formula multiplier based on years of credit at termination of service.

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Notes to the Financial Statements
June 30, 2022

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

Two methods are used to compute benefits for TRA’s Coordinated and Basic Plan members. Members first employed before **July 1, 1989** receive the greater of the Tier I or Tier II as described:

Tier I:	Step Rate Formula	Percentage
Basic	1st ten years of service	2.2 percent per year
	All years after	2.7 percent per year
Coordinated	First ten years if service years are prior to July 1, 2006	1.2 percent per year
	First ten years if service years are July 1, 2006 or after	1.4 percent per year
	All other years of service if service years are prior to July 1, 2006	1.7 percent per year
	All other years of service if service years are July 1, 2006 or after	1.9 percent per year

With these provisions:

1. Normal retirement age is 65 with less than 30 years of allowable service and age 62 with 30 or more years of allowable service.
2. Three percent per year early retirement reduction factors for all years under normal retirement age.
3. Unreduced benefits for early retirement under a Rule-of-90 (age plus allowable service equals 90 or more).

or

Tier II: For years of service prior to July 1, 2006, a level formula of 1.7 percent per year for coordinated members and 2.7 percent per year for basic members. For years of service July 1, 2006 and after, a level formula of 1.9 percent per year for Coordinated members and 2.7 percent per year for Basic members applies. Beginning July 1, 2015, the early retirement reduction factors are based on rates established under Minnesota Statute. Smaller reductions, more favorable to the member, will be applied to individuals who reach age 62 and have 30 years or more of service credit.

Members first employed after June 30, 1989 receive only the Tier II calculation with a normal retirement age that is their retirement age for full Social Security retirement benefits, but not to exceed age 66.

Six different types of annuities are available to members upon retirement. The No Refund Life Plan is a lifetime annuity that ceases upon the death or the retiree - no survivor annuity is payable. A retiring member may also choose to provide survivor benefits to a designated beneficiary(ies) by selecting one of the five plans that have survivorship features. Vested members may also leave their contributions in the TRA Fund upon termination of service in order to qualify for a deferred annuity at retirement age. Any member terminating service is also eligible for a refund of their employee contributions plus interest.

The benefit provisions stated apply to active plan participants. Vested, terminated employees who are entitled to benefits but not yet receiving them are bound by the provisions in effect at the time they last terminated their public service.

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Notes to the Financial Statements
June 30, 2022

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

3. Contribution Rate

Per Minnesota statutes, chapter 354 sets the contribution rates for employees and employers. Rates for each fiscal year were:

Plan	Ending June 30, 2020		Ending June 30, 2021		Ending June 30, 2022	
	Employee	Employer	Employee	Employer	Employee	Employer
Basic	11.00%	11.92%	11.00%	12.13%	11.00%	12.34%
Coordinated	7.50%	7.92%	7.50%	8.13%	7.50%	8.34%

The Charter School's contributions to TRA for the years ending June 30, 2022, 2021 and 2020 were \$212,967, \$158,434, and \$115,506, respectively. The Charter School's contributions were equal to the contractually required contributions for each year as set by Minnesota statute.

The following is a reconciliation of employer contributions in TRA's Annual Comprehensive Financial Report "Statement of Changes in Fiduciary Net Position" to the employer contributions used in schedule of employer and non-employer pension allocations.

Employer Contributions Reported in TRA's Annual Comprehensive Financial Report Statement of Changes in Fiduciary Net Position	\$ 448,829,000
Add Employer Contributions not Related to Future Contribution Efforts	379,000
Deduct TRA's Contributions not Included in Allocation	<u>(538,000)</u>
 Total Employer Contributions	 448,670,000
Total Non-employer Contributions	<u>37,840,000</u>
 Total Contributions Reported in Schedule of Employer and Non-employer Pension Allocations	 <u><u>\$ 486,510,000</u></u>

Amounts reported in the allocation schedules may not precisely agree with financial statement amounts or actuarial valuations due to the number of decimal places used in the allocations. TRA has rounded percentage amounts to the nearest ten thousandths.

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Notes to the Financial Statements
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Note 4: Defined Benefit Pension Plans - Statewide (Continued)

4. Actuarial Assumptions

The total pension liability in the June 30, 2021 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement.

Key Methods and Assumptions Used in Valuation of Total Pension Liability

Actuarial Information

Valuation Date	July 1, 2021
Experience Study	June 30, 2021
	June 5, 2019 (demographic assumptions)
	November 6, 2017 (economic assumptions)

Actuarial Cost Method	Entry Age Normal
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Actuarial Assumptions

Investment Rate of Return	7.00%
Price Inflation	2.50%
Wage Growth Rate	2.85% before July 1, 2028 and 3.25% thereafter
Projected Salary Increase	2.85% to 8.85% before July 1, 2028 and 3.25% to 9.25% thereafter
Cost of Living Adjustment	1.0% for January 2020 through January 2023, then increasing by 0.1% each year up to 1.5% annually

Mortality Assumption

Pre-retirement	RP-2014 white collar employee table, male rates set back six years and female rates set back seven years. Generational projection uses the MP-2015 scale.
Post-retirement	RP-2014 white collar annuitant table, male rates set back three years and female rates set back three years, with further adjustments of the rates. Generational projection uses the MP-2015 scale.
Post-disability	RP-2014 disabled retiree mortality table, without adjustment.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Notes to the Financial Statements
June 30, 2022

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Domestic Equity	35.50 %	5.10 %
International Equity	17.50	5.30
Private Markets	25.00	5.90
Fixed Income	20.00	0.75
Unallocated Cash	2.00	-
Total	100.00 %	

The TRA actuary has determined the average of the expected remaining service lives of all members for fiscal year 2016 is 6.00 years. The “Difference Between Expected and Actual Experience”, “Changes of Assumptions” and “Changes in Proportion” use the amortization period of 6.00 years in the schedule presented. The amortization period for “Net Difference Between Projected and Actual Investment Earnings on Pension Plan Investments” is 5.00 years as required by GASB 68.

Changes in actuarial assumptions since the 2020 valuation:

- The investment return assumption was changed from 7.5 percent to 7.00 percent

5. Discount Rate

The discount rate used to measure the total pension liability was 7.00 percent. The discount rate used to measure the TPL at the Prior Measurement Date was 7.50 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the fiscal year 2021 contribution rate, contributions from school districts will be made at contractually required rates (actuarially determined), and contributions from the state will be made at current statutorily required rates. Based on those assumptions, the pension plan's fiduciary net position was not projected to be depleted and, as a result, the Municipal Bond Index Rate was not used in the determination of the Single Equivalent Interest Rate (SEIR).

6. Net Pension Liability

On June 30, 2022, the Charter School reported a liability of \$1,439,802 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Charter School's proportion of the net pension liability was based on the Charter School's contributions to TRA in relation to total system contributions including direct aid from the State of Minnesota, City of Minneapolis and Minneapolis School District. The Charter School's proportionate share was 0.0329 at the end of the measurement period which was an increase of 0.0070 percent from its proportion measured as of June 30, 2020.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Notes to the Financial Statements
June 30, 2022

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

The pension liability amount reflected a reduction due to direct aid provided to TRA. The amount recognized by the Charter School as its proportionate share of the net pension liability, the direct aid, and total portion of the net pension liability that was associated with the Charter School were as follows:

Charter School's Proportionate Share of Net Pension Liability	\$ 1,439,802
State's Proportionate Share of Net Pension Liability Associated with the Charter School	121,517

For the year ended June 30, 2022, the Charter School recognized pension expense of \$663,903. It also recognized \$1,361 as a decrease to pension expense for the support provided by direct aid.

On June 30, 2022, the Charter School had deferred resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between Projected and Actual Earnings on Plan Investments	\$ 31,229	\$ 31,006
Changes in Actuarial Assumptions	537,951	602,226
Net Difference Between Projected and Actual Earnings on Plan Investments	-	1,218,245
Changes in Proportion	374,956	45,785
Contributions to TRA Subsequent to the Measurement Date	212,967	-
 Total	 \$ 1,157,103	 \$ 1,897,262

Deferred outflows of resources totaling \$212,967 related to pensions resulting from the Charter School's contributions to TRA subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

2023	\$ (404,343)
2024	(218,253)
2025	(64,326)
2026	(171,468)
2027	(179,431)
Thereafter	84,695

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Notes to the Financial Statements
June 30, 2022

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

7. Pension Liability Sensitivity

The following presents the net pension liability of TRA calculated using the discount rate of 7.00 percent, as well as what the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.00 percent) or one percentage point higher (8.00 percent) than the current rate.

Charter School's Proportionate Share of NPL		
1 Percent Decrease (6.00%)	Current (7.00%)	1 Percent Increase (8.00%)
\$ 2,908,471	\$ 1,439,802	\$ 235,377

The Charter School's proportion of the net pension liability was based on the employer contributions to TRA in relation to TRA's total employer contributions including direct aid contributions from the State of Minnesota, City of Minneapolis and Minneapolis School District.

8. Pension Plan Fiduciary Net Position

Detailed information about the plan's fiduciary net position is available in a separately-issued TRA financial report. That report can be obtained at www.MinnesotaTRA.org, by writing to TRA at 60 Empire Drive, Suite 400, St. Paul, MN, 55103-4000; or by calling (651) 296-2409 or (800) 657-3669.

B. Public Employees' Retirement Association (PERA)

1. Plan Description

The Charter School participates in the following defined benefit pension plans administered by the Public Employees Retirement Association (PERA). PERA's defined benefit pension plans are established and administered in accordance with *Minnesota statutes*, chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401 (a) of the Internal Revenue Code.

General Employees Retirement Plan

All full-time and certain part-time employees of the Charter School, other than teachers, are covered by the General Employees Plan. General Employees Plan members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

2. Benefits Provided

PERA provides retirement, disability and death benefits. Benefit provisions are established by state statute and can only be modified by the state legislature. Vested, terminated employees who are entitled to benefits but are not receiving them yet are bound by the provisions in effect at the time they last terminated their public service.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Notes to the Financial Statements
June 30, 2022

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

General Employee Plan Benefits

General Employees Plan benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated and Basic Plan members. The retiring member receives the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Basic Plan member is 2.2 percent of average salary for each of the first ten years of service and 2.7 percent for each remaining year. The annuity accrual rate for a Coordinated Plan member is 1.2 percent of average salary for each of the first ten years and 1.7 percent of average salary for each remaining year. Under Method 2, the annuity accrual rate is 2.7 percent of average salary for Basic Plan members and 1.7 percent for average salary for Coordinated Plan members for each year of service. For members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66.

Benefit increases are provided to benefit recipients each January. The postretirement increase is equal to 50 percent of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1 percent and a maximum of 1.5 percent. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase. For members retiring on January 1, 2024, or later, the increase will be delayed until normal retirement age (age 65 if hired prior to July 1, 1989, or age 66 for individuals hired on or after July 1, 1989). Members retiring under Rule of 90 are exempt from the delay to normal retirement.

3. Contributions

Minnesota statutes chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state Legislature.

General Employees Fund Contributions

Coordinated Plan members were required to contribute 6.50 percent of their annual covered salary in fiscal year 2020 and the Charter School was required to contribute 7.50 percent for Coordinated Plan members. The Charter School's contributions to the General Employees Fund for June 30, 2022, 2021 and 2020 were \$38,527, \$26,722 and \$27,931, respectively. The Charter School's contributions were equal to the contractually required contributions for each year as set by state statute.

4. Pension Costs

General Employee Fund Pensions Costs

At June 30, 2022, the Charter School reported a liability of \$213,522 for its proportionate share of the General Employee Fund's net pension liability. The Charter School's net pension liability reflected a reduction due to the State of Minnesota's contribution of \$16 million. The State of Minnesota is considered a non-employer contributing entity and the State's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the Charter School totaled \$6,454. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Charter School's proportion of the net pension liability was based on the Charter School's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2021 through June 30, 2022, relative to the total employer contributions received from all of PERA's participating employers. The Charter School's proportionate share was 0.0050 percent which was a decrease of 0.0002 percent from its proportion measured as of June 30, 2020.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Notes to the Financial Statements
June 30, 2022

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

Charter School's Proportionate Share of Net Pension Liability	\$	213,522
State's Proportionate Share of Net Pension Liability Associated with the Charter School		6,454

For the year ended June 30, 2022, the Charter School recognized pension expense of \$49,020 for its proportionate share of General Employees Plan's pension expense. In addition, the Charter School recognized an additional \$521 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of \$16 million to the General Employees Fund.

At June 30, 2022, the Charter School reported its proportionate share of the General Employees Plan's deferred outflows of resources and deferred inflows of resources, related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between Expected and Actual Experience	\$ 786	\$ 6,566
Changes in Actuarial Assumptions	130,371	4,249
Net Difference Between Projected and Actual Earnings on Plan Investments	-	181,045
Changes in Proportion	82,245	(1)
Contributions to PERA Subsequent to the Measurement Date	38,527	-
Total	\$ 251,929	\$ 191,859

The \$38,527 reported as deferred outflows of resources related to pensions resulting from Charter School contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

2023	\$	42,402
2024		30,947
2025		(1,374)
2026		(50,432)

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Notes to the Financial Statements
June 30, 2022

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

5. Actuarial Assumptions

The total pension liability in the June 30, 2022, actuarial valuation was determined using an individual entry-age normal actuarial cost method. The long-term rate of return on pension plan investments used in the determination of the total liability is 6.5 percent. This assumption is based on a review of inflation and investments return assumptions from a number of national investment consulting firms. The review provided a range of return investment return rates deemed to be reasonable by the actuary. An investment return of 6.5 percent was deemed to be within that range of reasonableness for financial reporting purposes.

Inflation is assumed to be 2.25 percent for the General Employees Plan. Benefit increases after retirement are assumed to be 1.25 percent for the General Employees Plan.

Salary growth assumptions in the General Employees Plan range in annual increments from 10.25 percent after one year of service to 3.0 percent after 29 years of service and 6.0 percent per year thereafter. Mortality rates for the General Employees Plan are based on the Pub-2010 General Employee Mortality Table. The table is adjusted slightly to fit PERA's experience.

Actuarial assumptions used in the June 30, 2021 valuation were based on the results of actuarial experience studies. The most recent four-year experience study in the General Employee Plan was completed in 2019. The assumption changes were adopted by the Board and become effective with the July 1, 2021 actuarial valuation.

The following changes in actuarial assumptions and plan provisions occurred in 2022:

General Employees Fund

Changes in Actuarial Assumptions

- The investment return and single discount rates were changed from 7.50 percent to 6.50 percent, for financial reporting purposes.
- The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

Changes in Plan Provisions

- There were no changes in plan provisions since the previous valuation.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Notes to the Financial Statements
June 30, 2022

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Domestic Equity	33.50 %	5.10 %
Private Markets	25.00	5.90
Fixed Income	25.00	0.75
International Equity	16.50	5.30
Total	<u>100.00 %</u>	

6. Discount Rate

The discount rate used to measure the total pension liability in 2022 was 6.50 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota statutes. Based on these assumptions, the fiduciary net position of the General Employees Fund was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

7. Pension Liability Sensitivity

The following presents the Charter School's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the Charter School's proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

	Charter School's Proportionate Share of NPL		
	1 Percent Decrease (5.50%)	Current (6.50%)	1 Percent Increase (7.50%)
General Employees Fund	\$ 435,477	\$ 213,522	\$ 31,395

8. Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in a separately issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Notes to the Financial Statements
June 30, 2022

Note 5: Other Information

A. Risk Management

The Charter School is exposed to various risks of loss related to torts: theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which the Charter School carries commercial insurance. Settled claims have not exceeded this commercial coverage in fiscal year 2022.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities, if any, include an amount for claims that have been incurred but not reported (IBNRs). The Charter School's management is not aware of any incurred but not reported claims.

B. Commitments and Contingencies

Federal and State Programs

Amounts received or receivable from federal and state agencies are subject to agency audit and adjustment. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable fund. The amount, if any, of funds which may be disallowed by the agencies cannot be determined at this time although the Charter School expects such amounts, if any, to be immaterial.

C. Economic Dependency

The Charter School has a significant amount of revenue (82 percent) coming from the State of Minnesota.

D. Income Taxes

The Charter School is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and similar state income tax laws. The Organization is not a private foundation and contributions to the Charter School qualify as a charitable tax deduction by the contributor.

The Organization has evaluated and determined that there are no uncertain tax positions as of June 30, 2022. The Association's tax returns are subject to possible examination by the taxing authorities.

Note 6: COVID-19

On January 30, 2020, the World Health Organization ("WHO") announced a global health emergency because of a new strain of coronavirus ("COVID-19") and the risks to the international community as virus spreads globally. On March 11, 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. In response to the pandemic, the State of Minnesota has issued stay-at-home orders and other measures aimed at slowing the spread of the coronavirus.

The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. Due to the rapid development and fluidity of this situation, the Charter School cannot determine the ultimate impact that the COVID-19 pandemic will have on its financial condition, liquidity, and future revenue collection, and therefore any prediction as to the ultimate impact on the Charter School's financial condition, liquidity, and future results of its revenue collections is uncertain.

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REQUIRED SUPPLEMENTARY INFORMATION

WOODBURY LEADERSHIP ACADEMY
CHARTER SCHOOL NO. 4228
WOODBURY, MINNESOTA

FOR THE YEAR ENDED
JUNE 30, 2022

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Required Supplementary Information
For the Year Ended June 30, 2022

Schedule of Employer's Share of TRA Net Pension Liability

Fiscal Year Ending	Charter School's Proportion of the Net Pension Liability	Charter School's Share of the Net Pension Liability (a)	State's Proportionate Share of the Net Pension Liability Associated with the Charter School (b)	Total (a+b)	Charter School's Covered Payroll (c)	Charter School's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll (a/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/22	0.0329 %	\$ 1,439,802	\$ 121,517	\$1,561,319	\$ 1,948,764	73.9 %	86.6 %
06/30/21	0.0259	1,913,527	160,528	2,074,055	1,458,409	131.2	75.5
06/30/20	0.0203	1,293,926	114,527	955,044	1,109,468	116.6	78.2
06/30/19	0.0139	873,050	81,994	3,458,370	845,241	103.3	78.1
06/30/18	0.0158	3,153,967	304,403	3,936,860	878,111	359.2	51.6
06/30/17	0.0150	3,577,858	359,002	736,143	769,450	465.0	44.9

The above schedules are intended to show 10-year trends. Additional years will be reported as they become available.

Schedule of Employer's TRA Contributions

Fiscal Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	Charter School's Covered Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
06/30/22	\$ 212,967	\$ 212,967	\$ -	\$ 2,553,558	8.3 %
06/30/21	158,434	158,434	-	1,948,764	8.1
06/30/20	115,506	115,506	-	1,458,409	7.9
06/30/19	92,834	92,834	-	1,109,468	7.7
06/30/18	63,393	63,393	-	845,241	7.5
06/30/17	65,858	65,858	-	878,111	7.5
06/30/16	57,709	57,709	-	769,450	7.5

The above schedules are intended to show 10-year trends. Additional years will be reported as they become available.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Required Supplementary Information (Continued)
For the Year Ended June 30, 2022

Notes to the Required Supplementary Information - TRA

Changes in Actuarial Assumptions

2021 - The investment return assumption was changed from 7.50 percent to 7.00 percent

2020 - Assumed termination rates were changed to more closely reflect actual experience. The pre-retirement mortality assumption was changed to RP-2014 white collar employee table, male rates set back five years and female rates set back seven years. Generational projection uses the MP-2015 scale. Assumed form of annuity election proportions were changed to more closely reflect actual experience for female retirees.

2019 - No changes noted.

2018 - The investment return assumption was changed from 5.12% to 7.50%. The price inflation assumption was lowered from 3.00% to 2.50%. The payroll growth assumption was lowered from 3.50% to 3.00%. The wage inflation assumption (above price inflation) was reduced from 0.75% to 0.35% for the next 10 years, and 0.75% thereafter. The total salary increase assumption was adjusted by the wage inflation change. The amortization date for the funding of the Unfunded Actuarial Accrued Liability (UAAL) was reset to June 30, 2048 (30 years). A mechanism in the law that provided the TRA Board with some authority to set contribution rates was eliminated.

2017 - The Cost of Living Adjustment was assumed to increase from 2.0% annually to 2.5% annually on July 1, 2045. Adjustments were made to the combined service annuity loads. The active load was reduced from 1.4% to 0.0%, the vested inactive load increased from 4.0% to 7.0% and the non-vested inactive load increased from 4.0% to 9.0%

2016 - The assumed investment return was changed from 8.0 percent to 4.66 percent using the Single Equivalent Interest Rate calculation. The single discount rate was changed from 8.0 percent to 4.66 percent. The assumed future salary increases, payroll growth and inflation were changed by a 0.25 percent decrease for price inflation, a 0.50 percent increase for wage inflation and a 2.50 percent decrease in maximum salary increases based on years of service. Mortality assumptions were updated using the RP-2014 tables.

2015 - The cost of living adjustment was not assumed to increase to 2.5 percent but remain at 2.0 percent for all future years. The investment return assumption was changed from 8.25 percent to 8.00 percent.

2014 - The cost of living adjustment was assumed to increase from 2.0 percent annually to 2.5 percent annually on July 1, 2034.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Required Supplementary Information (Continued)
For the Year Ended June 30, 2022

Notes to the Required Supplementary Information – TRA (Continued)

Changes in Plan Provisions

2021 - No changes noted.

2020 - No changes noted.

2019 - No changes noted.

2018 - The 2018 Omnibus Pension Bill contained a number of changes:

- The COLA was reduced from 2.0% each January 1 to 1.0%, effective January 1, 2019. Beginning January 1, 2024, the COLA will increase 0.1% each year until reaching the ultimate rate of 1.5% in January 1, 2028.
- Beginning July 1, 2024, eligibility for the first COLA changes to normal retirement age (age 65 to 66, depending on date of birth). However, members who retire under Rule of 90 and members who are at least age 62 with 30 years of service credit are exempt.
- The COLA trigger provision, which would have increased the COLA to 2.5% if the funded ratio was at least 90% for two consecutive years, was eliminated.
- Augmentation in the early retirement reduction factors is phased out over a five-year period beginning July 1, 2019 and ending June 30, 2024 (this reduces early retirement benefits). Members who retire and are at least age 62 with 30 years of service are exempt.
- Augmentation on deferred benefits will be reduced to zero percent beginning July 1, 2019. Interest payable on refunds to members was reduced from 4.0% to 3.0%, effective July 1, 2018. Interest due on payments and purchases from members, employers is reduced from 8.5% to 7.5%, effective July 1, 2018.
- The employer contribution rate is increased each July 1 over the next 6 years, (7.71% in 2018, 7.92% in 2019, 8.13% in 2020, 8.34% in 2021, 8.55% in 2022, 8.75% in 2023). In addition, the employee contribution rate will increase from 7.50% to 7.75% on July 1, 2023. The state provides funding for the higher employer contribution rate through an adjustment in the school aid formula.

2017 - No changes noted.

2016 - No changes noted.

2015 - On June 30, 2015, the Duluth Teachers Retirement Fund Association was merged into TRA. This also resulted in a state-provided contribution stream of \$14.377 million until the System becomes fully funded.

2014 - The increase in the post-retirement benefit adjustment (COLA) will be made once the plan is 90% funded (on a market value basis) in two consecutive years, rather than just one year.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Required Supplementary Information (Continued)
For the Year Ended June 30, 2022

Schedule of Employer's Share of PERA Net Pension Liability

Fiscal Year Ending	Charter School's Proportion of the Net Pension Liability	Charter School's Proportionate Share of the Net Pension Liability (a)	State's Proportionate Share of the Net Pension Liability Associated with the Charter School (b)	Total (a+b)	Charter School's Covered Payroll (c)	Charter School's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll (a/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/22	0.0050 %	\$ 213,522	\$ 6,454	\$ 219,976	\$ 356,293	59.9 %	87.0 %
06/30/21	0.0052	311,764	9,685	321,449	372,413	83.7	79.0
06/30/20	0.0030	165,863	5,166	171,029	214,968	77.2	80.2
06/30/19	0.0021	116,499	3,700	120,199	138,951	83.8	79.5
06/30/18	0.0023	146,830	1,830	148,660	146,863	100.0	75.9
06/30/17	0.0035	284,183	3,768	287,951	219,547	129.4	68.9

The above schedules are intended to show 10-year trends. Additional years will be reported as they become available.

Schedule of Employer's Share of PERA Contributions

Fiscal Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	Charter School's Covered Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
06/30/22	\$ 38,527	\$ 38,527	\$ -	\$ 513,693	7.5 %
06/30/21	26,722	26,722	-	356,293	7.5
06/30/20	27,931	27,931	-	372,413	7.5
06/30/19	16,152	16,152	-	214,968	7.5
06/30/18	10,421	10,421	-	138,951	7.5
06/30/17	11,015	11,015	-	146,863	7.5
06/30/16	16,466	16,466	-	219,547	7.5

The above schedules are intended to show 10-year trends. Additional years will be reported as they become available.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Required Supplementary Information (Continued)
For the Year Ended June 30, 2022

Notes to the Required Supplementary Information - PERA

Changes in Actuarial Assumptions

2021 - The investment return and single discount rates were changed from 7.50 percent to 6.50 percent, for financial reporting purposes. The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

2020 - The price inflation assumption was decreased from 2.50% to 2.25%. The payroll growth assumption was decreased from 3.25% to 3.00%. Assumed salary increase rates were changed as recommended in the June 30, 2019 experience study. The net effect is assumed rates that average 0.25% less than previous rates. Assumed rates of retirement were changed as recommended in the June 30, 2019 experience study. The changes result in more unreduced (normal) retirements and slightly fewer Rule of 90 and early retirements. Assumed rates of termination were changed as recommended in the June 30, 2019 experience study. The new rates are based on service and are generally lower than the previous rates for years 2-5 and slightly higher thereafter. Assumed rates of disability were changed as recommended in the June 30, 2019 experience study. The change results in fewer predicted disability retirements for males and females. The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 General Mortality table, with adjustments. The base mortality table for disabled annuitants was changed from the RP-2014 disabled annuitant mortality table to the PUB-2010 General/Teacher disabled annuitant mortality table, with adjustments. The mortality improvement scale was changed from Scale MP-2018 to Scale MP-2019. The assumed spouse age difference was changed from two years older for females to one year older. The assumed number of married male new retirees electing the 100% Joint & Survivor option changed from 35% to 45%. The assumed number of married female new retirees electing the 100% Joint & Survivor option changed from 15% to 30%. The corresponding number of married new retirees electing the Life annuity option was adjusted accordingly.

2019 - The mortality projection scale was changed from MP-2017 to MP-2018.

2018 - The mortality projection scale was changed from MP-2015 to MP-2017. The assumed benefit increase was changed from 1.00 percent per year through 2044 and 2.50 percent per year thereafter to 1.25 percent per year.

2017 - The Combined Service Annuity (CSA) loads were changed from 0.8 percent for active members and 60 percent for vested and non-vested deferred members. The revised CSA loads are now 0.0 percent for active member liability, 15.0 percent for vested deferred member liability and 3.0 percent for non-vested deferred member liability. The assumed post-retirement benefit increase rate was changed from 1.0 percent per year for all years to 1.0 percent per year through 2044 and 2.5 percent per year thereafter.

2016 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2035 and 2.5 percent per year thereafter to 1.0 percent per year for all future years. The assumed investment return was changed from 7.9 percent to 7.5 percent. The single discount rate was changed from 7.9 percent to 7.5 percent. Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth and inflation were decreased by 0.25 percent to 3.25 percent for payroll growth and 2.50 percent for inflation.

2015 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2030 and 2.5 percent per year thereafter to 1.0 percent per year through 2035 and 2.5 percent per year thereafter.

Woodbury Leadership Academy
Charter School No. 4228
Woodbury, Minnesota
Required Supplementary Information (Continued)
For the Year Ended June 30, 2022

Notes to the Required Supplementary Information – PERA (Continued)

Changes in Plan Provisions

2021 - There were no changes in plan provisions since the previous valuation.

2020 - Augmentation for current privatized members was reduced to 2.0% for the period July 1, 2020 through December 31, 2023 and 0.0% after. Augmentation was eliminated for privatizations occurring after June 30, 2020.

2019 - The employer supplemental contribution was changed prospectively, decreasing from \$31.0 million to \$21.0 million per year. The state's special funding contribution was changed prospectively, requiring \$16.0 million due per year through 2031.

2018 - The augmentation adjustment in early retirement factors is eliminated over a five-year period starting July 1, 2019, resulting in actuarial equivalence after June 30, 2024. Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018. Deferred augmentation was changed to 0.00 percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply. Contribution stabilizer provisions were repealed. Postretirement benefit increases were changed from 1.00 percent per year with a provision to increase to 2.50 percent upon attainment of 90.00 percent funding ratio to 50.00 percent of the Social Security Cost of Living Adjustment, not less than 1.00 percent and not more than 1.50 percent, beginning January 1, 2019. For retirements on or after January 1, 2024, the first benefit increase is delayed until the retiree reaches normal retirement age; does not apply to Rule of 90 retirees, disability benefit recipients, or survivors. Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

2017 - The State's contribution for the Minneapolis Employees Retirement Fund equals \$16,000,000 in 2017 and 2018, and \$6,000,000 thereafter. The Employer Supplemental Contribution for the Minneapolis Employees Retirement Fund changed from \$21,000,000 to \$31,000,000 in calendar years 2019 to 2031. The state's contribution changed from \$16,000,000 to \$6,000,000 in calendar years 2019 to 2031.

2016 - No changes noted.

2015 - On January 1, 2015, the Minneapolis Employees Retirement Fund was merged into the General Employees Fund, which increased the total pension liability by \$1.1 billion and increased the fiduciary plan net position by \$892 million. Upon consolidation, state and employer contributions were revised.

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TABLE

WOODBURY LEADERSHIP ACADEMY
CHARTER SCHOOL NO. 4228
WOODBURY, MINNESOTA

FOR THE YEAR ENDED
JUNE 30, 2022



Fiscal Compliance Report - 6/30/2022
District: WOODBURY LEADERSHIP ACAD (4228-7)

	Audit	UFARS	Audit - UFARS
01 GENERAL FUND			
Total Revenue	\$6,857,454	<u>\$6,857,454</u>	<u>\$0</u>
Total Expenditures	\$6,737,871	<u>\$6,737,867</u>	<u>\$4</u>
<i>Non Spendable:</i>			
4.60 Non Spendable Fund Balance	\$24,228	<u>\$24,228</u>	<u>\$0</u>
<i>Restricted / Reserved:</i>			
4.01 Student Activities	\$0	<u>\$0</u>	<u>\$0</u>
4.02 Scholarships	\$0	<u>\$0</u>	<u>\$0</u>
4.03 Staff Development	\$0	<u>\$0</u>	<u>\$0</u>
4.07 Capital Projects Levy	\$0	<u>\$0</u>	<u>\$0</u>
4.08 Cooperative Revenue	\$0	<u>\$0</u>	<u>\$0</u>
4.13 Project Funded by COP	\$0	<u>\$0</u>	<u>\$0</u>
4.14 Operating Debt	\$0	<u>\$0</u>	<u>\$0</u>
4.16 Levy Reduction	\$0	<u>\$0</u>	<u>\$0</u>
4.17 Taconite Building Maint	\$0	<u>\$0</u>	<u>\$0</u>
4.24 Operating Capital	\$0	<u>\$0</u>	<u>\$0</u>
4.26 \$25 Taconite	\$0	<u>\$0</u>	<u>\$0</u>
4.27 Disabled Accessibility	\$0	<u>\$0</u>	<u>\$0</u>
4.28 Learning & Development	\$0	<u>\$0</u>	<u>\$0</u>
4.34 Area Learning Center	\$0	<u>\$0</u>	<u>\$0</u>
4.35 Contracted Alt. Programs	\$0	<u>\$0</u>	<u>\$0</u>
4.36 State Approved Alt. Program	\$0	<u>\$0</u>	<u>\$0</u>
4.38 Gifted & Talented	\$0	<u>\$0</u>	<u>\$0</u>
4.40 Teacher Development and Evaluation	\$0	<u>\$0</u>	<u>\$0</u>
4.41 Basic Skills Programs	\$0	<u>\$0</u>	<u>\$0</u>
4.48 Achievement and Integration	\$0	<u>\$0</u>	<u>\$0</u>
4.49 Safe School Crime - Crime Levy	\$3,772	<u>\$3,772</u>	<u>\$0</u>
4.51 QZAB Payments	\$0	<u>\$0</u>	<u>\$0</u>
4.52 OPEB Liab Not In Trust	\$0	<u>\$0</u>	<u>\$0</u>
4.53 Unfunded Sev & Retirement Levy	\$0	<u>\$0</u>	<u>\$0</u>
4.59 Basic Skills Extended Time	\$0	<u>\$0</u>	<u>\$0</u>
4.67 LTFM	\$0	<u>\$0</u>	<u>\$0</u>
4.72 Medical Assistance	\$940	<u>\$940</u>	<u>\$0</u>
4.73 PPP Loan	\$0	<u>\$0</u>	<u>\$0</u>
4.74 EIDL Loan	\$0	<u>\$0</u>	<u>\$0</u>
<i>Restricted:</i>			
4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
4.75 Title VII Impact Aid	\$0	<u>\$0</u>	<u>\$0</u>
4.76 Payments in Lieu of Taxes	\$0	<u>\$0</u>	<u>\$0</u>
<i>Committed:</i>			
4.18 Committed for Separation	\$0	<u>\$0</u>	<u>\$0</u>
4.61 Committed Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
<i>Assigned:</i>			
4.62 Assigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
<i>Unassigned:</i>			
4.22 Unassigned Fund Balance	\$1,931,348	<u>\$1,931,350</u>	<u>(\$2)</u>

02 FOOD SERVICES

Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
<i>Non Spendable:</i>			
4.60 Non Spendable Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
<i>Restricted / Reserved:</i>			
4.52 OPEB Liab Not In Trust			

06 BUILDING CONSTRUCTION

	Audit	UFARS	Audit - UFARS
Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
<i>Non Spendable:</i>			
4.60 Non Spendable Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
<i>Restricted / Reserved:</i>			
4.07 Capital Projects Levy	\$0	<u>\$0</u>	<u>\$0</u>
4.13 Project Funded by COP	\$0	<u>\$0</u>	<u>\$0</u>
4.67 LTFM	\$0	<u>\$0</u>	<u>\$0</u>
<i>Restricted:</i>			
4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
<i>Unassigned:</i>			
4.63 Unassigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>

07 DEBT SERVICE

Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
<i>Non Spendable:</i>			
4.60 Non Spendable Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
<i>Restricted / Reserved:</i>			
4.25 Bond Refundings	\$0	<u>\$0</u>	<u>\$0</u>
4.33 Maximum Effort Loan Aid	\$0	<u>\$0</u>	<u>\$0</u>
4.51 QZAB Payments	\$0	<u>\$0</u>	<u>\$0</u>
4.67 LTFM	\$0	<u>\$0</u>	<u>\$0</u>
<i>Restricted:</i>			
4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
<i>Unassigned:</i>			
4.63 Unassigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>

08 TRUST

Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
<i>Restricted / Reserved:</i>			
4.01 Student Activities	\$0	<u>\$0</u>	<u>\$0</u>
4.02 Scholarships	\$0	<u>\$0</u>	<u>\$0</u>
4.22 Unassigned Fund Balance (Net Assets)	\$0	<u>\$0</u>	<u>\$0</u>

18 CUSTODIAL

Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
<i>Restricted / Reserved:</i>			
4.01 Student Activities	\$0	<u>\$0</u>	<u>\$0</u>
4.02 Scholarships	\$0	<u>\$0</u>	<u>\$0</u>
4.48 Achievement and Integration	\$0	<u>\$0</u>	<u>\$0</u>
4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>

20 INTERNAL SERVICE

Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
4.22 Unassigned Fund Balance (Net Assets)	\$0	<u>\$0</u>	<u>\$0</u>

25 OPEB REVOCABLE TRUST

Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
Total Expenditures			

Minnesota Department of Education

	\$0	<u>\$0</u>	<u>\$0</u>
4.74 EIDL Loan	\$0	<u>\$0</u>	<u>\$0</u>
<i>Restricted:</i>			
4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
<i>Unassigned:</i>			
4.63 Unassigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
04 COMMUNITY SERVICE			
Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$36,162	<u>\$36,162</u>	<u>\$0</u>
<i>Non Spendable:</i>			
4.60 Non Spendable Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
<i>Restricted / Reserved:</i>			
4.26 \$25 Taconite	\$0	<u>\$0</u>	<u>\$0</u>
4.31 Community Education	\$0	<u>\$0</u>	<u>\$0</u>
4.32 E.C.F.E	\$0	<u>\$0</u>	<u>\$0</u>
4.40 Teacher Development and Evaluation	\$0	<u>\$0</u>	<u>\$0</u>
4.44 School Readiness	\$0	<u>\$0</u>	<u>\$0</u>
4.47 Adult Basic Education	\$0	<u>\$0</u>	<u>\$0</u>
4.52 OPEB Liab Not In Trust	\$0	<u>\$0</u>	<u>\$0</u>
4.73 PPP Loan	\$0	<u>\$0</u>	<u>\$0</u>
4.74 EIDL Loan	\$0	<u>\$0</u>	<u>\$0</u>
<i>Restricted:</i>			
4.64 Restricted Fund Balance	\$55,327	<u>\$55,327</u>	<u>\$0</u>
<i>Unassigned:</i>			
4.63 Unassigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>

	\$0	<u>\$0</u>	<u>\$0</u>
4.22 Unassigned Fund Balance (Net Assets)	\$0	<u>\$0</u>	<u>\$0</u>

45 OPEB IRREVOCABLE TRUST

Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
4.22 Unassigned Fund Balance (Net Assets)	\$0	<u>\$0</u>	<u>\$0</u>

47 OPEB DEBT SERVICE

Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
<i>Non Spendable:</i>			
4.60 Non Spendable Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
<i>Restricted:</i>			
4.25 Bond Refundings	\$0	<u>\$0</u>	<u>\$0</u>
4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
<i>Unassigned:</i>			
4.63 Unassigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>

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OTHER REQUIRED REPORTS
WOODBURY LEADERSHIP ACADEMY
CHARTER SCHOOL NO. 4228
WOODBURY, MINNESOTA

FOR THE YEAR ENDED
JUNE 30, 2022

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**INDEPENDENT AUDITOR’S REPORT
ON MINNESOTA LEGAL COMPLIANCE**

Members of the Board of Directors
Woodbury Leadership Academy, Charter School No. 4228
Woodbury, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Woodbury Leadership Academy, Charter School No. 4228 (the Charter School), Woodbury, Minnesota as of and for the year ended June 30, 2022, and the related notes to the financial statements which collectively comprise the School’s basic financial statements, and have issued our report thereon dated November 16, 2022.

In connection with our audit, nothing came to our attention that caused us to believe that the Woodbury Leadership Academy failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Charter Schools*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Charter School’s noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

This report is intended solely for the information and use of those charged with governance and management of the Woodbury Leadership Academy and the State Auditor and is not intended to be, and should not be, used by anyone other than these specified parties.



Abdo
Minneapolis, Minnesota
November 16, 2022

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Members of the Board of Directors
Woodbury Leadership Academy, Charter School No. 4228
Woodbury, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of governmental activities, each major fund and the aggregate remaining fund information of the Woodbury Leadership Academy, Charter School No. 4228 (the Charter School), Woodbury, Minnesota, as of June 30, 2022, and the related notes to the financial statements, which collectively comprise the Charter School's basic financial statements, and have issued our report thereon dated November 16, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Charter School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of the Charter School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Charter School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Charter School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Charter School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Abdo
Minneapolis, Minnesota
November 16, 2022

