



Meeting: Board of Directors Regular Meeting

Date: Monday, February 27th, 2023

Time: 5:00 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 (Mandi Folks)

- 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: Shelbi Pool, Board Chair)

3.1 Approval of meeting agenda

Motion: _____ 2nd: _____ Vote: _____

3.2 Approval of January 26th, 2023 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 Board Report (Shelbi Pool)

6.2 Director Report (Dr. Mortensen)

6.3 Financial Director Report (BerganKDV)

6.4 Finance Committee Report (Jolene Skordahl)

6.4.1 Approve January Financials and February Finance Committee Minutes

Motion: _____ 2nd: _____ Vote: _____

6.5 Governance Committee Report (Shelbi Pool)

6.5.1 Accept February Governance Committee Minutes, enter policies 521,533, 203, 203.2, 203.5, and 203.6 into second reading

Motion: _____ 2nd: _____ Vote: _____

6.6 Facilities Committee Report (Julie Ohs)

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

7.1 Approve 2023-24 School Calendar

7.2 Merger Update (Dr. Mortensen)

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

8.1 Board Communication/Future Agenda Items- Reflection

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

WLA Regular Board of Directors Meeting

Date: Thursday, March 23rd, 2023

Time: 5:30pm

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

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

Adjournment

Motion: _____ 2nd _____ Vote: _____

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
January 26th, 2023**



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

Directors Absent: Shelbi Pool, Ryan Sheak

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

Advisors Virtual: BerganKDV

Others in Attendance: Many WLA parents & MSA staff

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

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

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

1.2 Roll Call

Ms. Schrandt took roll.

2. WLA Mission and Vision

Mr. Washington read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms. Folks wanted to note that the agenda should display that this meeting is a regular meeting rather than an annual meeting. She also noted it should say 2023 and not 2022. Ms. Folks moved “to approve the January 26, 2023 meeting agenda with the edit.” Ms. Ohs seconded. Motion passed unanimously.

3.2 Approval of November 17, 2022 Meeting Minutes

Ms. Skordahl moved “to approve the November 17, 2022 meeting minutes.” Ms. Ohs seconded. Motion passed unanimously.

4. Conflict of Interest Declaration

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

5. Public Comment

5.1 Delegation of Public Comment Items

Ms. Folks noted that there were several people signed up to comment tonight. Ms. Folks said she was excited to hear thoughts and did not put a time limit on the comments, but to please keep comments concise and respectful.

Several WLA parents and MSA staff made comments on the topic of the possible merger. Comments were both positive and negative towards the merger.

6. Board and Administration Reports

6.1 Board Report

Ms. Folks presented the Family Satisfaction Survey that had gone out to our stakeholders. This survey reviewed families satisfaction with the academic instruction, social emotional needs, and the school calendar. Ms. Folks also took this time to discuss an update on the Board training of Board members.

6.2 Director Report

Ms. Mortensen discussed the Director Report. A few highlights from the report that Ms. Mortensen touched on were:

- 2023-2024 new student applications - about 119 kindergarten, with 216 total applications overall
- Samantha Olson and Cody Bloomer made incredible gains for Middle School Math.
- Adding two flex learning days for 7th and 8th graders due to 4 snow days
- APEX Fundraiser success!

Mr. Broderick reported on WLA's strategic planning goal for safety and building community among stakeholders. He touched on the many events that have been going on the last month at our facilities. He also mentioned that the cameras in the building are up and running.

6.3 Financial Director Report (BKDV)

Ms. Kes reviewed the December 2022 Executive Summary in the Board packet, noting the actual ADM is 691. The school currently has 108 days' cash on hand which is well above the requirement. The year is 50% complete, revenues are at 49.8% and expenditures disbursed are at 45% of the reporting period. Ms. Kes reviewed the December Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports.

6.4 Finance Committee Report

Ms Skordahl reported that the Finance Committee met on January 11th. During this meeting, the committee reviewed financial statements for December 2022.

6.4.1. Accept November and December Financials and January and December Finance Committee Minutes

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

6.5 Governance Committee Report

Ms. Sjoberg reported the Governance Committee met January 12th and discussed several policies. The Committee also discussed handbooks and updating them to have them available digitally.

6.5.1. Accept January Governance Committee Minutes, enter policies 201 and 201.1 into second reading, and enter the 500 series into first reading.

Ms. Sjoberg motioned "to accept January Governance Committee Minutes, enter policy 201.1 into second reading, and enter the 500 series into first reading. ." Mrs. Skordahl seconded. Motion passed unanimously.

6.5.2. Accept resignation of Kylie Griffith as a committee member

Ms. Sjoberg motioned "to accept the resignation of Kylie Griffith as a committee member." Ms. Folks seconded motion. Motion passed unanimously.

6.6 Facilities Committee Report

Ms. Ohs reported that the Facilities Committee met on January 10th and had a discussion about the future make-up of the Facilities Committee.

6.7.1. Approve December and January Facilities Committee Minutes

Ms. Folks motioned “to approve December and January Facilities Committee Minutes.” Ms. Ohs seconded the motion. Motion passed unanimously.

6.7.2 Accept committee resignation from Mandi Folks

Ms. Folks motioned “to approve the resignation of Mandi Folks as a committee member.” Ms. Skordahl seconded the motion. Motion passed unanimously.

7. Board Discussion and Business

7.1 Exploratory Merger Committee, with authority to work jointly with MSA’s Committee

- Kate (Principal of MSA) and Randy (Executive Director of MSA) spoke on the topic of the joint merger committee they created to explore questions from both schools.
- There was an open conversation regarding dedicating time and effort to a committee and to vote to have a committee to work through a possible merger.
- A larger committee will discuss questions and answer questions from MSA. There will be a joint committee of MSA representatives and WLA representatives that will come together to discuss those topics.

Ms. Folks made a motion “to create an Exploratory Merger Committee, with authority to work jointly with MSA’s Committee.” Ms Ohs seconded the motion. Motion passed unanimously.

7.2 Strategic Plan 2022-2023

This was discussed in the Director’s Report.

7.3 Adjust school calendar to add flex days for 7-8th graders

Ms Folks made a motion “to adjust the school calendar to add February 17th and April 7th as Flex Learning Days for 7-8th graders and to extend the ACCESS testing window.” Ms. Skordahl seconded. Motion passed unanimously.

7.4 Adjust school calendar to extend ACCESS testing window

This was added to the motion above.

7.5 Ratify employee agreement for Chelsie Daily, paraprofessional and Gunnar Olmstead, paraprofessional

Ms. Skordahl made a motion to “ratify the employee agreement for Chelsie Daily and Gunnar Olmstead as paraprofessionals.” Ms. Ohs seconded. Motion passed unanimously.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items

Ms. Sjoberg wanted to make sure that elections were on everyone’s minds for May. Ms. Folks gave more information about what elections are like for the Board.

9. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, February 23rd, 2023

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. Sjoberg seconded the motion. Motion passed unanimously. The meeting adjourned at 7:20 PM.

DRAFT

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

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT
FEBRUARY 23, 2023
Dr. Kathleen Mortensen

I. Organizational Leadership

- The Facilities Committee met on February 14th
- The Finance Committee met on February 8th
- Dr. Mortensen met with Brenda Kes (BKDV) on February 2nd and 23rd
- The Governance Committee met on February 9th
- ADM as of February 17th is 674
- WLA conducted the 2023-2024 school year lottery on February 1st, and over 260 new students have enrolled so far for the coming school year.
- The 2023-2024 school calendar has been drafted and is attached herein. It is again, largely based on ISD #833, where the majority of our families reside.

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.”
 - Professional Development days were held on January 30th, and February 17th.
 - WLA students have been testing in iReady math and we have seen gains in math achievement across grade levels. We will continue to focus on improving reading and science progress.
 - We are making plans for summer school for students currently in grades 3-7, and we will use the remainder of funds provided by MDE for post-COVID summer school initiatives.

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.*”
 - We are continually adjusting our budget to meet our financial targets.

IV. Human Resource Management

- We are taking action to add para professionals.

V. Provision for a Safe and Effective Learning Environment

- We have reinstated parent lunches, but will maintain locked classroom doors, and we will continue to require background checks for any volunteers working in the school.

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.*”
 - Parent-Teacher Conferences are scheduled for March 2-3

- o Spring Break is scheduled for March 6-10
- o February has been a busy month with:
 - The Kindergarten Royal Ball
 - Kindergarten Round-Up
 - Valentine's Day
 - 100th Day
 - COW Music Class
 - Piano Lessons
 - Choir
 - Battle of the Books
 - Violin
 - Guitar
 - Percussion
 - Art Classes
 - Drawing Classes
 - Middle School Food Drive
 - Middle School Dance scheduled for February 24th
 - City of Woodbury Community Education Classes

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WOODBURY LEADERSHIP ACADEMY
2023-2024 SCHOOL YEAR
SCHOOL CALENDAR
STUDENT CONTACT DAYS (167 Gr K-2, 169 Gr 3-5, 174 Gr 6-8)
(Presented to Board of Directors on February 23, 2023)

- Aug. 24-25 New Teacher Workshop
- Aug. 28-31, Sept. 1 All Staff Workshop
- Aug. 30 Back to School Open House 4-7 p.m.
- Sept. 4 Labor Day Holiday
- Sept. 5 First Day of School Gr 3-8
- Sept. 5-6, Kindergarten, Gr 1, Gr 2 Conferences/Testing
- Sept. 7 First Day of School Kindergarten, Gr 1, Gr 2
- Sept. 5 - Oct.13 WIDA Testing
- Sept. 11 -Oct. 6 NWEA MAP Testing
- Oct. 17 Evening Conferences
- Oct. 18 Morning Conferences, Teacher Workshop Afternoon, Flex Day Gr 6-8
- Oct. 19-20 EM-No School
- Nov. 21 End of Trimester I (54 days for Gr 6-8)
- Nov. 22 No School, Teacher Grading Day
- Nov. 23-24 Thanksgiving Holiday
- Dec. 21- Jan. 2, Winter Break
- Jan. 3 Flex Learning Day Gr K-8
- Jan. 4 Return to school on-site from Winter Break
- Jan. 8 - Feb. 2 NWEA MAP Testing
- Jan. 15 Martin Luther King Jr Holiday
- Feb. 1 - Mar. 29, ACCESS Testing
- Feb. 19 President's Day Holiday
- Feb. 22 Kindergarten Round-Up
- Feb. 29 Evening Conferences
- Mar. 1 Morning Conferences, Teacher Workshop Afternoon, Flex Day Gr 6-8
- Mar. 1 End of Trimester II (59 days for Gr 6-8)
- Mar. 4-8 Spring Break
- Mar. 11 No School, Teacher Grading Day
- Apr. 5 - Teacher Workshop Day, Flex Day Gr 6-8
- Apr. 15 - May 3, MCA Testing
- May 13 Teacher Workshop Day, Flex Day Gr 6-8
- May 23 All School Carnival
- May 27 Memorial Day Holiday
- June 4 Last Day of School Gr K-5, Kindergarten Graduation
- June 5 Last Day of School Gr 6-8, Early Release 1:00, Gr 8 Graduation
- June 5 End of Trimester III (61 days for Gr 6-8)
- June 6 Teacher Work Day
- June 7 Teacher Grading Day

TEACHER CONTRACT DAYS

174 Student Contact Days	174
5 All Staff Professional Development Days in August and September	5
3 Teacher Grading Days (Nov. 22, Mar. 11, June 7)	3
EOY Data Day (June 6)	1
Open House Aug. 30 additional evening hrs, Sept. 1 staff released at 12:30	0
Teacher Conferences (Oct. 17, Feb. 29, 4 hrs per evening)	1
Various Evening Event(s), including May 23 All School Carnival	2



Meeting: Finance Committee Meeting Agenda/Minutes

Date: Wednesday, February 8, 2023

Time: 4.30pm

Location: Virtual Meeting

Meeting Minutes

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

Members present - Mandi Folks, Judith Darling, Kathleen Mortensen, Brenda Kes, Jolene Skordahl

Members not present - Bruna Burns

WLA Mission & Vision – Mandi Folks

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

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

Development, Discussion, and Recommendations

1. Review financial statements for January 2022 - Brenda Kes, on track and within normal limits.
2. Review the Ed's Employment agreement and clarified wording. - Nancy Baumann - Tabled
3. Bond holder discussion - Judith Darling, What would we need to do if merger happens.
Discussion ensued.
4. Discuss when to schedule the next meeting, change to March 15. - Jolene Skordahl

Housekeeping

Review amended budget to present to the board.

Review ERC Credit

Review enrollment for 23-24 projected budget

Review the Ed's Employment agreement and clarified wording - Nancy Baumann

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Wednesday, March 15, 2023

Time: 4:30 pm

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

Adjournment @ 5:34



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

Financial Statements

January 31, 2023

**Woodbury Leadership Academy
Woodbury, MN
January 31, 2023 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
January 2022 Financial Statements
Executive Summary

Summary of Key Financial Indicators

- * Average Daily Membership (ADM) Overview –
 - Original Budget: 724 ADM
 - Working Budget: 680 ADM
 - Actual: 686

- * 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 \$283,698 at fiscal year-end.
- * Projected Days of Cash on Hand is 110 days of annual expenditures. This is above 45 days meets minimum bond covenants.

Financial Statement Key Points

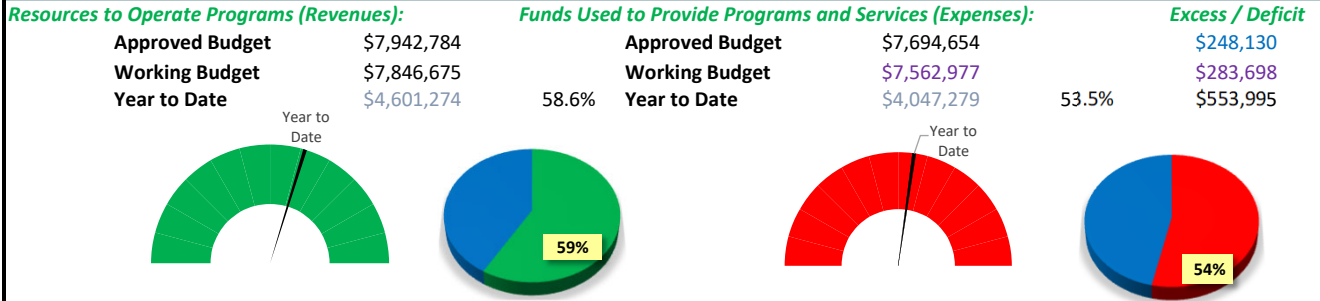
- * As of month-end, 58% of the year was complete.
- * Cash Balance as of the reporting period is \$2,287,307 up from \$2,237,852 in the previous month due to additional holdback payments.
- * State Aids Receivable 21-22 balance is -\$88,330 as of the reporting period. The final amounts will be reconciled this spring.
- * Revenues received at end of the reporting period – 58.6% of working budget.
- * Expenditures disbursed at end of the reporting period – 53.5% of working budget.

Other Items

- * Working budget reflects adjustments through January and we will continue to make necessary adjustments in the next months.
- * 990 tax return will be prepared in the next couple of months.
- * Legislative updates: Gov. Walz is requesting state aid formula increase of 4% in fy 23-24 and 2% in fy 24-25. Also some discussions about all free lunch for all schools.
 - We should know the final vote by the end of May or June.

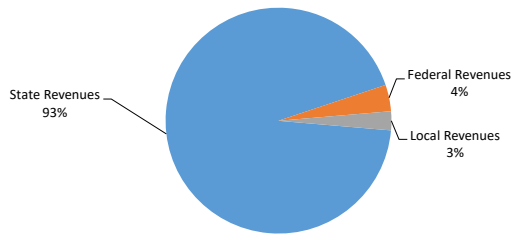
Woodbury Leadership Academy
Woodbury, MN
Financial Statements Dashboard
January 31, 2023

Financial Summary - Budgeted Amounts and Year to Date Activity

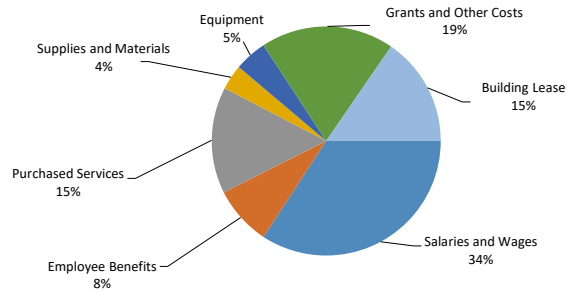


Budgets for the Year

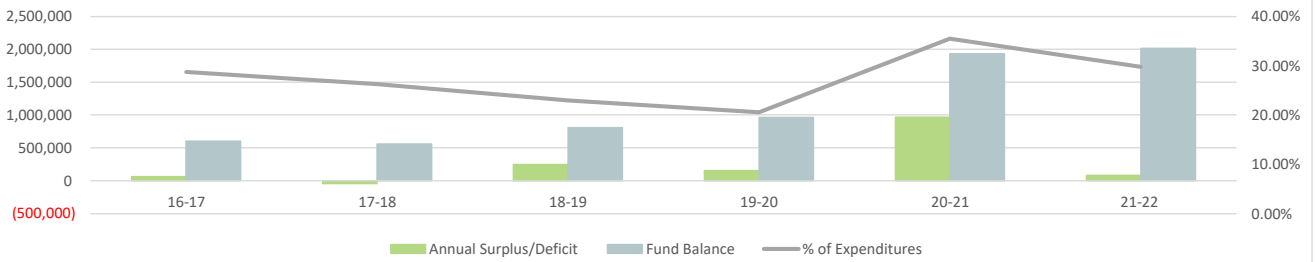
Where funds will come from to operate the school:

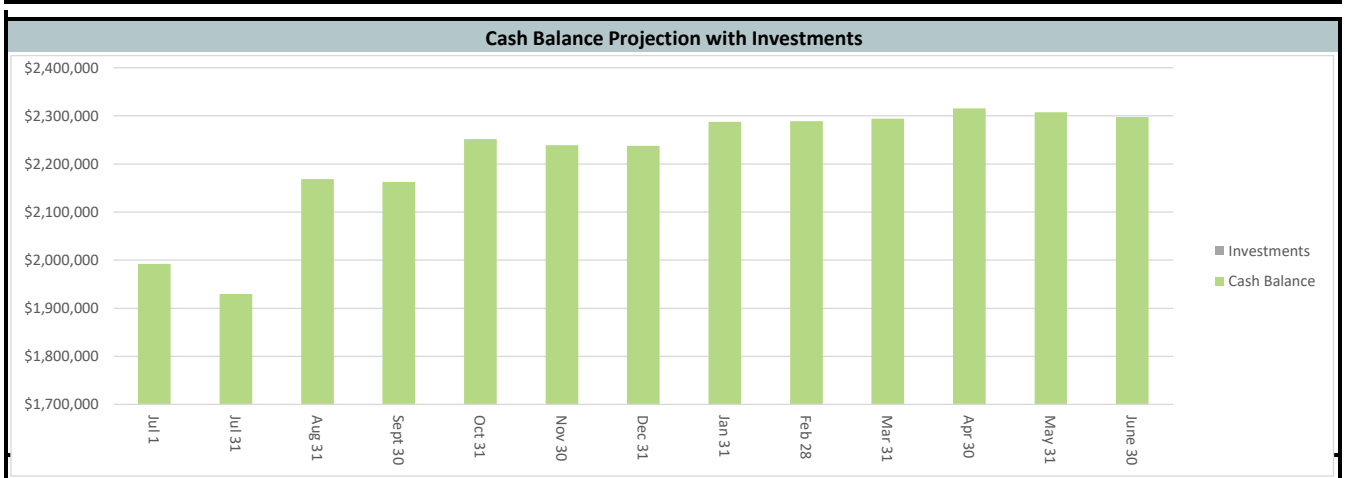
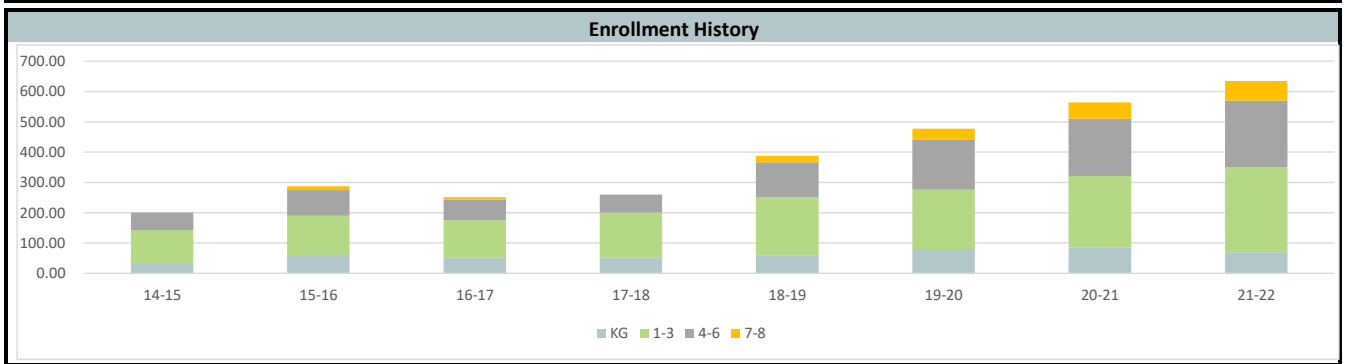
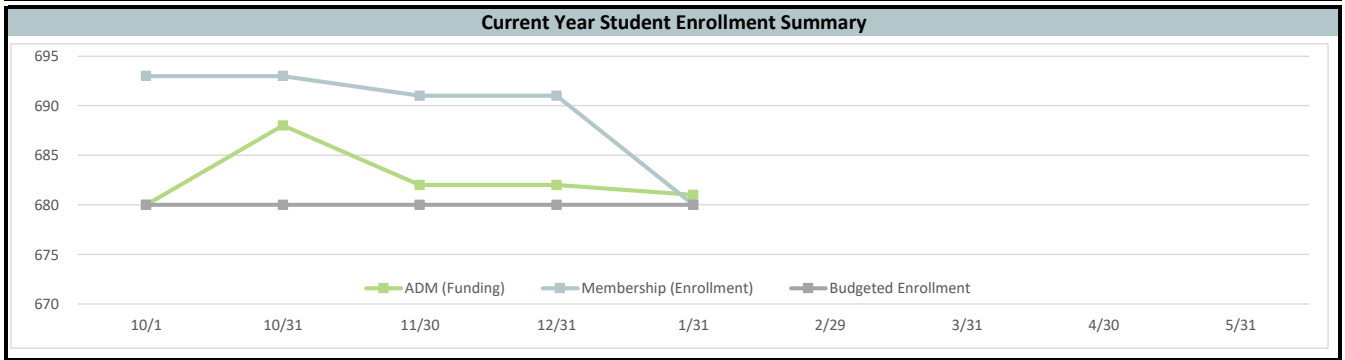
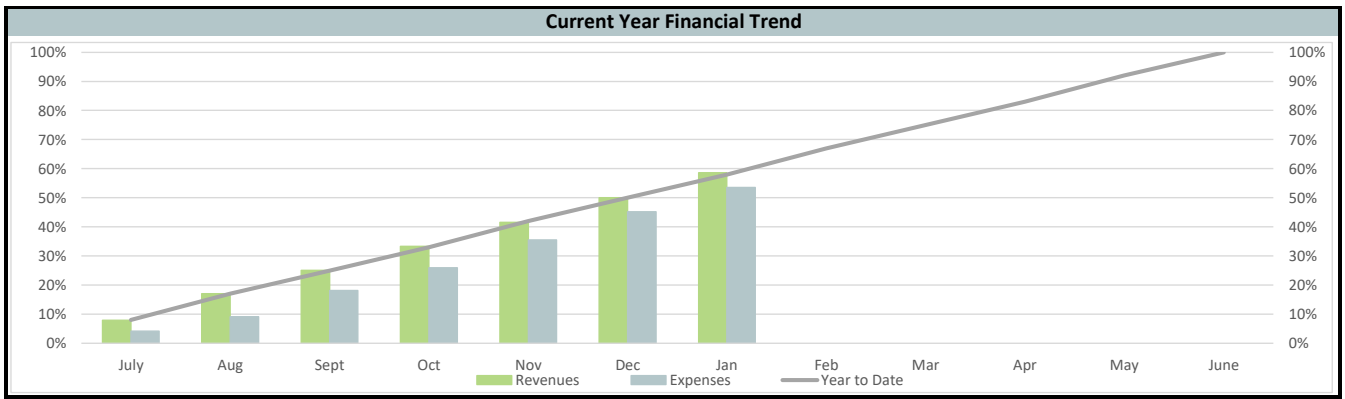


How the money is budgeted to be spent:



Fund Balance History





Woodbury Leadership Academy
Woodbury, MN
Balance Sheet
January 31, 2023

	Audited Balance June 30, 2022	Ending Balance
Assets		
Cash and Investments	\$ 1,992,176	\$ 2,287,307
Accounts Receivable	-	-
Due from Other Funds	93,744	63,924
State Aids Receivable	301,277	(88,330)
Current Year State Holdback Receivable		311,326
Federal Aids Receivable	107,781	111,395
Prepaid Expenses and Deposits	24,228	2,670
Payroll Deductions and Contributions (Prepaid)	-	-
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Total All Assets	\$ 2,519,206	\$ 2,688,292
Liabilities and Fund Balance		
Current liabilities		
Salaries and Wages Payable	\$ 206,350	\$ 129,354
Accounts Payable	124,767	-
Payroll Deductions and Contributions (Owed)	172,473	(10,674)
Total current liabilities	503,589	118,680
Fund balance		
Fund balance 07-01-2022	\$ 1,932,193	\$ 2,015,617
Net income to date fy 22 & 23	83,424	553,995
Total fund balance	2,015,617	2,569,612
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Total liabilities and fund balance	\$ 2,519,206	\$ 2,688,292
<i>Current Days of cash on hand</i>		110

Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
January 31, 2023

Months: 7 0.583%

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	\$ 3,331,507	63.7%	(329,756)
Charter School Lease Aid	976,302	917,435	323,040	35.2%	(58,867)
Long Term Facilities Maintenance Aid	98,076	92,162	-	0.0%	(5,914)
Literacy Incentive Aid	51,336	51,336	32,154	62.6%	-00
School Land Trust Endowment Aid	23,610	23,610	14,482	61.3%	-00
Special Education Aid	894,101	1,020,472	265,702	26.0%	126,371
Prior Year Adjustments	-	-	-	-	-00
Estimated State Holdback Amount	-	-	311,326	-	-00
Total State Revenues	7,602,240	7,334,074	4,278,210	58.3%	(268,166)

Federal Revenues

Federal Title I, II, V	31,055	34,055	32,180	94.5%	3,000
Federal Special Education	81,899	81,899	16,772	20.5%	-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	6,482	56.3%	-00
Federal ESSER III, 161	19,021	19,021	-	0.0%	-00
Federal ESSER Summer Learning, 163	-	8,035	8,035	100.0%	-
Federal Testing Grant, 170	-	4,661	4,661	100.0%	4,661
Federal ESSER III, 169	122,442	122,442	47,241	38.6%	-00
Total Federal Revenues	283,544	299,240	115,771	38.7%	7,661

Local Revenues

Fees from Students	31,600	37,600	40,688	108.2%	6,000
Medical Assistance	2,400	6,200	6,511	105.0%	3,800
Interest Earnings	1,000	42,518	33,592	79.0%	41,518
Contributions and Gifts, Give to the Max	20,000	20,000	14,953	74.8%	-00
Contributions PTO offset with expense	2,000	30,000	28,000	93.3%	28,000
Miscellaneous Revenues- excel, wexford	-	77,044	82,779	107.4%	77,044
Sale of Merchandise/Fundraising	-	-	771	-	-00
Total local revenues	57,000	213,361	207,293	97.2%	156,361

Total Revenues	\$ 7,942,784	\$ 7,846,675	\$ 4,601,274	58.6%	(96,109)
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Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
January 31, 2023

Months: 7 0.583%

	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	\$ 1,453,335	56.2%	(166,286)
Employee Benefits	730,641	633,431	319,445	50.4%	(97,210)
Contracted Services	248,643	240,643	136,606	56.8%	(8,000)
Technology Services	21,200	19,900	9,543	48.0%	(1,300)
Communication Services	10,400	9,700	3,808	39.3%	(700)
Postage	2,900	2,700	2,218	82.1%	(200)
Utilities	147,500	147,500	74,637	50.6%	-00
Property and Casualty Insurance	25,000	23,500	20,395	86.8%	(1,500)
Repairs and Maintenance	110,425	65,425	59,310	90.7%	(45,000)
Student Transportation	533,350	573,311	350,162	61.1%	39,961
Field Trip Transportation	14,480	13,600	2,523	18.6%	(880)
Travel and Conferences	8,300	7,800	3,904	50.1%	(500)
Field Trip Admissions	25,400	31,800	24,644	77.5%	6,400
Building Lease	1,164,150	1,164,150	679,088	58.3%	-00
Other Rentals and Leases	2,000	2,000	2,000	100.0%	-00
Office Supplies/General Supplies	45,500	42,800	32,823	76.7%	(2,700)
Maintenance Supplies	53,800	50,500	24,488	48.5%	(3,300)
Non-Instructional Software	28,700	27,000	14,481	53.6%	(1,700)
Instructional Software	17,000	16,000	15,981	99.9%	(1,000)
Instructional Supplies	35,600	33,500	27,898	83.3%	(2,100)
Textbooks and Workbooks	73,100	68,700	62,194	90.5%	(4,400)
Standardized Tests	13,200	12,400	7,105	57.3%	(800)
Media/Library Resources	-	-	-	-	-00
Food	11,900	16,200	14,713	90.8%	4,300
Building Improvements	205,000	205,000	56,368	27.5%	-00
Furniture and Other Equipment	50,575	47,495	-	0.0%	(3,080)
Technology Equipment	53,094	51,394	38,756	75.4%	(1,700)
Technology PTO Grant	-	12,000	-	0.0%	-
Principal and Interest - Capital Lease	26,600	24,900	6,419	25.8%	(1,700)
Dues and Memberships	34,900	34,900	191	0.6%	-00
School Safety	-	-	-	-	-00
Third Party Expenditures	-	1,000	945	94.5%	1,000
Give to the Max, salaries	10,000	10,000	150	1.5%	-00
Director's Discretionary Fund	-	-	-	-	-00

Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
January 31, 2023

			Months: 7	0.583%	
	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	471,172	45.5%	133,022
ADSIS	43,204	43,204	16,206	37.5%	-00
Federal Title I, II, V	31,055	34,055	32,180	94.5%	3,000
Federal Special Education	81,899	81,899	16,772	20.5%	-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	6,482	56.3%	-00
Federal ESSER III, 161	19,021	19,021	-	0.0%	-00
Federal ESSER Summer Learning, 163		8,035	8,035	100.0%	
Federal Testing Grant, 170		4,661	4,661	100.0%	4,661
Federal ESSER III, 169 Pandemic Enrollment Loss	122,442	122,442	47,241	38.6%	-00
Total expenditures	\$ 7,687,154	\$ 7,555,477	\$ 4,047,279	53.6%	(131,677)
General fund net income	\$ 255,630	\$ 291,198	\$ 553,995		35,568
Community Services Fund - 04					
Revenues					
Registration Revenue	\$ -	\$ -	\$ -	-	
Total revenues	\$ -	\$ -	\$ -	-	
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
Community Services Fund Net Income	\$ (7,500)	\$ (7,500)	\$ -		-00

**Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
January 31, 2023**

Months: 7 0.583%

	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	\$ 4,278,210	58.3%	(268,166)
Federal Revenues	283,544	299,240	115,771	38.7%	15,696
Local Revenues	57,000	213,361	207,293	97.2%	156,361
Total Revenues	\$ 7,942,784	\$ 7,846,675	\$ 4,601,274	58.6%	(96,109)
Expenditures					
Salaries and Wages	\$ 2,753,361	\$ 2,587,075	\$ 1,453,335	56.2%	(166,286)
Employee Benefits	730,641	633,431	319,445	50.4%	(97,210)
Purchased Services	2,313,748	2,302,029	1,368,837	59.5%	(11,719)
Supplies and Materials	278,800	267,100	199,683	74.8%	(11,700)
Equipment	342,769	348,289	101,543	29.2%	5,520
Grants and Other Costs	1,275,335	1,425,053	604,434	42.4%	149,718
Total Expenditures	\$ 7,694,654	\$ 7,562,977	\$ 4,047,279	53.5%	(131,677)
Total Revenues All Funds	\$ 7,942,784	\$ 7,846,675	\$ 4,601,274	58.6%	(96,109)
Total Expenditures All Funds	\$ 7,694,654	\$ 7,562,977	\$ 4,047,279	53.5%	(131,677)
Net Income - All Funds	\$ 248,130	\$ 283,698	\$ 553,995		35,568

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	\$ 2,299,315
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	\$ 597,144	\$ -	\$ 18,141	\$ 201	\$ 615,486	\$ 210,991	\$ 416,917		\$ 627,908		2,239,204
Dec 31	\$ 588,557	\$ 4,377	\$ 149,146	\$ -	\$ 742,080	\$ 222,176	\$ 521,255		\$ 743,431		2,237,852
Jan 31	\$ 564,422	\$ -	\$ 34,272	\$ 61,526	\$ 660,221	\$ 201,773	\$ 408,992		\$ 610,765		2,287,308
Feb 28	\$ 538,954	\$ 49,375	\$ 4,000	\$ -	\$ 592,328	\$ 260,166	\$ 330,678		\$ 590,843		2,288,793
Mar 31	\$ 538,954	\$ 49,375	\$ 4,000	\$ -	\$ 592,328	\$ 250,184	\$ 336,825		\$ 587,009		2,294,112
Apr 30	\$ 538,954	\$ 49,375	\$ 4,000	\$ 22,635	\$ 614,963	\$ 250,534	\$ 343,121		\$ 593,655		2,315,421
May 31	\$ 538,954	\$ 49,375	\$ 4,000	\$ -	\$ 592,328	\$ 256,639	\$ 343,899		\$ 600,538		2,307,211
June 30	\$ 503,436	\$ 49,375	\$ 4,000	\$ -	\$ 556,811	\$ 264,051	\$ 302,665	\$ -	\$ 566,716		2,297,306
Projected	6,626,135	251,250	318,326	480,219	7,675,930	2,747,584	4,623,216	-	7,370,800		
	6,600,667	296,248	213,361	409,058		3,059,481	4,299,046		7,562,977		(192,177)
				(71,161)							
Totals	6,626,135	251,250	318,326	480,219	7,675,930	2,747,584	4,623,216		7,370,800		2,297,306

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
January 31, 2023

305 - Contracted Services Detail	FY23			% spent
	Original Budget	Working Budget	Actual	
Advertising & Marketing	4,000	4,000	1,937	48.4%
Board Related Services	3,000	3,000	-	0.0%
Financial Management Services	77,112	77,112	38,700	50.2%
Time & Attendance Fees	9,300	9,300	3,060	32.9%
Audit & Tax Services	11,216	14,600	14,600	100.0%
Background Checks	2,100	2,100	-	0.0%
Bank Fees	3,850	7,850	4,786	61.0%
Grant Writing	-	-	-	0.0%
Benefit Fees	700	700	326	46.6%
Strategic Planning Consultant	8,000	-	-	0.0%
Legal Services	15,000	15,000	2,662	17.7%
Substitutes/Student Services/ESL	15,000	15,000	1,860	12.4%
Nursing	7,200	7,200	3,510	48.8%
Janitorial Services- Robemy Cleaning	80,580	80,580	63,126	78.3%
Other Fees	11,585	4,201	2,039	48.5%
	248,643	240,643	136,606	55%



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

Supplemental Reports

January 31, 2023

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

January 2023
cash receipts

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
1880	4228	OLDN	CR0123													
Jan donations																
				1894	Credit	A	01/10/23	Check	1	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
1881	4228	OLDN	CR0123													
FY23 IDEAS																
				1895	Credit	A	01/13/23	Check	1	M	Miscellaneous Customer					
							4228	R	01	005	000	000	000	211		General Education Aid
															282,577.49	0.00
														Receipt Total:	\$282,577.49	\$0.00
														Deposit Total:	\$282,577.49	\$0.00
1882	4228	OLDN	CR0123													
FY23 IDEAS																
				1896	Credit	A	01/30/23	Check	1	M	Miscellaneous Customer					
							4228	B	01	121	000					FY22 GEn ED Aid
															6.48	0.00
							4228	B	01	121	000					FY22 SPED
															60,492.75	0.00
							4228	B	01	121	000					FY22 Lieracy Aid
															1,026.72	0.00
							4228	R	01	005	000	000	000	211		FY23 GEn Ed Aid
															281,844.80	0.00
														Receipt Total:	\$343,370.75	\$0.00
														Deposit Total:	\$343,370.75	\$0.00
1883	4228	OLDN	CR0123													
1897 Credit A 01/31/23 Check 1 I Interest																
							4228	R	01	005	000	000	000	092		Interest Earnings
															7,849.79	0.00
														Receipt Total:	\$7,849.79	\$0.00
														Deposit Total:	\$7,849.79	\$0.00
1884	4228	OLDN	CR0123													
1.13 Bill,com VOID																
				1898	Credit	A	01/13/23	Check	1	M	Miscellaneous Customer					
							4228	R	01	005	000	000	000	050		Dana Kinnunen bill.com void
															94.50	0.00
														Receipt Total:	\$94.50	\$0.00
														Deposit Total:	\$94.50	\$0.00
1885	4228	OLDN	CR0123													
1.30.23 dep 1																
				1899	Credit	A	01/30/23	Check	1	M	Miscellaneous Customer					
							4228	R	01	005	000	000	000	050		Gr 4 fieldrip
															705.00	0.00
							4228	R	01	005	000	000	000	050		Milk sales
															1,047.50	0.00
							4228	R	01	005	000	000	000	620		Planner Sales
															40.00	0.00

WOODBURY LEADERSHIP ACADEMY

Payment Reg by Bank and Check

January 2023 checks and wires

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
OLDN		8208		Wire	1	1001	Public Employee Retirement Association		No	Yes	No	01/13/2023		2,341.96
OLDN		8209		Wire	1	1002	Teachers Retirement Association		No	Yes	No	01/13/2023		19,847.04
OLDN		8210		Wire	1	1003	Internal Revenue Service		No	Yes	No	01/13/2023		30,766.23
OLDN		8211		Wire	1	1004	MN Department of Revenue Service		No	Yes	No	01/13/2023		5,088.02
OLDN		8212		Wire	1	1128	AssociatedBank		No	Yes	No	01/13/2023		1,623.90
OLDN		8213		Wire	1	1417	VOYA		No	Yes	No	01/13/2023		239.90
OLDN		8214		Wire	1	1001	Public Employee Retirement Association		No	No	No	01/31/2023		3,476.08
OLDN		8215		Wire	1	1002	Teachers Retirement Association		No	No	No	01/31/2023		19,486.32
OLDN		8216		Wire	1	1003	Internal Revenue Service		No	No	No	01/31/2023		30,940.43
OLDN		8217		Wire	1	1004	MN Department of Revenue Service		No	No	No	01/31/2023		4,958.62
OLDN		8218		Wire	1	1128	AssociatedBank		No	No	No	01/31/2023		2,008.90
OLDN		8219		Wire	1	1417	VOYA		No	No	No	01/31/2023		1,739.90
OLDN		8220		Wire	1	1064	HealthPartners - Group		No	Yes	No	01/31/2023		18,531.02
OLDN		8221		Wire	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	01/31/2023		426.00
OLDN		8222		Wire	1	1441	Old National		No	Yes	No	01/31/2023		250.31
OLDN		8223		Wire	1	1558	Bill.com		No	Yes	No	01/31/2023		134.36
OLDN		8224		Wire	1	1632	Xcel Energy		No	Yes	No	01/31/2023		2,858.12
OLDN		8225		Wire	1	1632	Xcel Energy		No	Yes	No	01/31/2023		2,684.24
OLDN		8226		Wire	1	1632	Xcel Energy		No	Yes	No	01/31/2023		5,047.83
OLDN		8227		Wire	1	1635	USBank		No	Yes	No	01/31/2023		97,012.50
OLDN		8228		BP	1	1029	The Home Depot		No	Yes	No	01/05/2023		39.74
OLDN		8229		BP	1	1029	The Home Depot		No	Yes	No	01/05/2023		2,808.74
OLDN		8230		BP	1	1029	The Home Depot		No	Yes	No	01/05/2023		14.59
OLDN		8231		BP	1	1029	The Home Depot		No	Yes	No	01/05/2023		43.07
OLDN		8232		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	01/05/2023		4,306.19
OLDN		8233		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	01/05/2023		2,021.67
OLDN		8234		BP	1	1116	Strategic Staffing Solutions		No	Yes	No	01/05/2023		300.24
OLDN		8235		BP	1	1116	Strategic Staffing Solutions		No	Yes	No	01/05/2023		252.00
OLDN		8236		BP	1	1249	Designs for Learning		No	Yes	No	01/05/2023		4,247.00
OLDN		8237		BP	1	1251	Kylie Griffith		No	Yes	No	01/05/2023		1,260.00
OLDN		8238		BP	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	01/05/2023		6,450.00
OLDN		8239		BP	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	01/05/2023		3,375.00
OLDN		8240		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	01/05/2023		725.00
OLDN		8241		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	01/05/2023		31.50
OLDN		8242		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	01/05/2023		1,799.68
OLDN		8243		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	01/05/2023		343.20
OLDN		8244		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	01/05/2023		636.00
OLDN		8245		BP	1	1480	The Cincinnati Insurance Companies		No	Yes	No	01/05/2023		2,886.00
OLDN		8246		BP	1	1504	Assured Security Inc		No	Yes	No	01/05/2023		244.50

WOODBURY LEADERSHIP ACADEMY

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
OLDN		8247		BP	1	1541	Business Essentials		No	Yes	No	01/05/2023		615.00
OLDN		8248		BP	1	1600	Emily Lashua		No	Yes	No	01/05/2023		9.95
OLDN		8249		BP	1	1633	Steve Lock		No	Yes	No	01/05/2023		28.23
OLDN		8250		BP	1	1639	Navigate Care Consulting	Ind/Sole Proprietor	No	Yes	No	01/05/2023		775.00
OLDN		8251		BP	1	1644	Robemy Cleaning Services LLC	Ind/Sole Proprietor	No	Yes	No	01/05/2023		11,000.00
OLDN		8252		BP	1	1668	Quality Sign Solutions		No	Yes	No	01/05/2023		475.00
OLDN		8253		BP	1	1687	Kristi Preslaski		No	Yes	No	01/05/2023		400.00
OLDN		8254		BP	1	1688	Sam Wakefield		No	Yes	No	01/05/2023		950.00
OLDN		8255		BP	1	1689	Collins Electrical		No	Yes	No	01/05/2023		17,549.00
OLDN		8256		BP	1	1690	Acoutsic Acheivments		No	Yes	No	01/05/2023		50.00
OLDN		8257		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	01/13/2023		856.50
OLDN		8258		BP	1	1150	JR Computer Associates		No	Yes	No	01/13/2023		1,200.00
OLDN		8259		BP	1	1214	The Hanover Insurance Group		No	Yes	No	01/13/2023		5,870.47
OLDN		8260		BP	1	1233	Reno Mothes		No	Yes	No	01/13/2023		640.00
OLDN		8261		BP	1	1457	MSB Holdings - Woodbury LLC		No	Yes	No	01/13/2023		13,450.00
OLDN		8262		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	01/13/2023		57,331.12
OLDN		8263		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	01/13/2023		776.38
OLDN		8264		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	01/13/2023		778.80
OLDN		8265		BP	1	1515	Minnesota Coaches Inc		No	Yes	No	01/13/2023		8,896.16
OLDN		8266		BP	1	1555	DHH Consulting LLC	Ind/Sole Proprietor	No	Yes	No	01/13/2023		1,411.72
OLDN		8267		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	01/13/2023		327.01
OLDN		8268		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	01/13/2023		352.60
OLDN		8269		BP	1	1610	First American Title Insurance Company		No	Yes	No	01/13/2023		350.00
OLDN		8270		BP	1	1621	Cintas		No	Yes	No	01/13/2023		329.38
OLDN		8271		BP	1	1633	Steve Lock		No	Yes	No	01/13/2023		70.88
OLDN		8272		BP	1	1634	Nitti Sanitation		No	Yes	No	01/13/2023		590.84
OLDN		8273		BP	1	1639	Navigate Care Consulting	Ind/Sole Proprietor	No	Yes	No	01/13/2023		67.50
OLDN		8274		Wire	1	1508	First Bankcard		No	Yes	No	01/19/2023		2,594.75

Bank Total: \$408,992.09

Report Total: \$408,992.09

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1001			Public Employee Retirement Association		Wire		
				B 01	215 007 PERA			\$2,341.96	
	PO#:	Voucher #:	8957	Invoice	Invoice No: S2023130	1/13/2023	Paid Amt:	\$2,341.96	
							Check Amount:	\$2,341.96	
4228	OLDN	1002			Teachers Retirement Association		Wire		
				B 01	215 006 TRA			\$19,847.04	
	PO#:	Voucher #:	8959	Invoice	Invoice No: S2023130	1/13/2023	Paid Amt:	\$19,847.04	
							Check Amount:	\$19,847.04	
4228	OLDN	1003			Internal Revenue Service		Wire		
				B 01	215 002 Federal Withholding			\$10,021.15	
				B 01	215 005 FICA			\$20,745.08	
	PO#:	Voucher #:	8956	Invoice	Invoice No: S2023130	1/13/2023	Paid Amt:	\$30,766.23	
							Check Amount:	\$30,766.23	
4228	OLDN	1004			MN Department of Revenue Service		Wire		
				B 01	215 003 MN Withholding			\$5,088.02	
	PO#:	Voucher #:	8958	Invoice	Invoice No: S2023130	1/13/2023	Paid Amt:	\$5,088.02	
							Check Amount:	\$5,088.02	
4228	OLDN	1128			AssociatedBank		Wire		
				B 01	215 017 HSA			\$1,623.90	
	PO#:	Voucher #:	8955	Invoice	Invoice No: S2023130	1/13/2023	Paid Amt:	\$1,623.90	
							Check Amount:	\$1,623.90	
4228	OLDN	1417			VOYA		Wire		
				B 01	215 011 TSA			\$239.90	
	PO#:	Voucher #:	8960	Invoice	Invoice No: S2023130	1/13/2023	Paid Amt:	\$239.90	
							Check Amount:	\$239.90	
4228	OLDN	1001			Public Employee Retirement Association		Wire		
				B 01	215 007 PERA			\$3,476.08	
	PO#:	Voucher #:	8970	Invoice	Invoice No: S2023140	1/31/2023	Paid Amt:	\$3,476.08	
							Check Amount:	\$3,476.08	
4228	OLDN	1002			Teachers Retirement Association		Wire		
				B 01	215 006 TRA			\$19,486.32	
	PO#:	Voucher #:	8972	Invoice	Invoice No: S2023140	1/31/2023	Paid Amt:	\$19,486.32	
							Check Amount:	\$19,486.32	
4228	OLDN	1003			Internal Revenue Service		Wire		
				B 01	215 002 Federal Withholding			\$9,480.55	
				B 01	215 005 FICA			\$21,459.88	
	PO#:	Voucher #:	8969	Invoice	Invoice No: S2023140	1/31/2023	Paid Amt:	\$30,940.43	
							Check Amount:	\$30,940.43	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1004			MN Department of Revenue Service		Wire		
				B 01	215 003 MN Withholding			\$4,958.62	
	PO#:	Voucher #:	8971	Invoice	Invoice No: S2023140	1/31/2023		Paid Amt:	\$4,958.62
								Check Amount:	\$4,958.62
4228	OLDN	1128			AssociatedBank		Wire		
				B 01	215 017 HSA			\$2,008.90	
	PO#:	Voucher #:	8968	Invoice	Invoice No: S2023140	1/31/2023		Paid Amt:	\$2,008.90
								Check Amount:	\$2,008.90
4228	OLDN	1417			VOYA		Wire		
				B 01	215 011 TSA			\$1,739.90	
	PO#:	Voucher #:	8973	Invoice	Invoice No: S2023140	1/31/2023		Paid Amt:	\$1,739.90
								Check Amount:	\$1,739.90
4228	OLDN	1064			HealthPartners - Group		Wire		
				B 01	215 010 Health Ins			\$18,531.02	
	PO#:	Voucher #:	8981	Invoice	Invoice No: 1.19.23	1/31/2023		Paid Amt:	\$18,531.02
								Check Amount:	\$18,531.02
4228	OLDN	1369			BerganKDV Outsourced Services LLC		Wire		
				E 01	005 114 000 000 305 KPay Processing Fee			\$426.00	
	PO#:	Voucher #:	8974	Invoice	Invoice No: 1.13.23	1/31/2023		Paid Amt:	\$426.00
								Check Amount:	\$426.00
4228	OLDN	1441			Old National		Wire		
				E 01	005 112 000 000 305 Service Charge:			\$250.31	
	PO#:	Voucher #:	8976	Invoice	Invoice No: 1.18.23	1/31/2023		Paid Amt:	\$250.31
								Check Amount:	\$250.31
4228	OLDN	1558			Bill.com		Wire		
				E 01	005 112 000 000 305 Bill.com monthly fee			\$134.36	
	PO#:	Voucher #:	8975	Invoice	Invoice No: 1.18.23	1/31/2023		Paid Amt:	\$134.36
								Check Amount:	\$134.36
4228	OLDN	1632			Xcel Energy		Wire		
				E 01	005 810 000 000 330 FY22 Electric Service			\$2,858.12	
	PO#:	Voucher #:	8978	Invoice	Invoice No: 807804589	1/31/2023		Paid Amt:	\$2,858.12
								Check Amount:	\$2,858.12
4228	OLDN	1632			Xcel Energy		Wire		
				E 01	005 810 000 000 330 FY22 Electric Service			\$2,684.24	
	PO#:	Voucher #:	8979	Invoice	Invoice No: 811971249	1/31/2023		Paid Amt:	\$2,684.24
								Check Amount:	\$2,684.24

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1632			Xcel Energy		Wire		
				E 01	005 810 000 000 330	FY22 Electric Service		\$5,047.83	
	PO#:	Voucher #:	8980	Invoice	Invoice No: 812006059	1/31/2023	Paid Amt:	\$5,047.83	
							Check Amount:	\$5,047.83	
4228	OLDN	1635			USBank		Wire		
				E 01	005 850 000 348 570	Rent		\$97,012.50	
	PO#:	Voucher #:	8977	Invoice	Invoice No: 1.5.23	1/31/2023	Paid Amt:	\$97,012.50	
							Check Amount:	\$97,012.50	
4228	OLDN	1029			The Home Depot		BP		
				E 01	005 810 000 000 401	Janitorial Supplies: glass cleaner		\$39.74	
	PO#:	Voucher #:	9005	Invoice	Invoice No: 720849389	1/5/2023	Paid Amt:	\$39.74	
							Check Amount:	\$39.74	
4228	OLDN	1029			The Home Depot		BP		
				E 01	005 810 000 000 401	Janitorial Supplies: trash liners, TP, paper towels		\$2,808.74	
	PO#:	Voucher #:	9006	Invoice	Invoice No: 721774073	1/5/2023	Paid Amt:	\$2,808.74	
							Check Amount:	\$2,808.74	
4228	OLDN	1029			The Home Depot		BP		
				E 01	005 810 000 000 401	Janitorial Supplies: Floor mop head		\$14.59	
	PO#:	Voucher #:	9007	Invoice	Invoice No: 722232196	1/5/2023	Paid Amt:	\$14.59	
							Check Amount:	\$14.59	
4228	OLDN	1029			The Home Depot		BP		
				E 01	005 810 000 000 401	Janitorial Supplies: Windex		\$43.07	
	PO#:	Voucher #:	9008	Invoice	Invoice No: 722232204	1/5/2023	Paid Amt:	\$43.07	
							Check Amount:	\$43.07	
4228	OLDN	1054			Integrative Therapy, LLC.		BP		
				E 01	010 420 000 740 394	COTA Services 31.33 hrs @\$74/hr		\$2,318.69	
				E 01	010 420 000 740 394	OT 22.08 hrs @\$90/hr		\$1,987.50	
	PO#:	Voucher #:	8997	Invoice	Invoice No: 3728	1/5/2023	Paid Amt:	\$4,306.19	
							Check Amount:	\$4,306.19	
4228	OLDN	1054			Integrative Therapy, LLC.		BP		
				E 01	010 420 000 740 394	COTA Services 9.58 hrs @\$74/hr		\$709.17	
				E 01	010 420 000 740 394	OT 14.58 hrs @\$90/hr		\$1,312.50	
	PO#:	Voucher #:	8998	Invoice	Invoice No: 3762	1/5/2023	Paid Amt:	\$2,021.67	
							Check Amount:	\$2,021.67	
4228	OLDN	1116			Strategic Staffing Solutions		BP		
				E 01	010 411 000 740 394	J. Kast 4.17 hr @\$72/hr		\$300.24	
	PO#:	Voucher #:	8983	Invoice	Invoice No: 10175-35A	1/5/2023	Paid Amt:	\$300.24	
							Check Amount:	\$300.24	

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Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1116			Strategic Staffing Solutions		BP		
				E 01	010 420 000 740 394	C. Milostan 3.5 hr @ \$72/hr		\$252.00	
	PO#:	Voucher #:	8984	Invoice	Invoice No: 10175-35B	1/5/2023	Paid Amt:	\$252.00	
							Check Amount:	\$252.00	
4228	OLDN	1249			Designs for Learning		BP		
				E 01	010 420 640 419 366	CPI Training & Materials		\$2,140.00	
				E 01	010 420 000 740 394	S.Kelley 21.5 hrs @ \$98/hr		\$2,107.00	
	PO#:	Voucher #:	8994	Invoice	Invoice No: 23-543	1/5/2023	Paid Amt:	\$4,247.00	
							Check Amount:	\$4,247.00	
4228	OLDN	1251			Kylie Griffith		BP		
				E 01	005 110 000 000 305	Training/Consulting for new DAC, Curriculum Cr		\$1,260.00	
	PO#:	Voucher #:	8992	Invoice	Invoice No: 12/29/2022	1/5/2023	Paid Amt:	\$1,260.00	
							Check Amount:	\$1,260.00	
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 #:	8985	Invoice	Invoice No: 1180907	1/5/2023	Paid Amt:	\$6,450.00	
							Check Amount:	\$6,450.00	
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP		
				B 01	118 000	Financial Management and Account Service		\$3,375.00	
	PO#:	Voucher #:	8986	Invoice	Invoice No: 1181279	1/5/2023	Paid Amt:	\$3,375.00	
							Check Amount:	\$3,375.00	
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01	005 810 000 000 350	Striping WLA Parking lot		\$725.00	
	PO#:	Voucher #:	9000	Invoice	Invoice No: 64908	1/5/2023	Paid Amt:	\$725.00	
							Check Amount:	\$725.00	
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01	005 760 000 720 360	Fieldtrip busing fuel surcharge-Dodge Nature Cr		\$31.50	
	PO#:	Voucher #:	9001	Invoice	Invoice No: 70705	1/5/2023	Paid Amt:	\$31.50	
							Check Amount:	\$31.50	
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01	005 760 000 720 360	Busing contract fuel surcharge-Nov		\$1,799.68	
	PO#:	Voucher #:	9002	Invoice	Invoice No: 70906	1/5/2023	Paid Amt:	\$1,799.68	
							Check Amount:	\$1,799.68	
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01	005 760 000 720 360	Busing contract fuel surcharge-Dec		\$343.20	
	PO#:	Voucher #:	9003	Invoice	Invoice No: 70973	1/5/2023	Paid Amt:	\$343.20	
							Check Amount:	\$343.20	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01	005 760 000 733 360	Fieldtrip Dodge Nature Center Gr 2		\$636.00	
	PO#:	Voucher #:	9004	Invoice	Invoice No: 71197	1/5/2023	Paid Amt:	\$636.00	
							Check Amount:	\$636.00	
4228	OLDN	1480			The Cincinnati Insurance Companies		BP		
				E 01	005 940 000 000 340	FY23 Acct#1000436769 School Leaders Liability		\$2,886.00	
	PO#:	Voucher #:	8990	Invoice	Invoice No: 12/22/2022	1/5/2023	Paid Amt:	\$2,886.00	
							Check Amount:	\$2,886.00	
4228	OLDN	1504			Assured Security Inc		BP		
				E 01	005 810 000 000 350	Repaired keys and locks		\$244.50	
	PO#:	Voucher #:	8993	Invoice	Invoice No: 225053	1/5/2023	Paid Amt:	\$244.50	
							Check Amount:	\$244.50	
4228	OLDN	1541			Business Essentials		BP		
				E 01	010 203 000 000 430	Copy paper		\$615.00	
	PO#:	Voucher #:	9010	Invoice	Invoice No: WO-1219893-1	1/5/2023	Paid Amt:	\$615.00	
							Check Amount:	\$615.00	
4228	OLDN	1600			Emily Lashua		BP		
				E 01	010 201 000 000 430	FY23 Reimb: Gingerbread house supplies		\$9.95	
	PO#:	Voucher #:	8987	Invoice	Invoice No: 12/14/2022	1/5/2023	Paid Amt:	\$9.95	
							Check Amount:	\$9.95	
4228	OLDN	1633			Steve Lock		BP		
				E 01	005 810 000 000 401	FY23 Reimb: Painting Supplies		\$28.23	
	PO#:	Voucher #:	8991	Invoice	Invoice No: 12/27/2022	1/5/2023	Paid Amt:	\$28.23	
							Check Amount:	\$28.23	
4228	OLDN	1639			Navigate Care Consulting		BP		
				E 01	010 420 000 740 394	SPED Off Site 4.75 hrs @ \$90/hr		\$427.50	
				E 01	010 420 000 740 394	SPED On Site 1 hrs @ \$100/hr		\$100.00	
				E 01	010 720 000 000 305	GenEd Offsite 2.75 hrs @ \$90/hr		\$247.50	
	PO#:	Voucher #:	8999	Invoice	Invoice No: 5019	1/5/2023	Paid Amt:	\$775.00	
							Check Amount:	\$775.00	
4228	OLDN	1644			Robemy Cleaning Services LLC		BP		
				E 01	005 810 000 000 305	Dec Cleaning		\$11,000.00	
	PO#:	Voucher #:	9009	Invoice	Invoice No: WLA-17	1/5/2023	Paid Amt:	\$11,000.00	
							Check Amount:	\$11,000.00	
4228	OLDN	1668			Quality Sign Solutions		BP		
				E 01	005 810 000 000 401	Replace Stop Sign at intersection		\$475.00	
	PO#:	Voucher #:	8995	Invoice	Invoice No: 2427	1/5/2023	Paid Amt:	\$475.00	
							Check Amount:	\$475.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1687			Kristi Preslaski		BP		
				E 01	010 203 000 000 305	Elem		\$300.00	
				E 01	010 201 000 000 305	K		\$100.00	
	PO#:	Voucher #:	8988	Invoice	Invoice No: 12/14/2022		1/5/2023	Paid Amt:	\$400.00
								Check Amount:	\$400.00
4228	OLDN	1688			Sam Wakefield		BP		
				E 01	010 203 000 000 305	Sub teacher: 10/12-12/14/22		\$950.00	
	PO#:	Voucher #:	8989	Invoice	Invoice No: 12/14/2022		1/5/2023	Paid Amt:	\$950.00
								Check Amount:	\$950.00
4228	OLDN	1689			Collins Electrical		BP		
				E 01	005 810 000 000 520	Supplied and installed sound system-Performan		\$17,549.00	
	PO#:	Voucher #:	8996	Invoice	Invoice No: 255322.01		1/5/2023	Paid Amt:	\$17,549.00
								Check Amount:	\$17,549.00
4228	OLDN	1690			Acoutsic Acheivments		BP		
				E 01	005 810 000 000 350	Service call-evaluate Music piano		\$50.00	
	PO#:	Voucher #:	8982	Invoice	Invoice No: 10/26/2022		1/5/2023	Paid Amt:	\$50.00
								Check Amount:	\$50.00
4228	OLDN	1054			Integrative Therapy, LLC.		BP		
				E 01	010 420 000 740 394	OT 1.5 hrs @ \$90/hr		\$135.00	
				E 01	010 420 000 740 394	COTA Services 9.75 hrs @\$74/hr		\$721.50	
	PO#:	Voucher #:	9016	Invoice	Invoice No: 3785		1/13/2023	Paid Amt:	\$856.50
								Check Amount:	\$856.50
4228	OLDN	1150			JR Computer Associates		BP		
				E 01	005 605 000 000 315	FY23 Monthly Contract Services: Jan 2023		\$1,200.00	
	PO#:	Voucher #:	9026	Invoice	Invoice No: R20231534		1/13/2023	Paid Amt:	\$1,200.00
								Check Amount:	\$1,200.00
4228	OLDN	1214			The Hanover Insurance Group		BP		
				E 01	005 940 000 000 340	FY23 Commercial Package Policy Policy# ZDX		\$5,870.47	
	PO#:	Voucher #:	9013	Invoice	Invoice No: 12/23/2022		1/13/2023	Paid Amt:	\$5,870.47
								Check Amount:	\$5,870.47
4228	OLDN	1233			Reno Mothes		BP		
				E 01	010 404 000 740 394	DAPE Services: Dec-8 hrs @ \$80/hr		\$640.00	
	PO#:	Voucher #:	9027	Invoice	Invoice No: WLA-0067		1/13/2023	Paid Amt:	\$640.00
								Check Amount:	\$640.00
4228	OLDN	1457			MSB Holdings - Woodbury LLC		BP		
				E 01	005 810 000 000 350	FY23 Common Area Maintenance Jan 23		\$13,450.00	
	PO#:	Voucher #:	9015	Invoice	Invoice No: 265		1/13/2023	Paid Amt:	\$13,450.00
								Check Amount:	\$13,450.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01	005 760 000 720 360	Busing Contract 6/10		\$57,331.12	
PO#:	Voucher #:	9022	Invoice		Invoice No: 65803	1/13/2023	Paid Amt:	\$57,331.12	
							Check Amount:	\$57,331.12	
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01	005 760 000 733 360	Fieldtrip Bus MN Zoo Gr K		\$776.38	
PO#:	Voucher #:	9023	Invoice		Invoice No: 71001	1/13/2023	Paid Amt:	\$776.38	
							Check Amount:	\$776.38	
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01	005 760 000 733 360	Fieldtrip Bus Gr 7/8		\$778.80	
PO#:	Voucher #:	9024	Invoice		Invoice No: 71002	1/13/2023	Paid Amt:	\$778.80	
							Check Amount:	\$778.80	
4228	OLDN	1515			Minnesota Coaches Inc		BP		
				E 01	005 760 000 723 360	FY23 SPED Busing Dec Route #22		\$8,896.16	
PO#:	Voucher #:	9025	Invoice		Invoice No: 71721	1/13/2023	Paid Amt:	\$8,896.16	
							Check Amount:	\$8,896.16	
4228	OLDN	1555			DHH Consulting LLC		BP		
				E 01	010 405 000 740 394	DHH Services: Dec-14.5 hrs@ \$94/hr/Mileage €		\$1,411.72	
PO#:	Voucher #:	9012	Invoice		Invoice No: 1195	1/13/2023	Paid Amt:	\$1,411.72	
							Check Amount:	\$1,411.72	
4228	OLDN	1594			InstantWhip- Minneapolis		BP		
				E 01	010 203 000 000 490	Lunch Milk		\$327.01	
PO#:	Voucher #:	9019	Invoice		Invoice No: 4300414295	1/13/2023	Paid Amt:	\$327.01	
							Check Amount:	\$327.01	
4228	OLDN	1594			InstantWhip- Minneapolis		BP		
				E 01	010 203 000 000 490	Lunch Milk		\$352.60	
PO#:	Voucher #:	9020	Invoice		Invoice No: 43004144448	1/13/2023	Paid Amt:	\$352.60	
							Check Amount:	\$352.60	
4228	OLDN	1610			First American Title Insurance Company		BP		
				B 01	118 000	Title insurance-construction draw 16		\$350.00	
PO#:	Voucher #:	9014	Invoice		Invoice No: 1724-1724140490	1/13/2023	Paid Amt:	\$350.00	
							Check Amount:	\$350.00	
4228	OLDN	1621			Cintas		BP		
				E 01	005 810 000 000 401	FY23: Mats service		\$329.38	
PO#:	Voucher #:	9018	Invoice		Invoice No: 4142732239	1/13/2023	Paid Amt:	\$329.38	
							Check Amount:	\$329.38	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1633			Steve Lock		BP		
				E 01	005 810 000 000 401	FY23 Reimb:Zip ties, tools, glue		\$70.88	
PO#:	Voucher #:	9011	Invoice		Invoice No: 1/11/2023	1/13/2023	Paid Amt:	\$70.88	
							Check Amount:	\$70.88	
4228	OLDN	1634			Nitti Sanitation		BP		
				E 01	005 810 000 000 330	FY23 Jan Trash Services		\$590.84	
PO#:	Voucher #:	9017	Invoice		Invoice No: 388654	1/13/2023	Paid Amt:	\$590.84	
							Check Amount:	\$590.84	
4228	OLDN	1639			Navigate Care Consulting		BP		
				E 01	010 420 000 740 394	SPED Off Site .75 hrs @ \$90/hr		\$67.50	
PO#:	Voucher #:	9021	Invoice		Invoice No: 5037	1/13/2023	Paid Amt:	\$67.50	
							Check Amount:	\$67.50	
4228	OLDN	1508			First Bankcard		Wire		
				E 01	005 110 000 000 320	12/28/22-Sangoma-SipStation (VoIP) add'l usag		\$44.98	
				E 01	005 110 000 000 320	01/07/23-HumbleFax-Fax service-1/7/23-2/7/23		\$10.00	
				E 01	005 810 000 000 330	01/11/23-City of Woodbury-Water/sewer service		\$534.56	
				E 01	010 203 000 000 490	12/15/22-Sarpino's Pizzeria-Pizza for Pizza Thu		\$440.00	
				E 01	010 203 000 000 430	01/03/23-Carolina Biological Supply-Lab supplie		\$33.50	
				E 01	010 203 000 000 430	01/05/23-Walmart-Supplies for Mix-it-Up Day-sc		\$4.10	
				E 01	010 203 000 000 430	01/06/23-Sams Club-Supplies for Mix-it-Up Day		\$26.88	
				E 01	010 203 000 000 430	01/08/23-Amazon-Foam snowflakes & heart stic		\$18.98	
				E 01	010 203 000 000 430	01/08/23-Amazon-Foam heart stickers-classroom		\$9.99	
				E 01	010 203 000 000 430	01/09/23-Amazon-Foam snowflakes stickers-cla		\$9.59	
				E 01	010 203 000 000 430	01/00/00--Clssrm supplies-tape-painters, scotch		\$85.13	
				E 01	010 203 000 000 430	01/11/23-Amazon-White cardstock		\$38.97	
				E 01	010 203 000 000 430	01/06/23-Worthington Direct-Folding chair racks		\$1,018.96	
				E 01	010 203 000 000 401	01/00/00--Envelopes for Pizza Thurs/Fri sign-up		\$94.44	
				E 01	010 203 000 000 401	01/08/23-Amazon-Labels for Pizza Thurs/Fri sig		\$69.90	
				E 01	010 630 000 000 406	12/28/22-Vocabulary.com-Online vocabulary lice		\$279.00	
				E 01	010 720 000 000 401	01/08/23-Amazon-Tooth holders for lost teeth		\$35.98	
				E 01	010 630 000 000 456	01/05/23-Dell Business Online-Sales tax credit-I		(\$160.21)	
PO#:	Voucher #:	9028	Invoice		Invoice No: 1.19.23	1/19/2023	Paid Amt:	\$2,594.75	
							Check Amount:	\$2,594.75	
							Report Total:	\$408,992.09	



Meeting: Governance Committee Minutes

Date: Thursday, February 9th, 2023

Time: 4:30 PM

Location: Zoom - ID 432 394 8884 Password: WLAROCKS

AGENDA

Meeting called to order: 4:51 pm

Attended Meeting: [Kathy Mortensen](#), Shelbi Pool, and Jessica Erickson

Absent: Erin Neumann and Natalie Sjoberg

Development, Discussion, and Recommendations

- Review student/family handbook
 - Update? **Nicole and Casidee are making changes with Jess Erickson's input. Review again in March 2023.**
- Review employee handbook
 - Update? **Nancy, Casidee, and Nicole are still making changes. Review again in March 2023.**
- 521 and 521-fm - STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM
 - Review and prepare for the second reading **Changes made in title, date, and address on both the policy and the form that goes with this policy.**
- 533 - Wellness
 - Review and prepare for second reading **Reviewed the entire policy.**
- 510 - Grading Policy
 - Review and discuss changes, and prepare for the second reading. **Tabled. We will revisit in March.**
- 203- Operation Of The Board Of Directors - Governing Rules **Reviewed the entire policy and made formatting changes.**
- 203.2 - Order Of The Regular Board Of Directors Meeting **Reviewed the entire policy and made formatting changes.**
- 203.5 - Board Of Directors Meeting Agenda **Reviewed the entire policy and made formatting changes.**
- 203.6 - Consent Agendas **Reviewed the entire policy and made formatting changes.**

Future Discussions

- Continue reviewing 200 series
- Continue 500s series as needed

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: **March 2, 2023**

Time: 4:30 p.m.

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

Adjournment 5:39 pm



Meeting: Governance Committee Minutes

Date: Thursday, February 9th, 2023

Time: 4:30 PM

Location: Zoom - ID 432 394 8884 Password: WLAROCKS

AGENDA

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Date: **March 2, 2023**

Time: 4:30 p.m.

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

Adjournment 5:39 pm



WOODBURY LEADERSHIP ACADEMY

Adopted: April 25, 2017 ~~MSBA/MASA Model Policy 203~~ ~~Orig. 1995~~ ~~Rev. 2009~~
Board Approved:

203 OPERATION OF THE BOARD OF DIRECTORS – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the Board of Directors (BOD).

II. GENERAL STATEMENT OF POLICY

An orderly BOD meeting allows BOD members to participate in discussions and decisions of school issues. Rules of order allow BOD members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for BOD meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the BOD consistent with Minnesota statutes; and
- C. Robert's Rules of Order, Revised (latest edition) where not inconsistent with A. or B., above.

~~Legal References: Minn. Stat. CH. 13D (Open Meeting Law)~~
~~Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)~~
~~Minn. Stat. § 123B.14 (Officers)~~



WOODBURY LEADERSHIP ACADEMY

Adopted: April 25, 2017 ~~MSBA/MASA Model Policy 203.2—Orig. 1997—Rev. 2007~~
Board Approved:

203.2 ORDER OF THE REGULAR BOARD OF DIRECTORS MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular Board of Directors (BOD) meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the BOD to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The BOD shall conduct an orderly BOD meeting. The BOD will, at all regular BOD meetings, follow an agenda order similar to:

1. Call to Order and Roll Call
2. Reading of the Mission and Vision Statements
3. Approval of Agenda
4. Conflict of Interest Declaration
5. Approval of Previous Minutes
6. Public Comment
7. Presentations
8. Committee Reports
9. Board and Administration Reports
10. Development and Discussion
11. Consent Agenda
12. Business/Board Action
13. Board Communication and Future Items
14. Housekeeping
15. Adjournment

B. Items in this order may be considered as part of a consent agenda:

1. Financial Statements, Cash Disbursements and Receipts
2. Personnel Transactions
3. Contracts
4. Acceptance of Gifts

C. The BOD may depart from the order of business with the consent of the majority of BOD

members present.

~~Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)~~

~~Gross References: MSBA/MASA Model Policy 203 (Operation of the School Board — Governing Rules)~~

~~MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)~~

~~MSBA/MASA Model Policy 203.6 (Consent Agenda)~~



WOODBURY LEADERSHIP ACADEMY

Adopted: April 25, 2017 ~~MSBA/MASA Model Policy 203.5—Orig. 1997—Rev. 2012~~

Board Approved:

203.5 BOARD OF DIRECTORS MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the Board of Directors (BOD) meeting agenda to ensure that the BOD can accomplish business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

It is the policy of the BOD that BOD meetings shall be conducted in a manner to allow the BOD to accomplish its business while allowing reasoned debate and discussion of each matter to be enacted.

III. PROCEDURES

- A. While all BOD members may provide input, it shall be the responsibility of the BOD chair (chair) and the school Executive Director (ED) to develop, prepare and arrange the order of items for the tentative BOD meeting agenda for each BOD meeting.
- B. Persons wishing to place an item on the agenda must make a request to the chair or ED in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and ED shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to all BOD members three (3) calendar days prior to the scheduled BOD meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an item added is acted upon, the minutes of the BOD shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the BOD or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the BOD considers their subject matters. This does not apply to materials classified by law as other than public or to

materials relating to agenda items of a closed meeting.

~~Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)~~

~~-Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)~~

~~-Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)~~

~~-Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)~~

~~Gross References: MSBA/MASA Model Policy 203 (Operation of the School Board — Governing Rules)~~

~~-MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)~~

~~-MSBA/MASA Model Policy 203.6 (Consent Agendas)~~

~~-MSBA/MASA Model Policy 204 (School Board Meeting Minutes) — MSBA/MASA Model Policy 207 (Public Hearings)~~



WOODBURY LEADERSHIP ACADEMY

Adopted: April 25, 2017 ~~MSBA/MASA Model Policy 203.6—Orig. 1997—Rev. 1999~~
Board Approved:

203.6 CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of Board of Director (BOD) meetings, the BOD may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The Executive Director (ED), in consultation with the BOD chair, may place items on the consent agenda. By using a consent agenda, the BOD has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to BOD action, are noncontroversial and/or similar in content, or are those items that have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual BOD member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the BOD. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the BOD. The consent agenda items shall be separately recorded in the minutes.

~~Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)~~

~~Gross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School~~

~~Board Meeting)~~

~~-MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda) -MSBA/MASA~~

~~Model Policy 204 (School Board Meeting Minutes)~~

WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

MSBA/MASA Model Policy 521

Orig. 1995

Revised: ~~April 24, 2018~~ February 9, 2023

Rev. 2013

521 STUDENT DISABILITY SECTION 504 NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - 2. has a record of such an impairment; or
 - 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions or comments should contact the school's Special Education Director, ~~600-Weir~~ 8089 Globe Drive, Woodbury, MN (651) ~~539-2641~~-571-2100. This person is the school's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

Legal References: Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

WOODBURY LEADERSHIP ACADEMY

Adopted: April 24, 2018
Board Approved:

MSBA/MASA Model Policy 521-F

STUDENT SPECIAL EDUCATION AND SECTION 504 DISCRIMINATION GRIEVANCE
REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Woodbury Leadership Academy maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: _____
Home Address: _____
Work Address: _____
Home Phone: _____ Work Phone: _____

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because _____

Date of alleged incident(s): _____

Name of person you believe discriminated against you or another person: _____

If the alleged discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): _____



Location of the incident(s): _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

(Date)

WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

Amended: ~~December 19, 2018~~ February 9, 2023

533 WELLNESS

I. PURPOSE

The purpose of this policy is to assure that Woodbury Leadership Academy (WLA) is committed to providing school environments that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

- A. WLA will engage students, staff, board members and families in developing, implementing, monitoring and reviewing the Wellness Policy.
- B. WLA will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.
- C. All students will have opportunities, support, and encouragement to be physically active on a regular basis.
- D. Foods and beverages made available on campus will meet the nutrition recommendations of the U.S. Dietary Guidelines of Americans. **Exceptions will be made for concession stand events.**

III. GUIDELINES

- A. Foods and Beverages – During Meal Time
 - a. WLA will schedule meal periods at appropriate times and provide students with sufficient time to eat.
 - b. WLA will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
 - c. Students will be provided time to have access to hand washing or hand sanitizing before eating meals.
 - d. A list of healthful meal items may be provided to families.
 - e. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
- B. Food and Beverages – Outside of Meal Time
 - a. Snacks: Snacks during the school day or after school should make a positive

- B. The administration will monitor compliance with the wellness policy and provide an annual report of Woodbury Leadership Academy's compliance with the policy to the school board upon request from the school board.
- C. WLA does not participate in federal Child Nutrition Programs, including the National School Lunch Program or the School Breakfast Program. If WLA decides to participate, we will be required to develop and implement a wellness policy as established by the Child Nutrition and WIC Reauthorization Act of 2004, and recently enhanced by the Healthy, Hungry-Free Kids Act of 2010 (HHFKA). Wellness policies can be integrated into the Whole School, Whole Community, Whole Child (WSCC) model for school health, and can help put into action several provisions of the Every Student Succeeds Act, including Title I and Title IV.



POTENTIAL MSA & WLA MERGER

— DOCUMENT —
BRIEF



FEB. 23 2023

Dr. Mortensen, (WLA)
Mr. Vetsch, (MSA)
Dr. Hinton (MSA)

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WHY CONSIDER A MERGER?

A potential merger between Woodbury Leadership Academy and the Math & Science Academy is being explored for the following reasons:

- 1. It is an opportunity to provide a seamless, PK-12 quality education to our families.***
- 2. It is an opportunity to further solidify the strong financial standing of a merged organization.***
- 3. It is an opportunity to provide additional programming, operational resources, and services to our stakeholders.***

WHAT DOES THE MERGER PROCESS ENTAIL?

- 1. Consider Strategic Goals**
 - How does a merger align with WLA and/or MSA's Strategic Plan?
 - What gaps in strategic plans are accelerated/complimented with a potential merger?
 - What core assumptions need to be true for a merger to make sense?
- 2. Conduct Due Diligence with Combined WLA and MSA Administrators**
 - Identify operational efficiencies
 - Begin high level integration planning
 - Select integration leaders
- 3. Execute Merger**
 - Define structure and draft agreement, including non-negotiables
 - Submit Plan of Merger to MDE
 - Seek consents as needed
 - Create "Articles of Merger"
 - Sign and file "Articles of Merger"
 - Surviving school and authorizer execute new charter and file with MDE
 - MDE reviews Plan of Merger
- 4. Integrate Merger**
 - Execute communication plan (students, families, staff members, vendors, and additional stakeholders)
 - Execute operational merger integration plan

BUILDING A MERGER MODEL

It is critical that the merger model reflects the strategic rationale, and that assumptions are well documented and communicated.

- Merging may not be as straightforward as taking one school's five year projections and adding to the other
- The merger model should show a combined ADM in the projected years that is greater than the ADM sum of both schools in the same projected periods
- What costs (both variable and capital improvement) are needed to support the projected growth?
- Are there duplicative operational costs that can be eliminated in a merger scenario?
- Are there costs that will increase in a merger scenario? (One example often overlooked is differences in compensation / benefit programs.)
- Are there changes in control provisions in any contracts that need to be considered in the financial model? (ex. employment contracts, leases, bonding, etc.)
- Lastly, run sensitivities...what happens if we lose a certain number of students, what happens if we need to refinance any debt, what happens ifetc.

Finally, it is critical that a third-party assist in creating the merger model for it protects the board and the school. Firms like BKDV have advisory professionals that perform this type of work which is different from those in the outsources accounting/bookkeeping group.

ENSURING DUE DILIGENCE

Strategic Due Diligence

Due Diligence is the investigation or exercise of care that a reasonable entity is expected to take before entering into an agreement or contract. In a merger scenario, diligence is also confirming assumptions made up front on strategic fit. Many due diligence items/topics are purely “check-the-box” requests such as ensuring the potential merger partner has appropriately filed their tax returns, the heavy lifting in due diligence is analyzing facts and data to support the assumptions around fit, and around the drivers of growth in ADM in a merger scenario.

Operational Due Diligence

Legal / Compliance

- Review all contracts (ex. state/federal filings, leases, bussing, employment, charters, insurance policies, bonding agreements, etc.)
- Review school policies and procedures
- Review any historical / ongoing disputes, complaints, litigation, etc.
- Review historical board minutes, meeting packets, etc.

Finance

- Review books and records, tax filings, internal controls, audit, bonding agreements, etc.
- Review historical and projected financial performance, ADM trends and forecast,
- Develop financial model for combined organization (both sides should create their own)

Human Resources

- Benefit plan analysis
- Organizational (ex. job descriptions, compensation programs, org structure, etc.)

Curriculum

- Curriculum model, content development process, academic standards, etc.
- Review historical testing results and data (both externally reported and internal)

TECHNOLOGY

- Review systems, apps, security compliance, etc.

MSA/WLA POTENTIAL MERGER ORGANIZATIONAL ALIGNMENT

Mission

- MSA - We provide accelerated and inclusive curricula and instruction in all subjects, with an emphasis on math and science.
- WLA - 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

- MSA - To be an innovative, sustainable model of academic excellence for all students that creates well-rounded, lifelong learners and global citizens.
- WLA - 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.

Strategic Priorities

- MSA
 - Success for all students
 - Facilities and Infrastructure to MSA Mission and Vision
 - Organizational Support to Support MSA Mission and Vision
- WLA
 - Exercise fiscal responsibility with sustainable growth, while maintaining quality facilities, ensuring competitive staff pay, and appropriating necessary instructional and operational supplies
 - Provide a safe and healthy learning environment that celebrates our diversity and builds community
 - 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

Student Enrollment and Demographics

Race/Ethnicity	MSA	WLA
Asian	29%	27%
Black	22%	20%
White	41%	36%
Hispanic	3%	7%
American Indian	1%	1%
2 or more races	5%	10%
	MSA	WLA
SPED	7%	11%
English Learner	2%	11%
Free/Reduced	4%	11%

FURTHER OVERVIEW:

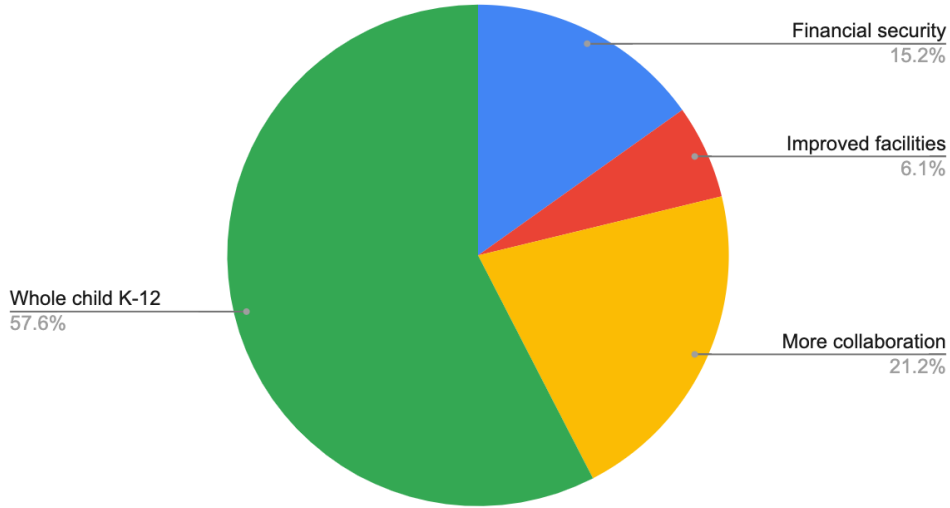
MSA

- Founded in 1998, by parents and teachers
- Premised on the belief for academic excellence, with a focus on math and science
- Authorizer: Student Achievement Minnesota (SAM) since 2009
 - Currently in the 4th year of a 5-year contract.
- Enrollment: 608 students in grades 6-12
- Awards and Commendations: #1 High School in Minnesota according to US News and World Report and Niche
- Facilities: 52,000 square feet spread between 4 buildings (2 leased and 2 owned)
 - Currently in the planning stages to remodel or build a new facility
- Staffing includes 35 teachers, 7 para professionals, 5.5 office support, vendor custodial services, 2.5 licensed support staff.
- Contracted services include landscaping, snow removal, special education (numerous contractors) technology (Justin Gehring) legal representative (James Martin) financial services (BergenKDV)
- Academic achievement: Rated #1 High School in Minnesota (among public traditional schools, public charter schools, and private schools) based on SAT scores (U.S. News and World Report)
- Financial Position: 45% fund balance
- Board Governance: 9 members (4 teachers, 3 parents, and 2 community members)
- Community Involvement: MSA enjoys a very active PTO, and utilizes volunteers as needed

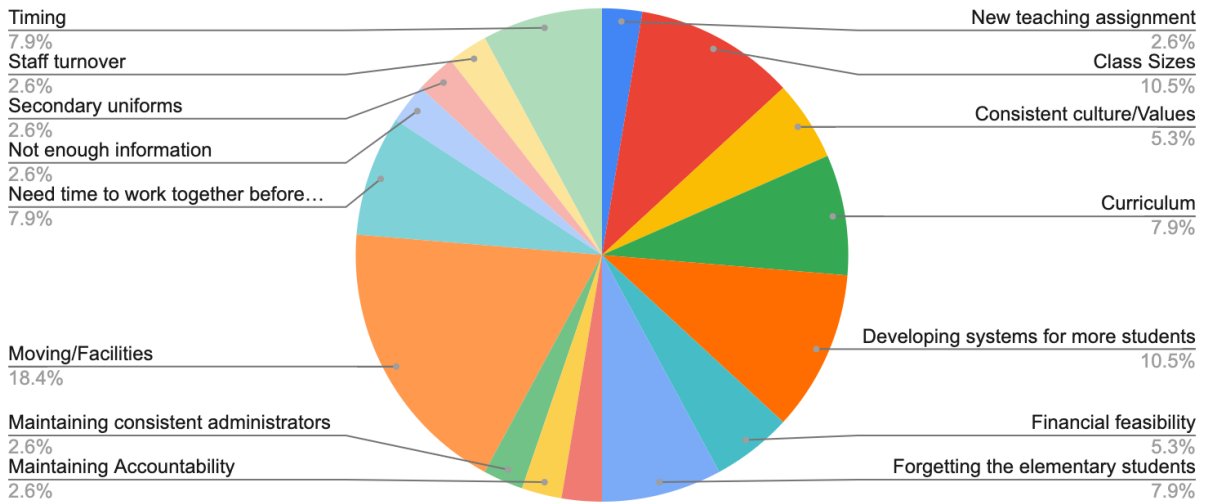
WLA

- Founded in 2014, by parents and teachers
- Premised on the belief for academic excellence, with a focus on Core Knowledge and leadership curriculum
- Authorizer: Volunteers of America (VOA) since 2014
 - Currently in 2nd year of a 5-year contract
- Enrollment: 680 students in grades K-8
- Awards and Commendations: Finance Awards every year since WLA inception (Minnesota Department of Education), Finance Award and Board Governance Award (VOA, 2022), Ranked within top 100 schools in Minnesota (Niche, 2019), Ranked 11th best middle school charter school in Minnesota and 14th best elementary charter school in Minnesota, (Niche, 2020) Ranked nationally in the top 1% of elementary schools and middle schools, (Niche 2021) Niche ratings are based on five categories including academic achievement, diversity, teacher quality and retention, extra-curricular activities, and parent satisfaction
- Facilities: WLA bonded in the spring of 2021 and “owns” their facilities. (through an ABC) All of the facilities have been remodeled or are newly built, and include two buildings for a total of approximately 120,000 square feet. WLA is located on a nine-acre campus. The facilities include over 53 classrooms, common areas for students to gather, library, art, and music rooms, office areas, a large gymnasium (divided) with an elevated walking track, a stage area equipped with lighting and sound for theatrical and music productions, a high capacity concession area that can serve as a hot lunch service area, office areas, multiple flex spaces of all sizes to support lunches, conferencing, remediation, special education services, parent-teacher organization storage needs, custodial and curriculum storage. Grounds include an underground irrigated soccer field, a kickball area, a naturalist walking path, playground areas, and an outdoor classroom. In the spring of 2023, WLA plans on adding a large pavilion, a fitness track, and fencing to enclose the outdoor spaces.
- Staffing: 97% retention of licensed staff members includes 51 teachers, 11 para professionals, 6 office support, 2 custodial services (plus a contracted evening cleaning crew), one licensed counselor, 3.5 FTE administrative support (Executive Director, Principal, Full-Time Dean of Students, and a Part-Time Dean of Students/Transportation Coordinator) Contracted services include landscaping, snow removal, special education (numerous contractors that have been committed to WLA for multiple years) technology (Justin Gehring) legal representative (James Martin) financial services (BergenKDV)
- Academic achievement: Currently exceeds the state average in reading in grades 3-5, and 7. Grades 6 and 8 are 1% point below the state average. Currently exceeds the state average in math in grades 3-6, and 8. Currently exceeds the state average in science in grade 5. Grades 8 is eight points below the state average.
- Financial Position: 30% fund balance
- Board Governance: 5-9 members (3 teachers, 3 parents, and 3 community members)
- Community Involvement: WLA enjoys a strong Parent-Teacher organization (PTO), various connections with area clubs such as K & S music, Young Rembrandts, and Soccer Shots to name a few. We also have established a partnership with the City of Woodbury Parks and Recreation Department.

What excites you about the potential of a merger?



What concerns you about a potential merger?



33 Staff responded to open ended questions 55% were WLA staff and 45% were MSA staff which is roughly proportional to the staff make up of both schools.

BONDING AND FINANCES

This information is from Mr. Bruce Sorenson of the Baird Financial Group:

1. In reviewing how bonding would be affected in the event that WLA and MSA merge, Bruce clarified that:
 - a. WLA received bonds at a BB- rating and MSA received bonds at a BBB- rating
 - b. That MSA received a better rating partly because they had been in existence since 1998, and enrollment was at full capacity for their facilities limit
 - c. That WLA received a lesser rating partly because we had been in existence since 2014, and have not yet reached full capacity since our enrollment is still growing
 - d. Also, that the bottom line is that projections are projections, and that as long as the school is balancing our budget, we'll be fine
 - e. Furthermore, that WLA is poised to hit the 900 ADM target for the 2025-2026 school year
2. Bruce then shared that WLA and MSA combined would be a stronger organization as a merged entity due to:
 - a. Economies of scale
 - b. Quality secondary school programming
 - c. Possible transportation savings
 - d. Potential matriculation of students throughout PK-12
 - e. As a combined school we would be able to leverage additional debt if needed
3. Bruce summarized his thoughts on the potential merger as being a “win” for all parties, in broad strokes that WLA could provide access for their students to enter a high quality secondary setting, and that MSA would have access to quality facilities and have the added stability of an elementary school component which helps with ongoing enrollment
4. Bruce discussed MSA's current finances and their financial track record, which similar to WLA, is strong. (It helps that BerganKDV contracts out to do the finances for both organizations, and thus are apprised of the financial status and journeys of both organizations.)
5. Action steps moving forward are that the administration teams at both schools will look closely at efficiencies, and report back to the Finance Committee with any redundancies and/or cost savings they identify.

Financial Model from BKDV:

See Addendum

WLA Curriculum Overview

What is Core Knowledge:

The Core knowledge approach is based on building student knowledge. It provides an outline of specific skills and domains that are presented to students in a sequential and cumulative way. This approach promotes equity through the broad base of knowledge students acquire. The educational philosophy behind the approach is that knowledge builds knowledge.

What makes this approach special is its attention to skill and knowledge integration. Cross curricular ties provide students with intentional knowledge and skill building opportunities. For example, while students are learning to read in first grade they are also learning domain specific vocabulary about mesopotamia, our early presidents, geology, or living things. This intentional integration of content specific knowledge into fundamental skill instruction, provides a rich learning experience for students.

Equally special, is the coherence the Core knowledge sequence offers. It allows our students to revisit topics and gain a deep understanding of domain topics. Below is an example of the coherent organization of Core Knowledge.

Kindergarten	First Grade	Second Grade	Third grade	Fourth Grade	Fifth Grade	Sixth Grade
The 5 Senses	Body Systems	Digestive & Excretory Systems	Muscular, Skeletal & Nervous System; Vision & Hearing	Circulatory & Respiratory Systems	Endocrine & Reproductive Systems	Lymphatic & Immune Systems

WLA District Scope and Sequence 2022-2023

WLA's District Scope and Sequence meets the MN Academic Standards, as well as standards outlined by the Core Knowledge Foundation, as the district moves towards becoming a Core Knowledge School of Distinction.

Subjects	K	1	2	3	4	5	6	7	8
Math	Ready Classroom Mathematics by Curriculum Associates								
Science	CKSci by Core Knowledge Foundation						CKSci, iScience by McGraw Hill		CKSci, iScience by McGraw Hill
History & Geography	CKHG by Core Knowledge Foundation			CKHG, Northern Lights by Minnesota Historical Society			CKHG, A History of the United States by McGraw Hill		CKHG, A History of the World & World Geography by McGraw Hill
Reading & Comprehension	CKLA by Amplify			CKLA by Core Knowledge Foundation			CK Sequence Novels by Core Knowledge Foundation		
Grammar	CKLA by Amplify			CKLA by Core Knowledge Foundation			Collections by Houghton Mifflin Harcourt		
Writing	CKLA by Amplify			CKLA by Core Knowledge Foundation			WriteSource by Houghton Mifflin Harcourt		
Specialists	Music, Art, P.E, Leadership			Music, P.E, Leadership					
Electives	N/A			Robotics, team sports, art, sports analytics, choir, history of rock and roll, study skills					

WLA Leadership Programming

Goal: Woodbury Leadership Academy's Leadership Programming instills confidence and helps children solve problems creatively, work in a team and work collaboratively with others.

- Leadership Specialist Frequency: 1-2 days a week
- Leadership Curriculums:
 - Grades K-5: Fly Five
 - Grades 6-8: Character Strong
- Core Virtues: Monthly Theme
 - Responsibility
 - Respect
 - Humanity
 - Gratitude
 - Perseverance
- Service Learning Projects
 - Each month, a grade level leads the school and community in a service-learning project that is aligned to the monthly Core Virtue.
 - Examples: Gratitude: Caring comforts, Humanity: Donations for the food shelf and humane society, Gratitude: letters to veterans

Typical MSA Middle School Course Progression

Content	Grade 6	Grade 7	Grade 8
English	English 6 Reading 6 (semester)	English 7	English 8
Math	Middle School Math 1 or 2 (CPM)	Middle School Math 2 or Integrated Math 1 (CPM)	Integrated Math 1 or 2 (CPM)
Science	Earth Science (NGSS Standards)	Life Science (NGSS Standards)	Physical Science (NGSS Standards)
Social Studies	Minnesota Studies (Northern Lights)	United States History (new curriculum selection in progress)	Global Studies (new curriculum selection in progress)
Physical Education/Health	Physical Education 6	Physical Education 7 Health 7	Physical Education 8
Spanish	Spanish 1A	Spanish 1B	Spanish 2
Electives			

Elective options:

Band
 Choir
 Orchestra
 Astronomy
 Speech
 Theater
 Study Skills/Leadership
 Art
 Computer Art
 STEM

All grades Character Strong during Advisory

Math and Science Academy

High School Graduation Requirements

Students complete the Minnesota academic standards by taking a core course of study that equips them with the knowledge and skills they need for success in post-secondary education, highly skilled work, and civic life. In order to graduate, MSA students must complete the required MSA subject specific courses as well as a minimum of 21.5 total credits to meet Minnesota state requirements.

Subject	MN State Graduation Requirements	MSA Graduation Requirements
English	4 credits	4 credits which must include: <input type="checkbox"/> Literature and Composition <input type="checkbox"/> World Literature
		Choose 2 from the following: <input type="checkbox"/> American Literature <input type="checkbox"/> AP Literature and Composition <input type="checkbox"/> Research Writing (1 semester)/Composition (1 semester)
Math	3 credits of mathematics, including algebra, geometry, statistics and probability sufficient to satisfy the standards.	3 credits which must include: <input type="checkbox"/> Progression through Calculus
Science	3 credits of Science, including a biology credit.	3 credits which must include: <input type="checkbox"/> Biology or AP Biology <input type="checkbox"/> Chemistry or AP Chemistry <input type="checkbox"/> Physics or AP Physics
Social Studies	3 ½ credits of social studies, including U.S. History, geography, government and citizenship, world history and economics.	4 credits which must include: <input type="checkbox"/> Ancient World History and Geography <input type="checkbox"/> Modern World History and Human Geography <input type="checkbox"/> American History <input type="checkbox"/> Political Science (semester)/ Introduction to Economics (semester)
Fine/Visual Arts	1 credit	<input type="checkbox"/> 1 credit
Foreign Language	Not required ❖ Many colleges/universities look for at least two years of a foreign language.	Progression through Spanish Flowchart based on placement level and grade of enrollment to MSA.
Health/P.E.	Not required	1 credit <input type="checkbox"/> 1 semester each of Health and P.E.
Electives		<i>Please see the definition of elective credits located under Courses By Department in Course Guide.</i>

WLA/MSA Potential Merger Facility Options

As WLA and MSA explore a possible merger, this is what facility usage may look like. Below you will find some of the possible options for facility use going forward. You will also find how each school is currently utilizing its space for comparison purposes.

Current Facilities

WLA		MSA	
Current Grades	K-8	Current Grades	6-12
Max Capacity	1200	Max Capacity	600
# of Classrooms	50	# of Classrooms	30
Specialist Space	2 Music Rooms 2 Leadership Rooms 1 Gym 1 Art Room 1 Library	Specialist Space	2 Music Rooms 2 Art Rooms 1 Gym
Green Space	Soccer Field 2 playground sets 4 playground areas	Green Space	2 playground areas
Cafeteria Space	3 cafeterias	Cafeteria Space	2 Cafeterias
Parking	150-250 spaces	Parking	

Option #1 (WLA = Grades 6-12, MSA = Grades K-5)

WLA (Building)	MSA (Building)
----------------	----------------

Grades	6-12	Grades	K-5
Improvements needed	<ul style="list-style-type: none"> • Some classrooms would need minimal renovation to accommodate high school student science classes??? • Playgrounds would need to be 	Improvements needed	<ul style="list-style-type: none"> • Building would need a full remodel • Green space would need to be added • Would we need to add or reduce

	<p>removed and relocated to alternate site</p> <ul style="list-style-type: none"> Classroom materials would need to be moved 		<p>parking spaces???</p> <ul style="list-style-type: none"> Playground areas would need to be added Classroom materials would need to be moved
--	---	--	--

Option #2 (WLA = K-8, MSA = 9-12)

WLA (Building)		MSA (Building)	
Grades	K-8	Grades	9-12
Improvements needed	<ul style="list-style-type: none"> Some classrooms would need to be renovated for additional middle school classrooms 	Improvements needed	<ul style="list-style-type: none"> Building would need a full remodel Additional parking is needed

Option #3 (WLA = 6-12 , MSA = New Site K-5)

WLA (Building)		New Site or Campus	
Grades	6-12	Grades	K-5
Improvements needed	<ul style="list-style-type: none"> Some classrooms would need renovations to accommodate high school student science classes Playgrounds would need to be removed and relocated to alternate site Classroom materials would need to be moved 	Improvements needed	<ul style="list-style-type: none"> New facility to be found and appropriate renovations made.

If a new site is chosen, then a new action plan would be needed.

Option #4 (WLA = K-8, MSA = New Site 9-12)

WLA (Building)	New Site or Campus
-----------------------	---------------------------

Grades	K-8	Grades	9-12
Improvements needed	<ul style="list-style-type: none"> Some classrooms would need to be renovated for additional middle school classrooms 	Improvements needed	<ul style="list-style-type: none"> New facilities to be found and appropriate renovations made.

If a new site is chosen, then a new action plan would be needed.

Option #5 (Larger Campus on Current WLA Site)

Additional buildings are built on WLA's current campus creating a large WLA/MSA K-12 campus..
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Option #6 (Expanding WLA campus)

Purchase and renovate properties near WLA's current facility

If a merger was made between WLA and MSA, there are several "add ons" that would be available to each of these options.

Possible add ons

Field House	Green Space
Performing Arts Center	Additional buildings for additional classrooms
Robotics Wing	Additional Parking

Transportation Guide for MSA/WLA Merger

2023-24 (No Changes to current practices)

- WLA will continue to provide their own transportation from Monarch
- MSA will continue to use South Washington ISD 833 busing
- All Woodbury Academy students attending school at WLA will ride the contracted bus services from Monarch. Monarch will pick them up and drop them off at their designated location and at the WLA campus.
- Budget
 - Expenditures
 - No cost for students riding a South Washington ISD 833, bus to 8430 Woodbury crossing, Woodbury, MN 55125
 - Monarch contracted costs are \$300/day/bus.
 - Total cost is around \$574,200 based on 11 buses.
 - Revenues
 - Schools that provide their own transportation receive \$320/year/student in General Transportation Aid.
 - Total revenue is \$224,000 based on 700 students at the WLA site.
 - Total cost: \$574,200 less \$224,000 equals \$350,200

2024-25 (There are many scenarios for busing options which will be determined by the facility configuration chosen. Once the facility configuration is determined, Board of Directors will decide the best scenario for all involved.)

One Sample Possibility: This option is based on state statute and agreed to by South Washington ISD 833.

- All Woodbury Academy students living in the South Washington ISD 833 will ride ISD 833 buses.
 - K-12th grade students who will be located at 8430 Woodbury Crossing, Woodbury, MN 55125 will be dropped off at the current MSA site. These students will also receive the same transportation home.
 - K-12th grade students who will be located at 8089 Globe Drive, Woodbury, MN 55125 will be dropped off at a designated site near the 833/622 border (must be a school). These students will also receive the same transportation home from the designated site.
 - These students will take a shuttle service provided by Monarch from the designated location to the current WLA site.
 - Costs
 - Shuttle bus service from Monarch (approximately \$25,000 per bus per year, and \$150,000 based on 6 shuttle buses)
 - There will also be a cost for Monarch to transport students who reside in ISD 622 to the 8089 Globe Drive site.

Identifying Which Independent School District Identity to Maintain, and Choosing an Authorizer

It is the position of the administration that a successful merger does not result in a surviving and dissolved school. The plan is to fully merge both schools and make a stronger joint entity. However, the MN Department of Education requires that we operate under one school number.

Reasons to use the ISD #4043 MSA as the combined school number:

- Math and Science Academy has a longer history (25 years) which makes bonding and other endeavors easier.
- MSA has an accredited high school program (this will not transfer). This accreditation is mandatory if any graduates want to participate in any extra-curricular activities in college.
- MSA has consistently been recognized as a top performing school which nets us long waiting lists. Our recognition would be lost if we give up our school number.
- MSA enjoys legacy charter funding that is not available to newer schools.

Reasons to use the ISD #4228 WLA as the combined school number:

- Woodbury Leadership Academy has been approved for a PK-12 grade setting.
- Woodbury Leadership Academy has been approved for multiple school sites.
- Woodbury Leadership Academy is currently in a 5-year contract with our original authorizer, the Volunteers of America. (VOA)

In regard to determining an authorizer, it will be important to meet with both authorizers to inform them of a potential merger.

- **The authorizer of the surviving school number is the authorizer of the merged district.**

POTENTIAL BOARD CONFIGURATION

These are the members who are not up for election. This could be the configuration during the transition. This board will determine the final board configuration and election cycle.

Name	Role	Term Ending Date
Dan Ellingson - Chair	MSA Parent Member	2025
Shelbi Pool - Chair	WLA Community Member	2024
David Johnston - Secretary	MSA Teacher Member	2024
Wendell Sletten - Treasurer	MSA Teacher Member	2025
Jolene Skordahl - Treasurer	WLA Teacher Member	2025
Hetal Patel	MSA Parent Member	2024
Jeff Eng	MSA Community Member	2024
Julie Ohs	WLA Teacher	2024
Ryan Sheak	WLA Parent Member	2025
Richard Washington	WLA Parent Member	2024

TIMELINE IN EVENT OF MERGER

TIMELINE FOR DECISION

- Merger committees begin meeting in February to create questions for MSA, and to answer questions from MSA.
- Work continues with various professionals who can speak to their fields of expertise.
- Informational surveys will be presented to all WLA stakeholders as we continue to explore a merger together.
- Considering input from all stakeholders, administration develops a plan of merger to present at the April board meeting which includes input from all stakeholders. The merger plan development will be considered by board members at the April board meeting.

IF IT IS DECIDED TO MERGE WLA AND MSA

- Officially merge with paperwork to the state, on July 1, 2023
- Both schools remain in current facilities for the 2023-2024
- WLA current 8th grade students have option to attend MSA for 9th grade
- WLA middle school teachers adopt MSA schedule and curriculum but teach at WLA
- Combine middle school students in 2024-2025 school year
- Form a Facilities/Construction Task Force for the fall of 2023
- Begin to migrate both schools to a common student information system
- MSA guidance counselors will work with the WLA counselor to get courses selected for secondary students
- Principals at both schools will work on the middle school class schedule
- All WLA and MSA contracts will be honored for the 2023-2024 school year. By the start of the 2024-2025 school year, the pay scales and benefit plans will be unified.
- Employee handbooks will be combined and unified for the beginning of the 2024-2025 school year
- Branding (school colors, mascots, uniforms and so forth) will remain as they are except for the WLA middle school students who would adopt the MSA middle school expectations
- WLA and MSA administration will work together to determine professional development priorities for the 2023-2024 school year
 - PLCs
 - Year 1 - curriculum aligned to the standards
 - Year 2- Learning targets and formative/summative assessments
 - Year 3 - Data Teams
 - MSA has been implementing PLCs and Student Success Teams
 - MSA Plans to send 6-10 more teachers to training this summer, WLA middle school teachers will need to be trained
 - WLA teachers will continue training with Core Knowledge and the Responsive Classroom
 - Both WLA and MSA will train in culturally responsive classrooms, and grading equity, special education services, and English Language Learners training

KEY CONSIDERATIONS

Key questions before moving further ahead:

1. Is there a strategic fit and rationale?
 - a. Is a merger in the best interest of both organizations?
 - b. How will a merger affect the acceleration of each organization's strategic plan?

2. Are there transportation issues?
 - a. What are the parameters for busing?
 - b. What will the cost/cost savings look like?
 - c. If students need to be shuttled between two sites, how would that look, and what would that cost be?

3. How will the transfer of bonds be managed?
 - a. Will consent to merge be required from either/both school's majority bondholder?
 - b. If so, does the math work out?
 - c. If not, will the majority bondholder consent without refinancing?

Next Steps:

1. Develop a communication plan that is consistent between schools.
2. Address bonding questions.
3. Address transportation questions.
4. Determine who can best address each area (expertise, interest, and availability)
5. Develop a backwards timeline.

MDE MERGER PROCESS

MN Statutes 2021, Chapter 317A specify the requirements that charter schools must adhere to in a merger situation as follows:

1. Plan of Merger – charter schools must develop a Plan of Merger which includes the following, and needs to receive approval by vote from both charter school boards:
 - a. Names of the corporations proposing to merger
 - b. Name of the surviving corporation (“the merged school must continue under the identity of one of the merging schools”)
 - c. Terms and conditions of the proposed merger
 - d. Manner and basis for converting memberships of the constituent corporations into memberships of the surviving corporation
 - e. A statement of amendments to the articles of the surviving corporation proposed as part of the merger
2. Articles of a Merger are then filed with the secretary of state and include:
 - a. The Plan of Merger
 - b. Statement that the plan was approved by each board under Chapter 317A
 - c. A statement regarding notice to the attorney general required by section 317A.811
 - d. Per MN Statutes 2021, section 124E.06, subdivision 7(a), the effective date of a merger must be July 1
3. Following the signing and filing of the merger Articles, the surviving charter school will work with its authorizer on executing a new charter contract and submitting necessary documentation to MDE – this must be done by July 1, 2023
4. Finally, MDE will review all required information submitted by the authorizer.



POTENTIAL MSA & WLA MERGER

— DOCUMENT —
BRIEF

FEB. 23 2023

Dr. Mortensen, (WLA)
Mr. Vetsch, (MSA)
Dr. Hinton (MSA)



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WHY CONSIDER A MERGER?

A potential merger between Woodbury Leadership Academy and the Math & Science Academy is being explored for the following reasons:

- 1. It is an opportunity to provide a seamless, PK-12 quality education to our families.***
- 2. It is an opportunity to further solidify the strong financial standing of a merged organization.***
- 3. It is an opportunity to provide additional programming, operational resources, and services to our stakeholders.***

WHAT DOES THE MERGER PROCESS ENTAIL?

- 1. Consider Strategic Goals**
 - a. How does a merger align with WLA and/or MSA's Strategic Plan?
 - b. What gaps in strategic plans are accelerated/complimented with a potential merger?
 - c. What core assumptions need to be true for a merger to make sense?
- 2. Conduct Due Diligence with Combined WLA and MSA Administrators**
 - a. Identify operational efficiencies
 - b. Begin high level integration planning
 - c. Select integration leaders
- 3. Execute Merger**
 - a. Define structure and draft agreement, including non-negotiables
 - b. Submit Plan of Merger to MDE
 - c. Seek consents as needed
 - d. Create "Articles of Merger"
 - e. Sign and file "Articles of Merger"
 - f. Surviving school and authorizer execute new charter and file with MDE
 - g. MDE reviews Plan of Merger
- 4. Integrate Merger**
 - a. Execute communication plan (students, families, staff members, vendors, and additional stakeholders)
 - b. Execute operational merger integration plan

BUILDING A MERGER MODEL

It is critical that the merger model reflects the strategic rationale, and that assumptions are well documented and communicated.

- Merging may not be as straightforward as taking one school's five year projections and adding to the other
- The merger model should show a combined ADM in the projected years that is greater than the ADM sum of both schools in the same projected periods
- What costs (both variable and capital improvement) are needed to support the projected growth?
- Are there duplicative operational costs that can be eliminated in a merger scenario?
- Are there costs that will increase in a merger scenario? (One example often overlooked is differences in compensation / benefit programs.)
- Are there changes in control provisions in any contracts that need to be considered in the financial model? (ex. employment contracts, leases, bonding, etc.)
- Lastly, run sensitivities...what happens if we lose a certain number of students, what happens if we need to refinance any debt, what happens ifetc.

Finally, it is critical that a third-party assist in creating the merger model for it protects the board and the school. Firms like BKDV have advisory professionals that perform this type of work which is different from those in the outsources accounting/bookkeeping group.

ENSURING DUE DILIGENCE

Strategic Due Diligence

Due Diligence is the investigation or exercise of care that a reasonable entity is expected to take before entering into an agreement or contract. In a merger scenario, diligence is also confirming assumptions made up front on strategic fit. Many due diligence items/topics are purely “check-the-box” requests such as ensuring the potential merger partner has appropriately filed their tax returns, the heavy lifting in due diligence is analyzing facts and data to support the assumptions around fit, and around the drivers of growth in ADM in a merger scenario.

Operational Due Diligence

Legal / Compliance

- Review all contracts (ex. state/federal filings, leases, bussing, employment, charters, insurance policies, bonding agreements, etc.)
- Review school policies and procedures
- Review any historical / ongoing disputes, complaints, litigation, etc.
- Review historical board minutes, meeting packets, etc.

Finance

- Review books and records, tax filings, internal controls, audit, bonding agreements, etc.
- Review historical and projected financial performance, ADM trends and forecast,
- Develop financial model for combined organization (both sides should create their own)

Human Resources

- Benefit plan analysis
- Organizational (ex. job descriptions, compensation programs, org structure, etc.)

Curriculum

- Curriculum model, content development process, academic standards, etc.
- Review historical testing results and data (both externally reported and internal)

TECHNOLOGY

- Review systems, apps, security compliance, etc.

MSA/WLA POTENTIAL MERGER ORGANIZATIONAL ALIGNMENT

Mission

- MSA - We provide accelerated and inclusive curricula and instruction in all subjects, with an emphasis on math and science.
- WLA - 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

- MSA - To be an innovative, sustainable model of academic excellence for all students that creates well-rounded, lifelong learners and global citizens.
- WLA - 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.

Strategic Priorities

- MSA
 - Success for all students
 - Facilities and Infrastructure to MSA Mission and Vision
 - Organizational Support to Support MSA Mission and Vision
- WLA
 - Exercise fiscal responsibility with sustainable growth, while maintaining quality facilities, ensuring competitive staff pay, and appropriating necessary instructional and operational supplies
 - Provide a safe and healthy learning environment that celebrates our diversity and builds community
 - 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

Student Enrollment and Demographics

Race/Ethnicity	MSA	WLA
Asian	29%	27%
Black	22%	20%
White	41%	36%
Hispanic	3%	7%
American Indian	1%	1%
2 or more races	5%	10%
	MSA	WLA
SPED	7%	11%
English Learner	2%	11%
Free/Reduced	4%	11%

FURTHER OVERVIEW:

MSA

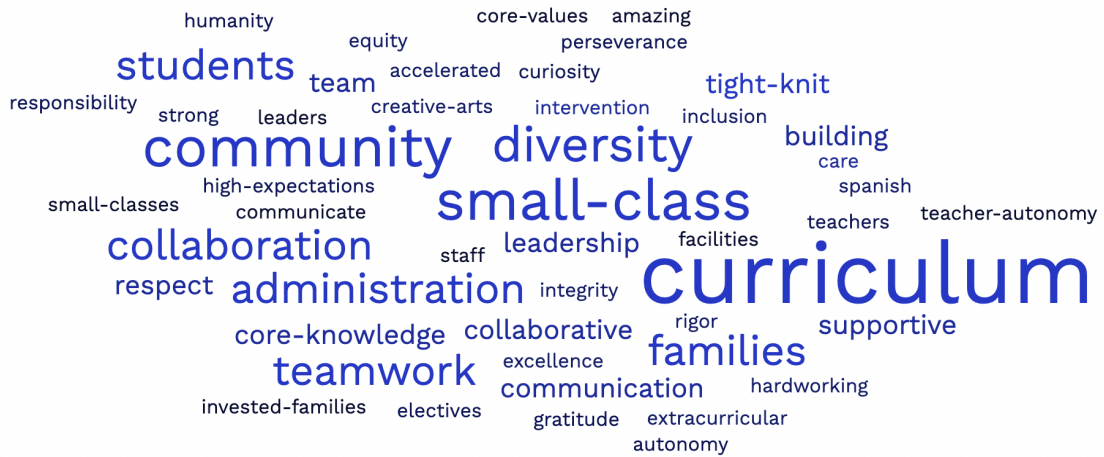
- Founded in 1998, by parents and teachers
- Premised on the belief for academic excellence, with a focus on math and science
- Authorizer: Student Achievement Minnesota (SAM) since 2009
 - Currently in the 4th year of a 5-year contract.
- Enrollment: 608 students in grades 6-12
- Awards and Commendations: #1 High School in Minnesota according to US News and World Report and Niche
- Facilities: 52,000 square feet spread between 4 buildings (2 leased and 2 owned)
 - Currently in the planning stages to remodel or build a new facility
- Staffing includes 35 teachers, 7 para professionals, 5.5 office support, vendor custodial services, 2.5 licensed support staff.
- Contracted services include landscaping, snow removal, special education (numerous contractors) technology (Justin Gehring) legal representative (James Martin) financial services (BergenKDV)
- Academic achievement: Rated #1 High School in Minnesota (among public traditional schools, public charter schools, and private schools) based on SAT scores (U.S. News and World Report)
- Financial Position: 45% fund balance
- Board Governance: 9 members (4 teachers, 3 parents, and 2 community members)
- Community Involvement: MSA enjoys a very active PTO, and utilizes volunteers as needed

WLA

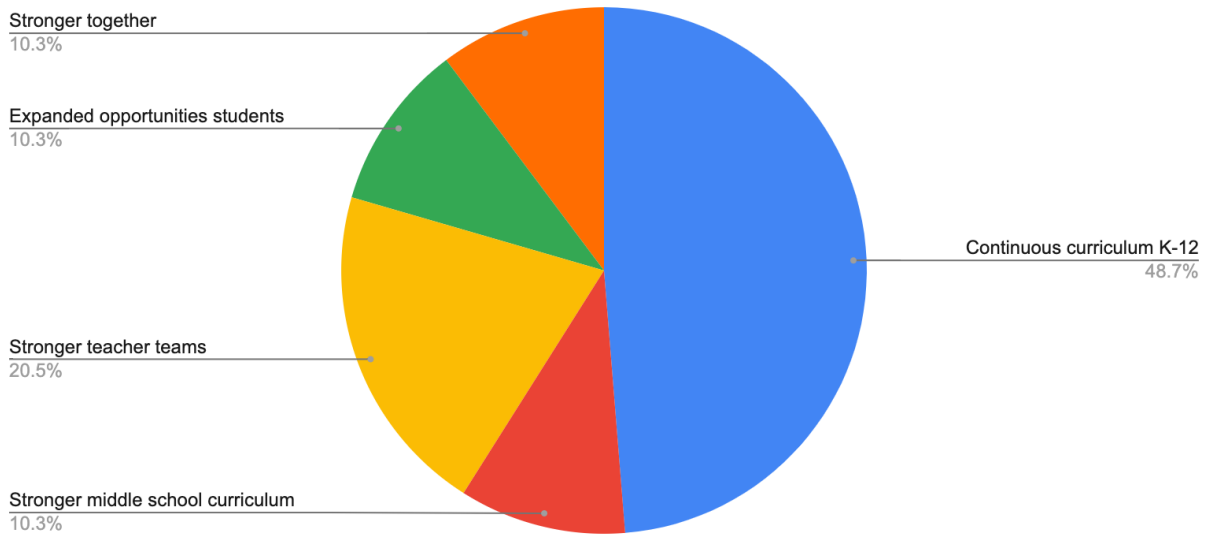
- Founded in 2014, by parents and teachers
- Premised on the belief for academic excellence, with a focus on Core Knowledge and leadership curriculum
- Authorizer: Volunteers of America (VOA) since 2014
 - Currently in 2nd year of a 5-year contract
- Enrollment: 680 students in grades K-8
- Awards and Commendations: Finance Awards every year since WLA inception (Minnesota Department of Education), Finance Award and Board Governance Award (VOA, 2022), Ranked within top 100 schools in Minnesota (Niche, 2019), Ranked 11th best middle school charter school in Minnesota and 14th best elementary charter school in Minnesota, (Niche, 2020) Ranked nationally in the top 1% of elementary schools and middle schools, (Niche 2021) Niche ratings are based on five categories including academic achievement, diversity, teacher quality and retention, extra-curricular activities, and parent satisfaction
- Facilities: WLA bonded in the spring of 2021 and “owns” their facilities. (through an ABC) All of the facilities have been remodeled or are newly built, and include two buildings for a total of approximately 120,000 square feet. WLA is located on a nine-acre campus. The facilities include over 53 classrooms, common areas for students to gather, library, art, and music rooms, office areas, a large gymnasium (divided) with an elevated walking track, a stage area equipped with lighting and sound for theatrical and music productions, a high capacity concession area that can serve as a hot lunch service area, office areas, multiple flex spaces of all sizes to support lunches, conferencing, remediation, special education services, parent-teacher organization storage needs, custodial and curriculum storage. Grounds include an underground irrigated soccer field, a kickball area, a naturalist walking path, playground areas, and an outdoor classroom. In the spring of 2023, WLA plans on adding a large pavilion, a fitness track, and fencing to enclose the outdoor spaces.
- Staffing: 97% retention of licensed staff members includes 51 teachers, 11 para professionals, 6 office support, 2 custodial services (plus a contracted evening cleaning crew), one licensed counselor, 3.5 FTE administrative support (Executive Director, Principal, Full-Time Dean of Students, and a Part-Time Dean of Students/Transportation Coordinator) Contracted services include landscaping, snow removal, special education (numerous contractors that have been committed to WLA for multiple years) technology (Justin Gehring) legal representative (James Martin) financial services (BergenKDV)
- Academic achievement: Currently exceeds the state average in reading in grades 3-5, and 7. Grades 6 and 8 are 1% point below the state average. Currently exceeds the state average in math in grades 3-6, and 8. Currently exceeds the state average in science in grade 5. Grades 8 is eight points below the state average.
- Financial Position: 30% fund balance
- Board Governance: 5-9 members (3 teachers, 3 parents, and 3 community members)
- Community Involvement: WLA enjoys a strong Parent-Teacher organization (PTO), various connections with area clubs such as K & S music, Young Rembrandts, and Soccer Shots to name a few. We also have established a partnership with the City of Woodbury Parks and Recreation Department.

MSA AND WLA TEACHER FEEDBACK FROM FEBRUARY 17, 2023

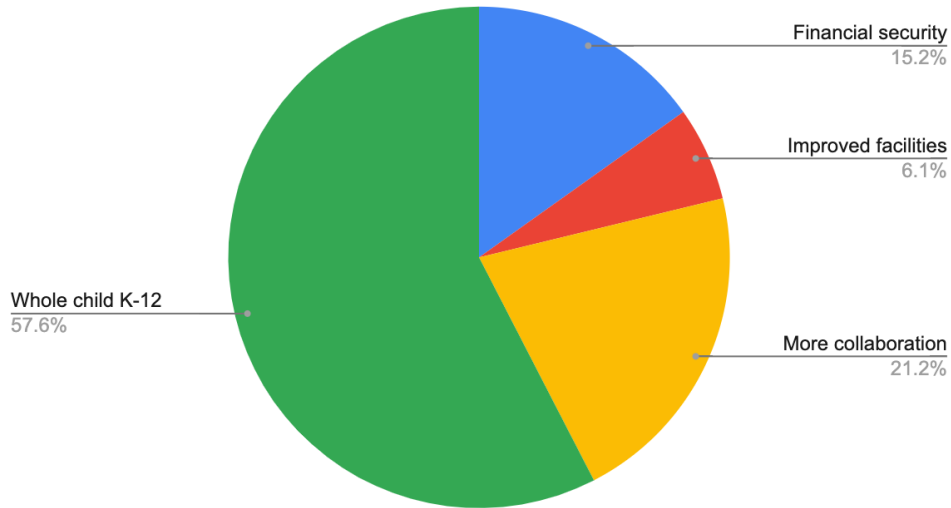
Teacher Values



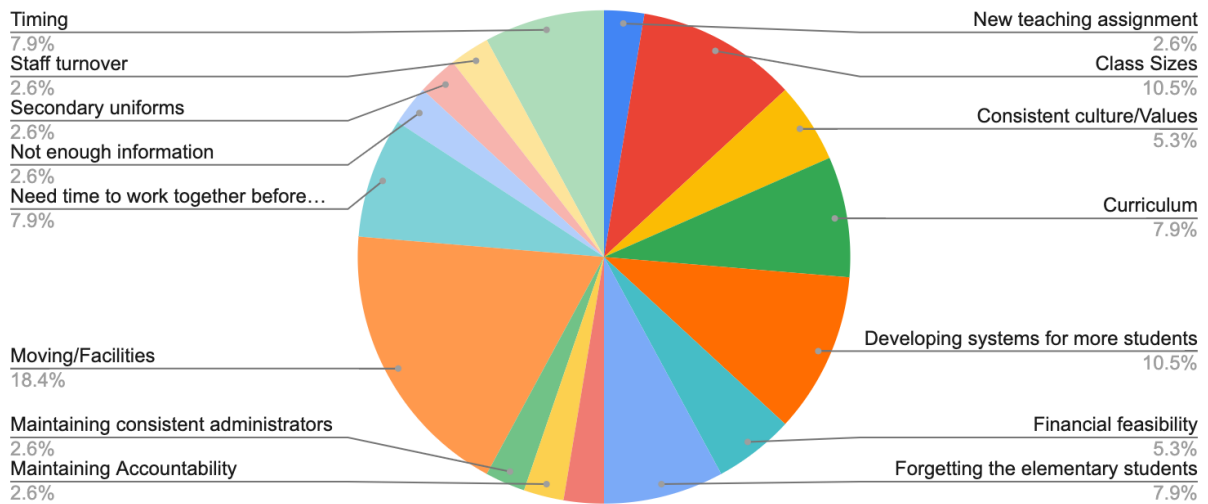
Opportunities in a Merger



What excites you about the potential of a merger?



What concerns you about a potential merger?



33 Staff responded to open ended questions 55% were WLA staff and 45% were MSA staff which is roughly proportional to the staff make up of both schools.

BONDING AND FINANCES

This information is from Mr. Bruce Sorenson of the Baird Financial Group:

1. In reviewing how bonding would be affected in the event that WLA and MSA merge, Bruce clarified that:
 - a. WLA received bonds at a BB- rating and MSA received bonds at a BBB- rating
 - b. That MSA received a better rating partly because they had been in existence since 1998, and enrollment was at full capacity for their facilities limit
 - c. That WLA received a lesser rating partly because we had been in existence since 2014, and have not yet reached full capacity since our enrollment is still growing
 - d. Also, that the bottom line is that projections are projections, and that as long as the school is balancing our budget, we'll be fine
 - e. Furthermore, that WLA is poised to hit the 900 ADM target for the 2025-2026 school year
2. Bruce then shared that WLA and MSA combined would be a stronger organization as a merged entity due to:
 - a. Economies of scale
 - b. Quality secondary school programming
 - c. Possible transportation savings
 - d. Potential matriculation of students throughout PK-12
 - e. As a combined school we would be able to leverage additional debt if needed
3. Bruce summarized his thoughts on the potential merger as being a "win" for all parties, in broad strokes that WLA could provide access for their students to enter a high quality secondary setting, and that MSA would have access to quality facilities and have the added stability of an elementary school component which helps with ongoing enrollment
4. Bruce discussed MSA's current finances and their financial track record, which similar to WLA, is strong. (It helps that BerganKDV contracts out to do the finances for both organizations, and thus are apprised of the financial status and journeys of both organizations.)
5. Action steps moving forward are that the administration teams at both schools will look closely at efficiencies, and report back to the Finance Committee with any redundancies and/or cost savings they identify.

Financial Model from BKDV:

See Addendum

WLA Curriculum Overview

What is Core Knowledge:

The Core knowledge approach is based on building student knowledge. It provides an outline of specific skills and domains that are presented to students in a sequential and cumulative way. This approach promotes equity through the broad base of knowledge students acquire. The educational philosophy behind the approach is that knowledge builds knowledge.

What makes this approach special is its attention to skill and knowledge integration. Cross curricular ties provide students with intentional knowledge and skill building opportunities. For example, while students are learning to read in first grade they are also learning domain specific vocabulary about mesopotamia, our early presidents, geology, or living things. This intentional integration of content specific knowledge into fundamental skill instruction, provides a rich learning experience for students.

Equally special, is the coherence the Core knowledge sequence offers. It allows our students to revisit topics and gain a deep understanding of domain topics. Below is an example of the coherent organization of Core Knowledge.

Kindergarten	First Grade	Second Grade	Third grade	Fourth Grade	Fifth Grade	Sixth Grade
The 5 Senses	Body Systems	Digestive & Excretory Systems	Muscular, Skeletal & Nervous System; Vision & Hearing	Circulatory & Respiratory Systems	Endocrine & Reproductive Systems	Lymphatic & Immune Systems

WLA District Scope and Sequence 2022-2023

WLA's District Scope and Sequence meets the MN Academic Standards, as well as standards outlined by the Core Knowledge Foundation, as the district moves towards becoming a Core Knowledge School of Distinction.

Subjects	K	1	2	3	4	5	6	7	8
Math	Ready Classroom Mathematics by Curriculum Associates								
Science	CKSci by Core Knowledge Foundation						CKSci, iScience by McGraw Hill		CKSci, iScience by McGraw Hill
History & Geography	CKHG by Core Knowledge Foundation			CKHG, Northern Lights by Minnesota Historical Society			CKHG, A History of the United States by McGraw Hill		CKHG, A History of the World & World Geography by McGraw Hill
Reading & Comprehension	CKLA by Amplify			CKLA by Core Knowledge Foundation			CK Sequence Novels by Core Knowledge Foundation		
Grammar	CKLA by Amplify			CKLA by Core Knowledge Foundation			Collections by Houghton Mifflin Harcourt		
Writing	CKLA by Amplify			CKLA by Core Knowledge Foundation			WriteSource by Houghton Mifflin Harcourt		
Specialists	Music, Art, P.E, Leadership			Music, P.E, Leadership					
Electives	N/A			Robotics, team sports, art, sports analytics, choir, history of rock and roll, study skills					

WLA Leadership Programming

Goal: Woodbury Leadership Academy's Leadership Programming instills confidence and helps children solve problems creatively, work in a team and work collaboratively with others.

- Leadership Specialist Frequency: 1-2 days a week
- Leadership Curriculums:
 - Grades K-5: Fly Five
 - Grades 6-8: Character Strong
- Core Virtues: Monthly Theme
 - Responsibility
 - Respect
 - Humanity
 - Gratitude
 - Perseverance
- Service Learning Projects
 - Each month, a grade level leads the school and community in a service-learning project that is aligned to the monthly Core Virtue.
 - Examples: Gratitude: Caring comforts, Humanity: Donations for the food shelf and humane society, Gratitude: letters to veterans

Typical MSA Middle School Course Progression

Content	Grade 6	Grade 7	Grade 8
English	English 6 Reading 6 (semester)	English 7	English 8
Math	Middle School Math 1 or 2 (CPM)	Middle School Math 2 or Integrated Math 1 (CPM)	Integrated Math 1 or 2 (CPM)
Science	Earth Science (NGSS Standards)	Life Science (NGSS Standards)	Physical Science (NGSS Standards)
Social Studies	Minnesota Studies (Northern Lights)	United States History (new curriculum selection in progress)	Global Studies (new curriculum selection in progress)
Physical Education/Health	Physical Education 6	Physical Education 7 Health 7	Physical Education 8
Spanish	Spanish 1A	Spanish 1B	Spanish 2
Electives			

Elective options:

Band
 Choir
 Orchestra
 Astronomy
 Speech
 Theater
 Study Skills/Leadership
 Art
 Computer Art
 STEM

All grades Character Strong during Advisory

Math and Science Academy

High School Graduation Requirements

Students complete the Minnesota academic standards by taking a core course of study that equips them with the knowledge and skills they need for success in post-secondary education, highly skilled work, and civic life. In order to graduate, MSA students must complete the required MSA subject specific courses as well as a minimum of 21.5 total credits to meet Minnesota state requirements.

Subject	MN State Graduation Requirements	MSA Graduation Requirements
English	4 credits	4 credits which must include: <input type="checkbox"/> Literature and Composition <input type="checkbox"/> World Literature
		Choose 2 from the following: <input type="checkbox"/> American Literature <input type="checkbox"/> AP Literature and Composition <input type="checkbox"/> Research Writing (1 semester)/Composition (1 semester)
Math	3 credits of mathematics, including algebra, geometry, statistics and probability sufficient to satisfy the standards.	3 credits which must include: <input type="checkbox"/> Progression through Calculus
Science	3 credits of Science, including a biology credit.	3 credits which must include: <input type="checkbox"/> Biology or AP Biology <input type="checkbox"/> Chemistry or AP Chemistry <input type="checkbox"/> Physics or AP Physics
Social Studies	3 ½ credits of social studies, including U.S. History, geography, government and citizenship, world history and economics.	4 credits which must include: <input type="checkbox"/> Ancient World History and Geography <input type="checkbox"/> Modern World History and Human Geography <input type="checkbox"/> American History <input type="checkbox"/> Political Science (semester)/ Introduction to Economics (semester)
Fine/Visual Arts	1 credit	<input type="checkbox"/> 1 credit
Foreign Language	Not required ❖ Many colleges/universities look for at least two years of a foreign language.	Progression through Spanish Flowchart based on placement level and grade of enrollment to MSA.
Health/P.E.	Not required	1 credit <input type="checkbox"/> 1 semester each of Health and P.E.
Electives		<i>Please see the definition of elective credits located under Courses By Department in Course Guide.</i>

WLA/MSA Potential Merger Facility Options

As WLA and MSA explore a possible merger, this is what facility usage may look like. Below you will find some of the possible options for facility use going forward. You will also find how each school is currently utilizing its space for comparison purposes.

Current Facilities

WLA		MSA	
Current Grades	K-8	Current Grades	6-12
Max Capacity	1200	Max Capacity	600
# of Classrooms	50	# of Classrooms	30
Specialist Space	2 Music Rooms 2 Leadership Rooms 1 Gym 1 Art Room 1 Library	Specialist Space	2 Music Rooms 2 Art Rooms 1 Gym
Green Space	Soccer Field 2 playground sets 4 playground areas	Green Space	2 playground areas
Cafeteria Space	3 cafeterias	Cafeteria Space	2 Cafeterias
Parking	150-250 spaces	Parking	

Option #1 (WLA = Grades 6-12, MSA = Grades K-5)

WLA (Building)	MSA (Building)
----------------	----------------

Grades	6-12	Grades	K-5
Improvements needed	<ul style="list-style-type: none"> • Some classrooms would need minimal renovation to accommodate high school student science classes??? • Playgrounds would need to be 	Improvements needed	<ul style="list-style-type: none"> • Building would need a full remodel • Green space would need to be added • Would we need to add or reduce

	<p>removed and relocated to alternate site</p> <ul style="list-style-type: none"> Classroom materials would need to be moved 		<p>parking spaces???</p> <ul style="list-style-type: none"> Playground areas would need to be added Classroom materials would need to be moved
--	---	--	--

Option #2 (WLA = K-8, MSA = 9-12)

WLA (Building)		MSA (Building)	
Grades	K-8	Grades	9-12
Improvements needed	<ul style="list-style-type: none"> Some classrooms would need to be renovated for additional middle school classrooms 	Improvements needed	<ul style="list-style-type: none"> Building would need a full remodel Additional parking is needed

Option #3 (WLA = 6-12 , MSA = New Site K-5)

WLA (Building)		New Site or Campus	
Grades	6-12	Grades	K-5
Improvements needed	<ul style="list-style-type: none"> Some classrooms would need renovations to accommodate high school student science classes Playgrounds would need to be removed and relocated to alternate site Classroom materials would need to be moved 	Improvements needed	<ul style="list-style-type: none"> New facility to be found and appropriate renovations made.

If a new site is chosen, then a new action plan would be needed.

Option #4 (WLA = K-8, MSA = New Site 9-12)

WLA (Building)	New Site or Campus
-----------------------	---------------------------

Grades	K-8	Grades	9-12
Improvements needed	<ul style="list-style-type: none"> Some classrooms would need to be renovated for additional middle school classrooms 	Improvements needed	<ul style="list-style-type: none"> New facilities to be found and appropriate renovations made.

If a new site is chosen, then a new action plan would be needed.

Option #5 (Larger Campus on Current WLA Site)

Additional buildings are built on WLA's current campus creating a large WLA/MSA K-12 campus..

Option #6 (Expanding WLA campus)

Purchase and renovate properties near WLA's current facility

If a merger was made between WLA and MSA, there are several "add ons" that would be available to each of these options.

Possible add ons

Field House	Green Space
Performing Arts Center	Additional buildings for additional classrooms
Robotics Wing	Additional Parking

Transportation Guide for MSA/WLA Merger

2023-24 (No Changes to current practices)

- WLA will continue to provide their own transportation from Monarch
- MSA will continue to use South Washington ISD 833 busing
- All Woodbury Academy students attending school at WLA will ride the contracted bus services from Monarch. Monarch will pick them up and drop them off at their designated location and at the WLA campus.
- Budget
 - Expenditures
 - No cost for students riding a South Washington ISD 833, bus to 8430 Woodbury crossing, Woodbury, MN 55125
 - Monarch contracted costs are \$300/day/bus.
 - Total cost is around \$574,200 based on 11 buses.
 - Revenues
 - Schools that provide their own transportation receive \$320/year/student in General Transportation Aid.
 - Total revenue is \$224,000 based on 700 students at the WLA site.
 - Total cost: \$574,200 less \$224,000 equals \$350,200

2024-25 (There are many scenarios for busing options which will be determined by the facility configuration chosen. Once the facility configuration is determined, Board of Directors will decide the best scenario for all involved.)

One Sample Possibility: This option is based on state statute and agreed to by South Washington ISD 833.

- All Woodbury Academy students living in the South Washington ISD 833 will ride ISD 833 buses.
 - K-12th grade students who will be located at 8430 Woodbury Crossing, Woodbury, MN 55125 will be dropped off at the current MSA site. These students will also receive the same transportation home.
 - K-12th grade students who will be located at 8089 Globe Drive, Woodbury, MN 55125 will be dropped off at a designated site near the 833/622 border (must be a school). These students will also receive the same transportation home from the designated site.
 - These students will take a shuttle service provided by Monarch from the designated location to the current WLA site.
 - Costs
 - Shuttle bus service from Monarch (approximately \$25,000 per bus per year, and \$150,000 based on 6 shuttle buses)
 - There will also be a cost for Monarch to transport students who reside in ISD 622 to the 8089 Globe Drive site.

Identifying Which Independent School District Identity to Maintain, and Choosing an Authorizer

It is the position of the administration that a successful merger does not result in a surviving and dissolved school. The plan is to fully merge both schools and make a stronger joint entity. However, the MN Department of Education requires that we operate under one school number.

Reasons to use the ISD #4043 MSA as the combined school number:

- Math and Science Academy has a longer history (25 years) which makes bonding and other endeavors easier.
- MSA has an accredited high school program (this will not transfer). This accreditation is mandatory if any graduates want to participate in any extra-curricular activities in college.
- MSA has consistently been recognized as a top performing school which nets us long waiting lists. Our recognition would be lost if we give up our school number.
- MSA enjoys legacy charter funding that is not available to newer schools.

Reasons to use the ISD #4228 WLA as the combined school number:

- Woodbury Leadership Academy has been approved for a PK-12 grade setting.
- Woodbury Leadership Academy has been approved for multiple school sites.
- Woodbury Leadership Academy is currently in a 5-year contract with our original authorizer, the Volunteers of America. (VOA)

In regard to determining an authorizer, it will be important to meet with both authorizers to inform them of a potential merger.

- **The authorizer of the surviving school number is the authorizer of the merged district.**

POTENTIAL BOARD CONFIGURATION

These are the members who are not up for election. This could be the configuration during the transition. This board will determine the final board configuration and election cycle.

Name	Role	Term Ending Date
Dan Ellingson - Chair	MSA Parent Member	2025
Shelbi Pool - Chair	WLA Community Member	2024
David Johnston - Secretary	MSA Teacher Member	2024
Wendell Sletten - Treasurer	MSA Teacher Member	2025
Jolene Skordahl - Treasurer	WLA Teacher Member	2025
Hetal Patel	MSA Parent Member	2024
Jeff Eng	MSA Community Member	2024
Julie Ohs	WLA Teacher	2024
Ryan Sheak	WLA Parent Member	2025
Richard Washington	WLA Parent Member	2024

TIMELINE IN EVENT OF MERGER

TIMELINE FOR DECISION

- Merger committees begin meeting in February to create questions for MSA, and to answer questions from MSA.
- Work continues with various professionals who can speak to their fields of expertise.
- Informational surveys will be presented to all WLA stakeholders as we continue to explore a merger together.
- Considering input from all stakeholders, administration develops a plan of merger to present at the April board meeting which includes input from all stakeholders. The merger plan development will be considered by board members at the April board meeting.

IF IT IS DECIDED TO MERGE WLA AND MSA

- Officially merge with paperwork to the state, on July 1, 2023
- Both schools remain in current facilities for the 2023-2024
- WLA current 8th grade students have option to attend MSA for 9th grade
- WLA middle school teachers adopt MSA schedule and curriculum but teach at WLA
- Combine middle school students in 2024-2025 school year
- Form a Facilities/Construction Task Force for the fall of 2023
- Begin to migrate both schools to a common student information system
- MSA guidance counselors will work with the WLA counselor to get courses selected for secondary students
- Principals at both schools will work on the middle school class schedule
- All WLA and MSA contracts will be honored for the 2023-2024 school year. By the start of the 2024-2025 school year, the pay scales and benefit plans will be unified.
- Employee handbooks will be combined and unified for the beginning of the 2024-2025 school year
- Branding (school colors, mascots, uniforms and so forth) will remain as they are except for the WLA middle school students who would adopt the MSA middle school expectations
- WLA and MSA administration will work together to determine professional development priorities for the 2023-2024 school year
 - PLCs
 - Year 1 - curriculum aligned to the standards
 - Year 2- Learning targets and formative/summative assessments
 - Year 3 - Data Teams
 - MSA has been implementing PLCs and Student Success Teams
 - MSA Plans to send 6-10 more teachers to training this summer, WLA middle school teachers will need to be trained
 - WLA teachers will continue training with Core Knowledge and the Responsive Classroom
 - Both WLA and MSA will train in culturally responsive classrooms, and grading equity, special education services, and English Language Learners training

KEY CONSIDERATIONS

Key questions before moving further ahead:

1. Is there a strategic fit and rationale?
 - a. Is a merger in the best interest of both organizations?
 - b. How will a merger affect the acceleration of each organization's strategic plan?

2. Are there transportation issues?
 - a. What are the parameters for busing?
 - b. What will the cost/cost savings look like?
 - c. If students need to be shuttled between two sites, how would that look, and what would that cost be?

3. How will the transfer of bonds be managed?
 - a. Will consent to merge be required from either/both school's majority bondholder?
 - b. If so, does the math work out?
 - c. If not, will the majority bondholder consent without refinancing?

Next Steps:

1. Develop a communication plan that is consistent between schools.
2. Address bonding questions.
3. Address transportation questions.
4. Determine who can best address each area (expertise, interest, and availability)
5. Develop a backwards timeline.

MDE MERGER PROCESS

MN Statutes 2021, Chapter 317A specify the requirements that charter schools must adhere to in a merger situation as follows:

1. Plan of Merger – charter schools must develop a Plan of Merger which includes the following, and needs to receive approval by vote from both charter school boards:
 - a. Names of the corporations proposing to merger
 - b. Name of the surviving corporation (“the merged school must continue under the identity of one of the merging schools”)
 - c. Terms and conditions of the proposed merger
 - d. Manner and basis for converting memberships of the constituent corporations into memberships of the surviving corporation
 - e. A statement of amendments to the articles of the surviving corporation proposed as part of the merger
2. Articles of a Merger are then filed with the secretary of state and include:
 - a. The Plan of Merger
 - b. Statement that the plan was approved by each board under Chapter 317A
 - c. A statement regarding notice to the attorney general required by section 317A.811
 - d. Per MN Statutes 2021, section 124E.06, subdivision 7(a), the effective date of a merger must be July 1
3. Following the signing and filing of the merger Articles, the surviving charter school will work with its authorizer on executing a new charter contract and submitting necessary documentation to MDE – this must be done by July 1, 2023
4. Finally, MDE will review all required information submitted by the authorizer.

Addendum A

	(815,880)	305,867	422,970	616,348	497,876	502,420	502,461
Math and Science Academy and Woodbury Leadership Academy							
Long-Range Budget Projection Model							
February 15, 2023							
	Budget Projections						
	Expansion			Full Capacity			
	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
Enrollment Projections							
Number of Students Grade K	100	115	115	115	115	115	115
Number of Students Grade 1	110	115	115	115	115	115	115
Number of Students Grade 2	110	115	115	115	115	115	115
Number of Students Grade 3	100	115	115	115	115	115	115
Number of Students Grade 4	90	120	120	120	120	120	120
Number of Students Grade 5	90	120	120	120	120	120	120
Number of Students Grade 6	170	200	200	200	200	200	200
Number of Students Grade 7	152	200	200	200	200	200	200
Number of Students Grade 8	137	200	200	200	200	200	200
Number of Students Grade 9	169	200	200	200	200	200	200
Number of Students Grade 10	120	169	200	200	200	200	200
Number of Students Grade 11	88	120	169	200	200	200	200
Less Adjustment for Grade 11 PSEO	(18)	(24)	(34)	(40)	(40)	(40)	(40)
Adjusted ADM for Grade 11	70	96	135	160	160	160	160
Number of Students Grade 12	69	88	120	169	169	169	169
Less Adjustment for Grade 12 PSEO	(38)	(48)	(66)	(93)	(93)	(93)	(93)
Adjusted ADM for Grade 12	31	40	54	76	76	76	76
Total Enrollment/Headcount	1,505	1,877	1,989	2,069	2,069	2,069	2,069
Total ADM	1,449	1,805	1,889	1,936	1,936	1,936	1,936
Enrollment totals by state pupil unit weighting category							
Total Number of Students Grade 4-6	350	440	440	440	440	440	440
Total Number of Students Grade 7-12	679	905	989	1,036	1,036	1,036	1,036
Total ADM	1,449	1,805	1,889	1,936	1,936	1,936	1,936
Total Number of Current Year Pupil Units (WADM)	1585.34	1985.52	2087.04	2143.26	2143.26	2143.26	2143.26

**Math and Science Academy and Woodbury Leadership Academy
Long-Range Budget Projection Model
February 15, 2023**

Budget Projections						
Expansion			Full Capacity			
2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030

State Revenue Assumptions and Calculations

General Education Revenue							
State Averages Per Pupil Unit	7,000.26	7,140.27	7,283.07	7,428.73	7,577.31	7,728.85	7,883.43
Inflation Rate Assumption-Basic only	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Basic <i>Excluding</i> Transportation	\$6,673.63	\$6,807.10	\$6,943.24	\$7,082.11	\$7,223.75	\$7,368.23	\$7,515.59
Gifted and Talented	13.00	13.00	13.00	13.00	13.00	13.00	13.00
Sparsity	31.80	31.80	31.80	31.80	31.80	31.80	31.80
Operating Capital	226.66	226.66	226.66	226.66	226.66	226.66	226.66
Equity	114.49	114.49	114.49	114.49	114.49	114.49	114.49
Referendum	86.80	86.80	86.80	86.80	86.80	86.80	86.80
Transition Allowance	0.67	0.67	0.67	0.67	0.67	0.67	0.67
Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Per Pupil Unit State Revenue	\$7,147.05	\$7,280.52	\$7,416.66	\$7,555.53	\$7,697.17	\$7,841.65	\$7,989.01
Total General Education State Revenue	11,330,503	14,455,622	15,478,874	16,193,462	16,497,038	16,806,686	17,122,526

	8%	8%	8%	8%	8%	8%	8%
Compensatory Revenue	<u>actual</u>	<u>estimate</u>	<u>estimate</u>	<u>estimate</u>	<u>estimate</u>	<u>estimate</u>	<u>estimate</u>
A: Number of Students prior yr. (current year for 1st year)	1274	1505	1877	1989	2069	2069	2069
B: Number of Free Lunch Students prior yr. (or current year for 1st yr.)	106	125	156	165	172	172	172
C: Number of Reduced Lunch Students prior yr. (current yr. for 1st yr.)	24	28	35	37	39	39	39
D: Adjusted Counts = 100% Free, 50% Reduced - (A)	118.00	139.40	173.85	184.22	191.63	191.63	191.63
E: Concentration Portion	0.09	0.09	0.09	0.09	0.09	0.09	0.09
F: Concentration Factor (lesser of 1 or Conc. Portion/ .8)	0.12	0.12	0.12	0.12	0.12	0.12	0.12
G: PU = .6 * D * F	8.20	9.68	12.08	12.80	13.31	13.31	13.31
H: Initial Revenue	50,504	61,017	77,824	84,331	89,701	91,718	93,776
Miscellaneous Adjustment (Rounding)	0	0	0	0	0	0	0
I: Short Year Factor	1	1	1	1	1	1	1
Calculated Compensatory State Revenue ((A) x (B))	50,504	61,017	77,824	84,331	89,701	91,718	93,776

**Math and Science Academy and Woodbury Leadership Academy
Long-Range Budget Projection Model
February 15, 2023**

	Budget Projections						
	Expansion	Full Capacity					
	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Building Lease Aid: Lesser of line a or b below:							
ADM Including PSEO	1,505	1,877	1,989	2,069	2,069	2,069	2,069
WADM Including PSEO	1,052	1,372	1,507	1,603	1,603	1,603	1,603
Lease Expense	<u>2,004,189</u>	<u>2,496,547</u>	<u>2,984,128</u>	<u>3,109,928</u>	<u>3,236,066</u>	<u>3,232,784</u>	<u>3,234,034</u>
a) Lease Aid Rev at \$1,314 per pupil unit	1,382,328	1,803,334	1,979,935	2,106,079	2,106,079	2,106,079	2,106,079
b) Lease Aid Rev at 90% of Lease Expense	1,803,770	2,246,892	2,685,715	2,798,935	2,912,459	2,909,505	2,910,630
Lesser of \$1,314/p.u. or 90% of lease payment	1,382,328	1,803,334	1,979,935	2,106,079	2,106,079	2,106,079	2,106,079
Total Prorated Building Lease Aid Revenue	<u>1,382,328</u>	<u>1,803,334</u>	<u>1,979,935</u>	<u>2,106,079</u>	<u>2,106,079</u>	<u>2,106,079</u>	<u>2,106,079</u>
Lease Aid Revenue per pupil unit (after proration)	<u>1314</u>	<u>1314</u>	<u>1314</u>	<u>1314</u>	<u>1314</u>	<u>1314</u>	<u>1314</u>
Building Lease Aid Analyticals:							
Lease Aid Rev that would need to be generated to cover expense at 90%. Max per Statute is \$1,314	<u>1715</u>	<u>1637</u>	<u>1782</u>	<u>1746</u>	<u>1817</u>	<u>1815</u>	<u>1816</u>
How many more WADM would we need to maximize lease aid?	321	338	537	527	614	611	612
Long-Term Facilities Maintenance Revenue							
Revenue per Adjusted Pupil Unit	<u>132</u>	<u>132</u>	<u>132</u>	<u>132</u>	<u>132</u>	<u>132</u>	<u>132</u>
Total Long-Term Facilities Maintenance Revenue	<u>209,265</u>	<u>262,089</u>	<u>275,489</u>	<u>282,910</u>	<u>282,910</u>	<u>282,910</u>	<u>282,910</u>
	93.5%	93.5%	93.5%	93.5%	93.5%	93.5%	93.5%
Special Education Revenue	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
State Special Education Aid and Tuition Billing	<u>1,555,576</u>	<u>1,661,259</u>	<u>1,712,643</u>	<u>1,757,134</u>	<u>1,792,302</u>	<u>1,828,273</u>	<u>1,864,831</u>
	2%	2%	2%	2%	2%	2%	2%
EL Revenue	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
Prior Year EL Eligible ADM	1	35	35	35	35	35	35
Current Year EL Eligible ADM	35	35	35	35	35	35	35
ADM Served	1449	1805	1889	1936	1936	1936	1936
Adjusted EL ADM	35	35	35	35	35	35	35
EL Marginal Cost Pupils	35	35	35	35	35	35	35
EL Revenue	<u>24,640</u>	<u>24,640</u>	<u>24,640</u>	<u>24,640</u>	<u>24,500</u>	<u>24,500</u>	<u>24,500</u>
EL Concentration Revenue	<u>1,837</u>	<u>1,476</u>	<u>1,410</u>	<u>1,376</u>	<u>1,376</u>	<u>1,376</u>	<u>1,376</u>
Total EL Aid	<u>26,477</u>	<u>26,116</u>	<u>26,050</u>	<u>26,016</u>	<u>25,876</u>	<u>25,876</u>	<u>25,876</u>

**Math and Science Academy and Woodbury Leadership Academy
Long-Range Budget Projection Model
February 15, 2023**

Budget Projections						
Expansion			Full Capacity			
2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030

Revenue Summary and Projections

State Aids							
General Education Revenue	11,330,503	14,455,622	15,478,874	16,193,462	16,497,038	16,806,686	17,122,526
Pension Adjustment Revenue	41,026	47,635	58,825	62,717	64,955	66,254	67,579
EL Revenue	26,477	26,116	26,050	26,016	25,876	25,876	25,876
EL Cross-Subsidy Revenue FY22-FY25	499	499	0	0	0	0	0
Compensatory Revenue	50,504	61,017	77,824	84,331	89,701	91,718	93,776
Subtotal	11,449,010	14,590,889	15,641,573	16,366,526	16,677,570	16,990,534	17,309,757
Building Lease Aid	1,382,328	1,803,334	1,979,935	2,106,079	2,106,079	2,106,079	2,106,079
Long-Term Facilities Maintenance Revenue	209,265	262,089	275,489	282,910	282,910	282,910	282,910
Prior Year Over/Under accruals/Rounding Adjustment	0	0	0	0	0	0	0
Special Education Aid	1,555,576	1,661,259	1,712,643	1,757,134	1,792,302	1,828,273	1,864,831
ADSIIS Aid		24,640	26,470	27,181	27,837	28,382	28,928
Endowment Aid	54,180	67,456	70,618	72,370	74,673	74,673	74,673
Literacy Aid	0	51,336	52,400	53,400	54,500	55,600	56,700
Government Wide Pension Audit Entry	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Total State Aids	14,665,360	18,476,003	19,774,129	20,680,601	21,030,870	21,381,452	21,738,879
Federal Revenue							
Federal Special Ed	120,498	153,000	163,400	170,800	174,200	177,700	181,300
Title I Funds	30,929	39,300	42,000	43,900	44,800	45,700	46,600
Title II Funds	14,825	18,800	20,100	21,000	21,400	21,800	22,200
CARES and ESSER Funding	0	0	0	0	0	0	0
Total Federal Revenue	166,252	211,100	225,500	235,700	240,400	245,200	250,100

**Math and Science Academy and Woodbury Leadership Academy
Long-Range Budget Projection Model
February 15, 2023**

	Budget Projections						
	Expansion		Full Capacity				
	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
<u>Other Revenue</u>							
Fees from Patrons: Milk, Graduation Gear, AP Exam (005-050)	60,100	81,600	91,000	97,200	99,100	101,100	103,100
Fees From Patrons: Study Hall (920-050)	8,300	11,300	12,600	13,500	13,800	14,100	14,400
Fees from Students/ Field Trip (105-050)	72,200	91,700	97,900	102,300	104,300	106,400	108,500
Third Party Billing	3,900	3,900	3,900	3,900	3,900	3,900	3,900
Interest Revenue	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Annual Fund (255)/Dragon Dinner	75,000	75,000	75,000	75,000	75,000	75,000	75,000
200 Give to the Max, other donations	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Donations and Miscellaneous Grants, Tech FR	0	0	0	0	0	0	0
Miscellaneous Income/Sale of Equipment	0	0	0	0	0	0	0
Year Book Revenues	4,000	5,100	5,400	5,600	5,700	5,800	5,900
Student Activity Revenue/ExtraCurricular	125,000	169,700	189,300	202,200	206,200	210,300	214,500
Total Other Revenue	413,500	503,300	540,100	564,700	573,000	581,600	590,300
Total Revenue	15,245,112	19,190,403	20,539,729	21,481,001	21,844,270	22,208,252	22,579,279

**Math and Science Academy and Woodbury Leadership Academy
Long-Range Budget Projection Model
February 15, 2023**

	Budget Projections						
	Expansion		Full Capacity				
	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030

Expenditure Calculations

<u>New Staff Calc - Staff increases based on enrollment increases</u>							
Actual/projected enrollment change from prior year	905	355	85	47	0	0	0
Added new teacher FTE's - calculated at 22:1 ratio (rounded)	41.0	16.0	4.0	2.0	0.0	0.0	0.0
<u>Other Teachers/Non-teachers Added</u>							
Additional staff budget added	627,915	340,000	100,000	0	0	0	0
Total new teachers added/subtracted							
Projected new teacher (1FTE) Salary cost	60,000	60,000	61,200	62,424	63,672	64,946	66,245
Added salary cost - teachers (added FTE's times cost)	2,460,000	960,000	244,800	124,848	0	0	0
Added cost - others per above	627,915	340,000	100,000	0	0	0	0

<u>Inflation Assumptions</u>							
Salaries	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Other costs	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%

<u>Budget Calculations</u>	32.0%	32.0%	32.0%	32.0%	32.0%	32.0%	32.0%
100 Salaries	6,048,900	7,469,900	7,964,100	8,248,200	8,413,200	8,581,500	8,753,100
200 Benefits	1,935,648	2,390,368	2,548,512	2,639,424	2,692,224	2,746,080	2,800,992
100 Extracurricular Stipends	80,300	81,900	83,500	85,200	86,900	88,600	90,400
305 Contracted Services	594,800	755,400	806,600	843,100	860,000	877,200	894,700
315 Repairs and Maintenance for Computers	83,900	106,500	113,700	118,900	121,300	123,700	126,200
320 Communications Services	45,400	57,700	61,600	64,400	65,700	67,000	68,300
329 Postage	6,500	8,300	8,900	9,300	9,500	9,700	9,900
330 Utilities	546,200	557,100	568,200	579,600	591,200	603,000	615,100
340 Insurance	83,125	84,800	86,500	88,200	90,000	91,800	93,600
350 Repairs and Maintenance	273,315	347,100	370,600	387,400	395,100	403,000	411,100
360 Transportation	200,000	254,000	271,200	283,500	289,200	295,000	300,900
360 Field Trip Transportation	22,640	28,800	30,800	32,200	32,800	33,500	34,200

**Math and Science Academy and Woodbury Leadership Academy
Long-Range Budget Projection Model
February 15, 2023**

	Budget Projections						
	Expansion			Full Capacity			
	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
366/368 Travel and conferences	141,600	179,800	192,000	200,700	204,700	208,800	213,000
366/368 Admin Professional Development	15,800	16,100	16,400	16,700	17,000	17,300	17,600
369 Field Trip Admissions	56,800	72,100	77,000	80,500	82,100	83,700	85,400
Lease Payments per Amended Lease (Nov 2020)	547,766	547,766	547,766	547,766	547,766	547,766	547,766
8490 Woodbury Crossing (Bldg C)	70,600	0	0	0	0	0	0
8490 Woodbury Crossing Real Estate Taxes (Bldg C)	23,800	24,300	24,800	0	0	0	0
8500 Woodbury Crossing (Bldg D)	108,298	0	0	0	0	0	0
Renovation Bonds	0	609,881	1,069,763	1,219,763	1,345,700	1,342,418	1,343,668
New site Bonds	1,253,725	1,314,600	1,341,800	1,342,400	1,342,600	1,342,600	1,342,600
570 Total Lease Expense	2,004,189	2,496,547	2,984,128	3,109,928	3,236,066	3,232,784	3,234,034
335 Other Rentals and Operating Leases	3,400	4,300	4,600	4,800	4,900	5,000	5,100
380 Computer and Tech Related Hardware Rental	6,800	8,600	9,200	9,600	9,800	10,000	10,200
389 Staff Tuition Reimbursement	2,700	3,400	3,600	3,800	3,900	4,000	4,100
401/455/465 General Supplies	165,650	210,500	224,800	235,000	239,700	244,500	249,400
401 Maintenance Supplies	115,500	163,900	175,000	182,900	186,600	190,300	194,100
405 Non-Instructional Computer Software & Licensing	81,500	103,500	110,500	115,500	117,800	120,200	122,600
406 Instructional Software Licensing	119,300	151,500	161,800	169,100	172,500	176,000	179,500
430/456/466 Instructional Supplies	95,000	120,900	129,100	134,900	137,600	140,400	143,200
460 Textbooks and Workbooks	148,300	164,000	175,100	183,000	186,700	190,400	194,200
461 Standardized Tests	45,400	57,700	61,600	64,400	65,700	67,000	68,300
490 Food	10,500	13,300	14,200	14,800	15,100	15,400	15,700
505/506 Capitalized Technology Software	21,200	26,900	28,700	30,000	30,600	31,200	31,800
530 Furniture and Other Equipment	323,910	122,300	13,800	14,400	14,700	15,000	15,300
555/556 Technology Hardware (Capitalized)	551,644	346,044	234,094	244,700	249,600	254,600	259,700
560 Capital Leases	67,900	86,200	92,000	96,200	98,100	100,100	102,100
820 Dues and memberships	84,800	107,700	115,000	120,200	122,600	125,100	127,600

**Math and Science Academy and Woodbury Leadership Academy
Long-Range Budget Projection Model
February 15, 2023**

	Budget Projections						
	Expansion			Full Capacity			
	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
898 Scholarships	1,400	1,800	1,900	2,000	2,000	2,000	2,000
Annual Fund (255)/Capital Campaign	37,500	37,500	37,500	37,500	37,500	37,500	37,500
State Special Ed Expenditures / ESY	1,663,718	1,776,748	1,831,704	1,879,288	1,916,900	1,955,372	1,994,472
Salaries	1,018,528	1,038,900	1,059,700	1,080,900	1,102,500	1,124,600	1,147,100
Benefits	325,929	332,448	339,104	345,888	352,800	359,872	367,072
Contracted Services	306,261	388,900	415,300	434,100	442,800	451,700	460,700
Supplies	13,000	16,500	17,600	18,400	18,800	19,200	19,600
ADSIS	44,800	48,128	49,420	50,612	51,604	52,596	53,720
Salaries	29,800	30,400	31,000	31,600	32,200	32,800	33,500
Benefits	8,700	9,728	9,920	10,112	10,304	10,496	10,720
Supplies	6,300	8,000	8,500	8,900	9,100	9,300	9,500
Third Party Billing	2,700	3,400	3,600	3,800	3,900	4,000	4,100
Federal Special Ed Expenditures	120,498	153,000	163,400	170,800	174,200	177,700	181,300
Title I Funds	30,929	39,300	42,000	43,900	44,800	45,700	46,600
Title II Funds	14,825	18,800	20,100	21,000	21,400	21,800	22,200
CARES and ESSER Funding	0	0	0	0	0	0	0
Budget Contingency (Director)	2,000	4,000	6,000	8,000	10,000	12,000	14,000
Student Activity Expenses	125,000	169,700	189,300	202,200	206,200	210,300	214,500
Give to the Max donations offset with expenditures	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Pension Expense (Offset by Revenues)	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Total Expenditures	16,060,992	18,884,535	20,116,759	20,864,653	21,346,394	21,705,832	22,076,818
Formula Check	16,060,991	18,884,535	20,116,758	20,864,652	21,346,394	21,705,832	22,076,818

(815,880) 305,867 422,970 616,348 497,876 502,420 502,461

**Math and Science Academy and Woodbury Leadership Academy
Long-Range Budget Projection Model
February 15, 2023**

	Budget Projections						
	Expansion		Full Capacity				
	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Annual Surplus	(815,880)	305,867	422,970	616,348	497,876	502,420	502,461
Beginning fund Balance	<u>2,318,779</u>	<u>3,771,889</u>	<u>4,077,757</u>	<u>4,500,727</u>	<u>5,117,075</u>	<u>5,614,951</u>	<u>6,117,371</u>
Fund balance from merger	2,268,990						
Ending Fund Balance	3,771,889	4,077,757	4,500,727	5,117,075	5,614,951	6,117,371	6,619,832
	<small>Per Audit</small>						
Fund Balance Percentage of Annual Expenditures	23.5%	21.6%	22.4%	24.5%	26.3%	28.2%	30.0%
Days Cash on Hand (30 required)	63	55	58	65	56	61	67
Debt Service Coverage (1.00 required)	1.11	1.38	1.28	1.34	1.29	1.29	1.29