



Meeting: Board of Directors Annual Meeting

Date: Thursday, July 27, 2023

Time: 5:30 P.M.

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

AGENDA

1.Meeting Call to Order and Roll Call (Jolene Skordahl, Board Treasurer)

1.1 Meeting Call to Order

1.2 Roll Call (Casidee Schrandt, Board Clerk)

2. WLA Mission and Vision (Ryan Sheak)

- 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: Jolene Skordahl, Board Treasurer)

3.1 Approval of meeting agenda

Motion: _____ 2nd: _____ Vote: _____

3.2 Approval of June 22nd, 2023 Meeting Minutes

Motion: _____ 2nd: _____ Vote: _____

4. Conflict of Interest Declaration (Presenter: Jolene Skordahl, Board Treasurer)

5. Public Comment (Presenter: Jolene Skordahl, Board Treasurer)

5.1 Delegation of Public Comment Items (if necessary)

6. Board and Administration Reports

6.1 Board Report (Jolene Skordahl)

6.2 Director Report (Dr. Mortensen)

6.3 Financial Director Report (BerganKDV)

6.4 Finance Committee Report (Jolene Skordahl)

- 6.4.1 Approve June Financials and July Finance Committee Minutes

Motion: _____ 2nd: _____ Vote: _____

6.5 Governance Committee Report (Ryan Washington)

- 6.5.1 Accept July Governance Committee Minutes, enter policies 524 and 522 into second reading, and enter policy 506 into first reading.

Motion: _____ 2nd: _____ Vote: _____

- 6.5.2 Discussion of committee membership and roles and accept new committee member Joe Valentine

Motion: _____ 2nd: _____ Vote: _____

6.6 Facilities Committee Report (Julie Ohs)

7. Board Discussion and Business (Presenter: Jolene Skordahl, Board Treasurer)

7.1 Approve revised school calendar

7.2 Appoint BOD officers (chair, secretary, treasurer)

8. Board Communication & Future Items (Presenter: Jolene Skordahl)

8.1 Board Communication/Future Agenda Items- Reflection

9. Housekeeping (Presenter: Jolene Skordahl, Board Treasurer)

WLA Regular Board of Directors Meeting

Date: Thursday, August 24th, 2023

Time: 5:30pm

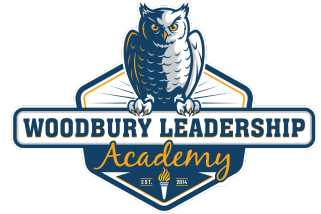
Location: WLA, 8089 Globe Drive, Woodbury, MN 55125

10. Adjournment (Presenter: Jolene Skordahl, Board Treasurer)

Adjournment

Motion: _____ 2nd _____ Vote: _____

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
June 22, 2023**



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

Directors Absent: Julie Ohs

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

Advisors Virtual: N/A

Others in Attendance: Nicole Stevens, Patrick Vollmuth, and Mike Balint

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

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms. Pool called the meeting to order at 5:32 PM.

1.2 Roll Call

Ms. Schrandt took roll.

2. WLA Mission and Vision

Ms. Folks read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms. Pool moved “to amend the agenda and move 7.4 Seating new Board Members to 9.1.3” Ms. Skordahl seconded. Motion passed unanimously.

Ms. Pool moved “to approve the June 22, 2023 meeting agenda.” Mr. Sheak seconded. Motion passed unanimously.

3.2 Approval of May 24, 2023 Meeting Minutes

Ms. Pool moved “to approve the May 24, 2023 meeting minutes.” Mr. Washington seconded. Motion passed unanimously.

4. Conflict of Interest Declaration

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

5. Public Comment

5.1 Delegation of Public Comment Items

No comments.

6. Board and Administration Reports

6.1 Board Report

- Ms. Pool reported that some Board members and WLA staff attended the VOA Conference last week and learned a lot regarding finances, Board training, etc. A few Board members shared their experience at the VOA Conference and what they learned. WLA received awards for academic excellence and finance.
- Ms Pool also took a moment to thank our Board members that are leaving for their service (Mandi Folks and Natalie Sjoberg).

6.2 Director Report

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

- Highlighted various employee agreements for teachers moving to a new position or filling a position
- Final walk through on construction and noting the need to address the sound system.
- New carpet in the office, renovation for the new RTI room, replacing carpet and putting in tile, installing a fence around the perimeter.
- D.C. Trip was a success, summer school is going well, Responsive Classroom will host a training at our school in August.
- Administrative growth planning and timeline for replacing her role as Executive Director

6.3 Financial Director Report (BKDV)

Ms. Folks reviewed the May 2023 Executive Summary in the Board packet, noting the actual ADM is 669. The school currently has 101 days' cash on hand which is well above the requirement. The year is 91.6% complete, revenues are at 91.6% and expenditures disbursed are at 89.6% of the reporting period. Ms. Folks reviewed the May Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports.

6.4 Finance Committee Report

Ms Folks reported that the Finance Committee met on June 14. During this meeting, the committee reviewed financial statements and the proposed amended budget for the 22-23 school year.

6.4.1. Approve May Financials and June Finance Committee Minutes

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

6.4.2 Approve the amended 2022-2023 School Budget with revenues of \$7,866,481 and expenditures of \$7,602,983.

Ms. Folks motioned "to amend the 2022-2023 School Budget with revenues of \$7,866,481 and expenditures of \$7,602,983." Ms. Skordahl seconded the motion. Motion passed unanimously.

6.4.3 Approve Mandi Folks to remain on the Finance Committee after her Board role is complete.

Ms. Skordahl motioned "to approve Mandi Folks to remain on the Finance Committee after her Board role is complete." Mr. Washington seconded the motion. Shelbi Pool, Ryan Sheak, Jolene Skordahl, and Rich Washington voted yes. Mandi Folks abstained. Motion passed.

6.5 Governance Committee Report

Ms. Sjoberg reported the Governance Committee met on June 8. During this meeting, there was discussion regarding committee chair and members, handbooks, uniform logos, and a few policies.

6.5.1. Accept June Governance Committee Minutes, enter policies 524 and 522 into second reading, and enter policy 540 into first reading.

Ms. Pool motioned “to accept June Governance Committee Minutes, enter policies 524 and 522 into second reading, and enter policy 540 into first reading.” Ms. Skordahl seconded. Motion passed unanimously.

6.5.2. Discussion of committee membership and roles and accept new committee member Richard Washington.

Ms. Pool motioned “to accept Rich Washington as an official member of the Governance Committee .” Mr. Sheak seconded. Motion passed unanimously.

6.6 Facilities Committee Report

Mr. Sheak reported that the fence company will be in on June 23, 2023 to begin construction to provide safety for our facility. Mr. Sheak met with the city to navigate what needs to be done prior to the playground project. The committee is working on the sound system in the gym and how we can improve it.

7. Board Discussion and Business

7.1 Ratify Employment Agreements

Ms. Pool motioned “to ratify the employment agreements as listed in the Director’s report.” Mr. Washington seconded. Motion passed unanimously.

7.2 Approve student trip to Boston for spring of 2024.

Ms. Pool motioned “to approve the student trip to Boston for spring of 2024.” Ms. Skordahl seconded. Motion passed unanimously.

7.3 Accept the Election Results

Ms. Folks motioned “to accept the election results.” Mr. Washington seconded. Motion passed unanimously.

7.4 Seat new Board Members

Moved to 9.1

7.5 Set 2023-24 Board Meeting Calendar

Ms. Pool motioned “to approve the 2023-24 Board Meeting Calendar.” Mr. Washington seconded. Motion passed unanimously.

8. Closed meeting to discuss Executive Director Annual Evaluation According to Minnesota Statute 13D.03 Subd 3a

Motion was made by Ms. Pool “to close the meeting as permitted by Minnesota Statute 13D.03, subdivision 3(a) for the purpose of discussing the Executive Director’s annual evaluation.” Ms. Skordahl seconded. Motion passed unanimously. This motion was made at 6:28PM.

Convene into Open Session

Ryan Sheak left the meeting at 7:03PM.

The Board convened into open session at 7:04PM. Ms. Pool moved “to reopen the meeting.” Ms. Skordahl seconded. Motion passed unanimously. Ms. Pool summarized the closed session as a discussion of the Executive Director’s performance, both positives and suggestions for improvements. Based on the discussion, the Evaluation Committee will meet and share the feedback with Dr Mortensen.

9. Board Communication & Future Items

9.1 Board Communication/Future Agenda Items

The committee discussed that the new Board Members and current Board members will have to think about which committee needs assistance. They also mentioned that they will need to seat/reseat the chair, secretary, and treasurer.

New Board members, Nicole Stevens, Patrick Vollmuth, and Mike Balint took oath to be seated on the WLA Board.

10. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, July 27, 2023

Time: 5:30pm

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

11. Adjournment

Ms. Pool motioned “to adjourn tonight’s meeting.” Ms. Skordahl seconded the motion. Motion passed unanimously. The meeting adjourned at 7: 21 PM.

DRAFT

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

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT
JULY 27, 2023

Dr. Kathleen Mortensen

I. Organizational Leadership

- The Facilities Committee was scheduled to meet on July 11th
- The Governance Committee met on July 13th
- The Finance Committee met on July 12th
- ADM for the coming school year, as of July 14th is 768. We have waitlists for grades K, 2, 3, 4, 6 & 7. We still have openings in grades 1, 5 & 8

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.”
 - Curriculum orders were placed and materials are arriving on schedule
 - A “Leadership Team Advance” was held on July 11-13 and we covered:
 - The History and Trends in American Education
 - The Charter School Movement
 - The Founding and History of Woodbury Leadership Academy
 - The WLA Mission, Vision, and Strategic Plan
 - Core Knowledge
 - Leadership, Core Virtues, and Service Learning
 - The VOA Authorizer Contract
 - Review of all WLA Key Documents, Policies, and State Statutes
 - Refining School Systems
 - Personal Goal Planning
 - August Workshop Planning
 - The next “Leadership Team Advance” will be held on August 1-3
 - Training from the National Responsive Classroom (RC) organization will be on-site at WLA August 7-11 to facilitate training regionally. RC is a partner with the Core Knowledge Foundation, and we are thrilled to have them conduct training on our WLA site.
 - New Staff Workshop will be held August 23-25, with All Staff Workshop being held August 28-September 1.
 - Back to School Open House will be held on Wednesday, August 30.

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.”*
 - BerganKDV is closing out the 2022-2023 school year budget, and even with the end of year construction projects, WLA will be adding to the fund balance and remaining within our bonding requirements.

IV. Human Resource Management

- o We are still in the process of filling positions and are looking for teachers in kindergarten, and grades 5-8. We are also advertising for para professionals and one more custodian. The custodian will be an added position for the increased workload of lunchroom clean-up, and due to our increasing ADM.

V. Provision for a Safe and Effective Learning Environment

- Summer construction projects have been completed and the crew is busy moving furniture, and setting up classrooms as painting and floor waxing are completed per area.
- We are getting bids from sound mitigation companies for the gym.
- We have received our third milk cooler so that each of the three lunchrooms now has a cooler!
- We met in person with Nancy from CKC Foods and she is assisting us with launching our lunch program. We are well on the way for planning, but are waiting on MDE for permission. Once we have permission we will hire and train staff. We are expecting a cost of \$70,000 to run the “free lunch” program this school year, with potentially \$40,000 reimbursed after the first year. This program is expected to cost WLA between \$30,000 and \$110,000 per year once it is completely launched. (staffing and wasted food costs)

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.*”
 - o Summer school concludes on Thursday, July 27th.
 - o Class lists and bus route information will be sent out in mid to late August
 - o Information to households has been going out regularly from the Main Office



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Report

June 30, 2023

Woodbury Leadership Academy
Woodbury, MN
Financial Report
June 30, 2023

Table of Contents

Executive Summary	1
Dashboard	2
Balance Sheet	4
Statement of Revenues and Expenditures	5
Cash Flow Projection	9
Contracted Services	10

**Woodbury Leadership Academy
Woodbury, Minnesota
June 2023 Financial Report
Executive Summary**

Summary of Key Financial Indicators

- * Average Daily Membership (ADM) Overview –
 - o Original Budget: 724 ADM
 - o Revised Budget I: 669 ADM
 - o Revised Budget II: 666 ADM
 - o Actual: 666 ADM

- * 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 Proposed Revised II Budget is projecting a surplus of \$255,998 at fiscal year-end, which would result in an ending fund balance of \$2,271,615 or 30% of total expenditures.

- * Projected Days of Cash on Hand is 97 days of annual expenditures. This is above 45 days meets minimum bond covenants.

Financial Statement Key Points

- * As of month-end, 100.00% of the year was complete.
- * Cash Balance as of the reporting period is \$2,025,315 and is down from \$2,029,157 in the previous month due to regular accounts payable processing and PTO payouts at year-end..
- * State Aids Receivable 21-22 balance is \$0 as of the reporting period.
- * Revenues received at end of the reporting period – 100.00% of Revised Budget II.
- * Expenditures disbursed at end of the reporting period – 99.6% of Revised Budget II.

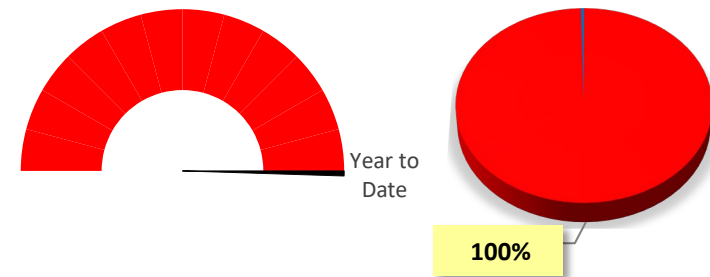
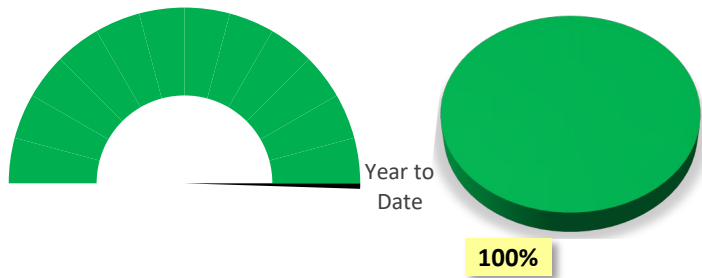
Other Items

- * The revised budget was approved at the March meeting and is reflected in the Financial Report.
- * The second revised budget was approved at the June 2023 meeting and is reflected in this report.
- * This report is based on preliminary FY2023 data, and is subject to change based on the timing of invoices being processed, as well as audit accrual entries.
- * The FY23 audit is scheduled for September 7th and 8th, and will be held remotely this year by Abdo Solutions.

Woodbury Leadership Academy
Woodbury, MN
Financial Statements Dashboard
June 30, 2023

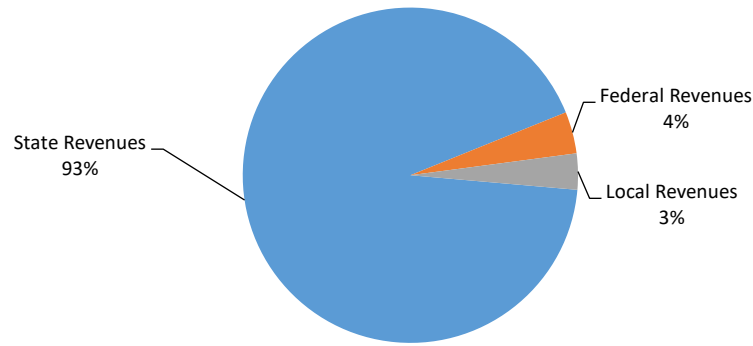
Financial Summary - Budgeted Amounts and Year to Date Activity

<i>Resources to Operate Programs (Revenues):</i>		<i>Funds Used to Provide Programs and Services (Expenses):</i>		<i>Excess / Deficit</i>		
Approved Budget	\$7,942,784	Approved Budget	\$7,694,654	\$248,130		
Revised Budget	\$7,884,401	Revised Budget	\$7,581,556	\$302,845		
Revised Budget II	\$7,866,481	Revised Budget II	\$7,610,483	\$255,998		
Year to Date	\$7,866,027	100.0%	Year to Date	\$7,578,239	99.6%	\$287,788

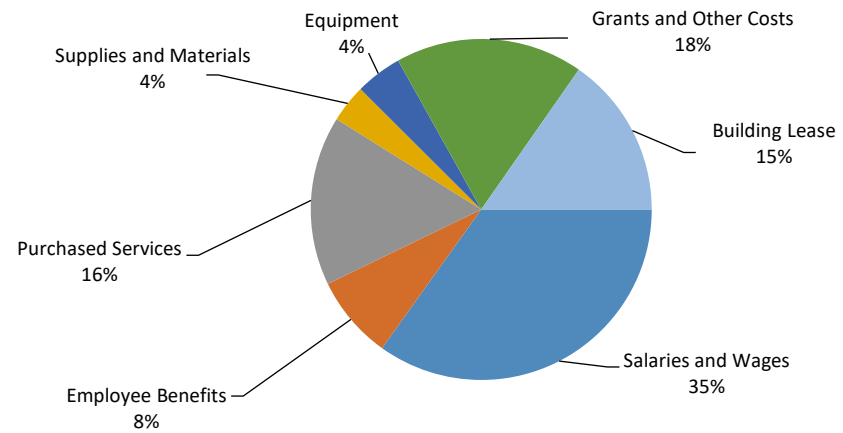


Budgets for the Year

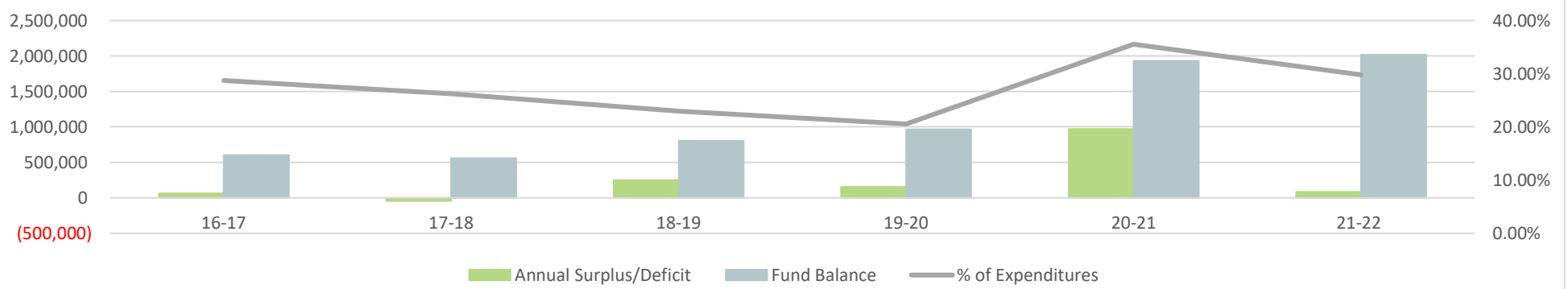
Where funds will come from to operate the school:

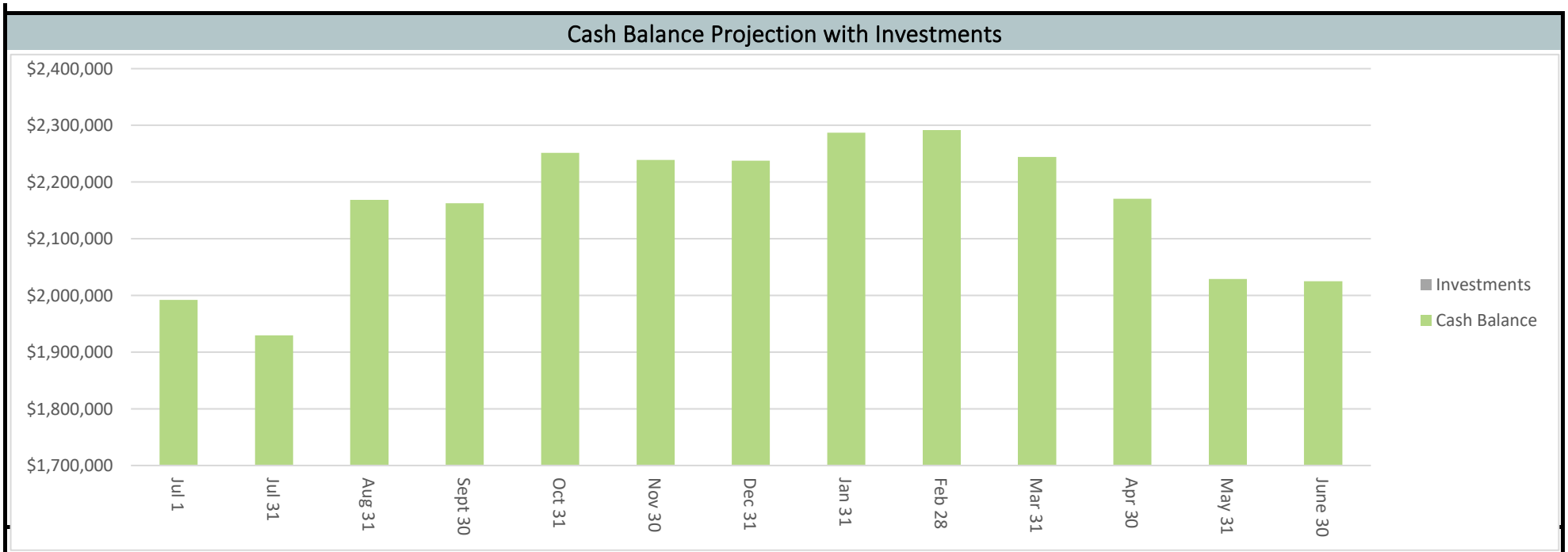
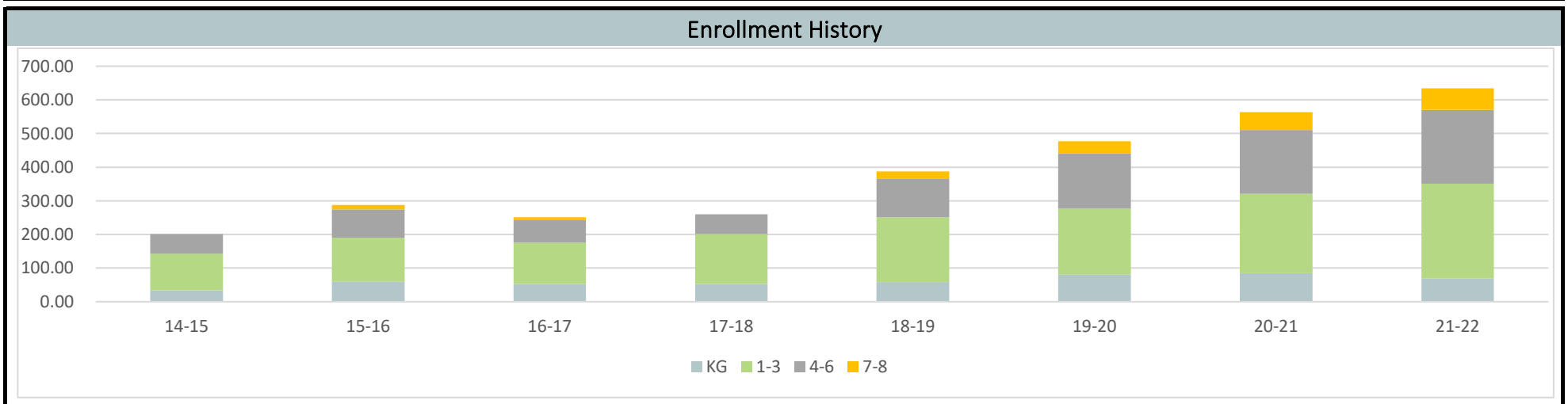
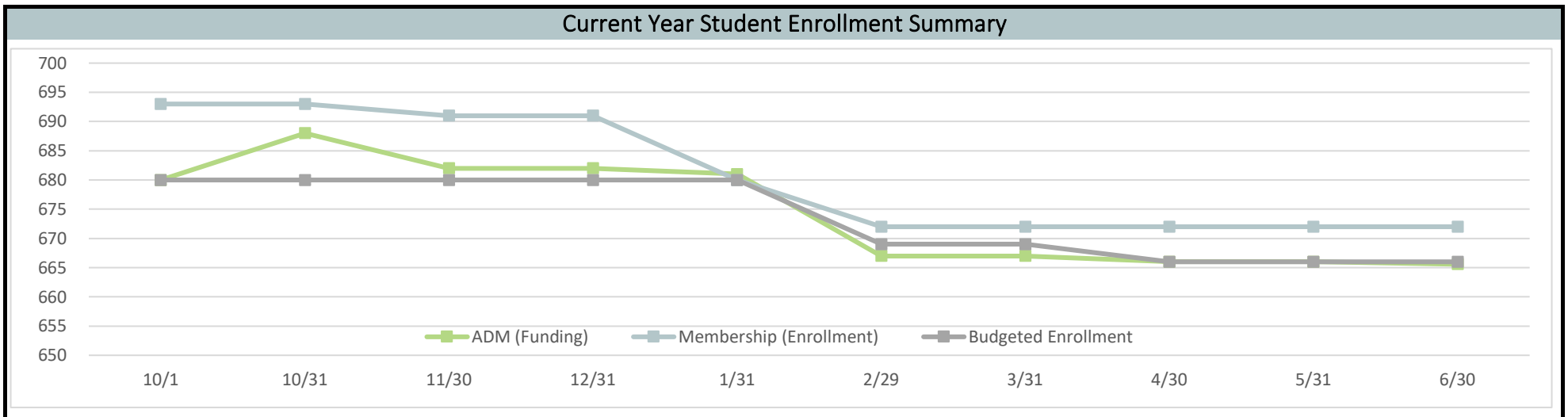
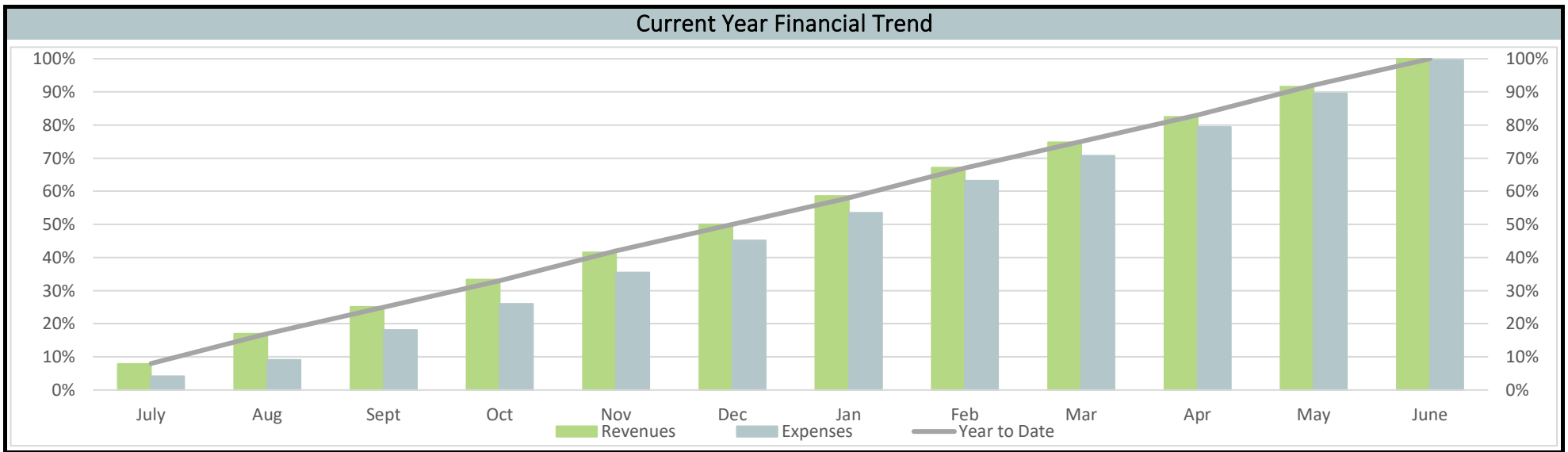


How the money is budgeted to be spent:



Fund Balance History





Woodbury Leadership Academy
Woodbury, MN
Balance Sheet
June 30, 2023

	Audited Balance June 30, 2022	Ending Balance
Assets		
Cash and Investments	\$ 1,992,176	\$ 2,025,315
Accounts Receivable	-	-
Due from Other Funds	93,744	78,130
State Aids Receivable	301,277	-
Current Year State Holdback Receivable		326,336
Federal Aids Receivable	107,781	232,550
Prepaid Expenses and Deposits	24,228	35,174
Payroll Deductions and Contributions (Prepaid)	-	-
	<hr/>	<hr/>
Total All Assets	\$ 2,519,206	\$ 2,697,507
Liabilities and Fund Balance		
Current liabilities		
Salaries and Wages Payable	\$ 206,350	\$ 265,467
Accounts Payable	124,767	69,321
Payroll Deductions and Contributions (Owed)	172,473	59,314
Total current liabilities	503,589	394,102
Fund balance		
Fund balance 07-01-2022	\$ 1,932,193	\$ 2,015,617
Net income to date fy 22 & 23	83,424	287,788
Total fund balance	2,015,617	2,303,405
	<hr/>	<hr/>
Total liabilities and fund balance	\$ 2,519,206	\$ 2,697,507
		97
<i>Current Days of cash on hand</i>		45
<i>Days Cash on Hand Required</i>		

Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
June 30, 2023

Months: 12 100.00%

	FY 2023 Original Budget 724 ADM 743 PU	FY 2023 Revised Budget 669 ADM 687 PU	FY 2023 Revised II Budget 666 ADM 684 PU	Year to Date Activity	Percent of Revised II Budget
General Fund - 01					
Revenues					
State Revenues					
General Education Aid	\$ 5,558,815	\$ 5,147,137	\$ 5,155,134	\$ 4,974,676	96.5%
Charter School Lease Aid	976,302	902,387	898,258	878,672	97.8%
Long Term Facilities Maintenance Aid	98,076	90,651	90,236	87,553	97.0%
Literacy Incentive Aid	51,336	64,307	64,307	57,877	90.0%
School Land Trust Endowment Aid	23,610	28,964	30,480	30,480	100.0%
Special Education Aid + Adsis	894,101	1,020,472	937,558	820,379	87.5%
Prior Year Adjustments	-	100,000	100,000	132,566	132.6%
Estimated State Holdback Amount	-	-	-	326,336	-
Total State Revenues	7,602,240	7,353,918	7,275,973	7,308,539	100.5%
Federal Revenues					
Federal Title I, II, V	31,055	38,062	43,678	43,678	100.0%
Federal Special Education	81,899	81,899	90,000	92,190	102.4%
Federal ARP Summer, 150	17,606	17,606	17,606	400	2.3%
Federal ESSER III, 160	11,521	11,521	11,521	12,720	110.4%
Federal ESSER III, 161	19,021	19,021	19,021	9,492	49.9%
Federal ESSER Summer Learning, 163	-	8,035	8,035	8,237	102.5%
Federal Testing Grant, 170	-	4,661	4,661	4,661	100.0%
Federal ESSER III, 169	122,442	122,442	122,442	93,394	76.3%
Total Federal Revenues	283,544	303,247	316,964	264,772	83.5%
Local Revenues					
Fees from Students	31,600	42,600	53,000	55,233	104.2%
Medical Assistance	2,400	7,075	8,500	8,974	105.6%
Interest Earnings	1,000	50,518	75,000	73,451	97.9%
Contributions and Gifts, Give to the Max	20,000	20,000	20,000	39,751	198.8%
Contributions PTO offset with expense	2,000	30,000	30,000	28,000	93.3%
Miscellaneous Revenues- excel, wexford	-	77,044	87,044	85,779	98.6%
Sale of Merchandise/Fundraising	-	-	-	1,528	-
Total local revenues	57,000	227,236	273,544	292,716	107.0%
Total Revenues	\$ 7,942,784	\$ 7,884,401	\$ 7,866,481	\$ 7,866,027	100.0%

Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
June 30, 2023

Months: 12 100.00%

	FY 2023 Original Budget 724 ADM 743 PU	FY 2023 Revised Budget 669 ADM 687 PU	FY 2023 Revised II Budget 666 ADM 684 PU	Year to Date Activity	Percent of Revised II Budget
Expenditures					
Salaries and Wages	\$ 2,753,361	\$ 2,587,075	\$ 2,654,657	\$ 2,747,591	103.5%
Employee Benefits	730,641	633,431	603,431	620,891	102.9%
Contracted Services	248,643	240,643	278,063	293,903	105.7%
Technology Services	21,200	19,600	14,500	15,643	107.9%
Communication Services	10,400	9,600	9,500	8,105	85.3%
Postage	2,900	2,700	3,250	3,204	98.6%
Utilities	147,500	147,500	169,500	164,134	96.8%
Property and Casualty Insurance	25,000	23,100	23,300	23,281	99.9%
Repairs and Maintenance	110,425	65,425	85,425	84,668	99.1%
Student Transportation	533,350	586,960	586,960	580,197	98.9%
Field Trip Transportation	14,480	13,383	8,324	6,474	77.8%
Travel and Conferences	8,300	7,700	7,600	6,528	85.9%
Field Trip Admissions	25,400	31,800	31,800	31,267	98.3%
Building Lease	1,164,150	1,164,150	1,164,150	1,164,150	100.0%
Other Rentals and Leases	2,000	2,000	5,000	6,353	127.1%
Office Supplies/General Supplies	45,500	42,100	41,900	48,277	115.2%
Maintenance Supplies	53,800	49,700	39,500	44,225	112.0%
Non-Instructional Software	28,700	25,000	25,000	21,217	84.9%
Instructional Software	17,000	17,500	17,500	17,265	98.7%
Instructional Supplies	35,600	36,500	40,000	40,913	102.3%
Textbooks and Workbooks	73,100	67,600	67,300	91,248	135.6%
Standardized Tests	13,200	12,200	12,100	7,105	58.7%
Food	11,900	20,200	30,000	31,192	104.0%
Building Improvements	205,000	205,000	205,000	82,847	40.4%
Furniture and Other Equipment	50,575	46,735	46,530	34,037	73.2%
Technology Equipment	53,094	50,894	50,794	97,380	191.7%
Technology PTO Grant		12,000	12,000	-	0.0%
Principal and Interest - Capital Lease	26,600	24,500	14,400	7,605	52.8%
Dues and Memberships	34,900	34,900	34,900	28,291	81.1%
Third Party Expenditures	-	1,000	1,000	945	94.5%
Give to the Max, salaries	10,000	10,000	10,000	150	1.5%

Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
June 30, 2023

	Months: 12				100.00%
	FY 2023 Original Budget 724 ADM 743 PU	FY 2023 Revised Budget 669 ADM 687 PU	FY 2023 Revised II Budget 666 ADM 684 PU	Year to Date Activity	Percent of Revised II Budget
State Special Education	903,687	1,036,709	949,431	973,301	102.5%
ADSI	43,204	43,204	43,204	31,079	71.9%
Federal Title I, II, V	31,055	38,062	43,678	43,678	100.0%
Federal Special Education	81,899	81,899	90,000	92,190	102.4%
Federal ARP Summer, 150	17,606	17,606	17,606	400	2.3%
Federal ESSER III, 160	11,521	11,521	11,521	12,720	110.4%
Federal ESSER III, 161	19,021	19,021	19,021	9,492	49.9%
Federal ESSER Summer Learning, 163		8,035	8,035	8,237	102.5%
Federal Testing Grant, 170		4,661	4,661	4,661	100.0%
Federal ESSER III, 169 Pandemic Enrollment Loss	122,442	122,442	122,442	93,394	76.3%
Total expenditures	\$ 7,687,154	\$ 7,574,056	\$ 7,602,983	\$ 7,578,239	99.7%
General fund net income	\$ 255,630	\$ 310,345	\$ 263,498	\$ 287,788	
Community Services Fund - 04					
Revenues					
Registration Revenue	\$ -	\$ -	\$ -	\$ -	-
Total revenues	\$ -	\$ -	\$ -	\$ -	-
Expenditures					
Purchased Services	\$ -	\$ -	\$ -	\$ -	-
Supplies and Materials, Snacks	-	-	-	-	-
Equipment	7,500	7,500	7,500	-	0.0%
Dues and Memberships	-	-	-	-	-
Total Expenditures	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	0.0%
Community Services Fund Net Income	\$ (7,500)	\$ (7,500)	\$ (7,500)	\$ -	

Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
June 30, 2023

	FY 2023 Original Budget 724 ADM 743 PU	FY 2023 Revised Budget 669 ADM 687 PU	FY 2023 Revised II Budget 666 ADM 684 PU	Months: 12 Year to Date Activity	100.00% Percent of Revised II Budget
Total All Funds					
Revenues					
State Revenues	\$ 7,602,240	\$ 7,353,918	\$ 7,275,973	\$ 7,308,539	100.5%
Federal Revenues	283,544	303,247	316,964	264,772	83.5%
Local Revenues	57,000	227,236	273,544	292,716	107.0%
Total Revenues	\$ 7,942,784	\$ 7,884,401	\$ 7,866,481	\$ 7,866,027	100.0%
Expenditures					
Salaries and Wages	\$ 2,753,361	\$ 2,587,075	\$ 2,654,657	\$ 2,747,591	103.5%
Employee Benefits	730,641	633,431	603,431	620,891	102.9%
Purchased Services	2,313,748	2,314,561	2,387,372	2,387,907	100.0%
Supplies and Materials	278,800	270,800	273,300	301,443	110.3%
Equipment	342,769	346,629	336,224	221,869	66.0%
Grants and Other Costs	1,275,335	1,429,060	1,355,499	1,298,538	95.8%
Total Expenditures	\$ 7,694,654	\$ 7,581,556	\$ 7,610,483	\$ 7,578,239	99.6%
Total Revenues All Funds	\$ 7,942,784	\$ 7,884,401	\$ 7,866,481	\$ 7,866,027	100.0%
Total Expenditures All Funds	\$ 7,694,654	\$ 7,581,556	\$ 7,610,483	\$ 7,578,239	99.6%
Net Income - All Funds	\$ 248,130	\$ 302,845	\$ 255,998	\$ 287,788	

Beginning Fund Balance, All Funds, July 1, 2022	\$ 2,015,617	\$ 2,015,617	\$ 2,015,617
Projected Fund Balance, All Funds, June 30, 2023	\$ 2,263,748	\$ 2,318,462	\$ 2,271,615
Projected Fund Balance Percentage	29%	31%	30%
<i>Debt Service Coverage Ratio - Estimated</i>	125%	128%	125%
<i>Debt Service Coverage Ratio - Required</i>	125%	125%	125%

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	
									<i>Beginning Balance</i>	\$ 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	52,299	4,000	-	595,253	260,166	330,678	-	590,843	2,291,717
Mar 31	584,077	-	13,604	-	597,681	275,824	369,069	-	644,893	2,244,505
Apr 30	568,079	-	14,779	(19,971)	562,886	208,148	428,891	-	637,039	2,170,353
May 31	568,761	-	8,145	-	576,906	205,661	512,440	-	718,101	2,029,157
June 30	612,185	27,845	43,359	-	683,389	222,749	464,482	\$ -	687,231	2,025,315
Projected	6,838,939	84,521	382,213	437,613	7,743,285	2,638,557	5,071,589	-	7,710,146	

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 & Maintenance Report
June 30, 2023

305 - Contracted Services Detail	FY23			
	Original Budget	Revised Budget II	Actual	% spent
Advertising & Marketing	4,000	3,850	3,817	99.1%
Board Related Services	3,000	1,000	-	0.0%
Financial Management Services	77,112	77,112	87,900	114.0%
Time & Attendance Fees	9,300	4,370	4,806	110.0%
Audit & Tax Services	11,216	14,600	14,600	100.0%
Background Checks	2,100	-	-	0.0%
Bank Fees	3,850	7,850	7,596	96.8%
e-rate consulting	-	2,950	2,950	0.0%
Benefit Fees	700	700	591	84.4%
Strategic Planning Consultant	8,000	-	-	0.0%
Legal Services	15,000	6,180	5,047	81.7%
Substitutes/Student Services/ESL	15,000	30,900	35,630	115.3%
Nursing	7,200	7,200	5,245	72.8%
Janitorial Services- Robemy Cleaning	80,580	118,000	118,126	100.1%
Other Fees	11,585	3,351	7,594	226.6%
	248,643	278,063	293,903	106%

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Woodbury Leadership Academy
Woodbury, MN
District 4228

Supplemental Reports

June 30, 2023

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			\$4,545.02	
	PO#:	Voucher #:	9336	Invoice	Invoice No: S2023230	6/15/2023		Paid Amt:	\$4,545.02
								Check Amount:	\$4,545.02
4228	OLDN	1002			Teachers Retirement Association		Wire		
				B 01	215 006 TRA			\$18,134.58	
	PO#:	Voucher #:	9338	Invoice	Invoice No: S2023230	6/15/2023		Paid Amt:	\$18,134.58
								Check Amount:	\$18,134.58
4228	OLDN	1003			Internal Revenue Service		Wire		
				B 01	215 002 Federal Withholding			\$9,203.13	
				B 01	215 005 FICA			\$21,371.06	
	PO#:	Voucher #:	9335	Invoice	Invoice No: S2023230	6/15/2023		Paid Amt:	\$30,574.19
								Check Amount:	\$30,574.19
4228	OLDN	1004			MN Department of Revenue Service		Wire		
				B 01	215 003 MN Withholding			\$4,873.17	
	PO#:	Voucher #:	9337	Invoice	Invoice No: S2023230	6/15/2023		Paid Amt:	\$4,873.17
								Check Amount:	\$4,873.17
4228	OLDN	1128			AssociatedBank		Wire		
				B 01	215 017 HSA			\$2,467.23	
	PO#:	Voucher #:	9334	Invoice	Invoice No: S2023230	6/15/2023		Paid Amt:	\$2,467.23
								Check Amount:	\$2,467.23
4228	OLDN	1417			VOYA		Wire		
				B 01	215 011 TSA			\$1,739.90	
	PO#:	Voucher #:	9339	Invoice	Invoice No: S2023230	6/15/2023		Paid Amt:	\$1,739.90
								Check Amount:	\$1,739.90
4228	OLDN	1064			HealthPartners - Group		Wire		
				B 01	215 010 Health Ins			\$20,107.28	
	PO#:	Voucher #:	9344	Invoice	Invoice No: 6.2.23	6/26/2023		Paid Amt:	\$20,107.28
								Check Amount:	\$20,107.28
4228	OLDN	1064			HealthPartners - Group		Wire		
				B 01	131 000 Health Ins			\$20,107.28	
	PO#:	Voucher #:	9345	Invoice	Invoice No: 6.22.23	6/26/2023		Paid Amt:	\$20,107.28
								Check Amount:	\$20,107.28
4228	OLDN	1369			BerganKDV Outsourced Services LLC		Wire		
				E 01	005 114 000 000 305 KPay Processing Fee			\$438.00	
	PO#:	Voucher #:	9341	Invoice	Invoice No: 6.9.23	6/26/2023		Paid Amt:	\$438.00
								Check Amount:	\$438.00

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1441			Old National		Wire		
				E 01	005 112 000 000 305	Service Charge:		\$564.00	
PO#:	Voucher #:	9346	Invoice		Invoice No: 6.16.23	6/26/2023	Paid Amt:	\$564.00	
							Check Amount:	\$564.00	
4228	OLDN	1558			Bill.com		Wire		
				E 01	005 112 000 000 305	Bill.com monthly fee		\$113.17	
PO#:	Voucher #:	9342	Invoice		Invoice No: 6.15.23	6/26/2023	Paid Amt:	\$113.17	
							Check Amount:	\$113.17	
4228	OLDN	1609			GIS Benefits		Wire		
				B 01	131 000	Life/LTD/STD:Dental, Visions July		\$5,186.00	
PO#:	Voucher #:	9343	Invoice		Invoice No: 6.23.23	6/26/2023	Paid Amt:	\$5,186.00	
							Check Amount:	\$5,186.00	
4228	OLDN	1635			USBank		Wire		
				E 01	005 850 000 348 570	Rent		\$97,012.50	
PO#:	Voucher #:	9347	Invoice		Invoice No: 6.5.23	6/26/2023	Paid Amt:	\$97,012.50	
							Check Amount:	\$97,012.50	
4228	OLDN	1054			Integrative Therapy, LLC.		BP		
				E 01	010 420 000 740 394	COTA Services 33.5 hrs @\$74/hr		\$2,479.00	
				E 01	010 420 000 740 394	OT 15.67 hrs @\$90/hr		\$1,410.00	
PO#:	Voucher #:	9357	Invoice		Invoice No: 4091	6/5/2023	Paid Amt:	\$3,889.00	
							Check Amount:	\$3,889.00	
4228	OLDN	1241			Sheila Merzer		BP		
				E 01	010 411 000 740 394	Sheila Merzer, ASD, 5.5 hrs @ \$125/hr		\$687.50	
PO#:	Voucher #:	9356	Invoice		Invoice No: 23868	6/5/2023	Paid Amt:	\$687.50	
							Check Amount:	\$687.50	
4228	OLDN	1249			Designs for Learning		BP		
				E 01	010 420 000 740 394	S. Kelley, Psych, 16 HRs @ \$98/Hr		\$1,568.00	
PO#:	Voucher #:	9355	Invoice		Invoice No: 23-1268	6/5/2023	Paid Amt:	\$1,568.00	
							Check Amount:	\$1,568.00	
4228	OLDN	1302			Toshiba Financial Services		BP		
				E 01	010 605 000 000 401	Freight Fee		\$5.00	
				E 01	010 605 000 000 560	FY23 Copier		\$578.75	
PO#:	Voucher #:	9360	Invoice		Invoice No: 5025171267	6/5/2023	Paid Amt:	\$583.75	
							Check Amount:	\$583.75	
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP		
				B 01	118 000	ABC FY23 May Financial Management and Ac		\$3,375.00	
PO#:	Voucher #:	9351	Invoice		Invoice No: 1197657ABC	6/5/2023	Paid Amt:	\$3,375.00	
							Check Amount:	\$3,375.00	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP		
				E 01	005 113 000 000 305	FY23 May Financial Management and Account		\$6,450.00	
	PO#:	Voucher #:	9352	Invoice	Invoice No: 1197780	6/5/2023		Paid Amt:	\$6,450.00
								Check Amount:	\$6,450.00
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP		
				E 01	005 116 000 000 305	Form 990 Prep and Filing		\$3,000.00	
	PO#:	Voucher #:	9353	Invoice	Invoice No: 1198316	6/5/2023		Paid Amt:	\$3,000.00
								Check Amount:	\$3,000.00
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP		
				B 01	118 000	ABC Form 990 Prep and Filing		\$2,400.00	
	PO#:	Voucher #:	9354	Invoice	Invoice No: 1198317	6/5/2023		Paid Amt:	\$2,400.00
								Check Amount:	\$2,400.00
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01	005 760 000 733 360	Fieldtrip busing- BizTown Gr 5		\$693.24	
	PO#:	Voucher #:	9362	Invoice	Invoice No: 77150	6/5/2023		Paid Amt:	\$693.24
								Check Amount:	\$693.24
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01	005 760 000 733 360	Fieldtrip busing- Science Museum Gr 2		\$1,039.86	
	PO#:	Voucher #:	9363	Invoice	Invoice No: 77151	6/5/2023		Paid Amt:	\$1,039.86
								Check Amount:	\$1,039.86
4228	OLDN	1462			Monarch Bus Service Inc		BP		
				E 01	005 760 000 720 360	Credit- Missed Bus Run 3.24.23		(\$156.05)	
	PO#:	Voucher #:	9366	Invoice	Invoice No: 76796	6/5/2023		Paid Amt:	(\$156.05)
								Check Amount:	(\$156.05)
4228	OLDN	1541			Business Essentials		BP		
				E 01	010 203 000 000 430	Copy Paper		\$820.00	
	PO#:	Voucher #:	9364	Invoice	Invoice No: WO-1244701-1	6/5/2023		Paid Amt:	\$820.00
								Check Amount:	\$820.00
4228	OLDN	1594			InstantWhip- Minneapolis		BP		
				E 01	010 203 000 000 490	Lunch Milk		\$452.31	
	PO#:	Voucher #:	9358	Invoice	Invoice No: 4300419870	6/5/2023		Paid Amt:	\$452.31
								Check Amount:	\$452.31
4228	OLDN	1594			InstantWhip- Minneapolis		BP		
				E 01	010 203 000 000 490	Lunch Milk		\$301.80	
	PO#:	Voucher #:	9359	Invoice	Invoice No: 4300420194	6/5/2023		Paid Amt:	\$301.80
								Check Amount:	\$301.80
4228	OLDN	1639			Navigate Care Consulting		BP		
				E 01	010 720 000 000 305	GenEd Nursing		\$135.00	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1639			Navigate Care Consulting		BP		
				E 01	010 420 000 740 394	SPED Nursing ON Site, 1 Hr @ \$100/Hr		\$100.00	
				E 01	010 420 000 740 394	SPED Nursing Off Site, 1.5 hrs @ \$90/hr		\$135.00	
		PO#:	Voucher #:	9361	Invoice	Invoice No: 5468	6/5/2023	Paid Amt:	\$370.00
								Check Amount:	\$370.00
4228	OLDN	1644			Robemy Cleaning Services LLC		BP		
				E 01	005 810 000 000 305	Cleaning Service: May 2023		\$11,000.00	
		PO#:	Voucher #:	9365	Invoice	Invoice No: wla-22	6/5/2023	Paid Amt:	\$11,000.00
								Check Amount:	\$11,000.00
4228	OLDN	1695			Jamey Strand		BP		
				E 01	010 203 000 000 305	Sub teacher 5.18.23, 5.19.23, 5.31.23		\$600.00	
		PO#:	Voucher #:	9350	Invoice	Invoice No: 5/31/2023	6/5/2023	Paid Amt:	\$600.00
								Check Amount:	\$600.00
4228	OLDN	1700			Ann C Polachek		BP		
				E 01	010 203 000 000 305	Sub teacher 5.14.23-5.25.23		\$2,000.00	
		PO#:	Voucher #:	9349	Invoice	Invoice No: 5/25/2023	6/5/2023	Paid Amt:	\$2,000.00
								Check Amount:	\$2,000.00
4228	OLDN	1706			Town & Country Fence		BP		
				E 01	005 810 000 000 520	Labor - Fence Installation		\$6,750.00	
				E 01	005 810 000 000 530	Fence Materials		\$19,747.50	
		PO#:	Voucher #:	9348	Invoice	Invoice No: 5/25/2023	6/5/2023	Paid Amt:	\$26,497.50
								Check Amount:	\$26,497.50
4228	OLDN	1026			Dell Marketing L.P.		BP		
				E 01	010 630 000 000 456	Teacher Laptops 21 @\$1029.60a/ea		\$21,621.60	
		PO#:	Voucher #:	9385	Invoice	Invoice No: 10679074482	6/27/2023	Paid Amt:	\$21,621.60
								Check Amount:	\$21,621.60
4228	OLDN	1029			The Home Depot		BP		
				E 01	005 810 000 000 401	Janitorial Supplies: Cleaner		\$54.48	
		PO#:	Voucher #:	9399	Invoice	Invoice No: 744334699	6/27/2023	Paid Amt:	\$54.48
								Check Amount:	\$54.48
4228	OLDN	1029			The Home Depot		BP		
				E 01	005 810 000 000 401	Janitorial Supplies: Soap		\$47.07	
		PO#:	Voucher #:	9400	Invoice	Invoice No: 744984154	6/27/2023	Paid Amt:	\$47.07
								Check Amount:	\$47.07
4228	OLDN	1029			The Home Depot		BP		
				E 01	005 810 000 000 401	Janitorial Supplies: paper towels		\$164.92	
		PO#:	Voucher #:	9401	Invoice	Invoice No: 7463358353	6/27/2023	Paid Amt:	\$164.92
								Check Amount:	\$164.92

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1029			The Home Depot		BP		
				E 01	005 810 000 000 401	Janitorial Supplies:		\$2,590.40	
PO#:	Voucher #:	9402	Invoice		Invoice No: 748595022	6/27/2023	Paid Amt:	\$2,590.40	
							Check Amount:	\$2,590.40	
4228	OLDN	1053			Core Knowledge Foundation		BP		
				E 01	010 203 000 000 460	Elementary Textbooks/Workbooks		\$10,812.31	
PO#:	Voucher #:	9404	Invoice		Invoice No: 85817	6/27/2023	Paid Amt:	\$10,812.31	
							Check Amount:	\$10,812.31	
4228	OLDN	1053			Core Knowledge Foundation		BP		
				E 01	010 203 000 000 460	Elementary Textbooks/Workbooks		\$2,670.00	
PO#:	Voucher #:	9405	Invoice		Invoice No: 85854	6/27/2023	Paid Amt:	\$2,670.00	
							Check Amount:	\$2,670.00	
4228	OLDN	1054			Integrative Therapy, LLC.		BP		
				E 01	010 420 000 740 394	COTA Services 34.33 hrs @\$74/hr		\$2,540.67	
				E 01	010 420 000 740 394	OT 12 hrs @ \$90/hr		\$1,080.00	
PO#:	Voucher #:	9393	Invoice		Invoice No: 4122	6/27/2023	Paid Amt:	\$3,620.67	
							Check Amount:	\$3,620.67	
4228	OLDN	1116			Strategic Staffing Solutions		BP		
				E 01	010 411 000 740 394	ASD Kast, Jessica, 12 hrs @ \$72/hr		\$864.00	
PO#:	Voucher #:	9384	Invoice		Invoice No: 10175-39	6/27/2023	Paid Amt:	\$864.00	
							Check Amount:	\$864.00	
4228	OLDN	1150			JR Computer Associates		BP		
				E 01	005 605 000 000 315	FY23 Monthly Contract Services: June 2023		\$1,200.00	
PO#:	Voucher #:	9408	Invoice		Invoice No: R20231593	6/27/2023	Paid Amt:	\$1,200.00	
							Check Amount:	\$1,200.00	
4228	OLDN	1233			Reno Mothes		BP		
				E 01	010 404 000 740 394	DAPE Services: May/June 17.75 hrs @ \$80/hr		\$1,420.00	
PO#:	Voucher #:	9410	Invoice		Invoice No: WLA-0072	6/27/2023	Paid Amt:	\$1,420.00	
							Check Amount:	\$1,420.00	
4228	OLDN	1240			Keys to Communication		BP		
				E 01	010 401 000 740 394	17 hrs @\$45/hr Mileage		\$765.00	
				E 01	010 401 000 740 394	120.25 hrs @ \$90/hr		\$10,822.50	
PO#:	Voucher #:	9383	Invoice		Invoice No: 9201848	6/27/2023	Paid Amt:	\$11,587.50	
							Check Amount:	\$11,587.50	
4228	OLDN	1241			Sheila Merzer		BP		
				E 01	010 411 000 740 394	Sheila Merzer, ASD, 6.5 hrs @ \$125/hr		\$812.50	
PO#:	Voucher #:	9392	Invoice		Invoice No: 23883	6/27/2023	Paid Amt:	\$812.50	
							Check Amount:	\$812.50	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1313			Nancy Baumann		BP		
				R 01	005 000 000 000 620	Cost of Sales-hot dog buns concessions		\$50.13	
				E 01	005 110 000 000 366	mileage to bank 48mi @ \$0.655/mi		\$31.44	
				E 01	010 203 000 000 430	Elem Supplies		\$2.99	
				E 01	010 203 000 000 401	Food safe gloves		\$9.98	
PO#:	Voucher #:	9382	Invoice	Invoice No:	6/20/2023	6/27/2023	Paid Amt:	\$94.54	
							Check Amount:	\$94.54	
4228	OLDN	1329			Curriculum Associates		BP		
				E 01	010 201 000 000 460	Kindergarten Workbooks 110 @\$50/ea		\$5,500.00	
				E 01	010 203 000 000 460	Elementary Workbooks 110 @\$50/ea		\$5,500.00	
PO#:	Voucher #:	9406	Invoice	Invoice No:	90744876	6/27/2023	Paid Amt:	\$11,000.00	
							Check Amount:	\$11,000.00	
4228	OLDN	1369			BerganKDV Outsourced Services LLC		BP		
				E 01	005 116 000 000 305	FY23 June Financial Management and Accour		\$6,450.00	
PO#:	Voucher #:	9386	Invoice	Invoice No:	1199982	6/27/2023	Paid Amt:	\$6,450.00	
							Check Amount:	\$6,450.00	
4228	OLDN	1387			Kathleen Mortensen		BP		
				E 01	005 640 000 316 366	Mileage VOA Conference 400 mi @ \$0.655/mi		\$262.00	
PO#:	Voucher #:	9381	Invoice	Invoice No:	6/19/2023	6/27/2023	Paid Amt:	\$262.00	
							Check Amount:	\$262.00	
4228	OLDN	1515			Minnesota Coaches Inc		BP		
				E 01	005 760 000 723 360	FY23 SPED Busing May Route #21 & #22		\$13,344.24	
PO#:	Voucher #:	9403	Invoice	Invoice No:	78472	6/27/2023	Paid Amt:	\$13,344.24	
							Check Amount:	\$13,344.24	
4228	OLDN	1518			Martin Law Firm		BP		
				E 01	005 111 000 000 305	Legal Services -May		\$477.00	
PO#:	Voucher #:	9376	Invoice	Invoice No:	5/31/2023	6/27/2023	Paid Amt:	\$477.00	
							Check Amount:	\$477.00	
4228	OLDN	1525			Raptor Technologies		BP		
				B 01	131 000	Fy24 Visitor Mgmt/Background check service 7		\$750.00	
PO#:	Voucher #:	9374	Invoice	Invoice No:	5/1/2023	6/27/2023	Paid Amt:	\$750.00	
							Check Amount:	\$750.00	
4228	OLDN	1555			DHH Consulting LLC		BP		
				E 01	010 405 000 740 394	mileage 120 mi @ \$0.58/mi		\$69.60	
				E 01	010 405 000 740 394	DHH Services: 14 hrs@ \$94/hr		\$1,316.00	
PO#:	Voucher #:	9387	Invoice	Invoice No:	1229	6/27/2023	Paid Amt:	\$1,385.60	
							Check Amount:	\$1,385.60	

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4228	OLDN	1608			Chromebookparts.com		BP		
				E 01	005 605 000 000 315	Replacement chrome screens (5)		\$99.95	
PO#:	Voucher #:	9389	Invoice		Invoice No: 170218	6/27/2023	Paid Amt:	\$99.95	
							Check Amount:	\$99.95	
4228	OLDN	1617			CDWG		BP		
				E 01	010 630 000 000 466	HP Student chromebooks 166 @ \$219.98/ea		\$36,516.68	
PO#:	Voucher #:	9407	Invoice		Invoice No: KB77349	6/27/2023	Paid Amt:	\$36,516.68	
							Check Amount:	\$36,516.68	
4228	OLDN	1621			Cintas		BP		
				E 01	005 810 000 000 401	FY23: Mats service		\$354.74	
PO#:	Voucher #:	9394	Invoice		Invoice No: 4157463255	6/27/2023	Paid Amt:	\$354.74	
							Check Amount:	\$354.74	
4228	OLDN	1634			Nitti Sanitation		BP		
				E 01	005 810 000 000 330	FY23 June Trash Services		\$590.84	
PO#:	Voucher #:	9395	Invoice		Invoice No: 453912	6/27/2023	Paid Amt:	\$590.84	
							Check Amount:	\$590.84	
4228	OLDN	1637			Wexford Commerical Construction LLC		BP		
				E 01	005 810 000 000 520	WLA Kindergarten Area		\$9,999.00	
PO#:	Voucher #:	9391	Invoice		Invoice No: 23-014-1	6/27/2023	Paid Amt:	\$9,999.00	
							Check Amount:	\$9,999.00	
4228	OLDN	1639			Navigate Care Consulting		BP		
				E 01	010 720 000 000 305	GenEd Nursing off site 1 hr @ \$90/hr		\$90.00	
				E 01	010 420 000 740 394	SPED Nursing Off Site, 4.5 hrs @ \$90/hr		\$405.00	
PO#:	Voucher #:	9397	Invoice		Invoice No: 5509	6/27/2023	Paid Amt:	\$495.00	
							Check Amount:	\$495.00	
4228	OLDN	1639			Navigate Care Consulting		BP		
				E 01	010 420 000 740 394	SPED Nursing Off Site, 2 hrs @ \$90/hr		\$180.00	
				E 01	010 720 000 000 305	GenEd Nursing off site 5hr @ \$90/hr		\$450.00	
PO#:	Voucher #:	9398	Invoice		Invoice No: 5529	6/27/2023	Paid Amt:	\$630.00	
							Check Amount:	\$630.00	
4228	OLDN	1674			Midland Glass Co Inc		BP		
				E 01	005 810 000 000 350	Replace shattered lunchroom window		\$1,800.00	
PO#:	Voucher #:	9396	Invoice		Invoice No: 49037	6/27/2023	Paid Amt:	\$1,800.00	
							Check Amount:	\$1,800.00	
4228	OLDN	1681			MN Dept Health		BP		
				E 01	005 110 000 000 820	Statewide Hospitality fee-2023 Lic#: 751124		\$40.00	
PO#:	Voucher #:	9375	Invoice		Invoice No: 5/12/2023	6/27/2023	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4228	OLDN	1695			Jamey Strand		BP	
				E 01	010 203 000 000 305	Sub teacher 6.1-6.2.23		\$400.00
	PO#:	Voucher #:	9380	Invoice	Invoice No: 6/16/2023	6/27/2023	Paid Amt:	\$400.00
							Check Amount:	\$400.00
4228	OLDN	1700			Ann C Polachek		BP	
				E 01	010 203 000 000 305	Sub teacher 5.30-6.9.23		\$1,800.00
	PO#:	Voucher #:	9378	Invoice	Invoice No: 6/9/2023	6/27/2023	Paid Amt:	\$1,800.00
							Check Amount:	\$1,800.00
4228	OLDN	1702			Emerald Lawn & Landscaping Inc		BP	
				E 01	005 810 000 000 350	Spring Lawn Clean up		\$2,986.59
	PO#:	Voucher #:	9388	Invoice	Invoice No: 12565	6/27/2023	Paid Amt:	\$2,986.59
							Check Amount:	\$2,986.59
4228	OLDN	1707			Pam Schieffer		BP	
				E 01	010 203 000 000 430	FY23 Reimb: PE Field day-Air horn		\$19.99
	PO#:	Voucher #:	9377	Invoice	Invoice No: 6/9/2023	6/27/2023	Paid Amt:	\$19.99
							Check Amount:	\$19.99
4228	OLDN	1708			Rich Washington		BP	
				E 01	005 640 000 316 366	Mileage VOA Conference (472 mi x \$.655)		\$309.16
	PO#:	Voucher #:	9379	Invoice	Invoice No: 6/16/2023	6/27/2023	Paid Amt:	\$309.16
							Check Amount:	\$309.16
4228	OLDN	1709			Stantec Architecture inc		BP	
				E 01	005 110 000 000 305	ALTA Survey Project-final billing		\$4,400.00
	PO#:	Voucher #:	9390	Invoice	Invoice No: 2077641	6/27/2023	Paid Amt:	\$4,400.00
							Check Amount:	\$4,400.00
4228	OLDN	1710			St. Cloud Refrigeration Inc		BP	
				E 01	005 810 000 000 350	RTU 10 heating unit disabled/checked gas sm		\$372.31
	PO#:	Voucher #:	9409	Invoice	Invoice No: W87451	6/27/2023	Paid Amt:	\$372.31
							Check Amount:	\$372.31
4228	OLDN	1508			First Bankcard		Wire	
				E 01	005 110 000 000 320	05/28/23-Sangoma-SipStation subscription (Vc		\$55.91
				E 01	005 110 000 000 490	06/01/23-Café Zupas-Admin working lunch w/		\$118.89
				E 01	005 110 000 000 401	05/25/23-Amazon-Office chair mat-CS		\$20.58
				E 01	005 108 000 000 455	05/24/23-Amazon-Dual Monitor stand-NR		\$39.58
				E 01	005 108 000 000 455	05/28/23-Amazon-27" Monitors (2)-NR		\$298.00
				E 01	005 108 000 000 455	05/28/23-Amazon-Dell docking station-NR		\$208.95
				E 01	005 108 000 000 405	05/30/23-Electionrunner.com-Online election s		\$90.00
				E 01	005 810 000 000 530	05/31/23-Amazon-Milk cooler		\$4,241.84
				E 01	010 203 000 000 490	05/24/23-Sarpino's Pizzeria-Pizza for Pizza Th		\$421.30

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508			First Bankcard		Wire
				E 01	010 203 000 000 490	05/24/23-Sarpino's Pizzeria-Pizza for Pizza Fri	\$369.52
				E 01	010 203 000 000 490	05/24/23-Sarpino's Pizzeria-Pizza for Pizza Fri	\$214.18
				E 01	010 203 000 000 490	05/24/23-Sarpino's Pizzeria-Pizza for Pizza Fri	\$498.97
				E 01	010 203 000 000 490	05/30/23-Sams Club-Cookies & Kool-Aid boxe	\$63.04
				E 01	010 203 000 000 430	05/25/23-Amazon-White cardstock-Gr 2	\$25.06
				E 01	010 203 000 000 430	05/30/23-MN Embroidery-Field day volunteer s	\$482.75
				E 01	010 203 000 000 430	05/30/23-Amazon-Labels for CKLA books	\$28.54
				E 01	010 203 000 000 430	05/30/23-WalMart-Eggs-Gr 7/8 Science	\$3.66
				E 01	010 203 000 000 430	06/01/23-Amazon-Flagpole kits (2)	\$227.95
				E 01	010 203 000 000 430	06/01/23-Amazon-Minnesota Flag	\$108.49
				E 01	010 203 000 000 401	05/27/23-Amazon-Sumo bumper balls-Gr 8 loc	\$88.99
				E 01	010 203 000 000 401	05/27/23-Amazon-Sumo bumper balls-Gr 8 loc	\$93.99
				E 01	010 203 000 000 401	05/28/23-Amazon-Photo booth curtains & prop	\$19.56
				E 01	010 203 000 000 401	06/01/23-WalMart-Grad recognitions for K-8 st	\$9.96
				E 01	010 203 000 000 490	05/24/23-Hy-Vee-Year end clsrn activities-pop	\$41.93
				E 01	010 203 000 000 430	05/24/23-Amazon-Year end clsrn activities-gar	\$19.99
				E 01	010 203 000 000 401	05/24/23-WalMart-Year end clsrn activities-cuj	\$9.94
				E 01	005 108 000 000 455	05/26/23-Amazon-Surveillance system-Network	\$335.00
				E 01	005 108 000 000 455	05/28/23-Amazon-Surveillance system- 2 hard	\$1,891.28
				E 01	010 201 000 000 430	05/24/23-WalMart-Napkins-K Graduation	\$5.82
				B 01	131 000	05/25/23-Woodbury Days-Woodbury Days boo	\$545.00
				E 01	010 203 012 161 430	06/01/23-Pro World-Sublimation super starter p	\$2,939.00
				E 01	010 203 012 161 530	06/01/23-Amazon-Laser Engraving Machines (\$2,338.20

PO#: Voucher #: 9411 Invoice Invoice No: 6.7.23 6/7/2023 Paid Amt: \$15,855.87
 Check Amount: \$15,855.87

4228	OLDN	1508			First Bankcard		Wire
				E 01	005 110 000 000 320	06/07/23-HumbleFax-Fax service-6/7-7/7/23	\$10.00
				E 01	005 110 000 000 401	06/05/23-Amazon-Gold tassel-office flagpole d	\$14.34
				E 01	005 110 000 000 401	06/06/23-Amazon-Credit for returned office ch	(\$20.58)
				E 01	005 110 000 000 401	06/08/23-Amazon-Office desk-CS	\$119.99
				E 01	005 110 000 000 401	06/09/23-Amazon-Cabinet w/ 2 file drawers (2)	\$593.81
				E 01	005 810 000 000 401	06/07/23-Menards-Moving dollys (3)	\$47.91
				E 01	005 810 000 000 330	06/10/23-City of Woodbury-Water & sewer 3/3l	\$552.37
				E 01	010 203 000 000 490	06/06/23-Domino's-Pizza-Gr 8 lock-in	\$108.29
				E 01	010 203 000 000 490	06/07/23-Papa John's-Pizza for iReady Math g	\$261.55
				E 01	010 203 000 000 490	06/07/23-Domino's-Pizza for Year End Picnic-C	\$161.89
				E 01	010 203 012 161 430	06/06/23-Amazon-Graduation caps-Gr 8 gradu	\$103.98
				E 01	010 203 012 161 430	06/07/23-Amazon-Texts: Science Breakable TI	\$66.76

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	1508			First Bankcard		Wire
				E 01	010 203 012 161 430	06/05/23-Amazon-SS supplies-FlashForge 3D	\$321.42
				E 01	010 203 012 161 430	06/05/23-Amazon-SS supplies-FlashForge 3D	\$321.42
				E 01	010 203 012 161 430	06/05/23-Amazon-SS supplies-FlashForge 3D	\$321.42
				E 01	010 203 012 161 430	06/05/23-Amazon-SS supplies-FlashForge 3D	\$321.42
				E 01	010 203 012 161 430	06/05/23-Amazon-SS supplies-FlashForge 3D	\$321.42
				E 01	010 203 012 161 430	06/05/23-Amazon-SS supplies-FlashForge 3D	\$321.42
				E 01	010 203 012 161 430	06/05/23-Amazon-SS supplies-FlashForge 3D	\$321.42
				E 01	010 203 012 161 430	06/05/23-Amazon-SS-Laser engraver, FlashFc	\$1,038.42
				E 01	010 203 012 161 430	06/07/23-Amazon-SS supplies-FlashForge 3D	\$321.42
				E 01	010 203 012 161 430	06/07/23-WalMart Supercenter-SS supplies-clr	\$31.17
				E 01	010 203 012 161 430	06/08/23-WalMart-SS supplies-cornstarch, bak	\$23.84
				E 01	010 203 012 161 430	06/08/23-WalMart.com-SS supplies-neon duct	\$19.49
				E 01	010 203 012 161 430	06/09/23-Amazon-SS supplies-colored chalk, ε	\$180.83
				E 01	010 203 012 161 430	06/11/23-Hy-Vee-SS supplies-pop bottles	\$50.00
PO#:	Voucher #:	9412	Invoice	Invoice No:	6.23.23	6/23/2023	Paid Amt: \$5,935.42
							Check Amount: \$5,935.42
4228	OLDN	1508			First Bankcard		Wire
				E 01	005 110 000 000 320	06/13/23-Comcast Cable-Internet service 5/21,	\$404.85
				E 01	005 110 000 000 320	06/20/23-Tmobile-Cell phone 5/2/-6/1/23-ED &	\$130.00
				E 01	005 110 000 000 320	06/23/23-Comcast-Phone lines-elevator & fire	\$530.76
				E 01	005 640 000 316 366	06/14/23-Hampton Inns-Hotel-VOA conference	\$274.98
				E 01	005 640 000 316 366	06/14/23-Hampton Inns-Hotel-VOA conference	\$274.98
				E 01	005 108 000 000 405	06/21/23-Adobe Acropro Subs-Adobe Pro subs	\$14.99
				E 01	005 640 000 316 366	06/22/23-Amazon-Book: What an Owl Knows	\$24.61
				E 01	005 640 000 316 366	06/22/23-Amazon-Book: How Great Leaders Ir	\$32.19
				E 01	005 110 000 000 401	06/14/23-Amazon-Chair mats-Office staff (KM,	\$158.75
				E 01	005 110 000 000 401	06/19/23-Target-Admin Team supplies-calenda	\$227.07
				E 01	005 110 000 000 401	06/20/23-Amazon-Admin Team supplies-plann	\$9.65
				E 01	005 110 000 000 401	06/21/23-Amazon-Admin supplies-markers, ce	\$145.71
				E 01	005 110 000 000 401	06/21/23-Amazon-Admin supplies-rug runner, i	\$73.00
				E 01	005 110 000 000 401	06/19/23-Amazon-Wall anchors-hanging pictur	\$79.20
				E 01	005 810 000 000 401	06/21/23-Sherwin Williams-Classroom/hallway	\$1,361.79
				E 01	005 640 000 316 366	06/15/23-Hampton Inns-Hotel-VOA conference	\$412.47
				E 01	010 203 000 000 460	06/13/23-The Core Knowledge Fdtn-Listen Chi	\$317.34
				E 01	010 203 012 161 430	06/18/23-Amazon-SS supplies-Filament for 3D	\$128.50
PO#:	Voucher #:	9413	Invoice	Invoice No:	6.30.23	6/30/2023	Paid Amt: \$4,600.84
							Check Amount: \$4,600.84

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4228	OLDN	6205	1703		Towanna Napier		Check
				E 01	005 760 000 728 360 Homeless Student Transportation		\$245.23
	PO#:	Voucher #:	9310	Invoice	Invoice No: 5.22.23	6/8/2023	Paid Amt: \$245.23
							Check Amount: \$245.23
4228	OLDN	6206	1703		Towanna Napier		Check
				E 01	005 760 000 728 360 Homeless Student Transportation		\$490.46
	PO#:	Voucher #:	9340	Invoice	Invoice No: 6.26.23	6/26/2023	Paid Amt: \$490.46
							Check Amount: \$490.46
							Report Total: \$450,605.14

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1927	4228	OLDN	CR0623													
6.12.23.3 Deposit																
				1948	Credit	A	06/12/23	Check	1	M						
										Miscellaneous Customer						
							4228 R 01 005 000 000 000 096			PTO Technology Donations					24,000.00	0.00
														Receipt Total:	\$24,559.71	\$0.00
														Deposit Total:	\$24,559.71	\$0.00
1928	4228	OLDN	CR0623													
6.12.23.4 Deposit																
				1949	Credit	A	06/12/23	Check	1	M						
										Miscellaneous Customer						
							4228 R 01 005 000 000 000 621			Twins Ticket Sales Fundraise					5,035.00	0.00
														Receipt Total:	\$5,035.00	\$0.00
														Deposit Total:	\$5,035.00	\$0.00
1929	4228	OLDN	CR0623													
FY23 SERVS																
				1950	Credit	A	06/07/23	Check	1	M						
										Miscellaneous Customer						
							4228 R 01 005 000 999 740 360			FY23 SPED tuition					44,623.82	0.00
														Receipt Total:	\$44,623.82	\$0.00
														Deposit Total:	\$44,623.82	\$0.00
1930	4228	OLDN	CR0623													
FY23 CC Rewards																
				1951	Credit	A	06/26/23	Check	1	M						
										Miscellaneous Customer						
							4228 R 01 005 000 000 000 099			CC Rewards					1,000.00	0.00
														Receipt Total:	\$1,000.00	\$0.00
														Deposit Total:	\$1,000.00	\$0.00
1931	4228	OLDN	CR0623													
6.27.23 Deposit																
				1952	Credit	A	06/27/23	Check	1							
										DONATE Donations						
							4228 R 01 005 000 000 000 096			Donation for use of gym Vbal					100.00	0.00
														Receipt Total:	\$100.00	\$0.00
														Deposit Total:	\$100.00	\$0.00
1932	4228	OLDN	CR0623													
FY23 June Interest																
				1953	Credit	A	06/30/23	Check	1	I						
										Interest						
							4228 R 01 005 000 000 000 092			Interest Earnings					7,786.91	0.00
														Receipt Total:	\$7,786.91	\$0.00
														Deposit Total:	\$7,786.91	\$0.00

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1933	4228	OLDN	CR062														
FY23 IDEAS				1954	Credit	A	06/30/23	Check	1	M							
										Miscellaneous Customer							
							4228	R	01	005	000	000	348	300		196,805.44	0.00
							4228	R	01	005	000	000	000	317		87,553.41	0.00
										Long Term Facilities Maint.							
Receipt Total:														\$284,358.85	\$0.00		
Deposit Total:														\$284,358.85	\$0.00		
1934	4228	OLDN	CR062														
FY23 SERVS				1955	Credit	A	06/29/23	Check	1	M							
										Miscellaneous Customer							
							4228	R	01	005	000	000	401	400		10,000.00	0.00
							4228	R	01	005	000	011	401	400		11,744.45	0.00
							4228	R	01	005	000	000	401	400		6,100.92	0.00
										FY23 Title I Draw							
										FY23 Title I Draw							
Receipt Total:														\$27,845.37	\$0.00		
Deposit Total:														\$27,845.37	\$0.00		
Report Total:														\$683,389.39	\$0.00		

WOODBURY LEADERSHIP ACADEMY Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Cr	Fin	O/S	Account Description	Debit Amount	Credit Amount
5000	202312	06/30/2023	P	JE		Fund 50 d/t d/f thru 6.30.23	May Colliers Archietecture	B	50	205	000				Due To Other Funds	0.00	2,500.00
							May Washington County	B	50	205	000				Due To Other Funds	0.00	121.94
							May Washington County	B	50	205	000				Due To Other Funds	0.00	88.66
							May Washington County	B	50	205	000				Due To Other Funds	0.00	681.20
							June Bergan Services	B	50	205	000				Due To Other Funds	0.00	3,375.00
							June Bergan Services	B	50	205	000				Due To Other Funds	0.00	2,400.00
							June Bergan Services	E	50	005	110	000	000	305	Consult/Fees For Svc	3,375.00	0.00
							June Bergan Services	E	50	005	110	000	000	305	Consult/Fees For Svc	2,400.00	0.00
							May Colliers Archietecture	E	50	005	810	000	000	520	Bldgs Acquisition	2,500.00	0.00
							May Washington County	E	50	005	850	000	000	896	Taxes/Special Assessment:	121.94	0.00
							May Washington County	E	50	005	850	000	000	896	Taxes/Special Assessment:	88.66	0.00
							May Washington County	E	50	005	850	000	000	896	Taxes/Special Assessment:	681.20	0.00
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: right; padding: 2px 10px;">\$9,166.80</td> <td style="text-align: right; padding: 2px 10px;">\$9,166.80</td> </tr> </table>																\$9,166.80	\$9,166.80
\$9,166.80	\$9,166.80																



Meeting: Finance Committee Meeting Agenda/Minutes

Date: Wednesday, July 12, 2023

Time: 11:00 am

Location: Virtual Meeting

Meeting Minutes

Meeting Call to Order and Roll Call - @ 11:05

Members present - Mandi Folks, [Dustin J. Reeves](#), [Kathy Mortensen](#), Jolene Skordahl

Members not present - Judith Darling

WLA Mission & Vision – Jolene Skordahl

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

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

Development, Discussion, and Recommendations

1. Review financial statements for June 2023 - [Dustin J. Reeves](#)

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Wednesday, August 9, 2023 @ 11am

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

Adjournment @ 11:33



Meeting: Governance Committee Minutes

Date: Thursday, July 13th, 2023

Time: 6:00 PM

Location: [Microsoft Teams](https://teams.live.com/join/938226522805) - <https://teams.live.com/join/938226522805>

AGENDA

Meeting Call to Order and Roll Call

Meeting Call to Order: 6:03PM

Roll Call: Rich Washington, Kathy Mortensen, Erin, Jessica

WLA Mission and Vision

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

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

Development, Discussion, and Recommendations

- Handbook final review (Grading portion added)
 - Add to board packet and review in July BOD meeting for approval.
- Limited discussion on school uniforms
 - Review in August
- Edit 208 to reflect annual policies/procedures
 - Review in August
- 616 School District System Accountability
 - Need to create policy (Kathy and Nancy)
 - Review in August
- Annual policy review 522 and form
 - Ready for second reading
 - Made 2 edits to policy 522, section 4, Article E.
- Annual policy review 524
 - Ready for second reading
- Discuss Transgender Bathroom policy for WLA
 - ED to review with WLA attorney. Discuss in August meeting.
- Annual policies review: 410, 413 (Nov 2022), 506 (June 2022), 514 (June 2022), 522, 524, 616, 806 (Oct 2022)
 - Edit made to 506, Section 9, Article C.

- Ready for first reading.
- Add Joe Valentine to Governance Committee
 - Recommend Joe at July board meeting
- Continue review of 200s series: 210.1, 211, 214
 - Push to August Governance meeting

Future Discussions

- Review Uniform policy during August Governance meeting. (policy 540)
- Edit 208 to reflect annual policies/procedures
- 616 School District System Accountability
- Discuss Transgender policy for WLA
- Review Annual Policy 514
- Continue review of 200s series: 210.1, 211, 214
- Staff dress code (this can wait if our August agenda is too full)
- We will need to add a paragraph or two, per MDE, regarding staff use of marijuana
- "School Accountability" policy
- Mike Reis (WLA parent) is interested in joining the GC
- Nicole Stevens is interested in serving on the GC

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: August 10th, 2023

Time: 6:00 p.m.

Location: [Microsoft Teams](https://teams.live.com/meet/938226522805) - <https://teams.live.com/meet/938226522805>

Adjournment 7:00PM



Adopted: August 12, 2014

Amended: ~~April 14, 2022~~ July 13, 2023

Board Approved: June 22, 2022

506 STUDENT DISCIPLINE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

III. AREAS OF RESPONSIBILITY

A. The Board of Directors. The Board of Directors supports all personnel acting within the framework of this discipline policy.

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

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

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

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

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of

their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

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

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

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;

B. To attend school daily, except when excused, and to be on time to all classes and other school functions;

C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;

D. To make necessary arrangements for making up work when absent from school;

E. To assist the school staff in maintaining a safe school for all students;

F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;

G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;

H. To be aware of and comply with federal, state, and local laws;

I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;

J. To respect and maintain the school's property and the property of others;

K. To dress and groom in a manner that meets standards of safety and health and common standards of decency and which is consistent with applicable school policy (540);

L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by Woodbury Leadership Academy. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of Woodbury Leadership Academy or the safety or welfare of the student, other students, or employees.

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

12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of Woodbury Leadership Academy's Weapons Policy;
14. Violation of Woodbury Leadership Academy's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration, or detonation;
18. Using an ignition device, including butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of Woodbury Leadership Academy's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating as defined in the family handbook.
23. Violation of school bus or transportation rules or Woodbury Leadership Academy's Student Transportation Safety Policy;
24. Violation of school traffic rules and regulations.
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of Woodbury Leadership Academy's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Possession or distribution of slanderous, libelous, or pornographic materials;
28. Violation of Woodbury Leadership Academy's Bullying Prohibition

Policy;

29. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

30. Criminal activity;

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

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

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

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

35. Violation of Woodbury Leadership Academy's Harassment and Violence Policy;

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

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

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

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

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

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

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

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

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

VII. DISCIPLINARY ACTION OPTIONS

The general policy of Woodbury Leadership Academy is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of Woodbury Leadership Academy. At a minimum, a violation of school rules, regulations, policies, or procedures will result in a discussion of the violation and a verbal warning. Woodbury Leadership Academy shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by Woodbury Leadership Academy. Disciplinary action may include, but is not limited to, one or more of the following:

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

- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Expulsion under the Pupil Fair Dismissal Act;
- S. Exclusion under the Pupil Fair Dismissal Act; and/or
- T. Other disciplinary action as deemed appropriate by Woodbury Leadership Academy.

VIII. REMOVAL OF STUDENTS FROM CLASS

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

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

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

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

B. If a student is removed from class more than ten (10) times in a school year, Woodbury Leadership Academy shall notify the parent or guardian of the student's tenth removal from class

and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. If a student is removed from class, the teacher, the Director or other school employee will complete a report describing the student's behavior. The student will remain in the custody of the Director or his/her designee for the duration of the time prescribed.

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

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

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

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

F. Procedures for Notification.

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

G. Students on an IEP and Special Provisions.

1. Same procedures as outlined in "C" with the involvement of the Special Education personnel. Any procedures determined appropriate and/or included in the students' Individualized Education Programs (IEPs) or 504 Plan.

2. Consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and

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

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

While on School Premises.

1. Establishment of a chemical abuse pre-assessment team pursuant to Minn.Stat.
2. Establishment of a school and community advisory team to address chemical abuse

problems in the district pursuant to Minn. Stat.; and

3. Establishment of teacher reporting procedures to the chemical abuse pre-assessment team pursuant to Minn. Stat.

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

1. Classroom teachers and other staff will be responsible for frequent communication with parents or guardians in an attempt to improve students' behavior.

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

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

IX. DISMISSAL

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

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

Woodbury Leadership Academy shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to themselves or to surrounding persons or property.

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

1. Willful violation of any reasonable Board of Director's regulation, including those found in this policy;

2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school-sponsored extracurricular activities; or

3. Willful conduct that endangers the student or other students, or surrounding persons, including school employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the Director, under rules promulgated by the Board of Directors, prohibiting a student from attending school for a period of no more than ten (10) school days. ; provided, however, if a suspension is longer than five (5) school days,

~~the Director shall provide the Board of Directors with a reason for the longer term of suspension.~~

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

3. Each suspension action will include a readmission plan. The plan will include a re-entry meeting involving the parent/guardian, the student, and the school administration. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. The Director must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The Director may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where Woodbury Leadership Academy is in the process of initiating an expulsion, in which case the Director may extend the suspension to a total of fifteen (15) days.

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

5. The Director or designee shall implement alternative educational services when the

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

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

7. After a suspension has been assigned and upon further consideration, school administrators may assign alternative consequences.

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

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

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

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

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a Board of Directors' action to prohibit an enrolled student from

further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the Board of Directors.

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

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat.

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

5. The student and parent or guardian shall be provided written notice of Woodbury Leadership Academy's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time, and place of the hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat.; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. Woodbury Leadership Academy shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

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

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

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

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

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by Woodbury Leadership Academy. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school employee or agent or any other person who may have the evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for Woodbury Leadership Academy.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the Board of Directors and served upon the parties within two (2) days after the close of the hearing.
17. The Board of Directors shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The Board of Directors may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the Board of Directors must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the Board of Directors may appeal the decision to the Commissioner within twenty-one (21) calendar days of Board of Directors action pursuant to Minn. Stat. The decision of the Board of Directors shall be implemented during the appeal to the Commissioner.
19. Woodbury Leadership Academy shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the

supervision of such agency.

20. Woodbury Leadership Academy must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student—and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

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

X. ADMISSION OR READMISSION PLAN

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

XI. NOTIFICATION OF POLICY VIOLATIONS

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

XII. STUDENT DISCIPLINE RECORDS

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

XIII. DISABLED STUDENTS

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

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, Woodbury Leadership Academy will proceed with discipline up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that Woodbury Leadership Academy had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

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

XIV. OPEN ENROLLED STUDENTS

Woodbury Leadership Academy may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat.) or Enrollment in Nonresident District (Minn. Stat.) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat.), and the student's case has been referred to juvenile court. Woodbury Leadership Academy may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

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

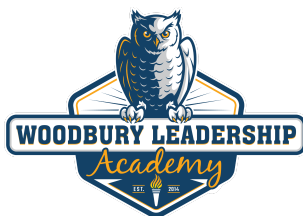
XVI. REVIEW OF POLICY

The Director and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended

changes shall be submitted to the Governance Committee for consideration by the Board of Directors.

XVII. STUDENT DISCIPLINE GRID

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



WOODBURY LEADERSHIP ACADEMY

Adopted: July 8, 2014

Amended: ~~March 27, 2019~~ June 8, 2023

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

A. Woodbury Leadership Academy provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by Woodbury Leadership Academy on the basis of sex.

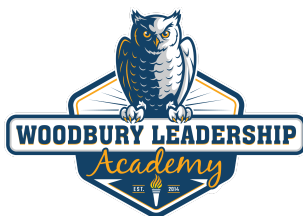
B. It is the responsibility of every school employee to comply with this policy.

C. The school board hereby designates the director as its Title IX coordinator. This employee coordinates Woodbury Leadership Academy's efforts to comply with and carry out its responsibilities under Title IX.

D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the director as the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the director.

III. REPORTING GRIEVANCE PROCEDURES

A. Any student who believes ~~he or she has~~ they have been the victim of unlawful sex discrimination by a teacher, administrator or other school personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school official designated



by this policy or may file a grievance. Woodbury Leadership Academy encourages the reporting party or complainant to use the report form available from the director at the Woodbury Leadership Academy office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to the director.

B. The director is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student. Any adult school personnel who receives a report of unlawful sex discrimination toward a student shall inform the director immediately.

C. Upon receipt of a report or grievance, the director must notify Woodbury Leadership Academy's Chair of Board of Directors immediately, without screening or investigating the report. The director may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the director to the Chair of Board of Directors. If the report was given verbally, the director shall personally reduce it to written form within a timely manner and forward it to the Chair of Board of Directors. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the director. If the complaint involves the director, the complaint shall be made or filed directly with the Chair of Board of Directors by the reporting party or complainant.

D. The school board hereby designates the director as Woodbury Leadership Academy human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the Chair of the Board of Directors.

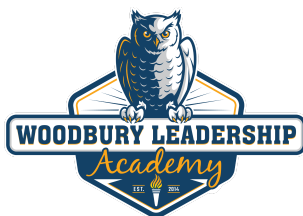
E. Woodbury Leadership Academy shall conspicuously post the name of the Title IX coordinator, including office mailing addresses and telephone numbers.

F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. Woodbury Leadership Academy will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Woodbury Leadership Academy's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION



A. By authority of Woodbury Leadership Academy, the director as the Title IX coordinator, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school officials or by a third party designated by Woodbury Leadership Academy.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, Woodbury Leadership Academy may consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, Woodbury Leadership Academy may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.

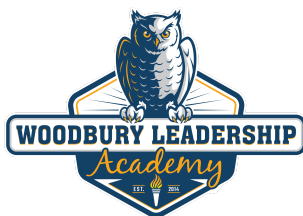
E. The investigation will be completed as soon as practicable. Woodbury Leadership Academy's director as the Title ~~IX~~ IX coordinator shall make a written report to the Chair of the board of directors upon completion of the investigation. If the complaint involves the Chair of the Board of Directors, the report may be filed directly to the ~~Vice President~~ Secretary of the Board of Directors. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL ACTION

A. Upon conclusion of the investigation and receipt of a report, Woodbury Leadership Academy may take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School action taken for violation of this policy will be consistent with requirements of Minnesota and federal law and school policies.

B. The result of Woodbury Leadership Academy's investigation of each complaint filed under these procedures will be reported in writing to the complainant by Woodbury Leadership Academy in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL



Woodbury Leadership Academy may discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

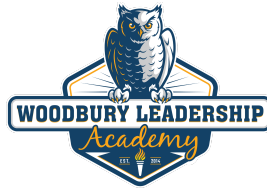
VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VIII. DISSEMINATION OF POLICY AND EVALUATION

A. This policy shall be made available to all students, parents/guardians of students, staff members, and employee organizations.

B. Woodbury Leadership Academy shall review this policy and Woodbury Leadership Academy's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.



WOODBURY LEADERSHIP ACADEMY

Adopted: July 22, 2014

Amended: ~~January 23, 2019~~ June 8, 2023

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

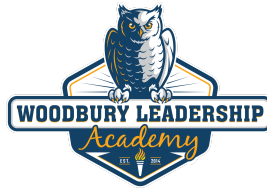
The purpose of this policy is to set forth policies and guidelines for access to Woodbury Leadership Academy's computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to Woodbury Leadership Academy's computer system and the Internet, including electronic communications, Woodbury Leadership Academy considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to Woodbury Leadership Academy's computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Woodbury Leadership Academy expects that faculty will blend thoughtful use of Woodbury Leadership Academy's computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

Woodbury Leadership Academy is providing students and employees with access to Woodbury Leadership Academy's computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. Woodbury Leadership Academy's system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of Woodbury Leadership Academy and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.



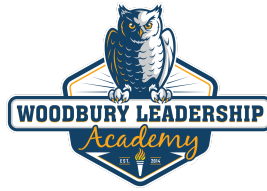
IV. USE OF SYSTEM IS A PRIVILEGE

The use of Woodbury Leadership Academy's system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of Woodbury Leadership Academy's system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of Woodbury Leadership Academy's system and Internet resources or accounts are considered unacceptable:

1. Users will not use Woodbury Leadership Academy's system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use Woodbury Leadership Academy's system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use Woodbury Leadership Academy's system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use Woodbury Leadership Academy's system to vandalize, damage, or disable the property of another person or organization, will not make



deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change Woodbury Leadership Academy's system software, hardware, or wiring or take any action to violate Woodbury Leadership Academy's security system, and will not use Woodbury Leadership Academy's system in such a way as to disrupt the use of the system by other users.

5. Users will not use Woodbury Leadership Academy's system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

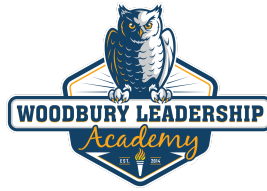
6. Users will not use Woodbury Leadership Academy's system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

a. This paragraph does not prohibit the posting of employee contact information on school webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related web pages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

1. such information is classified by Woodbury Leadership Academy as directory information and verification is made that Woodbury Leadership Academy has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information.

2. such information is not classified by Woodbury Leadership Academy as directory information but written consent for release of the information to be posted has been obtained from a



parent/guardian or eligible student. In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

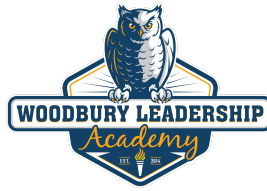
c. These prohibitions specifically prohibit a user from utilizing Woodbury Leadership Academy's system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace", "Facebook", "Instagram", and "Twitter".

7. Users must keep all account information and passwords on file with the designated school official. Users will not attempt to gain unauthorized access to Woodbury Leadership Academy's system or any other system through Woodbury Leadership Academy's system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on Woodbury Leadership Academy's system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use Woodbury Leadership Academy's system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use Woodbury Leadership Academy's system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of Woodbury Leadership Academy. Users will not use Woodbury Leadership Academy's system to offer or provide goods or services or for product advertisement. Users will not use Woodbury Leadership Academy's system to purchase goods or services for personal use without authorization from the appropriate school official.

B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school premises also may be in violation of this policy as well as other school policies. Examples of such violations include, but are not limited to, situations where Woodbury Leadership Academy's system is compromised or if a school employee or student is negatively impacted. If Woodbury Leadership Academy receives a report of an unacceptable use originating from a non-school computer or resource, Woodbury Leadership Academy may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of



the use or access to Woodbury Leadership Academy's computer system and the Internet and discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. In the case of a school employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the director. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school employee, the director.

VI. FILTER

A. With respect to any of its computers with Internet access, Woodbury Leadership Academy will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

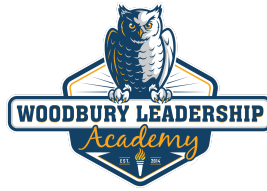
1. Obscene;
2. Child pornography; or
3. Harmful to minors.

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. An administrator, supervisor, or other person authorized by the **Superintendent Executive Director** may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

D. Woodbury Leadership Academy will educate students about appropriate online behavior,



including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of Woodbury Leadership Academy's computer system and use of the Internet shall be consistent with school policies and the mission of Woodbury Leadership Academy.

VIII. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of Woodbury Leadership Academy's system, Woodbury Leadership Academy does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on Woodbury Leadership Academy's system.

B. Routine maintenance and monitoring of Woodbury Leadership Academy's system may lead to a discovery that a user has violated this policy, another school policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.

D. Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.

E. School employees should be aware that Woodbury Leadership Academy retains the right at any time to investigate or review the contents of their files and email files. In addition, school employees should be aware that data and other materials in files maintained on Woodbury Leadership Academy's system may be subject to review, disclosure or discovery ~~under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act)~~.

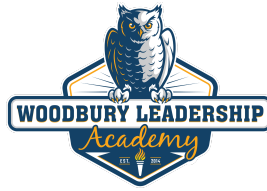
F. Woodbury Leadership Academy will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through Woodbury Leadership Academy's system.

IX. INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of Woodbury Leadership Academy.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian. The Internet Use Agreement form for employees must be signed by the



employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL LIABILITY

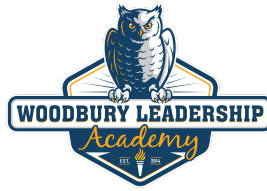
Use of Woodbury Leadership Academy's system is at the user's own risk. The system is provided on an "as is, as available" basis. Woodbury Leadership Academy will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or non-deliveries of information or materials, regardless of the cause. Woodbury Leadership Academy is not responsible for the accuracy or quality of any advice or information obtained through or stored on Woodbury Leadership Academy's system. Woodbury Leadership Academy will not be responsible for financial obligations arising through unauthorized use of Woodbury Leadership Academy's system or the Internet.

XI. USER NOTIFICATION

A. All users shall be notified of Woodbury Leadership Academy policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school policies.
2. Disclaimers limiting Woodbury Leadership Academy's liability relative to:
 - a. Information stored on school diskettes, hard drives, or servers.
 - b. Information retrieved through school computers, networks, or online resources.
 - c. Personal property used to access school computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though Woodbury Leadership Academy may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.



5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by other WLA policies.
7. Notification that, should the user violate Woodbury Leadership Academy's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

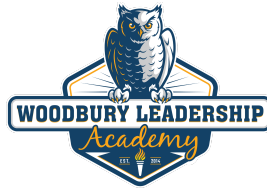
A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of Woodbury Leadership Academy's system and of the Internet if the student is accessing Woodbury Leadership Academy's system from home or a remote location.

B. Parents will be notified that their students will be using school resources/accounts to access the Internet and that Woodbury Leadership Academy will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that Woodbury Leadership Academy's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

A. Woodbury Leadership Academy's administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the



school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.

B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. Woodbury Leadership Academy internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Woodbury Leadership Academy

Family Handbook

8089 Globe Dr. Woodbury, MN 55125 - 651-571-2100 - www.wlamn.org

Created 2023

LEADING THE WAY

OUR 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.

OUR 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.

OUR PHILOSOPHY: WLA's academic philosophy is based upon The Core Knowledge Sequence developed by The Core Knowledge Foundation. WLA is dedicated to teaching solid academic content and skills to all children. Within Core Knowledge, many people, including staff and parents, engage in meaningful and thoughtful discussions.

WLA believes that there are universally important civic and ethical virtues that are the foundations of a free and democratic society, such as respect, responsibility, perseverance, humanity and gratitude.

INTRODUCTION: Welcome to Woodbury Leadership Academy (WLA), a Minnesota public charter school. We are glad that you have chosen WLA for your child's education. We hope this will be a rewarding and enjoyable year for everyone in your family. As a Minnesota public school, it is our responsibility to follow all rules and regulations that apply to all state public schools. This handbook has been prepared to share general information about our school and our policies and procedures with you. The handbook is only a starting place for two-way communication between the school and your home. It does not replace the personal contact that is needed to create a true partnership between the school and families, but we hope it will help in answering some of the ongoing questions that arise during the year. Our contact information can be found both in this handbook and on our school's website. We are available to answer any further questions you have about your students' school.

OUR JOURNEY

- 2014-2015 Established 200 students
- 2017-2018 New leadership & stabilized board. 240 students
- 2018-2019 Moved to 8089 Globe Drive & leased 1.5 floors of original building. 400 students
- 2019-2020 Obtained three floors of original building. 480 students
- 2020-2021 Increased enrollment even through COVID & bonding and expansion plans. 520 students
- 2021-2022 Completed bonding process & constructed 2nd building. 630 students
- 2022-2023 Construction completed & moved into 2nd building. 685 students
- 2023-2024 Complete outdoor spaces, begin search for new Executives Director 720 students projected

GENERAL INFORMATION:

OFFICE 8:00 am to 4:30 pm

SCHOOL DAY 9:20 am to 3:50 pm

SCHOOL OPEN 9:00 am to 4:05 pm

YMCA 6:30am to 9:05 am and 3:50 pm to 6:00 pm

Doors to the school are open to students that are dropped off by parents/guardians at 9am. All students are dismissed at 3:50pm. Only those students that are registered for the extended childcare program or have permission from one of the teaching staff and is in a supervised activity are allowed in the building prior to 9:05 am or after 4:05 pm. There is NO supervision for other students either before or after school.

BOARD OF DIRECTORS: The Board of Directors governs the school by setting the expectations and parameters that lead to higher levels of student achievement. The Board of Directors role (as a governing body) is to adopt goals, ensure accountability, evaluate results and adopt policies - acting as one voice. Among other things, the Board is responsible for compliance reporting, strategic goal-seeing, evaluating the school's Executive Director, curriculum development and overseeing the finances of the school.

If you are interested in serving on WLA's Board of Directors, please visit the school website for more information.

STUDENT INFORMATION

ADMISSIONS: Students admitted to WLA will be placed in the appropriate grade based on their age and previous schooling. Woodbury Leadership Academy will not accept a student for kindergarten unless they are at least five years old by September 1st of the school year in which they start kindergarten.

ENROLLMENT: WLA follows Minnesota State statutes including enrollment, lottery, sibling preference and utilizes wait lists. Please refer to Enrollment Admissions policy 538.

EXTENDED LEAVE: A student absent 15 or more consecutive days will be unenrolled. In order to be re enrolled upon return families need to have completed an extended leave of absence prior to leave.

ATTENDANCE POLICY: Student success is directly correlated to attendance. In order for WLA to increase more student learning opportunities the following guidelines and procedures have been put into place.

- Contact the school office before 9am if your child will be tardy or absent.
- If notifying school outside of hours, leave your name, students name, students grade/teacher with a reason for the absence over voicemail or email.
- A doctor's slip may be required for any absence that is 3 or more consecutive days, or where excessive absences occur.
- If your student is tardy or absent 3 times in any 4 week period, you will be expected to attend a meeting with school administration.
- Continual truancy-absent 3 days in a row in a school year without valid excuse.
- Habitual Truancy-child under 16 years of age is absent without a lawful excuse for 7 consecutive days.
- If your child is a continual or habitual truant, a truancy notice will be sent to you in which you must verify the absence with a doctor's note or other documentation. If you fail to

comply with the policy, the school is obligated by law to report the case to Washington County Child Protection.

EXCUSED ABSENCES:

- Sickness/Hospitalization
- Cultural Ritual
- Death in the family
- Death of a friend
- Death of a pet
- Birth/Adoption
- Other excuses may be discussed with school administrators

COMMUNICATIONS

WEBSITE: The school website shares information to parents/guardians about their school, staff and student opportunities. The school's website is www.wlamn.org

EMAIL: Teachers will let parents/guardians know the best ways to contact them at the beginning of the school year. Most teachers check e-mail regularly, but please note that they may not be able to respond immediately, as their primary focus during the day is the students. If you need to reach the school immediately, call the main office 651-571-2100

NEWSLETTER: Classroom teachers will send out a weekly newsletter every Thursday regarding updates in their classrooms, in the school and upcoming events.

PARENTVUE: ParentVUE is an app used by middle school teachers to share grades, attendance, and notes from teachers.

EMERGENCY CLOSING: In the event of a school closure, a 2-hour delay, or early dismissal for any reason, you will be notified as soon as possible via the school website, social media and on WCCO 830 AM, WCCO channel 4 and KARE 11. WLA will be announced; listen for Woodbury Leadership Academy.

CONFERENCES: Parent-teacher conferences are held twice a year (Fall and Winter) providing an opportunity for parents to check-in with their student's teacher in regards to their progress in a more formal meeting.

DRESS FOR SUCCESS

As a part of our focus on safety and academic excellence, students attending WLA are required to wear uniforms. The purpose is to minimize distraction, promote appropriate student behavior, alleviate peer pressure and promote and encourage school spirit. Please refer to Policy 540 Student Dress, Appearance and Uniform located on the school website for detailed information regarding requirements.

TRANSPORTATION

Busing is available for students who live in the school district boundary of ISD 622. WLA may bus to ISD 833 and/or the Woodbury city limits as possible. For more information, please contact the main school office at 651-571-2100. Students who reside outside these boundaries must find their own way to school.

Cars can drop off between 9:00-9:15 am and pick up between 3:50-4:15 pm.

Transportation changes need to be made by 3:00 pm. We do understand that emergencies happen and will work with you.

Questions regarding any transportation issues such as routes, stops, late buses can be directed to the WLA Main Office at 651-571-2100 or info@wlamn.org.

SCHOOL BUS SAFETY

(Policy 709)

All students in grades K-8 will participate in bus safety training at the beginning of the school year. Please review the following ten rules students will need to follow on the school bus:

- Be on time and be clear of the danger zone.
- Follow the Driver's instructions while driving.
- Remain seated and facing forward at all times.
- Head and arms must remain in the bus.
- Although cell phones are allowed, taking photos or recording is not.
- Be courteous to others on the bus.
- No drinking or eating on the bus.

- Take all personal items and trash when you exit the bus.
- No throwing objects in or out of the bus.
- Dangerous weapons or objects are not allowed on the bus.

Violation of School Bus Safety Guidelines: Any student that violates bus rules will be issued a Bus Conduct Report. This report is to notify parents/guardians of infraction in order for them to respond and aid in correcting the behavior. Repeated or serious infractions of rules may result in a student's removal from the bus for a period of time to be determined by the building administrators. Suspension can result in loss of bus privileges for the remainder of the school year, depending on the severity of the offense. Parent/Guardian will be contacted prior to a student's bus suspension and circumstances.

NUTRITION SERVICES

Research proves that daily food choices affect your health and how you feel. WLA will not be providing a hot breakfast/lunch service for this school year, but we encourage our families and students to make healthy eating choices.

Bringing Cold Lunch: When sending a bag lunch with your child, be sure to provide food that is nutritious, portable, easy for your child to manage and does not need heating. Microwaves are available for 6th through 8th graders. Refrigerators are not available.

Snacks for Birthdays/Class Parties: If choosing to send birthday snacks for birthdays or other class parties, we ask that you send healthy choices and preferably snacks that are individually wrapped.

SCHOOL SAFETY

WLA is committed to creating a safe environment for all students to ensure their well-being both physically and emotionally. Reports of bullying will be thoroughly investigated and WLA will discipline or take appropriate action against any person who is found to have violated this policy.

Bullying Policy 514: An act of bullying, by either an individual student or a group of students, is expressly prohibited on school property, school provided transportation or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student who interferes with or obstructs the mission or operations of WLA or the safety or welfare of the student, other students, or

employees. This policy also applies to an act of cyberbullying and cyber harassment regardless of whether such act is committed on or off school property and/or with or without the use of school resources. Acts of cyberbullying/cyber harassment include but are not limited to: teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, parent or other employee of WLA by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, may constitute an act of bullying.

What is bullying?: “Bullying” means any repeated written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

- harming a student or a group of students
- damaging a student's or a group of students' property
- placing a student or a group of students in reasonable fear of harm to person or property
- creating a hostile educational environment for a student or a group of students
- intimidating a student or a group of students

What to do if bullying is suspected?

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school official designated by this policy. For more information, see policy 514 on the school website.

OTHER SCHOOL SAFETY

Outside Preparedness: Students are to come to school with appropriate attire for all types of weather. At school students are expected to be outdoors for recess and other activities that may occur throughout the day. If students do not have appropriate clothing, they will be asked to stay inside. When temperatures drop below zero degrees or a wind chill below -10, students will not be going outside.

Walkers: Students that live within a 1-mile radius of school may choose to walk. Students that elect to walk must have written permission from a parent/guardian.

Bicycle Safety Guidelines: Students that ride their bicycles to school must have written permission from parents/guardians. Bicycles should be locked to prevent theft. Kindergarten students are not allowed to ride bicycles to school. First grade students are not permitted to ride unless a note is received from parent/guardians stating that the child has the physical skills, knowledge and good judgment necessary to ride a bicycle safely to school.

Photographing Students: WLA will keep a record of which students are not able to be photographed. Parents/guardians will need to fill out a release form at the beginning of the school year.

Technology: Cell phones and smart watches are not allowed during school hours.

Field Trips: Our classrooms are involved in one or more field trips during the school year. These trips are facilitated by the school to complement learning outside the school. School buses are used for field trip travel and are supervised by teachers and chaperones. Parent/guardian permission is required and a field trip slip will need to be completed prior to the trip. Students will not be able to attend a field trip unless a permission slip is on file. There may be a small fee to help defray the cost of field trips.

Volunteer Background Checks: WLA welcomes families and community members to come in and work with our students and teachers. In order to do so, volunteers will need to complete a background check, sign in at the main office and follow all school policies and procedures. Some volunteer opportunities include but are not limited to volunteering in the classroom, chaperone field trips, or working school events.

Building Visitors: Lunch visitors are welcome during the student(s) lunch time. Classroom visitors are welcome with pre approval from your student(s) teacher. All visitors are required to check in and out at the office.

Safety Drills: All schools are required to conduct safety drills throughout the school year. These include fire drills, severe weather and lock-down drills. Students may be evacuated and sheltered within the school. It is important to speak with your child about the importance of these drills. Familiarity with what to expect in the event a crisis should arise will help keep students safe and calm.

YMCA Care: WLA will be offering YMCA before and after school childcare. Childcare is offered on site before school from 6:30am until school starts and after school until 6:00pm. Please call 651.731.9507 for more information or visit our website at www.wlamn.org

Student Release: Student safety is a high priority at WLA, therefore whenever a parent/guardian/adult is picking up, they are required to come into the office to sign the student(s) out. If you need to pick up your child during the school day for an appointment or other appropriate reason, please call/email the office (info@wlamn.org or 651.571.2100). We will not release your student from school to anyone other than an authorized person unless we have received written consent from the custodial guardian.

HEALTH INFORMATION

Parents/guardians will be called to pick a student up who has a temperature above 100.4, diarrhea, vomiting, or a contagious disease. Please be sure we have your daytime phone number and at least one backup emergency number. If we are unable to reach you we will call county services. If a student is sent home for any of the reasons above, they may not return to school until they have been free of the condition for a minimum of 24 hours. THIS WILL BE ENFORCED IN ALL CASES.

Medications: School personnel are not authorized to administer any type of medication, including over-the-counter medication (such as Tylenol or cough syrup) unless the following conditions are met:

- We must have a medical form signed.
- For prescription medication to be given for longer than 2 weeks, we must also have a medical form signed by a physician
- Prescription medication to be given for less than 2 weeks must be brought to school in a pharmacy - labeled container and a permission form signed by parent/guardian.

Permission Forms may be picked up in the school office. Appropriate school personnel will supervise students taking medication according to the directions on the form. ALL medication, including non-prescription varieties, must be kept in the Health Office.

An Emergency Medical Plan form should be on file for any child with an existing medical problem and/or allergy (such as asthma, seizures, allergy to bee stings, etc.). 911 will be called to transport a seriously ill or injured child. Parents/guardians will be notified immediately.

Injuries/Illness at School: When minor injuries occur at school, trained school personnel will give first aid treatment. Parents/guardians will be called if there is a serious injury.

Communicable Diseases: A student suspected of having a communicable disease, or living with persons thus affected, shall not be permitted to attend school unless a physician specifically approves attendance. The parent/guardian should notify the school office when these types of diseases are discovered.

Tobacco: WLA is a tobacco/drug free environment. It is unlawful for a student under the age of 18 to possess or use any type of tobacco product. It is also unlawful for use of tobacco products on school property by either a student or an adult.

Controlled Substances or Alcohol: Contact with controlled substances or alcohol is detrimental to a student's growth and development. Being in possession, or under the influence of, controlled substances or alcohol on school property or at a school function will have serious consequences. This also includes the possession of related paraphernalia and the abuse of prescription and over the counter medications.

Consequences for any possession or being under the influence may include any/all of the following:

- Short-term suspension from school and expectation of chemical evaluation for drug and alcohol violations.
- Parent conference
- Law enforcement agency notification
- Extended suspension from school with an investigation that could lead to expulsion.

Child Abuse: As professionals, all school staff are, by law, required to report all cases of suspected child abuse. Neither the individuals reporting suspected child abuse, or the school, is obligated to inform parents/guardians that a report is being filed.

ACADEMIC INFORMATION

Curriculum: WLA's academic philosophy is based upon The Core Knowledge Sequence developed by The Core Knowledge Foundation. The Core Knowledge Sequence is defined as "...a detailed outline of specific content and skills to be taught in language arts, history, geography, mathematics, science, and the fine arts. As the core of a school's curriculum, it provides a coherent, content specific foundation of learning, while allowing flexibility to meet local needs." It is our goal that every child at WLA makes a minimum of one year's academic growth in each of the areas above.

Report Cards: Parents/Guardians will receive report cards three times (early December, mid-March, end of school year) regarding their child's performance in school. In addition to these report cards, parent/teacher conferences will be scheduled to discuss students' progress and constructively discuss the child's rate of progress in school and other matters of mutual concern. If there are additional concerns during the year teachers will make every effort to keep parents/guardians informed regarding their child's progress.

Responsive Classroom Program: Responsive classroom is based on teaching and modeling behaviors where children can learn to care about themselves and how to treat others. Students will spend time learning and practicing values such as honesty, fairness and respect, as well as developing social skills such as cooperation, assertion, responsibility, empathy and self-control. The program contains six central components that integrate teaching, learning and caring.

- Classroom Organization - Provides active interest areas for students, space for student-created displays of work, and an appropriate mix of whole-class, group and individual instruction.

- Morning Meeting - Provides students daily opportunity to practice greetings, conversations, and activities and motivates them to meet the academic challenges of the day ahead.
- Rules and Logical Consequences - are generated, modeled, and role-played with students, and become a cornerstone of classroom life.
- Academic Choice - all students take control of their own learning in a meaningful way, both individually and cooperatively.
- Guided Discovery - a technique that moves students through a deliberate and careful introduction to new experiences such as learning materials, areas of the room and routines; there is no assumption that students already know how to do something before they begin.
- Assessment and Reporting - an evolving process of mutual communication and understanding.

Testing: Students will be given several assessments throughout the academic school year which includes statewide, district, and classroom tests. Minnesota Comprehension Assessments (MCAs) are the required state tests that help districts measure student progress toward Minnesota's academic standards and also meet federal and state legislative requirements. Math and Reading is administered to students in grades 3-8 and Science is taken by students in grades 5 and 8. To opt out of statewide assessments, the parent/guardian must complete a form from the Minnesota Department of Education and return to WLA. Form can be obtained from the school site or main office.

The Measure of Academic Progress (MAP) and iReady? is a computerized adaptive test that helps teachers, parents/guardians and administrators improve learning for all students and make informed decisions to promote student academic growth. The MAP test is administered in grades K-8.

For a schedule of when district and statewide tests will be administered, please visit the school website calendar.

Special Services: WLA has developed systems designed to identify pupils with disabilities in kindergarten through eighth grade. Parents/guardians may request a special education evaluation at any time. In addition to receiving referrals from parents/guardians WLA has a referral process for teachers. Referrals include a discussion of the whole child to identify additional areas that may impact the child and be appropriate to include in a comprehensive evaluation. A special education case manager is assigned who schedules an Evaluation Planning meeting with the parents/guardians and other special education specialists who may be involved with the evaluation.

Who is eligible for special education services?

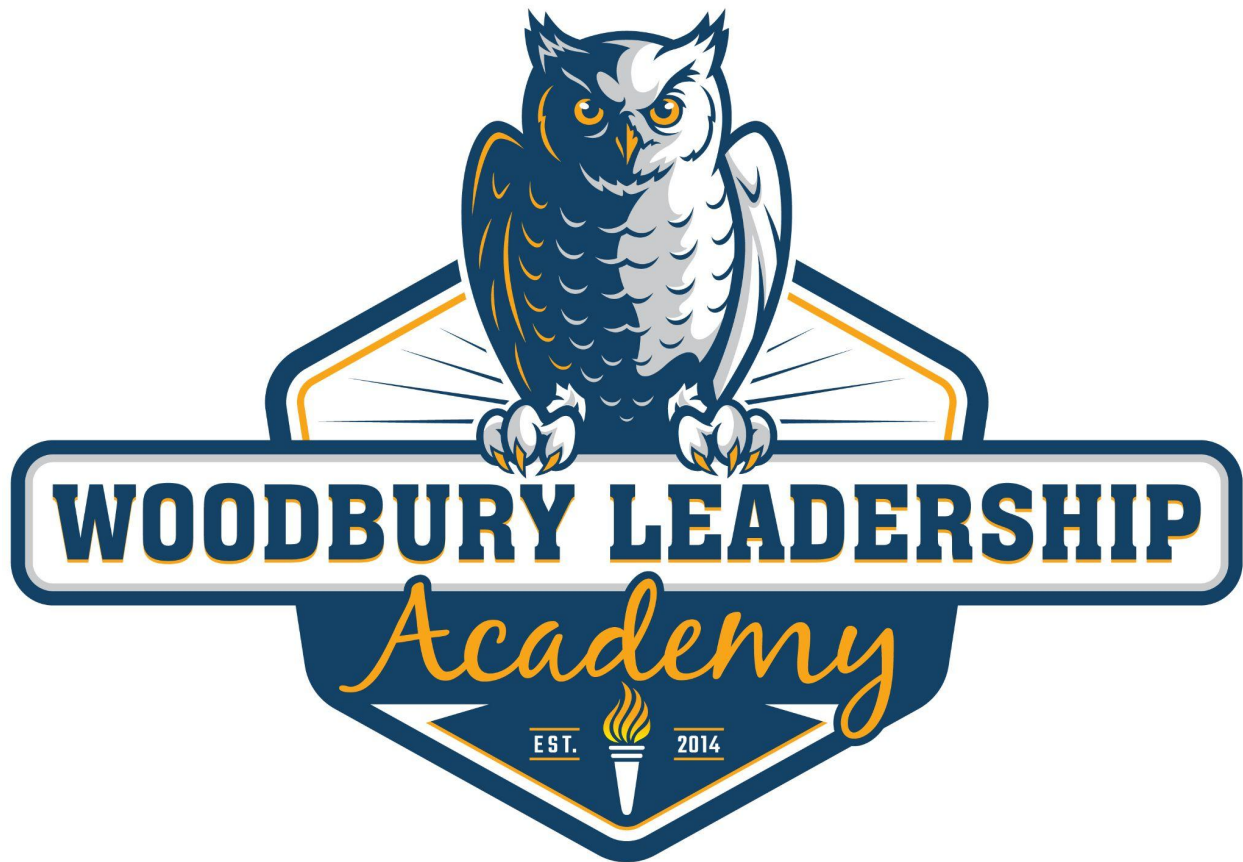
Students must meet specific eligibility criteria to qualify for special education services as defined by Minnesota Rule Chapter 3525. A team of professionals will evaluate students to determine if they qualify for one or more of the following disability areas:

- Autism Spectrum Disorder

- Specific Learning Disability
- Developmental Delay
- Speech Language Disorder
- Emotional/Behavioral Disorder
- Visually Impaired
- Other Health Disorder

For more information on Special Services, please visit the school website or call 651.571.2100.

Our school policies are available on the school website and in the WLA main office.



Facilities Meeting 7/11/2023

4:32pm

Present: Ryan Sheik, Julie Ohs, Kathy Mortensen, Ben Broderick, Nany Bauman

Absent: None

- Fence is in, crew was professional.
- Field was close cut and bagged. Patched with top soil and seeded, drum rolled over it. Has also been watered. Was limited on watering but can now water as needed. Ben to check for improvement.
- One year building inspection was done. Oil was dripping from basketball hoop, the vendor replaced the motor. Some gym floor damage was taken care of. Condensation in duct system caused some leaking and ceiling tile damage in building B.
- May look into purchasing a used scissors lift for \$6 or \$8 thousand. Storage is a consideration, cannot be stored under the stairwell.
- Invoices were coded to make sure money came out of LY budget.
- Gym sound issues—sound system does not sound good, need to have tech come out, Ben to take care of. Need to find a company to do sound mitigation. Ryan to look into and Ben will check if he has a contact.
- Playground pricing is being held. Need to work on the site plan. Kathy has information from the city.
- Need to decide what else is going to go in field area. Playground will be put on high side. Pickle ball is a possibility for next phase. May or may not get playground installed for this fall. If started soon could be complete by mid to late fall.
- Annual maintenance TO DO list needs to be developed. Ben to come up with a draft to present to this committee for approval.

Adjourned 5:00 pm

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**WOODBURY LEADERSHIP ACADEMY
2023-2024 SCHOOL YEAR**

SCHOOL CALENDAR

STUDENT CONTACT DAYS (168 Gr K-2, 170 Gr 3-5, 175 Gr 6-8)

(Revised Calendar Presented to BOD July, 2023)

Aug. 23-25 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. 6 Data Dig, No School (On-Site or Flex)

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 (53 days for Gr 6-8)

Nov. 22 No School, Teacher Grading Day

Nov. 23-24 Thanksgiving Holiday

Dec. 22- Jan. 2, Winter Break

Jan. 3 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 (60 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 27 Memorial Day Holiday

May 30 All School Carnival

June 5 Last Day of School Gr K-5, Kindergarten Graduation

June 6 Last Day of School Gr 6-8, Early Release 1:00, Gr 8 Graduation

June 6 End of Trimester III (61 days for Gr 6-8)

June 7 Teacher Workday (grading and close-out)

TEACHER CONTRACT DAYS (Gr 6-8, Special Education, Specialists, Rtl, & EL)

171 Student Contact Days (plus 4 flex learning days)	171
5 All Staff Professional Development Days in August and September	5
3 Teacher Grading Days (Nov. 22, Mar. 11, June 6)	3
Open House is a late start day	0
3 Workshop Days (Oct. 6, April 5, May 13)	3
Teacher Conferences (Oct. 17, Feb. 29, 4 hrs per evening)	1
School Carnival (4 hrs) Additional Evening Events (20 hrs)	3
	186

TEACHER CONTRACT DAYS (Gr 3-5)

170 Student Contact Days (all on-site, and end one day earlier in June than 6-8)	170
5 All Staff Professional Development Days in August and September	5
3 Teacher Grading Days (Nov. 22, Mar. 11, June 6)	3
Open House is a late start day	0
3 Workshop Days (Oct. 6, April 5, May 13)	3
Teacher Conferences (Oct. 17, Feb. 29, 4 hrs per evening)	1
School Carnival (4 hrs) Additional Evening Events (20 hrs)	3
EOY Data Analysis (June 6)	1
	186

TEACHER CONTRACT DAYS (Gr K-2)

2 Student Contact Days (individual student appointments)	2
168 Student Contact Days (all on-site, and end one day earlier in June than 6-8)	168
5 All Staff Professional Development Days in August and September	5
3 Teacher Grading Days (Nov. 22, Mar. 11, June 6)	3
Open House is a late start day	0
3 Workshop Days (Oct. 6, April 5, May 13)	3
Teacher Conferences (Oct. 17, Feb. 29, 4 hrs per evening)	1
School Carnival (4 hrs) Additional Evening Events (20 hrs)	3
EOY Data Analysis (June 6)	1
	186