



**Meeting:** Board of Directors Annual Meeting

**Date:** Thursday, August 31, 2023

**Time:** 5:30 P.M.

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

## **AGENDA**

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

1.1 Meeting Call to Order

1.2 Roll Call (Casidee Schrandt, Board Clerk)

### **2. WLA Mission and Vision (Mike Balint)**

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

### **3. Approval of Agenda/Meeting Minutes (Presenter: Shelbi Pool, Board Chair)**

3.1 Approval of meeting agenda

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

3.2 Approval of July 27, 2023 Meeting Minutes

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

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

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

5.1 Delegation of Public Comment Items (if necessary)

### **6. Board and Administration Reports**

7.1 Board Report

7.2 Director Report (Dr. Mortensen)

7.3 Financial Director Report (BKDV)

7.4 Finance Committee Report (Jolene Skordahl)

**7.4.1 Approve July Financials and August Finance Committee Minutes**

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

**7.5 Governance Committee Report (Rich Washington)**

**7.5.1** Accept August Governance Committee Minutes, enter policies 208, 418, and 522 into first reading, and enter policy 506 into second reading.

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

**7.5.2** Discussion of committee membership and roles and accept new committee member Mike Balint

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

**7.6 Facilities Committee Report (Ryan Sheak)**

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

**8.1** Designation of the Identified Official with Authority for Education Identity and Access Management (read full paragraph)

**8.2** Ratifications for new employees

**8.3** Change the school calendar to include December 21st as an early release day

**8.4** Approve Assessment Plan and Assessment Calendar

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

9.1 Board Communication/Future Agenda Items - Reflection

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

WLA Regular Board of Directors Meeting

Date: Thursday, September 28th, 2022

Time: 5:30pm

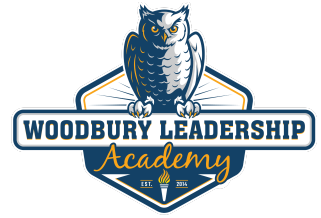
Location: WLA, 8089 Globe Drive, Woodbury, MN 55125

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

Adjournment

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

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
July 27, 2023**



**Directors Present:** Mike Balint, Julie Ohs, Ryan Sheak, Jolene Skordahl, Nicole Stevens, Patrick Vollmuth, Rich Washington

**Directors Absent:** Shelbi Pool

**Administration Present:** Dr Kathleen Mortensen (Executive Director)

**Advisors Virtual:** None.

**Others in Attendance:** Rod from VOA.

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. Skordahl called the meeting to order at 5:32 PM.

**1.2 Roll Call**

Ms. Schrandt took roll.

**2. WLA Mission and Vision**

Mr. Sheak read the WLA Mission and Vision Statements.

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

**3.1 Approval of Meeting Agenda**

Mr. Washington would like to amend the agenda to change to Rich Washington not Ryan for the Governance minutes.

Ms. Ohs moved “to approve the July 27, 2023 meeting agenda with the name change mentioned above.” Mr. Washington seconded. Roll call vote - motion passed unanimously.

**3.2 Approval of June 22, 2023 Meeting Minutes**

Ms. Ohs moved “to approve the June 22, 2023 meeting minutes.” Mr. Sheak seconded. Roll call vote - motion passed unanimously.

**4. Conflict of Interest Declaration**

Ms. Skordahl 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. Skordahl is subbing for Ms. Pool and has nothing to report.

### **6.2 Director Report**

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

- ADM is looking good and there are wait lists in many grades.
- Leadership Team Advance - the leadership team of WLA have been taking time to look into the mission and vision of WLA and other topics to review leadership.
- WLA applied for Employee Retention Credit and received \$376,994!
- There was discussion regarding the food service program and where WLA is currently at with food service and whether the school should push for this to start on the first day of school or not. The Board would like us to move forward.

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

Ms. Skordahl reviewed the June 2023 Executive Summary in the Board packet, noting the actual ADM is 666. The school currently has 97 days' cash on hand which is well above the requirement. The year is 100% complete, revenues are at 100% and expenditures disbursed are at 99.6% of the reporting period. Mr. Reeves 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. Skordahl reported that the Finance Committee met on July 12. During this meeting, the committee reviewed financial statements mentioned in the financial report.

#### **6.4.1. Approve June Financials and July Finance Committee Minutes**

Ms. Skordahl motioned "to approve June Financial Statements and July Finance Committee Minutes." Mr. Sheak seconded the motion. Roll call vote - motion passed unanimously.

### **6.5 Governance Committee Report**

Mr. Washington reported the Governance Committee met on July 13. During this meeting, there was discussion on the handbook that is up for review along with several other policies.

Mr. Washington motioned "to approve the final draft of the WLA Handbook." Ms. Skordahl seconded. Mike Balint, Julie Ohs, Ryan Sheak, Jolene Skordahl, Nicole Stevens, Rich Washington voted yes. Patrick Vollmuth abstained. Motion passed.

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

Mr. Washington motioned "to accept revisions made to policies 524 and 522." Mr. Sheak seconded. Motion passed unanimously. Roll call vote - motion passed unanimously.

Mr. Washington motioned "to enter policy 506 into first reading." Ms. Ohs seconded. Motion passed unanimously. Roll call vote - motion passed unanimously.

#### **6.5.2. Discussion of committee membership and roles and accept new committee member Joe Valentine.**

Ms. Skordahl motioned "to add Nicole Stevens, Mike Ries, and Joe Valentine to the Governance Committee. Mr. Sheak seconded. Roll call vote - motion passed unanimously.

## **6.6 Facilities Committee Report**

Ms. Ohs reported that we are continuing to maintain the field, fixing the gym floor, and working on the gym sound. WLA is working on a site plan for the new playground.

## **7. Board Discussion and Business**

### **7.1 Approve Revised School Calendar**

Dr. Mortensen pointed out a few changes on the school calendar, specifically an added staff workday on October 6, adding December 21 as onsite, adding onsite school day on June 5<sup>th</sup>, and onsite school day on January 3.

Mr. Washington motioned “to accept the revised school calendar.” Mr. Balint seconded. Roll call vote - motion passed unanimously.

### **7.2 Appoint BOD officers (chair, secretary, treasurer)**

There was discussion regarding the chair, secretary, treasurer roles.

Ms. Ohs made a motion “for Jolene Skordahl to remain her position as Board Treasurer.” Mr. Balint seconded. Roll call vote - motion passed unanimously.

Ms. Skordahl made a motion “to nominate Nicole Stevens as Board Secretary.” Ms. Ohs seconded. Roll call vote - motion passed unanimously.

Ms. Ohs made a motion “for Shelbi Pool to remain Board Chair.” Mr. Washington seconded. Roll call vote - motion passed unanimously.

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

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

Dr. Mortensen requested the Board to move the next Board meeting to August 31st.

Ms. Skordahl made a motion “to reschedule the next Board meeting to August 31st.” Mr. Washington seconded. Roll call vote - motion passed unanimously.

## **9. Housekeeping**

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

Date: Thursday, August 31, 2023

Time: 5:30pm

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

## **10. Adjournment**

Ms. Ohs motioned “to adjourn tonight’s meeting.” Mr. Balint seconded the motion. Motion passed unanimously. The meeting adjourned at 6:32.

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

**WOODBURY LEADERSHIP ACADEMY**  
**DIRECTOR REPORT**  
**AUGUST 31, 2023**  
*Dr. Kathleen Mortensen*

**I. Organizational Leadership**

- The Facilities Committee was cancelled
- The Governance Committee met on August 10th
- The Finance Committee met on August 16<sup>th</sup>
- Enrollment projections for the coming school year, as of August 14<sup>th</sup> is 803.
- MDE requires that boards provide permission to the IoWA (Executive Director/ Superintendent) to allow access to various persons to view, or enter data in the state system. (See attached wordage required for this motion to be made.)
- Please review the attached succession planning documents as we prepare for upcoming changes. (I have revised and simplified them.)

**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.”*
  - The third “Leadership Team Advance” was held August 1-3 and we planned for all details with rolling out August workshops, launching the lunch program, and preparing for the new school year.
  - Training from the National Responsive Classroom (RC) organization was a success with significant feedback for the WLA facility, preparation, and hosting. Special kudos to Nicole Link who made sure everything was well managed!
  - 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.
  - MCA scores (due to embargo, updated information will be presented at the Board meeting)
  - WLA Assessment Plan for 2023-2024 school year (documents attached herein)
  - We are planning to add a 9<sup>th</sup> grade section for the 2024-2025 school year. Principal Nick Rice will present the plan for launching our high school at the October board meeting.

**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.
  - Despite the increase in projected enrollment, we will be keeping a conservative budget.

#### **IV. Human Resource Management**

- WLA has now gone up to 86 employees (I believe we had less than 20 employees when we moved to our current site at 8089 Globe Drive) and it has been a busy hiring season due to a “trifecta” of staffing circumstances.
  - First of all, we had a significant number of employees leave WLA for various reasons, which is a cause for hiring new people.
  - Secondly, we are experiencing another year of growth which causes us to hire additional staff members, as well as adding a food service department, and adding custodians.
  - Third of all, we had some current employees who requested changes in assignment as various opportunities became available within the WLA organization.

However, even with the multiplicity of staffing circumstances, as of August 20<sup>th</sup>, we have filled all para, custodial, food service, and teaching positions. Kudos to office and administrative team members, as well as teacher representatives that conducted many interviews. Finally, we feel fortunate to have filled our open positions with quality candidates. (The list of employees yet to be ratified by the board is attached herein)

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

- I am requesting one additional change to our calendar; that Thursday, December 21<sup>st</sup>, be an early release day at 1:00. The reason for this is two-fold; it provides our staff time to clean-up after any special activities held that day, and minimizes the many, many, early parent pick-ups that seem to occur on the day before Winter Break.
- We are currently repainting the bus lane areas in the “Teardrop” area, fencing off some of our younger and more vulnerable trees, and re-varnishing and/or repairing our playsets.
- The summer has been busy with the normal deep cleaning, furniture moving, painting, waxing, and setting up classrooms.
- We have received one bid for sound mitigation in the gym, but haven’t made a decision on that yet.
- We have received all of the equipment needed to start our lunch program. Nancy from CKC foods remarked that it is a good thing that WLA started the process in March, as she has been approached by over 30 districts that are still looking for a catering partner. Major kudos to Casidee Schrandt who became food service certified in order for us to push through the necessary deadlines, and make this a reality! Again, we really wanted to launch the first day of school since waiting until the second day of school (or later) would have meant waiting for two school years before any reimbursements would have been applicable.

#### **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.*”
  - YMCA concluded services on-site at WLA on Friday, August 25<sup>h</sup>. They will be off-site August 28-September 1<sup>st</sup>, but will commence “Y-Care” on September 5<sup>th</sup>.
  - Class lists and bus route information will be sent out in mid to late August

| 2023 - 2024 SCHOOL YEAR                   |                                       |         | SCHOOL BOARD OF DIRECTORS                   |                   |                                    |                            |
|---|---------------------------------------|---------|---|-------------------|------------------------------------|----------------------------|
|   |                                       |         | Shelbi Poole, Community Member, Board Chair |                   |                                    |                            |
|   |                                       |         | Patrick Vollmuth, Community Member          |                   |                                    |                            |
|   |                                       |         | Jolene Skordahl, Teacher Member, Treasurer  |                   |                                    |                            |
|   |                                       |         | Julie Ohs, Teacher Member                   |                   |                                    |                            |
|   |                                       |         | Nicole Stevens, Teacher Member, Secretary   |                   |                                    |                            |
|   |                                       |         | Ryan Sheak, Parent Member                   |                   |                                    |                            |
|   |                                       |         | Mike Ballint, Parent Member                 |                   |                                    |                            |
|   |                                       |         | Richard Washington, Parent Member           |                   |                                    |                            |
| SPECIAL EDUCATION                         |                                       |         | ADMINISTRATION                              |                   | BUSINESS & FINANCE                 |                            |
| SPED DIRECTOR (BOD, KM)                   | Designs for Learning (Paula Krippner) |         | EXECUTIVE DIRECTOR (BOD)                    |                   | FINANCE DIRECTOR (BOD, KM)         | BerganKDV - Dustin Reeves  |
| STUDENT SERVICES COORDINATOR (NR, KM, PK) | Emma Beck                             |         | Dr. Kathleen Mortensen                      |                   | EXEC ADMIN ASST (KM)               | Nicole Link                |
| SPED TEACHERS (NR, EB)                    | Allison Youngblood                    |         | K-4 PRINCIPAL (KM)                          |                   | A/P, PROCUREMENT, PAYROLL (KM)     | Nancy Baumann (.80)        |
|   | Ryan Zamzow                           |         | Mr. Ben Broderick                           |                   | MARSS, & ENROLLMENT (KM)           | Casidee Schrandt           |
|   | Cassandra Christianson                |         |   |                   | RECEPTION (NL)                     | Jodi Webb                  |
|   | Mallory Kastor                        |         |   |                   |                                    |                            |
|   | Morgan Berry                          |         | 5-8 PRINCIPAL (KM)                          |                   |                                    |                            |
|   | Pam Scheifler                         |         | Mr. Nick Rice                               |                   | SPECIAL SERVICES                   |                            |
|   | Julie Ohs                             |         |   |                   | COUNSELOR (NR)                     | Luke Ekelund               |
| SPED PARAS & INTERVENTIONISTS (EB)        | Jess Graff                            |         | K-8 DEAN, EXTRA CURRICULARS, EVENTS (KM)    |                   | HEALTH SERVICES (CS)               | Brianna Klein              |
|   | Sam Cunningham                        |         | Ms. Jess Erickson                           |                   | EL TEACHERS (NR)                   | Christina Burnett          |
|   | Steve Lock                            |         |   |                   |                                    | Ben Martinson              |
|   | Nic Bedard                            |         | CURRICULUM COORDINATOR (KM)                 |                   | RESPONSE TO INTERVENTION (NR)      | Alex Iwasko                |
|   | Denise Plappert                       |         | Ms. Megan Nafe                              |                   |                                    | Ashlee Koerner             |
|   | Michelle Simonet                      |         |   |                   |                                    | Taylor Smith               |
|   | Peter Niederbrach                     |         |   |                   | IN-HOUSE SUBSTITUTES (BB)          | Marc Ives                  |
|   | Claudia Poptelecan (para/sub)         |         |   |                   |                                    | Jackie Griffin (Sept-Oct)  |
|   | Alyssa Meyer                          |         |   |                   | CUSTODIAL (BB)                     | Roberto Martinez           |
|   | Lori Conn                             |         |   |                   |                                    | Thomas Calderon            |
|   | Molly Burfeind                        |         |   |                   |                                    | Vince Johnson              |
|   | Adriane Jones                         |         |   |                   | FOOD SERVICE (NR)                  | Amy Sorenson               |
|   | Collin Scheier                        |         | TEACHERS (BB & NR)                          |                   |                                    | Norma Martinez             |
| GR K BB                                   | Ashley Barthel                        | GR 3 BB | Allison Pint                                | GR 6 NR           | Lindsey Adams                      | Math                       |
| GR K BB                                   | Megan Engelsjerd                      | GR 3 BB | Fran Weess                                  | GR 6 NR           | Chizorum (Chi Chi) Richards-Okorie | LA                         |
| GR K BB                                   | Lauren Overgaard                      | GR 3 BB | Katie Grubisch                              | GR 6 NR           | Maggie Vieter                      | SC/SS                      |
| GR K BB                                   | Heidi Allen-Tormoen                   | GR 3 BB | Kassidy Hauschild                           | GR 7-8 NR         | Ellen Hinck                        | Language Arts & Electives  |
| GR K BB                                   | Autumn Finch                          | GR 3 BB | Erin Fallert                                | GR 7-8 NR         | Kalleigh May                       | Social Studies & Electives |
| GR 1 BB                                   | Katie Nelson                          | GR 4 BB | Steffani Jones                              | MUSIC NR          | Cody Bloomer                       | Math & Electives           |
| GR 1 BB                                   | Devin Egge                            | GR 4 BB | Radhika Sharma                              | GR 7-8 NR         | DJ Zieske                          | Science & Electives        |
| GR 1 BB                                   | Donna Nightingale                     | GR 4 BB | Amanda McKinnon                             | PE BB             | Jolene Skordahl                    | K-8 (varies)               |
| GR 1 BB                                   | Madi Goodman                          | GR 4 BB | Maddi Knutson                               | PE BB             | Harley Hazel                       | K-8 (varies)               |
| GR 1 BB                                   | Myia Schuessler                       | GR 4 BB | Samantha Barr                               | MUSIC NR          | Cecelia Lauer mann                 | K-8 (varies)               |
| GR 2 BB                                   | Ashley Dawson                         | GR 5 NR | Kelly Capellen                              | ART NR            | Sandy Session                      | K-8 (varies)               |
| GR 2 BB                                   | Sara Joslin                           | GR 5 NR | Colleen Lautenbach                          | LEADERSHIP NR     | Brian Meyers                       | K-8 (varies)               |
| GR 2 BB                                   | Miranda Lemon                         | GR 5 NR | Katie Slagge                                | LEADERSHIP/ART NR | Sam Elmquist                       | K-8 (varies)               |
| GR 2 BB                                   | Nicole Stevens                        | GR 5 NR | Sydney Streeter                             | Build Sub         | Marc Ives                          | K-8 (varies)               |
| GR 2 BB                                   | Kaitlyn Radecki                       |         |   |                   |                                    |                            |



TO: WLA BOARD MEMBERS  
DA: JUNE 22, 2023  
FR: DR. MORTENSEN  
RE: LEADERSHIP MODELS

### **TRADITIONAL**

In this model, the current Executive Director (ED) would be replaced, and the position would look similar to how it now looks. This could be filled as a full-time position, or in a part-time position until the school continues to grow and hit a higher ADM (such as 900).

If filled in a part-time capacity, this could be:

- a shared position with another school (not recommended)
- a position where the new ED starts in a part-time capacity and becomes full-time over the next 1-2 years
- a position filled as an interim, part-time ED
- a position filled by a part-time contractor

### **CO-DIRECTORS**

In this model, there are two “co-directors”, each in charge of specific areas, in which they report directly to the board on. For example, one is in charge of operations, while the other is in charge of curriculum and instruction. In my experience, this can work well in smaller schools, but can become difficult with growth.

# WLA LEADERSHIP BOARD & ED DELIVERABLES

## 2023-2024 SCHOOL YEAR

*Created 07/23/22, revised 08/20/23)*

### **EXECUTIVE DIRECTOR DELIVERABLES/ACTION ITEMS:**

- Move forward with the WLA Mission, Vision, and Strategic Plan
- Create and/or maintain relationships with the WLA Board of Directors, VOA, MDE, and learning community stakeholders
- Provide organizational leadership
- Provide instructional leadership
- Ensure that WLA is in compliance with numerous overseers
- Ensure that finances are soundly managed
- Assist Board with determining succession plan leadership model (by October, 2023)
- Determine hiring needs by late winter/early spring of 2024

### **WLA BOARD OF DIRECTORS DELIVERABLES/ACTION ITEMS:**

- Create and review the WLA policies that guide the organization
- Ensure that the budget is being managed satisfactorily
- Consider recommendations from board committees and from the Executive Director that require Board action
- Ensure that the Executive Director is leading the organization satisfactorily
- Determine if WLA will launch a 9<sup>th</sup> grade section for the 2024-2025 school year (The decision will be needed by January, 2024 at the latest.)
- Consider contracting out with a search agency (Decision should be made by September, 2023)
- Consider what administrative model WLA will use moving forward (Decision needs to be made by October, 2023)
  - September = Determine if WLA will use a school executive search agency
  - October = Decision model chosen (full-time, part-time, interim, co-directors)
  - November = Stakeholder focus groups to consider desired leadership traits
  - December = Write position description and determine salary range
  - January = Post position
  - February = Interview candidates
  - March = Offer position
  - April = Ratify employment agreement(s)
  - May & June = shadowing possibilities

# ADMINISTRATIVE GROWTH PLANNING

## VERSION I: JULY 27, 2022

(created 7/23/22, revised 08/20/23)

### 2022-2023 SCHOOL YEAR

EXECUTIVE DIRECTOR (1.0 FTE)

- PRINCIPAL K-8 & OPERATIONS OVERSIGHT (1.0 FTE)
- DEAN K-8 & EXTRA-CURRICULUM/ACTIVITIES MANAGER (1.0 FTE)
- TRANSPORTATION COORD, BACK-UP DEAN (.40 FTE) TEACHER (.60 FTE)
- CURRICULUM COORD K-8 (.50 FTE) & COMMUNICATIONS (.50 FTE)

### 2023-2024 SCHOOL YEAR

EXECUTIVE DIRECTOR (1.0 FTE)

- PRINCIPAL K-4 & OPERATIONS K-4 (1.0 FTE)
- PRINCIPAL 5-8 & CURRICULUM/INSTRUCTION/TECHNOLOGY OVERSIGHT K-8 (1.0 FTE)
- DEAN & EXTRA CURRICULAR/ACTIVITIES MANAGER (1.0 FTE)
- CURRICULUM COORD & RESPONSIVE CLASSROOM LEADER (1.0 FTE)

### 2024-2025 SCHOOL YEAR VS I

EXECUTIVE DIRECTOR (1.0 FTE)

- PRINCIPAL K-4 & OPERATIONS K-8 (1.0 FTE)
- PRINCIPAL 5-9 & CURRICULUM/INSTRUCTION/TECHNOLOGY OVERSIGHT K-9 (1.0 FTE)
- DEAN & EXTRA CURRICULAR/ACTIVITIES MANAGER (1.0 FTE)
- CURRICULUM COORD & RESPONSIVE CLASSROOM LEADER K-9 (1.0 FTE)
- HUMAN RESOURCES COORD, COMMUNICATIONS, PR, MARKETING (.50 FTE)
- FACILITIES COORDINATOR (custodial, grounds, food service, transportation, .50 FTE)

### 2024-2025 SCHOOL YEAR VS II

EXECUTIVE DIRECTOR (Part-Time to mentee Assistant Director)

- ASSISTANT DIRECTOR (Mentoring for role as ED, serving as Principal grades 6-9, 1.0 FTE)  
PRINCIPAL K-5 & OPERATIONS (1.0 FTE)
- ASSISTANT PRINCIPAL 6-9 & CURRICULUM/TECHNOLOGY OVERSIGHT K-9 (1.0 FTE)
- DEAN & EXTRA CURRICULAR/ACTIVITIES MANAGER (1.0 FTE)
- CURRICULUM COORD & RESPONSIVE CLASSROOM LEADER K-9 (1.0 FTE)
- HUMAN RESOURCES COORD, COMMUNICATIONS, MARKETING (.50 FTE)
- FACILITIES/OPERATIONS COORD (custodial, grounds, food service, .25 FTE)

### 2024-2025 SCHOOL YEAR VS III

EXECUTIVE DIRECTOR (Part-Time to mentee for Co-Directors)

- CO-DIRECTOR/BEHAVIORAL EMPHASIS, OPERATIONS & FACILITIES (1.0 FTE)
- CO-DIRECTOR/INSTRUCTION EMPHASIS, FINANCE & OFFICE MANAGEMENT (1.0 FTE)
- DEAN (K-4) & EVENTS MANAGER (1.0 FTE)
- DEAN (5-9) & EXTRA CURRICULAR ACTIVITIES (1.0)
- CURRICULUM COORD & RESPONSIVE CLASSROOM LEADER K-9 (1.0 FTE)
- HUMAN RESOURCES COORD, COMMUNICATIONS, MARKETING (.50 FTE)



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

**Date:** Wednesday, August 16, 2023

**Time:** 11:00 am

**Location:** Virtual Meeting

#### **Meeting Minutes**

**Meeting Call to Order and Roll Call - @ 11:00 am**

**Members present - [Jolene Skordahl](#), Mandi Folks, Judith Darling, Dr. Mortensen, [Dustin J. Reeves](#)**

**Members not present -**

#### **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 July 2023 - [Dustin J. Reeves](#)
2. Vendor Contracts, HVAC, Custodial Services, Food Services- Dr. Mortensen, Skordahl to motion for BOD to ratify HVAC Contract for St. Cloud Refrigeration.

**Housekeeping** -The next meeting will take place @ 4:30pm on 9.13.2023

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Wednesday, September 13 @ 4:30 pm \*NOTE TIME CHANGE

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

**Adjournment @ 11:45**



Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Financial Report

July 31, 2023

Woodbury Leadership Academy  
Woodbury, MN  
Financial Report  
July 31, 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 |
| Enrollment Summary                     | 11 |

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

### **Summary of Key Financial Indicators**

- \* Average Daily Membership (ADM) Overview –
  - o Original Budget: 754 ADM
  - o Working Budget: 754 ADM
  - o Actual: To Be Determined
  
- \* The school's budgeted surplus in General Fund for the year is \$238,570. The school is budgeting to spend \$5,000 out of the Community Service Fund. A projected cumulative fund balance of \$2,255,118 or 27% of expenditures at fiscal year-end.
  
- \* The School's Working Budget is projecting a surplus of \$277,478 at fiscal year-end, which would result in an ending fund balance of \$2,294,026, or 28% of total expenditures.
  
- \* Projected Days of Cash on Hand is 99 days of annual expenditures. This is above 45 days meets minimum bond covenants.

### **Financial Statement Key Points**

- \* As of month-end, 8.33% of the year was complete.
- \* Cash Balance as of the reporting period is \$2,063,817 and is up from \$2,025,315 in the previous month due to regular accounts payable processing, as well as the receipt of the ERC Credit.
- \* State Aids Receivable 22-23 balance is \$258,576 as of the reporting period. This balance will be finalized in the next month as we process audit entries for fiscal year-end.
- \* Revenues received at end of the reporting period – 9.6% of the working budget.
- \* Expenditures disbursed at end of the reporting period – 3.3% of the working budget.

### **Other Items**

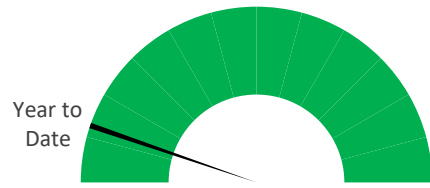
- \* The FY24 Original Budget was approved at the May 2023 Board Meeting.
- \* This report is based on preliminary FY2023 data and is subject to change based on the timing of invoices being processed, as well as audit accrual entries.
- \* The FY23 audit is scheduled for September 7<sup>th</sup> and 8<sup>th</sup> and will be held remotely this year by Abdo Solutions.

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

Financial Summary - Budgeted Amounts and Year to Date Activity

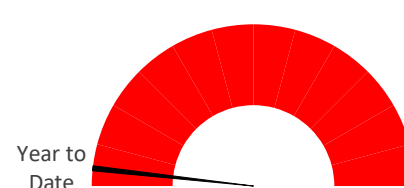
*Resources to Operate Programs (Revenues):*

|                 |             |
|-----------------|-------------|
| Approved Budget | \$8,507,521 |
| Working Budget  | \$8,594,110 |
| Year to Date    | \$753,590   |



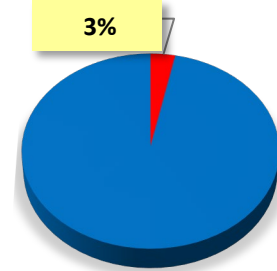
*Funds Used to Provide Programs and Services (Expenses):*

|                 |             |
|-----------------|-------------|
| Approved Budget | \$8,273,951 |
| Working Budget  | \$8,321,632 |
| Year to Date    | \$247,266   |



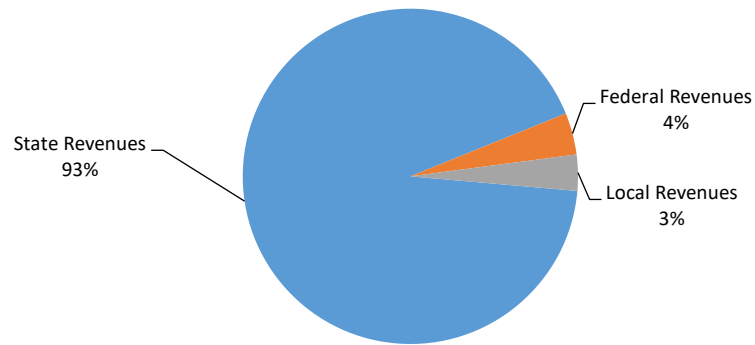
*Excess / Deficit*

|  |           |
|--|-----------|
|  | \$233,570 |
|  | \$272,478 |
|  | 3.3%      |
|  | \$506,324 |

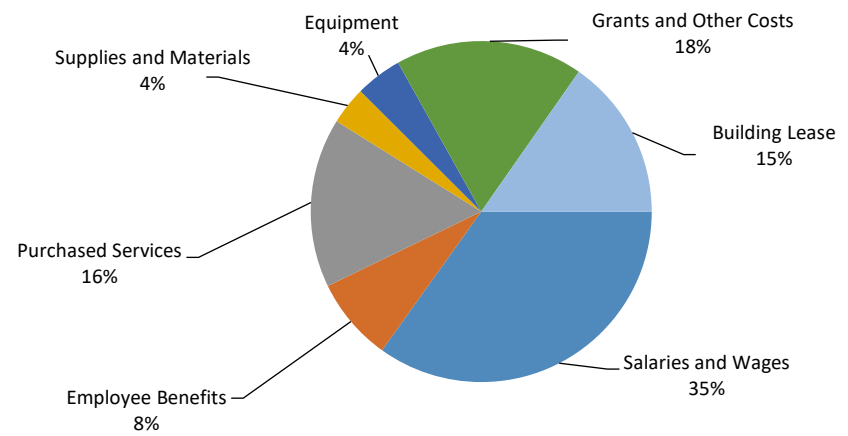


Budgets for the Year

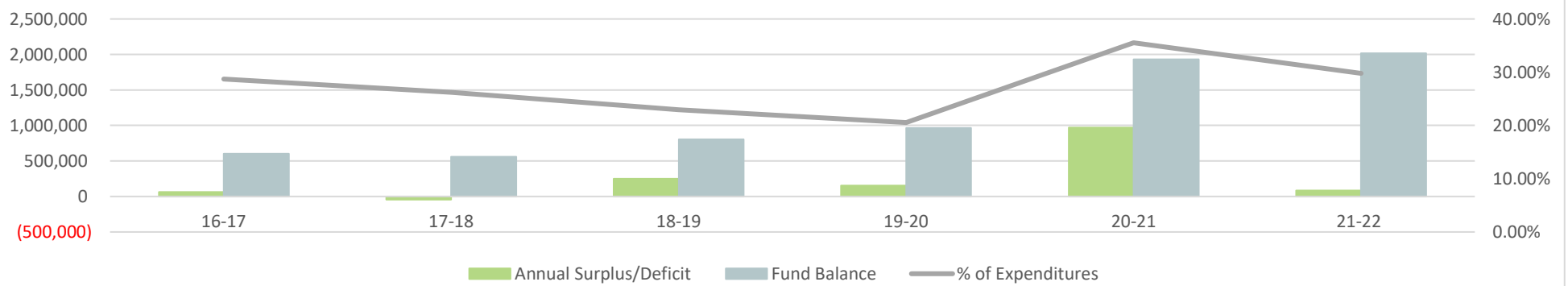
*Where funds will come from to operate the school:*



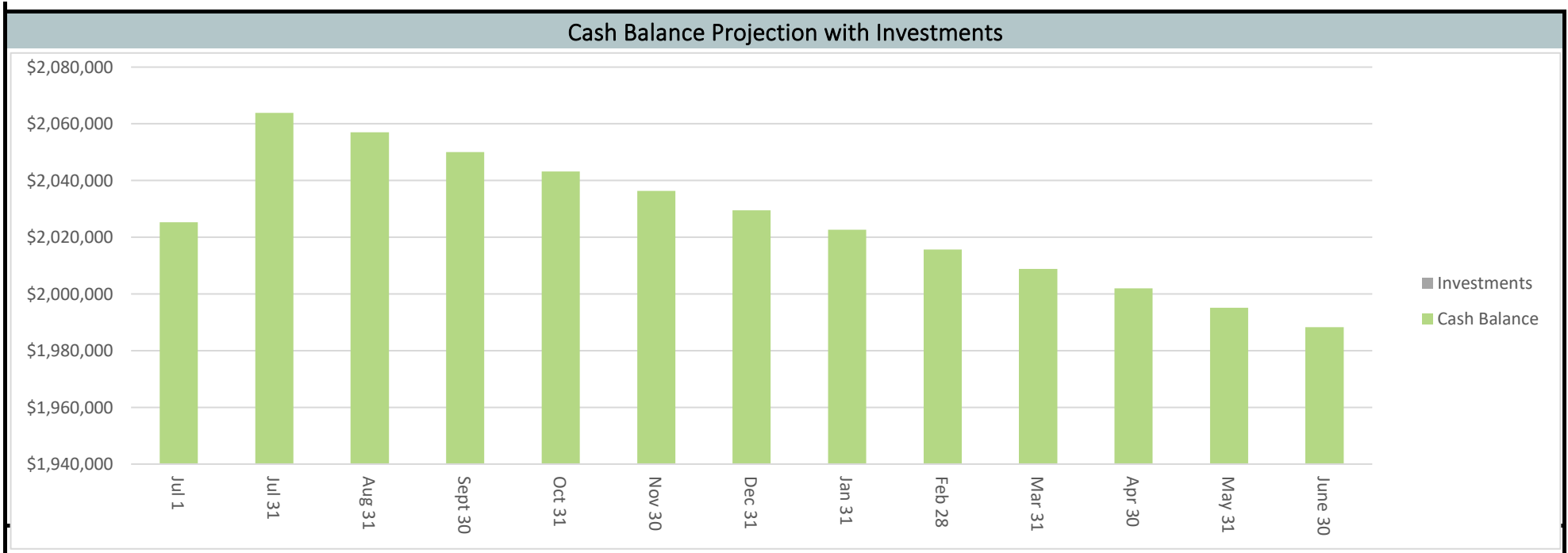
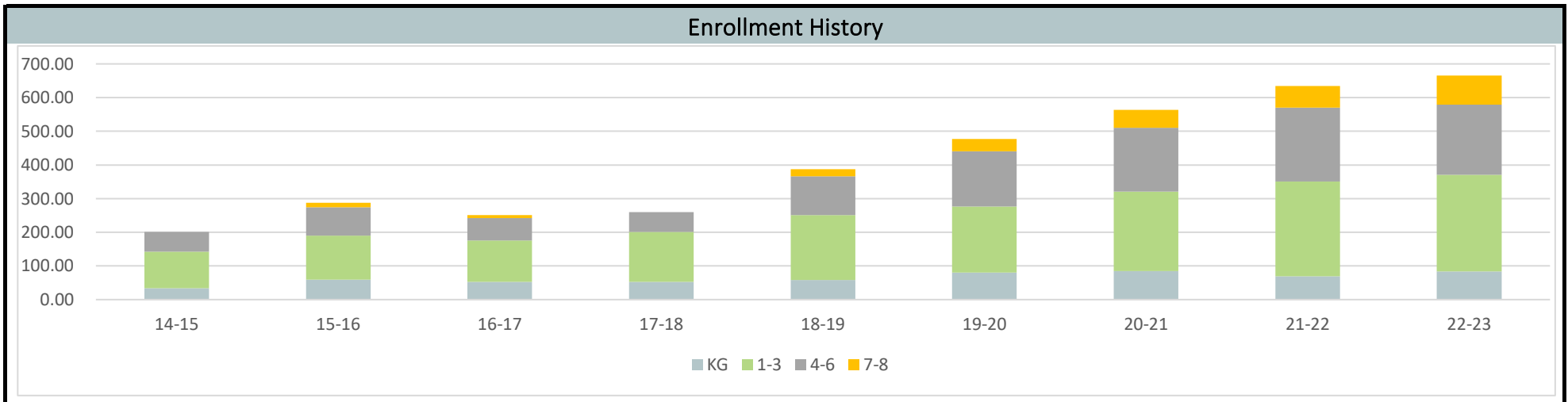
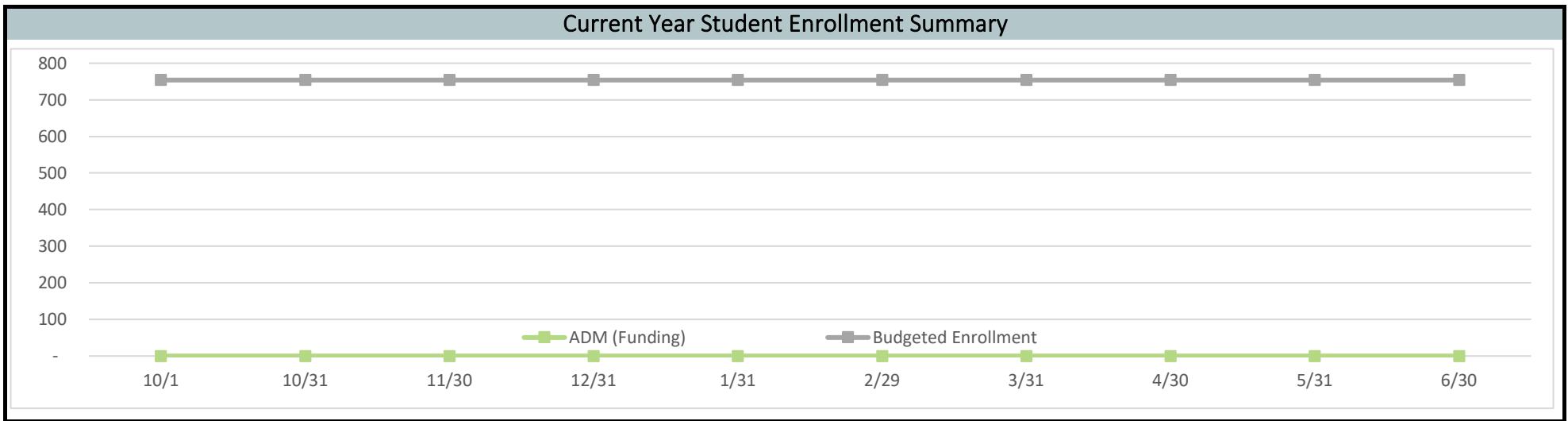
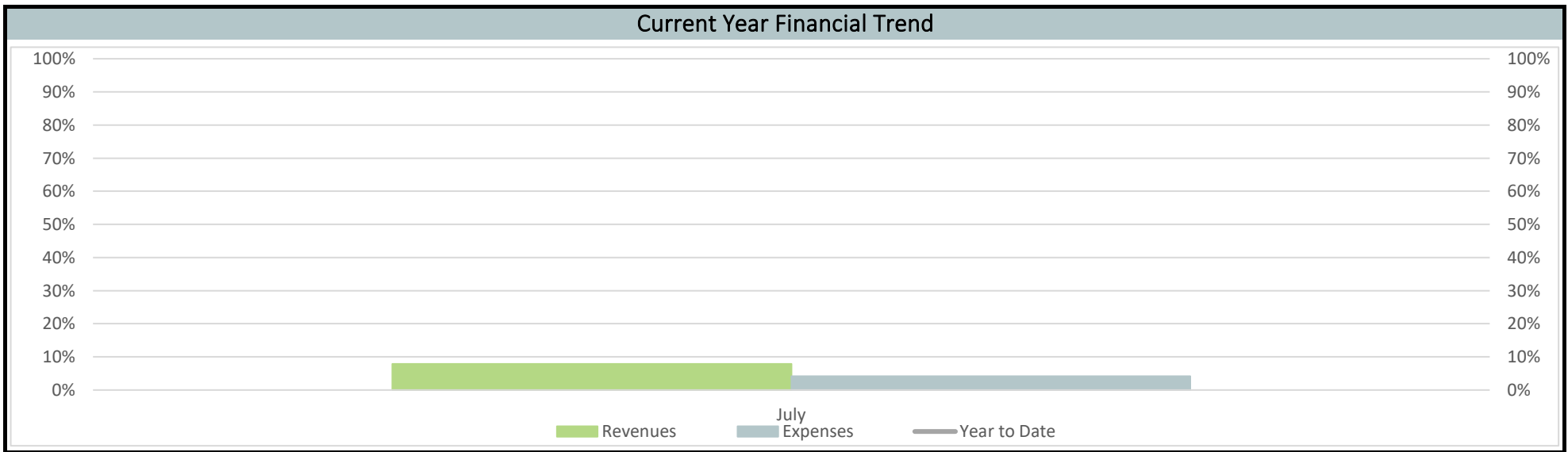
*How the money is budgeted to be spent:*



Fund Balance History







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

|  | Preliminary<br>Balance<br>June 30, 2023 | Ending<br>Balance   |
|--|---|---------------------|
| <b>Assets</b>                                  |   |                     |
| Cash and Investments                           | \$ 2,025,315                            | \$ 2,063,817        |
| Accounts Receivable                            | 20                                      | -                   |
| Due from Other Funds                           | 78,130                                  | 90,650              |
| Due from other gov't                           | 3,205                                   | -                   |
| State Aids Receivable                          | 258,576                                 | 258,576             |
| Current Year State Holdback Receivable         |   | 71,215              |
| Federal Aids Receivable                        | 271,691                                 | 148,049             |
| Prepaid Expenses and Deposits                  | 35,174                                  | -                   |
| Payroll Deductions and Contributions (Prepaid) | -                                       | -                   |
|  | <hr/>                                   | <hr/>               |
| <b>Total All Assets</b>                        | <b>\$ 2,672,111</b>                     | <b>\$ 2,632,306</b> |
| <b>Liabilities and Fund Balance</b>            |   |                     |
| Current liabilities                            |   |                     |
| Salaries and Wages Payable                     | \$ 233,392                              | \$ 68,746           |
| Accounts Payable                               | 230,825                                 | 2,500               |
| Payroll Deductions and Contributions (Owed)    | 186,346                                 | 33,188              |
| Total current liabilities                      | 650,563                                 | 104,434             |
| Fund balance                                   |   |                     |
| Fund balance 07-01-2023                        | \$ 2,021,548                            | \$ 2,021,548        |
| Net income to date fy 23 & 24                  | -                                       | 506,324             |
| Total fund balance                             | 2,021,548                               | 2,527,872           |
|  | <hr/>                                   | <hr/>               |
| <b>Total liabilities and fund balance</b>      | <b>\$ 2,672,111</b>                     | <b>\$ 2,632,306</b> |
| <i>Current Days of cash on hand</i>            |   | 99                  |
| <i>Days Cash on Hand Required</i>              |   | 45                  |

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

Months: 1      8.33%

| FY 2024 Original<br>Budget<br>754 ADM<br>772 PU | FY 2024 Working<br>Budget<br>754 ADM<br>772 PU | Year to Date<br>Activity | Percent of<br>Working<br>Budget |
|---|--|--------------------------|---------------------------------|
|---|--|--------------------------|---------------------------------|

**General Fund - 01**

Revenues

State Revenues

|                                      |              |              |            |       |
|--------------------------------------|--------------|--------------|------------|-------|
| General Education Aid                | \$ 6,011,098 | \$ 6,070,834 | \$ 526,783 | 10.2% |
| Charter School Lease Aid             | 1,014,145    | 1,014,145    | -          | 0.0%  |
| Long Term Facilities Maintenance Aid | 101,878      | 101,878      | -          | 0.0%  |
| Literacy Incentive Aid               | 64,307       | 64,307       | -          | 0.0%  |
| School Land Trust Endowment Aid      | 21,850       | 28,964       | -          | 0.0%  |
| Special Education Aid + Adsis        | 963,443      | 974,882      | -          | 0.0%  |
| Prior Year Adjustments               | -            | -            | -          | 0.0%  |
| Estimated State Holdback Amount      | -            | -            | 71,215     | -     |
| Total State Revenues                 | 8,176,721    | 8,255,010    | 597,998    | 8.2%  |

Federal Revenues

|                                    |         |         |       |       |
|------------------------------------|---------|---------|-------|-------|
| Federal Title I, II, V             | 50,400  | 50,400  | -     | 0.0%  |
| Federal Special Education          | 84,400  | 92,700  | -     | 0.0%  |
| Federal ARP Summer, 150            | -       | -       | -     | 0.0%  |
| Federal ESSER III, 160             | -       | -       | -     | 0.0%  |
| Federal ESSER III, 161             | -       | -       | -     | 0.0%  |
| Federal ESSER Summer Learning, 163 | -       | -       | 1,659 | 20.7% |
| Federal Testing Grant, 170         | -       | -       | -     | 0.0%  |
| Federal ESSER III, 169             | -       | -       | -     | 0.0%  |
| Total Federal Revenues             | 134,800 | 143,100 | 1,659 | 0.5%  |

Local Revenues

|  |         |         |         |        |
|--|---------|---------|---------|--------|
| Fees from Students                       | 61,200  | 61,200  | 500     | 0.9%   |
| Medical Assistance                       | 9,800   | 9,800   | -       | 0.0%   |
| Interest Earnings                        | 75,000  | 75,000  | 8,236   | 11.0%  |
| Contributions and Gifts, Give to the Max | 20,000  | 20,000  | -       | 0.0%   |
| Contributions PTO offset with expense    | 30,000  | 30,000  | -       | 0.0%   |
| Miscellaneous Revenues- excel, wexford   | -       | -       | 145,197 | 166.8% |
| Sale of Merchandise/Fundraising          | -       | -       | -       | -      |
| Total local revenues                     | 196,000 | 196,000 | 153,933 | 56.3%  |

|                       |                     |                     |                   |             |
|-----------------------|---------------------|---------------------|-------------------|-------------|
| <b>Total Revenues</b> | <b>\$ 8,507,521</b> | <b>\$ 8,594,110</b> | <b>\$ 753,590</b> | <b>9.6%</b> |
|-----------------------|---------------------|---------------------|-------------------|-------------|

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

Months: 1      8.33%

|  | FY 2024 Original<br>Budget<br>754 ADM<br>772 PU | FY 2024 Working<br>Budget<br>754 ADM<br>772 PU | Year to Date<br>Activity | Percent of<br>Working<br>Budget |
|--|---|--|--------------------------|---------------------------------|
| Expenditures                           |   |  |                          |                                 |
| Salaries and Wages                     | \$ 2,983,115                                    | \$ 3,010,161                                   | \$ 50,973                | 1.9%                            |
| Employee Benefits                      | 797,389   | 804,624  | 26,124                   | 4.3%                            |
| Contracted Services                    | 321,000   | 321,000  | 9,122                    | 3.3%                            |
| Technology Services                    | 22,500  | 16,700   | 1,200                    | 8.3%                            |
| Communication Services                 | 11,000  | 11,000   | 300                      | 3.2%                            |
| Postage                                | 3,800   | 3,800  | -                        | 0.0%                            |
| Utilities                              | 150,500   | 172,900  | 3,966                    | 2.3%                            |
| Property and Casualty Insurance        | 26,900  | 26,900   | 2,888                    | 12.4%                           |
| Repairs and Maintenance                | 88,415  | 88,415   | 4,745                    | 5.6%                            |
| Student Transportation                 | 646,307   | 646,307  | -                        | 0.0%                            |
| Field Trip Transportation              | 15,080  | 15,080   | -                        | 0.0%                            |
| Travel and Conferences                 | 8,800   | 8,800  | 183                      | 2.4%                            |
| Field Trip Admissions                  | 36,700  | 36,700   | -                        | 0.0%                            |
| Building Lease                         | 1,253,725                                       | 1,253,725                                      | 104,447                  | 9.0%                            |
| Other Rentals and Leases               | 4,000   | 5,800  | 579                      | 11.6%                           |
| Office Supplies/General Supplies       | 48,400  | 48,400   | 10,612                   | 25.3%                           |
| Maintenance Supplies                   | 57,100  | 45,600   | 126                      | 0.3%                            |
| Non-Instructional Software             | 28,900  | 28,900   | 8,760                    | 35.0%                           |
| Instructional Software                 | 20,200  | 20,200   | 4,436                    | 25.4%                           |
| Instructional Supplies                 | 42,100  | 46,200   | 8,887                    | 22.2%                           |
| Textbooks and Workbooks                | 77,700  | 77,700   | -                        | 0.0%                            |
| Standardized Tests                     | 14,000  | 14,000   | -                        | 0.0%                            |
| Food                                   | 28,900  | 34,600   | 96                       | 0.3%                            |
| Building Improvements                  | 205,000   | 205,000  | 7,466                    | 3.6%                            |
| Furniture and Other Equipment          | 43,310  | 43,310   | -                        | 0.0%                            |
| Technology Equipment                   | 58,600  | 58,600   | -                        | 0.0%                            |
| Technology PTO Grant                   | -   | -  | -                        | 0.0%                            |
| Principal and Interest - Capital Lease | 28,200  | 16,600   | -                        | 0.0%                            |
| Dues and Memberships                   | 37,300  | 37,300   | -                        | 0.0%                            |
| Third Party Expenditures               | -   | -  | -                        | 0.0%                            |
| Give to the Max, salaries              | 20,000  | 20,000   | -                        | 0.0%                            |

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

|   | FY 2024 Original<br>Budget<br>754 ADM<br>772 PU | FY 2024 Working<br>Budget<br>754 ADM<br>772 PU | Months: 1<br>Year to Date<br>Activity | 8.33%<br>Percent of<br>Working<br>Budget |
|---|---|--|---------------------------------------|--|
| State Special Education                         | 1,010,410                                       | 1,010,410                                      | 698                                   | 0.1%                                     |
| ADSIS   | 44,800  | 44,800   | -                                     | 0.0%                                     |
| Federal Title I, II, V                          | 50,400  | 50,400   | -                                     | 0.0%                                     |
| Federal Special Education                       | 84,400  | 92,700   | -                                     | 0.0%                                     |
| Federal ARP Summer, 150                         | -   | -  | -                                     | 0.0%                                     |
| Federal ESSER III, 160                          | -   | -  | -                                     | 0.0%                                     |
| Federal ESSER III, 161                          | -   | -  | -                                     | 0.0%                                     |
| Federal ESSER Summer Learning, 163              | -   | -  | 1,659                                 | 20.7%                                    |
| Federal Testing Grant, 170                      | -   | -  | -                                     | 0.0%                                     |
| Federal ESSER III, 169 Pandemic Enrollment Loss | -   | -  | -                                     | 0.0%                                     |
| <b>Total expenditures</b>                       | <b>\$ 8,268,951</b>                             | <b>\$ 8,316,632</b>                            | <b>\$ 247,266</b>                     | <b>3.3%</b>                              |
| <b>General fund net income</b>                  | <b>\$ 238,570</b>                               | <b>\$ 277,478</b>                              | <b>\$ 506,324</b>                     |  |
| <b>Community Services Fund - 04</b>             |   |  |                                       |  |
| Revenues  |   |  |                                       |  |
| Registration Revenue                            | \$ -  | \$ -   | \$ -                                  | -  |
| <b>Total revenues</b>                           | <b>\$ -</b>                                     | <b>\$ -</b>                                    | <b>\$ -</b>                           | <b>-</b>                                 |
| Expenditures                                    |   |  |                                       |  |
| Equipment                                       | 5,000   | 5,000  | -                                     | 0.0%                                     |
| <b>Total Expenditures</b>                       | <b>\$ 5,000</b>                                 | <b>\$ 5,000</b>                                | <b>\$ -</b>                           | <b>0.0%</b>                              |
| <b>Community Services Fund Net Income</b>       | <b>\$ (5,000)</b>                               | <b>\$ (5,000)</b>                              | <b>\$ -</b>                           |  |

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

Months: 1      8.33%

|                                     | FY 2024 Original<br>Budget<br>754 ADM<br>772 PU | FY 2024 Working<br>Budget<br>754 ADM<br>772 PU | Year to Date<br>Activity | Percent of<br>Working<br>Budget |
|-------------------------------------|---|--|--------------------------|---------------------------------|
| <b>Total All Funds</b>              |   |  |                          |                                 |
| Revenues                            |   |  |                          |                                 |
| State Revenues                      | \$ 8,176,721                                    | \$ 8,255,010                                   | \$ 597,998               | 8.2%                            |
| Federal Revenues                    | 134,800   | 143,100  | 1,659                    | 0.5%                            |
| Local Revenues                      | 196,000   | 196,000  | 153,933                  | 56.3%                           |
| <b>Total Revenues</b>               | <b>\$ 8,507,521</b>                             | <b>\$ 8,594,110</b>                            | <b>\$ 753,590</b>        | <b>9.6%</b>                     |
| Expenditures                        |   |  |                          |                                 |
| Salaries and Wages                  | \$ 2,983,115                                    | \$ 3,010,161                                   | \$ 50,973                | 1.9%                            |
| Employee Benefits                   | 797,389   | 804,624  | 26,124                   | 4.3%                            |
| Purchased Services                  | 2,588,727                                       | 2,607,127                                      | 127,429                  | 5.3%                            |
| Supplies and Materials              | 317,300   | 315,600  | 32,916                   | 12.0%                           |
| Equipment                           | 340,110   | 328,510  | 7,466                    | 2.2%                            |
| Grants and Other Costs              | 1,247,310                                       | 1,255,610                                      | 2,357                    | 0.2%                            |
| <b>Total Expenditures</b>           | <b>\$ 8,273,951</b>                             | <b>\$ 8,321,632</b>                            | <b>\$ 247,266</b>        | <b>3.3%</b>                     |
| <b>Total Revenues All Funds</b>     | <b>\$ 8,507,521</b>                             | <b>\$ 8,594,110</b>                            | <b>\$ 753,590</b>        | <b>9.6%</b>                     |
| <b>Total Expenditures All Funds</b> | <b>\$ 8,273,951</b>                             | <b>\$ 8,321,632</b>                            | <b>\$ 247,266</b>        | <b>3.3%</b>                     |
| <b>Net Income - All Funds</b>       | <b>\$ 233,570</b>                               | <b>\$ 272,478</b>                              | <b>\$ 506,324</b>        |                                 |

|  |              |              |
|--|--------------|--------------|
| Beginning Fund Balance, All Funds, July 1, 2023  | \$ 2,021,548 | \$ 2,021,548 |
| Projected Fund Balance, All Funds, June 30, 2024 | \$ 2,255,118 | \$ 2,294,026 |
| Projected Fund Balance Percentage                | 27%          | 28%          |
| <i>Debt Service Coverage Ratio - Estimated</i>   | 131%         | 133%         |
| <i>Debt Service Coverage Ratio - Required</i>    | 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  
2023 - 2024 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>                        |                | <i>\$ 2,025,315</i> |
| Jul 31        | 526,783                 | -                    | 157,158        | 125,301                               | 809,241        | 200,604   | 570,135  | \$ -  | 770,739        | 2,063,817           |
| Aug 31        | 627,521                 | 11,708               | 3,531          | 36,815                                | 679,575        | 328,562   | 357,883  |   | 686,445        | 2,056,947           |
| Sept 30       | 627,521                 | 11,708               | 3,531          | 36,815                                | 679,575        | 328,562   | 357,883  |   | 686,445        | 2,050,077           |
| Oct 31        | 627,521                 | 11,708               | 3,531          | 36,815                                | 679,575        | 328,562   | 357,883  |   | 686,445        | 2,043,208           |
| Nov 30        | 627,521                 | 11,708               | 3,531          | 36,815                                | 679,575        | 328,562   | 357,883  |   | 686,445        | 2,036,338           |
| Dec 31        | 627,521                 | 11,708               | 3,531          | 36,815                                | 679,575        | 328,562   | 357,883  |   | 686,445        | 2,029,468           |
| Jan 31        | 627,521                 | 11,708               | 3,531          | 36,815                                | 679,575        | 328,562   | 357,883  |   | 686,445        | 2,022,598           |
| Feb 28        | 627,521                 | 11,708               | 3,531          | 36,815                                | 679,575        | 328,562   | 357,883  |   | 686,445        | 2,015,728           |
| Mar 31        | 627,521                 | 11,708               | 3,531          | 36,815                                | 679,575        | 328,562   | 357,883  |   | 686,445        | 2,008,858           |
| Apr 30        | 627,521                 | 11,708               | 3,531          | 36,815                                | 679,575        | 328,562   | 357,883  |   | 686,445        | 2,001,989           |
| May 31        | 627,521                 | 11,708               | 3,531          | 36,815                                | 679,575        | 328,562   | 357,883  |   | 686,445        | 1,995,119           |
| June 30       | 627,521                 | 11,708               | 3,531          | 36,815                                | 679,575        | 328,562   | 357,883  | -   | 686,445        | 1,988,249           |
| Projected     | 7,429,509               | 128,790              | 196,000        | 530,267                               | 8,284,566      | 3,814,785   | 4,506,847  | -   | 8,321,632      |                     |
| Totals        | 7,429,509               | 128,790              | 196,000        | 530,267                               | 8,284,566      | 3,814,785   | 4,506,847  |   | 8,321,632      | 1,988,249           |

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  
July 31, 2023

| 305 - Contracted Services Detail     | FY24            |                |              |           |
|--------------------------------------|-----------------|----------------|--------------|-----------|
|                                      | Original Budget | Working Budget | Actual       | % spent   |
| Advertising & Marketing              | 5,164           | 5,164          | 545          | 10.6%     |
| Board Related Services               | 3,873           | 3,873          | -            | 0.0%      |
| Financial Management Services        | 79,200          | 79,200         | 6,600        | 8.3%      |
| Time & Attendance Fees               | 12,006          | 12,006         | 432          | 3.6%      |
| Audit & Tax Services                 | 14,480          | 14,480         | -            | 0.0%      |
| Background Checks                    | 2,711           | 2,711          | 750          | 0.0%      |
| Bank Fees                            | 4,970           | 4,970          | 693          | 13.9%     |
| Benefit Fees                         | 904             | 904            | 102          | 11.3%     |
| Strategic Planning Consultant        | 10,328          | 10,328         | -            | 0.0%      |
| Legal Services                       | 19,365          | 19,365         | -            | 0.0%      |
| Substitutes/Student Services/ESL     | 19,365          | 19,365         | -            | 0.0%      |
| Nursing                              | 9,295           | 9,295          | -            | 0.0%      |
| Janitorial Services- Robemy Cleaning | 104,029         | 104,029        | -            | 0.0%      |
| Other Fees                           | 35,309          | 35,309         | -            | 0.0%      |
|                                      | <b>321,000</b>  | <b>321,000</b> | <b>9,122</b> | <b>3%</b> |

| 350 - Repairs and Maintenance Detail | FY24            |                |              |           |
|--------------------------------------|-----------------|----------------|--------------|-----------|
|                                      | Original Budget | Working Budget | Actual       | % spent   |
| Pest Control                         | 3,000           | 3,000          | 1,621        | 54.0%     |
| Elevator Maintenance                 | 4,650           | 4,650          | 3,123        | 67.2%     |
| Common Area Maintenance              | 72,000          | 72,000         | -            | 0.0%      |
| Various Repairs                      | 8,765           | 8,765          | -            | 0.0%      |
|                                      | <b>88,415</b>   | <b>88,415</b>  | <b>4,745</b> | <b>5%</b> |



Woodbury Leadership Academy  
Woodbury, MN  
Enrollment Report  
July 31, 2023

| Average Daily Membership (ADM) |       |      |       |       |       |      |      |      |      |      |      |
|--------------------------------|-------|------|-------|-------|-------|------|------|------|------|------|------|
|                                | Grade | 10/1 | 10/31 | 11/30 | 12/31 | 1/31 | 2/28 | 3/31 | 4/30 | 5/31 | 6/30 |
|                                | K     | 0    | 0     | 0     | 0     | 0    | 0    | 0    | 0    | 0    | 0    |
|                                | 1     | 0    | 0     | 0     | 0     | 0    | 0    | 0    | 0    | 0    | 0    |
|                                | 2     | 0    | 0     | 0     | 0     | 0    | 0    | 0    | 0    | 0    | 0    |
|                                | 3     | 0    | 0     | 0     | 0     | 0    | 0    | 0    | 0    | 0    | 0    |
|                                | 4     | 0    | 0     | 0     | 0     | 0    | 0    | 0    | 0    | 0    | 0    |
|                                | 5     | 0    | 0     | 0     | 0     | 0    | 0    | 0    | 0    | 0    | 0    |
|                                | 6     | 0    | 0     | 0     | 0     | 0    | 0    | 0    | 0    | 0    | 0    |
|                                | 7     | 0    | 0     | 0     | 0     | 0    | 0    | 0    | 0    | 0    | 0    |
|                                | 8     | 0    | 0     | 0     | 0     | 0    | 0    | 0    | 0    | 0    | 0    |
| Grand Total                    |       | 0    | 0     | 0     | 0     | 0    | 0    | 0    | 0    | 0    | 0    |

| Budgeted Enrollments as of: |       |      |       |       |       |      |      |      |      |      |      |
|-----------------------------|-------|------|-------|-------|-------|------|------|------|------|------|------|
|                             | Grade | 10/1 | 10/31 | 11/30 | 12/31 | 1/31 | 2/28 | 3/31 | 4/30 | 5/31 | 6/30 |
|                             | K     | 113  | 113   | 113   | 113   | 113  | 113  | 113  | 113  | 113  | 113  |
|                             | 1     | 102  | 102   | 102   | 102   | 102  | 102  | 102  | 102  | 102  | 102  |
|                             | 2     | 94   | 94    | 94    | 94    | 94   | 94   | 94   | 94   | 94   | 94   |
|                             | 3     | 116  | 116   | 116   | 116   | 116  | 116  | 116  | 116  | 116  | 116  |
|                             | 4     | 91   | 91    | 91    | 91    | 91   | 91   | 91   | 91   | 91   | 91   |
|                             | 5     | 80   | 80    | 80    | 80    | 80   | 80   | 80   | 80   | 80   | 80   |
|                             | 6     | 69   | 69    | 69    | 69    | 69   | 69   | 69   | 69   | 69   | 69   |
|                             | 7     | 48   | 48    | 48    | 48    | 48   | 48   | 48   | 48   | 48   | 48   |
|                             | 8     | 41   | 41    | 41    | 41    | 41   | 41   | 41   | 41   | 41   | 41   |
| Grand Total                 |       | 754  | 754   | 754   | 754   | 754  | 754  | 754  | 754  | 754  | 754  |



Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Supplemental Reports

July 31, 2023

Prepared by:  
Dustin Reeves  
Controller, Outsourced Accounting

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

| Code | Rcd | Vendor                  | Co | Bank                     | Check No                                    | Pmt/Void Date | Pmt Type                  |
|------|-----|-------------------------|----|--------------------------|---|---------------|---------------------------|
| 1015 |     | Amplify Education, Inc. |    |                          |   |               |                           |
|      |     | 4228                    |    | OLDN                     |   |               | BP                        |
|      |     |                         |    | E 01 010 203 000 000 460 | FY23 CKLA curriculum materials Gr Elem      | \$13,698.72   |                           |
| PO#: |     | Voucher #:              |    | 9479 Invoice             | Invoice No: INV-173359                      | 7/18/2023     | Paid Amt: \$13,698.72     |
|      |     |                         |    |                          |   |               | Check Amount: \$13,698.72 |
|      |     |                         |    |                          |   |               | Vendor Total: \$13,698.72 |
| 1669 |     | Arrow Lift              |    |                          |   |               |                           |
|      |     | 4228                    |    | OLDN                     |   |               | BP                        |
|      |     |                         |    | E 01 005 810 000 000 320 | FY24: Elevator Phone Contract 8.2.23-8.2.24 | \$252.00      |                           |
| PO#: |     | Voucher #:              |    | 9496 Invoice             | Invoice No: P-SI38828                       | 7/19/2023     | Paid Amt: \$252.00        |
|      |     |                         |    |                          |   |               | Check Amount: \$252.00    |
|      |     |                         |    |                          |   |               | Vendor Total: \$252.00    |
| 1128 |     | AssociatedBank          |    |                          |   |               |                           |
|      |     | 4228                    |    | OLDN                     |   |               | Wire                      |
|      |     |                         |    | B 01 215 017             | HSA   | \$2,082.23    |                           |
| PO#: |     | Voucher #:              |    | 9368 Invoice             | Invoice No: S2023240                        | 7/1/2023      | Paid Amt: \$2,082.23      |
|      |     |                         |    |                          |   |               | Check Amount: \$2,082.23  |
|      |     |                         |    |                          |   |               |                           |
|      |     | 4228                    |    | OLDN                     |   |               | Wire                      |
|      |     |                         |    | B 01 215 017             | HSA   | \$1,580.06    |                           |
| PO#: |     | Voucher #:              |    | 9419 Invoice             | Invoice No: S202324S0                       | 7/14/2023     | Paid Amt: \$1,580.06      |
|      |     |                         |    | B 01 215 017             | HSA   | \$460.50      |                           |
| PO#: |     | Voucher #:              |    | 9414 Invoice             | Invoice No: S2024010                        | 7/14/2023     | Paid Amt: \$460.50        |
|      |     |                         |    |                          |   |               | Check Amount: \$2,040.56  |
|      |     |                         |    |                          |   |               |                           |
|      |     | 4228                    |    | OLDN                     |   |               | Wire                      |
|      |     |                         |    | B 01 215 017             | HSA   | \$1,559.23    |                           |
| PO#: |     | Voucher #:              |    | 9425 Invoice             | Invoice No: S202324S1                       | 7/31/2023     | Paid Amt: \$1,559.23      |
|      |     |                         |    | B 01 215 017             | HSA   | \$585.50      |                           |
| PO#: |     | Voucher #:              |    | 9454 Invoice             | Invoice No: S2024020                        | 7/31/2023     | Paid Amt: \$585.50        |
|      |     |                         |    |                          |   |               | Check Amount: \$2,144.73  |
|      |     |                         |    |                          |   |               | Vendor Total: \$6,267.52  |
| 1536 |     | Benjamin Broderick      |    |                          |   |               |                           |
|      |     | 4228                    |    | OLDN                     |   |               | BP                        |
|      |     |                         |    | E 01 005 640 000 316 366 | Mileage 394 mi @ \$0.655/mi                 | \$258.07      |                           |
| PO#: |     | Voucher #:              |    | 9460 Invoice             | Invoice No: 6/12/2023                       | 7/18/2023     | Paid Amt: \$258.07        |
|      |     |                         |    |                          |   |               | Check Amount: \$258.07    |
|      |     |                         |    |                          |   |               | Vendor Total: \$258.07    |

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

| Code | Rcd | Vendor                            | Co | Bank         | Check No    | Pmt/Void Date                        | Pmt Type  |                      |                   |
|------|-----|-----------------------------------|----|--------------|-------------|--------------------------------------|-----------|----------------------|-------------------|
| 1369 |     | BerganKDV Outsourced Services LLC |    |              |             |                                      |           |                      |                   |
|      |     | 4228                              |    | OLDN         |             |                                      | Wire      |                      |                   |
|      |     |                                   |    | E 01 005 114 | 000 000 305 | KPay Processing Fee                  |           | \$432.00             |                   |
| PO#: |     | Voucher #:                        |    | 9447 Invoice |             | Invoice No: 7.14.23                  | 7/31/2023 | Paid Amt:            | \$432.00          |
|      |     |                                   |    |              |             |                                      |           | Check Amount:        | \$432.00          |
|      |     |                                   |    |              |             |                                      |           | <b>Vendor Total:</b> | <b>\$7,032.00</b> |
| 1558 |     | Bill.com                          |    |              |             |                                      |           |                      |                   |
|      |     | 4228                              |    | OLDN         |             |                                      | Wire      |                      |                   |
|      |     |                                   |    | E 01 005 112 | 000 000 305 | Bill.com monthly fee                 |           | \$112.95             |                   |
| PO#: |     | Voucher #:                        |    | 9448 Invoice |             | Invoice No: 7.17.23                  | 7/31/2023 | Paid Amt:            | \$112.95          |
|      |     |                                   |    |              |             |                                      |           | Check Amount:        | \$112.95          |
|      |     |                                   |    |              |             |                                      |           | <b>Vendor Total:</b> | <b>\$112.95</b>   |
| 1541 |     | Business Essentials               |    |              |             |                                      |           |                      |                   |
|      |     | 4228                              |    | OLDN         |             |                                      | BP        |                      |                   |
|      |     |                                   |    | E 01 010 203 | 000 000 430 | Copy Paper                           |           | \$758.57             |                   |
| PO#: |     | Voucher #:                        |    | 9498 Invoice |             | Invoice No: WO-1250724-1             | 7/19/2023 | Paid Amt:            | \$758.57          |
|      |     |                                   |    |              |             |                                      |           | Check Amount:        | \$758.57          |
|      |     |                                   |    |              |             |                                      |           | <b>Vendor Total:</b> | <b>\$758.57</b>   |
| 1617 |     | CDWG                              |    |              |             |                                      |           |                      |                   |
|      |     | 4228                              |    | OLDN         |             |                                      | BP        |                      |                   |
|      |     |                                   |    | E 01 010 630 | 000 000 406 | HP Student chromebooks 166 @ \$31/ea |           | \$5,146.00           |                   |
| PO#: |     | Voucher #:                        |    | 9480 Invoice |             | Invoice No: KF19145                  | 7/18/2023 | Paid Amt:            | \$5,146.00        |
|      |     |                                   |    |              |             |                                      |           | Check Amount:        | \$5,146.00        |
|      |     |                                   |    |              |             |                                      |           | <b>Vendor Total:</b> | <b>\$5,146.00</b> |
| 1711 |     | Cincinnati Insurance              |    |              |             |                                      |           |                      |                   |
|      |     | 4228                              |    | OLDN         |             |                                      | Wire      |                      |                   |
|      |     |                                   |    | E 01 005 940 | 000 000 340 | Insurance                            |           | \$2,888.00           |                   |
| PO#: |     | Voucher #:                        |    | 9449 Invoice |             | Invoice No: 7.12.23                  | 7/31/2023 | Paid Amt:            | \$2,888.00        |
|      |     |                                   |    |              |             |                                      |           | Check Amount:        | \$2,888.00        |
|      |     |                                   |    |              |             |                                      |           | <b>Vendor Total:</b> | <b>\$2,888.00</b> |

# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Vendor

| Code | Rcd | Vendor                         | Co   | Bank                     | Check No  | Pmt/Void Date | Pmt Type                 |
|------|-----|--------------------------------|------|--------------------------|---|---------------|--------------------------|
| 1621 |     | Cintas                         |      |                          |   |               |                          |
|      |     |                                | 4228 | OLDN                     |   |               | BP                       |
|      |     |                                |      | E 01 005 810 000 000 401 | FY23: Mats service                              | \$354.74      |                          |
| PO#: |     | Voucher #:                     | 9468 | Invoice                  | Invoice No: 4160269445                          | 7/18/2023     | Paid Amt: \$354.74       |
|      |     |                                |      |                          |   |               | Check Amount: \$354.74   |
|      |     |                                |      |                          |   |               | Vendor Total: \$354.74   |
| 1249 |     | Designs for Learning           |      |                          |   |               |                          |
|      |     |                                | 4228 | OLDN                     |   |               | BP                       |
|      |     |                                |      | E 01 010 420 000 740 394 | S. Kelley, Psych, 26 HRs @ \$98/Hr              | \$2,548.00    |                          |
|      |     |                                |      | E 01 010 420 000 740 394 | M Conaty lic, SPED Coordinator 21.5 hrs @ \$1   | \$2,580.00    |                          |
| PO#: |     | Voucher #:                     | 9466 | Invoice                  | Invoice No: 23-1378                             | 7/18/2023     | Paid Amt: \$5,128.00     |
|      |     |                                |      |                          |   |               | Check Amount: \$5,128.00 |
|      |     |                                |      |                          |   |               | Vendor Total: \$5,128.00 |
|      |     |                                | 4228 | OLDN                     |   |               | BP                       |
|      |     |                                |      | E 01 010 420 000 740 394 | S. Kelley, Psych, 11 HRs @ \$98/Hr              | \$1,078.00    |                          |
|      |     |                                |      | E 01 010 420 000 419 303 | M Conaty lic, SPED Coordinator 5.25hrs @ \$1    | \$630.00      |                          |
| PO#: |     | Voucher #:                     | 9484 | Invoice                  | Invoice No: 23-1514                             | 7/27/2023     | Paid Amt: \$1,708.00     |
|      |     |                                |      |                          |   |               | Check Amount: \$1,708.00 |
|      |     |                                |      |                          |   |               | Vendor Total: \$6,836.00 |
| 1702 |     | Emerald Lawn & Landscaping Inc |      |                          |   |               |                          |
|      |     |                                | 4228 | OLDN                     |   |               | BP                       |
|      |     |                                |      | E 01 005 810 000 000 350 | FY23 Spring Lawn Clean up                       | \$1,220.00    |                          |
| PO#: |     | Voucher #:                     | 9483 | Invoice                  | Invoice No: 12643                               | 7/27/2023     | Paid Amt: \$1,220.00     |
|      |     |                                |      |                          |   |               | Check Amount: \$1,220.00 |
|      |     |                                |      |                          |   |               | Vendor Total: \$1,220.00 |
| 1508 |     | First Bankcard                 |      |                          |   |               |                          |
|      |     |                                | 4228 | OLDN                     |   |               | Wire                     |
|      |     |                                |      | E 01 005 110 000 000 320 | 06/28/23-Sangoma US Inc-SipStation subscrip     | \$37.86       |                          |
|      |     |                                |      | E 01 005 110 000 000 320 | 07/07/23-Humblefax-Fax service-7/7-8/7/23       | \$10.00       |                          |
|      |     |                                |      | E 01 005 110 000 000 490 | 07/11/23-Café Zupas-Working lunch-Admin ple     | \$95.76       |                          |
|      |     |                                |      | E 01 005 107 000 000 401 | 07/04/23-Image360-20' x 16' WLA enrollment t    | \$1,357.22    |                          |
|      |     |                                |      | E 01 005 108 000 000 405 | 07/03/23-Canva-Canva annual subscription 7/     | \$119.99      |                          |
|      |     |                                |      | E 01 005 640 000 316 366 | 07/03/23-Amazon-Why Knowledge Matters (6        | \$174.30      |                          |
|      |     |                                |      | E 01 005 110 000 000 401 | 07/03/23-Amazon-Writing pads, lined & unlinex   | \$26.05       |                          |
|      |     |                                |      | E 01 005 110 000 000 401 | 07/04/23-Office Depot-5 drawer 42" lateral file | \$2,049.98    |                          |
|      |     |                                |      | E 01 005 110 000 000 401 | 07/05/23-Amazon-Office desk-NS                  | \$129.99      |                          |
|      |     |                                |      | E 01 005 110 000 000 401 | 07/06/23-Savers-Step stool for office           | \$7.49        |                          |
|      |     |                                |      | E 01 005 110 000 000 401 | 07/07/23-Office Depot-Credit for damage to 5 c  | (\$50.00)     |                          |
|      |     |                                |      | E 01 005 110 000 000 401 | 07/07/23-Amazon-Poly file folders-NB            | \$13.56       |                          |
|      |     |                                |      | E 01 010 203 000 000 430 | 07/02/23-Amazon-Rainbow beach balls for yea     | \$64.33       |                          |

# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Vendor

| Code | Rcd | Vendor         | Co | Bank | Check No            |  |  | Pmt/Void Date                                  |          | Pmt Type |
|------|-----|----------------|----|------|---------------------|--|--|--|----------|----------|
| 1508 |     | First Bankcard |    |      |                     |  |  |  |          |          |
|      |     | 4228           |    | OLDN |                     |  |  |  |          | Wire     |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/03/23-Amazon-Jump rope, soccer ball -rece   | \$28.88  |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/03/23-Amazon-Time Timers (3)-Gr 4           | \$136.39 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/03/23-Amazon-White board cleaner-12 bott    | \$37.34  |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/04/23-Amazon-Poster board (4 packs of 10    | \$206.08 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/05/23-Amazon-Scientific calculators (set of | \$43.99  |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/05/23-Amazon-Fleece balls (2 dzn)-PE        | \$153.98 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/05/23-Amazon-Construction paper (2200 st    | \$119.23 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/05/23-Amazon-Owl bulletin board cutouts-C   | \$7.98   |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/05/23-Target-Markers, crayons, clrd pencils | \$248.08 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/05/23-Amazon-Post-it Easel Pads (4)-Gr 5    | \$74.49  |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/06/23-Target-Crayons, fidgets               | \$49.98  |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/06/23-Amazon-Dry erase markers, commar      | \$40.52  |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/07/23-Amazon-STEM toy-450 pc straw buil     | \$11.99  |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/07/23-Amazon-Math game, dry erase mrkrs     | \$133.94 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/07/23-Gopher Family Brands-Jump rope ra     | \$514.08 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/09/23-Amazon-Lapboards, markers, Clrd ca    | \$107.47 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/09/23-Amazon-Sharpies, erasers, watercol    | \$653.95 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/09/23-Amazon-Model magic, clsrm set mari    | \$526.28 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/09/23-Amazon-Tag board, task cards, glue    | \$383.36 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/09/23-Amazon-Lapboards, mosaic tiles (12    | \$250.55 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/09/23-Amazon-White cardstock (12 pks)-6     | \$141.84 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/09/23-Amazon-Class set-calculators          | \$30.99  |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/09/23-Amazon-Washable watercolors (12 s     | \$31.49  |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/10/23-Amazon-Classroom supplies-MS His      | \$168.50 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/10/23-Amazon-Glue sticks (16 of 30 count)   | \$126.47 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/10/23-Amazon-Laminating sheets (14 pks)     | \$357.48 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/10/23-Amazon-Misc classroom supplies-Ge     | \$143.80 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/10/23-Amazon-Misc classroom supplies-Rtl    | \$232.34 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/10/23-Amazon-Misc classroom art supplies    | \$64.49  |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/10/23-Amazon-Privacy folders (22)-Gr 4      | \$49.47  |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/10/23-Amazon-Discs, soccer balls, skip rop  | \$179.04 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/10/23-Amazon-Owl bulletin board cutouts-C   | \$13.99  |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/10/23-Amazon-Classroom supplies-Gr 1        | \$504.20 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/10/23-Amazon-Foam balls (8), cones (12),    | \$198.05 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/10/23-Amazon-Misc classroom supplies-Ge     | \$308.37 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/10/23-Amazon-Classrm supplies-sharpies,     | \$226.64 |          |
|      |     |                |    | E 01 | 010 203 000 000 430 |  |  | 07/10/23-Amazon-Highlighters-Gr 1              | \$3.89   |          |

# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Vendor

| Code | Rcd | Vendor         | Co | Bank | Check No        |     |  | Pmt/Void Date                                  | Pmt Type   |
|------|-----|----------------|----|------|-----------------|-----|--|--|------------|
| 1508 |     | First Bankcard |    |      |                 |     |  |  |            |
|      |     | 4228           |    | OLDN |                 |     |  |  | Wire       |
|      |     |                |    | E 01 | 010 203 000 000 | 430 |  | 07/11/23-Amazon-Misc classroom supplies-Ge     | \$137.51   |
|      |     |                |    | E 01 | 010 203 000 000 | 430 |  | 07/11/23-Amazon-Pencil sharpener               | \$14.59    |
|      |     |                |    | E 01 | 010 203 000 000 | 430 |  | 07/11/23-Amazon-Floor hockey pucks-PE          | \$62.20    |
|      |     |                |    | E 01 | 010 203 000 000 | 430 |  | 07/11/23-Nasco Education-Ink, drawing paper,   | \$565.70   |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/03/23-Amazon-Flexible seating-stadium se:   | \$185.96   |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/03/23-Amazon-Flexible seating-hokki stools  | \$1,190.00 |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/03/23-Amazon-Wobble cushion-Gr 4            | \$92.62    |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/04/23-Amazon-Wall pocket holder for classi  | \$10.76    |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/04/23-Amazon-Plastic storage bins (pack o   | \$33.05    |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/04/23-Amazon-Plastic storage bins (pack o   | \$80.38    |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/05/23-Amazon-Classroom rug-Gr 2             | \$148.38   |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/05/23-Amazon-Classroom rug-Gr 1             | \$129.53   |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/05/23-Amazon-3-cube storage bench-Gr 4      | \$75.66    |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/05/23-Target-Storage tubs & bins            | \$36.38    |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/06/23-Amazon-Classroom rug-Gr 2             | \$162.99   |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/06/23-Amazon-Flexible seating-bar stools (. | \$69.39    |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/06/23-Target-Storage bins                   | \$10.00    |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/06/23-Amazon-Book ends-Music                | \$8.99     |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/06/23-Amazon-Classroom rug-Gr 1             | \$169.62   |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/06/23-Amazon-Area rugs for classroom (2)-   | \$142.80   |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/06/23-Amazon-Classroom rug-Gr 4             | \$139.31   |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/06/23-Amazon-Classroom rug & area rug-      | \$194.36   |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/07/23-Really Good Stuff-Chapter book bins   | \$119.98   |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/09/23-Amazon-Classroom rug & rug corner     | \$174.00   |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/09/23-Amazon-Organizer w/ bins (2)-Gr 4     | \$84.12    |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/09/23-Amazon-Flex seat-yoga balls (4), bal  | \$510.64   |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/10/23-Amazon-Desk organizer-MS History      | \$25.49    |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/10/23-Amazon-Rug corner grippers-Gr 2       | \$21.98    |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/10/23-Amazon-Organizer w/ bins & Literat    | \$127.95   |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/10/23-Amazon-Bean bag chairs (2)-Gr 2       | \$231.00   |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/10/23-Amazon-Rug corner grippers-Gr 4       | \$22.98    |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/10/23-Amazon-Flexible seating-stadium se:   | \$264.61   |
|      |     |                |    | E 01 | 010 720 000 000 | 401 |  | 07/10/23-Amazon-Health office supplies         | \$565.97   |
|      |     |                |    | E 01 | 010 203 000 000 | 401 |  | 07/11/23-Nasco Education-Wiggle seats (5)-Ar   | \$79.50    |
|      |     |                |    | E 01 | 010 720 000 000 | 401 |  | 07/03/23-Amazon-Disposable plastic gloves (1   | \$39.59    |
|      |     |                |    | E 01 | 010 720 000 000 | 401 |  | 07/07/23-Amazon-Vaseline travel size (60)      | \$58.45    |
|      |     |                |    | E 01 | 010 201 000 000 | 430 |  | 07/06/23-Amazon-Wooden clothespins (100)-k     | \$11.99    |

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

| Code        | Rcd | Vendor                    | Co | Bank                     | Check No                                       | Pmt/Void Date    | Pmt Type                         |
|-------------|-----|---------------------------|----|--------------------------|--|------------------|----------------------------------|
| 1508        |     | First Bankcard            |    |                          |  |                  |                                  |
|             |     | 4228                      |    | OLDN                     |  |                  | Wire                             |
|             |     |                           |    | E 01 010 201 000 000 430 | 07/07/23-Amazon-Playdough tools (2 sets)-K     | \$29.98          |                                  |
|             |     |                           |    | E 01 010 201 000 000 430 | 07/10/23-Amazon-Clstrm supplies-markers, pa    | \$732.95         |                                  |
|             |     |                           |    | E 01 010 201 000 000 401 | 07/06/23-Michaels Stores-10 drawer rolling cai | \$39.99          |                                  |
|             |     |                           |    | E 01 010 201 000 000 401 | 07/10/23-Amazon-Laminators (3)-K               | \$95.37          |                                  |
| <b>PO#:</b> |     | <b>Voucher #:</b>         |    | <b>9504</b> Invoice      | <b>Invoice No:</b> 7.19.23                     | <b>7/19/2023</b> | <b>Paid Amt: \$17,442.86</b>     |
|             |     |                           |    |                          |  |                  | <b>Check Amount: \$17,442.86</b> |
|             |     | 4228                      |    | OLDN                     |  |                  | Wire                             |
|             |     |                           |    | E 01 005 810 000 000 330 | 7.11.13 City of Woodbury Water& Sewer 5.1-6.   | \$557.47         |                                  |
| <b>PO#:</b> |     | <b>Voucher #:</b>         |    | <b>9505</b> Invoice      | <b>Invoice No:</b> 7.19.23FY23CC               | <b>7/19/2023</b> | <b>Paid Amt: \$557.47</b>        |
|             |     |                           |    |                          |  |                  | <b>Check Amount: \$557.47</b>    |
|             |     |                           |    |                          |  |                  | <b>Vendor Total: \$18,000.33</b> |
| 1609        |     | GIS Benefits              |    |                          |  |                  |                                  |
|             |     | 4228                      |    | OLDN                     |  |                  | Wire                             |
|             |     |                           |    | B 01 215 013             | Life/LTD/STD:                                  | \$2,263.11       |                                  |
|             |     |                           |    | B 01 215 009             | Dental:  | \$2,106.69       |                                  |
|             |     |                           |    | B 01 215 021             | Vision   | \$369.99         |                                  |
|             |     |                           |    | B 01 215 020             | PPL:   | \$117.00         |                                  |
|             |     |                           |    | E 01 005 110 000 000 305 | Admin Fees                                     | \$50.00          |                                  |
| <b>PO#:</b> |     | <b>Voucher #:</b>         |    | <b>9453</b> Invoice      | <b>Invoice No:</b> 15810AG20230801             | <b>7/31/2023</b> | <b>Paid Amt: \$4,906.79</b>      |
|             |     |                           |    |                          |  |                  | <b>Check Amount: \$4,906.79</b>  |
|             |     |                           |    |                          |  |                  | <b>Vendor Total: \$4,906.79</b>  |
| 1064        |     | HealthPartners - Group    |    |                          |  |                  |                                  |
|             |     | 4228                      |    | OLDN                     |  |                  | Wire                             |
|             |     |                           |    | B 01 215 010             | Health Ins                                     | \$21,258.84      |                                  |
| <b>PO#:</b> |     | <b>Voucher #:</b>         |    | <b>9451</b> Invoice      | <b>Invoice No:</b> 122815915                   | <b>7/31/2023</b> | <b>Paid Amt: \$21,258.84</b>     |
|             |     |                           |    |                          |  |                  | <b>Check Amount: \$21,258.84</b> |
|             |     |                           |    |                          |  |                  | <b>Vendor Total: \$21,258.84</b> |
| 1054        |     | Integrative Therapy, LLC. |    |                          |  |                  |                                  |
|             |     | 4228                      |    | OLDN                     |  |                  | BP                               |
|             |     |                           |    | E 01 010 420 000 740 394 | COTA Services 9.67 hrs @\$74/hr                | \$715.33         |                                  |
|             |     |                           |    | E 01 010 420 000 740 394 | OT 28.42 hrs @\$90/hr                          | \$2,557.50       |                                  |
|             |     |                           |    | E 01 010 420 000 740 433 | Test Assessment Protocols                      | \$330.00         |                                  |
| <b>PO#:</b> |     | <b>Voucher #:</b>         |    | <b>9467</b> Invoice      | <b>Invoice No:</b> 4155                        | <b>7/18/2023</b> | <b>Paid Amt: \$3,602.83</b>      |
|             |     |                           |    |                          |  |                  | <b>Check Amount: \$3,602.83</b>  |
|             |     |                           |    |                          |  |                  | <b>Vendor Total: \$3,602.83</b>  |



## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

| Code | Rcd | Vendor                   | Co   | Bank    | Check No               | Pmt/Void Date       | Pmt Type |                       |              |
|------|-----|--------------------------|------|---------|------------------------|---------------------|----------|-----------------------|--------------|
| 1003 |     | Internal Revenue Service |      |         |                        |                     |          |                       |              |
|      |     | 4228                     |      | OLDN    |                        |                     | Wire     |                       |              |
|      |     |                          |      | B 01    | 215 002                | Federal Withholding |          | \$12,361.86           |              |
|      |     |                          |      | B 01    | 215 005                | FICA                |          | \$25,036.66           |              |
| PO#: |     | Voucher #:               | 9369 | Invoice | Invoice No: S2023240   | 7/1/2023            |          | Paid Amt: \$37,398.52 |              |
|      |     |                          |      |         |                        |                     |          | Check Amount:         | \$37,398.52  |
|      |     | 4228                     |      | OLDN    |                        |                     | Wire     |                       |              |
|      |     |                          |      | B 01    | 215 002                | Federal Withholding |          | \$9,270.22            |              |
|      |     |                          |      | B 01    | 215 005                | FICA                |          | \$19,227.92           |              |
| PO#: |     | Voucher #:               | 9420 | Invoice | Invoice No: S202324S0  | 7/14/2023           |          | Paid Amt: \$28,498.14 |              |
|      |     |                          |      | B 01    | 215 002                | Federal Withholding |          | \$2,316.55            |              |
|      |     |                          |      | B 01    | 215 005                | FICA                |          | \$3,085.40            |              |
| PO#: |     | Voucher #:               | 9415 | Invoice | Invoice No: S2024010   | 7/14/2023           |          | Paid Amt: \$5,401.95  |              |
|      |     |                          |      |         |                        |                     |          | Check Amount:         | \$33,900.09  |
|      |     | 4228                     |      | OLDN    |                        |                     | Wire     |                       |              |
|      |     |                          |      | B 01    | 215 002                | Federal Withholding |          | \$24.95               |              |
|      |     |                          |      | B 01    | 215 005                | FICA                |          | \$274.18              |              |
| PO#: |     | Voucher #:               | 9440 | Invoice | Invoice No: S202324S10 | 7/31/2023           |          | Paid Amt: \$299.13    |              |
|      |     |                          |      | B 01    | 215 002                | Federal Withholding |          | \$6,992.97            |              |
|      |     |                          |      | B 01    | 215 005                | FICA                |          | \$15,432.94           |              |
| PO#: |     | Voucher #:               | 9426 | Invoice | Invoice No: S202324S1  | 7/31/2023           |          | Paid Amt: \$22,425.91 |              |
|      |     |                          |      | B 01    | 215 002                | Federal Withholding |          | \$2,749.97            |              |
|      |     |                          |      | B 01    | 215 005                | FICA                |          | \$4,795.42            |              |
| PO#: |     | Voucher #:               | 9455 | Invoice | Invoice No: S2024020   | 7/31/2023           |          | Paid Amt: \$7,545.39  |              |
|      |     |                          |      |         |                        |                     |          | Check Amount:         | \$30,270.43  |
|      |     |                          |      |         |                        |                     |          | Vendor Total:         | \$101,569.04 |
| 1363 |     | Jessica Erickson         |      |         |                        |                     |          |                       |              |
|      |     | 4228                     |      | OLDN    |                        |                     | BP       |                       |              |
|      |     |                          |      | E 01    | 005 640 000 316 366    | 477 mi @ \$0.655/mi |          | \$312.44              |              |
| PO#: |     | Voucher #:               | 9462 | Invoice | Invoice No: 7/13/2023  | 7/18/2023           |          | Paid Amt: \$312.44    |              |
|      |     |                          |      |         |                        |                     |          | Check Amount:         | \$312.44     |
|      |     |                          |      |         |                        |                     |          | Vendor Total:         | \$312.44     |
| 1399 |     | Jolene Skordahl          |      |         |                        |                     |          |                       |              |
|      |     | 4228                     |      | OLDN    |                        |                     | BP       |                       |              |
|      |     |                          |      | E 01    | 005 640 000 316 366    | 474 mi @ \$0.65.5   |          | \$310.47              |              |
| PO#: |     | Voucher #:               | 9482 | Invoice | Invoice No: 6/12/2023  | 7/27/2023           |          | Paid Amt: \$310.47    |              |
|      |     |                          |      |         |                        |                     |          | Check Amount:         | \$310.47     |
|      |     |                          |      |         |                        |                     |          | Vendor Total:         | \$310.47     |

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

| Code | Rcd | Vendor                           | Co | Bank                     | Check No                                    | Pmt/Void Date | Pmt Type                  |
|------|-----|----------------------------------|----|--------------------------|---|---------------|---------------------------|
| 1150 |     | JR Computer Associates           |    |                          |   |               |                           |
|      |     | 4228                             |    | OLDN                     |   |               | BP                        |
|      |     |                                  |    | E 01 005 605 000 000 315 | FY24 Monthly Contract Services: July 2023   | \$1,200.00    |                           |
| PO#: |     | Voucher #:                       |    | 9497 Invoice             | Invoice No: R20231602                       | 7/19/2023     | Paid Amt: \$1,200.00      |
|      |     |                                  |    |                          |   |               | Check Amount: \$1,200.00  |
|      |     |                                  |    |                          |   |               | Vendor Total: \$1,200.00  |
| 1515 |     | Minnesota Coaches Inc            |    |                          |   |               |                           |
|      |     | 4228                             |    | OLDN                     |   |               | BP                        |
|      |     |                                  |    | E 01 005 760 000 723 360 | FY23 SPED Busing June Route #21 & #22       | \$3,177.20    |                           |
| PO#: |     | Voucher #:                       |    | 9474 Invoice             | Invoice No: 79807                           | 7/18/2023     | Paid Amt: \$3,177.20      |
|      |     |                                  |    |                          |   |               | Check Amount: \$3,177.20  |
|      |     |                                  |    |                          |   |               | Vendor Total: \$3,177.20  |
| 1004 |     | MN Department of Revenue Service |    |                          |   |               |                           |
|      |     | 4228                             |    | OLDN                     |   |               | Wire                      |
|      |     |                                  |    | B 01 215 003             | MN Withholding                              | \$6,269.87    |                           |
| PO#: |     | Voucher #:                       |    | 9371 Invoice             | Invoice No: S2023240                        | 7/1/2023      | Paid Amt: \$6,269.87      |
|      |     |                                  |    |                          |   |               | Check Amount: \$6,269.87  |
|      |     |                                  |    |                          |   |               |                           |
|      |     | 4228                             |    | OLDN                     |   |               | Wire                      |
|      |     |                                  |    | B 01 215 003             | MN Withholding                              | \$927.01      |                           |
| PO#: |     | Voucher #:                       |    | 9417 Invoice             | Invoice No: S2024010                        | 7/14/2023     | Paid Amt: \$927.01        |
|      |     |                                  |    |                          |   |               |                           |
|      |     |                                  |    | B 01 215 003             | MN Withholding                              | \$4,691.79    |                           |
| PO#: |     | Voucher #:                       |    | 9422 Invoice             | Invoice No: S202324S0                       | 7/14/2023     | Paid Amt: \$4,691.79      |
|      |     |                                  |    |                          |   |               | Check Amount: \$5,618.80  |
|      |     |                                  |    |                          |   |               |                           |
|      |     | 4228                             |    | OLDN                     |   |               | Wire                      |
|      |     |                                  |    | B 01 215 003             | MN Withholding                              | \$1,305.56    |                           |
| PO#: |     | Voucher #:                       |    | 9457 Invoice             | Invoice No: S2024020                        | 7/31/2023     | Paid Amt: \$1,305.56      |
|      |     |                                  |    |                          |   |               |                           |
|      |     |                                  |    | B 01 215 003             | MN Withholding                              | \$3,584.61    |                           |
| PO#: |     | Voucher #:                       |    | 9428 Invoice             | Invoice No: S202324S1                       | 7/31/2023     | Paid Amt: \$3,584.61      |
|      |     |                                  |    |                          |   |               |                           |
|      |     |                                  |    | B 01 215 003             | MN Withholding                              | \$28.08       |                           |
| PO#: |     | Voucher #:                       |    | 9441 Invoice             | Invoice No: S202324S10                      | 7/31/2023     | Paid Amt: \$28.08         |
|      |     |                                  |    |                          |   |               | Check Amount: \$4,918.25  |
|      |     |                                  |    |                          |   |               | Vendor Total: \$16,806.92 |
| 1712 |     | MN Reflections LLC               |    |                          |   |               |                           |
|      |     | 4228                             |    | OLDN                     |   |               | BP                        |
|      |     |                                  |    | E 01 005 810 000 000 350 | FY23 Exterior window cleaning-Bldg B & Main | \$4,230.00    |                           |
| PO#: |     | Voucher #:                       |    | 9463 Invoice             | Invoice No: 1007                            | 7/18/2023     | Paid Amt: \$4,230.00      |
|      |     |                                  |    |                          |   |               | Check Amount: \$4,230.00  |
|      |     |                                  |    |                          |   |               | Vendor Total: \$4,230.00  |

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

| Code | Rcd | Vendor                       | Co   | Bank                     | Check No                                  | Pmt/Void Date | Pmt Type                 |
|------|-----|------------------------------|------|--------------------------|---|---------------|--------------------------|
| 1641 |     | MN School Boards Association |      |                          |   |               |                          |
|      |     | 4228                         |      | OLDN                     |   |               | BP                       |
|      |     |                              |      | E 01 005 110 000 000 305 | Board Training: RW                        | \$705.00      |                          |
| PO#: |     | Voucher #:                   | 9478 | Invoice                  | Invoice No: INV-08013-Q4P0B7              | 7/18/2023     | Paid Amt: \$705.00       |
|      |     |                              |      |                          |   |               | Check Amount: \$705.00   |
|      |     |                              |      |                          |   |               | Vendor Total: \$705.00   |
| 1462 |     | Monarch Bus Service Inc      |      |                          |   |               |                          |
|      |     | 4228                         |      | OLDN                     |   |               | BP                       |
|      |     |                              |      | E 01 005 760 000 733 360 | Fieldtrip busing- Ojibway park Gr 5       | \$677.34      |                          |
| PO#: |     | Voucher #:                   | 9475 | Invoice                  | Invoice No: 79908                         | 7/18/2023     | Paid Amt: \$677.34       |
|      |     |                              |      |                          |   |               | Check Amount: \$677.34   |
|      |     |                              |      |                          |   |               | Vendor Total: \$677.34   |
|      |     | 4228                         |      | OLDN                     |   |               | BP                       |
|      |     |                              |      | E 01 005 760 000 733 360 | Fieldtrip busing- Children's Theater Gr 4 | \$722.40      |                          |
| PO#: |     | Voucher #:                   | 9471 | Invoice                  | Invoice No: 78088                         | 7/18/2023     | Paid Amt: \$722.40       |
|      |     |                              |      |                          |   |               | Check Amount: \$722.40   |
|      |     |                              |      |                          |   |               | Vendor Total: \$722.40   |
|      |     | 4228                         |      | OLDN                     |   |               | BP                       |
|      |     |                              |      | E 01 005 760 000 733 360 | Fieldtrip busing- Children's Theater Gr 6 | \$341.85      |                          |
| PO#: |     | Voucher #:                   | 9472 | Invoice                  | Invoice No: 78089                         | 7/18/2023     | Paid Amt: \$341.85       |
|      |     |                              |      |                          |   |               | Check Amount: \$341.85   |
|      |     |                              |      |                          |   |               | Vendor Total: \$341.85   |
|      |     | 4228                         |      | OLDN                     |   |               | BP                       |
|      |     |                              |      | E 01 005 760 000 733 360 | Fieldtrip busing- The Landing Gr 3        | \$1,103.43    |                          |
| PO#: |     | Voucher #:                   | 9473 | Invoice                  | Invoice No: 78090                         | 7/18/2023     | Paid Amt: \$1,103.43     |
|      |     |                              |      |                          |   |               | Check Amount: \$1,103.43 |
|      |     |                              |      |                          |   |               | Vendor Total: \$2,845.02 |
| 1639 |     | Navigate Care Consulting     |      |                          |   |               |                          |
|      |     | 4228                         |      | OLDN                     |   |               | BP                       |
|      |     |                              |      | E 01 010 720 000 000 305 | GenEd Nursing off site 4.5hr @ \$90/hr    | \$405.00      |                          |
| PO#: |     | Voucher #:                   | 9469 | Invoice                  | Invoice No: 5543                          | 7/18/2023     | Paid Amt: \$405.00       |
|      |     |                              |      |                          |   |               | Check Amount: \$405.00   |
|      |     |                              |      |                          |   |               | Vendor Total: \$405.00   |
| 1634 |     | Nitti Sanitation             |      |                          |   |               |                          |
|      |     | 4228                         |      | OLDN                     |   |               | BP                       |
|      |     |                              |      | E 01 005 810 000 000 330 | FY24 July Trash Services                  | \$905.48      |                          |
| PO#: |     | Voucher #:                   | 9491 | Invoice                  | Invoice No: 466594                        | 7/19/2023     | Paid Amt: \$905.48       |
|      |     |                              |      |                          |   |               | Check Amount: \$905.48   |
|      |     |                              |      |                          |   |               | Vendor Total: \$905.48   |

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

| Code | Rcd | Vendor                                 | Co   | Bank                     | Check No                          | Pmt/Void Date | Pmt Type |               |            |
|------|-----|--|------|--------------------------|-----------------------------------|---------------|----------|---------------|------------|
| 1441 |     | Old National                           |      |                          |                                   |               |          |               |            |
|      |     |  | 4228 | OLDN                     |                                   |               | Wire     |               |            |
|      |     |  |      | E 01 005 112 000 000 305 | Service Charge:                   |               |          | \$579.68      |            |
| PO#: |     | Voucher #:                             | 9452 | Invoice                  | Invoice No: 7.19.23               | 7/31/2023     |          | Paid Amt:     | \$579.68   |
|      |     |  |      |                          |                                   |               |          | Check Amount: | \$579.68   |
|      |     |  |      |                          |                                   |               |          | Vendor Total: | \$579.68   |
| 1001 |     | Public Employee Retirement Association |      |                          |                                   |               |          |               |            |
|      |     |  | 4228 | OLDN                     |                                   |               | Wire     |               |            |
|      |     |  |      | B 01 215 007             | PERA                              |               |          | \$3,292.17    |            |
| PO#: |     | Voucher #:                             | 9370 | Invoice                  | Invoice No: S2023240              | 7/1/2023      |          | Paid Amt:     | \$3,292.17 |
|      |     |  |      |                          |                                   |               |          | Check Amount: | \$3,292.17 |
|      |     |  |      |                          |                                   |               |          |               |            |
|      |     |  | 4228 | OLDN                     |                                   |               | Wire     |               |            |
|      |     |  |      | B 01 215 007             | PERA                              |               |          | \$332.81      |            |
| PO#: |     | Voucher #:                             | 9416 | Invoice                  | Invoice No: S2024010              | 7/14/2023     |          | Paid Amt:     | \$332.81   |
|      |     |  |      | B 01 215 007             | PERA                              |               |          | \$1,992.26    |            |
| PO#: |     | Voucher #:                             | 9421 | Invoice                  | Invoice No: S202324S0             | 7/14/2023     |          | Paid Amt:     | \$1,992.26 |
|      |     |  |      |                          |                                   |               |          | Check Amount: | \$2,325.07 |
|      |     |  |      |                          |                                   |               |          |               |            |
|      |     |  | 4228 | OLDN                     |                                   |               | Wire     |               |            |
|      |     |  |      | B 01 215 007             | PERA                              |               |          | \$547.02      |            |
| PO#: |     | Voucher #:                             | 9427 | Invoice                  | Invoice No: S202324S1             | 7/31/2023     |          | Paid Amt:     | \$547.02   |
|      |     |  |      | B 01 215 007             | PERA                              |               |          | \$1,480.71    |            |
| PO#: |     | Voucher #:                             | 9456 | Invoice                  | Invoice No: S2024020              | 7/31/2023     |          | Paid Amt:     | \$1,480.71 |
|      |     |  |      |                          |                                   |               |          | Check Amount: | \$2,027.73 |
|      |     |  |      |                          |                                   |               |          | Vendor Total: | \$7,644.97 |
| 1463 |     | Region 1                               |      |                          |                                   |               |          |               |            |
|      |     |  | 4228 | OLDN                     |                                   |               | BP       |               |            |
|      |     |  |      | E 01 005 108 000 000 405 | FY24 Synergy Report Card Revision |               |          | \$3,674.84    |            |
| PO#: |     | Voucher #:                             | 9489 | Invoice                  | Invoice No: 13037                 | 7/19/2023     |          | Paid Amt:     | \$3,674.84 |
|      |     |  |      |                          |                                   |               |          | Check Amount: | \$3,674.84 |
|      |     |  |      |                          |                                   |               |          | Vendor Total: | \$3,674.84 |
| 1013 |     | Region V Computer Services             |      |                          |                                   |               |          |               |            |
|      |     |  | 4228 | OLDN                     |                                   |               | BP       |               |            |
|      |     |  |      | E 01 005 108 000 000 405 | FY24 1st Quarter Membership Fee   |               |          | \$2,436.00    |            |
| PO#: |     | Voucher #:                             | 9502 | Invoice                  | Invoice No: 16046                 | 7/28/2023     |          | Paid Amt:     | \$2,436.00 |
|      |     |  |      |                          |                                   |               |          | Check Amount: | \$2,436.00 |
|      |     |  |      |                          |                                   |               |          | Vendor Total: | \$2,436.00 |

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

| Code | Rcd | Vendor                         | Co   | Bank                     | Check No                                     | Pmt/Void Date | Pmt Type |               |             |
|------|-----|--------------------------------|------|--------------------------|--|---------------|----------|---------------|-------------|
| 1644 |     | Robemy Cleaning Services LLC   | 4228 | OLDN                     |  |               | BP       |               |             |
|      |     |                                |      | E 01 005 810 000 000 305 | Cleaning Service: June 2023                  |               |          | \$12,000.00   |             |
| PO#: |     | Voucher #:                     | 9481 | Invoice                  | Invoice No: WLA-23                           | 7/18/2023     |          | Paid Amt:     | \$12,000.00 |
|      |     |                                |      |                          |  |               |          | Check Amount: | \$12,000.00 |
|      |     |                                |      |                          |  |               |          | Vendor Total: | \$12,000.00 |
| 1629 |     | Roberto Martinez               | 4228 | OLDN                     |  |               | BP       |               |             |
|      |     |                                |      | E 01 005 810 000 000 401 | FY24 Reimb: Painting Supplies                |               |          | \$61.78       |             |
| PO#: |     | Voucher #:                     | 9488 | Invoice                  | Invoice No: 7/7/2023                         | 7/19/2023     |          | Paid Amt:     | \$61.78     |
|      |     |                                |      |                          |  |               |          | Check Amount: | \$61.78     |
|      |     |                                |      |                          |  |               |          | Vendor Total: | \$61.78     |
| 1705 |     | Schindler Elevator Corporation | 4228 | OLDN                     |  |               | BP       |               |             |
|      |     |                                |      | E 01 005 810 000 000 350 | FY24: Elevevator maintenance service 7/1/23- |               |          | \$3,123.48    |             |
| PO#: |     | Voucher #:                     | 9494 | Invoice                  | Invoice No: 8106291680                       | 7/19/2023     |          | Paid Amt:     | \$3,123.48  |
|      |     |                                |      |                          |  |               |          | Check Amount: | \$3,123.48  |
|      |     |                                |      |                          |  |               |          | Vendor Total: | \$3,123.48  |
| 1010 |     | SFM                            | 4228 | OLDN                     |  |               | BP       |               |             |
|      |     |                                |      | E 01 010 203 000 000 270 | FY24 Work Comp Policy#62403.210              |               |          | \$15,848.00   |             |
| PO#: |     | Voucher #:                     | 9490 | Invoice                  | Invoice No: 3055597                          | 7/19/2023     |          | Paid Amt:     | \$15,848.00 |
|      |     |                                |      |                          |  |               |          | Check Amount: | \$15,848.00 |
|      |     |                                |      |                          |  |               |          | Vendor Total: | \$15,848.00 |
| 1633 |     | Steve Lock                     | 4228 | OLDN                     |  |               | BP       |               |             |
|      |     |                                |      | E 01 005 810 000 000 401 | FY23 Reimb: Paint roller and mileage         |               |          | \$3.47        |             |
|      |     |                                |      | E 01 005 010 000 316 366 | mileage 8.2 mi @ \$0.655/mi                  |               |          | \$5.37        |             |
| PO#: |     | Voucher #:                     | 9461 | Invoice                  | Invoice No: 6/21/2023                        | 7/18/2023     |          | Paid Amt:     | \$8.84      |
|      |     |                                |      |                          |  |               |          | Check Amount: | \$8.84      |
|      |     |                                |      |                          |  |               |          |               |             |
|      |     |                                | 4228 | OLDN                     |  |               | BP       |               |             |
|      |     |                                |      | E 01 005 810 000 000 401 | FY24 Reimb: Main. Supplies                   |               |          | \$63.93       |             |
|      |     |                                |      | E 01 005 010 000 316 366 | mileage 13.6 mi @ \$0.655/mi                 |               |          | \$8.90        |             |
| PO#: |     | Voucher #:                     | 9500 | Invoice                  | Invoice No: 7/20/2023                        | 7/28/2023     |          | Paid Amt:     | \$72.83     |
|      |     |                                |      |                          |  |               |          | Check Amount: | \$72.83     |
|      |     |                                |      |                          |  |               |          | Vendor Total: | \$81.67     |

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

| Code  | Rcd | Vendor                                 | Co   | Bank         | Check No               | Pmt/Void Date                                   | Pmt Type |               |             |
|-------|-----|--|------|--------------|------------------------|---|----------|---------------|-------------|
| 1713  |     | <b>Superset Tile &amp; Stone</b>       |      |              |                        |   |          |               |             |
|       |     | 4228                                   |      | OLDN         |                        |   | BP       |               |             |
|       |     |  |      | E 01 005 810 | 000 000 520            | Carpet Admin office/reception area              |          | \$9,591.54    |             |
| PO#:  |     | Voucher #:                             | 9476 | Invoice      | Invoice No: CG300663   | 7/18/2023                                       |          | Paid Amt:     | \$9,591.54  |
|       |     |  |      |              |                        |   |          | Check Amount: | \$9,591.54  |
| <hr/> |     |  |      |              |                        |   |          |               |             |
|       |     | 4228                                   |      | OLDN         |                        |   | BP       |               |             |
|       |     |  |      | E 01 005 810 | 000 000 520            | Tile classrooms Bldg A/2nd flr-progress billing |          | \$40,000.00   |             |
| PO#:  |     | Voucher #:                             | 9477 | Invoice      | Invoice No: CG300807   | 7/18/2023                                       |          | Paid Amt:     | \$40,000.00 |
|       |     |  |      |              |                        |   |          | Check Amount: | \$40,000.00 |
| <hr/> |     |  |      |              |                        |   |          |               |             |
|       |     | 4228                                   |      | OLDN         |                        |   | BP       |               |             |
|       |     |  |      | E 01 005 810 | 000 000 520            | Tile classrooms Bldg A/2nd flr-final billing    |          | \$7,465.89    |             |
| PO#:  |     | Voucher #:                             | 9495 | Invoice      | Invoice No: CG300717   | 7/19/2023                                       |          | Paid Amt:     | \$7,465.89  |
|       |     |  |      |              |                        |   |          | Check Amount: | \$7,465.89  |
|       |     |  |      |              |                        |   |          | Vendor Total: | \$57,057.43 |
| <hr/> |     |  |      |              |                        |   |          |               |             |
| 1002  |     | <b>Teachers Retirement Association</b> |      |              |                        |   |          |               |             |
|       |     | 4228                                   |      | OLDN         |                        |   | Wire     |               |             |
|       |     |  |      | B 01 215 006 |                        | TRA   |          | \$18,538.61   |             |
| PO#:  |     | Voucher #:                             | 9372 | Invoice      | Invoice No: S2023240   | 7/1/2023  |          | Paid Amt:     | \$18,538.61 |
|       |     |  |      |              |                        |   |          | Check Amount: | \$18,538.61 |
| <hr/> |     |  |      |              |                        |   |          |               |             |
|       |     | 4228                                   |      | OLDN         |                        |   | Wire     |               |             |
|       |     |  |      | B 01 215 006 |                        | TRA   |          | \$3,032.75    |             |
| PO#:  |     | Voucher #:                             | 9418 | Invoice      | Invoice No: S2024010   | 7/14/2023                                       |          | Paid Amt:     | \$3,032.75  |
|       |     |  |      | B 01 215 006 |                        | TRA   |          | \$19,117.64   |             |
| PO#:  |     | Voucher #:                             | 9423 | Invoice      | Invoice No: S202324S0  | 7/14/2023                                       |          | Paid Amt:     | \$19,117.64 |
|       |     |  |      |              |                        |   |          | Check Amount: | \$22,150.39 |
| <hr/> |     |  |      |              |                        |   |          |               |             |
|       |     | 4228                                   |      | OLDN         |                        |   | Wire     |               |             |
|       |     |  |      | B 01 215 006 |                        | TRA   |          | \$295.68      |             |
| PO#:  |     | Voucher #:                             | 9442 | Invoice      | Invoice No: S202324S10 | 7/31/2023                                       |          | Paid Amt:     | \$295.68    |
|       |     |  |      | B 01 215 006 |                        | TRA   |          | \$3,577.57    |             |
| PO#:  |     | Voucher #:                             | 9458 | Invoice      | Invoice No: S2024020   | 7/31/2023                                       |          | Paid Amt:     | \$3,577.57  |
|       |     |  |      | B 01 215 006 |                        | TRA   |          | \$16,697.79   |             |
| PO#:  |     | Voucher #:                             | 9429 | Invoice      | Invoice No: S202324S1  | 7/31/2023                                       |          | Paid Amt:     | \$16,697.79 |
|       |     |  |      |              |                        |   |          | Check Amount: | \$20,571.04 |
|       |     |  |      |              |                        |   |          | Vendor Total: | \$61,260.04 |
| <hr/> |     |  |      |              |                        |   |          |               |             |
| 1214  |     | <b>The Hanover Insurance Group</b>     |      |              |                        |   |          |               |             |
|       |     | 4228                                   |      | OLDN         |                        |   | BP       |               |             |
|       |     |  |      | B 01 118 000 |                        | FY24: Building Company Insurance                |          | \$9,896.15    |             |
| PO#:  |     | Voucher #:                             | 9487 | Invoice      | Invoice No: 7/1/2023   | 7/19/2023                                       |          | Paid Amt:     | \$9,896.15  |
|       |     |  |      |              |                        |   |          | Check Amount: | \$9,896.15  |

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

| Code | Rcd | Vendor                      | Co | Bank                     | Check No               | Pmt/Void Date                                    | Pmt Type                   |
|------|-----|-----------------------------|----|--------------------------|------------------------|--|----------------------------|
| 1214 |     | The Hanover Insurance Group |    |                          |                        |  |                            |
|      |     | 4228                        |    | OLDN                     |                        |  | BP                         |
|      |     |                             |    | B 01 118 000             |                        | FY24: Building Company Insurance 5.26.23-5.26.23 | \$125.00                   |
| PO#: |     | Voucher #:                  |    | 9499 Invoice             | Invoice No: 7/7/2023   | 7/28/2023  |                            |
|      |     |                             |    |                          |                        |  | Paid Amt: \$125.00         |
|      |     |                             |    |                          |                        |  | Check Amount: \$125.00     |
|      |     |                             |    |                          |                        |  | Vendor Total: \$10,021.15  |
| 1029 |     | The Home Depot              |    |                          |                        |  |                            |
|      |     | 4228                        |    | OLDN                     |                        |  | BP                         |
|      |     |                             |    | E 01 005 810 000 000 401 |                        | Janitorial Supplies: floor waxing and paint supp | \$1,378.42                 |
| PO#: |     | Voucher #:                  |    | 9470 Invoice             | Invoice No: 750512055  | 7/18/2023  |                            |
|      |     |                             |    |                          |                        |  | Paid Amt: \$1,378.42       |
|      |     |                             |    |                          |                        |  | Check Amount: \$1,378.42   |
|      |     |                             |    |                          |                        |  | Vendor Total: \$1,378.42   |
| 1302 |     | Toshiba Financial Services  |    |                          |                        |  |                            |
|      |     | 4228                        |    | OLDN                     |                        |  | BP                         |
|      |     |                             |    | E 01 010 605 000 000 560 |                        | FY23 Copier                                      | \$578.75                   |
|      |     |                             |    | E 01 010 605 000 000 401 |                        | overages   | \$1,735.52                 |
| PO#: |     | Voucher #:                  |    | 9492 Invoice             | Invoice No: 5025578947 | 7/19/2023  |                            |
|      |     |                             |    |                          |                        |  | Paid Amt: \$2,314.27       |
|      |     |                             |    |                          |                        |  | Check Amount: \$2,314.27   |
|      |     |                             |    |                          |                        |  | Vendor Total: \$2,314.27   |
| 1706 |     | Town & Country Fence        |    |                          |                        |  |                            |
|      |     | 4228                        |    | OLDN                     |                        |  | BP                         |
|      |     |                             |    | E 01 005 810 000 000 530 |                        | Fence Materials                                  | \$19,747.50                |
|      |     |                             |    | E 01 005 810 000 000 520 |                        | Labor - Fence Installation                       | \$6,750.00                 |
| PO#: |     | Voucher #:                  |    | 9464 Invoice             | Invoice No: 141533     | 7/18/2023  |                            |
|      |     |                             |    |                          |                        |  | Paid Amt: \$26,497.50      |
|      |     |                             |    |                          |                        |  | Check Amount: \$26,497.50  |
|      |     |                             |    |                          |                        |  | Vendor Total: \$26,497.50  |
| 1635 |     | USBank                      |    |                          |                        |  |                            |
|      |     | 4228                        |    | OLDN                     |                        |  | Wire                       |
|      |     |                             |    | E 01 005 850 000 348 570 |                        | Rent   | \$104,447.08               |
| PO#: |     | Voucher #:                  |    | 9443 Invoice             | Invoice No: 7.5.23     | 7/31/2023  |                            |
|      |     |                             |    |                          |                        |  | Paid Amt: \$104,447.08     |
|      |     |                             |    |                          |                        |  | Check Amount: \$104,447.08 |
|      |     | 4228                        |    | OLDN                     |                        |  | BP                         |
|      |     |                             |    | B 01 118 000             |                        | Bond administration fees 6/1/23-5/31/24          | \$2,500.00                 |
| PO#: |     | Voucher #:                  |    | 9493 Invoice             | Invoice No: 6964056    | 7/19/2023  |                            |
|      |     |                             |    |                          |                        |  | Paid Amt: \$2,500.00       |
|      |     |                             |    |                          |                        |  | Check Amount: \$2,500.00   |
|      |     |                             |    |                          |                        |  | Vendor Total: \$106,947.08 |

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

| Code | Rcd | Vendor                              | Co   | Bank                     | Check No              | Pmt/Void Date                     | Pmt Type |               |                      |                   |
|------|-----|-------------------------------------|------|--------------------------|-----------------------|-----------------------------------|----------|---------------|----------------------|-------------------|
| 1417 |     | VOYA                                |      |                          |                       |                                   |          |               |                      |                   |
|      |     |                                     | 4228 | OLDN                     |                       |                                   | Wire     |               |                      |                   |
|      |     |                                     |      | B 01 215 011             |                       | TSA                               |          | \$1,739.90    |                      |                   |
| PO#: |     | Voucher #:                          | 9373 | Invoice                  | Invoice No: S2023240  | 7/1/2023                          |          | Paid Amt:     | \$1,739.90           |                   |
|      |     |                                     |      |                          |                       |                                   |          | Check Amount: | \$1,739.90           |                   |
|      |     |                                     |      |                          |                       |                                   |          |               | <b>Vendor Total:</b> | <b>\$5,219.70</b> |
|      |     |                                     | 4228 | OLDN                     |                       |                                   | Wire     |               |                      |                   |
|      |     |                                     |      | B 01 215 011             |                       | TSA                               |          | \$1,739.90    |                      |                   |
| PO#: |     | Voucher #:                          | 9424 | Invoice                  | Invoice No: S202324S0 | 7/14/2023                         |          | Paid Amt:     | \$1,739.90           |                   |
|      |     |                                     |      |                          |                       |                                   |          | Check Amount: | \$1,739.90           |                   |
|      |     |                                     | 4228 | OLDN                     |                       |                                   | Wire     |               |                      |                   |
|      |     |                                     |      | B 01 215 011             |                       | TSA                               |          | \$150.00      |                      |                   |
| PO#: |     | Voucher #:                          | 9459 | Invoice                  | Invoice No: S2024020  | 7/31/2023                         |          | Paid Amt:     | \$150.00             |                   |
|      |     |                                     |      | B 01 215 011             |                       | TSA                               |          | \$1,589.90    |                      |                   |
| PO#: |     | Voucher #:                          | 9430 | Invoice                  | Invoice No: S202324S1 | 7/31/2023                         |          | Paid Amt:     | \$1,589.90           |                   |
|      |     |                                     |      |                          |                       |                                   |          | Check Amount: | \$1,739.90           |                   |
|      |     |                                     |      |                          |                       |                                   |          |               | <b>Vendor Total:</b> | <b>\$5,219.70</b> |
| 1637 |     | Wexford Commerical Construction LLC |      |                          |                       |                                   |          |               |                      |                   |
|      |     |                                     | 4228 | OLDN                     |                       |                                   | BP       |               |                      |                   |
|      |     |                                     |      | E 01 005 810 000 000 520 |                       | Balance due-K/Rtl remodel project |          | \$5,877.00    |                      |                   |
| PO#: |     | Voucher #:                          | 9465 | Invoice                  | Invoice No: 23-014-2  | 7/18/2023                         |          | Paid Amt:     | \$5,877.00           |                   |
|      |     |                                     |      |                          |                       |                                   |          | Check Amount: | \$5,877.00           |                   |
|      |     |                                     |      |                          |                       |                                   |          |               | <b>Vendor Total:</b> | <b>\$5,877.00</b> |
| 1632 |     | Xcel Energy                         |      |                          |                       |                                   |          |               |                      |                   |
|      |     |                                     | 4228 | OLDN                     |                       |                                   | Wire     |               |                      |                   |
|      |     |                                     |      | E 01 005 810 000 000 330 |                       | FY23 Electric Service             |          | \$7,956.01    |                      |                   |
| PO#: |     | Voucher #:                          | 9444 | Invoice                  | Invoice No: 832274688 | 7/6/2023                          |          | Paid Amt:     | \$7,956.01           |                   |
|      |     |                                     |      |                          |                       |                                   |          | Check Amount: | \$7,956.01           |                   |
|      |     |                                     | 4228 | OLDN                     |                       |                                   | Wire     |               |                      |                   |
|      |     |                                     |      | E 01 005 810 000 000 330 |                       | FY23 Electric Service             |          | \$3,916.04    |                      |                   |
| PO#: |     | Voucher #:                          | 9445 | Invoice                  | Invoice No: 832278263 | 7/6/2023                          |          | Paid Amt:     | \$3,916.04           |                   |
|      |     |                                     |      |                          |                       |                                   |          | Check Amount: | \$3,916.04           |                   |
|      |     |                                     | 4228 | OLDN                     |                       |                                   | Wire     |               |                      |                   |
|      |     |                                     |      | E 01 005 810 000 000 330 |                       | FY23 Electric Service             |          | \$244.73      |                      |                   |
| PO#: |     | Voucher #:                          | 9446 | Invoice                  | Invoice No: 832273225 | 7/6/2023                          |          | Paid Amt:     | \$244.73             |                   |
|      |     |                                     |      |                          |                       |                                   |          | Check Amount: | \$244.73             |                   |
|      |     |                                     | 4228 | OLDN                     |                       |                                   | Wire     |               |                      |                   |
|      |     |                                     |      | E 01 005 810 000 000 330 |                       | Electric Service                  |          | \$128.46      |                      |                   |
| PO#: |     | Voucher #:                          | 9450 | Invoice                  | Invoice No: 836346661 | 7/31/2023                         |          | Paid Amt:     | \$128.46             |                   |
|      |     |                                     |      |                          |                       |                                   |          | Check Amount: | \$128.46             |                   |



## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

| Code        | Rcd | Vendor            | Co          | Bank                     | Check No                       | Pmt/Void Date    | Pmt Type                          |
|-------------|-----|-------------------|-------------|--------------------------|--------------------------------|------------------|-----------------------------------|
| 1632        |     | Xcel Energy       |             |                          |                                |                  |                                   |
|             |     |                   | 4228        | OLDN                     |                                |                  | Wire                              |
|             |     |                   |             | E 01 005 810 000 000 330 | FY23 Electric Service          | \$2,543.62       |                                   |
| <b>PO#:</b> |     | <b>Voucher #:</b> | <b>9485</b> | Invoice                  | <b>Invoice No:</b> 836376198.2 | <b>7/18/2023</b> | <b>Paid Amt: \$2,543.62</b>       |
|             |     |                   |             |                          |                                |                  | <b>Check Amount: \$2,543.62</b>   |
| <hr/>       |     |                   |             |                          |                                |                  |                                   |
|             |     |                   | 4228        | OLDN                     |                                |                  | Wire                              |
|             |     |                   |             | E 01 005 810 000 000 330 | FY23 Electric Service          | \$5,330.98       |                                   |
| <b>PO#:</b> |     | <b>Voucher #:</b> | <b>9486</b> | Invoice                  | <b>Invoice No:</b> 836357663.2 | <b>7/18/2023</b> | <b>Paid Amt: \$5,330.98</b>       |
|             |     |                   |             |                          |                                |                  | <b>Check Amount: \$5,330.98</b>   |
| <hr/>       |     |                   |             |                          |                                |                  |                                   |
|             |     |                   | 4228        | OLDN                     |                                |                  | Wire                              |
|             |     |                   |             | E 01 005 810 000 000 330 | FY23 Electric Service          | \$2,932.04       |                                   |
| <b>PO#:</b> |     | <b>Voucher #:</b> | <b>9503</b> | Invoice                  | <b>Invoice No:</b> 836357663   | <b>7/31/2023</b> | <b>Paid Amt: \$2,932.04</b>       |
|             |     |                   |             |                          |                                |                  | <b>Check Amount: \$2,932.04</b>   |
|             |     |                   |             |                          |                                |                  | <b>Vendor Total: \$23,051.88</b>  |
|             |     |                   |             |                          |                                |                  | <b>Report Total: \$570,134.82</b> |

## WOODBURY LEADERSHIP ACADEMY

### Receipt Listing Report with Detail by Deposit

| Deposit Co         | Bank | Batch | Rct No | Receipt Type | Receipt St | Receipt Date | Check No | Pmt Type | Grp Code | Customer               | Inv No | Inv Date | Inv Type | Invoice Amount        | Applied Amount      | Unapplied Amount         |
|--------------------|------|-------|--------|--------------|------------|--------------|----------|----------|----------|------------------------|--------|----------|----------|-----------------------|---------------------|--------------------------|
| 1935               | 4228 | OLDN  | CR0723 |              |            |              |          |          |          |                        |        |          |          |                       |                     |                          |
| FY24 IDEAS         |      |       |        |              |            |              |          |          |          |                        |        |          |          |                       |                     |                          |
|                    |      |       |        | 1956         | Credit     | A            | 07/14/23 | Check    | 1        | M                      |        |          |          |                       |                     |                          |
|                    |      |       |        |              |            |              |          |          |          | Miscellaneous Customer |        |          |          |                       |                     |                          |
|                    |      |       |        |              |            |              | 4228     | R        | 01       | 005                    | 000    | 000      | 000      | 211                   |                     | General Education Aid    |
|                    |      |       |        |              |            |              |          |          |          |                        |        |          |          |                       | 263,707.68          | 0.00                     |
|                    |      |       |        |              |            |              |          |          |          |                        |        |          |          | Receipt Total:        | \$263,707.68        | \$0.00                   |
|                    |      |       |        |              |            |              |          |          |          |                        |        |          |          | <b>Deposit Total:</b> | <b>\$263,707.68</b> | <b>\$0.00</b>            |
| 1936               | 4228 | OLDN  | CR0723 |              |            |              |          |          |          |                        |        |          |          |                       |                     |                          |
| FY24 IDEAS         |      |       |        |              |            |              |          |          |          |                        |        |          |          |                       |                     |                          |
|                    |      |       |        | 1957         | Credit     | A            | 07/28/23 | Check    | 1        | M                      |        |          |          |                       |                     |                          |
|                    |      |       |        |              |            |              |          |          |          | Miscellaneous Customer |        |          |          |                       |                     |                          |
|                    |      |       |        |              |            |              | 4228     | R        | 01       | 005                    | 000    | 000      | 000      | 211                   |                     | FY24 GEn Ed Aid          |
|                    |      |       |        |              |            |              |          |          |          |                        |        |          |          |                       | 263,075.29          | 0.00                     |
|                    |      |       |        |              |            |              |          |          |          |                        |        |          |          | Receipt Total:        | \$263,075.29        | \$0.00                   |
|                    |      |       |        |              |            |              |          |          |          |                        |        |          |          | <b>Deposit Total:</b> | <b>\$263,075.29</b> | <b>\$0.00</b>            |
| 1937               | 4228 | OLDN  | CR0723 |              |            |              |          |          |          |                        |        |          |          |                       |                     |                          |
| FY24 July Interest |      |       |        |              |            |              |          |          |          |                        |        |          |          |                       |                     |                          |
|                    |      |       |        | 1958         | Credit     | A            | 07/31/23 | Check    | 1        | I                      |        |          |          |                       |                     |                          |
|                    |      |       |        |              |            |              |          |          |          | Interest               |        |          |          |                       |                     |                          |
|                    |      |       |        |              |            |              | 4228     | R        | 01       | 005                    | 000    | 000      | 000      | 092                   |                     | Interest Earnings        |
|                    |      |       |        |              |            |              |          |          |          |                        |        |          |          |                       | 8,235.94            | 0.00                     |
|                    |      |       |        |              |            |              |          |          |          |                        |        |          |          | Receipt Total:        | \$8,235.94          | \$0.00                   |
|                    |      |       |        |              |            |              |          |          |          |                        |        |          |          | <b>Deposit Total:</b> | <b>\$8,235.94</b>   | <b>\$0.00</b>            |
| 1938               | 4228 | OLDN  | CR0723 |              |            |              |          |          |          |                        |        |          |          |                       |                     |                          |
| 7.19.23 Deposit    |      |       |        |              |            |              |          |          |          |                        |        |          |          |                       |                     |                          |
|                    |      |       |        | 1959         | Credit     | A            | 07/19/23 | Check    | 1        | M                      |        |          |          |                       |                     |                          |
|                    |      |       |        |              |            |              |          |          |          | Miscellaneous Customer |        |          |          |                       |                     |                          |
|                    |      |       |        |              |            |              | 4228     | R        | 01       | 005                    | 000    | 000      | 000      | 050                   |                     | Summer School Deposits   |
|                    |      |       |        |              |            |              |          |          |          |                        |        |          |          |                       | 500.00              | 0.00                     |
|                    |      |       |        |              |            |              |          |          |          |                        |        |          |          | Receipt Total:        | \$500.00            | \$0.00                   |
|                    |      |       |        |              |            |              |          |          |          |                        |        |          |          | <b>Deposit Total:</b> | <b>\$500.00</b>     | <b>\$0.00</b>            |
| 1939               | 4228 | OLDN  | CR0723 |              |            |              |          |          |          |                        |        |          |          |                       |                     |                          |
| 7.25.23 Deposit    |      |       |        |              |            |              |          |          |          |                        |        |          |          |                       |                     |                          |
|                    |      |       |        | 1960         | Credit     | A            | 07/25/23 | Check    | 1        | M                      |        |          |          |                       |                     |                          |
|                    |      |       |        |              |            |              |          |          |          | Miscellaneous Customer |        |          |          |                       |                     |                          |
|                    |      |       |        |              |            |              | 4228     | B        | 01       | 125                    | 000    |          |          |                       | 3,204.58            | 0.00                     |
|                    |      |       |        |              |            |              |          |          |          | Due From Other Gov'T   |        |          |          |                       |                     |                          |
|                    |      |       |        |              |            |              | 4228     | R        | 01       | 005                    | 000    | 000      | 000      | 099                   |                     | Emp Retention Tax Credit |
|                    |      |       |        |              |            |              |          |          |          |                        |        |          |          |                       | 145,197.12          | 0.00                     |
|                    |      |       |        |              |            |              |          |          |          |                        |        |          |          | Receipt Total:        | \$148,401.70        | \$0.00                   |
|                    |      |       |        |              |            |              |          |          |          |                        |        |          |          | <b>Deposit Total:</b> | <b>\$148,401.70</b> | <b>\$0.00</b>            |
| 1940               | 4228 | OLDN  | CR0723 |              |            |              |          |          |          |                        |        |          |          |                       |                     |                          |
| FY24 SERVS         |      |       |        |              |            |              |          |          |          |                        |        |          |          |                       |                     |                          |
|                    |      |       |        | 1961         | Credit     | A            | 07/17/23 | Check    | 1        | M                      |        |          |          |                       |                     |                          |
|                    |      |       |        |              |            |              |          |          |          | Miscellaneous Customer |        |          |          |                       |                     |                          |
|                    |      |       |        |              |            |              | 4228     | B        | 01       | 122                    | 000    |          |          |                       | 2,979.40            | 0.00                     |
|                    |      |       |        |              |            |              |          |          |          | FY23 Title I Draw      |        |          |          |                       |                     |                          |
|                    |      |       |        |              |            |              | 4228     | B        | 01       | 122                    | 000    |          |          |                       | 12,432.05           | 0.00                     |
|                    |      |       |        |              |            |              |          |          |          | FY23f FIN 160 Draw     |        |          |          |                       |                     |                          |

## 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 |
|------------------------|------|-------|--------|--------------|------------|-------------------|----------|----------|----------|---------------------------|--------|----------|----------|---------------------|----------------|------------------|
| 1940                   | 4228 | OLDN  | CR0723 |              |            |                   |          |          |          |                           |        |          |          |                     |                |                  |
| FY24 SERVS             |      |       |        | 1961         | Credit     | A 07/17/23        |          | Check    | 1        | M                         |        |          |          |                     |                |                  |
|                        |      |       |        |              |            | 4228 B 01 122 000 |          |          |          | Miscellaneous Customer    |        |          |          |                     |                |                  |
|                        |      |       |        |              |            |                   |          |          |          | FY23 FIN 169 DRaw         |        |          |          |                     | 92,161.31      | 0.00             |
| Receipt Total:         |      |       |        |              |            |                   |          |          |          |                           |        |          |          | \$107,572.76        | \$0.00         |                  |
| <b>Deposit Total:</b>  |      |       |        |              |            |                   |          |          |          |                           |        |          |          | <b>\$107,572.76</b> | <b>\$0.00</b>  |                  |
| 1941                   | 4228 | OLDN  | CR0723 |              |            |                   |          |          |          |                           |        |          |          |                     |                |                  |
| FY24 SERVS             |      |       |        | 1962         | Credit     | A 07/20/23        |          | Check    | 1        | M                         |        |          |          |                     |                |                  |
|                        |      |       |        |              |            | 4228 B 01 122 000 |          |          |          | Miscellaneous Customer    |        |          |          |                     |                |                  |
|                        |      |       |        |              |            | 4228 B 01 122 000 |          |          |          | FY23 FIN 161 Draw         |        |          |          |                     | 9,491.55       | 0.00             |
|                        |      |       |        |              |            | 4228 B 01 122 000 |          |          |          | Due Fm Fed.-MDE           |        |          |          |                     | 8,236.21       | 0.00             |
| Receipt Total:         |      |       |        |              |            |                   |          |          |          |                           |        |          |          | \$17,727.76         | \$0.00         |                  |
| <b>Deposit Total:</b>  |      |       |        |              |            |                   |          |          |          |                           |        |          |          | <b>\$17,727.76</b>  | <b>\$0.00</b>  |                  |
| 1942                   | 4228 | OLDN  | CR0723 |              |            |                   |          |          |          |                           |        |          |          |                     |                |                  |
| FY23 Donations in July |      |       |        | 1963         | Credit     | A 07/10/23        |          | Check    | 1        | M                         |        |          |          |                     |                |                  |
|                        |      |       |        |              |            | 4228 B 01 115 001 |          |          |          | Miscellaneous Customer    |        |          |          |                     |                |                  |
|                        |      |       |        |              |            |                   |          |          |          | FY23 Mighty Cause Donator |        |          |          |                     | 20.00          | 0.00             |
| Receipt Total:         |      |       |        |              |            |                   |          |          |          |                           |        |          |          | \$20.00             | \$0.00         |                  |
| <b>Deposit Total:</b>  |      |       |        |              |            |                   |          |          |          |                           |        |          |          | <b>\$20.00</b>      | <b>\$0.00</b>  |                  |
| Report Total:          |      |       |        |              |            |                   |          |          |          |                           |        |          |          | \$809,241.13        | \$0.00         |                  |

## WOODBURY LEADERSHIP ACADEMY Journal Entry Listing

| JE Cd | Period | Date       | St | Src | Ref | Description            | Detail Desc                    | L | Fd | Org | Pro | Crs | Fin | O/S | Account Description       | Debit Amount       | Credit Amount      |
|-------|--------|------------|----|-----|-----|------------------------|--------------------------------|---|----|-----|-----|-----|-----|-----|---------------------------|--------------------|--------------------|
| 5014  | 202401 | 07/01/2023 | P  | JE  |     | FY23 Prepaid Reversals | Fy23 Prepaid Reversals         | B | 01 | 131 | 000 |     |     |     | Prepaid Expenditures      | 0.00               | 35,174.14          |
|       |        |            |    |     |     |                        | GIS-July Dental                | B | 01 | 215 | 009 |     |     |     | Dental                    | 2,201.61           | 0.00               |
|       |        |            |    |     |     |                        | Health Partners-July ins       | B | 01 | 215 | 010 |     |     |     | Health                    | 20,107.28          | 0.00               |
|       |        |            |    |     |     |                        | GIS-July Llife                 | B | 01 | 215 | 013 |     |     |     | Life/LTD/STD              | 2,360.49           | 0.00               |
|       |        |            |    |     |     |                        | GIS July-PPL                   | B | 01 | 215 | 020 |     |     |     | PrePaid Legal             | 117.00             | 0.00               |
|       |        |            |    |     |     |                        | GIS-July Vision                | B | 01 | 215 | 021 |     |     |     | Vision                    | 454.90             | 0.00               |
|       |        |            |    |     |     |                        | Firstbankcard-Woodbury days    | E | 01 | 005 | 107 | 000 | 000 | 305 | Consult/Fees For Svc      | 545.00             | 0.00               |
|       |        |            |    |     |     |                        | First Bankcard-Intrado         | E | 01 | 005 | 108 | 000 | 000 | 405 | Non-Instr Cmptr Sftwr/Lic | 625.00             | 0.00               |
|       |        |            |    |     |     |                        | Computer Integration-          | E | 01 | 005 | 108 | 000 | 000 | 405 | Non-Instr Cmptr Sftwr/Lic | 1,904.00           | 0.00               |
|       |        |            |    |     |     |                        | Raptor Technologies-backgrou   | E | 01 | 005 | 110 | 000 | 000 | 305 | Consult/Fees For Svc      | 750.00             | 0.00               |
|       |        |            |    |     |     |                        | GIS-July admin                 | E | 01 | 005 | 110 | 000 | 000 | 305 | Consult/Fees For Svc      | 52.00              | 0.00               |
|       |        |            |    |     |     |                        | Paffy's Pest Control           | E | 01 | 005 | 810 | 000 | 000 | 350 | Repair & Maint Svc        | 1,621.20           | 0.00               |
|       |        |            |    |     |     |                        | First Bankcard-Mn Historial So | E | 01 | 010 | 630 | 000 | 000 | 406 | Instructional Software    | 620.00             | 0.00               |
|       |        |            |    |     |     |                        | Brain Pop-7.1.23-1.29.24       | E | 01 | 010 | 630 | 000 | 000 | 406 | Instructional Software    | 2,050.42           | 0.00               |
|       |        |            |    |     |     |                        | Liminex-FY24                   | E | 01 | 010 | 630 | 000 | 000 | 406 | Instructional Software    | 1,765.24           | 0.00               |
|       |        |            |    |     |     |                        |                                |   |    |     |     |     |     |     |                           | <b>\$35,174.14</b> | <b>\$35,174.14</b> |



**Meeting:** Governance Committee Minutes

**Date:** Thursday, August 10th, 2023

**Time:** 6:00 PM

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

## AGENDA

### Meeting Call to Order and Roll Call

Meeting Call to Order: **6:10PM**

Roll Call: **Richard Washington, Joe Valentine, Nicole Stevens, Kathy Mortensen, Michael Ries, Mike Balint**

### 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

- Continue review of 200s series: 210.1, 211, 214
  - 208 – **Ready for first reading. Send to BOD**
  - 210.1 – **Follow-up with secretary, separate communication**
  - 211 – **Follow-up with secretary, separate communication**
  - 214 – **Follow-up with secretary, separate communication**
- Annual policy review 506 – **Ready for second reading. Send to BOD.**
- Staff dress code – **Addressed in handbook. No action needed.**
- Staff use of marijuana
  - **Policy 418 additions – Ready for first reading. Send to BOD**
- Discuss Transgender policy for WLA – **Policy 522: Ready for first reading. Send to BOD**
- Uniform policy – 540 – **No update to policies currently. Potential additional uniform swaps during Christmas Break.**
- Mike Baline – **Motion to add Mike Balint to Governance**

### Future Discussions

- "School Accountability" policy
- Annual policies review: 522, 524, 616, 806 (Oct 2022)
- **Review policy 419 for additional marijuana verbiage.**
- **Policies due for second reading – 208, 418, 506**

### Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: September 7th, 2023

Time: 6:00 p.m.

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

**Adjournment 7:20PM**



# WOODBURY LEADERSHIP ACADEMY

Adopted: April 25, 2017

Revised: ~~March 16, 2023~~ August 10, 2023

## 208 DEVELOPMENT, ADOPTION AND IMPLEMENTATION OF POLICIES

### I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the Board of Directors (BOD) and provide the means for it to continue to be an ongoing effort.

### II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the BOD and should be in a form which is sufficiently explicit to guide administrative action.

### III. DEVELOPMENT OF POLICY

- A. The BOD has jurisdiction to legislate policy for the school with the force and effect of law. BOD policy provides the general direction as to what the BOD wishes to accomplish while delegating implementation of policy to the administration.
- B. The BOD's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The BOD shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a BOD member, employee, or student of the school. Proposed policies or ideas shall be submitted to the Executive Director (ED) for review prior to possible placement on the BOD agenda.

### IV. ADOPTION OF POLICY

- A. The Governance Committee shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two BOD meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to the final BOD vote, which may be at the second meeting.
- B. The final vote taken to adopt the proposed policy shall be approved by a simple majority vote of the BOD at the second meeting.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the BOD. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption

procedure stated above is followed and the policy is reaffirmed. The BOD shall have discretion to determine what constitutes an emergency situation.

- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the BOD has no control, the modified policy may be approved at one meeting at the discretion of the BOD.

## V. IMPLEMENTATION OF POLICY

- A. The ED shall be responsible for implementing BOD policies and developing administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the BOD.
- B. Each BOD member shall have access to this policy manual, and the policies will be available online through the school website. Paper copies of policies may be requested through the school's main office.
- C. The ED, employees designated by the ED, and individual BOD members shall be responsible for keeping the policy manuals current.
- D. The BOD shall review policies at least once every three years. The **Governance Committee** shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, **the Governance Committee, ED** and BOD shall review the following **procedures and** policies annually:

410 Family and Medical Leave Policy

413 Harassment and Violence

~~414~~ Mandated Reporting of Child Neglect or Physical or Sexual Abuse

~~415~~ Mandated Reporting of Maltreatment of Vulnerable Adults

506 Student Discipline

514 Bullying Prohibition Policy

522 Student Sex Nondiscrimination

524 Internet Acceptable Use and Safety Policy

**616 School District System Accountability**

806 Crisis Management Policy.

- E. When no BOD policy exists to provide guidance on a matter, the ED is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school. Under such circumstances, the ED shall advise the BOD of the need for a policy and present a recommended policy to the BOD for approval.





*Adopted: June 24<sup>th</sup>, 2014*

*Revised: ~~November 10, 2022~~ August 10, 2023*

## **418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL**

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

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

- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol, marijuana, and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of Woodbury Leadership Academy; or during any period of time such employee is supervising students on behalf of Woodbury Leadership Academy or otherwise engaged in school business.

#### **IV. EXCEPTIONS**

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

#### **V. PROCEDURES**

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

624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## **VI. ENFORCEMENT**

### **A. Students**

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

### **B. Employees**

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

violations occurring in the workplace

C. The Public

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



*Adopted: August 12, 2014*

*Amended: ~~April 14, 2022~~ August 10, 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, **nicotine products, including but not limited to vaping, and marijuana or marijuana 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](http://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.

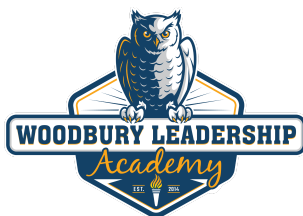
#### **XVI. REVIEW OF POLICY**

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<br>DETENTIONS<br>MEDIATION<br>RESTITUTION<br>BEHAVIOR PLAN<br>SCHEDULE CHANGE | TEACHER<br>DEAN                                     | HALF DAY<br>IN-SCHOOL<br>OUT-OF-SCHOOL | LAW ENFORCEMENT<br>JUVENILE COURT<br>COUNTY SERVICES<br>MENTAL HEALTH | FOR REMAINDER<br>OF SCHOOL YEAR,<br>SERVICES PROVIDED<br>OFF-SITE | FOR 12-MONTH<br>PERIOD, SERVICES<br>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~~ August 10, 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.

*This policy furthers Math and Science Academy's commitment to equal opportunity and nondiscrimination in all its educational and employment activities. MSA prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*

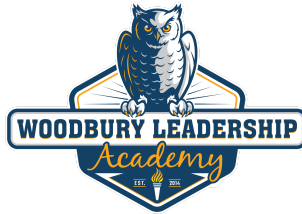
#### II. GENERAL STATEMENT OF POLICY

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. Woodbury Leadership academy provides equal facilities access to all students. Private restrooms are available for all students who are uncomfortable using group restrooms or locker rooms, as well as those students not comfortable using group restrooms or locker rooms assigned to them based on their biological gender. Similarly, if students partake in overnight trips lodging will be assigned based on biological gender. If a student or parent is uncomfortable they can work with the organization to make alternate arrangements.*

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

D. 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.

E. 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**

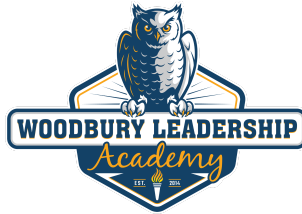
A. Any student who believes ~~he or she has~~ **they have** been the victim of unlawful sex discrimination by a teacher, administrator or other school personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged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

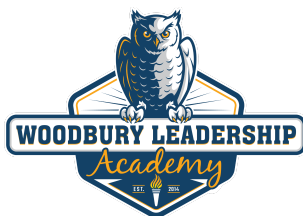
A. By authority of Woodbury Leadership Academy, the director as the Title IX coordinator, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school officials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

**Instructions for Districts and Schools:** Copy the form below onto your district or school letterhead, complete the information requested in the six spaces shown, then scan and email the completed form to: [useraccess.mde@state.mn.us](mailto:useraccess.mde@state.mn.us).

---

## Education Identity and Access Management Board Resolution

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

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOWA. The IOWA will grant the IOWA Proxy role(s).

### Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: \_\_\_\_\_

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): \_\_\_\_\_

Superintendent or Exec. Director Name: \_\_\_\_\_

Will act as the IOWA? \_\_\_\_ Yes \_\_\_\_ No

If no, identify below the individual who will act as the IOWA for your organization.

---

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOWA) for this organization:

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Board Member Signature:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Once the EDIAM Board Resolution is completed, scan and email it to: [useraccess.mde@state.mn.us](mailto:useraccess.mde@state.mn.us)

| <b>New Staff:</b> |          |                      |
|-------------------|----------|----------------------|
| Allen-Tormoen     | Heidi    | GR K                 |
| Barr              | Samantha | GR 4                 |
| Streeter          | Sydney   | GR 5                 |
| Adams             | Lindsey  | GR 6 Math            |
| Richards-Okorie   | Chi Chi  | GR 6 Language Arts   |
| Zieske            | DJ       | GR 7/8 Science       |
| Hinck             | Ellen    | GR 7/8 Language Arts |
| Meyer             | Alyssa   | Para Professional    |
| Conn              | Lori     | Para Professional    |
| Burfeind          | Molly    | Para Professional    |
| Jones             | Adriane  | Para Professional    |
| Scheier           | Collin   | Para Professional    |
| Calderon          | Thomas   | Custodial            |
| Johnson           | Vince    | Custodial            |
| Ives              | Marc     | Building Substitute  |
| Griffin           | Jackie   | LT Substitute Gr 3   |

## **WLA Assessment Overview 2023-2024**

### **Statewide Assessments (MCA)**

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards, which are rigorous and prepare our students for career and college. The statewide assessments are how Minnesota measures that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

(1) Minnesota Comprehension Assessments (MCA): Based on Minnesota Academic Standards; given annually in grades 3-8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.

(2) Minnesota Test of Academic Skills (MTAS): Is an option for students with the most significant cognitive disabilities.

(3) ACCESS: Based on the WIDA English Language Development Standards; given annually to English learners in grades K-12 in reading, writing, listening and speaking.

Click [HERE](#) to view our District Test Security Procedure.

### **National Assessments (NWEA MAP & Iready Math)**

At Woodbury Leadership Academy, we are committed to providing our students with personalized learning experiences. To best achieve this, we regularly assess students' growth. We strive to consider the whole picture when serving our students. Having multiple types of assessments helps provide a fuller picture of each student's needs.

(1) Measures of Academic Progress (MAP) Reading Fluency with Dyslexia Screener Component: The MAP Reading Fluency with Dyslexia Screener Component is a test type that can identify when students' performance demonstrates possible risk factors for dyslexia or other reading difficulties. This is administered for all students in grades K-2.

(2) Measures of Academic Progress (MAP) Reading Growth: This is administered for all students in grades 3-8.

(3) iReady Math Diagnostic Assessment: this is administered for all students in grades K-8.

### **Common Assessments**

Common Assessments are assessments that are directly linked to the curriculum taught at Woodbury Leadership Academy. They are based on academic standards and are typically developed by teacher teams within the school district. They are necessary to implement the district curriculum with fidelity and to report progress to students and parents on student mastery of academic standards (e.g., report cards).

How do we screen and identify for convergence insufficiency disorder? We use parent and teacher referrals for concerns in this area. Those concerns are managed by the Special Education Director who ensures that students are tested accordingly.



**WOODBURY LEADERSHIP ACADEMY**  
**MCA SUMMARY**  
**SPRING 2023**

**NARRATIVE SUMMARY**

**READING:**

- WLA reading proficiency scores increased from the 2021-2022 school year to the 2022-2023 school year in grades 5 & 7. Grade 5 increased by 5%, and grade 7 increased by 22%. (6<sup>th</sup> grade was within 1% point, reading levels in grades 3, 4, & 8 declined 8%, 5%, and 6% respectively)
- WLA reading proficiency scores exceeded the state average for the 2022-2023 school year in grades 3, 4, 5, 6 & 7
- WLA reading proficiency scores exceeded the Oakdale comparable school district setting for the 2022-2023 school year in grades \_\_\_\_\_

**MATH:**

- WLA math proficiency scores increased from the 2021-2022 school year to the 2022-2023 school year in grade 7, (up 12%) with grades 3, 4, 5, 6, & 8 all demonstrating declining scores. (gr 3 down 11%, gr 4 down 4%, gr 5 down 11%, gr 6 down 18%, gr 8 down 20%)
- WLA math proficiency scores exceeded the state average for the 2022-2023 school year in grades 3 & 4
- WLA math proficiency scores exceeded the Oakdale comparable school district setting for the 2022-2023 school year in grades \_\_\_\_\_

**SCIENCE:**

- WLA science proficiency scores increased from the 2021-2022 school year to the 2022-2023 school year in grades 5 & 8 (gr 5 increased by .50%, and gr 8 increased by 1%)
- WLA science proficiency scores exceeded the state average for the 2022-2023 school year in grade 5
- WLA science proficiency scores exceeded the Oakdale comparable school district setting for the 2022-2023 school year in grades \_\_\_\_\_



## STATISTICAL SUMMARY

### READING

|        | WLA<br>21-22 | OAKDALE<br>21-22 | STATE<br>21-22 | WLA<br>22-23 | OAKDALE<br>22-23 | STATE<br>22-23 |
|--------|--------------|------------------|----------------|--------------|------------------|----------------|
| GR 3   | 68%          |                  | 48%            | 56%          |                  |                |
| GR 4   | 55%          |                  | 49%            | 50%          |                  |                |
| GR 5   | 65%          |                  | 59%            | 69%          |                  |                |
| GR 6   | 53%          |                  | 54%            | 52%          |                  |                |
| GR 7   | 35%          |                  | 45%            | 57%          |                  |                |
| GR 8   | 47%          |                  | 46%            | 41%          |                  |                |
| GR 3-8 |              |                  |                |              |                  | 49.9%          |

### MATH

|        | WLA<br>21-22 | OAKDALE<br>21-22 | STATE<br>21-22 | WLA<br>22-23 | OAKDALE<br>22-23 | STATE<br>22-23 |
|--------|--------------|------------------|----------------|--------------|------------------|----------------|
| GR 3   | 68%          |                  | 60%            | 57%          |                  |                |
| GR 4   | 62%          |                  | 58%            | 58%          |                  |                |
| GR 5   | 45%          |                  | 44%            | 36%          |                  |                |
| GR 6   | 43%          |                  | 40%            | 25%          |                  |                |
| GR 7   | 21%          |                  | 38%            | 33%          |                  |                |
| GR 8   | 42%          |                  | 40%            | 22%          |                  |                |
| GR 3-8 |              |                  |                |              |                  | 45.5%          |

### SCIENCE

|          | WLA<br>21-22 | OAKDALE<br>21-22 | STATE<br>21-22 | WLA<br>22-23 | OAKDALE<br>22-23 | STATE<br>22-23 |
|----------|--------------|------------------|----------------|--------------|------------------|----------------|
| GR 5     | 60%          |                  | 50%            | 60%          |                  |                |
| GR 8     | 21%          |                  | 28%            | 22%          |                  |                |
| GR 5 & 8 |              |                  |                |              |                  | 39.2%          |