



**Meeting:** Board of Directors Annual Meeting

**Date:** September 28, 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 (Patrick Vollmuth)**

- 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 August 31, 2023 Meeting Minutes

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

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

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

5.1 Delegation of Public Comment Items (if necessary)

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

**6.1** Board Report

**6.2** Director Report (Dr. Mortensen)

6.2.1 Bruce Miles: Executive Director Search

**6.3** Financial Director Report (BKDV)

**6.4 Finance Committee Report (Jolene Skordahl)**

**6.4.1 Approve August Financials and September Finance Committee Minutes**

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

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

**6.5.1 Accept September Governance Committee Minutes, enter policies 208, 418 and 522 into second reading.**

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

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

**6.6.1 WLA Gym Mural & Memorial Plaques**

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

7.1 HVAC Contract

7.2 Board Composition

7.3 Accept Annual Report and WBWF 22-23

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

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

8.1 Board Communication/Future Agenda Items - Reflection

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

WLA Regular Board of Directors Meeting

Date: Thursday, October 26th, 2023

Time: 5:30pm

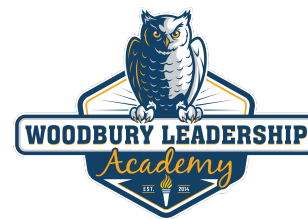
Location: WLA, 8089 Globe Drive, Woodbury, MN 55125

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

Adjournment

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

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
August 31, 2023**



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

**Directors Absent:** N/A

**Administration Present:** Dr Kathleen Mortensen (Executive Director), Ben Broderick (Principal), Mr. Rice (Principal), Megan Nafe (Curriculum Coordinator)

**Advisors Virtual:** N/A

**Others in Attendance:** N/A

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

**1. Meeting Call to Order and Roll Call**

**1.1 Meeting Call to Order**

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

**1.2 Roll Call**

Ms. Schrandt took roll.

**2. WLA Mission and Vision**

Mr. Balint read the WLA Mission and Vision Statements.

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

**3.1 Approval of Meeting Agenda**

Ms. Pool moved “to approve the August 31, 2023 meeting agenda.” Mr. Sheak seconded. Motion passed unanimously.

**3.2 Approval of July 27, 2023 Meeting Minutes**

Ms. Pool moved “to approve the July 27, 2023 meeting minutes.” Mr. Washington seconded. Ms. Pool abstained. Motion passed.

**4. Conflict of Interest Declaration**

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

## **5. Public Comment**

### **5.1 Delegation of Public Comment Items**

No comments.

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

### **6.1 Board Report**

- Ms. Pool gave a shout out to the success of Open House and to the hiring team to filling positions and spending time on interviews.

### **6.2 Director Report**

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

- WLA is currently at approximately 775 students.
- Advises the Board to hire out for hiring a new Executive Director: Bruce Miles.
- Mr. Nick Rice introduced himself as the new middle school principal. He shared about the Responsive Classroom training we hosted in early August, new staff workshop, all staff workshop, and Open House.
- Mrs. Nafe introduced herself as the curriculum coordinator and presented the MCA Summary for Spring of 2023 presenting results and presenting our comparable school districts. Mrs. Nafe also presented the WLA Assessment Plan for the 2023-2024 school year.
- Mr. Broderick introduced himself as the current elementary school principal and presented an update regarding WLA facilities.

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

- Ms. Skordahl reviewed the July 2023 Executive Summary in the Board packet, noting the actual ADM is undetermined. The school currently has 99 days' cash on hand which is well above the requirement. The year is 8.33% complete, revenues are at 9.6% and expenditures disbursed are at 3.3% of the reporting period.
- Ms. Skordahl reviewed the July 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 August 16. During this meeting, the committee reviewed financial statements and discussed vendor contracts.

- **6.4.1. Approve July Financials and August Finance Committee Minutes**  
Ms. Skordahl motioned "to approve July Financial Statements and August Finance Committee Minutes." Mr. Balint seconded the motion. Motion passed unanimously.

### **6.5 Governance Committee Report**

Mr. Washington reported that the Governance Committee met on August 10. During this meeting, there was discussion regarding revisions of various policies.

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

Mr. Washington motioned to, “accept August Governance Committee Minutes, enter policies 208, 418, and 522 into first reading, and enter policy 506 into second reading.” Ms. Skordahl seconded the motion. Motion passed unanimously.

- **6.5.2. Discussion of committee membership and roles and accept new committee member Mike Balint**

Mr. Washington motioned to, “accept new committee member Mike Balint for the governance committee.” Ms. Ohs seconded. Mr. Balint abstained. Motion passed.

## **6.6 Facilities Committee Report**

- Mr. Sheak reported that the facilities committee did not meet, but updated the Board regarding the sound mitigation and playground update. Both topics are being addressed and worked on.
- Ms. Pool made a motion “to amend tonight’s agenda to add 6.7, accepting Patrick Vollmuth to the facilities committee.” Mr. Balint seconded the motion. Motion passed unanimously.

## **6.7 Accept Patrick Vollmuth to the facilities committee.**

Ms. Pool made a motion “to add Patrick Vollmuth to the facilities committee.” Mr. Washington seconded the motion. Motion passed unanimously.

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

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

Mr. Balint made a motion to, “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). Woodbury Leadership Academy would like to designate Dr. Kathleen Mortensen as their IOwA.“ Ms. Ohs seconded. Motion passed unanimously.

#### **7.2 Ratifications for new employees**

Ms. Pool made a motion to “approve the ratifications for the new employees listed in the Board Packet.” Ms. Skordahl seconded. Motion passed unanimously.

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

Ms. Pool made a motion to “approve the school calendar to include December 21 as an early release day.” Ms. Skordahl seconded. Motion passed unanimously.

#### **7.4 Approve Assessment Plan and Assessment Calendar**

Ms. Pool made a motion to “approve the Assessment Plan and Assessment Calendar.” Mr. Balint seconded. Motion passed unanimously.

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

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

Will need to include the HVAC contract in the next Board Meeting.

### **9. Housekeeping**

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

Date: Thursday, September 28, 2023

Time: 5:30pm

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

### **11. Adjournment**

Ms. Skordahl motioned “to adjourn tonight’s meeting.” Mr. Washington seconded the motion. Motion passed unanimously. The meeting adjourned at 6:21 PM.

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

**WOODBURY LEADERSHIP ACADEMY**  
**DIRECTOR REPORT**  
**SEPTEMBER 28, 2023**  
*Dr. Kathleen Mortensen*

**I. Organizational Leadership**

- The Facilities Committee met on September 12th
- The Finance Committee met on September 13<sup>th</sup>. A separate finance meeting was held with myself and Dustin Reeves at BKDV on September 7<sup>th</sup> (We meet prior to the Finance Committee meeting each month to ensure that he has all the updated school finance information needed for his reporting purposes.)
- The Governance Committee met on September 14th
- As of September 20<sup>th</sup> our confirmed ADM is 766.
- Bruce Miles, consultant for the Big River Group, will be presenting what the process looks like for a school leader search in the “Director Report” component of the board meeting. Bruce led the WLA board through our last Strategic Planning session, and he would like to get some feedback from board members in regards to how much direction they would like from him in regard to the search, and how much of the task they would like to manage on their own.

**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.”*
  - We are currently conducting fall MAP assessments
  - We will be having a staff in-service day on October 6<sup>th</sup> for the purposes of looking closely at student data
  - iReady training and professional development on the afternoon of October 18<sup>th</sup>.

**III. Financial Management**

- Another item that arose during our Strategic Planning session was to *“Exercise fiscal responsibility while maintaining quality facilities, ensuring competitive staff pay, and appropriating the necessary instructional and operational supplies.”*
  - We are in the middle of our annual audit and ABDO will be setting up a date to go through the audit findings. (Likely at our November board meeting.)
  - Despite the increase in projected enrollment, we will be keeping a conservative budget.
  - I have been meeting with a small group of office employees to discuss purchasing procedures for the 2023-2024 school year. With both myself and Nancy Baumann retiring at the end of this school year, it is critical that we begin reviewing processes, revising processes, and training in staff to the roles they will work in.

**IV. Human Resource Management**

We are interviewing for additional para professionals due to some students coming to WLA with IEPs that have been recently brought to our attention.

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

- Grades 5 & 6 Shadow Day on September 21<sup>st</sup>. This provided an opportunity for current 6<sup>th</sup> graders to visit with their former teachers and discuss how middle school is going, as well as providing current 5<sup>th</sup> graders a taste of what things look and feel like upstairs in the 6<sup>th</sup> grade classrooms.
- Transportation continues to be a struggle with our busing service and their development of routes. The bus company reported to me that they were fully staffed and had their employees trained, but that in the 3<sup>rd</sup> week of August another bus company offered their drivers \$1 more per hours, and that 30 of their drivers left at that time. Obviously this has put significant pressure on their organization. I would like to give a HUGE shout-out to Nicole Link whose duties at WLA include serving as the WLA Transportation Coordinator, and she has been working diligently to assist the bus company with making route changes. Also, Nicole and myself met with the bus company on September 8<sup>th</sup>, and at this point, it looks like the bus company has only about 50 more changes to make on routes.
- Food service launched and things are going a bit smoother each day. Things will continue to improve as we put our computer system into place and most students are able to enter their code. (It is quite staff intensive right now to have students signed in on clipboard, as well as data-entry intensive to transfer that information to a digital format.) The Department of Education will be on-site to audit our program on October 5<sup>th</sup>.

## **VI. Communications Management**

- Yet another goal set during our Strategic Planning session was to *“Provide a safe and healthy learning environment that celebrates our diversity and builds community.”*
  - There will be a parent meeting on September 28<sup>th</sup> regarding the grades 7-8 trip to Boston next June
  - Our 5<sup>th</sup> graders have the opportunity to attend Wolf Ridge September 27-29
  - Our 6<sup>th</sup> graders have the opportunity to attend Camp Ihduhapi on September 28<sup>th</sup>
  - Parent-Teacher Conferences will be held October 17-18<sup>th</sup>.



**WOODBURY LEADERSHIP ACADEMY  
MCA SUMMARY  
SPRING 2023**

**READING**

MCA Proficiency Chart

Reading - All Accountability Tests

	18-19	19-20	20-21	21-22	22-23
Statewide	60.4%	59.7%	52.5%	51.7%	50.5%
WLA	72.7%	48.9%	50.7%	58.1%	58.4%
Skyview Community Elementary /Skyview Community Middle (combined)	58.0%	53.4%	59.0%	39.2%	33.1%

ANALYSIS OF READING MCA PROFICIENCY: WLA’s MCA reading proficiency results are shown above, For the purpose of this report, proficiency results from Eagle Point Elementary, grades 3- 5, and Skyview Community Middle School, grades 6-8, were combined to create a comparison score for WLA. WLA’s reading proficiency rate increased by .3% percentage points to 58.4% from 2022 to 2023. With the increase, the school is currently performing above the proficiency rate of the statewide average as well as that of the combined local comparison schools. In future years, it is expected that WLA will continue to meet or exceed the reading proficiency rate of both the statewide average and the local comparison school.

**MATH**

MCA Proficiency Chart

Math - All Accountability Tests

	18-19	19-20	20-21	21-22	22-23
Statewide	57.7%	55.5%	44.2%	45.5%	46.0%
WLA	67.0%	54.2%	36.7%	50.8%	46.7%
Eagle Point Elementary /Skyview Community Middle (combined)	62.8%	59.3%	30.8%	36.7%	41.1%

ANALYSIS OF MATH MCA PROFICIENCY: WLA’s MCA math proficiency results are shown above. For the purpose of this report, proficiency results from Eagle Point Elementary, grades 3-5, and Skyview Community Middle School, grades 6-8, were

combined to create a comparison score for WLA. WLA’s math proficiency rate decreased by 4.1 percentage points to 46.7% from 2022 to 2023. This decrease is likely due to an increase in new students to WLA and minimum professional development around the implementation of Ready Math curriculum. In addition, we documented a significant decrease in student usage of their iReady pathway. An online tool we use to fill gaps in learning gaps for our students based on data received from their diagnostic assessment. The proficiency percentage is above state average and the comparable school’s proficiency score. WLA hopes to continue to increase its proficiency results to continue to exceed state averages.

**SCIENCE**

MCA Proficiency Chart

Science - All Accountability Tests

	18-19	19-20	20-21	21-22	22-23
Statewide	52.0%	50.7%	43.1%	29.2%	41.3%
WLA	65.5%	55.0%	45.0%	51.6%	47.2%
Skyview Community Elementary /Skyview community Middle (combined)	54.6%	39.9%	40.1%	30.2%	33.6%

ANALYSIS OF SCIENCE MCA PROFICIENCY: WLA’s MCA science proficiency results are shown above. For the purpose of this report, proficiency results from Eagle Point Elementary, grade 5, and Skyview Community Middle School, grade 8, were combined to create a comparison score for WLA. WLA’s science proficiency rate decreased by 4.4 percentage points to 47.2% from 2022 to 2023. Even with this set back, the school is currently outperforming the proficiency rate of the statewide average as well as that of the combined local comparison schools. In future years, it is expected that WLA will continue to meet or exceed the science proficiency rate of both the statewide average and the local comparison school.



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

**Date:** Wednesday, September 13, 2023

**Time:** 4:30 pm

**Location:** Virtual Meeting

#### **Meeting Minutes**

**Meeting Call to Order and Roll Call - 4:30**

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

**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 August 2023 - [Dustin J. Reeves](#)

#### **Housekeeping -**

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Wednesday, October 11, 2023 @ 4:30 pm

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

**Adjournment @ 5:05**



Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Financial Report

August 31, 2023

Woodbury Leadership Academy  
Woodbury, MN  
Financial Report  
August 31, 2023

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**Woodbury Leadership Academy**  
**Woodbury, Minnesota**  
**August 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 \$214,079 at fiscal year-end, which would result in an ending fund balance of \$2,398,391, or 27% 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, 16.67% of the year was complete.
- \* Cash Balance as of the reporting period is \$2,258,560 and is up from \$2,063,817 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 \$399,143 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 – 20.1% of the working budget.
- \* Expenditures disbursed at end of the reporting period – 9.8% of the working budget.

**Other Items**

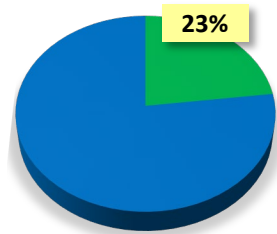
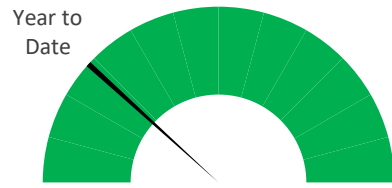
- \* The FY24 Original Budget was approved at the May 2023 Board Meeting.
- \* The FY24 Working Budget reflects updates to legislative updates and staffing changes.
- \* The FY23 audit is scheduled for September 21<sup>st</sup> and 22<sup>nd</sup> and will be held remotely this year by Abdo Solutions.

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

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

*Resources to Operate Programs (Revenues):*

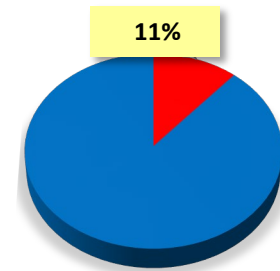
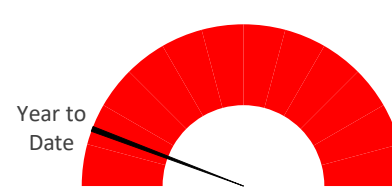
Approved Budget	\$8,507,521
Working Budget	\$9,001,635
Year to Date	\$1,810,963



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

Approved Budget	\$8,273,951
Working Budget	\$8,787,556
Year to Date	\$858,384

23.0%

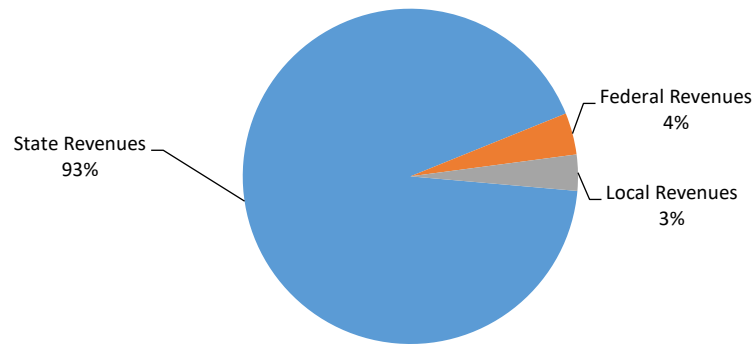


*Excess / Deficit*

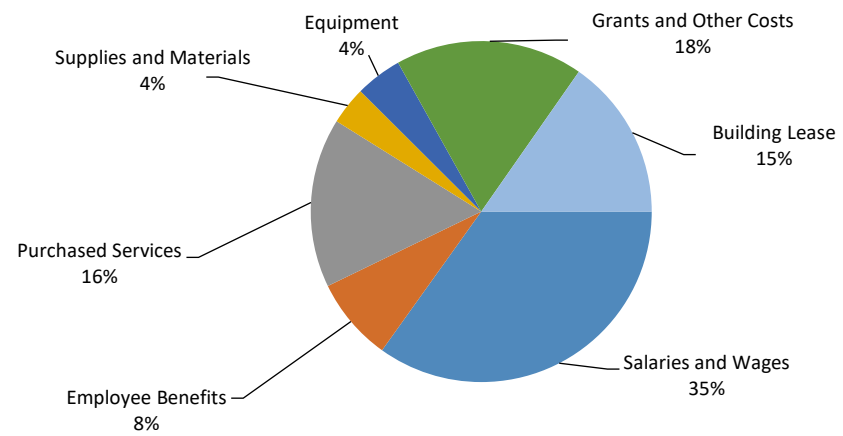
Approved Budget	\$233,570
Working Budget	\$214,079
Year to Date	\$952,579

**Budgets for the Year**

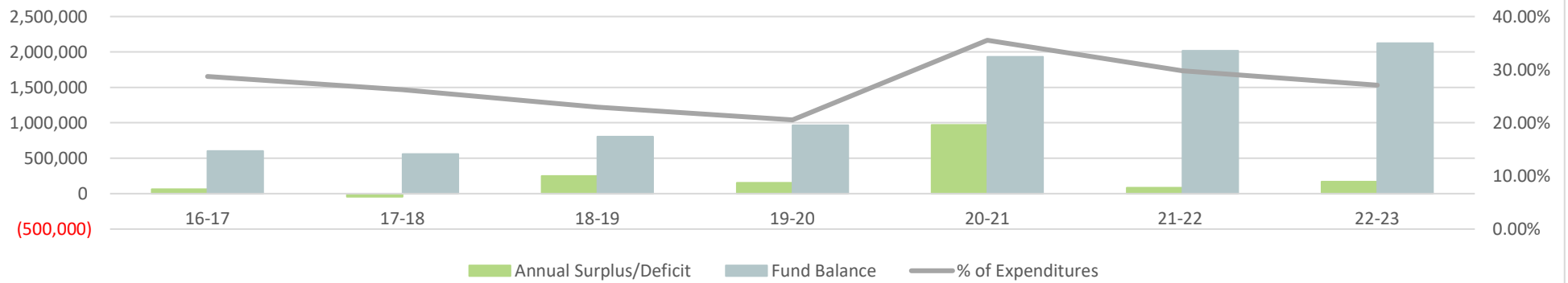
*Where funds will come from to operate the school:*

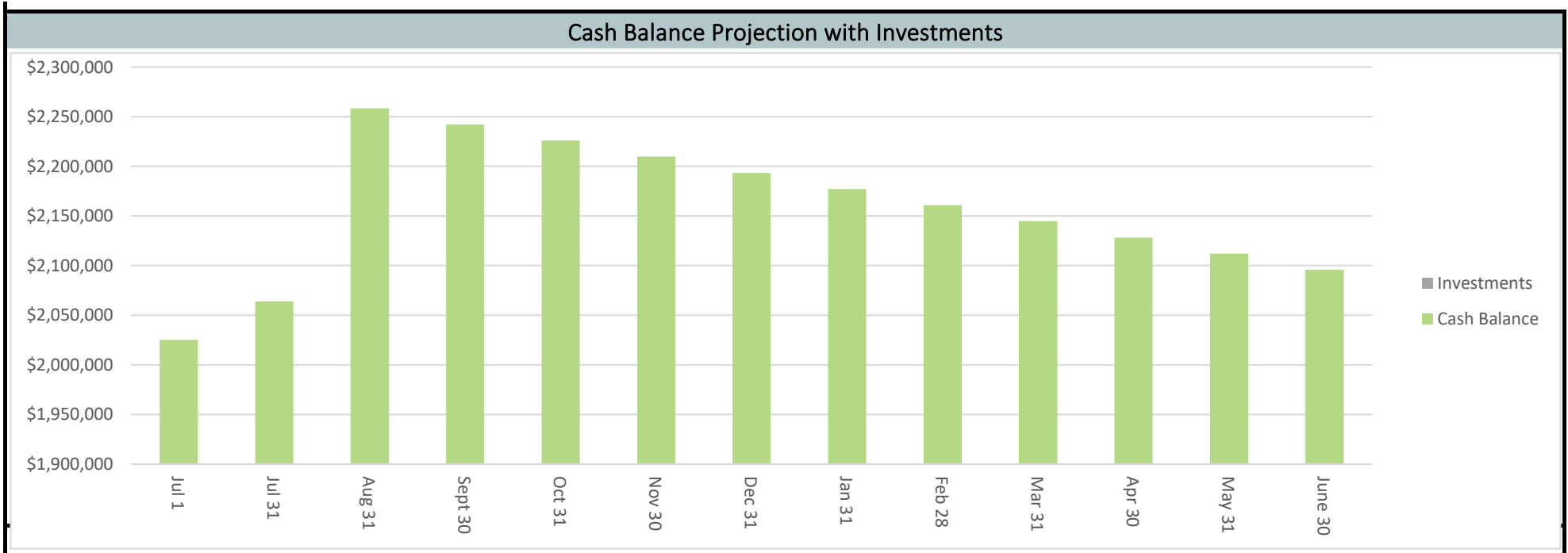
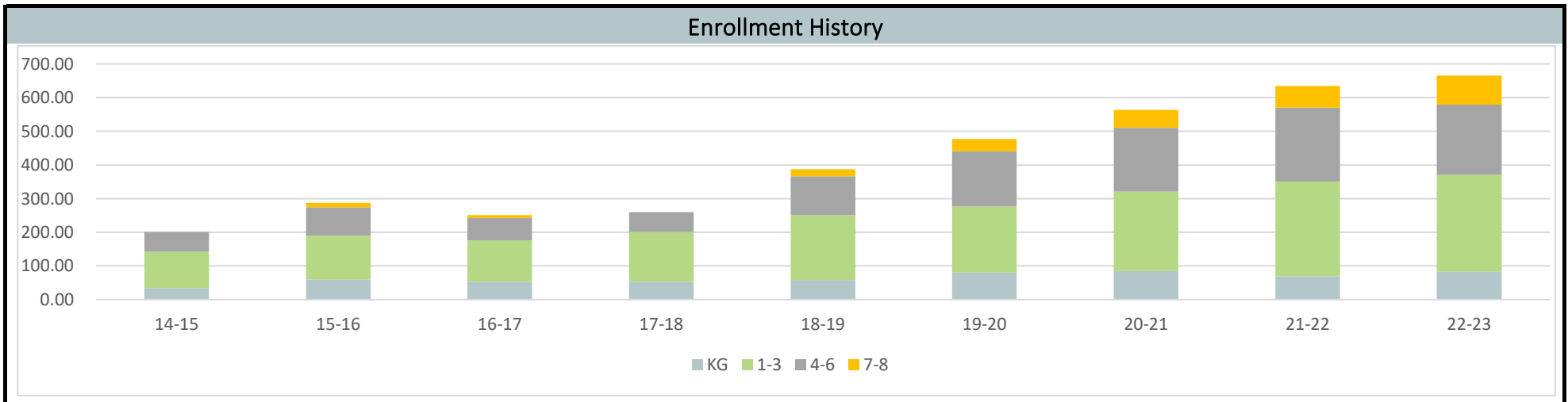
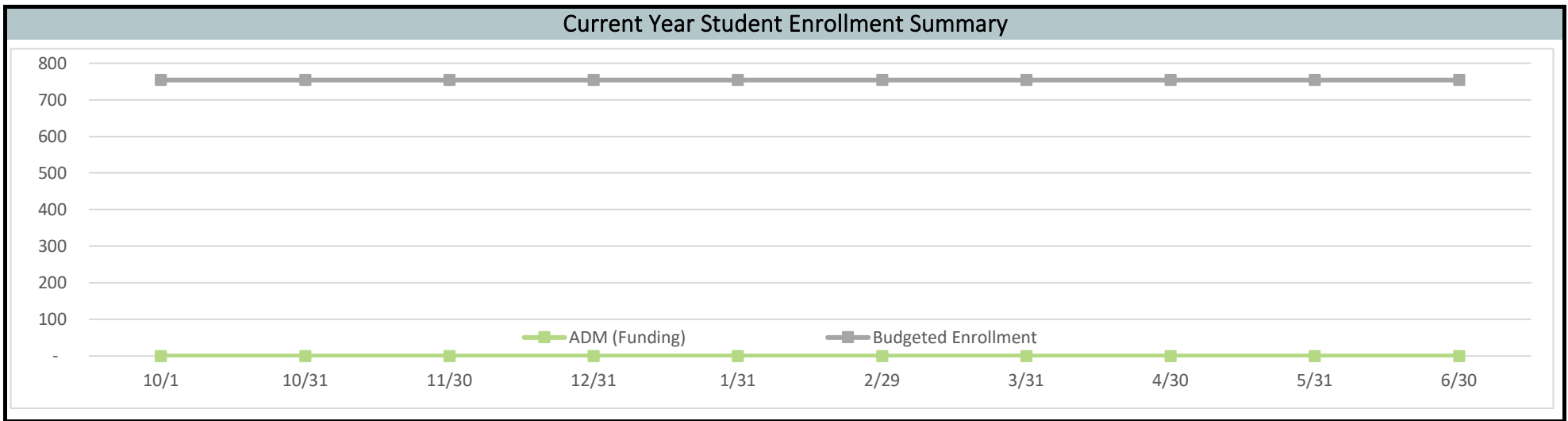
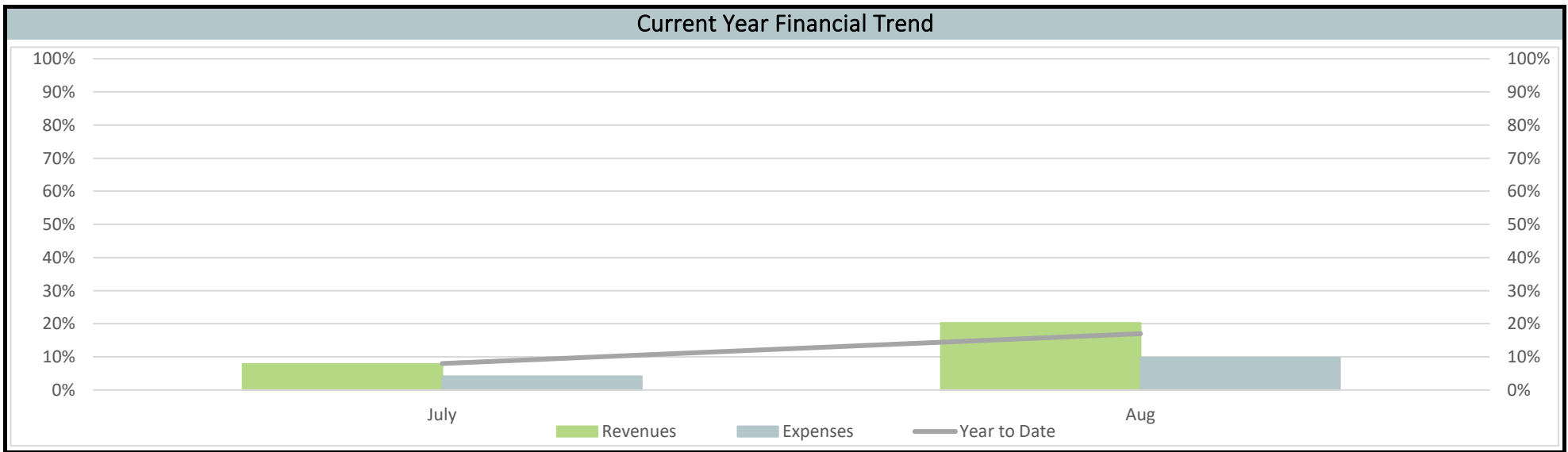


*How the money is budgeted to be spent:*



**Fund Balance History**







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

	Preliminary Balance June 30, 2023	Ending Balance
<b>Assets</b>		
Cash and Investments	\$ 2,025,315	\$ 2,258,560
Accounts Receivable	20	-
Due from Other Funds	78,130	92,709
Due from other gov't	-	-
State Aids Receivable	399,143	320,746
Current Year State Holdback Receivable		321,857
Federal Aids Receivable	297,091	113,580
Prepaid Expenses and Deposits	35,174	-
Payroll Deductions and Contributions (Prepaid)	-	-
	<hr/>	<hr/>
<b>Total All Assets</b>	<b>\$ 2,834,874</b>	<b>\$ 3,107,452</b>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
Salaries and Wages Payable	\$ 233,391	\$ 0
Accounts Payable	230,825	-
Payroll Deductions and Contributions (Owed)	186,346	(29,439)
Total current liabilities	650,562	(29,439)
Fund balance		
Fund balance 07-01-2022	\$ 2,184,312	\$ 2,184,312
Net income to date fy 22 & 23	-	952,579
Total fund balance	2,184,312	3,136,890
	<hr/>	<hr/>
<b>Total liabilities and fund balance</b>	<b>\$ 2,834,874</b>	<b>\$ 3,107,452</b>
		108
<i>Current Days of cash on hand</i>		45
<i>Days Cash on Hand Required</i>		

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

Months: 2      16.67%

FY 2024 Original Budget 754 ADM 772 PU	FY 2024 Working Budget 754 ADM 772 PU	Year to Date Activity	Percent of Working Budget
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**General Fund - 01**

Revenues

State Revenues

General Education Aid	\$ 6,011,098	\$ 6,070,834	\$ 805,518	13.3%
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	248,460	25.5%
Estimated State Holdback Amount	-	-	321,857	-
Total State Revenues	8,176,721	8,255,010	1,375,835	16.7%

Federal Revenues

Federal Title I, II, V	50,400	50,400	3,200	6.4%
Federal Special Education	84,400	92,700	2,831	3.1%
Federal ESSER III, 161	-	-	-	-
Federal ESSER Summer Learning, 163	-	-	-	-
Total Federal Revenues	134,800	143,100	6,031	4.2%

Local Revenues

Fees from Students	61,200	61,200	700	1.1%
Medical Assistance	9,800	9,800	-	0.0%
Interest Earnings	75,000	75,000	20,851	27.8%
Contributions and Gifts, Give to the Max	20,000	20,000	20	0.1%
Contributions PTO offset with expense	30,000	30,000	-	0.0%
Miscellaneous Revenues - ERC Credit, Other	-	407,525	407,525	100.0%
Total local revenues	196,000	603,525	429,096	71.1%

<b>Total Revenues</b>	<b>\$ 8,507,521</b>	<b>\$ 9,001,635</b>	<b>\$ 1,810,963</b>	<b>20.1%</b>
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Woodbury Leadership Academy  
Woodbury, MN  
Statement of Revenues and Expenditures  
August 31, 2023

Months: 2      16.67%

	FY 2024 Original Budget 754 ADM 772 PU	FY 2024 Working Budget 754 ADM 772 PU	Year to Date Activity	Percent of Working Budget
Expenditures				
Salaries and Wages	\$ 2,983,115	\$ 3,377,079	\$ 239,399	7.1%
Employee Benefits	797,389	902,780	64,930	7.2%
Contracted Services	321,000	321,000	29,556	9.2%
Technology Services	22,500	16,700	2,400	14.4%
Communication Services	11,000	11,000	1,790	16.3%
Postage	3,800	3,800	-	0.0%
Utilities	150,500	172,900	20,013	11.6%
Property and Casualty Insurance	26,900	27,750	27,523	99.2%
Repairs and Maintenance	88,415	88,415	6,485	7.3%
Student Transportation	646,307	646,307	66,880	10.4%
Field Trip Transportation	15,080	15,080	663	4.4%
Travel and Conferences	8,800	8,800	1,642	18.7%
Field Trip Admissions	36,700	36,700	-	0.0%
Building Lease	1,253,725	1,253,725	208,954	16.7%
Other Rentals and Leases	4,000	5,800	2,022	34.9%
Office Supplies/General Supplies	48,400	48,400	21,210	43.8%
Maintenance Supplies	57,100	45,600	2,765	6.1%
Non-Instructional Software	28,900	28,900	9,675	33.5%
Instructional Software	20,200	20,200	8,412	41.6%
Instructional Supplies	42,100	46,200	11,838	25.6%
Textbooks and Workbooks	77,700	77,700	69,951	90.0%
Standardized Tests	14,000	14,000	-	0.0%
Food	28,900	34,600	377	1.1%
Building Improvements	205,000	205,000	7,466	3.6%
Furniture and Other Equipment	43,310	43,310	8,395	19.4%
Technology Equipment	58,600	58,600	16,210	27.7%
Principal and Interest - Capital Lease	28,200	16,600	-	0.0%
Dues and Memberships	37,300	37,300	-	0.0%
Third Party Expenditures	-	-	1,563	-
Give to the Max, salaries	20,000	20,000	-	0.0%

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

	FY 2024 Original Budget 754 ADM 772 PU	FY 2024 Working Budget 754 ADM 772 PU	Year to Date Activity	Percent of Working Budget
			Months: 2	16.67%
State Special Education	1,010,410	1,010,410	19,244	1.9%
ADSIS	44,800	44,800	2,990	6.7%
Federal Title I, II, V	50,400	50,400	3,200	6.4%
Federal Special Education	84,400	92,700	2,831	3.1%
<b>Total expenditures</b>	<b>\$ 8,268,951</b>	<b>\$ 8,782,556</b>	<b>\$ 858,384</b>	<b>9.8%</b>
<b>General fund net income</b>	<b>\$ 238,570</b>	<b>\$ 219,079</b>	<b>\$ 952,579</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  
August 31, 2023

	FY 2024 Original Budget 754 ADM 772 PU	FY 2024 Working Budget 754 ADM 772 PU	Months: 2  Year to Date Activity	16.67%  Percent of Working Budget
<b>Total All Funds</b>				
Revenues				
State Revenues	\$ 8,176,721	\$ 8,255,010	\$ 1,375,835	16.7%
Federal Revenues	134,800	143,100	6,031	4.2%
Local Revenues	196,000	603,525	429,096	71.1%
<b>Total Revenues</b>	<b>\$ 8,507,521</b>	<b>\$ 9,001,635</b>	<b>\$ 1,810,963</b>	<b>20.1%</b>
Expenditures				
Salaries and Wages	\$ 2,983,115	\$ 3,377,079	\$ 239,399	7.1%
Employee Benefits	797,389	902,780	64,930	7.2%
Purchased Services	2,588,727	2,607,977	367,928	14.1%
Supplies and Materials	317,300	315,600	124,228	39.4%
Equipment	340,110	328,510	32,071	9.8%
Grants and Other Costs	1,247,310	1,255,610	29,829	2.4%
<b>Total Expenditures</b>	<b>\$ 8,273,951</b>	<b>\$ 8,787,556</b>	<b>\$ 858,384</b>	<b>9.8%</b>
<b>Total Revenues All Funds</b>	<b>\$ 8,507,521</b>	<b>\$ 9,001,635</b>	<b>\$ 1,810,963</b>	<b>20.1%</b>
<b>Total Expenditures All Funds</b>	<b>\$ 8,273,951</b>	<b>\$ 8,787,556</b>	<b>\$ 858,384</b>	<b>9.8%</b>
<b>Net Income - All Funds</b>	<b>\$ 233,570</b>	<b>\$ 214,079</b>	<b>\$ 952,579</b>	

Beginning Fund Balance, All Funds, July 1, 2023	\$ 2,184,312	\$ 2,184,312
Projected Fund Balance, All Funds, June 30, 2024	\$ 2,417,882	\$ 2,398,391
Projected Fund Balance Percentage	29%	27%
<i>Debt Service Coverage Ratio - Estimated</i>	125%	128%
<i>Debt Service Coverage Ratio - Required</i>	131%	128%

*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>	<b>\$ 2,025,315</b>
Jul 31	526,783	-	157,158	125,301	809,241	200,604	570,135	-	770,739	2,063,817
Aug 31	527,195	-	271,958	142,638	941,792	212,417	534,633		747,049	2,258,560
Sept 30	637,553	12,879	17,441	42,830	710,702	386,684	340,293		726,977	2,242,286
Oct 31	637,553	12,879	17,441	42,830	710,702	386,684	340,293		726,977	2,226,011
Nov 30	637,553	12,879	17,441	42,830	710,702	386,684	340,293		726,977	2,209,737
Dec 31	637,553	12,879	17,441	42,830	710,702	386,684	340,293		726,977	2,193,463
Jan 31	637,553	12,879	17,441	42,830	710,702	386,684	340,293		726,977	2,177,189
Feb 28	637,553	12,879	17,441	42,830	710,702	386,684	340,293		726,977	2,160,914
Mar 31	637,553	12,879	17,441	42,830	710,702	386,684	340,293		726,977	2,144,640
Apr 30	637,553	12,879	17,441	42,830	710,702	386,684	340,293		726,977	2,128,366
May 31	637,553	12,879	17,441	42,830	710,702	386,684	340,293		726,977	2,112,092
June 30	637,553	12,879	17,441	42,830	710,702	386,684	340,293	-	726,977	2,095,817
Projected	7,429,509	128,790	603,525	696,234	8,858,058	4,279,859	4,507,697	-	8,787,556	
Totals	7,429,509	128,790	603,525	696,234	8,858,058	4,279,859	4,507,697		8,787,556	2,095,817

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  
August 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	864	7.2%
Audit & Tax Services	14,480	14,480	25	0.2%
Background Checks	2,711	2,711	750	0.0%
Bank Fees	4,970	4,970	1,376	27.7%
Benefit Fees	904	904	102	11.3%
Strategic Planning Consultant	10,328	10,328	-	0.0%
Legal Services	19,365	19,365	8,202	42.4%
Substitutes/Student Services/ESL	19,365	19,365	-	0.0%
Nursing	9,295	9,295	203	2.2%
Janitorial Services- Robemy Cleaning	104,029	104,029	8,500	8.2%
Other Fees	35,309	35,309	2,390	6.8%
	<b>321,000</b>	<b>321,000</b>	<b>29,556</b>	<b>9%</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	1,740	19.9%
	<b>88,415</b>	<b>88,415</b>	<b>6,485</b>	<b>7%</b>

Woodbury Leadership Academy  
 Woodbury, MN  
 Enrollment Report  
 August 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

August 31, 2023

# 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	201	000	000	460	Kindergarten workbooks		\$10,354.50	
			E	01	010	216	000	401	366	CKLA Onsite training		\$3,200.00	
			E	01	010	203	000	000	460	Elem Workbooks		\$26,840.70	
PO#:		Voucher #:	9544	Invoice	Invoice No:	INV-186508			8/16/2023			Paid Amt:	\$40,395.20
												Check Amount:	\$40,395.20
												Vendor Total:	\$40,395.20
1128		AssociatedBank											
		4228	OLDN								Wire		
			B	01	215	017				HSA		\$1,309.23	
PO#:		Voucher #:	9431	Invoice	Invoice No:	S202324S2			8/15/2023			Paid Amt:	\$1,309.23
			B	01	215	017				HSA		\$731.33	
PO#:		Voucher #:	9509	Invoice	Invoice No:	S2024030			8/15/2023			Paid Amt:	\$731.33
												Check Amount:	\$2,040.56
		4228	OLDN								Wire		
			B	01	215	017				HSA		\$1,690.22	
PO#:		Voucher #:	9573	Invoice	Invoice No:	S2024040			8/31/2023			Paid Amt:	\$1,690.22
												Check Amount:	\$1,690.22
												Vendor Total:	\$3,730.78
1686		Autumn Ridge Landscaping Inc											
		4228	OLDN								BP		
			E	01	005	810	000	000	350	Fixed sunken irrigation lines and add soil		\$1,740.00	
PO#:		Voucher #:	9561	Invoice	Invoice No:	3262			8/31/2023			Paid Amt:	\$1,740.00
												Check Amount:	\$1,740.00
												Vendor Total:	\$1,740.00
1369		BerganKDV Outsourced Services LLC											
		4228	OLDN								BP		
			E	01	005	116	000	000	305	FY24 July Financial Management and Account		\$2,500.00	
PO#:		Voucher #:	9506	Invoice	Invoice No:	1204814			8/15/2023			Paid Amt:	\$2,500.00
												Check Amount:	\$2,500.00
		4228	OLDN								Wire		
			E	01	005	114	000	000	305	KPay Processing Fee		\$426.00	
PO#:		Voucher #:	9549	Invoice	Invoice No:	8.11.23			8/31/2023			Paid Amt:	\$426.00
			E	01	005	114	000	000	305	KPay Processing Fee		\$6.00	
PO#:		Voucher #:	9550	Invoice	Invoice No:	8.18.23			8/31/2023			Paid Amt:	\$6.00
												Check Amount:	\$432.00
												Vendor Total:	\$2,932.00

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1552		Best & Flanagan							
		4228		OLDN			BP		
				B 01 118 000		FY23 BC Legal		\$1,532.51	
PO#:		Voucher #:		9534 Invoice		Invoice No: 576965	8/16/2023	Paid Amt:	\$1,532.51
								Check Amount:	\$1,532.51
<hr/>									
		4228		OLDN			BP		
				B 01 118 000		FY23 ABC Legal		\$250.00	
PO#:		Voucher #:		9535 Invoice		Invoice No: 587201	8/16/2023	Paid Amt:	\$250.00
								Check Amount:	\$250.00
<hr/>									
		4228		OLDN			BP		
				B 01 118 000		FY23 ABC Legal		\$250.00	
PO#:		Voucher #:		9536 Invoice		Invoice No: 596238	8/16/2023	Paid Amt:	\$250.00
								Check Amount:	\$250.00
								Vendor Total:	\$2,032.51
<hr/>									
1558		Bill.com							
		4228		OLDN			Wire		
				E 01 005 112 000 000 305		Bill.com monthly fee		\$116.60	
PO#:		Voucher #:		9515 Invoice		Invoice No: 8.15.23	8/24/2023	Paid Amt:	\$116.60
								Check Amount:	\$116.60
								Vendor Total:	\$116.60
<hr/>									
1541		Business Essentials							
		4228		OLDN			BP		
				E 01 010 203 000 000 430		Copy Paper		\$439.00	
PO#:		Voucher #:		9572 Invoice		Invoice No: WO-1256986-1	8/31/2023	Paid Amt:	\$439.00
								Check Amount:	\$439.00
								Vendor Total:	\$439.00
<hr/>									
1617		CDWG							
		4228		OLDN			BP		
				E 01 010 630 000 000 456		HP Student chromebooks (72) 72 @\$225.14/€		\$16,210.08	
PO#:		Voucher #:		9546 Invoice		Invoice No: LB14902	8/16/2023	Paid Amt:	\$16,210.08
								Check Amount:	\$16,210.08
<hr/>									
		4228		OLDN			BP		
				E 01 010 630 000 000 406		Google Ed licenses-Student chromebooks (72,		\$2,232.00	
PO#:		Voucher #:		9571 Invoice		Invoice No: LC49603	8/31/2023	Paid Amt:	\$2,232.00
								Check Amount:	\$2,232.00
								Vendor Total:	\$18,442.08

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1715		CharacterStrong LLC					
		4228		OLDN			BP
				E 01 010 630 000 000 406	Online Leadership Curriculum-SY23-24 Gr K-l	\$999.00	
PO#:		Voucher #:		9529 Invoice	Invoice No: 21727	8/16/2023	Paid Amt: \$999.00
							Check Amount: \$999.00
							Vendor Total: \$999.00
1481		Comcast					
		4228		OLDN			BP
				E 01 005 810 000 000 320	Internet	\$414.85	
PO#:		Voucher #:		9555 Invoice	Invoice No: 8/16/2023	8/31/2023	Paid Amt: \$414.85
							Check Amount: \$414.85
							Vendor Total: \$414.85
1701		Comcast Business #1073802					
		4228		OLDN			BP
				E 01 005 810 000 000 320	Phone lines-Elevator	\$258.89	
PO#:		Voucher #:		9553 Invoice	Invoice No: 8/15/2023	8/31/2023	Paid Amt: \$258.89
							Check Amount: \$258.89
							Vendor Total: \$258.89
1053		Core Knowledge Foundation					
		4228		OLDN			BP
				E 01 010 201 000 000 460	Kindergarten workbooks	\$271.45	
				E 01 010 203 000 000 460	Elementary Textbooks/Workbooks	\$1,733.99	
PO#:		Voucher #:		9542 Invoice	Invoice No: 86582	8/16/2023	Paid Amt: \$2,005.44
							Check Amount: \$2,005.44
							Vendor Total: \$2,005.44
1329		Curriculum Associates					
		4228		OLDN			BP
				E 01 010 203 000 000 460	Elementary Workbooks 110 @\$50/ea	\$30,750.00	
PO#:		Voucher #:		9543 Invoice	Invoice No: 90757905	8/16/2023	Paid Amt: \$30,750.00
							Check Amount: \$30,750.00
							Vendor Total: \$30,750.00
1714		Cyber Villiage Academy					
		4228		OLDN			BP
				E 01 010 203 000 000 530	55 desks , 3 files, 3 kidney tables and 6 chairs	\$745.00	
PO#:		Voucher #:		9528 Invoice	Invoice No: 8/9/2023	8/16/2023	Paid Amt: \$745.00
							Check Amount: \$745.00
							Vendor Total: \$745.00

# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1716		Decker Equipment					
		4228		OLDN			BP
				E 01	010 203 000 000 530	100 chairs @ \$76.50/ea	\$7,650.00
				E 01	010 203 000 000 401	4 stools @ \$22.95/ea	\$91.80
				E 01	010 203 000 000 401	shipping/handling	\$1,323.76
				E 01	010 203 000 000 401	4500 Q-balls @ \$0.94/ea	\$4,230.00
<b>PO#:</b>		<b>Voucher #:</b>		<b>9532</b>	Invoice	<b>Invoice No:</b> 540704A	<b>8/16/2023</b>
							<b>Paid Amt: \$13,295.56</b>
							<b>Check Amount: \$13,295.56</b>
							<b>Vendor Total: \$13,295.56</b>
1508		First Bankcard					
		4228		OLDN			Wire
				E 01	005 810 000 000 320	07/13/23-Comcast-Internet service 6/21-7/20/2	\$404.85
				E 01	005 810 000 000 320	08/10/23-Comcast-Internet service 5/21/23-6/2	\$258.87
				E 01	005 110 000 000 490	07/12/23-Crisp & Green-Working lunch-Admin	\$106.03
				E 01	005 110 000 000 490	07/15/23-Panera-Working lunch-Admin Team-r	\$134.86
				E 01	005 110 000 000 490	07/15/23-Panera-Working lunch-paras	\$40.78
				E 01	005 640 000 316 366	08/08/23-Minnesota Embroidery-100 WLA lany	\$437.09
				E 01	005 110 000 000 401	07/14/23-Staples-Office chair-NR (tax subsequ	\$389.49
				E 01	005 110 000 000 401	07/15/23-Staples-Office chair-NR-tax credited	(\$26.75)
				E 01	005 110 000 000 401	07/16/23-WalMart-Paper shredders (4)-NR, BE	\$167.96
				E 01	005 110 000 000 401	07/16/23-Amazon-Metalic sharpie markers	\$3.48
				E 01	005 810 000 000 401	07/13/23-Sherwin Williams-Paint - Bldg B	\$530.07
				E 01	005 810 000 000 401	07/18/23-Amazon-Dust mop handles (6)	\$83.99
				E 01	005 810 000 000 330	08/09/23-City of Woodbury-Water & sewer 6/1-	\$1,247.77
				E 01	010 630 000 000 406	07/18/23-Fathom Reads-School Plan online su	\$745.00
				E 01	010 640 000 316 366	07/18/23-SensationalBrain.com-Online Brainw	\$299.00
				E 01	010 640 000 316 366	07/18/23-SensationalBrain.com-Online Brainw	\$299.00
				E 01	010 203 000 000 430	07/12/23-Amazon-Sticky notes-MS History	\$17.95
				E 01	010 203 000 000 430	07/12/23-Amazon-Magnetic STEM building blc	\$33.24
				E 01	010 203 000 000 430	07/13/23-Amazon-Credit for White cardstock n	(\$70.92)
				E 01	010 203 000 000 430	07/13/23-Amazon-Class set book bins-Gr 5	\$74.77
				E 01	010 203 000 000 430	07/13/23-Dollar Tree-Microfiber scubbers (whit	\$30.00
				E 01	010 203 000 000 430	07/14/23-WalMart-Green book bin-Gr 1	\$16.59
				E 01	010 203 000 000 430	07/14/23-WalMart-Blue book bin-Gr 1	\$16.00
				E 01	010 203 000 000 430	07/16/23-Amazon-Genrl clsrn supplies-SpEd:	\$16.98
				E 01	010 203 000 000 430	07/17/23-Amazon-Classroom supplies-Sharpie	\$27.94
				E 01	010 203 000 000 430	07/18/23-Amazon-Genrl clsrn supplies-SpEd:	\$37.49
				E 01	010 203 000 000 430	07/18/23-Amazon-Gerl clsrn supplies-SpEd: d	\$20.80
				E 01	010 203 000 000 430	07/19/23-Amazon-Genrl clsrn supplies-SpEd:	\$32.34

# 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	07/20/23-Amazon-Credit for returned Model M:	(\$73.92)		
				E 01 010 203 000 000 430	07/21/23-Amazon-Genrl clsrn supplies-SpEd:	\$7.99		
				E 01 010 203 000 000 430	07/28/23-WalMart-Credit-returned blue book bi	(\$16.00)		
				E 01 010 203 000 000 430	07/31/23-Amazon-Credit for returned beads-Gi	(\$6.98)		
				E 01 010 203 000 000 430	07/31/23-Amazon-Credit for floor hocky pucks-	(\$15.55)		
				E 01 010 203 000 000 430	07/31/23-Amazon-Credit for returned beads-Gi	(\$6.98)		
				E 01 010 203 000 000 430	07/31/23-Amazon-Credit for returned beads-Gi	(\$6.98)		
				E 01 010 203 000 000 430	07/31/23-Amazon-Credit for returned beads-Gi	(\$6.98)		
				E 01 010 203 000 000 430	08/01/23-Amazon-Credit for Magnetic STEM b	(\$33.24)		
				E 01 010 203 000 000 401	07/12/23-Michaels Stores-4 sets of 16 small st	\$50.36		
				E 01 010 203 000 000 401	07/19/23-Amazon-General supplies-SpEd: 15	\$83.59		
				E 01 010 203 000 000 401	07/22/23-Amazon-General supplies-SpEd: 20	\$45.99		
				E 01 010 203 000 000 401	07/25/23-Amazon-Credit for classroom rug -no	(\$154.10)		
				E 01 010 203 000 000 401	07/27/23-Amazon-Classroom rug-Gr 4	\$148.47		
				E 01 010 203 000 000 401	08/02/23-Amazon-Credit for Gen supplies-SpE	(\$45.99)		
				E 01 010 420 000 419 433	07/18/23-WittFitt-Balance ball chairs (3)	\$555.00		
<b>PO#:</b>		<b>Voucher #:</b>		<b>9579</b>	Invoice	<b>Invoice No:</b> 8.28.23	<b>8/28/2023</b>	<b>Paid Amt:</b> \$5,899.35
								<b>Check Amount:</b> \$5,899.35
								<b>Vendor Total:</b> \$5,899.35
1609		GIS Benefits						
			4228	OLDN			Wire	
				B 01 215 009	Dental:	\$47.44		
				E 01 005 110 000 000 305	Admin Fees	\$50.00		
<b>PO#:</b>		<b>Voucher #:</b>		<b>9552</b>	Invoice	<b>Invoice No:</b> 8.29.23	<b>8/31/2023</b>	<b>Paid Amt:</b> \$97.44
								<b>Check Amount:</b> \$97.44
								<b>Vendor Total:</b> \$97.44
1643		Gray Line Minnesota						
			4228	OLDN			BP	
				E 01 005 760 000 733 360	Wolf Ridge Fieldtrip busing to-10% down	\$296.41		
<b>PO#:</b>		<b>Voucher #:</b>		<b>9566</b>	Invoice	<b>Invoice No:</b> 82857	<b>8/31/2023</b>	<b>Paid Amt:</b> \$296.41
								<b>Check Amount:</b> \$296.41
								<b>Vendor Total:</b> \$296.41
			4228	OLDN			BP	
				E 01 005 760 000 733 360	Wolf Ridge Fieldtrip busing home-10% down	\$296.41		
<b>PO#:</b>		<b>Voucher #:</b>		<b>9567</b>	Invoice	<b>Invoice No:</b> 84501	<b>8/31/2023</b>	<b>Paid Amt:</b> \$296.41
								<b>Check Amount:</b> \$296.41
								<b>Vendor Total:</b> \$296.41

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1643		Gray Line Minnesota					
			4228	OLDN			BP
				E 01 005 760 000 733 360	Camp Ihduhapi busing Gr 6-10% down	\$70.59	
PO#:		Voucher #:	9568	Invoice	Invoice No: 84608	8/31/2023	Paid Amt: \$70.59
							Check Amount: \$70.59
							Vendor Total: \$663.41
1064		HealthPartners - Group					
			4228	OLDN			Wire
				B 01 215 010	Health Ins	\$26,073.56	
PO#:		Voucher #:	9551	Invoice	Invoice No: 8.24.23	8/31/2023	Paid Amt: \$26,073.56
							Check Amount: \$26,073.56
							Vendor Total: \$26,073.56
1003		Internal Revenue Service					
			4228	OLDN			Wire
				B 01 215 002	Federal Withholding	\$3,726.74	
				B 01 215 005	FICA	\$6,554.72	
PO#:		Voucher #:	9510	Invoice	Invoice No: S2024030	8/15/2023	Paid Amt: \$10,281.46
				B 01 215 002	Federal Withholding	\$6,493.14	
				B 01 215 005	FICA	\$14,580.42	
PO#:		Voucher #:	9432	Invoice	Invoice No: S202324S2	8/15/2023	Paid Amt: \$21,073.56
							Check Amount: \$31,355.02
			4228	OLDN			Wire
				B 01 215 002	Federal Withholding	\$12,041.68	
				B 01 215 005	FICA	\$24,051.42	
PO#:		Voucher #:	9574	Invoice	Invoice No: S2024040	8/31/2023	Paid Amt: \$36,093.10
							Check Amount: \$36,093.10
							Vendor Total: \$67,448.12
1150		JR Computer Associates					
			4228	OLDN			BP
				E 01 005 605 000 000 315	FY24 Monthly Contract Services: Aug 2023	\$1,200.00	
PO#:		Voucher #:	9547	Invoice	Invoice No: R20231614	8/16/2023	Paid Amt: \$1,200.00
							Check Amount: \$1,200.00
							Vendor Total: \$1,200.00
1661		MN Attorney Generals Office					
			4228	OLDN			BP
				E 01 005 110 000 000 305	FY23 990 Audit Filing	\$25.00	
PO#:		Voucher #:	9523	Invoice	Invoice No: 7/13/2023	8/16/2023	Paid Amt: \$25.00
							Check Amount: \$25.00

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1661		MN Attorney Generals Office							
		4228		OLDN			BP		
				B 01 118 000	990 Audit Filing-ABC			\$25.00	
PO#:		Voucher #:		9554 Invoice	Invoice No: 08/15/2023 ABC	8/31/2023		Paid Amt:	\$25.00
								Check Amount:	\$25.00
								Vendor Total:	\$50.00
1004		MN Department of Revenue Service							
		4228		OLDN			Wire		
				B 01 215 003	MN Withholding			\$3,385.67	
PO#:		Voucher #:		9434 Invoice	Invoice No: S202324S2	8/15/2023		Paid Amt:	\$3,385.67
				B 01 215 003	MN Withholding			\$1,708.42	
PO#:		Voucher #:		9512 Invoice	Invoice No: S2024030	8/15/2023		Paid Amt:	\$1,708.42
								Check Amount:	\$5,094.09
								Vendor Total:	\$10,981.91
		4228		OLDN			Wire		
				B 01 215 003	MN Withholding			\$5,887.82	
PO#:		Voucher #:		9576 Invoice	Invoice No: S2024040	8/31/2023		Paid Amt:	\$5,887.82
								Check Amount:	\$5,887.82
								Vendor Total:	\$10,981.91
1099		MN UI Fund							
		4228		OLDN			Wire		
				E 01 005 110 000 000 280	Unemployment Insurance			\$3,078.00	
PO#:		Voucher #:		9516 Invoice	Invoice No: 8.1.23	8/24/2023		Paid Amt:	\$3,078.00
								Check Amount:	\$3,078.00
								Vendor Total:	\$3,078.00
1462		Monarch Bus Service Inc							
		4228		OLDN			BP		
				E 01 005 760 000 720 360	Busing Contract 1/10			\$66,880.44	
PO#:		Voucher #:		9541 Invoice	Invoice No: 81757	8/16/2023		Paid Amt:	\$66,880.44
								Check Amount:	\$66,880.44
								Vendor Total:	\$66,880.44
1313		Nancy Baumann							
		4228		OLDN			BP		
				E 01 005 640 000 316 366	staff development			\$37.18	
				E 01 005 810 000 000 320	Sipstation, Tmobile			\$153.04	
				E 01 005 108 000 000 405	non instructional software-Adobe			\$19.99	
				E 01 005 110 000 000 401	Admin supplies			\$103.49	



## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1313		Nancy Baumann					
		4228		OLDN			BP
				E 01 010 203 000 000 430	Elem Supplies	\$182.47	
PO#:		Voucher #:		9527 Invoice	Invoice No: 8/9/2023	8/16/2023	Paid Amt: \$496.17
							Check Amount: \$496.17
							Vendor Total: \$496.17
1639		Navigate Care Consulting					
		4228		OLDN			BP
				E 01 005 640 000 316 366	staff health & Safety training	\$350.00	
				E 01 010 720 000 000 305	GenEd Nursing off site 0.25 hr @ \$90/hr	\$22.50	
PO#:		Voucher #:		9533 Invoice	Invoice No: 5616	8/16/2023	Paid Amt: \$372.50
							Check Amount: \$372.50
							Vendor Total: \$552.50
		4228		OLDN			BP
				E 01 010 720 000 000 305	GenEd Nursing off site 2 hr @ \$90/hr	\$180.00	
PO#:		Voucher #:		9564 Invoice	Invoice No: 5653	8/31/2023	Paid Amt: \$180.00
							Check Amount: \$180.00
							Vendor Total: \$552.50
1095		NCS Pearson, Inc.					
		4228		OLDN			BP
				E 01 010 420 000 419 433	BASC child record forms	\$106.60	
PO#:		Voucher #:		9559 Invoice	Invoice No: 20192077	8/31/2023	Paid Amt: \$106.60
							Check Amount: \$106.60
							Vendor Total: \$106.60
1634		Nitti Sanitation					
		4228		OLDN			BP
				E 01 005 810 000 000 330	FY24 Aug Trash Services	\$582.16	
PO#:		Voucher #:		9530 Invoice	Invoice No: 479318	8/16/2023	Paid Amt: \$582.16
							Check Amount: \$582.16
							Vendor Total: \$582.16
1441		Old National					
		4228		OLDN			Wire
				E 01 005 112 000 000 305	Service Charge:	\$566.32	
PO#:		Voucher #:		9517 Invoice	Invoice No: 8.16.23	8/24/2023	Paid Amt: \$566.32
							Check Amount: \$566.32
							Vendor Total: \$566.32
1001		Public Employee Retirement Association					
		4228		OLDN			Wire
				B 01 215 007	PERA	\$547.01	
PO#:		Voucher #:		9433 Invoice	Invoice No: S202324S2	8/15/2023	Paid Amt: \$547.01

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1001		Public Employee Retirement Association							
		4228	OLDN				Wire		
				B 01 215 007		PERA		\$1,488.61	
PO#:		Voucher #:	9511	Invoice	Invoice No: S2024030	8/15/2023		Paid Amt:	\$1,488.61
								Check Amount:	\$2,035.62
<hr/>									
		4228	OLDN				Wire		
				B 01 215 007		PERA		\$3,194.68	
PO#:		Voucher #:	9575	Invoice	Invoice No: S2024040	8/31/2023		Paid Amt:	\$3,194.68
								Check Amount:	\$3,194.68
								Vendor Total:	\$5,230.30
<hr/>									
1568		Ratwik, Roszak & Maloney PA							
		4228	OLDN				BP		
				E 01 005 111 000 000 305		Legal services-MDE SpEd complaint		\$3,096.00	
PO#:		Voucher #:	9537	Invoice	Invoice No: 74180	8/16/2023		Paid Amt:	\$3,096.00
								Check Amount:	\$3,096.00
<hr/>									
		4228	OLDN				BP		
				E 01 005 111 000 000 305		Legal services-MDE SpEd complaint		\$5,106.00	
PO#:		Voucher #:	9565	Invoice	Invoice No: 74490	8/31/2023		Paid Amt:	\$5,106.00
								Check Amount:	\$5,106.00
								Vendor Total:	\$8,202.00
<hr/>									
1644		Robemy Cleaning Services LLC							
		4228	OLDN				BP		
				E 01 005 810 000 000 305		July Floor waxing		\$8,500.00	
PO#:		Voucher #:	9548	Invoice	Invoice No: WLA-24	8/16/2023		Paid Amt:	\$8,500.00
								Check Amount:	\$8,500.00
								Vendor Total:	\$8,500.00
<hr/>									
1299		School Outfitters							
		4228	OLDN				BP		
				E 01 010 203 000 000 401		FY24 Magnetic dry erase boards 1 @\$499.88		\$2,156.26	
PO#:		Voucher #:	9545	Invoice	Invoice No: INV14013437	8/16/2023		Paid Amt:	\$2,156.26
								Check Amount:	\$2,156.26
								Vendor Total:	\$2,156.26
<hr/>									
1638		Schoolhouse Driveline							
		4228	OLDN				BP		
				E 01 005 108 000 000 405		Schoolhouse Driveline Software 8.1.23-7.31.24		\$895.00	
PO#:		Voucher #:	9562	Invoice	Invoice No: 4522	8/31/2023		Paid Amt:	\$895.00
								Check Amount:	\$895.00
								Vendor Total:	\$895.00

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1041		SchoolMate					
			4228	OLDN			BP
				E 01 010 203 000 000 430	2023-24 MS Planners-Gr 6-8 (170)	\$824.50	
PO#:		Voucher #:	9569	Invoice	Invoice No: IN000603043	8/31/2023	Paid Amt: \$824.50
							Check Amount: \$824.50
							Vendor Total: \$824.50
			4228	OLDN			BP
				E 01 010 203 000 000 430	2023-24 Elementary Planners (300)	\$1,410.00	
PO#:		Voucher #:	9570	Invoice	Invoice No: IN000603287	8/31/2023	Paid Amt: \$1,410.00
							Check Amount: \$1,410.00
							Vendor Total: \$2,234.50
1010		SFM					
			4228	OLDN			BP
				E 01 010 203 000 000 270	FY23 audit-additional premium due	\$1,883.00	
PO#:		Voucher #:	9560	Invoice	Invoice No: 3081979	8/31/2023	Paid Amt: \$1,883.00
							Check Amount: \$1,883.00
							Vendor Total: \$1,883.00
1115		SpEd Forms, Inc.					
			4228	OLDN			BP
				E 01 010 400 000 372 405	MA Forms/Child Count	\$1,563.12	
				E 01 010 420 000 419 405	SPED Forms/Child Count	\$1,499.24	
				E 01 010 203 000 000 305	504 Forms/Child Count	\$646.59	
PO#:		Voucher #:	9557	Invoice	Invoice No: 1896	8/31/2023	Paid Amt: \$3,708.95
							Check Amount: \$3,708.95
							Vendor Total: \$3,708.95
1709		Stantec Architecture inc					
			4228	OLDN			BP
				E 01 005 110 000 000 305	ALTA Survey Project-progress billing-FY22	\$1,693.50	
PO#:		Voucher #:	9558	Invoice	Invoice No: 1907099	8/31/2023	Paid Amt: \$1,693.50
							Check Amount: \$1,693.50
							Vendor Total: \$1,693.50
1633		Steve Lock					
			4228	OLDN			BP
				E 01 005 010 000 316 366	mileage 36 mi @ \$0.0655/mi	\$23.58	
				E 01 005 810 000 000 440	gas for rental truck	\$37.62	
				E 01 005 810 000 000 335	Rental Truck	\$130.45	
PO#:		Voucher #:	9526	Invoice	Invoice No: 8/9/2023	8/16/2023	Paid Amt: \$191.65
							Check Amount: \$191.65

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1633		Steve Lock					
			4228	OLDN			BP
				E 01 005 810 000 000 401	FY24 Reimb: Drill battery charger	\$66.99	
PO#:		Voucher #:	9524	Invoice	Invoice No: 8/1/2023	8/16/2023	Paid Amt: \$66.99
							Check Amount: \$66.99
			4228	OLDN			BP
				E 01 005 810 000 000 335	Rental Truck	\$155.40	
				E 01 005 810 000 000 440	gas for rental truck	\$33.76	
				E 01 005 010 000 316 366	mileage 20 mi @ \$0.655/mi	\$13.10	
				E 01 005 810 000 000 401	screws	\$13.79	
PO#:		Voucher #:	9556	Invoice	Invoice No: 8/17/2023	8/31/2023	Paid Amt: \$216.05
							Check Amount: \$216.05
							Vendor Total: \$474.69
1002		Teachers Retirement Association					
			4228	OLDN			Wire
				B 01 215 006	TRA	\$5,574.49	
PO#:		Voucher #:	9513	Invoice	Invoice No: S2024030	8/15/2023	Paid Amt: \$5,574.49
				B 01 215 006	TRA	\$15,874.92	
PO#:		Voucher #:	9435	Invoice	Invoice No: S202324S2	8/15/2023	Paid Amt: \$15,874.92
							Check Amount: \$21,449.41
			4228	OLDN			Wire
				B 01 215 006	TRA	\$22,842.19	
PO#:		Voucher #:	9577	Invoice	Invoice No: S2024040	8/31/2023	Paid Amt: \$22,842.19
							Check Amount: \$22,842.19
							Vendor Total: \$44,291.60
1214		The Hanover Insurance Group					
			4228	OLDN			BP
				E 01 005 940 000 000 340	FY24 Commercial Package Policy Policy# ZD.	\$24,634.50	
PO#:		Voucher #:	9525	Invoice	Invoice No: 8/3/2023	8/16/2023	Paid Amt: \$24,634.50
							Check Amount: \$24,634.50
							Vendor Total: \$24,634.50
1029		The Home Depot					
			4228	OLDN			BP
				E 01 005 810 000 000 401	Janitorial Supplies: floor waxing, gloves	\$740.26	
PO#:		Voucher #:	9538	Invoice	Invoice No: 753556224	8/16/2023	Paid Amt: \$740.26
							Check Amount: \$740.26

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1029		The Home Depot					
		4228		OLDN			BP
				E 01 005 810 000 000 401	Janitorial Supplies:	\$1,126.18	
PO#:		Voucher #:		9539 Invoice	Invoice No: 755726726	8/16/2023	Paid Amt: \$1,126.18
							Check Amount: \$1,126.18
		4228		OLDN			BP
				E 01 005 810 000 000 401	Janitorial Supplies: spray bottles	\$6.48	
PO#:		Voucher #:		9540 Invoice	Invoice No: 756442414	8/16/2023	Paid Amt: \$6.48
							Check Amount: \$6.48
							Vendor Total: \$1,872.92
1302		Toshiba Financial Services					
		4228		OLDN			BP
				E 01 010 605 000 000 560	Copier	\$578.75	
				E 01 010 605 000 000 401	overages	\$1,629.55	
PO#:		Voucher #:		9531 Invoice	Invoice No: 5025979054	8/16/2023	Paid Amt: \$2,208.30
							Check Amount: \$2,208.30
		4228		OLDN			BP
				E 01 010 605 000 000 401	overages	\$401.41	
				E 01 010 605 000 000 560	Copier	\$578.75	
PO#:		Voucher #:		9563 Invoice	Invoice No: 5026358010	8/31/2023	Paid Amt: \$980.16
							Check Amount: \$980.16
							Vendor Total: \$3,188.46
1703		Towanna Napier					
		4228		OLDN	6207		Check
				E 01 005 760 000 728 360	Homeless Student Transportation	\$490.46	
PO#:		Voucher #:		9508 Invoice	Invoice No: 6.26.23.3	8/14/2023	Paid Amt: \$490.46
							Check Amount: \$490.46
							Vendor Total: \$490.46
1635		USBank					
		4228		OLDN			Wire
				E 01 005 850 000 348 570	Rent	\$104,507.08	
PO#:		Voucher #:		9518 Invoice	Invoice No: 8.7.23	8/24/2023	Paid Amt: \$104,507.08
							Check Amount: \$104,507.08
							Vendor Total: \$104,507.08
1417		VOYA					
		4228		OLDN			Wire
				B 01 215 011	TSA	\$1,589.90	
PO#:		Voucher #:		9436 Invoice	Invoice No: S202324S2	8/15/2023	Paid Amt: \$1,589.90

## 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			\$150.00	
PO#:		Voucher #:	9514	Invoice	Invoice No: S2024030	8/15/2023		Paid Amt:	\$150.00
								Check Amount:	\$1,739.90
			4228	OLDN			Wire		
				B 01 215 011	TSA			\$1,739.90	
PO#:		Voucher #:	9578	Invoice	Invoice No: S2024040	8/31/2023		Paid Amt:	\$1,739.90
								Check Amount:	\$1,739.90
								Vendor Total:	\$3,479.80
1632		Xcel Energy							
			4228	OLDN			Wire		
				E 01 005 810 000 000 330	FY23 Electric Service			\$1,606.50	
PO#:		Voucher #:	9519	Invoice	Invoice No: 836376198	8/24/2023		Paid Amt:	\$1,606.50
								Check Amount:	\$1,606.50
			4228	OLDN			Wire		
				E 01 005 810 000 000 330	Electric			\$118.97	
PO#:		Voucher #:	9520	Invoice	Invoice No: 840484793	8/24/2023		Paid Amt:	\$118.97
								Check Amount:	\$118.97
			4228	OLDN			Wire		
				E 01 005 810 000 000 330	Electric			\$8,495.08	
PO#:		Voucher #:	9521	Invoice	Invoice No: 840498598	8/24/2023		Paid Amt:	\$8,495.08
								Check Amount:	\$8,495.08
			4228	OLDN			Wire		
				E 01 005 810 000 000 330	Electric			\$3,996.09	
PO#:		Voucher #:	9522	Invoice	Invoice No: 840498429	8/24/2023		Paid Amt:	\$3,996.09
								Check Amount:	\$3,996.09
								Vendor Total:	\$14,216.64
								Report Total:	\$534,632.55

# 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		
1944	4228	OLDN	CR0823															
8.8.23Deposit																		
				1965	Credit	A	08/08/23	Check	1	M						Miscellaneous Customer		
							4228	R	01	005	000	000	000	099		ERC	262,328.07	0.00
							4228	R	01	005	000	000	000	050		Summer Sch Issa Moe	100.00	0.00
							4228	R	01	005	000	000	000	050		Summer Sch Meshram	100.00	0.00
														Receipt Total:	\$262,528.07	\$0.00		
														<b>Deposit Total:</b>	<b>\$262,528.07</b>	<b>\$0.00</b>		
1945	4228	OLDN	CR0823															
FY24 Aug Donations																		
				1966	Credit	A	08/10/23	Check	1							DONATE Donations		
							4228	R	01	005	000	000	000	096		Mightycause donation	20.00	0.00
														Receipt Total:	\$20.00	\$0.00		
														<b>Deposit Total:</b>	<b>\$20.00</b>	<b>\$0.00</b>		
1946	4228	OLDN	CR0823															
FY24 IDEAS																		
				1967	Credit	A	08/15/23	Check	1	M						Miscellaneous Customer		
							4228	B	01	121	000					FY23 Gen Ed Aid	53.50	0.00
							4228	B	01	121	000					FY23 LT Fac Maint	714.99	0.00
							4228	R	01	005	000	000	000	211		General Education Aid	263,682.51	0.00
														Receipt Total:	\$264,451.00	\$0.00		
														<b>Deposit Total:</b>	<b>\$264,451.00</b>	<b>\$0.00</b>		
1947	4228	OLDN	CR0823															
FY24 IDEAS																		
				1968	Credit	A	08/30/23	Check	1	M						Miscellaneous Customer		
							4228	B	01	121	000					FY23 SPED Aid	46,410.22	0.00
							4228	B	01	121	000					FY23 Charter Sch Lease	29,289.06	0.00
							4228	B	01	121	000					FY23 Literacy Aid	1,929.22	0.00
							4228	R	01	005	000	000	000	211		FY24 Gen Ed Aid	15,052.63	0.00
							4228	R	01	005	000	000	740	360		FY24 SPED Aid	248,460.22	0.00
														Receipt Total:	\$341,141.35	\$0.00		
														<b>Deposit Total:</b>	<b>\$341,141.35</b>	<b>\$0.00</b>		
1948	4228	OLDN	CR0823															
FY24 SERVS																		
				1969	Credit	A	08/24/23	Check	1	M						Miscellaneous Customer		
							4228	B	01	122	000					FY23 FIN 169 Crs 011 Draw	14,861.34	0.00
							4228	B	01	122	000					FY23 FIN 160 CRS 012 Draw	1,708.49	0.00
							4228	B	01	122	000					FY23 FIN 163 CRS 012 draw	2,334.60	0.00

## WOODBURY LEADERSHIP ACADEMY

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1948	4228	OLDN	CR082													
FY24 SERVS				1969	Credit	A	08/24/23	Check	1	M						
										Miscellaneous Customer						
							4228	B	01	122	000				5,417.37	0.00
							4228	B	01	122	000				9,529.74	0.00
										FY23 Title I Draw						
										FY23 FIN 161 CRS 012 draw						
														Receipt Total:	\$33,851.54	\$0.00
														<b>Deposit Total:</b>	<b>\$33,851.54</b>	<b>\$0.00</b>
1949	4228	OLDN	CR082													
FY24 SERVS				1970	Credit	A	08/31/23	Check	1	M						
										Miscellaneous Customer						
							4228	B	01	122	000				4,427.90	0.00
							4228	B	01	122	000				0.40	0.00
							4228	B	01	122	000				869.86	0.00
							4228	B	01	122	000				2,352.13	0.00
							4228	B	01	122	000				22,739.29	0.00
										FY23 FIN 143 CRS 011 Draw						
										FY23 FIN 163 Crs 012 draw						
										FY23 FIN 420 CRS 000 Draw						
										FY23 FIN 141 CRS 011 Draw						
										FY23 FIN 140 CRS 011 draw						
														Receipt Total:	\$30,389.58	\$0.00
														<b>Deposit Total:</b>	<b>\$30,389.58</b>	<b>\$0.00</b>
1950	4228	OLDN	CR082													
FY24 Aug Interest				1971	Credit	A	08/31/23	Check	1	I						
										Interest						
							4228	R	01	005	000	000	000	092	9,410.32	0.00
										Aug interest						
														Receipt Total:	\$9,410.32	\$0.00
														<b>Deposit Total:</b>	<b>\$9,410.32</b>	<b>\$0.00</b>
														Report Total:	\$941,791.86	\$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
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**Meeting:** Governance Committee Minutes

**Date:** Thursday, September 14, 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: 6:05

Roll Call: Joe Valentine, Jolene Skordahl, Kathy Mortensen, Shelbi Pool, Mike Balint, Mike Reis, Rich Washington, Jess Erickson

### 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

- Annual policies review: 524, 806 (Oct 2022)
  - No current updates. Review in Oct 2024.
- Review policy 419 for additional marijuana verbiage.
  - No current updates. Covered in Policy 418.
- Policies due for second reading – 208, 418, 522
- "School Accountability" policy
- Facilities Use Policy
  - Kathy, Jolene, Nicole, Jess to meet prior to the next governance meeting with draft of new policy.
- Update Policy 522
  - Rich to reach out to Casidee for changes.

### Future Discussions

- Review of 300s & 400s series: 303, 401, 402, 406, 410, 412, 413, 413-FRM, 417, 418, 419, 425, 428
- Facilities Policy Updates
- Review Policy 538 – Enrolment Admissions Policy (out of compliance)

### Housekeeping

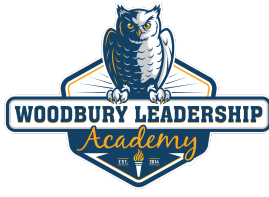
Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: October 12th, 2023

Time: 6:00 p.m.

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

**Adjournment: 5:59PM**



# 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**

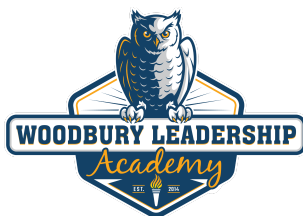
1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify administration in writing of his or her conviction of any criminal drug statute for a violation occurring 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.



## 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 Woodbury Leadership Academy's commitment to equal opportunity and nondiscrimination in all its educational and employment activities. WLA 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.*

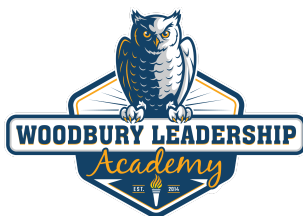
#### II. GENERAL STATEMENT OF POLICY

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**

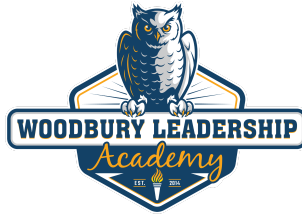
A. Any student who believes ~~he or she has~~ **they have** been the victim of unlawful sex discrimination by a teacher, administrator or other school personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged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

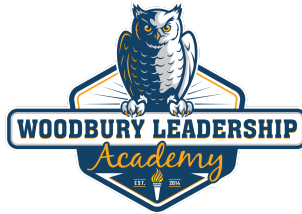
A. By authority of Woodbury Leadership Academy, the director as the Title IX coordinator, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school officials 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 ~~IX~~ IX coordinator shall make a written report to the Chair of the board of directors upon completion of the investigation. If the complaint involves the Chair of the Board of Directors, the report may be filed directly to the ~~Vice-President~~ Secretary of the Board of Directors. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.



## **V. SCHOOL ACTION**

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

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

## **VI. REPRISAL**

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

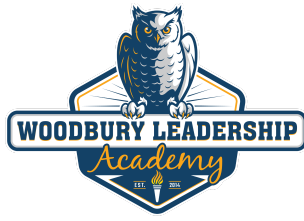
## **VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

## **VIII. DISSEMINATION OF POLICY AND EVALUATION**

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

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



Facilities Meeting 9/12/23

Present: Ryan Sheik, Julie Ohs, Ben Broderick, Kathy Mortensen, Jolene Skordahl

4:32pm-5:03pm

- Quotes from 2<sup>nd</sup> noise control vendor is done. Both can supply installation but that is not included in the quote, only the panels are included.
- Ben is talking to Moses re; the Timberwolves maybe giving us some funds towards improvements. Banner or extension of scoreboards for sponsorship. Could have 4 panels.
- Kathy is worried about workers comp liability if our staff or volunteers install the sound mitigation panels.
- Jolene thinks it is time for some branding. She has contacted a muralist and some plaque sites.
- Mural would go in gym under the track. Jolene shared screens with some examples.
- Greg Pleseka does school murals and brings students in on the mural work and instructs the students along the way. He is quite expensive though.
- Tony Stafski did a mural at Lake Middle. Quote from him for \$3K for labor only, does not include paint. He has availability after December.
- 3<sup>rd</sup> option is wallpaper murals. It would be about \$7K.
- Local company called Speed Pro. Did not receive a quote.
- Jolene also proposed plaques to dedicate building A and B, one in each building.
- Kathy and Ryan both prefer actual artist/muralist over stick on wall art.
- Metal plaques from a local company are between \$800 and \$1400. Florida company offers a similar price.
- Jolene will put together a presentation for the board and put it on the board agenda.
- Could put out on school messenger if anyone has interest in being involved in the mural process to contact Jolene.

Adjourn: 5:03

# WLA gym mural and memorial plaques.

Branding WLA and recognizing how far we have come.

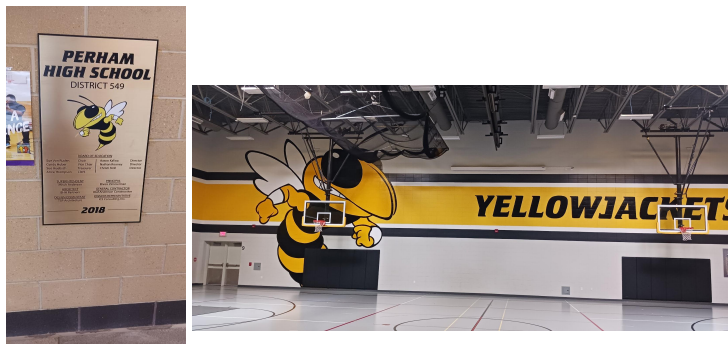
## The BIG idea(s)

WLA has taken big strides to establish itself as a successful, desirable destination school in Woodbury.

\*We can now brand our home to fit our image.

\* Recognize the many people have worked hard to get WLA to where it is today.

## Inspiration



## The Space





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## Gym Mural - Artist Greg Preslicka

The Big Picture Murals / Artist In Residence Program  
<https://thebigpicturemurals.net>



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## Gym Mural - Artist Tony Stafki

Walls of Art

<https://www.tonyswallsofart.com/>



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## Gym Mural - Wrap/Wallpaper

Magic Murals



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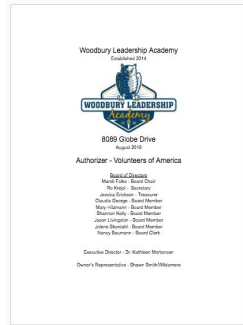
## Gym Mural - Wallpaper

Speed Pro Imaging - St. Paul



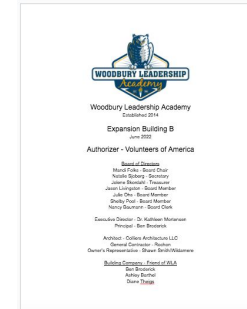
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## Plaque - Globe College Building A



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## Plaque - Expansion Building B



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## Costs

The Big Picture Murals - \$9,500-\$14,500

Artist in Residence Program \$6,500 for 150 students

Walls of Art - \$8,500 - \$11,300

Magic Murals- \$6,400

Speed Pro Imaging- \$13,675 + lift rental fee

International Bronze Plaque Company- \$900

Advantage Sign and Graphics- \$800-\$1,400

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## Next Step?

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**Woodbury Leadership Academy**  
**HEATING, AIR CONDITIONING, EXHAUST SYSTEM, AND CONTROLS**  
**BLANKET COVERAGE**

*It is hereby that SCR Companies, Inc. will provide such parts, labor maintenance as maybe needed to keep the HVAC systems maintained for the time period.*

*Items covered under this agreement are as follows:*

**CENTRAL  
METRO DIVISION**

604 Lincoln Ave. NE  
St. Cloud, MN 56304  
Toll free 800-827-1642  
Office 320-251-6861  
Fax 320-251-9390

**NORTHERN DIVISION**

7674 College Road, Ste 115  
Baxter, MN 56425  
Office 218-828-4337  
Fax 218-825-4966

**SOUTHERN DIVISION**

2625 Highway 14 West  
Rochester, MN 55901  
Office 507-535-7954  
Fax 507-424-1825

153 Chestnut St., Ste 300  
Mankato, MN 56001  
Office 507-345-8425  
Fax 507-387-3208

scr-mn.com

**Services**

**REFRIGERATION  
HVAC  
SERVICE  
BUILDING AUTOMATION  
FOOD SERVICE**

1. *Blower motors & bearings*
2. *Compressor replacements*
3. *Compressor oil*
4. *Heat exchangers*
5. *VFD's*
6. *Duct heaters*
7. *Condenser fan motors & blades*
8. *Condenser coil cleaning & splitting (as needed)*
9. *Dampèr motors*
10. *Draft motors*
11. *Electronic temperature controller and/or components*
12. *Exhaust fan motors*
13. *Electrical contactors, relays & solenoids*
14. *Filter driers*
15. *Filters & belts for RTU HVAC units*
16. *Full reclaiming services to comply with EPA regulations.*
17. *Gas regulators*
18. *Grease & oil*
19. *Heating controls*
20. *Pressure controls*
21. *Refrigerant 100%*
22. *DDC Controls & Thermostats*
23. *Existing Controls Agreement*
24. *Welding supplies to repair leak(s)*
25. *A minimum of 4 maintenances including filter change outs every quarter, belt replacements, inspection & tuning of equipment, carbon monoxide tests.*
26. *All labor, mileage, and fuel surcharges necessary to achieve maintenance & service during normal, after hours, weekends & holidays.*

**BLANKET EXCLUSIONS**

1. *Ductwork*
2. *Frame/hardware*
3. *Natural damages such as fires, floods, or storms*
4. *Power issues, utility related.*
5. *Power supply wiring, fuses, and circuit breakers*
6. *Replacement of entire system*
7. *Vandalism*
8. *Water damage from condensate water*
9. *Replacement and/or reprogramming of entire controls system.*

Agreement terms run for a twelve (12) month period and have the advantage of a potential dividend being credited to Woodbury Leadership Academy. When service repair and/or preventative maintenance is performed, the service is recorded. When the year has ended the costs are added and the total is subtracted from the agreement price. Upon renewal of the agreement any balance left from the previous year's agreement is divided between Woodbury Leadership Academy, and SCR Companies, Inc. at each anniversary date and a credit memo is issued for the new agreement year.

NOTE: If the actual cost of service throughout the year exceeds blanket agreement price, SCR Companies, Inc. assumes responsibility for that amount. All repairs and/or approved services provided outside of this agreement are subject to normal payment terms. This agreement will have a 30-day release clause if a building is sold and or closed. If this happens, completed work will be billed as T&M. If T&M exceed what has been paid monthly to the cancelation date SCR will bill the additional items to close out the contract. If totals of T&M are under what has been paid monthly by Woodbury Leadership Academy will qualify for a rebate from SCR.

### **PRICE for 1 Year Blanket Agreement**

The price to cover the items included in the quarterly maintenance contract is **\$1,665.00** per month or **\$19,980.00** per year. This price is for a twelve (12) month, one (1) year. Effective dates of contract are April 1, 2023 to March 31, 2024.

\_\_\_\_\_  
MSB/Myhre Holdings

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joe Kurke

\_\_\_\_\_  
SCR Inc

\_\_\_\_\_  
5/22/23

\_\_\_\_\_  
Date

WOODBURY LEADERSHIP ACAED

Tag/ID	Description	Serial#	Model	Manufacturer	Location	Area
12299	RTU 1A	728101108L	YSC036A3EHA2JD	TRANE	REAR WEST	
12300	RTU# 6	649100330D	YCD241C4LACA	TRANE		
12301	RTU #2	SERIAL#NEED		N/A		
12302	RTU #4	SERIAL#NEED		N/A		
12303	RTU #12	064513N02A	CSHC093K0AD0	TRANE		
32181	ENERGY MGMT SYSTEM	SERIAL#NEED		N/A		
32182	#1 20 TON PACKAGE UNIT	649100353D	YCD241C4LACA	TRANE		
32183	#2 20 TON PACKAGE UNIT	649100307D	YCD241C4LACA	TRANE		
32184	#3 20 TON PACKAGE UNIT	649100271D	YCD241C4LACA	TRANE		
32185	#4 20 TON PACKAGE UNIT	649100343D	YCD241C4LACA	TRANE		
32186	#5 20 TON PACKAGE UNIT	649100293D	YCD241C4LACA	TRANE		
32187	#6 20 TON PACKAGE UNIT	649100330D	YCD241C4LACA	TRANE		
32188	#7 20 TON PACKAGE UNIT	649100348D	YCD241C4LACA	TRANE		
32189	#8 20 TON PACKAGE UNIT	649100358D	YCD241C4LACA	TRANE		
32190	#9 20 TON PACKAGE UNIT	649100336D	YCD241C4LACA	TRANE		
32191	#10 20 TON PACKAGE UNIT	649100356D	YCD241C4LACA	TRANE		
32192	#11 20 TON PACKAGE UNIT	649100320D	YCD241C4LACA	TRANE		
32193	#12 20 TON PACKAGE UNIT	649100361D	YCD241C4LACA	TRANE		
32194	#13 3 TON PACKAGE UNIT	647102519L	YCDH033A4RLA11D0A1A1	TRANE		
32195	#1 EXHAUST FAN	1.06695E+11	GB1614X	GREENHECK	RESTRM JAN	TOR CLOSET
32196	#2 EXHAUST FAN	1.06695E+11	GB1614X	GREENHECK	RESTROO, K	ENNELS
32197	#3 EXHAUST FAN	10695440611	GB0814X	GREENHECK	ELEVATOR,	EQUIPMENT
32198	#S 46 EXHAUST FANS	SERIAL#NEED	SP-A290	GREENHECK	TC CLOSETS	
32199	#S 17 ELECTRIC HEATERS	SERIAL#NEED	D1512	MARLEY ELETTRIC	VESTIBULES	/STAIRWELL

20X25X2 = 48  
 20X20X2 = 48  
 20X25X1 = 2  
 BX75 = 12  
 AX26 = 1  
 1210 = 2  
 1240 = 1

# **WOODBURY LEADERSHIP ACADEMY**

## **ANNUAL REPORT and WBWF**

**2022-2023**

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

*August, 2023*

# Annual Report Elements

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# SCHOOL INTRODUCTION

This 2022-2023 Annual Report provides the Minnesota Department of Education (MDE), our school's authorizer, Volunteers of America (VOA), stakeholders of Woodbury Leadership Academy (WLA) and the general public with information describing the progress of WLA and the students it serves.

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

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

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

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

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



Woodbury Leadership Academy is a tuition-free charter elementary and middle school located in Woodbury, Minnesota. During the 2022-2023 school year, we served 665 students. Our primary goal is to work in partnership with families from Woodbury and the surrounding communities who wish to fully participate in their child's education in a rigorous educational environment that fosters student success.

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

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

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

## STUDENT ENROLLMENT

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

Woodbury Leadership Academy's Enrollment Admissions Policy #538 can be found on our school site. Additionally, we have developed and published a lottery process for accepting pupils.

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

1. Pupils within an age group or grade level;

- 2.

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

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

### **Conditions for Enrollment**

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

### **Student Enrollment Statistics**

Woodbury Leadership Academy served 665 students during the 2022-2023 school year. The following percentages are based on student population.

- Special Education: 15 %
- LEP: 8.2%
- Free and Reduced Lunch: 7.7%

### **Demographics**

- Asian: 26.1%
- Black: 19.8%
- White: 37.4%
- Hispanic: 7.7%
- American Indian: .01%
- Multi 9.4%

# STUDENT ATTRITION

Woodbury Leadership Academy retains a majority of students in grades K-5, and 7-8. However, we have historically “lost” some of our 5<sup>th</sup> grade students to other schools as they start their middle school careers. We anticipate that as our middle school grows and strengthens, we will lose fewer of our 5<sup>th</sup> graders as they transition to 6<sup>th</sup> grade. Historical data: 2017-2018 68% student retention, 2018-2019 80%, 2019-2020 79%, 2020-2021 96%, 2021-2022 73%, and 2022-2023 81.7% student retention.

# GOVERNANCE

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

## 2022-2023 Board Members

Position	Name	Email	Term
Board Chair, Parent	Folks, Mandi	<a href="mailto:mfolks@wlamn.org">mfolks@wlamn.org</a>	1/2017
Treasurer, Teacher	Skordahl, Jolene	<a href="mailto:jskordahl@wlamn.org">jskordahl@wlamn.org</a>	8/2017
Secretary, Teacher	Sjoberg, Natalie	<a href="mailto:nsjoberg@wlamn.org">nsjoberg@wlamn.org</a>	1/2020
Community Member	Shelbi Pool	<a href="mailto:spool@wlamn.org">spool@wlamn.org</a>	06/2021
Teacher	Julie Ohs	<a href="mailto:Johs@wlamn.org">Johs@wlamn.org</a>	02/2022
Parent	Ryan Sheak	<a href="mailto:rsheak@wlamn.org">rsheak@wlamn.org</a>	6/2022
Parent	Washington, Rich	<a href="mailto:rwashingotn@wlamn.org">rwashingotn@wlamn.org</a>	8/2022
Ex-Officio, Director	Mortensen, Kathleen	<a href="mailto:kmortensen@wlamn.org">kmortensen@wlamn.org</a>	

**Board Training:** The board was in compliance with requirements, and all members had completed the required trainings related to board member roles and responsibilities, employment policies and practices, and financial management. All members participated in trainings regarding Open Meeting Law requirements as well. The trainings were conducted by the Minnesota Association of Charter Schools, VOA, and Booth Law Group. Whenever new board members are first seated, Woodbury Leadership Academy immediately

works to provide training as soon as possible, and often times this training can be completed within 60-90 days of being seated. A Board Binder is provided to all members. The Board meets on the 4<sup>th</sup> Wednesday of the month, and elections are held in May. The Director's evaluation is conducted in May, and the board self-evaluation is conducted in October.

## MANAGEMENT

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

## STAFFING

Staff Retention: Of our 72 staff members, only 10 did not return for the following school year. Two accepted positions at other Minnesota schools, two moved out of state and five left the field of education.

### Teachers

K Barthel, Ashley 0470375

K Engelsjerd, Megan  
0471480

K Lashua, Emily 1003134

K Overgaard, Lauren 1002948

K Sjoberg, Natalie 1001689

1 Egge, Devin 1005370

1 Goodman, Madison  
1013440

1 Nelson, Katelyn 0491524

1 Nightingale, Donna  
0456089

2 Engebritson, Anna 1004339

2 Fuller, Miranda 1001566

2 Jackson, Kathleen 1002894

2 Stevens, Nicole 1010114

2 Thomas, Kailin 1009728

3 McGrane, Amanda 0517473

3 Paschke, Katie 0491404  
3 Weess, Francine 0514020  
3 Youngblood, Allison  
0491510  
4 Jones, Steffani 0491691  
4 McKinnon, Amanda  
1002062  
4 Mechelke, Madeline  
1015256  
4 Sharma, Radhika 1010191  
5 Cappelen, Kelly 0473005  
5 Lautenbach, Colleen  
0507454

5 Slaggie, Katie 1003692  
6 Olson, Samantha 0505055  
6 Robb, Justin 0513835  
6 Schreiner, Jacob 0517394  
7/8 Bernard, Bailey 0513268  
7/8 Bloomer, Cody 1005759  
7/8 Handahl, Autumn  
1007729  
7/8 Mayson, Kalleigh  
0507684  
In-House Substitute, Session,  
Sandra 1008156  
In-House Substitute,  
Sorensen, Amy (PT) 1012646  
Special Education, Beck,  
Emma 0510701  
Special Education, Berry,  
Morgan 1011403  
Special Education, Dettmann,  
Heidi 0500511  
Special Education, Elmquist,  
Samuel 0518552

Special Education, Kaster,  
Mallory 1004740  
Special Education, Ohs, Julie  
0513957  
Special Education, Schieffer,  
Pamela 0460513  
Special Education, Wallisch,  
Taylor 0510460  
Remediation Services, Irina,  
Claudia 0486696

Remediation Services,  
Iwasko, Alexandra 0498823  
Remediation Services,  
Koerner, Ashlee 0499012  
ELL Services, Burnett,  
Christina 1007491  
Music, Lauermann, Cecelia  
0493643  
Music, Martinson, Benjamin  
0516486  
Physical Education, Hazel,  
Harley 0514185  
Physical Education, Skordahl,  
Jolene 0338977  
Art, Sievert, Mattea 1004372  
Leadership, Meyer, Brian  
0456235  
Leadership, Sharp, Andrew  
(PT) 0515753

#### Administration

Executive Director,  
Mortensen, Kathleen 0323303  
Principal, Broderick,  
Benjamin 0459820  
Dean of Student, Erickson,  
Jessica 0425129  
Dean of Students, Sharp,  
Andrew (PT) 0515753  
Curriculum Coordinator,  
Nafe, Megan 0499519  
School Counselor, Ekelund,  
Luke 0512691

#### Office/Support Staff

Office Manager, Schrandt,  
Casidee  
Office Coordinator, Baumann,  
Nancy  
Health Services, Delgado,  
Timbra  
Special Education, Graff,  
Jessica (PT)  
Reception, Suyak, Nicole  
Custodian, Martinez, Norma  
Custodian, Martinez, Roberto

### Educational Assistants

Special Education, Bedard,

Nic

Special Education,

Cunningham, Sam

Special Education, Graff,

Jessica (PT)

Special Education,

Harrington, April

Special Education, Lock,

Steve

Special Education,

Niederbrach, Peter

Special Education, Plappert,

Denise

Special Education,

Poptelecan, Claudia

Special Education, Simonet,

Michelle

Special Education, Sorenson,

Amy (PT)

## **ACADEMIC PERFORMANCE**

WLA’s academic performance was affected by the pandemic and steady increase of new student enrollment over the last 5 years. However, in 2019, rankings conducted by Niche, of all public and private schools in Minnesota, recognized WLA as one of the “Top 100 Schools in Minnesota.” (There were only five other charter schools in Minnesota that made this “Top 100” list.) In 2020, Niche recognized WLA as the eleventh (11th) “Best Charter Middle School in Minnesota”, and the fourteenth (14th) “Best Charter Elementary School in Minnesota”. Furthermore, it ranked WLA as twenty-third (23rd) for “Best Public Middle School Teachers in Minnesota”. In 2021, Niche ranked WLA in the top one percent (1%) of the “Best Charter Elementary and Middle Schools Nationally”. Niche ratings are based on five categories including academics, student diversity, teacher quality and retention, extra-curricular opportunities, and parent input. (Parent input being the only variable that is objective.) Furthermore, WLA is working towards becoming a Core Knowledge School of Distinction, and once WLA meets this strategic goal, WLA will be the first organization in the Midwest to gain such distinction. The distinction would not only benefit Woodbury and the surrounding community but would also benefit other schools aspiring to gain such distinction.

As a public charter school, WLA’s students take the Minnesota Comprehensive Assessment (the “MCAs”) standardized test each spring. The MCAs are designed to measure achievement towards meeting the Minnesota Academic Standards. WLA

also utilizes the NWEA Measures of Academic Progress (the “MAP”). MAP tests are adaptive interim assessments aligned to state-specific content standards. The MAP is a helpful assessment because it is administered in both the fall and the spring – measuring growth during the school year – and correlates to the MCAs. The MAP assessment also produces meaningful data because it is administered to students in grades k-8; conversely, the MCAs are only administered to students in grades three and above. For the 2022-2023 school year, WLA students demonstrated increases in scores in the areas of reading, math, and science across most grade levels. These results show the perseverance of WLA’s administration, teachers, and students as we all focus on improving academic scores. (Of note is that WLA has always served grades kindergarten through five, but recently expanded to grade eight. Many of the new middle school students attended elementary school elsewhere before enrolling at WLA. Their test scores are reflective of the growth that WLA expects when students enroll at WLA, and they are beginning to meet WLA’s higher expectations. WLA predicts that the students’ test scores will continue to improve as the middle school program is filled with more students who have matriculated through WLA’s program. Furthermore, it is difficult to both grow enrollment and increase test scores at the same time; however, WLA has been steadily increasing both since 2017.)

**WLA ACADEMIC PROGRESS: Summary:** All comparisons made in this report will be between 2022 and 2023. WLA tested 363 students in 2023. The school’s proficiency rates on the Minnesota Comprehensive Assessments increased in reading from 2022 to 2023, but had slight decreases in math and science. Academic Performance Standard 1 – State Examinations “Students are performing well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement.” The following results show the percentage of students tested who either met or exceeded the standards on the MCA Math, Reading, and Science assessments.

<b>MCA Math</b>	2018	2019	2021	2022	2023
<u>Statewide</u>	57.7%	55.5%	44.0%	44.6%	45.30%
3rd	66.9%	66.0%	57.1%	59.8%	59.6%
4th	65.6%	64.2%	53.8%	57.0%	57.5%
5th	52%	52.4%	41.1%	43.5%	44.8%
6th	54.3%	50.9%	37.2%	39.6%	39.7%
7th	55.9%	52.5%	37.4%	37.9%	40.2%
8th	57.8%	55.7%	39.8%	40.3%	40.5%
<u>WLA</u>	67.0%	54.2%	36.7%	50.8%	46.7%
3rd	77.1%	60.7%	40.9%	67.6%	58.9%



4th	79.2%	69.8%	40.9%	61.6%	63.8%
5th	48.0%	43.2%	50.0%	45.1%	38.5%
6th CTSTR			20.5%	43.2%	37.3%
7th CTSTR			41.2%	21.1%	36.4%
8th CTSTR			13.3%	42.1%	23.5%
<u>Eagle Point Elem</u>	N/A	81.80%	48.40%	66.30%	58.00%
3rd	N/A	83.10%	54.90%	80.60%	75.40%
4th	N/A	84.30%	56.30%	62.30%	58.40%
5th	N/A	78.20%	36.70%	56.50%	42.30%
<u>Skyview Middle</u>	55.7%	56.2%	32.0%	22.6%	24.10%
6th	54.7%	49.6%	18.8%	17.7%	24.60%
7th	51.7%	50.9%	29.9%	18.5%	23.80%
8th	60.1%	69.3%	55.3%	33.0%	23.90%
Combined (3-8)	N/A	59.3%	30.8%	36.7%	41.1%

#### MCA Proficiency Chart

##### Math - All Accountability Tests

	18-19	19-20	20-21	21-22	22-23
Statewide	57.7%	55.5%	44.2%	45.5%	46.0%
WLA	67.0%	54.2%	36.7%	50.8%	46.7%

##### Eagle Point Elementary /Skyview Community Middle (combined)

	62.8%	59.3%	30.8%	36.7%	41.1%
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ANALYSIS OF MATH MCA PROFICIENCY: WLA's MCA math proficiency results are shown above. For the purpose of this report, proficiency results from Eagle Point

Elementary, grades 3-5, and Skyview Community Middle School, grades 6-8, were combined to create a comparison score for WLA. WLA's math proficiency rate decreased by 4.1 percentage points to 46.7% from 2022 to 2023. This decrease is likely due to an increase in new students to WLA and minimum professional development around the implementation of Ready Math curriculum. In addition, we documented a significant decrease in student usage of their iReady pathway. An online tool we use to fill gaps in learning gaps for our students based on data received from their diagnostic assessment. The proficiency percentage is above state average and the comparable school's proficiency score. WLA hopes to continue to increase its proficiency results to continue to exceed state averages.

<b>MCA Reading</b>	2018	2019	2021	2022	2023
<u>Statewide</u>	60.4%	59.7%	52.5%	51.7%	50.3%
3rd	56.2%	55.0%	48.5	48.1%	47.7%
4th	67.5%	55.9%	49.3%	49.6%	48.7%
5th	64.9%	66.2%	59.4%	59.4%	59.3%
6th	64.9%	63.2%	55.0%	54.4%	53.8%
7th	58.7%	57.9%	48.3%	45.5%	45.6%
8th	59.1%	58.2%	49.7%	46.6%	45.0%
<u>WLA</u>	72.7%	48.9%	50.7%	58.1%	58.4%
3rd	71.4%	45.0%	47.4%	70.7%	56.7%
4th	75.0%	55.8%	38.1%	52.9%	55.1%
5th	80.0%	66.7%	78.3%	66.7%	74.2%
6th CTSTR	N/A	25.0%	50.0%	55.3%	52.8%
7th CTSTR	N/A	35.7%	43.8%	35.9%	62.2%
8th CTSTR	N/A	N/A	20.0%	47.4%	44.1%
<u>Eagle Point Elem</u>	N/A	81.8%	48.4%	66.3%	58.0%
3rd	N/A	83.1%	54.9%	80.6%	75.4%

4th	N/A	84.3%	56.3%	62.3%	58.4%
5th	N/A	78.2%	36.7%	56.5%	42.3%

Skyview Community Middle

	53.0%	54.7%	52.9%	31.7%	24.1%
7th	56.30%	60.20%	49.1%	38.5%	24.6%
8th	50.8%	51.5%	52.0%	20.8%	23.8%
Combined (3-8)	N/A	65%	48%	46.2%	33.1%

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

MCA Proficiency Chart

Reading - All Accountability Tests

	18-19	19-20	20-21	21-22	22-23
Statewide	60.4%	59.7%	52.5%	51.7%	50.5%
WLA	72.7%	48.9%	50.7%	58.1%	58.4%
Skyview Community Elementary /Skyview Community Middle (combined)	58.0%	53.4%	59.0%	39.2%	33.1%

ANALYSIS OF READING MCA PROFICIENCY: WLA’s MCA reading proficiency results are shown above, For the purpose of this report, proficiency results from Eagle Point Elementary, grades 3- 5, and Skyview Community Middle School, grades 6-8, were combined to create a comparison score for WLA. WLA’s reading proficiency rate increased by .3% percentage points to 58.4% from 2022 to 2023. With the increase, the school is currently performing above the proficiency rate of the statewide average as well as that of the combined local comparison schools. In future years, it is expected that WLA will continue to meet or exceed the reading proficiency rate of both the statewide average and the local comparison school.

**MCA Science Proficiency 2018 - 2023**

Science	2018	2019	2021	2022	2023
<u>Statewide</u>	52.0%	50.7%	42.7%	41.0%	38.8%
5	58.10%	55%	47.7%	49.8%	48.20%
8	45.7%	43%	33.8%	28.6%	26.9%
<u>WLA</u>	65.5%	50%	45.0%	51.6%	47.2%
5	65.5%	55.0%	57.8%	59.5%	60.0%
8	N/A	N/A	6.7%	21.1%	22.2%
<u>Eagle Point</u>	N/A	61.8%	48.4%	45.9%	51.9%
5	N/A	61.8%	48.4%	45.9%	51.9%
<u>SkyView Middle</u>	46.0%	36.5%	41.1%	25.7%	15.4%
8	46.0%	36.5%	41.1%	25.7%	15.4%
<u>Combined (5 &amp; 8)</u>	N/A	49.2%	44.8%	35.8%	33.6%

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

**MCA Proficiency Chart**

**Science - All Accountability Tests**

	18-19	19-20	20-21	21-22	22-23
Statewide	52.0%	50.7%	43.1%	29.2%	41.3%
WLA	65.5%	55.0%	45.0%	51.6%	47.2%
Skyview Community Elementary /Skyview community Middle (combined)	54.6%	39.9%	40.1%	30.2%	33.6%

ANALYSIS OF SCIENCE MCA PROFICIENCY: WLA’s MCA science proficiency results are shown above. For the purpose of this report, proficiency results from Eagle Point Elementary, grade 5, and Skyview Community Middle School, grade 8, were combined to create a comparison score for WLA. WLA’s science proficiency rate decreased by 4.4 percentage points to 47.2% from 2022 to 2023. Even with this set back, the school is currently outperforming the proficiency rate of the statewide average as well as that of the combined local comparison schools. In future years, it is expected that WLA will continue to meet or exceed the science proficiency rate of both the statewide average and the local comparison school.

#### Academic Performance Standard 2 - Growth

Over the term of the authorizer contract, the school will maintain a minimum combined achievement level of 62.7% in math and 67.0% in reading on the North Star Academic Achievement Report (Improved + Maintained) as evidence of meeting their primary statutory purpose of improving all pupil learning and all student did not meet the combined achievement level requirement in the 2022-2023 school year with of 44.8% in math and 56% in reading on the North Star Academic Achievement Report.

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

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

#### MCA Proficiency Chart

##### Reading - Reportable Student Groups

	18-19	19-20	20-21	21-22	22-23
All Students	72.7%	48.9%	50.7%	57.0%	56%
SPED	55.0%	40.0%	10.7%	8.6%	24.1%
FRP	26.7%	50.0%	24.4%	37.5%	30%
ELL	N/A	N/A	16.7%	26.7%	38.8%

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

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

Reading: Core Knowledge Language Arts from Amplify Language Usage: CKLA  
 Writing: CKLA, Mathematics: Ready Math, Science: Core Knowledge Science, Social Studies: Core Knowledge History & Geography, Northern Lights and Discovering Our Past by McGraw Hill, Art, Music & P.E.: Core Knowledge Foundation.

Woodbury Leadership Academy is a data-driven institution committed to rigorous and ambitious state and national test standards. As a data-driven organization, our school’s approach to assessment is fully aligned with the goals and objectives of these state and national assessments and Minnesota Academic Standards. Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) Students attending Woodbury Leadership Academy in grades K-8 take the MAP assessment. Grades K-3 take MAP reading fluency, while grades 4-8 take the MAP growth assessment. The test is typically taken two times per year – once in the fall and once in the spring.

**Reading: Grades K-8**

Data: MAP Spring 2023 (K-3 MAP reading Fluency, 4-8 MAP Growth)

Grade Students Test Score

GR	Area	Number Tested	% Proficient
K	Reading	85	83%
1	Reading	85	52%
2	Reading	104	70%
3	Reading	94	74%
4	Reading	76	70%
5	Reading	69	78%
6	Reading	57	74%
7	Reading	41	78%
8	Reading	36	59%

## Minnesota Comprehensive Assessment (MCA)

As stated in the previous section above, students attending Woodbury Leadership Academy in grades 3-8 also take the MCA assessment.

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

Furthermore, the Minnesota Test of Academic Skills (MTAS) and ACCESS tests are facilitated at WLA.

## Minnesota Academic Standards

Students attending WLA are assessed in each of the core academic skill areas using a range of valid and reliable methods, including, but not limited to, formative and summative assessments, criterion reference tests and assessments, homework, teacher observations, student project presentations, oral reports and standardized tests. Assessment data is used throughout the educational process to inform and assist students, parents, teachers and administrators. Assessment data is used immediately in the classroom through differentiated instruction to ensure that each student is being taught at their level. Scores are used, along with additional comparative data, to place students at appropriate levels in math and language arts.

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

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

Challenges: We are still seeing the effects of the COVID pandemic on our students' s academic performance. There are foundational learning gaps that teachers are working diligently to close. This increased focused on foundational skills has made it challenging for our teachers to fully implement the intended curriculum with fidelity. Academic challenges could also be affected by the continual increase in WLA enrollment, and thus, an increase in new to WLA staff members.

Increased Learning Opportunities: As indicated above, the Core Knowledge Sequence is the cornerstone of WLA. This comprehensive Sequence includes literature, history and geography, science, math, art, physical education and music. Students received weekly instruction from certified specialists in art, physical education, art, and leadership. Furthermore, Core Knowledge Art Prints with descriptions are posted around the building for exposure. This effort of posting art prints was on behalf of our Parent Team Organization (PTO). Woodbury Leadership Academy has met the goal of providing an integrated hands-on approach through science projects, social studies projects, core virtues programming and service-learning projects. In addition, we offer a student council experience through an election process. During the 2021-2022 school year, our student council was active in the school community. The school addresses the leadership component through the use of a modified approach to the Responsive Classroom in conjunction with a core virtues curriculum. Teacher standards and teaching objectives include specific learning goals related to leadership development. In addition to our core virtues curriculum, we refined leadership classes this year. These classes were led by our school counselor and leadership specialist teachers at least once a week. Teachers used the character strong curriculum to implement a well-planned leadership curriculum. Enrichment opportunities were available to students such as art clubs, science club, drama club and band.

Academic Performance At WLA we encourage staff to use varied and innovative teaching methods, and our strategic goals related to academic performance include:

1. Become a Distinguished Core Knowledge school
2. Develop a Leadership program

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

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

Goal 2: WLA continued to develop programming around our five core virtues to focus on throughout the school year. Posters were posted around the school and on the school website. We added a leadership class to our specialist rotation. This class was led by school counselor and leadership teachers. We purchased Character strong curriculum to solidify the leadership curriculum at our school.

Measure Outcome/Provide Accountability Successes/Challenges

WLA's Accountability Goal 1 (MCA Reading Goal)

Students enrolled in grades 3-7 will show 75 percent baseline proficiency in MCA reading scores for the first year, with a 3 percent increase in proficiency in the following 2



years for the same grades.

B. WLA did not reach the baseline goal of 75% proficiency in MCA reading scores. However, WLA was able to increase its proficiency scores in grades 4, 5, and 7. WLA is on its way to achieving this goal.

C. At WLA we used formative and summative assessments, along with a PLC process where we looked at data to inform instruction. We also worked at improving teacher's abilities to individualize instruction.

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

A. Students enrolled in grades 3-7 will show 77 percent baseline proficiency in MCA math scores for the first year, with a 3 percent increase in proficiency in the following 2 years for the same grades.

B. WLA was not able to achieve the baseline goal of 77% proficiency on MCA math scores. However, WLA was successful in increase proficiency levels in grade 4 and 7. WLA is making progress towards this goal.

C. At WLA we used formative and summative assessments, along with a PLC process where we looked at data to inform instruction. We also worked at improving teacher's abilities to individualize instruction. PLCs continued during distance learning.

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

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

B. See below for progress:

GR	2017	2018	2019	2021	2022	2023
1	NA	NA	79%	78%	81%	52%
2	81%	55%	66%	83%	77%	70%
3	78%	61%	80%	74%	74%	74%
4	80%	86%	76%	77%	73%	70%
5	81%	69%	77%	81%	74%	78%
6	75%	75%	76%	63%	74%	74%
7	NA	50%	35%	73%	58%	78%
8	NA	NA	23%	45%	86%	59%

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

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

a. In the 2022-2023 school year WLA replaced the NWEA math assessment with the iReady math diagnostic assessment. Results were similar on both assessments in the 2021-2022 school year as both assessments are nationally normed.

B. See below for progress.

GR	2017	2018	2019	2021	2022	*2023
1	NA	NA	75%	76%	81%	69%
2	81%	70%	68%	86%	81%	76%
3	73%	58%	71%	67%	89%	65%
4	88%	78%	66%	71%	69%	70%
5	81%	69%	73%	66%	67%	71%
6	66%	66%	76%	64%	69%	57%
7	NA	50%	42%	70%	55%	43%
8	NA	NA	73%	60%	62%	32%

# ANNUAL PLAN FOR ASSESSMENTS

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

## FINANCES

The year-end financial report is attached herein. Questions regarding Fiscal Year 2022-2023 school finances, please contact BerganKDV: Dustin Reeves, Outsourced CFO, School Services, 651.280.5582, [dustin.reeves@bergankdv.com](mailto:dustin.reeves@bergankdv.com).

## SERVICE LEARNING PLAN

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

## INNOVATIVE PRACTICES

Parental and community involvement are crucial to the success of Woodbury Leadership Academy. WLA recognizes that it is only as strong as its supporters and has made parental and community involvement a key piece of the school mission. Each Thursday, teachers create Thursday Newsletters that provide parents a detailed update of what knowledge their child(ren) gained that week. WLA has a PTO whom solicit parent involvement and match parents with teacher and student needs. PTO also works closely with WLA to meet goals, such as the academic strategic goal discussed earlier. Teachers are encouraged to celebrate the end of domains, or units, with a fun activity that wraps up what students learned. For example, grade three has an Ancient Rome domain. At the end of the domain, the entire grade gathers for an Ancient Roman party where students dress

up (i.e. togas), enjoy a Roman snack purchased by their parents (i.e. olives), play games (i.e. Roman Numeral bingo) and complete an art craft (i.e. mosaic). Teachers work with the surrounding communities to address one of WLA's core goals of leadership. Students participated in several service-learning projects, such as a gift drive during the holiday for the Children's Hospital, Feed My Starving Children, the Leukemia Foundation, and other causes. In addition to our leadership program, WLA operates using a core virtues curriculum that focused on the development of democratic, strong, ethical and caring global leaders. Assemblies are held where students celebrate accomplishments and learn a core virtue of the month. Staff extend this learning into the classroom and makes connections between home and school for additional emphasis, understanding and involvement.

## FUTURE PLANS

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

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

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

Goal 1: We purchased newly released Core Knowledge curriculum resources from the Core Knowledge Foundation. Additionally, teachers received in house training on implementing the sequence with fidelity. Teachers also received in house training on Ready Classroom Mathematics, which we first implemented during the 2020-2021 school year. Ready Classroom Mathematics includes physical and digital components to reach the needs of all students. Challenges were identified with the implementation of the CKscience curriculum in middle school. This new curriculum will align with the new Next generation Science Standards that all school will need to be aligned with by the 2024-2025 school year, but is not aligned with the MN state standards domains assigned to each grade level. A plan was developed to slowly implement CKsci in a 3 year plan to ensure our students do not have gaps in their learning,

Goal 2: WLA continued to develop programming around our five core virtues to focus on throughout the school year. We purchased and implemented a new leadership curriculum through character strong. This curriculum is aligned with our core virtues and provided our leadership teachers with strong evidence-based lesson plans to follow.

# OPERATIONAL PERFORMANCE

All state and federal taxes, pensions, and insurances were paid as required. The financial audit was completed on time and submitted to the state by the required deadline. The 2022-2023 audit will be filed on time and will be presented to the school board.

- Facility and Grounds: WLA bonded and purchased property through an ABC. WLA met or exceeded all necessary building and content insurance as per state statute. The building and grounds maintenance were managed by MSB Holdings – and are now managed by Friends of WLA (the ABC) who purchased this property.
- Due Process and Privacy Rights: The WLA Family Handbook outlines the disciplinary procedures for students. The handbook is reviewed yearly.
- Employment: The procedures for hiring included defining staffing needs, reviewing or developing job descriptions if a new position, posting the openings and interviewing. References were checked and the candidate met with the director to learn more about the employment terms and benefits. New employees met with the office manager upon hiring to complete all employment forms and review employment policies and procedures. All new employees undergo background checks upon hiring. All school board members and volunteers also undergo background checks upon beginning service at WLA.
- Food Service: For the 2022-2023 school year, WLA did not use any contracted food service programs.
- Transportation: WLA is committed to providing transportation to students that reside in the ISD 622 school district. WLA also provides transportation (as possible) for students residing in Woodbury and the surrounding area.
- Operational Performance WLA's Authorizer, VOA, is committed to fulfilling its role as a charter school authorizer by holding WLA accountable for a range of results. The accountability system is based on clear reporting by WLA and oversight by the authorizer. Through a combination of site visits, board meeting packets, annual reports, and Annual School Evaluations, VOA upholds its legal obligation to make sure WLA is reaching (or making adequate progress toward) the goals and benchmarks outlined in its charter contract and Minnesota Statutes. This collective body of evidence will also form the basis for contract renewal decisions. VOA uses a standard charter contract with unique school-specific terms that capture different approaches to achieving student success. The individuality of each school will be preserved in the Accountability Plan and self-reporting on the results of its respective outcomes. Reporting on school outcomes will take place annually, with contents listed in the Annual Reporting Format section. VOA uses the Annual School Evaluation Rubric to assess schools. In a consistent manner, while still factoring in the schools' respective mission-specific goals through the Accountability Plan. VOA will report its findings to the school's leader and board and encourage constructive dialogue on continuous improvement efforts.

One of the most important ways VOA gathers information about the schools it authorizes is through on-site visits. Site visits allow the authorizer to observe the school in action firsthand, hear directly from all key stakeholders and corroborate school reported information and data. VOA conducts three different types of site visits: formal, end of term, and monitoring. The formal and end of term site visits will follow a more structured protocol and will produce written and oral feedback to the school staff and board. VOA will also make informal monitoring visits to schools for follow-up oversight, special events, and check-ins.

