



**Meeting:** Board of Directors Annual Meeting

**Date:** October 26th, 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 (Jolene Skordahl)**

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

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

3.1 Approval of meeting agenda

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

3.2 Approval of September 28th, 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)

6.3 Financial Director Report (BKDV)

6.4 Finance Committee Report (Jolene Skordahl)

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

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

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

Accept October Governance Committee Minutes, enter policy 902 into first reading.

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

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

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

7.1 Change to School Calendar

7.2 Letter of Resignation from Dr. Mortensen

7.3 Board Composition

**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, November 16th, 2023

Time: 5:30pm

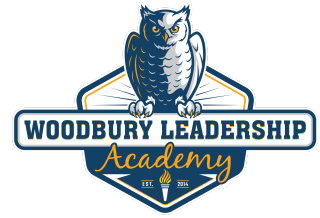
Location: WLA, 8089 Globe Drive, Woodbury, MN 55125

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

Adjournment

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

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
September 28, 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), Mr. Ben Broderick (Elementary Principal)

**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 5:32 PM.

**1.2 Roll Call**

Ms. Schrandt took roll.

**2. WLA Mission and Vision**

Mr. Sheak read the WLA Mission and Vision Statements.

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

**3.1 Approval of Meeting Agenda**

Ms. Ohs moved “to approve the September 28, 2023 meeting agenda.” Mr. Balint seconded. Motion passed unanimously.

**3.2 Approval of August 31, 2023 Meeting Minutes**

Ms. Ohs moved “to approve the August 31, 2023 meeting minutes.” Ms. Skordahl seconded. Motion passed unanimously.

**4. Conflict of Interest Declaration**

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

**5. Public Comment**

**5.1 Delegation of Public Comment Items**

No comments.

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

### **6.1 Board Report**

- Some parents have reached out to the Board regarding transportation and encouraged the school to continue working with the Bus Company. WLA is continuing to communicate with the bus company to resolve issues. Mr. Sheak gave a shout out to parents that offer services to drive other students to school due to canceled buses.

### **6.2 Director Report**

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

- Bruce Miles is coming to talk about a succession plan for the Executive Director.
- MCA Summary - WLA shows to be above the state and similar schools in math, science and reading. There is still room for improvement.
- Transportation has been tough so far this year and we are continuing to work hard with the bus company.
- Food Service has been improving each day and has been going smoothly.
- Bruce Miles discussed his proposal on how the Board should move forward with finding a new Executive Director.
  - First step is to share with stakeholders that they have a voice - Bruce sends out surveys for families, staff, and older students and asks what they want the candidate to complete.
  - Bruce suggests that the Board checks the cover letter and resume and organizes the candidates with who they are interested in, while he checks references for the candidates the Board is interested in.
  - Next, the candidates have a chance to earn an interview by answering questions that are related to Woodbury Leadership Academy within a certain time frame in order to see how interested the candidates truly are.
  - The Board members then grade the candidates and decide who they would like interviews on based on the scores. During this, Bruce can also give his informal observations.
  - The candidates will then interview with the Board and again with the community to gather information to form an agreement. The Board decides who will go to a second interview.
  - Mike, Ryan, and Jolene will join a committee to help get started.
  - The Board has decided to start searching November and December and have the goal of January 15th, 2024 as the decision to have a candidate identified as the new executive director.

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

- Ms. Skordahl reviewed the August 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 16.67% complete, revenues are at 20.1% and expenditures disbursed are at 9.8% of the reporting period.

- Ms. Skordahl reviewed the August 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 September 13.

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

Ms. Skordahl motioned “to approve August Financial Statements and September 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 September 14.

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

Mr. Washington motioned to, “accept September Governance Committee Minutes, enter policies 208, 418, and 522 into second reading.” Mr. Sheak seconded the motion. Motion passed unanimously.

#### **6.6 Facilities Committee Report**

- Ms. Skordahl gave a presentation to propose a gym mural and memorial plaques to be added throughout our WLA gym and building. The Board liked this idea and gave the Facilities committee the approval to explore these options.
- Mr. Sheak reported that the facilities committee met on September 12. During this meeting, the committee discussed the sound mitigation and the different prices. The committee is now waiting on quotes for a company to install the sound panels.

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

#### **7.1 HVAC Contract**

Ms. Ohs motioned to, “accept the HVAC Contract.” Ms. Skordahl seconded the motion. Motion passed unanimously.

#### **7.2 Board Composition**

- Ms. Pool discussed that Rich would need to make a slight change on the Board.
- Ms. Pool made a motion “to accept Rich Washington’s resignation from the Board as a parent representative.” Ms. Ohs seconded the motion. Motion passed unanimously.
- Ms. Pool made a motion “to approve Rich Washington to the open community seat on the Board.” Ms. Skordahl seconded the motion. Motion passed unanimously.
- We now have an open parent seat and an opportunity to fill this seat.

- Mr. Balint made a motion “to appoint Joe Valentine to our open parent seat.” Ms. Pool seconded the motion. Motion passed unanimously.

### **7.3 Accept Annual Report and WBWF 22-23**

Mr. Sheak motioned to, “accept the Annual Report and WBWF 22-23.” Ms. Stevens seconded the motion. Motion passed unanimously.

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

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

We have exciting and hard work ahead to fulfill our new Executive Director spot for next year.

## **9. Housekeeping**

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

Date: Thursday, October 26, 2023

Time: 5:30pm

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

## **11. Adjournment**

Ms. Ohs motioned “to adjourn tonight’s meeting.” Ms. Skordahl seconded the motion. Motion passed unanimously. The meeting adjourned at 7:06 PM.

**WOODBURY LEADERSHIP ACADEMY**  
**DIRECTOR REPORT**  
**OCTOBER 26, 2023**  
*Dr. Kathleen Mortensen*

**I. Organizational Leadership**

- The Facilities Committee met on October 10th
- The Finance Committee met on October 11<sup>th</sup>.
- The Governance Committee met on October 12th
- As of October 18<sup>th</sup> our confirmed ADM is 755, with 5 students on extended leave
- The WLA School Calendar will need a slight adjustment regarding student “flex” days. A change is needed for March 1<sup>st</sup>, April 5<sup>th</sup>, and May 13<sup>th</sup>, to specify that students in grades 7-8 will be flex learning days. (Currently the calendar reads in error that grades 6-8 have flex days on those dates.)

**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 held 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 were held on the afternoon of October 18<sup>th</sup>.
  - Within this Director Report, Principal Nick Rice and Curriculum Coordinator Megan Nafe, will be presenting on our upcoming 9<sup>th</sup> grade expansion. (power point presentation attached in board packet)

**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 nearing the end 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.

**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.
- Working with Nicole Link, WLA Executive Administrative Assistant, we have been developing an online manual to assist the new WLA Executive Director with a calendar of reports due, with links to samples of the various reports. Similarly, we have begun to map out the weekly duties of Executive Director for the entire year.

- I have included my official letter of resignation herein, as it will need board approval for me to pursue retirement plans with the Minnesota Teachers Association.
- In partnership with the University of Minnesota, Dr. Mortensen will be assisting to lead a cohort of educators, to enable teachers and para professionals to become licensed in the area of special education.

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

- Transportation issues have largely been resolved, and I am grateful to Nicole Link and the bus company for working through the many problems. I am also appreciative to our families that although this was a very frustrating start to the school year, understood the difficult position that we were in.
- Food service launched and things continue to improve. We have installed our POS system with students using their lunch identification numbers. The Department of Education was on-site to audit our program on October 5<sup>th</sup>, and had no issues, but did provide us with some suggestions for improvement.

#### **VI. Communications Management**

- Yet another goal set during our Strategic Planning session was to *“Provide a safe and healthy learning environment that celebrates our diversity and builds community.”*
  - Parent-Teacher Conferences were held October 17-18<sup>th</sup>.
  - Our Parent-Teacher Organization (PTO) held a book fair on October 17-18<sup>th</sup>.
  - Also, PTO held a fund raiser at Zuppas on October 12<sup>th</sup>
  - The City of Woodbury Fire Department visited WLA and spoke with our kindergarten classes on October 11<sup>th</sup>
  - We held a lock down drill on October 9<sup>th</sup>, and a fire drill on October 12<sup>th</sup>
  - Trunk or Treat is being held on October 26<sup>th</sup>
  - Our WLA 3<sup>rd</sup> graders will be going to Dodge Nature Center on October 23<sup>rd</sup>
  - Our WLA 2<sup>nd</sup> graders will be going to the MN Zoo on November 3<sup>rd</sup>



TO: Board of Directors  
Woodbury Leadership Academy  
DA: October 22, 2023  
FR: Dr. Kathleen Mortensen  
RE: Resignation Effective June 30, 2024

Greetings,

As you can imagine, it is with mixed emotions that I am submitting my resignation effective at the end of business on June 30, 2024. I have enjoyed every stage of my career immensely, from my student teaching experience, through my years as a high school social studies teacher, then a special education teacher, and into administrative roles. As I reflect on my years at Woodbury Leadership Academy, (WLA) I feel extremely grateful to have been part of this learning community, and these past seven years have been wonderful. I initially applied for the Executive Director position because I believed in the power of the Core Knowledge curriculum that WLA utilizes. However, I stayed on due to the outstanding staff members that I work with, the lovely children, and the strong WLA parent partnerships that we have at WLA.

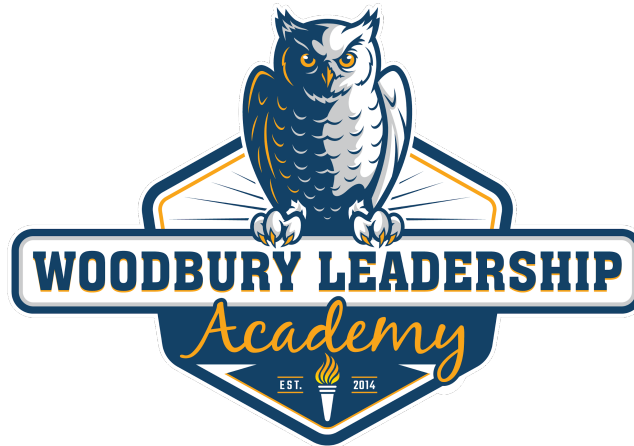
I heard a saying the other day that “The job doesn’t love you back”, but I have felt that the job does love me (us) back, every single day. Every day I see the love and concern parents have for the well-being of their children, the love that staff members have for their students, and the love that kiddos have for their teachers. There are smiles shared amongst stakeholders with each of us knowing that we are truly in this together. Schools are organic, living, breathing, organizations that are hopefully always child-centered, and are full of love.

In closing, I want to thank the WLA board of directors, current and past, that I’ve had the privilege to work with. Together we have built programs and expanded our facilities, we have weathered challenges, and always kept our focus on the WLA mission, vision, and our wonderful students. I am honored to have been a part of Woodbury Leadership Academy!

Thank you,

Dr. Mortensen  
Executive Director  
Woodbury Leadership Academy

# Woodbury Leadership Academy High School Expansion



## Our Mission

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

## Our Vision

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

Nicholas Rice ~ Middle School and High School Principal

## Table of Contents:

- I. Executive Summary
- II. Pre-Operational Planning
  - A. Governance
    - 1. Administrative Staffing
    - 2. Compliance
      - a) WBWF
      - b) MPCC
    - 3. Committees
  - B. Staffing Needs
    - 1. List of Required Staffing and Licensures with Expansion Planning
    - 2. Student:Teacher Ratio
  - C. Classroom Map
    - 1. Floor 3B Map
    - 2. Testing Locations
    - 3. Study Hall
    - 4. Friday Study Lab
  - D. Calendar
    - 1. Academic Calendar
    - 2. Instructional Minutes
    - 3. Testing Calendar
    - 4. Scheduled Field Trip
    - 5. College Fair Visit
  - E. Transportation
    - 1. Student Busing
    - 2. Student Parking
    - 3. Off Campus Lunch
- III. Operational Guide
  - F. Staffing 2024-2025
    - 1. Licensed Instructional Staff
      - a) General Education Staff
      - b) Special Education Staff
      - c) ELL and 504 Plan
      - d) Specialists
    - 2. Non-Licensed Staff
      - a) Licensed School Social Worker
      - b) Behavior Interventionists (General Education)
      - c) Behavior Interventionists (Special Education)
  - G. Course Schedule

## Table of Contents:

- H. Programming
    - 1. Learning Management System
    - 2. Hybrid Schedule
    - 3. Learning Lab
  - I. Curriculum Mapping
    - 1. General Education Curriculum
    - 2. Grade Acceleration and Talent Development
      - a) PSEO and Concurrent Enrollment
      - b) Supplemental Online
    - 3. Academic Intervention Curriculum
    - 4. Leadership Curriculum
  - J. Graduation Requirements
    - 1. College and Career Readiness and MCIS
    - 2. Service Learning
    - 3. Senior Capstone
  - K. Positive School Culture
    - 1. Social, Emotional and Behavioral Screener
    - 2. Restorative Practices and Circle Process
    - 3. Advisory Curriculum
  - L. Sports and Extracurricular Activities
    - 1. Club Sports
    - 2. High School Team Sports
    - 3. Extracurricular Activities
- IV. Fiscal Soundness
- a. Projected Enrollment
  - b. Budget
    - i. Staffing Annual Salary
    - ii. Technology
    - iii. Curriculum Materials
    - 4. Consumables
  - c. Marketing and Outreach
  - d. Stakeholder Feedback and Satisfaction
    - i.
- M. Stakeholder Feedback and Satisfaction
- 1. Family and Community Engagement
  - 2. Parent Survey
  - 3. Student Survey

## I. Executive Summary

Woodbury Leadership Academy (WLA) has demonstrated consistent and sustainable growth in student enrollment in Grades K through 8 and received feedback from a significant number of families that they would like their child(ren) to continue to attend WLA beyond Grade 8 if the school expands into high school. WLA has been approved by the Minnesota Department of Education (MDE) to expand offerings to include Grades 9-12.

This document outlines the planning process for an expansion adding Grades 9-12. Addressing the components of this plan thoroughly will be crucial in maximizing student academic outcomes while also maintaining the positive school culture that WLA families have come to expect. Student recruitment will be a factor in growing the high school, but because WLA currently has a strong enrollment in Grades K-8, grades 9-12 do not need to begin at capacity the first year of expansion. WLA will set enrollment growth targets and expects to be at capacity within four years.

## II. Pre-Operational Planning

### A. Governance

#### 1. Administrative Staffing

Staff Title	Year Position Begins	Expected Salary (Benefits)	Preferred Licensure
Principal Grades 6-12	2024-2025	\$84,000-\$120,000 (\$45,000)	School Leadership
Athletic and Activities Director Grade K-12	2025-2026	\$50,000-\$62,000 (\$20,000)	Athletic Director or Community Education
Dean of Students Grades 6-12	2025-2026	\$50,000-\$62,000 (\$22,000)	School Leadership
Curriculum Coordinator Grade K-12	2024-2025	\$45,000-\$64,000 (\$19,000)	MS Curriculum & Instruction
Administrative Assistant/Office Manager Grades 6-12	2027-2028	\$42,000- \$48,000 (\$10,000)	Work Experience

#### 2. Compliance

##### a) World's Best WorkForce (WBWF)

Addition: Graduation Goal: At least 95% of all Woodbury Leadership Academy high school graduates will graduate within four (4) years of entering high school.

Addition: College and Career Readiness Goal: At least 95% of all Woodbury Leadership Academy 11th Grade students will take the ACT test and earn an Average Composite score of 23 or greater.

**b) MCCC**

Woodbury Leadership Academy will submit all high school courses to the state for Minnesota Common Course Catalog (MCCC)

**3. Committees**

Leadership Team: This team will develop the calendar, schedule and policies with input from stakeholders.

Events Committee: This team will plan student school wide, student centered events and run student council. Student council will be responsible for coordinating volunteers for school dances and pep-assemblies.

Technology Committee: This team will provide insight and feedback related to the online learning management system and online curriculum. Provide management of the 1:1 student laptop devices.

OWL Committee: This group will be focused on positive school culture and maintaining the school mission, vision and values.

Academy Committee: This group will focus on maintenance of high academic standards, excellence in teaching and learning, and teacher professional development and licensure.

**B. Staffing Needs**

**1. List of Required Staffing and Licensures with Expansion Planning**

*Instructional Staff:*

- 1.0 FTE: Grade 9-12 Communication Arts and Literature (by 2024-2025)
  - 0.5 FTE: Grade 9-12 Life Science (by 2025-2026)
- 1.0 FTE: Grade 9-12 Chemistry/Physics or Engineering (by 2024-2025)
- 1.0 FTE: Grade 9-12 Social Studies (by 2024-2025)
- 1.0 FTE: Grade 9-12 Mathematics (by 2024-2025)
- 1.0 FTE: Grade 9-12 Special Education (by 2024-2025)
- 0.5 FTE: Grade
- 9-12 Physical Education and Health (by 2024-2025)
- 0.5 FTE: Grade 9-12 Leadership (by 2024-2025)
- 0.5 FTE: Grade 6-9 Art (by 2024-2025)
  - 1.0 FTE: World Language (by 2026-2027)

*Support Staff:*

- 1.0 FTE: License School Social Worker (by 2024-2025)
- 1.0 FTE: Behavior Interventionist Grade 6-12 (by 2024-2025)
- 1.0 FTE: Paraprofessional Grade 9-12 (by 2024-2025)
  - 2.0 FTE Paraprofessional Grade 9.12 (by 2025-2026)

- 4.0 FTE Paraprofessional Grade 9.12 (by 2027-2028)
  - 1.0 FTE: Special Education Behavior Specialist Grade 6-12 (by 2025-2026)
- 1.0 FTE: English Language Learner Instruction (ELL) Grade 6-12 (by 2024-2025)

*Non-Licensed Staff:*

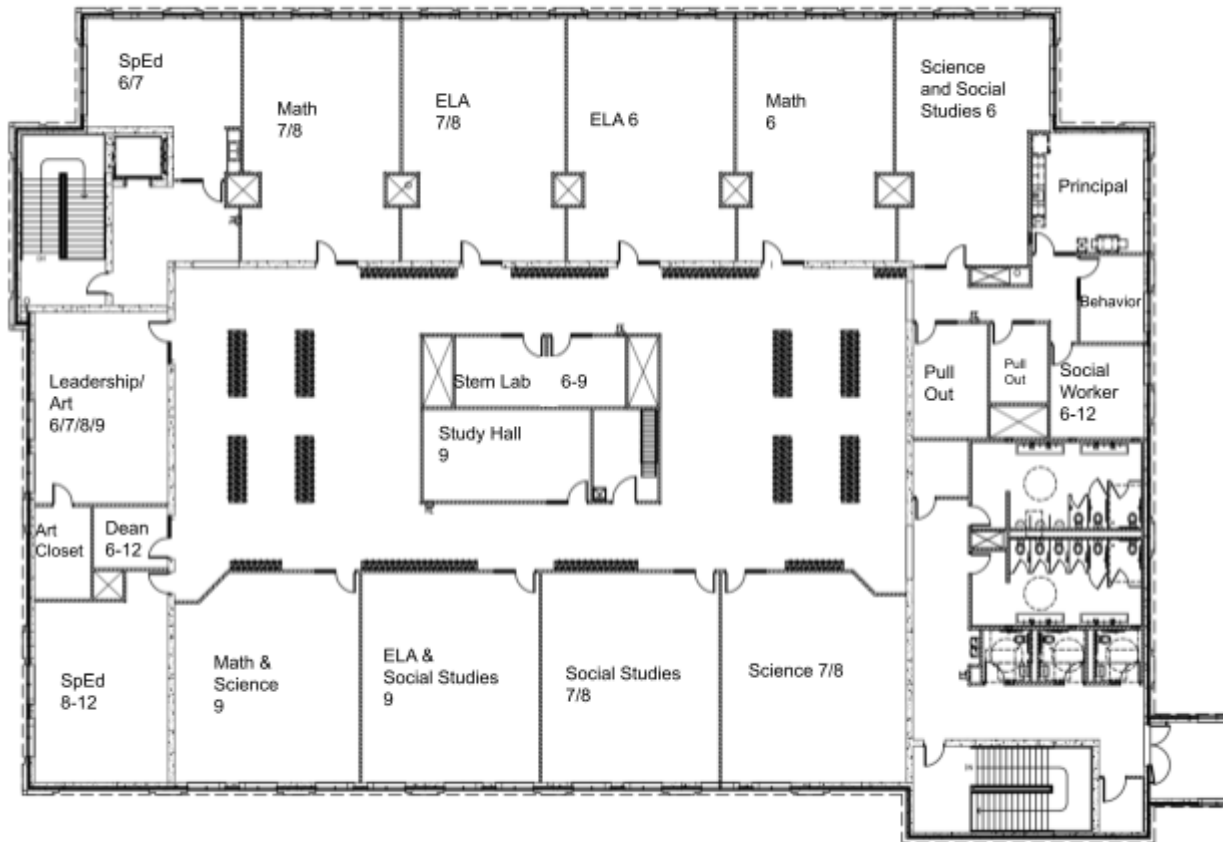
- 0.25 FTE: Custodial (by 2024-2025)
  - 0.5 FTE: Custodial (by 2025-2026)
    - 1.0 FTE: Custodial (by 2027-2028)
- 0.25 FTE: Food Service (by 2024-2025)
  - 0.5 FTE: Food Service (by 2025-2026)
    - 1.0 FTE: Food Service (by 2027-2028)

## **2. Student to Teacher Ratio**

- 14:1 student to teacher ratio (2024-2025)
- 20:1 student to teacher ratio (2025-2026)
- 26:1 student to teacher ratio beyond 2026

## C. Classroom Map

### 1. Floor 3B Map



### 2. Testing Locations

#### *MCA Testing:*

- MCA testing for Grade 6,7,8 and 11 Mathematics will take place in the Math classrooms
- MCA testing for Grade 6.7.8 and 10 Mathematics will take place in the ELA classrooms
- MCA testing for Grade 5,8 and Biology Science will take place in the Science classroom
- NWEA and iReady Diagnostic Testing for reading and mathematics for Grade 6-9 will take place in the classrooms

#### *ACT and SAT Testing:*

- ACT Testing - not offered until 2025-2026 (Grade 11 students) will take place off site or in a new building.
- SAT Testing - students must test on their own outside of WLA.

#### *Accommodated Testing Setting:*

- Small Test Setting - will take place in the study hall room while other students are testing in the classrooms.

### 3. Study Hall

Dedicated study hall room will be located on Floor 3B. This space will be used by students who are taking a supplemental online class as well.



#### 4. Friday Study Lab

The 'Friday Study Lab' is a space available for students with special needs, students who do not have a safe workspace at home, students who have a significant lack of attendance (truancy) or students who are failing at least 2 courses in Grade 9-12. Study lab will take place in the dedicated study hall space, and overflow will be the 'ELA & Social Studies 9' classroom.

The Friday Study Lab will be primarily staffed by 1-2 general education paraprofessionals and each of the classroom teachers will rotate into the study lab for an hour each. Students who are failing 2 or more courses will be required to meet with teachers on Friday and other students may connect with their teachers by appointment.

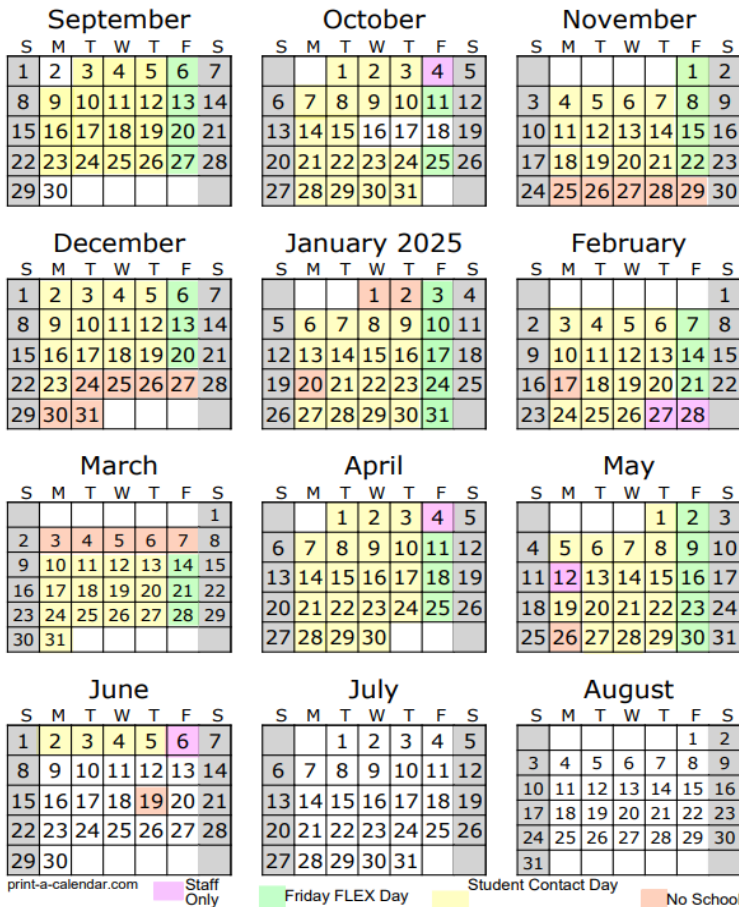
### D. Calendar

#### 1. Academic Calendar

General calendar will run the same as the WLA Elementary and Middle school and will have the same start and end dates as well as the same holidays and breaks (Spring Break, Winter Break, MEA Break, etc). The High School calendar is 169 days of instruction including 32 Friday Flex days.

Friday FLEX Days - Students in Grade 9-12 will have a FLEX learning day every Friday other than special event days. The majority of students will work off-site on asynchronous school work materials. Students are expected to spend about 5-6 hours engaged with school work on Friday FLEX Days.

### 2024 - 2025



## **2. High School Specific Testing Calendar**

- MCA Science Biology Assessment = Spring 2025
- MCA III Grade 11 Mathematics Assessment = Spring 2025
- MCA III Grade 10 Reading Assessment = Spring 2025
- ACT Test (11th Grade) = April 206

## **3. Instructional Minutes**

Students must complete at least 165 days and at minimum 935 hours for Grade 6 and at minimum 1,020 hours for Grades 7-12 for the year.

## **4. Scheduled Field Trip**

*September 20 - Wilderness Team Building* - students will rent canoes from Interstate Park and work in teams of two to paddle a 8 mile section of the St. Croix River and take out their canoes at the Osceola Landing. Students will have an outdoor picnic and play games at the park before returning to school. Goals: Team building, meeting new people, overcoming adversity and working together to face challenges. Transportation is paid for by WLA with a student suggested donation of \$25 to cover canoe rental. Parent volunteers to grill and provide food.

*June 13-16 Washington DC & Boston* - alternating years, students in Grade 7-9 will have the option to travel either to Washington DC or to Boston. This trip is guided by the WorldStrides Organization and is completely funded by students/families.

## **5. College Fair Visit**

*October 4 - College Fair Visit* - All WLA high school students will attend the Minnesota National College Fair held at the Minneapolis Convention Center on October 4-5. Students will attend with their homerooms, transportation will be provided by WLA, and students will be expected to share-out what they have learned when they return to school (9:00am - 12:00pm). Transportation provided by WLA and student suggested donation of \$15.

## **E. Transportation**

### **1. Student Busing**

- *School Bus* - WLA will increase school transportation fleet by 1.0 bus for AM and PM routes to accommodate the increased student enrollment for Grade 9.
- *Reimbursement* - WLA will provide mileage reimbursement to guardians within the 622 school district who transport their students in Grade 6-12 to school. Guardians must provide documentation of mileage and address verification.

### **2. Student Parking**

Students may not park their personal vehicles in the WLA parking lots. Goal: WLA will provide approximately 25 student parking spaces by 2026 and students in Grades 11-12 will be able to park in the WLA parking lot.

### **3. Off Campus Lunch**

Students may not leave WLA campus for any reason without authorization from a parent/guardian. A parent/guardian must either pick the student up at the office or provide in writing an alternate plan for

student transportation if students leave campus prior to the end of day. Goal: Students in Grade 11-12 who are in good academic and behavioral standing, and have received written consent from both a parent/guardian and the school administration may leave campus for their lunch period.

### III. Operational Guide

#### A. Staffing 2024-2025

Staff (2024-2025)	Licensure	Classes
Science*	Science 5-8 Life Science 9-12	Science 7A Science 7B Science 8A Science 8B Physical Science 9
English/Language Arts*	Communication Arts/Literature 5-12	ELA 7A ELA 7B ELA 8A ELA 8B English 9
Social Studies*	Social Studies 5-12	SS 7A SS 7B SS 8A SS 8B Geography 9
High School Mathematics	Mathematics 6-12 (9-12)	Math 7A Math 7B Math 8A Math 8B Geometry 9
Physical Education/Health*	Physical Education K-12 (Tier 3)	PE 7 PE 8 PE 9 Health 9
Art (0.5 FTE)	Fine Arts 6-12	Art 6 Art 7 Art 8 Art 9
Leadership (0.5 FTE)	Education	Leadership 9
World Language (0.5 FTE)	Northern Star Online	Spanish I
Social Worker (0.5 FTE) 504 Coordinator 6-12 (0.5 FTE)	School Social Worker (SSW)	Leadership 9
ELL (1.0 FTE)*	English Language Learner Instruction (ELL)	Services

Behavior Interventionist Grade 6-12 (1.0 FTE)*	Paraprofessional experience or related field	Services
Special Education Behavior Specialist	Special Education (EBD) or similar license	Services

\* Current Staff

## B. Course Schedule

[https://docs.google.com/spreadsheets/d/14nFGx\\_5ru805mD8CA4w4F5EABufA0n9q/edit#gid=1957880390](https://docs.google.com/spreadsheets/d/14nFGx_5ru805mD8CA4w4F5EABufA0n9q/edit#gid=1957880390)

Period	Times	High School Art and Leadership	Harley Hazel (Gr 7-12)	High School Math & Science	High School ELA & Social Studies	High School Math and Science	Autumn Handahl (Gr 7-9)	Ellen Hinck (Gr 7-9)	Kalleigh Mayson (Gr 7-9)	High School Special Education (1 FTE)	High School Academic Intervention	High School Social Worker	ELL
	9:00-9:20am	PREP	PREP	PREP	PREP	PREP	PREP	PREP	PREP				
1	9:20-10:10am	Art 7B		Study Hall	English 9	Math 8B	Sci 8A	English 9	SS 7A		English 9 Push-In		English 9 Push In
2	10:13-11:04am	Art 8B		HS Astronomy	Study Hall HS British Literature	Math 8A	HS Biology	ELA 7A	SS 7B		Grade 9 RTI		ELA 7 Push In
3	11:07-11:58am	Art 8A		Study Hall		Math 7A	Sci 8B	ELA 7B	Geography 9		Math 7 Push-In		ELA 7 Push In
4	12:00-12:25pm	Student Lunch	Student Lunch	Student Lunch	Student Lunch	Student Lunch	Student Lunch	Student Lunch	Student Lunch	Student Lunch	Student Lunch	Student Lunch	Student Lunch
5	12:25-12:45pm	PREP	PREP	Advisory 9B	Advisory 9A	Advisory 7B	Advisory 7A	Advisory 8A	Advisory 8B	Push into Advisory 9A	PREP	Student Lunch Groups Advisory Push-In	
6	12:45-1:35pm	Art 9	PE 7B	PREP	PREP	Intermediate Algebra	Sci 7A	ELA 8B	SS 8A		PREP		ELA 8 Push In
7	1:38-2:18pm	Leadership 9	PE 7A	Geometry 9	Study Hall	Math 7B	Sci 8A	ELA 8A	SS 8B		High School Study Hall		ELA 8 Push In
8	2:18-2:58pm	Study Hall		Physical Science Grade 9	Grade 7 Elective	PREP	PREP	Grade 7/8 Reading RTI	Grade 8 Elective		Grade 7/8 RTI		PREP
9	3:00-3:50pm	Leadership 9	Physical Education 9	RTI Mathematics High School	RTI Reading High School	Grade 7/8 RTI Math	Grade 7/8 RTI Math	PREP	PREP		Grade 7/8 RTI		Grade 7/8 RTI Push In

## C. Programming

### 1. Learning Management System

WLA will utilize Google Classroom with teacher-managed pages. Each teacher will create their Classroom page and roster their classes. Students will have logins based on their school gmail account. Grades will be stored in Synergy (Data Management System).

### 2. Hybrid Schedule

FLEX Learning Days - WLA High School Grade 9-12 will follow a Hybrid learning schedule where Friday is a FLEX learning day. Students in Grade 9-12 will have a FLEX learning day every Friday, other than some specific special event days where students may be required to be on campus on Friday.. The majority of students will work off-site on asynchronous school work materials provided by their teachers. Students are expected to spend about 5-6 hours engaged with school work on Friday FLEX Days.

### 3. Learning Lab

Learning Lab - The WLA High School Learning Lab is open on Fridays 9:20am - 3:15pm. The learning lab is a space available for students with special needs, students who do not have a safe or appropriate work environment outside of WLA for Fridays, students who do not have internet access at home and students who are failing two or more classes, students who have 5 or more unexcused absences, students assigned Learning Lab by a teacher or administrator.

Attendance is taken for all Grade 9-12 students on Friday FLEX Days. Full attendance credit can be earned by students for successful completion of Friday assignments returned to the teacher

electronically or physically on the next school day. Attendance credit can also be earned by attending at least 4 hours of Learning Lab on Friday. Students may earn attendance credit through a demonstration of 'significant progress' on assignments even when assignments are not completed as determined by the classroom teacher.

## **D. Curriculum Mapping**

### **1. General Education Curriculum**

#### *1. English Language Arts:*

- a. *Curriculum:* Themed Literature (i.e Ancient Literature)
- b. *Online Curricular Resource:* Khan Academy Curriculum (Free), Minnesota Partnership of Collaborative Curriculum (open source)
- c. *Assessment:*
  - i. NWEA MAP Reading (Grade 9-10), MCA Reading (Grade 10), ACT Test (Grade 11)

#### *2. Mathematics:*

- a. *Curriculum:* College Preparatory Mathematics (CPM) aligned with K-8 curriculum and standards.
- b. *Online Curricular Resources:* ALEKS Math (Grade 9-12), Khan Academy Curriculum (Free), Minnesota Partnership of Collaborative Curriculum (open source)
- c. *Assessment:* NWEA MAP Mathematics (Grade 9-10), MCA Mathematics (Grade 11), ACT Test (Grade 11)

#### *3. Social Studies:*

- a. *Curriculum:* Geography - McGraw Hill aligned with state standards.
- b. *Online Curricular Resources:* Khan Academy Curriculum (Free), Minnesota Partnership of Collaborative Curriculum (open source)
- c. *Assessment:* Local

#### *4. Science:*

- a. *Curriculum:* Khan Academy (Free online)
- b. *Online Curricular Resources:* Khan Academy Curriculum (Free), Minnesota Partnership of Collaborative Curriculum (open source)
- c. *Assessment:* MCA Science (Biology), ACT Test (Grade 11)

#### *5. Art:*

- a. *Curriculum:* Teacher Developed
- b. *Online Curricular Resources:* Khan Academy Curriculum (Free), Minnesota Partnership of Collaborative Curriculum (open source)
- c. *Assessment:* Local, Arts Night

#### *6. Physical Education and Health:*

- a. *Curriculum:* Teacher Developed
- b. *Online Curricular Resources:* Khan Academy Curriculum (Free), Minnesota Partnership of Collaborative Curriculum (open source)

c. *Assessment*: Presidential Youth Fitness Assessment

7. Electives:

- a. *Curriculum*: Teacher Developed
- b. *Online Curricular Resources*: Khan Academy Curriculum (Free), Minnesota Partnership of Collaborative Curriculum (open source), Edmentum Courseware (paid online), Northern Star Online (Supplemental)
- c. *Assessment*: Local

## **2. Grade Acceleration and Talent Development**

Students who demonstrate high ability and achievement may test out of specific courses and earn credit for those courses and therefore be 'promoted' to the next course in the progression.

### **a. PSEO and Concurrent Enrollment**

Students in Grade 10-12 may enroll in PSEO in local or online Minnesota Colleges and Universities. WLA students are encouraged to enroll in PSEO if they are able and willing.

Goal: To move away from PSEO and into concurrent enrollment by 2027-2028. Significant research, planning and strategic licensing and training will be required to implement concurrent enrollment. Consider partnerships with other area high schools.

### **b. Supplemental Online Courses**

Northern Star Online - Supplemental online curriculum and teachers will be used to fill in course gaps and licensure gaps when needed. Students may register for a 100% fully online course through Northern Star Online (NSO) and may complete the work for that course while sitting in the study hall space at WLA. Courses are taught and graded by NSO and transcript/grade reports are provided to WLA at the end of the term.

Edmentum Courseware - Subscription required for WLA to use this online curriculum and supplemental course resource. WLA may pay for online courses that are automatically graded in many instances. This would allow WLA teachers to quickly and easily teach a 100% fully online course. Edmentum also has MN based teachers to teach courses from their catalog 100% online.

## **3. Academic Intervention Curriculum**

The primary academic intervention curriculum will be from iXL online curriculum resource. Teachers will also create their own modified assignments and accommodated assignments.

## **4. Leadership Curriculum**

The High School Leadership Curriculum will use the Habitudes leadership curriculum from 'Growing Leaders'. This curriculum will help radically change not only individual students, but the school culture overall. Curriculum includes SEL, Charter Education, College and Career Readiness and Leadership components. The Habitudes system is so much more than a school leadership program, the curriculum helps to instill valuable life skills into middle and high school students and prepares them to be authentic leaders. Curriculum can be used Grade 7-12.

### ***N. Graduation Requirements***

1 year-long course = 1.0 credit

1 Trimester = 0.333 credit

<b>Subject Areas</b>	<b>Credits Required for Graduation</b>	<b>Course Offerings (Grade)</b>
English Language Arts	4.0	English 9 (9) English 10 (10) Communications (11-12) American Literature (11-12) World Literature (11-12)
Social Studies	4	Geography (9) World History (10) US History (11) Government/Civics (12) Economics (12)
Mathematics	3.0	Intermediate Algebra (9) Geometry (9) Algebra II (10) Probability and Statistics (11-12) Personal Finance (11-12)
Science	3.0	Physical Science (9) Biology (10) Chemistry (11-12) Physics (11-12)
Fine Art	1.0	Introduction to Art (9) Advanced Drawing (10-12) Advanced Painting (10-12)
Physical Education / Health	1.0	Physical Education 9/10 Physical Education 11/12 Health (9-12)
Electives	7.	Creative Writing (11-12) Women's Literature (11-12) African-American Literature (11-12) Graphic Novels (11-12) Pre-Calculus (11-12) Calculus (12) Environmental Science (11-12) Astronomy (11-12) Engineering (11-12) Mechanical Engineering (11-12)

		Robotics (11-12) Theater (10-12) Digital Art (11-12) Video Game Design (11-12) Multimedia Art (11-12) Literature in Film (11-12) Journalism (11-12) Computer Science (11-12) Cybersecurity (11-12) Sociology (11-12) Psychology (11-12) Mythology (11-12) Social Justice (11-12) World Religions (11-12) Personal Fitness (11-12) Nutrition and Wellness (11-12) Spanish I (9-12) Spanish II (9-12) Spanish III (10-12) Spanish IV (11-12)
	<b>Total:</b>	<b>23 credits</b>

### 1. College and Career Readiness

*Minnesota Career Information System (MCIS)* - students will complete the MCIS Curriculum in Advisory. Advisory teachers will assign students the MCIS checklist for the appropriate grade level. Students must complete all items on all checklists during periods in which they attended WLS in high school as part of their Senior Capstone.

### 2. Service Learning

Grade 12 students will complete an individual service learning project with guidance from their Advisory. This project will be presented during the Community and Service Fair in Spring and will be part of the Senior Capstone project.

### 3. Senior Capstone

Grade 12 students will gather evidence of their successful education and exemplar examples of their work to showcase at the Senior Capstone Dinner. Seniors are required to prepare their capstone projects and present to the community as part of the WLA graduation requirements.

#### O. Positive School Culture

1. *Social, Emotional and Behavioral Screening* - students in Grade 6-12 will complete the mySAEBRS and teachers will complete the SAEBRS screener in both Fall and Spring. Screener results in Fall will be used to determine students' greatest need for SEL intervention. Screener results in the Spring will be used to analyze the success of SEL programming.
2. *Restorative Practices and Circle Process* - Teachers in Grade 6-12 will be formally trained in the Restorative Practices and the Circle process as a means to build connections and relationships with students and between students. Students will use the Circle Process to discuss a variety of topics in Advisory, as well as a tool to resolve conflicts with peers.



3. *Advisory Curriculum* - Advisory areas of study will be connected to the WLA Core Virtues and will use the Circle Process to discuss a large range of topics connecting student everyday life experience to the core virtues. In Advisory, students will also complete a Service Learning project each year and students in Grade 12 will complete a Capstone project and presentation required for graduation. Students will complete the Minnesota Career Information System (MCIS) curriculum in Advisory.

*Senior Capstone* - Senior Capstone projects will be a culminating event that students in Grade 12 will present to their teachers, administrators and parents/guardians in Spring prior to graduation. Capstone projects will be a collection of exemplar work collected over the students education at WLA, as well as an individual service learning project designed and documented by the student.

## **P. Sports and Extracurricular Activities**

### **1. Club Sports**

- Ultimate Frisbee - Spring (CoEd)
- Flag Football - Fall - Male team (1), female team as needed
- Volleyball - Fall - Female team (1), male team as needed
- Basketball - Winter - Female team (1), Male team (1)
- Archery - Fall/Spring (CoEd)

### **2. High School Team Sports**

- JV Basketball (by 2026-2027)
- Varsity Basketball (by 2027-2028)
- Archery (by 2026-2027)

### **3. Extracurricular Activities (all are CoEd)**

- Chess Club - takes place after school with culminating tournament at WLA in Spring
- Robotics Team - takes place Friday and after school, complete in FRC League
- Theater - takes place Friday and after school, Theater Production in February
- Art Club - takes place after school, 'Arts Night(s)' - December and April
- Gaming Club - takes place after school
- Soccer Club - takes place after school
- Running Club - takes place after school

## IV. Fiscal Soundness

### A. Projected Enrollment

\* Sample Enrollment [Per Pupil Revenue](#) Estimate used for calculation = \$11,500

School Year	Oct. 10 Enrollment (number of students)	June 6 Enrollment (number of students)	Projected ADM (Grade 9-12)	Expected Revenue
2024-2025 (add Grade 9)	Grade 9: 40 Grade 10: 1 Grade 11: 0 Grade 12: 0	Grade 9: 50 Grade 10: 4 Grade 11: 0 Grade 12: 0	48	\$552,000
2025-2026 (add Grade 10)	Grade 9: 46 Grade 10: 30 Grade 11: 2 Grade 12: 0	Grade 9: 52 Grade 10: 40 Grade 11: 4 Grade 12: 0	130	\$1,495,000
2026-2027 (add Grade 11-12)	Grade 9: 50 Grade 10: 40 Grade 11: 35 Grade 12: 18	Grade 9: 52 Grade 10: 46 Grade 11: 40 Grade 12: 22	150	\$1,725,000
2027-2028	Grade 9: 52 Grade 10: 52 Grade 11: 50 Grade 12: 40	Grade 9: 52 Grade 10: 52 Grade 11: 52 Grade 12: 44	196	\$2,254,000
2028-2029	Grade 9: 52 Grade 10: 52 Grade 11: 52 Grade 12: 52	Grade 9: 52 Grade 10: 52 Grade 11: 52 Grade 12: 52	208	\$2,392,000

## B. Budget

### 1. Staffing Annual Salary Budget

Staff Position	Estimated Salary (Benefits)	Staff Position	Estimated Salary (Benefits)
ELA Teacher 1.0	\$45,000 (\$20,000)	Social Worker 0.5 504 Coordinator 0.5	\$44,000 (\$18,000)
Math Teacher 1.0	\$45,000 (\$20,000)	World Language 0.5	\$25,000
Science Teacher 1.0	\$47,000 (\$22,000)	Physical Education 0.25	\$12,000 \$6,000
Social Studies Teacher 1.0	\$45,000 (\$20,000)	Extracurricular Stipends	\$8,000
Art/Leadership Teacher 1.0	\$44,000 (\$19,000)	Special Education Teacher 1.0	\$41,000 (\$16,000)
Behavior Interventionist 1.0	\$36,000 (\$8,000)	ELL 1.0 Grade 6-12	\$38,000 (\$17,000)
Custodial 0.25	\$10,000	Food Service 0.25	\$8000
<b>Total:</b>	<b>\$614,000</b>		

### 2. Technology

- 1:1 laptop computers for students (chromebooks)
  - Cart with charging station in each classroom (4)
- Smartboard in each classroom
- STEM Lab - robotics, 3D printers, Laser Engravers, photogates, etc
- High Speed Internet

### 3. Curriculum Materials and Consumables

High School Curriculum Expendables: \*sample budget

<b>Department</b>	<b>Items</b>	<b>Budget</b>
English Language Arts	Novel Text (sets of 25)	\$500
	ELA Consumables	\$200
Mathematics	Mathematics Text	\$500
	ALEKS Math Subscription	\$1,400
	Calculators	\$225
	Math Consumables	\$200
Science	Science Text	\$500
	Science Lab Materials	\$500
	Science Consumables	\$500
Social Studies	Social Studies Text	\$500
	Social Studies Consumables	\$200
Leadership	Leadership Curriculum	\$1,400
	Subscription	\$200
	Leadership Consumables	
Art	Art Literature	\$200
	Art Lab Materials	\$500
	Art Consumables	\$500
Physical Education	Physical Education Equipment	\$1000
	Physical Education Consumables	\$200
	Health Text	\$500
World Language	World Language Text	\$200
	Novel Text (sets of 25)	\$500
	World Language Consumables	\$200
<b>Total:</b>		<b>\$10,625</b>

### C. Marketing and Outreach

Woodbury Days - WLA sets up a table with students and staff participants. Prize give away, flyers and photos to share.

Informational Nights - for current and future families

Facebook Paid Marketing - Paid marketing for Spring and Summer of 2024 and again for Spring and Summer of 2025. Estimated cost \$24,000 per year.

#### **D. Stakeholder Feedback and Satisfaction**

##### i. Family and Community Engagement

- Annual survey created by Volunteers of America (authorizer)

##### ii. Parent Survey

- Annual survey created by Volunteers of America (authorizer)

##### iii. Student Survey

- Annual survey created by Volunteers of America (authorizer)
- Teacher classroom surveys



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

**Date:** Wednesday, October 11, 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**

**Members not present - Jolene Skordahl**

#### **WLA Mission & Vision – Mandi Folks**

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

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

#### **Development, Discussion, and Recommendations**

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

#### **Housekeeping -**

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Wednesday, November 8, 2023 @ 4:30 pm

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

**Adjournment @ 5:00**



Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Financial Report

September 30, 2023

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

Table of Contents

Executive Summary	1
Dashboard	2
Balance Sheet	4
Statement of Revenues and Expenditures	5
Cash Flow Projection	9
Contracted Services	10
Enrollment Summary	11



**Woodbury Leadership Academy  
Woodbury, Minnesota  
September 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 Enrollment: 749 ADM
  
- \* 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 \$2,417,882 or 29% of expenditures at fiscal year-end.
  
- \* The School's Working Budget is projecting a surplus of \$291,454 at fiscal year-end, which would result in an ending fund balance of \$2,475,766, or 28% of total expenditures.
  
- \* Projected Days of Cash on Hand is 106 days of annual expenditures. This is above 45 days meets minimum bond covenants.

**Financial Statement Key Points**

- \* As of month-end, 25.00% of the year was complete.
- \* Cash Balance as of the reporting period is \$2,208,635 and is down from \$2,258,560 in the previous month due to regular accounts payable processing.
- \* State Aids Receivable 22-23 balance is \$252,711 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 – 27.3% of the working budget.
- \* Expenditures disbursed at end of the reporting period – 18.1% 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 was held remotely this year by Abdo Solutions.
- \* The FY23 audit will be presented at a future board meeting by Abdo Solutions.

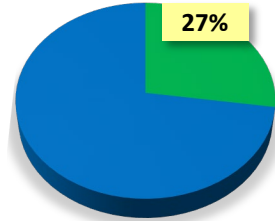
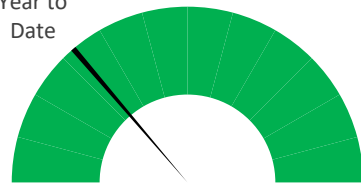
Woodbury Leadership Academy  
Woodbury, MN  
Financial Statements Dashboard  
September 30, 2023

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

*Resources to Operate Programs (Revenues):*

Approved Budget	\$8,507,521
Working Budget	\$9,251,635
Year to Date	\$2,526,401

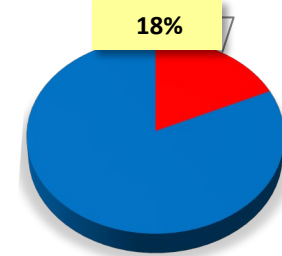
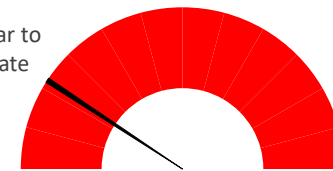
Year to Date



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

Approved Budget	\$8,273,951
Working Budget	\$8,960,181
Year to Date	\$1,623,551

Year to Date

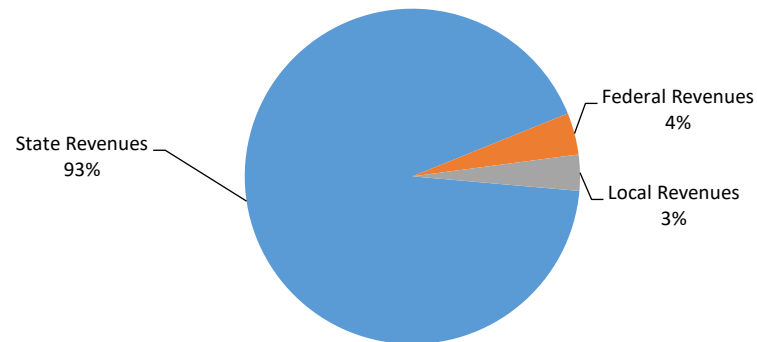


*Excess / Deficit*

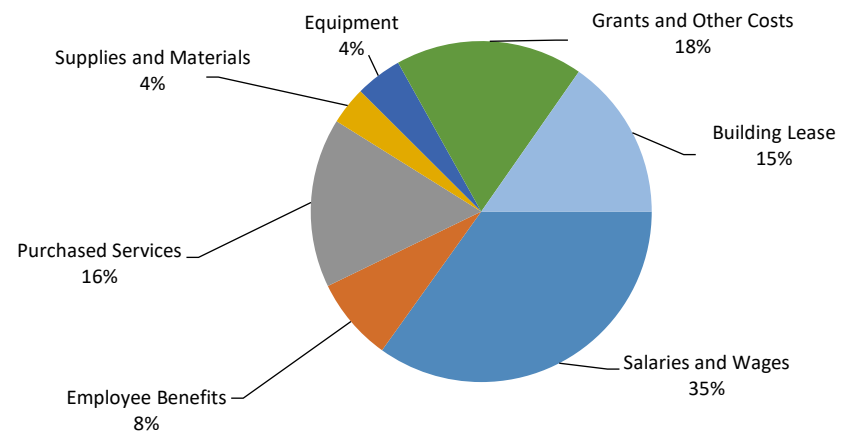
Approved Budget	\$8,273,951	\$233,570
Working Budget	\$8,960,181	\$291,454
Year to Date	\$1,623,551	18.1%
		\$902,851

**Budgets for the Year**

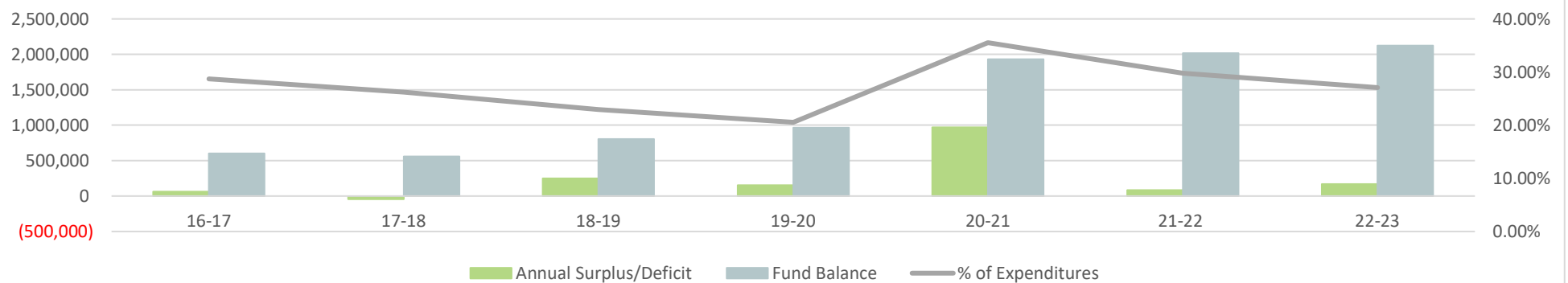
*Where funds will come from to operate the school:*

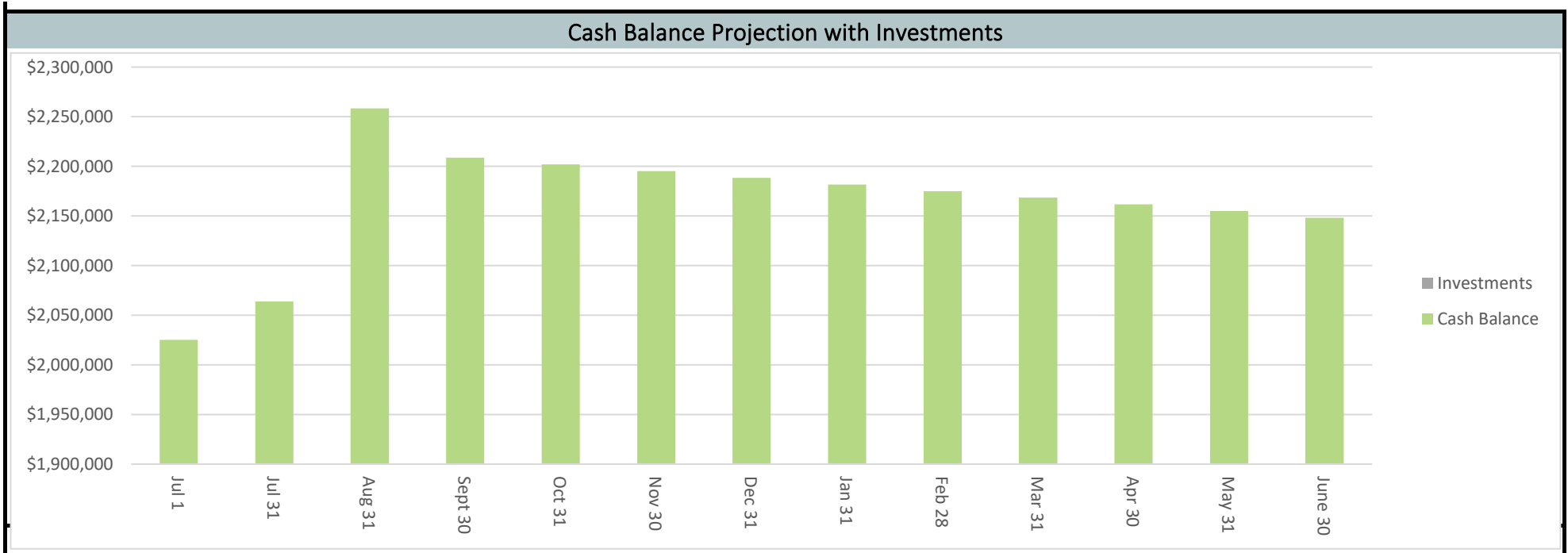
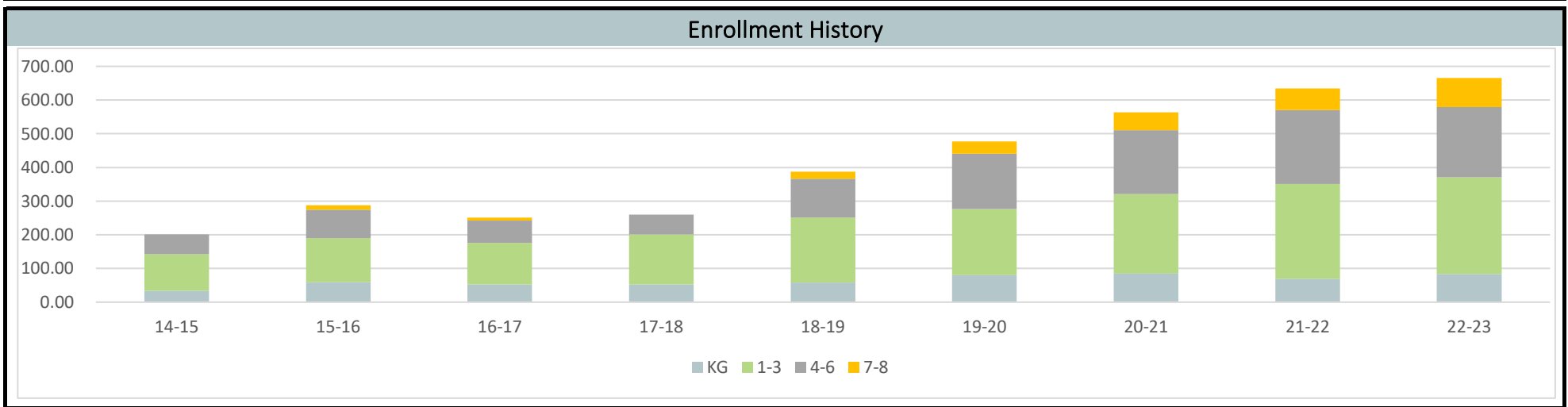
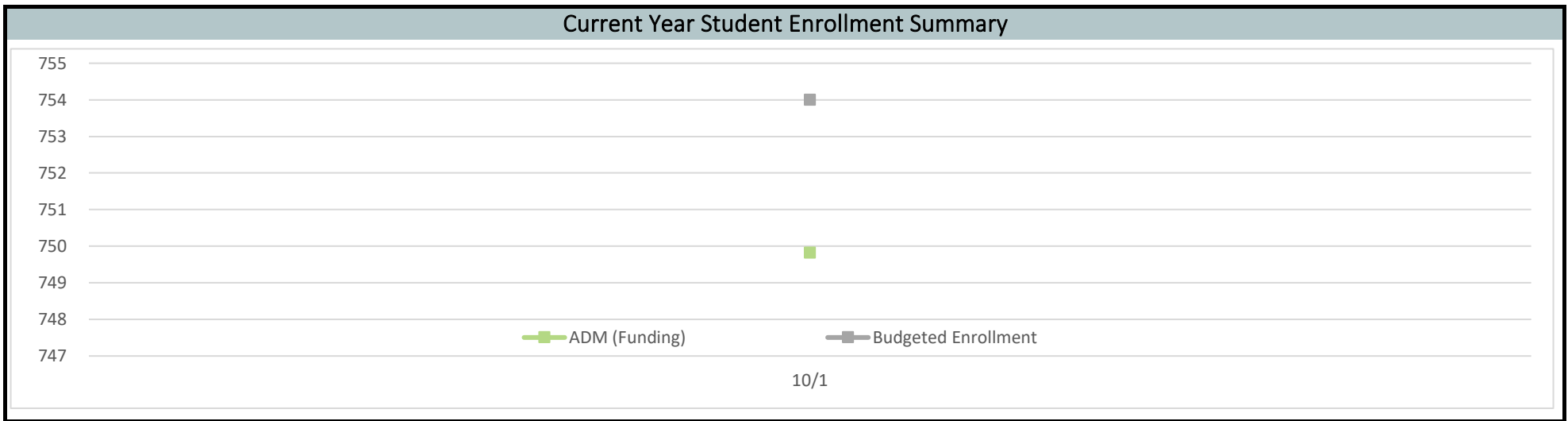
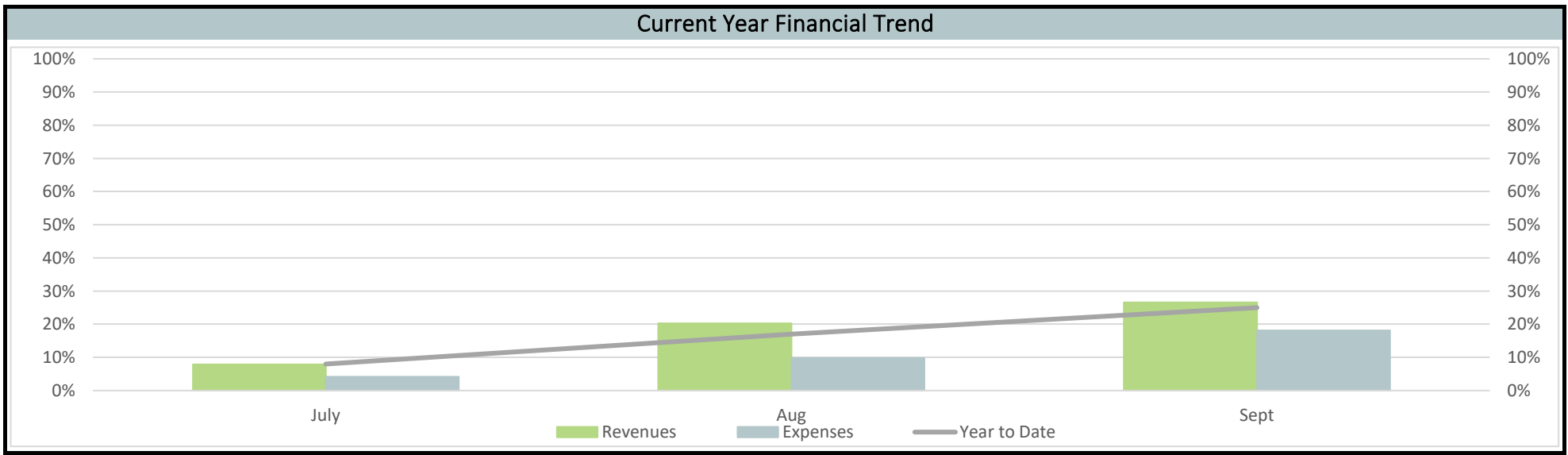


*How the money is budgeted to be spent:*



**Fund Balance History**





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

	Preliminary Balance June 30, 2023	Ending Balance
<b>Assets</b>		
Cash and Investments	\$ 2,025,315	\$ 2,208,635
Accounts Receivable	20	45,661
Due from Other Funds	78,130	93,601
State Aids Receivable	399,143	252,711
Current Year State Holdback Receivable		455,806
Federal Aids Receivable	297,091	21,798
Prepaid Expenses and Deposits	35,174	-
	<u>35,174</u>	<u>-</u>
<b>Total All Assets</b>	<b>\$ 2,834,874</b>	<b>\$ 3,078,212</b>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
Salaries and Wages Payable	\$ 233,391	\$ 26,547
Accounts Payable	230,825	-
Payroll Deductions and Contributions (Owed)	186,346	(35,497)
Total current liabilities	650,562	(8,951)
Fund balance		
Fund balance 07-01-2022	\$ 2,184,312	\$ 2,184,312
Net income to date fy 22 & 23	-	902,851
Total fund balance	2,184,312	3,087,163
<b>Total liabilities and fund balance</b>	<b>\$ 2,834,874</b>	<b>\$ 3,078,212</b>
<i>Current Days of cash on hand</i>		106
<i>Days Cash on Hand Required</i>		45

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

Months: 3      25.00%

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	\$ 1,340,277	22.1%
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	19,209	66.3%
Special Education Aid + Adsis	963,443	974,882	248,460	25.5%
Estimated State Holdback Amount	-	-	455,806	-
Total State Revenues	8,176,721	8,255,010	2,063,753	25.0%

Federal Revenues

Federal Title I, II, V	50,400	50,400	3,200	6.4%
Federal Special Education	84,400	92,700	18,536	20.0%
Total Federal Revenues	134,800	143,100	21,798	15.2%

Local Revenues

Fees from Students	61,200	61,200	844	1.4%
Medical Assistance	9,800	9,800	-	0.0%
Interest Earnings	75,000	75,000	30,618	40.8%
Contributions and Gifts, Give to the Max	20,000	20,000	40	0.2%
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	440,851	73.1%

<b>Total Revenues</b>	<b>\$ 8,507,521</b>	<b>\$ 9,001,635</b>	<b>\$ 2,526,401</b>	<b>28.1%</b>
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**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Statement of Revenues and Expenditures**  
**September 30, 2023**

Months: 3      25.00%

	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	\$ 3,296,711	\$ 559,068	17.0%
Employee Benefits	797,389	881,280	134,887	15.3%
Contracted Services	321,000	321,000	48,317	15.1%
Technology Services	22,500	16,700	3,600	21.6%
Communication Services	11,000	11,000	2,879	26.2%
Postage	3,800	3,800	-	0.0%
Utilities	150,500	172,900	35,878	20.8%
Property and Casualty Insurance	26,900	27,750	27,523	99.2%
Repairs and Maintenance	88,415	88,415	20,243	22.9%
Student Transportation	646,307	668,800	67,289	10.1%
Field Trip Transportation	15,080	15,080	5,834	38.7%
Travel and Conferences	8,800	8,800	2,191	24.9%
Field Trip Admissions	36,700	36,700	1,974	5.4%
Building Lease	1,253,725	1,253,725	313,431	25.0%
Other Rentals and Leases	4,000	5,800	2,601	44.8%
Office Supplies/General Supplies	48,400	48,400	34,462	71.2%
Maintenance Supplies	57,100	45,600	14,026	30.8%
Non-Instructional Software	28,900	28,900	10,211	35.3%
Instructional Software	20,200	20,200	14,245	70.5%
Instructional Supplies	42,100	46,200	18,068	39.1%
Textbooks and Workbooks	77,700	77,700	77,548	99.8%
Standardized Tests	14,000	14,000	8,955	64.0%
Food	28,900	34,600	1,701	4.9%
Building Improvements	205,000	205,000	17,046	8.3%
Furniture and Other Equipment	43,310	43,310	8,395	19.4%
Technology Equipment	58,600	58,600	22,906	39.1%
Principal and Interest - Capital Lease	28,200	16,600	-	0.0%
Dues and Memberships	37,300	37,300	110	0.3%
Third Party Expenditures	-	2,000	1,563	78.2%
Give to the Max, salaries	20,000	20,000	-	0.0%

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

	FY 2024 Original Budget 754 ADM 772 PU	FY 2024 Working Budget 754 ADM 772 PU	Months: 3 Year to Date Activity	25.00% Percent of Working Budget
State Special Education	1,010,410	1,010,410	97,077	9.6%
ADSIS	44,800	44,800	9,407	21.0%
Federal Title I, II, V	50,400	50,400	3,200	6.4%
Federal Special Education	84,400	92,700	18,536	20.0%
<b>Total expenditures</b>	<b>\$ 8,268,951</b>	<b>\$ 8,705,181</b>	<b>\$ 1,583,232</b>	<b>18.2%</b>
<b>General fund net income</b>	<b>\$ 238,570</b>	<b>\$ 296,454</b>	<b>\$ 943,169</b>	
<b>Food Service Fund - 02</b>				
Revenues				
State/Federal Food Reimbursements	\$ -	\$ 250,000	\$ -	0.0%
<b>Total revenues</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>0.0%</b>
Expenditures				
Salaries and Wages	\$ -	\$ 50,000	\$ 6,729	13.5%
Employee Benefits	-	16,000	1,055	6.6%
Supplies and Materials, Snacks	-	183,550	32,170	17.5%
Dues and Memberships	-	450	365	81.1%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 40,318</b>	<b>0.0%</b>
<b>Food Service Fund Net Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (40,318)</b>	
<b>Community Service 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 Service Fund Net Income</b>	<b>\$ (5,000)</b>	<b>\$ (5,000)</b>	<b>\$ -</b>	

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

	FY 2024 Original Budget 754 ADM 772 PU	FY 2024 Working Budget 754 ADM 772 PU	Months: 3 Year to Date Activity	25.00% Percent of Working Budget
<b>Total All Funds</b>				
Revenues				
State Revenues	\$ 8,176,721	\$ 8,505,010	\$ 2,063,753	24.3%
Federal Revenues	134,800	143,100	21,798	15.2%
Local Revenues	196,000	603,525	440,851	73.1%
<b>Total Revenues</b>	<b>\$ 8,507,521</b>	<b>\$ 9,251,635</b>	<b>\$ 2,526,401</b>	<b>27.3%</b>
Expenditures				
Salaries and Wages	\$ 2,983,115	\$ 3,346,711	\$ 565,797	16.9%
Employee Benefits	797,389	897,280	135,941	15.2%
Purchased Services	2,588,727	2,630,470	531,760	20.2%
Supplies and Materials	317,300	499,150	211,386	42.4%
Equipment	340,110	328,510	48,347	14.7%
Grants and Other Costs	1,247,310	1,258,060	130,320	10.4%
<b>Total Expenditures</b>	<b>\$ 8,273,951</b>	<b>\$ 8,960,181</b>	<b>\$ 1,623,551</b>	<b>18.1%</b>
<b>Total Revenues All Funds</b>	<b>\$ 8,507,521</b>	<b>\$ 9,251,635</b>	<b>\$ 2,526,401</b>	<b>27.3%</b>
<b>Total Expenditures All Funds</b>	<b>\$ 8,273,951</b>	<b>\$ 8,960,181</b>	<b>\$ 1,623,551</b>	<b>18.1%</b>
<b>Net Income - All Funds</b>	<b>\$ 233,570</b>	<b>\$ 291,454</b>	<b>\$ 902,851</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	\$ 2,475,766
Projected Fund Balance Percentage	29%	28%
<i>Debt Service Coverage Ratio - Estimated</i>	131%	134%
<i>Debt Service Coverage Ratio - Required</i>	125%	125%

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



Woodbury Leadership Academy  
Cash Flow Projection Summary  
2023 - 2024 School Year

Period Ending	Cash Inflows (Revenues)				Total Receipts	Cash Outflows (Expenditures)				Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts	Prior Year State and Federal Holdback		Salaries (Cash flow budgeted at Gross but updated at Net)	Other Expenses Actual Includes Benefits (Tax Payments, PERA, TRA) and AP	Payments made on behalf of the building company	Total Expenses	
									<i>Beginning Balance</i>	<b>\$ 2,025,315</b>
Jul 31	526,783	-	157,158	125,301	809,241	200,604	570,135	-	770,740	2,063,817
Aug 31	527,195	-	271,958	142,638	941,792	212,417	534,632		747,049	2,258,560
Sept 30	553,968		11,755	175,585	741,308	257,692	533,540		791,232	2,208,635
Oct 31	671,840	14,310	18,073	28,079	732,302	397,031	341,987		739,018	2,201,919
Nov 30	671,840	14,310	18,073	28,079	732,302	397,031	341,987		739,018	2,195,203
Dec 31	671,840	14,310	18,073	28,079	732,302	397,031	341,987		739,018	2,188,487
Jan 31	671,840	14,310	18,073	28,079	732,302	397,031	341,987		739,018	2,181,772
Feb 28	671,840	14,310	18,073	28,079	732,302	397,031	341,987		739,018	2,175,056
Mar 31	671,840	14,310	18,073	28,079	732,302	397,031	341,987		739,018	2,168,340
Apr 30	671,840	14,310	18,073	28,079	732,302	397,031	341,987		739,018	2,161,624
May 31	671,840	14,310	18,073	28,079	732,302	397,031	341,987		739,018	2,154,908
June 30	671,840	14,310	18,073	28,079	732,302	397,031	341,987	-	739,018	2,148,192
Projected	7,654,509	128,790	603,525	696,234	9,083,058	4,243,991	4,716,190	-	8,960,181	
Totals	7,654,509	128,790	603,525	696,234	9,083,058	4,243,991	4,716,190		8,960,181	2,148,192

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  
September 30, 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	249	6.4%
Financial Management Services	79,200	79,200	19,800	25.0%
Time & Attendance Fees	12,006	12,006	1,326	11.0%
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	2,061	41.5%
Benefit Fees	904	904	219	24.2%
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	1,750	18.8%
Janitorial Services- Robemy Cleaning	104,029	104,029	11,000	10.6%
Other Fees	35,309	35,309	2,390	6.8%
	<b>321,000</b>	<b>321,000</b>	<b>48,317</b>	<b>15%</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	10,000	8,832	88.3%
Common Area Maintenance	72,000	66,650	8,049	12.1%
Various Repairs	8,765	8,765	1,740	19.9%
	<b>88,415</b>	<b>88,415</b>	<b>20,243</b>	<b>23%</b>

Woodbury Leadership Academy  
 Woodbury, MN  
 Enrollment Report  
 September 30, 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	94	0	0	0	0	0	0	0	0	0
	1	109	0	0	0	0	0	0	0	0	0
	2	99	0	0	0	0	0	0	0	0	0
	3	119	0	0	0	0	0	0	0	0	0
	4	105	0	0	0	0	0	0	0	0	0
	5	89	0	0	0	0	0	0	0	0	0
	6	52	0	0	0	0	0	0	0	0	0
	7	47	0	0	0	0	0	0	0	0	0
	8	38	0	0	0	0	0	0	0	0	0
Grand Total		750	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

September 30, 2023

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1027		Amazon.com					
			4228	OLDN			BP
				E	01 010 640 000 316 366	Staff PD	\$243.44
				E	01 010 201 000 000 430	K Classroom supplies	\$658.87
				E	01 005 108 000 000 455	Admin tech supplies	\$819.49
				E	01 005 810 000 000 401	building supplies	\$79.80
				E	01 010 203 000 000 460	Textbooks/workbooks	\$17.28
				E	01 010 203 000 000 401	Elem non instructional supplies	\$3,612.88
				E	01 010 720 000 000 401	Health Office Supplies	\$135.70
				E	01 010 630 000 000 466	Laptop carts 14 @ \$332.63/ea	\$5,636.68
				E	01 010 201 000 000 401	K non instructional supplies	\$349.48
				E	01 010 203 000 000 430	Elem Classroom supplies	\$2,420.10
				E	01 010 630 000 000 456	HDMI Cable	\$9.69
				E	01 005 110 000 000 401	Office Supplies	\$546.65
<b>PO#:</b>	<b>Voucher #:</b>	<b>9602</b>	Invoice	<b>Invoice No:</b>	1MC9-DTYL-4PQL	<b>9/20/2023</b>	<b>Paid Amt: \$14,530.06</b>
							<b>Check Amount: \$14,530.06</b>
							<b>Vendor Total: \$14,530.06</b>
1015		Amplify Education, Inc.					
			4228	OLDN			BP
				E	01 010 203 000 000 460	Elem Workbooks	\$5,829.84
<b>PO#:</b>	<b>Voucher #:</b>	<b>9690</b>	Invoice	<b>Invoice No:</b>	INV-197141	<b>9/29/2023</b>	<b>Paid Amt: \$5,829.84</b>
							<b>Check Amount: \$5,829.84</b>
							<b>Vendor Total: \$5,829.84</b>
1718		Amy Sorensen					
			4228	OLDN			BP
				E	01 010 640 000 316 366	Mileage 36 mi @ 0.655/mi	\$23.58
<b>PO#:</b>	<b>Voucher #:</b>	<b>9591</b>	Invoice	<b>Invoice No:</b>	8/31/2023	<b>9/20/2023</b>	<b>Paid Amt: \$23.58</b>
							<b>Check Amount: \$23.58</b>
							<b>Vendor Total: \$23.58</b>
1128		AssociatedBank					
			4228	OLDN			Wire
				B	01 215 000	Payroll Deductions	\$1,965.98
				B	01 215 000	Payroll Deductions	(\$1,965.98)
				B	01 215 017	Adj	\$1,805.56
<b>PO#:</b>	<b>Voucher #:</b>	<b>9633</b>	Invoice	<b>Invoice No:</b>	S2024050	<b>9/15/2023</b>	<b>Paid Amt: \$1,805.56</b>
							<b>Check Amount: \$1,805.56</b>
							<b>Vendor Total: \$1,805.56</b>
			4228	OLDN			Wire
				B	01 215 000	Payroll Deductions	\$1,645.14
				B	01 215 000	adj	(\$1,645.14)

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type			
1128		AssociatedBank								
		4228		OLDN			Wire			
				B 01 215 017			Payroll Deductions	\$1,805.56		
PO#:		Voucher #:		9623	Invoice	Invoice No: S2024060	9/29/2023		Paid Amt:	\$1,805.56
									Check Amount:	\$1,805.56
									Vendor Total:	\$3,611.12
1504		Assured Security Inc								
		4228		OLDN			BP			
				E 01 005 810 000 000 350			Repair and rekey locks	\$370.50		
PO#:		Voucher #:		9604	Invoice	Invoice No: 230070	9/20/2023		Paid Amt:	\$370.50
									Check Amount:	\$370.50
									Vendor Total:	\$370.50
1369		BerganKDV Outsourced Services LLC								
		4228		OLDN			Wire			
				E 01 005 114 000 000 305			KPay Processing Fee	\$462.00		
PO#:		Voucher #:		9586	Invoice	Invoice No: 9.8.23	9/21/2023		Paid Amt:	\$462.00
									Check Amount:	\$462.00
									Vendor Total:	\$462.00
		4228		OLDN			BP			
				E 01 005 116 000 000 305			Financial Management and Account Service	\$6,600.00		
PO#:		Voucher #:		9599	Invoice	Invoice No: 1205536	9/20/2023		Paid Amt:	\$6,600.00
									Check Amount:	\$6,600.00
									Vendor Total:	\$6,600.00
		4228		OLDN			BP			
				E 01 005 116 000 000 305			Financial Management and Account Service	\$6,600.00		
PO#:		Voucher #:		9666	Invoice	Invoice No: 1207528	9/29/2023		Paid Amt:	\$6,600.00
									Check Amount:	\$6,600.00
									Vendor Total:	\$13,662.00
1558		Bill.com								
		4228		OLDN			Wire			
				E 01 005 112 000 000 305			Bill.com monthly fee	\$119.93		
PO#:		Voucher #:		9589	Invoice	Invoice No: 9.15.23	9/21/2023		Paid Amt:	\$119.93
									Check Amount:	\$119.93
									Vendor Total:	\$119.93
1541		Business Essentials								
		4228		OLDN			BP			
				E 01 010 203 000 000 430			Copy Paper	\$656.00		
PO#:		Voucher #:		9693	Invoice	Invoice No: WO-1261755-1	9/29/2023		Paid Amt:	\$656.00
									Check Amount:	\$656.00
									Vendor Total:	\$656.00

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1720		Camp Ihduhapi					
		4228		OLDN			BP
				E 01 010 203 000 000 369	Teambuilding fieldtrip-Gr 6 (50% dwnpmt)	\$873.64	
PO#:		Voucher #:		9598 Invoice	Invoice No: 107327	9/20/2023	Paid Amt: \$873.64
							Check Amount: \$873.64
							Vendor Total: \$873.64
1565		Center for Responsive Schools					
		4228		OLDN			BP
				E 01 010 630 000 000 406	Fly Five 1 yr Curriculum Licenses-Gr 1-4	\$4,558.45	
				E 01 010 630 000 000 406	Fly Five 1 yr Curriculum Licenses-K	\$1,274.73	
PO#:		Voucher #:		9617 Invoice	Invoice No: INV73151	9/20/2023	Paid Amt: \$5,833.18
							Check Amount: \$5,833.18
							Vendor Total: \$5,833.18
1621		Cintas					
		4228		OLDN			BP
				E 01 005 810 000 000 401	FY23: Mats service	\$354.74	
PO#:		Voucher #:		9671 Invoice	Invoice No: 4168672426	9/29/2023	Paid Amt: \$354.74
							Check Amount: \$354.74
							Vendor Total: \$354.74
1394		CKC Good Food					
		4228		OLDN			BP
				E 02 005 770 000 705 490	Breakfast	\$2,870.00	
				E 02 005 770 000 701 490	Lunch	\$9,188.10	
PO#:		Voucher #:		9685 Invoice	Invoice No: 83568	9/29/2023	Paid Amt: \$12,058.10
							Check Amount: \$12,058.10
		4228		OLDN			BP
				E 02 005 770 000 701 490	Shelf stable lunches	\$205.00	
				E 02 005 770 000 701 490	Juice	\$20.12	
PO#:		Voucher #:		9686 Invoice	Invoice No: 83590	9/29/2023	Paid Amt: \$225.12
							Check Amount: \$225.12
		4228		OLDN			BP
				E 02 005 770 000 705 490	Breakfast	\$4,612.50	
				E 02 005 770 000 701 490	Lunches	\$12,095.00	
PO#:		Voucher #:		9687 Invoice	Invoice No: 83700	9/29/2023	Paid Amt: \$16,707.50
							Check Amount: \$16,707.50
							Vendor Total: \$28,990.72

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1701		Comcast Business #1073802					
		4228		OLDN			BP
				E 01 005 810 000 000 320	Phone lines-Elevator	\$258.89	
PO#:		Voucher #:		9665 Invoice	Invoice No: 9/15/2023	9/29/2023	Paid Amt: \$258.89
							Check Amount: \$258.89
							Vendor Total: \$258.89
1329		Curriculum Associates					
		4228		OLDN			BP
				E 01 010 203 000 000 460	Elementary Workbooks 35 @\$50/ea	\$1,750.00	
PO#:		Voucher #:		9613 Invoice	Invoice No: 90771294	9/20/2023	Paid Amt: \$1,750.00
							Check Amount: \$1,750.00
							Vendor Total: \$1,750.00
1249		Designs for Learning					
		4228		OLDN			BP
				E 01 010 420 000 419 303	M Conaty lic, SPED Coordinator 6.5hrs @ \$12	\$780.00	
PO#:		Voucher #:		9668 Invoice	Invoice No: 24-0178	9/29/2023	Paid Amt: \$780.00
							Check Amount: \$780.00
							Vendor Total: \$780.00
1555		DHH Consulting LLC					
		4228		OLDN			BP
				E 01 010 405 000 740 394	DHH Services: 4.75 hrs@\$96/hr	\$456.00	
PO#:		Voucher #:		9600 Invoice	Invoice No: 1233	9/20/2023	Paid Amt: \$456.00
							Check Amount: \$456.00
							Vendor Total: \$456.00
1702		Emerald Lawn & Landscaping Inc					
		4228		OLDN			BP
				E 01 005 810 000 000 350	FY24 Lawn Services	\$1,260.00	
PO#:		Voucher #:		9601 Invoice	Invoice No: 12779	9/20/2023	Paid Amt: \$1,260.00
							Check Amount: \$1,260.00
							Vendor Total: \$1,260.00
1508		First Bankcard					
		4228		OLDN			Wire
				E 01 005 810 000 000 320	08/14/23-HumbleFax-Fax service-8/14-9/14/23	\$10.00	
				E 01 005 810 000 000 320	08/23/23-Comcast-Internet service 8/21-9/20/2	\$819.70	
				E 01 005 108 000 000 405	08/11/23-GoDaddy-GoDaddy Web domain ren-	\$68.51	
				E 01 005 110 000 000 820	08/18/23-Sams Club-Sam's membership renev	\$110.00	
				E 01 005 110 000 000 490	08/15/23-The Tavern Grill-Working lunch-Admi	\$225.64	
				E 01 005 110 000 000 490	09/10/23-Restaurant Depot-20-pan bun rack (1	\$255.72	
				E 01 005 640 000 316 366	08/18/23-Breakout Inc-Team building exercise-	\$144.00	



## 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	005 110 000 000	490		08/18/23-Sams Club-New staff welcome baske	\$33.40
				E 01	005 110 000 000	401		09/07/23-Sams Club-#10 mailing envelopes	\$14.88
				E 01	005 810 000 000	401		08/15/23-Menards-Playset maintenance-sealei	\$399.45
				E 01	005 810 000 000	401		08/16/23-The Home Depot-Power washer (sub	\$99.00
				E 01	005 810 000 000	401		08/18/23-The Home Depot-Credit for returned	(\$99.00)
				E 01	005 810 000 000	401		08/25/23-Menards-Playset maintenance-2,000	\$714.39
				E 01	005 810 000 000	401		08/29/23-Menards-Dehumidifier, parts organiz	\$215.97
				E 01	005 810 000 000	401		09/07/23-Menards-Woodburning kit-plastic che	\$16.99
				E 01	005 810 000 000	330		09/12/23-City of Woodbury-Water & sewer 6/2	\$1,865.92
				E 01	010 203 000 000	490		08/23/23-WalMart-Juice-New Staff workshop	\$2.46
				E 01	010 203 000 000	490		08/24/23-Panera-Bagels-New staff workshop	\$31.98
				E 01	010 203 000 000	490		08/24/23-Dunkin Donuts/BR-Donut munchkins	\$27.90
				E 01	010 203 000 000	490		08/27/23-Target-Cream cheese-All staff workst	\$15.67
				E 01	010 203 000 000	490		08/27/23-Cub Foods-Juice, fruit, soda, salad,	\$74.41
				E 01	010 203 000 000	490		08/28/23-Sams Club-Chips, water-All staff wori	\$48.44
				E 01	010 203 000 000	490		08/29/23-Panera-Bagels-All staff workshop	\$85.42
				E 01	010 203 000 000	490		08/28/23-Jimmy Johns-Sandwiches-All staff wr	\$416.60
				E 01	010 203 000 000	490		08/28/23-Jimmy Johns-GF, lo-carb sandwiches	\$106.30
				E 01	010 203 000 000	430		08/10/23-Target-Classroom supplies-colored p	\$69.90
				E 01	010 203 000 000	430		08/13/23-Dollar Tree-Microfiber scubbers (whit	\$12.50
				E 01	010 203 000 000	430		08/18/23-WalMart-Blue book bins (5)	\$38.88
				E 01	010 203 000 000	430		08/23/23-WalMart-Loose leaf paper-Gr 6	\$16.80
				E 01	010 203 000 000	430		08/25/23-Target-Classroom supplies-storage b	\$41.88
				E 01	010 203 000 000	430		08/25/23-Target-Classroom supplies-storage b	\$44.10
				E 01	010 203 000 000	430		08/27/23-Target-Classroom supplies-manual p	\$5.00
				E 01	010 203 000 000	430		09/01/23-Plank Road Publishing-Music downlc	\$52.95
				E 01	010 203 000 000	430		09/02/23-Target-Classroom supplies-colored p	\$9.00
				E 01	010 203 000 000	430		09/02/23-Amazon-3 ring binders & tabs-Sub pl	\$417.36
				E 01	010 203 000 000	430		09/04/23-Amazon-Clsrm supplies-lanyards, le	\$106.86
				E 01	010 203 000 000	430		09/04/23-WalMart-Science supplies-balloons	\$9.22
				E 01	010 203 000 000	430		09/07/23-Menards-Rolling hampers (2)-recess	\$33.98
				E 01	010 203 000 000	430		09/07/23-Menards-Pails & lids (10)-service lea	\$58.40
				E 01	010 203 000 000	430		09/10/23-Amazon-Classroom supplies, globe,	\$321.97
				E 01	010 203 000 000	401		08/15/23-IKEA-Classroom furniture-Kallax, Tro	\$727.54
				E 01	010 203 000 000	401		08/18/23-IKEA-Classroom furniture-Kallax, Tro	\$356.94
				E 01	010 203 000 000	401		08/24/23-Rugs.com-Classroom rug-Gr 4	\$114.15
				E 01	010 203 000 000	401		08/24/23-IKEA-Classroom furniture-Kallax, Tro	\$628.92

## 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	010 203 000 000 401	08/27/23-Target-Flexible seating-saucer chair	\$21.00	
				E 01	010 203 000 000 401	08/27/23-Target-Plates, cups-All staff worksho	\$10.37	
				E 01	010 203 000 000 401	08/29/23-IKEA-Classroom furniture-Kallx, Trof	\$797.22	
				E 01	010 203 000 000 401	09/03/23-IKEA-Classroom furniture-Kallax	\$84.99	
				E 01	010 203 000 000 401	09/04/23-Amazon-20 drawer rolling storage ca	\$94.00	
				E 01	010 203 000 000 401	09/04/23-Amazon-Slide out desk drawer organ	\$29.99	
				E 01	010 203 000 000 401	09/04/23-WalMart-Laundry supplies-fabric soft	\$14.94	
				E 01	010 203 000 000 401	09/05/23-Amazon-Literature organizer (mailbo	\$102.67	
				E 01	010 203 000 000 401	09/07/23-Amazon-Bean bag chair-Gr 4	\$46.97	
				E 01	010 203 000 000 401	09/07/23-Sams Club-Laundry supplies-soap	\$16.98	
				E 01	010 203 000 000 401	09/09/23-Amazon-Mobile whiteboard easel-Gr	\$136.99	
				E 01	010 630 000 000 456	09/10/23-Amazon-laptop chargers 50@9.99/e	\$1,049.55	
				E 01	005 810 000 000 401	08/14/23-The Home Depot-Washer & ventless	\$2,663.46	
				E 01	010 720 000 000 401	09/05/23-Amazon-CPR masks/barriers (75)	\$524.70	
				E 01	010 720 000 000 401	09/07/23-Menards-Lysol spray	\$6.69	
				E 01	010 201 000 000 430	09/04/23-WalMart-Pencil holders (pails)	\$6.00	
				E 01	010 201 000 000 401	08/24/23-IKEA-Classroom furniture-stool	\$6.79	
				E 01	010 201 000 000 401	08/29/23-IKEA-Classroom furniture-stools	\$40.75	
				E 01	010 201 000 000 401	09/02/23-Michaels-Rolling storage carts-K	\$109.98	
				E 01	010 201 000 000 401	09/10/23-WalMart-Small hand vacuums (2)	\$45.76	
				E 02	005 770 000 701 820	08/16/23-Safe Food Training-Food safety cour	\$175.00	
				E 02	005 770 000 701 820	08/21/23-FoodSafetyGuy.com-Food safety cou	\$190.00	
				E 02	005 770 000 701 401	08/12/23-Restaurant Depot-20-pan bun racks (	\$764.45	
				E 02	005 770 000 701 401	08/13/23-The Webstaurant Store-Warmers (3),	\$1,077.16	
				E 02	005 770 000 701 401	08/13/23-Dollar Tree-Plastic tumblers-sporck h	\$3.75	
				E 02	005 770 000 701 401	08/24/23-Webstaurant Store-Rack covers (2), l	\$372.14	
				E 02	005 770 000 701 401	09/02/23-Restaurant Depot-20-pan bun rack (1	\$153.45	
				E 02	005 770 000 701 401	09/02/23-Restaurant Depot-20-pan bun racks (	\$437.51	
				E 02	005 770 000 701 401	09/04/23-Sams Club-Bussing tub	\$16.48	
				E 02	005 770 000 701 401	09/07/23-Sams Club-Bussing tubs, dish soap	\$127.24	
				E 02	005 770 000 701 401	09/08/23-Webstaurant Store-Bun pans (30), sc	\$226.71	
PO#:		Voucher #:		9694	Invoice	Invoice No: 9.18.23	9/18/2023	Paid Amt: \$18,123.79
								Check Amount: \$18,123.79
								Vendor Total: \$18,123.79

1609		GIS Benefits						
		4228		OLDN				Wire
				B 01	215 013	Life/LTD/STD:	\$6,381.15	

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1609		GIS Benefits						
		4228		OLDN			Wire	
				B 01	215 009	Dental:	\$5,706.73	
				B 01	215 021	Vision	\$950.07	
				B 01	215 020	PPL:	\$448.50	
				E 01	005 110 000 000 305	Admin Fees	\$117.00	
<b>PO#:</b>		<b>Voucher #:</b>		<b>9629</b>	Invoice	<b>Invoice No:</b> 15810AG20231001	<b>9/30/2023</b>	
							<b>Paid Amt:</b>	<b>\$13,603.45</b>
							<b>Check Amount:</b>	<b>\$13,603.45</b>
							<b>Vendor Total:</b>	<b>\$13,603.45</b>
1643		Gray Line Minnesota						
		4228		OLDN			BP	
				E 01	005 760 000 733 360	Wolf Ridge fieldtrip busing Gr 5-to site 90% ba	\$2,267.69	
<b>PO#:</b>		<b>Voucher #:</b>		<b>9684</b>	Invoice	<b>Invoice No:</b> 82857	<b>9/29/2023</b>	
							<b>Paid Amt:</b>	<b>\$2,267.69</b>
							<b>Check Amount:</b>	<b>\$2,267.69</b>
		4228		OLDN			BP	
				E 01	005 760 000 733 360	Wolf Ridge fieldtrip busing Gr 5-home 90% bal	\$2,267.69	
<b>PO#:</b>		<b>Voucher #:</b>		<b>9688</b>	Invoice	<b>Invoice No:</b> 84501	<b>9/29/2023</b>	
							<b>Paid Amt:</b>	<b>\$2,267.69</b>
							<b>Check Amount:</b>	<b>\$2,267.69</b>
		4228		OLDN			BP	
				E 01	005 760 000 733 360	Camp Ihduhapi busing Gr 6-90% balance	\$635.34	
<b>PO#:</b>		<b>Voucher #:</b>		<b>9689</b>	Invoice	<b>Invoice No:</b> 84608	<b>9/29/2023</b>	
							<b>Paid Amt:</b>	<b>\$635.34</b>
							<b>Check Amount:</b>	<b>\$635.34</b>
							<b>Vendor Total:</b>	<b>\$5,170.72</b>
1064		HealthPartners - Group						
		4228		OLDN			Wire	
				B 01	215 010	Health Ins	\$28,767.92	
<b>PO#:</b>		<b>Voucher #:</b>		<b>9621</b>	Invoice	<b>Invoice No:</b> 9.19.23	<b>9/21/2023</b>	
							<b>Paid Amt:</b>	<b>\$28,767.92</b>
							<b>Check Amount:</b>	<b>\$28,767.92</b>
							<b>Vendor Total:</b>	<b>\$28,767.92</b>
1627		Hillyard Cleaners						
		4228		OLDN			BP	
				E 01	005 810 000 000 350	labor	\$88.50	
				E 01	005 810 000 000 401	Floor cleaner machine	\$240.26	
<b>PO#:</b>		<b>Voucher #:</b>		<b>9679</b>	Invoice	<b>Invoice No:</b> 700558841	<b>9/29/2023</b>	
							<b>Paid Amt:</b>	<b>\$328.76</b>
							<b>Check Amount:</b>	<b>\$328.76</b>
		4228		OLDN			BP	
				E 01	005 810 000 000 401	Floor cleaner machine	\$1,334.93	

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1627		Hillyard Cleaners					
			4228	OLDN			BP
				E 01 005 810 000 000 350	labor	\$531.00	
PO#:		Voucher #:	9680	Invoice	Invoice No: 700559922	9/29/2023	Paid Amt: \$1,865.93
							Check Amount: \$1,865.93
							Vendor Total: \$2,194.69
1054		Integrative Therapy, LLC.					
			4228	OLDN			BP
				E 01 010 420 000 740 394	COTA Services 4.67 hrs @\$74/hr	\$345.58	
				E 01 010 420 000 740 394	OT 4.17 hrs @ \$90/hr	\$375.00	
PO#:		Voucher #:	9605	Invoice	Invoice No: 4194	9/20/2023	Paid Amt: \$720.58
							Check Amount: \$720.58
							Vendor Total: \$2,194.69
			4228	OLDN			BP
				E 01 010 420 000 740 394	COTA Services 29.67 hrs @\$74/hr	\$2,195.63	
				E 01 010 420 000 740 394	OT 19.58 hrs @ \$90/hr	\$1,762.50	
PO#:		Voucher #:	9672	Invoice	Invoice No: 4234	9/29/2023	Paid Amt: \$3,958.13
							Check Amount: \$3,958.13
							Vendor Total: \$4,678.71
1003		Internal Revenue Service					
			4228	OLDN			Wire
				B 01 215 002	Federal Withholding	\$13,196.38	
				B 01 215 005	FICA	\$27,284.68	
PO#:		Voucher #:	9581	Invoice	Invoice No: S2024050	9/15/2023	Paid Amt: \$40,481.06
							Check Amount: \$40,481.06
							Vendor Total: \$40,481.06
			4228	OLDN			Wire
				B 01 215 002	Federal Withholding	\$11,599.52	
				B 01 215 005	FICA	\$26,819.58	
PO#:		Voucher #:	9624	Invoice	Invoice No: S2024060	9/29/2023	Paid Amt: \$38,419.10
							Check Amount: \$38,419.10
							Vendor Total: \$78,900.16
1384		James Baumann					
			4228	OLDN			BP
				E 01 005 810 000 000 305	FY24 Labor Powerwash, sand & stain playsets	\$2,000.00	
PO#:		Voucher #:	9594	Invoice	Invoice No: 9/8/2023	9/20/2023	Paid Amt: \$2,000.00
							Check Amount: \$2,000.00
							Vendor Total: \$2,000.00

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1150		JR Computer Associates					
		4228		OLDN			BP
				E 01 005 605 000 000 315	FY24 Monthly Contract Services: Sept 2023	\$1,200.00	
PO#:		Voucher #:		9618 Invoice	Invoice No: R20231631	9/20/2023	Paid Amt: \$1,200.00
							Check Amount: \$1,200.00
							Vendor Total: \$1,200.00
1604		Julie Ohs					
		4228		OLDN			BP
				E 01 010 640 000 316 366	236 mi @ \$0.585/mi	\$138.06	
PO#:		Voucher #:		9592 Invoice	Invoice No: 9/1/2023	9/20/2023	Paid Amt: \$138.06
							Check Amount: \$138.06
							Vendor Total: \$138.06
1330		Junior Achievement					
		4228		OLDN			BP
				E 01 010 203 000 000 369	JA BizTown fieldtrip-Gr 5	\$1,100.00	
PO#:		Voucher #:		9603 Invoice	Invoice No: 2024-0101	9/20/2023	Paid Amt: \$1,100.00
							Check Amount: \$1,100.00
							Vendor Total: \$1,100.00
1717		Kaitlyn (Katie) Radecki					
		4228		OLDN			BP
				E 01 010 203 000 000 401	FY24 Reimb: Classroom rug	\$99.98	
PO#:		Voucher #:		9590 Invoice	Invoice No: 8/29/2023	9/20/2023	Paid Amt: \$99.98
							Check Amount: \$99.98
							Vendor Total: \$99.98
1721		MASA					
		4228		OLDN			BP
				E 01 005 110 000 000 305	Board training: P Vollmuth	\$249.00	
PO#:		Voucher #:		9611 Invoice	Invoice No: 8.24.23	9/20/2023	Paid Amt: \$249.00
							Check Amount: \$249.00
							Vendor Total: \$249.00
1723		Midwest Maintenance & Mechanical					
		4228		OLDN			BP
				E 01 005 810 000 000 520	Replaced 85 gal electric water heater	\$9,580.00	
PO#:		Voucher #:		9678 Invoice	Invoice No: 62430	9/29/2023	Paid Amt: \$9,580.00
							Check Amount: \$9,580.00
							Vendor Total: \$9,580.00

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1004		<b>MN Department of Revenue Service</b>							
		4228		OLDN			Wire		
				B 01 215 003		MN Withholding		\$6,555.86	
<b>PO#:</b>	<b>Voucher #:</b>	<b>9583</b>	Invoice	<b>Invoice No:</b>	S2024050	<b>9/15/2023</b>	<b>Paid Amt:</b>	<b>\$6,555.86</b>	
							<b>Check Amount:</b>	<b>\$6,555.86</b>	
		4228		OLDN			Wire		
				B 01 215 003		MN Withholding		\$6,053.63	
<b>PO#:</b>	<b>Voucher #:</b>	<b>9626</b>	Invoice	<b>Invoice No:</b>	S2024060	<b>9/29/2023</b>	<b>Paid Amt:</b>	<b>\$6,053.63</b>	
							<b>Check Amount:</b>	<b>\$6,053.63</b>	
							<b>Vendor Total:</b>	<b>\$12,609.49</b>	
1722		<b>MN Embroidery &amp; Promotions</b>							
		4228		OLDN			BP		
				E 01 005 110 000 000 401		Staff T-shirts		\$1,229.15	
<b>PO#:</b>	<b>Voucher #:</b>	<b>9669</b>	Invoice	<b>Invoice No:</b>	39449	<b>9/29/2023</b>	<b>Paid Amt:</b>	<b>\$1,229.15</b>	
							<b>Check Amount:</b>	<b>\$1,229.15</b>	
		4228		OLDN			BP		
				E 01 005 110 000 000 401		Corrected staff names on shirts		\$25.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>9670</b>	Invoice	<b>Invoice No:</b>	39602	<b>9/29/2023</b>	<b>Paid Amt:</b>	<b>\$25.00</b>	
							<b>Check Amount:</b>	<b>\$25.00</b>	
							<b>Vendor Total:</b>	<b>\$1,254.15</b>	
1712		<b>MN Reflections LLC</b>							
		4228		OLDN			BP		
				E 01 005 810 000 000 350		Exterior window cleaning-Bldg A & B, front entr		\$4,030.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>9596</b>	Invoice	<b>Invoice No:</b>	1008	<b>9/20/2023</b>	<b>Paid Amt:</b>	<b>\$4,030.00</b>	
							<b>Check Amount:</b>	<b>\$4,030.00</b>	
							<b>Vendor Total:</b>	<b>\$4,030.00</b>	
1639		<b>Navigate Care Consulting</b>							
		4228		OLDN			BP		
				E 01 010 720 000 000 305		GenEd Nursing off site 5 hr @ \$90/hr		\$450.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>9607</b>	Invoice	<b>Invoice No:</b>	5707	<b>9/20/2023</b>	<b>Paid Amt:</b>	<b>\$450.00</b>	
							<b>Check Amount:</b>	<b>\$450.00</b>	
		4228		OLDN			BP		
				E 01 010 420 000 740 394		SPED offsite 1.75 hrs @ \$90/hr		\$157.50	
				E 01 010 720 000 000 305		GenEd Nursing on site 1.5 hr @ \$100/hr		\$150.00	
				E 01 010 720 000 000 305		GenEd Nursing off site 5.75 hr @ \$90/hr		\$517.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>9608</b>	Invoice	<b>Invoice No:</b>	5756	<b>9/20/2023</b>	<b>Paid Amt:</b>	<b>\$825.00</b>	
							<b>Check Amount:</b>	<b>\$825.00</b>	
		4228		OLDN			BP		
				E 01 010 420 000 740 394		SPED onsite 1.25 hrs @ \$100/hr		\$125.00	

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1639		Navigate Care Consulting					
		4228		OLDN			BP
				E 01 010 720 000 000 305	GenEd Nursing off site 4.75 hr @ \$90/hr	\$430.00	
				E 01 010 420 000 740 394	SPED offsite 2 hrs @ \$90/hr	\$180.00	
PO#:		Voucher #:	9677	Invoice	Invoice No: 5806	9/29/2023	Paid Amt: \$735.00
							Check Amount: \$735.00
							Vendor Total: \$2,010.00
1634		Nitti Sanitation					
		4228		OLDN			BP
				E 01 005 810 000 000 330	FY24 Sept Trash Services	\$590.84	
PO#:		Voucher #:	9606	Invoice	Invoice No: 492479	9/20/2023	Paid Amt: \$590.84
							Check Amount: \$590.84
							Vendor Total: \$590.84
1112		NWEA					
		4228		OLDN			BP
				E 01 010 201 000 000 461	Kindergarten	\$1,215.00	
				E 01 010 203 000 000 461	Elementary	\$7,740.00	
PO#:		Voucher #:	9597	Invoice	Invoice No: 101104	9/20/2023	Paid Amt: \$8,955.00
							Check Amount: \$8,955.00
							Vendor Total: \$8,955.00
1441		Old National					
		4228		OLDN			Wire
				E 01 005 112 000 000 305	Service Charge:	\$565.76	
PO#:		Voucher #:	9588	Invoice	Invoice No: 9.18.23	9/21/2023	Paid Amt: \$565.76
							Check Amount: \$565.76
							Vendor Total: \$565.76
1001		Public Employee Retirement Association					
		4228		OLDN			Wire
				B 01 215 007	PERA	\$4,445.30	
PO#:		Voucher #:	9582	Invoice	Invoice No: S2024050	9/15/2023	Paid Amt: \$4,445.30
							Check Amount: \$4,445.30
							Vendor Total: \$4,445.30
							Wire
				B 01 215 007	PERA	\$5,997.23	
PO#:		Voucher #:	9625	Invoice	Invoice No: S2024060	9/29/2023	Paid Amt: \$5,997.23
							Check Amount: \$5,997.23
							Vendor Total: \$10,442.53

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1463		Region 1					
			4228	OLDN			BP
				E 01 005 108 000 000 405	FY24 Synergy Report Card Revision	\$467.50	
PO#:		Voucher #:	9595	Invoice	Invoice No: 9/8/2023	9/20/2023	Paid Amt: \$467.50
							Check Amount: \$467.50
							Vendor Total: \$467.50
1233		Reno Mothes					
			4228	OLDN			BP
				E 01 010 404 000 740 394	DAPE Services: 8.30-8.31.23 1.25 hrs @ \$90/l	\$112.50	
PO#:		Voucher #:	9619	Invoice	Invoice No: WLA-0073	9/20/2023	Paid Amt: \$112.50
							Check Amount: \$112.50
							Vendor Total: \$112.50
1644		Robemy Cleaning Services LLC					
			4228	OLDN			BP
				E 01 005 810 000 000 305	Aug Cleaning Services	\$500.00	
PO#:		Voucher #:	9620	Invoice	Invoice No: WLA-25	9/20/2023	Paid Amt: \$500.00
							Check Amount: \$500.00
							Vendor Total: \$500.00
1705		Schindler Elevator Corporation					
			4228	OLDN			BP
				E 01 005 810 000 000 350	FY24: Elevevator maintenance service 7/1/23-	\$5,709.00	
PO#:		Voucher #:	9612	Invoice	Invoice No: 8106347968	9/20/2023	Paid Amt: \$5,709.00
							Check Amount: \$5,709.00
							Vendor Total: \$5,709.00
1299		School Outfitters					
			4228	OLDN			BP
				E 01 010 203 000 000 401	FY24 tables 4 @ \$327.88/ea	\$1,478.15	
PO#:		Voucher #:	9614	Invoice	Invoice No: INV14033156	9/20/2023	Paid Amt: \$1,478.15
							Check Amount: \$1,478.15
							Vendor Total: \$1,478.15
1246		Sentient Healthcare					
			4228	OLDN			BP
				E 01 010 405 000 740 394	Audiology: 1 hrs @ \$110/hr	\$110.00	
PO#:		Voucher #:	9667	Invoice	Invoice No: 125756	9/29/2023	Paid Amt: \$110.00
							Check Amount: \$110.00
							Vendor Total: \$110.00



## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1710		St. Cloud Refrigeration Inc						
		4228		OLDN			BP	
				E 01 005 810 000 000 350	labor	\$650.42		
PO#:		Voucher #:		9691	Invoice	Invoice No: W91569	9/29/2023	Paid Amt: \$650.42
							Check Amount: \$650.42	
		4228		OLDN			BP	
				E 01 005 810 000 000 401	materials	\$379.22		
				E 01 005 810 000 000 350	RTU 2 heating unit ignitor & ignition control re	\$1,118.91		
PO#:		Voucher #:		9692	Invoice	Invoice No: W91648	9/29/2023	Paid Amt: \$1,498.13
							Check Amount: \$1,498.13	
							Vendor Total: \$2,148.55	
1719		St. Vincent De Paul School						
		4228		OLDN			BP	
				E 01 010 203 000 000 430	Archery Equipment-Targets-PE	\$1,250.00		
PO#:		Voucher #:		9593	Invoice	Invoice No: 9/5/2023	9/20/2023	Paid Amt: \$1,250.00
							Check Amount: \$1,250.00	
							Vendor Total: \$1,250.00	
1002		Teachers Retirement Association						
		4228		OLDN			Wire	
				B 01 215 006	TRA	\$25,131.93		
PO#:		Voucher #:		9584	Invoice	Invoice No: S2024050	9/15/2023	Paid Amt: \$25,131.93
							Check Amount: \$25,131.93	
		4228		OLDN			Wire	
				B 01 215 006	TRA	\$22,748.27		
PO#:		Voucher #:		9627	Invoice	Invoice No: S2024060	9/29/2023	Paid Amt: \$22,748.27
							Check Amount: \$22,748.27	
							Vendor Total: \$47,880.20	
1029		The Home Depot						
		4228		OLDN			BP	
				E 01 005 810 000 000 401	Janitorial supplies-trigger sprayers (12)	\$24.24		
PO#:		Voucher #:		9609	Invoice	Invoice No: 761278449	9/20/2023	Paid Amt: \$24.24
							Check Amount: \$24.24	
		4228		OLDN			BP	
				E 01 005 810 000 000 401	Janitorial supplies, liners, towels, bath tissue	\$2,353.90		
PO#:		Voucher #:		9610	Invoice	Invoice No: 762472850	9/20/2023	Paid Amt: \$2,353.90
							Check Amount: \$2,353.90	

## 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-trigger sprayer kit	\$52.43	
PO#:		Voucher #:		9681 Invoice	Invoice No: 756685517	9/29/2023	Paid Amt: \$52.43
							Check Amount: \$52.43
<hr/>							
		4228		OLDN			BP
				E 01 005 810 000 000 401	Janitorial supplies-trash can dollys (4)	\$180.00	
PO#:		Voucher #:		9682 Invoice	Invoice No: 765152095	9/29/2023	Paid Amt: \$180.00
							Check Amount: \$180.00
<hr/>							
		4228		OLDN			BP
				E 01 005 810 000 000 401	Janitorial supplies, liners, towels, bath tissue, €	\$2,251.77	
PO#:		Voucher #:		9683 Invoice	Invoice No: 765152103	9/29/2023	Paid Amt: \$2,251.77
							Check Amount: \$2,251.77
							Vendor Total: \$4,862.34
<hr/>							
1302		Toshiba Financial Services					
		4228		OLDN			BP
				E 01 010 605 000 000 401	overages	\$1,022.29	
				E 01 010 605 000 000 560	Copier	\$578.75	
PO#:		Voucher #:		9673 Invoice	Invoice No: 5026766363	9/29/2023	Paid Amt: \$1,601.04
							Check Amount: \$1,601.04
							Vendor Total: \$1,601.04
<hr/>							
1703		Towanna Napier					
		4228		OLDN	6208		Check
				E 01 005 760 000 720 360	Student Transportation	\$408.72	
PO#:		Voucher #:		9622 Invoice	Invoice No: 9.21.23	9/27/2023	Paid Amt: \$408.72
							Check Amount: \$408.72
							Vendor Total: \$408.72
<hr/>							
1635		USBank					
		4228		OLDN			Wire
				E 01 005 850 000 348 570	Rent	\$104,477.08	
PO#:		Voucher #:		9587 Invoice	Invoice No: 9.5.23	9/21/2023	Paid Amt: \$104,477.08
							Check Amount: \$104,477.08
<hr/>							
		4228		OLDN			Wire
				B 01 115 001	Rent	\$45,661.15	
PO#:		Voucher #:		9695 Invoice	Invoice No: 9.20.23	9/20/2023	Paid Amt: \$45,661.15
							Check Amount: \$45,661.15
							Vendor Total: \$150,138.23

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1417		VOYA							
			4228	OLDN			Wire		
				B 01 215 011	TSA			\$1,739.90	
<b>PO#:</b>	<b>Voucher #:</b>		<b>9585</b>	Invoice	<b>Invoice No: S2024050</b>	<b>9/15/2023</b>	<b>Paid Amt:</b>	<b>\$1,739.90</b>	
							<b>Check Amount:</b>	<b>\$1,739.90</b>	
<hr/>									
			4228	OLDN			Wire		
				B 01 215 011	TSA			\$1,739.90	
<b>PO#:</b>	<b>Voucher #:</b>		<b>9628</b>	Invoice	<b>Invoice No: S2024060</b>	<b>9/29/2023</b>	<b>Paid Amt:</b>	<b>\$1,739.90</b>	
							<b>Check Amount:</b>	<b>\$1,739.90</b>	
								<b>Vendor Total:</b>	<b>\$3,479.80</b>
<hr/>									
1646		Washington County							
			4228	OLDN			BP		
				B 01 118 000	Special Assessments Taxes			\$121.94	
<b>PO#:</b>	<b>Voucher #:</b>		<b>9674</b>	Invoice	<b>Invoice No: 50346162.2</b>	<b>9/29/2023</b>	<b>Paid Amt:</b>	<b>\$121.94</b>	
							<b>Check Amount:</b>	<b>\$121.94</b>	
<hr/>									
			4228	OLDN			BP		
				B 01 118 000	Special Assessments Taxes			\$88.66	
<b>PO#:</b>	<b>Voucher #:</b>		<b>9675</b>	Invoice	<b>Invoice No: 50346163.2</b>	<b>9/29/2023</b>	<b>Paid Amt:</b>	<b>\$88.66</b>	
							<b>Check Amount:</b>	<b>\$88.66</b>	
<hr/>									
			4228	OLDN			BP		
				B 01 118 000	Special Assessments Taxes			\$681.20	
<b>PO#:</b>	<b>Voucher #:</b>		<b>9676</b>	Invoice	<b>Invoice No: 50346164.2</b>	<b>9/29/2023</b>	<b>Paid Amt:</b>	<b>\$681.20</b>	
							<b>Check Amount:</b>	<b>\$681.20</b>	
								<b>Vendor Total:</b>	<b>\$891.80</b>
<hr/>									
1350		Winsor Learning							
			4228	OLDN			BP		
				E 01 010 420 000 419 433	SpEd curriculum: LPL Classroom set - HK			\$1,644.50	
<b>PO#:</b>	<b>Voucher #:</b>		<b>9615</b>	Invoice	<b>Invoice No: INV21884</b>	<b>9/20/2023</b>	<b>Paid Amt:</b>	<b>\$1,644.50</b>	
							<b>Check Amount:</b>	<b>\$1,644.50</b>	
<hr/>									
			4228	OLDN			BP		
				E 01 010 420 000 419 433	SpEd curriculum: Sondag System 1 & 2 Interv			\$11,825.00	
<b>PO#:</b>	<b>Voucher #:</b>		<b>9616</b>	Invoice	<b>Invoice No: INV21897</b>	<b>9/20/2023</b>	<b>Paid Amt:</b>	<b>\$11,825.00</b>	
							<b>Check Amount:</b>	<b>\$11,825.00</b>	
								<b>Vendor Total:</b>	<b>\$13,469.50</b>
<hr/>									
1632		Xcel Energy							
			4228	OLDN			Wire		
				E 01 005 810 000 000 330	Electric			\$9,191.65	
<b>PO#:</b>	<b>Voucher #:</b>		<b>9630</b>	Invoice	<b>Invoice No: 844610302</b>	<b>9/30/2023</b>	<b>Paid Amt:</b>	<b>\$9,191.65</b>	
							<b>Check Amount:</b>	<b>\$9,191.65</b>	

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1632		Xcel Energy					
			4228	OLDN			Wire
				E 01 005 810 000 000 330	Electric	\$4,216.93	
	PO#:	Voucher #:		9631 Invoice	Invoice No: 844619611	9/30/2023	Paid Amt: \$4,216.93
							Check Amount: \$4,216.93
							Vendor Total: \$13,408.58
							Report Total: \$533,540.36

## 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	
1951	4228	OLDN	CR0923														
FY24 Sept Donations																	
				1972	Credit	A	09/11/23	Check	1	M							
										Miscellaneous Customer							
							4228	R	01	005	000	000	000	096			Mightycause donations
															20.00		0.00
														Receipt Total:	\$20.00	\$0.00	
														<b>Deposit Total:</b>	<b>\$20.00</b>	<b>\$0.00</b>	
1952	4228	OLDN	CR0923														
FY24 IDEAS																	
				1973	Credit	A	09/15/23	Check	1	M							
										Miscellaneous Customer							
							4228	R	01	005	000	000	000	201			FY24 Endow Fund Apportion
															19,209.08		0.00
							4228	R	01	005	000	000	000	211			FY24 General Education Aid
															269,783.95		0.00
														Receipt Total:	\$288,993.03	\$0.00	
														<b>Deposit Total:</b>	<b>\$288,993.03</b>	<b>\$0.00</b>	
1953	4228	OLDN	CR0923														
9.19.23 Deposit																	
				1974	Credit	A	09/19/23	Check	1	M							
										Miscellaneous Customer							
							4228	R	01	005	000	000	000	620			Planner Sales
															1,824.00		0.00
							4228	R	01	005	000	000	000	050			Milk Sales
															143.75		0.00
														Receipt Total:	\$1,967.75	\$0.00	
														<b>Deposit Total:</b>	<b>\$1,967.75</b>	<b>\$0.00</b>	
1954	4228	OLDN	CR0923														
FY24 SERVS																	
				1975	Credit	A	09/07/23	Check	1	M							
										Miscellaneous Customer							
							4228	B	01	122	000				3,575.54		0.00
															1,232.38		0.00
							4228	B	01	122	000				8,619.69		0.00
															2,121.31		0.00
														Receipt Total:	\$15,548.92	\$0.00	
														<b>Deposit Total:</b>	<b>\$15,548.92</b>	<b>\$0.00</b>	
1955	4228	OLDN	CR0923														
FY24 SERVS																	
				1976	Credit	A	09/14/23	Check	1	M							
										Miscellaneous Customer							
							4228	B	01	122	000				92,000.27		0.00
														Receipt Total:	\$92,000.27	\$0.00	
														<b>Deposit Total:</b>	<b>\$92,000.27</b>	<b>\$0.00</b>	

## WOODBURY LEADERSHIP ACADEMY

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1956	4228	OLDN	CR0923													
FY24 Sept Interest				1977	Credit	A	09/30/23	Check	1	I						
							4228	R	01	005	000	000	000	092	Interest Earnings	
															9,766.95	0.00
Receipt Total:														\$9,766.95	\$0.00	
<b>Deposit Total:</b>														<b>\$9,766.95</b>	<b>\$0.00</b>	
1957	4228	OLDN	CR0923													
FY24 IDEAS				1978	Credit	A	09/30/23	Check	1	M						
							4228	B	01	121	000				FY23 Gen Ed Aid	
							4228	B	01	121	000				FY23 SPED	13,588.61
							4228	B	01	121	000				FY23 Lliteracy Aid	51,874.47
							4228	R	01	005	000	000	000	211	FY24 Gen Ed Aid	2,572.30
																264,975.41
Receipt Total:														\$333,010.79	\$0.00	
<b>Deposit Total:</b>														<b>\$333,010.79</b>	<b>\$0.00</b>	
Report Total:														\$741,307.71	\$0.00	

## WOODBURY LEADERSHIP ACADEMY Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Cr	Fin	O/S	Account Description	Debit Amount	Credit Amount
5144	202403	09/30/2023	P	JE		Correction to Cash Account	Correct Cash Account	B	01	101	000				Cash & Cash Equiv	0.00	3,611.12
							Correct Cash Account	B	01	101	003				Cash & Cash Equiv	3,611.12	0.00
																\$3,611.12	\$3,611.12



**Meeting:** Governance Committee Minutes

**Date:** Thursday, October 12, 2023

**Time:** 6:00 PM

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

## AGENDA

### Meeting Call to Order and Roll Call

Meeting Call to Order: 6:02pm

Roll Call: Nicole, Rich, Kathy, Mike Ries, Joe Valentine

### 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: 413, 413-FRM – Policies reviewed. No edits.
- Review of 300s & 400s series: 303, 401, 402, 406, 410, 412, 417, 448, 449, 425, 428
  - ALL – Annual Policy 413
  - Rich, Kathy - 410
  - Nicole, Jess – 406
  - Mike R., Shelbi – 417, 425
  - Joe V. – 303, 401, 402
  - Mike B. – 412, 428
    - Policies reviewed. No edits.
- Facilities Policy Updates – Policy 902 created. Send to the board for feedback. Review again in November governance meeting.
- Review Policy 538 – Enrollment Admissions Policy (out of compliance) – Reviewed and policy is okay.
- Student Dress Code – Add CROCS to policy 540, page 3.

### Future Discussions

- Annual Policy Reviews
- Review 500 Series
- Final review of facilities policy

### Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: November 9, 2023

Time: 6:00 p.m.



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

**Adjournment:** 6:48pm



*Adopted:*

*Revised: October 12th, 2023*

*Board Approved:*

## **902 Community Use of Facilities**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for community use of school facilities.

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

A. The School Board allows use of school facilities for community purposes. Rules and regulations regarding facility use are the responsibility of the Main Office at Woodbury Leadership Academy.

### **III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES**

A. The Main Office is charged with the process of scheduling rooms and special areas with 'regular' school hours. Community education classes and activities will be planned and offered throughout the year.

B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the Main Office.

C. Registration fees must be structured to include a pro-rata portion of operating and administration costs.

### **IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES**

A. To provide maximum use of school facilities with minimum conflicts, it is necessary to schedule groups on a priority basis. 902 Procedure will contain more detailed information regarding priority use of facilities. The Executive Director has the authority to make exceptions.

B. The Executive Director may authorize the use of school facilities by community groups or individuals. It may impose reasonable restrictions and conditions upon the use of school facilities as it deems appropriate.

C. Requests for use of school facilities by community group or individuals shall be made through the Main Office.

D. The Executive Director will require a fee for the use of school facilities. It may also require a deposit of surety bond to ensure liability coverage.

E. When emergencies or unusual circumstances arise that necessitate scheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

## **V. USE OF SCHOOL EQUIPMENT**

A. The Main Office will have procedures available regarding the type of equipment that is available for community use, the extent to which it may be utilized and the manner by which it may be scheduled for use. They will also have a list of equipment rental rates.

## **VI. RULES AND REGULATIONS**

1. The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper care.
2. Individuals and groups are responsible for damage to facilities and equipment.
3. Woodbury Leadership Academy is not responsible for lost or stolen items.
4. Use of tobacco products, intoxicating beverages and controlled substances is forbidden on all school property, including parking lots.
5. Guns are banned from the premises - except when permitted in Policy 501.
6. Food and beverages are allowed only in approved areas.
7. All groups are required to provide adequate adult supervision for their event: 10 students to 1 adult.
8. Leave areas used in an orderly condition.
9. Additional clean-up times will be billed to the user.
10. Parking lot snow removal is not guaranteed.
11. All groups are required to have a supervisor in charge that does a final sweep of the school and confirms all doors are locked. Supervisor will be held responsible for any damages that occur if this is not completed.

### Extra Notes/Thoughts:

- Form to rent out the facility:
  - \$50/hour for the gym
  - \$25/hour for classroom space
- Equipment
  - No equipment is available to rent
  - People can rent concession stand equipment - separate form to fill out from the main office that breaks down costs of each concession stand machine,
  - If a machine breaks, the repairs would be pulled from fund 4
    - Who can pull funds?
    - How much?
    - Accounting/accountability

Facilities Meeting 10/10/2023 4:30pm Virtual

Present: Ryan Sheak, Julie Ohs, Ben Broderick

Absent: Dr. Mortensen

-Ryan is waiting for apples to apples quotes for a comparison price on sound mitigation.

-We need to decide aesthetically how to proceed. The options are 3 x 3 or 4 x 10 ft panels.

-Mural—Muralist will be coming onsite on October 23<sup>rd</sup>. This is the artist with the owl design. He uses high grade Sherwin Williams paint. It would cost roughly \$300 every 5 years for touch ups. Waiting for final bid. Muralist selected was Tony Stafka.

-Plaques—details are being discussed with Jolene.

-Holding on playground. Ben is working with Erik. Need cost to get things complete.

-Need space rendering and site plan.

\_Revisit sound system after the mitigation is done. It would be a waste of time to do because currently the sound would just bounce around.

Adjourn 4:47