



Meeting: Board of Directors Annual Meeting

Date: November 16th, 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 (Joe Valentine)

- 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 October 26th, 2023 Meeting Minutes

Motion: _____ 2nd: _____ Vote: _____

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

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

5.1 Delegation of Public Comment Items (if necessary)

6. Board and Administration Reports

6.1 Board Report

6.2 Director Report (Dr. Mortensen)

6.3 Financial Director Report (BKDV)

6.4 Finance Committee Report (Jolene Skordahl)

6.4.1 Approve October Financials and November Finance Committee Minutes

Motion: _____ 2nd: _____ Vote: _____

6.5 Governance Committee Report (Joe Valentine)

6.5.1 Accept November Governance Committee Minutes, enter policy 902 into second reading.

Motion: _____ 2nd: _____ Vote: _____

6.6 Facilities Committee Report (Ryan Sheak)

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

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: Wednesday, December 20th, 2023

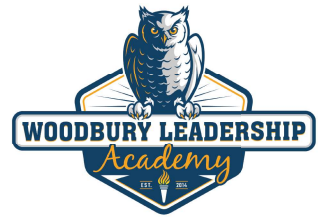
Time: 5:30pm

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

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

Adjournment

Motion: _____ 2nd _____ Vote: _____



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

Directors Present: Mike Balint, Julie Ohs, Shelbi Pool, Ryan Sheak, Jolene Skordahl, Joe Valentine, Patrick Vollmuth

Directors Absent: Nicole Stevens, Rich Washington

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

Advisors Virtual: N/A

Others in Attendance: WLA parent.

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

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

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

1.2 Roll Call

Ms. Schrandt took roll.

2. WLA Mission and Vision

Ms. Skordahl read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms. Pool moved “to approve the October 26, 2023 meeting agenda.” Mr. Sheak seconded. Motion passed unanimously.

3.2 Approval of September 28, 2023 Meeting Minutes

Ms. Pool moved “to approve the September 28, 2023 meeting minutes.” Mr. Balint seconded. Motion passed.

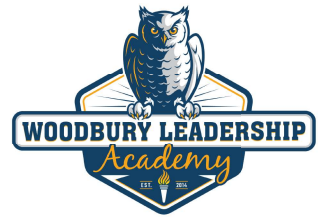
4. Conflict of Interest Declaration

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

5. Public Comment

5.1 Delegation of Public Comment Items

No comments.



6. Board and Administration Reports

6.1 Board Report

- Ms. Pool mentioned that there are quality candidates coming in for Executive Director which is exciting to look forward to.

6.2 Director Report

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

- Dr. Mortensen is working on creating a laid out plan for the new Executive Director to help with the turnover
- Dr. Mortensen will be working with University of Minnesota to enable teachers and paraprofessionals to be licensed in special education
- Trunk or Treat is tonight!
- Mr. Rice presented the High School Expansion Proposal that was in the Board Packet to give an overview of a gradual expansion.

6.3 Financial Director Report (BKDV)

- Ms. Skordahl reviewed the September 2023 Executive Summary in the Board packet, noting the actual ADM is 749. The school currently has 106 days' cash on hand which is well above the requirement. The year is 25% complete, revenues are at 27.3% and expenditures disbursed are at 18.1% of the reporting period.
- Ms. Skordahl reviewed the September 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 October 11. During this meeting, the committee reviewed financial statements.

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

Ms. Skordahl motioned “to approve September Financial Statements and October Finance Committee Minutes.” Ms. Ohs seconded the motion. Motion passed unanimously.

6.5 Governance Committee Report

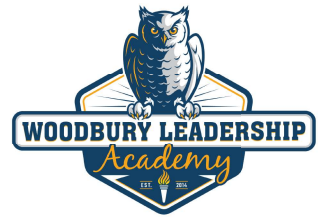
Mr. Valentine reported that the Governance Committee met on October 12. During this meeting, there was discussion regarding revisions of various policies. The committee created policy 902 for feedback and review.

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

Mr. Valentine motioned to, “accept October Governance Committee Minutes, enter policies 902 into first reading.” Ms.Ohs seconded the motion. Motion passed unanimously.

6.6 Facilities Committee Report

- Mr. Sheak reported that the facilities committee met on October 10. Sound mitigation is moving forward. There was discussion regarding the direction they wanted to go on the muralist and the committee will be meeting with them to go over details to get it started. The committee is also finalizing adding plaques as discussed in the previous meeting.



7. Board Discussion and Business

7.1 Change to School Calendar

Ms. Skordahl made a motion to “make changes to the school calendar by removing 6th grade from Flex Days.” Mr. Sheak seconded. Motion passed unanimously.

7.2 Letter of Resignation from Dr. Mortensen

Ms. Pool made a motion to “accept the letter of resignation from Dr. Mortensen.” Mr. Balint seconded. Ms. Pool, Mrs. Skordahl, Mr. Sheak, Mr. Valentine, Mr. Balint, Ms. Ohs voted yes. Mr. Vollmuth voted no. Motion passed.

7.3 Board Composition

Ms. Skordahl made a motion to “have Rich Washington remain as chair of the Governance Committee.” Mr. Vollmuth seconded. Motion passed unanimously.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items

- Welcome Joe to the Board!
- Mr. Sheak gave an update on the Executive Director search.
- VOA reached out to Shelbi regarding a timeline concern

9. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, November 16, 2023

Time: 5:30pm

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

11. Adjournment

Ms. Skordahl motioned “to adjourn tonight’s meeting.” Mr. Sheak seconded the motion. Motion passed unanimously. The meeting adjourned at 6:43 PM.

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT
NOVEMBER 16, 2023
Dr. Kathleen Mortensen

I. Organizational Leadership

- The Facilities Committee met on November 14th.
- The Finance Committee met on November 8th.
- The Governance Committee met on November 9th.
- As of November 13th our confirmed ADM is 755, with 5 students on extended leave.
- Our annual VOA site-visit is scheduled for November 29th.

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 will have a grading day on November 22nd.

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.”*
 - ABDO will be present at our December board meeting. (Our audit came back without any findings!)
 - I have submitted a competitive grant application (total request is for \$369,500) to add some staff members over the next 2.5 years. We will know in January if it is approved.

IV. Human Resource Management

- I have conducted performance evaluations for all of our administrative and office staff members. I will conduct evaluations again between February and March.
- There are two separate issues with two staff members that are being handled through our employee discipline process.

V. Provision for a Safe and Effective Learning Environment

- Fire and lock down drills were held the week of November 13th.
- We are preparing for sound mitigation panels to be installed in the gym.
- We have reviewed WLA procedures for cold weather safety with our staff members.

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.”*
 - Dodge Nature Center visited our site and met with 3rd graders on October 23rd.
 - Our WLA 2nd graders went to the MN Zoo on November 3rd.

- There was a 4th grade choir concert on November 3rd, which is also the day the castles were on display!
- There was a choir concert on November 9th, and kudos to Cecelia Lauerman who does such an excellent job with our students!
- We held a Veteran's Day event on November 10th with veterans coming in to eat lunch with students, as well as having a speaker for our 6th grade students. Kudos to Nick Rice for organizing this event, Nicole Link for all her set-up efforts, and Lindsey Adams for arranging the speaker!
- The kindergarten Thanksgiving Parade will be held on November 21st. This is the 1st year that we will be welcoming families in to watch!
- The "Enrollment Showcase" will be held on December 6th.
- There will be a 4th grade "Poetry Slam" on December 15th.
- The kindergarten gingerbread house activity will take place on December 20th.
- There will be an early release on December 21st for Winter Break



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Report

October 31, 2023

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

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Woodbury Leadership Academy
Woodbury, Minnesota
October 2023 Financial Report
Executive Summary

Summary of Key Financial Indicators

- * Average Daily Membership (ADM) Overview –
 - o Original Budget: 754 ADM
 - o Working Budget: 746 ADM
 - o Actual Enrollment: 750 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 \$164,269 at fiscal year-end, which would result in an ending fund balance of \$2,348,583 or 26% of total expenditures.

- * Projected Days of Cash on Hand is 102 days of annual expenditures. This is above 45 days meets minimum bond covenants.

- * Projected debt service coverage is at 1.25. This matches the required Maximum Annual Debt Service (MADS) requirement.

Financial Statement Key Points

- * As of month-end, 33.33% of the year was complete.
- * Cash Balance as of the reporting period is \$2,155,538 and is down from \$2,208,635 in the previous month due to regular accounts payable processing.
- * State Aids Receivable 22-23 balance is \$96,871 as of the reporting period. This balance will be finalized and received by MDE during it's review in Spring of 2024.
- * Revenues received at end of the reporting period – 35.7% of the working budget.
- * Expenditures disbursed at end of the reporting period – 27.2% of the working budget.

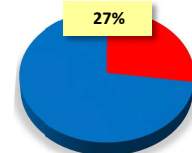
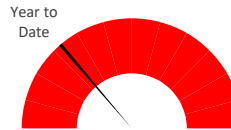
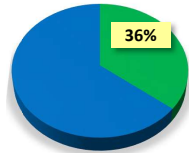
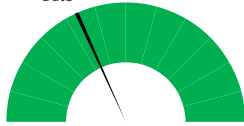
Other Items

- * 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 was conducted September 21st and 22nd 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
October 31, 2023

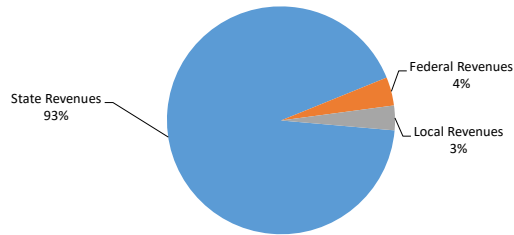
Financial Summary - Budgeted Amounts and Year to Date Activity

<i>Resources to Operate Programs (Revenues):</i>		<i>Funds Used to Provide Programs and Services (Expenses):</i>		<i>Excess / Deficit</i>
Approved Budget	\$8,507,521	Approved Budget	\$8,273,951	\$233,570
Working Budget	\$9,211,363	Working Budget	\$9,047,093	\$164,269
Year to Date	\$3,284,815	Year to Date	\$2,463,621	\$821,194
		35.7%	27.2%	

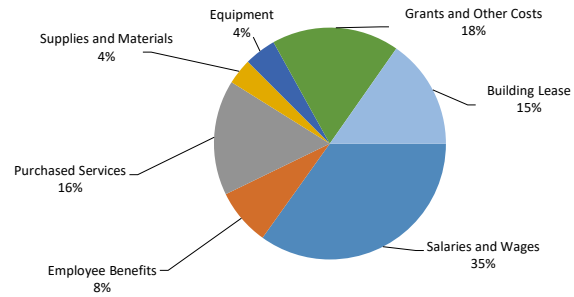


Budgets for the Year

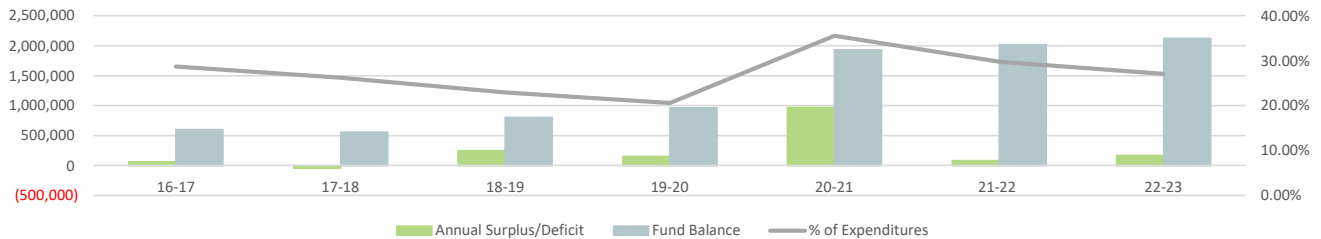
Where funds will come from to operate the school:

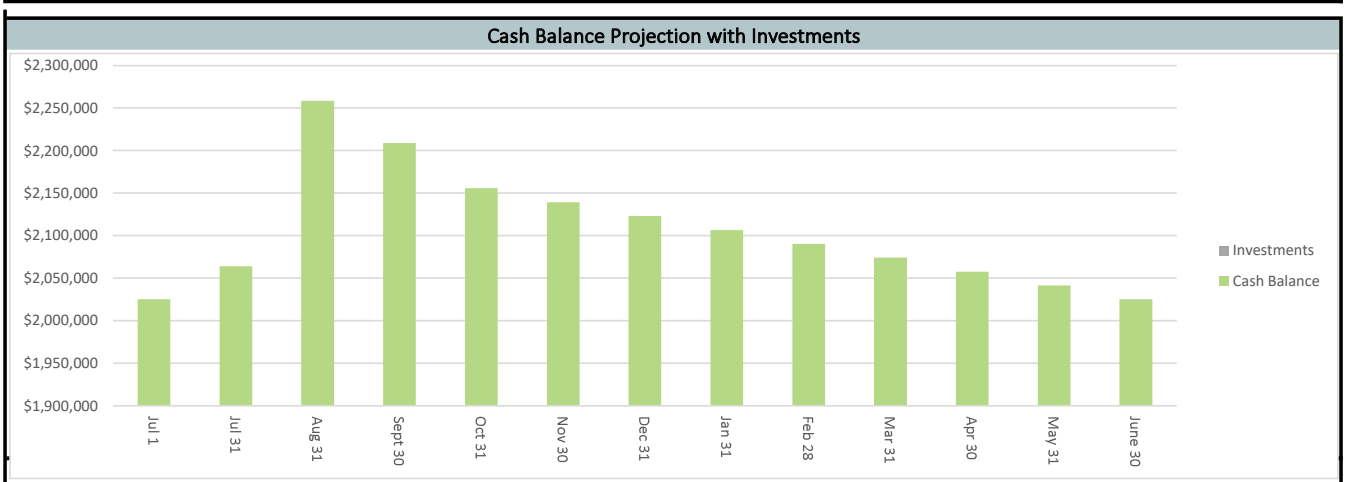
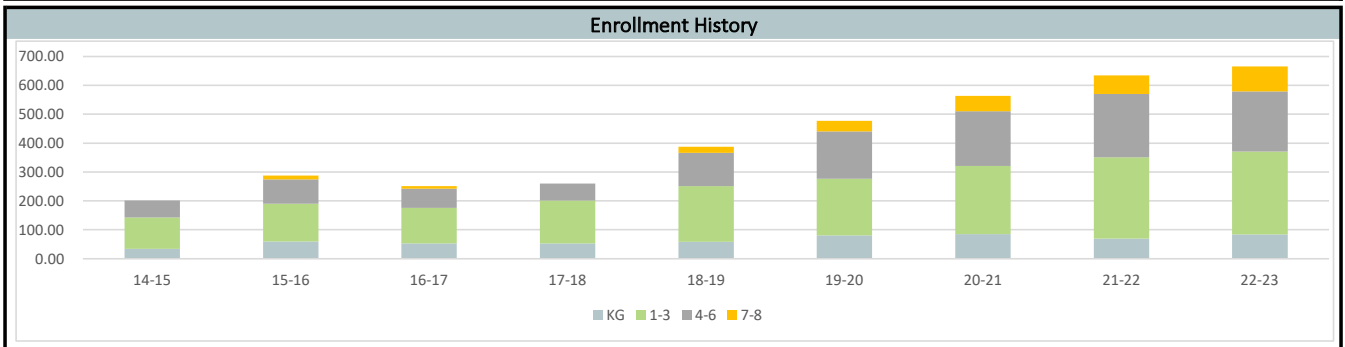
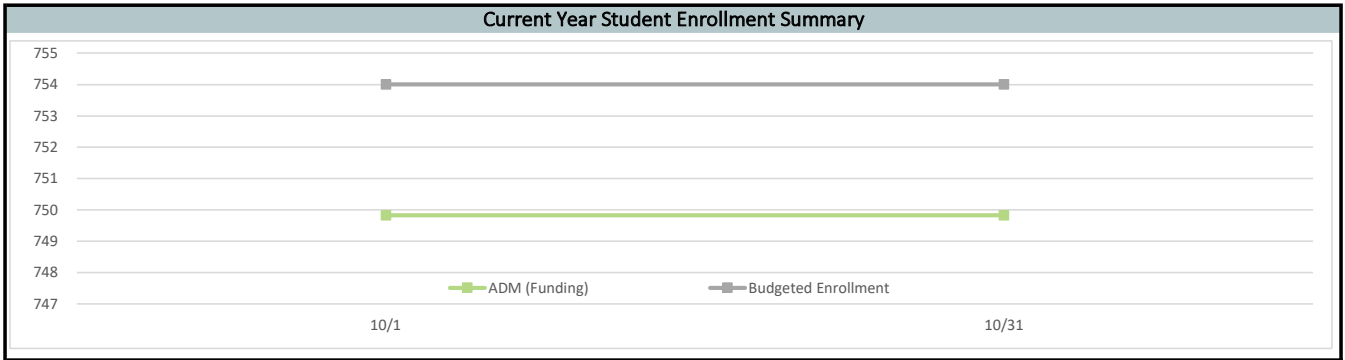
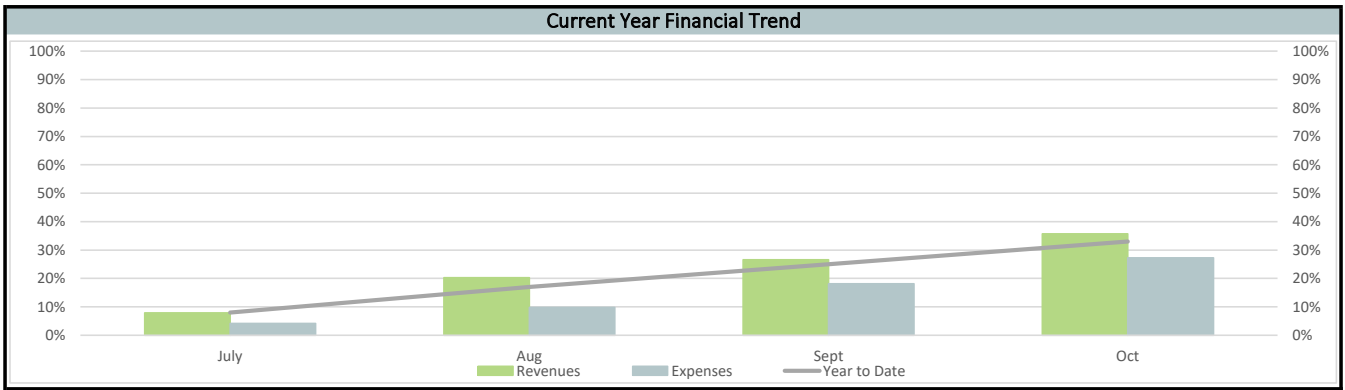


How the money is budgeted to be spent:



Fund Balance History





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

	Preliminary Balance June 30, 2023	Ending Balance
Assets		
Cash and Investments	\$ 2,025,315	\$ 2,155,538
Accounts Receivable	20	-
Due from Other Funds	78,130	90,396
State Aids Receivable	399,143	96,871
Current Year State Holdback Receivable		601,223
Federal Aids Receivable	297,091	86,107
Prepaid Expenses and Deposits	35,174	-
	<u>2,834,874</u>	<u>3,030,136</u>
Total All Assets	\$ 2,834,874	\$ 3,030,136
Liabilities and Fund Balance		
Current liabilities		
Salaries and Wages Payable	\$ 233,391	\$ 53,093
Accounts Payable	230,825	-
Payroll Deductions and Contributions (Owed)	186,346	(28,463)
Total current liabilities	650,562	24,630
Fund balance		
Fund balance 07-01-2022	\$ 2,184,312	\$ 2,184,312
Net income to date fy 22 & 23	-	821,194
Total fund balance	2,184,312	3,005,506
	<u>2,834,874</u>	<u>3,030,136</u>
Total liabilities and fund balance	\$ 2,834,874	\$ 3,030,136
<i>Current Days of cash on hand</i>		103
<i>Days Cash on Hand Required</i>		45

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

Months: 4 33.33%

FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 754 ADM 772 WADM	FY 2024 Actual YTD 750 ADM 767 WADM	Percent of Working Budget
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General Fund - 01

Revenues

State Revenues

General Education Aid	\$ 6,011,098	\$ 6,039,170	\$ 1,869,620	31.0%
Charter School Lease Aid	1,014,145	1,007,050	-	0.0%
Long Term Facilities Maintenance Aid	101,878	101,165	-	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	974,881	248,460	25.5%
Estimated State Holdback Amount	-	-	601,223	-
Total State Revenues	8,176,721	8,215,538	2,738,513	33.3%

Federal Revenues

Federal Title I, II, V	50,400	50,100	3,200	6.4%
Federal Special Education	84,400	92,700	82,845	89.4%
Total Federal Revenues	134,800	142,800	86,107	60.3%

Local Revenues

Fees from Students	61,200	60,800	13,543	22.3%
Medical Assistance	9,800	9,700	-	0.0%
Interest Earnings	75,000	75,000	36,997	49.3%
Contributions and Gifts, Give to the Max	20,000	20,000	60	0.3%
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	603,025	460,195	76.3%

Total Revenues	\$ 8,507,521	\$ 8,961,363	\$ 3,284,815	36.7%
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Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
October 31, 2023

Months: 4 33.33%

FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 754 ADM 772 WADM	FY 2024 Actual YTD 750 ADM 767 WADM	Percent of Working Budget
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Expenditures

Salaries and Wages	\$ 2,983,115	\$ 3,336,602	\$ 863,006	25.9%
Employee Benefits	797,389	891,952	203,550	22.8%
Contracted Services	321,000	350,000	83,397	23.8%
Technology Services	22,500	16,600	4,800	28.9%
Communication Services	11,000	10,900	3,711	34.0%
Postage	3,800	3,700	868	23.5%
Utilities	150,500	172,900	47,940	27.7%
Property and Casualty Insurance	26,900	31,000	30,532	98.5%
Repairs and Maintenance	88,415	88,415	25,837	29.2%
Student Transportation	646,307	668,800	67,657	10.1%
Field Trip Transportation	15,080	14,980	5,834	39.0%
Travel and Conferences	8,800	8,700	3,478	40.0%
Field Trip Admissions	36,700	36,500	14,953	41.0%
Building Lease	1,253,725	1,253,725	417,908	33.3%
Other Rentals and Leases	4,000	5,700	2,601	45.6%
Office Supplies/General Supplies	48,400	48,000	35,596	74.2%
Maintenance Supplies	57,100	45,300	16,909	37.3%
Non-Instructional Software	28,900	28,700	24,233	84.4%
Instructional Software	20,200	20,100	17,081	85.0%
Instructional Supplies	42,100	45,900	23,041	50.2%
Textbooks and Workbooks	77,700	85,000	82,797	97.4%
Standardized Tests	14,000	13,900	8,955	64.4%
Food	28,900	34,400	1,748	5.1%
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	58,200	23,239	39.9%
Principal and Interest - Capital Lease	28,200	16,500	-	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
October 31, 2023

Months: 4 33.33%

	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 754 ADM 772 WADM	FY 2024 Actual YTD 750 ADM 767 WADM	Percent of Working Budget
State Special Education	1,010,410	1,010,410	207,383	20.5%
ADSIS	44,800	44,800	15,825	35.3%
Federal Title I, II, V	50,400	50,100	3,200	6.4%
Federal Special Education	84,400	92,700	82,845	89.4%
Total expenditures	\$ 8,268,951	\$ 8,792,093	\$ 2,346,098	26.7%
General fund net income	\$ 238,570	\$ 169,269	\$ 938,717	
Food Service Fund - 02				
Revenues				
State/Federal Food Reimbursements	\$ -	\$ 250,000	\$ -	0.0%
Total revenues	\$ -	\$ 250,000	\$ -	0.0%
Expenditures				
Salaries and Wages	\$ -	\$ 40,000	\$ 16,066	40.2%
Employee Benefits	-	6,500	2,632	40.5%
Supplies and Materials, Snacks	-	203,300	98,635	48.5%
Dues and Memberships	-	200	190	95.0%
Total Expenditures	\$ -	\$ 250,000	\$ 117,523	0.0%
Food Service Fund Net Income	\$ -	\$ -	\$ (117,523)	
Community Service Fund - 04				
Revenues				
Registration Revenue	\$ -	\$ -	\$ -	-
Total revenues	\$ -	\$ -	\$ -	-
Expenditures				
Equipment	5,000	5,000	-	0.0%
Total Expenditures	\$ 5,000	\$ 5,000	\$ -	0.0%
Community Service Fund Net Income	\$ (5,000)	\$ (5,000)	\$ -	

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

Months: 4 33.33%

	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 754 ADM 772 WADM	FY 2024 Actual YTD 750 ADM 767 WADM	Percent of Working Budget
Total All Funds				
Revenues				
State Revenues	\$ 8,176,721	\$ 8,465,538	\$ 2,738,513	32.4%
Federal Revenues	134,800	142,800	86,107	60.3%
Local Revenues	196,000	603,025	460,195	76.3%
Total Revenues	\$ 8,507,521	\$ 9,211,363	\$ 3,284,815	35.7%
Expenditures				
Salaries and Wages	\$ 2,983,115	\$ 3,376,602	\$ 879,072	26.0%
Employee Benefits	797,389	898,452	206,182	23.0%
Purchased Services	2,588,727	2,661,920	709,515	26.7%
Supplies and Materials	317,300	524,600	308,994	58.9%
Equipment	340,110	328,010	48,679	14.8%
Grants and Other Costs	1,247,310	1,257,510	311,178	24.8%
Total Expenditures	\$ 8,273,951	\$ 9,047,093	\$ 2,463,621	27.2%
Total Revenues All Funds	\$ 8,507,521	\$ 9,211,363	\$ 3,284,815	35.7%
Total Expenditures All Funds	\$ 8,273,951	\$ 9,047,093	\$ 2,463,621	27.2%
Net Income - All Funds	\$ 233,570	\$ 164,269	\$ 821,194	

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	\$ 2,348,581
Projected Fund Balance Percentage	29%	26%
<i>Debt Service Coverage Ratio - Estimated</i>	131%	125%
<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		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	
Jul 31	526,783	-	157,158	809,241	200,604	570,135	-	\$ 2,025,315
Aug 31	527,195	-	271,958	941,792	212,417	534,632	-	2,063,817
Sept 30	553,968	-	11,755	741,308	257,692	533,540	-	2,258,560
Oct 31	529,343	-	23,553	708,735	250,179	511,654	-	2,208,635
Nov 30	685,212	16,065	17,325	730,711	419,270	327,760	-	2,155,538
Dec 31	685,212	16,065	17,325	730,711	419,270	327,760	-	2,139,219
Jan 31	685,212	16,065	17,325	730,711	419,270	327,760	-	2,122,900
Feb 28	685,212	16,065	17,325	730,711	419,270	327,760	-	2,106,581
Mar 31	685,212	16,065	17,325	730,711	419,270	327,760	-	2,090,262
Apr 30	685,212	16,065	17,325	730,711	419,270	327,760	-	2,073,942
May 31	685,212	16,065	17,325	730,711	419,270	327,760	-	2,057,623
June 30	685,212	16,065	17,325	730,711	419,270	327,760	-	2,041,304
Projected	7,618,984	128,520	603,025	9,046,763	4,275,054	4,772,040	-	9,047,093
Totals	7,618,984	128,520	603,025	9,046,763	4,275,054	4,772,040	-	2,024,985

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
October 31, 2023

305 - Contracted Services Detail	FY24			
	Original Budget	Working Budget	Actual	% spent
Advertising & Marketing	5,164	5,164	793	15.4%
Board Related Services, Including New Director Search	3,873	32,073	4,991	15.6%
Financial Management Services	79,200	80,000	27,200	34.0%
Time & Attendance Fees	12,006	12,006	1,848	15.4%
Audit & Tax Services	14,480	14,480	12,525	86.5%
Background Checks	2,711	2,711	750	0.0%
Bank Fees	4,970	4,970	2,785	56.0%
Benefit Fees	904	904	271	30.0%
Strategic Planning Consultant	10,328	10,328	-	0.0%
Legal Services	19,365	19,365	8,255	42.6%
Substitutes/Student Services/ESL	19,365	19,365	3,591	18.5%
Nursing	9,295	9,295	1,998	21.5%
Janitorial Services- Robemy Cleaning	104,029	104,029	16,000	15.4%
Other Fees	35,309	35,309	2,390	6.8%
	321,000	350,000	83,397	24%

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	11,562	17.3%
Various Repairs	8,765	8,765	3,821	43.6%
	88,415	88,415	25,837	29%

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

Average Daily Membership (ADM)											
	Grade	10/1	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/31	6/30
	K	94	94	0	0	0	0	0	0	0	0
	1	109	109	0	0	0	0	0	0	0	0
	2	99	99	0	0	0	0	0	0	0	0
	3	119	119	0	0	0	0	0	0	0	0
	4	105	105	0	0	0	0	0	0	0	0
	5	89	89	0	0	0	0	0	0	0	0
	6	52	52	0	0	0	0	0	0	0	0
	7	47	47	0	0	0	0	0	0	0	0
	8	38	38	0	0	0	0	0	0	0	0
Grand Total		750	750	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

October 31, 2023

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:	Vendor Total:
1208	Abdo, Eick & Meyers LLP 4228	OLDN	E 01 005 116 000 000 305	Audit Progress Billing year ended 6.30.23	BP	\$12,500.00		
PO#:	Voucher #:		9724 Invoice	10/12/2023		\$12,500.00	\$12,500.00	\$12,500.00
<hr/>								
1027	Amazon.com 4228	OLDN	E 01 005 110 000 000 401	Office supplies	BP	\$12.99		
			E 01 010 203 000 000 401	Elem non instructional supplies		\$243.01		
			E 01 010 203 000 000 460	Elem textbooks		\$13.49		
			E 01 010 201 000 000 430	K Classroom supplies		\$131.51		
			E 02 005 770 000 701 401	Food service-supplies		\$45.91		
			E 01 010 720 000 000 401	Health Office Supplies		\$24.42		
			E 01 010 203 000 000 430	Elem Classroom supplies		\$160.00		
PO#:	Voucher #:		9719 Invoice	10/12/2023		\$631.33	\$631.33	\$631.33
<hr/>								
1015	Amplify Education, Inc. 4228	OLDN	E 01 010 203 000 000 460	Textbooks Gr 5	BP	\$1,552.61		
PO#:	Voucher #:		9729 Invoice	10/12/2023		\$1,552.61	\$1,552.61	\$1,552.61
<hr/>								
1128	AssociatedBank 4228	OLDN	B 01 215 017	HSA	Wire	\$1,784.73		
PO#:	Voucher #:		9696 Invoice	10/13/2023		\$1,784.73	\$1,784.73	\$1,784.73
<hr/>								
			B 01 215 017	HSA	Wire	\$1,884.73		
PO#:	Voucher #:		9742 Invoice	10/31/2023		\$1,884.73	\$1,884.73	\$1,884.73
<hr/>								
							\$3,669.46	\$3,669.46

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1504		Assured Security Inc						
	4228	OLDN	E 01 005 810 000 000 350	Repair classroom lock			BP	
PO#:	Voucher #:	9721	Invoice	Invoice No: 230700	10/12/2023	\$196.00		
							Paid Amt:	\$196.00
							Check Amount:	\$196.00
							Vendor Total:	\$196.00
1369		BerganKDV Outsourced Services LLC						
	4228	OLDN	E 01 005 114 000 000 305	KPay Processing Fee			Wire	
PO#:	Voucher #:	9705	Invoice	Invoice No: 10.13.23	10/19/2023	\$522.00		
							Paid Amt:	\$522.00
							Check Amount:	\$522.00
							Vendor Total:	\$522.00
1654		Big River Group LLC						
	4228	OLDN	E 01 005 010 000 000 305	New Director Search-initial 50%			BP	
PO#:	Voucher #:	9750	Invoice	Invoice No: 10/11/2023	10/30/2023	\$4,742.00		
							Paid Amt:	\$4,742.00
							Check Amount:	\$4,742.00
							Vendor Total:	\$4,742.00
1726		Bill Moe						
	4228	OLDN	E 01 005 760 000 728 360	Mileage reimbursement-homeless students 9/1			BP	
PO#:	Voucher #:	9715	Invoice	Invoice No: 10/5/2023	10/12/2023	\$282.48		
							Paid Amt:	\$282.48
							Check Amount:	\$282.48
							Vendor Total:	\$282.48
1558		Bill.com						
	4228	OLDN	E 01 005 112 000 000 305	Bill.com monthly fee			Wire	
PO#:	Voucher #:	9706	Invoice	Invoice No: 10.17.23	10/19/2023	\$144.72		
							Paid Amt:	\$144.72
							Check Amount:	\$144.72
							Vendor Total:	\$144.72

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1541		Business Essentials		OLDN			
		4228					
		E 01 010 203 000 430			Copy Paper		
PO#:		Voucher #:	9773	Invoice	Invoice No: WO-1266415-1	10/30/2023	
							\$820.00
							BP
							Paid Amt: \$820.00
							Check Amount: \$820.00
							Vendor Total: \$820.00
1720		Camp Ilduhapi		OLDN			
		4228					
		E 01 010 203 000 369			Teambuilding fieldtrip-Gr 6 (final pymt)		
PO#:		Voucher #:	9753	Invoice	Invoice No: 107327.2	10/30/2023	
							\$501.36
							BP
							Paid Amt: \$501.36
							Check Amount: \$501.36
							Vendor Total: \$501.36
1565		Center for Responsive Schools		OLDN			
		4228					
		E 01 010 640 000 316 366			K-Guide to K		
		E 01 010 640 000 316 366			Elem Guide to Gr 1-8		
PO#:		Voucher #:	9730	Invoice	Invoice No: INV68355	10/12/2023	
							\$72.00
							\$585.00
							BP
							Paid Amt: \$657.00
							Check Amount: \$657.00
							Vendor Total: \$657.00
1394		CKC Good Food		OLDN			
		4228					
		E 02 005 770 000 705 490			Breakfast		
		E 02 005 770 000 701 490			Lunches		
PO#:		Voucher #:	9726	Invoice	Invoice No: 83828	10/12/2023	
							\$4,551.00
							\$11,648.10
							BP
							Paid Amt: \$16,199.10
							Check Amount: \$16,199.10
							Vendor Total: \$657.00
		4228		OLDN			
		E 02 005 770 000 705 490			Breakfast		
		E 02 005 770 000 701 490			Lunches		
PO#:		Voucher #:	9727	Invoice	Invoice No: 83961	10/12/2023	
							\$4,612.50
							\$11,754.70
							BP
							Paid Amt: \$16,367.20
							Check Amount: \$16,367.20
							Vendor Total: \$657.00
		4228		OLDN			
		E 02 005 770 000 701 495			Sept Milk		
PO#:		Voucher #:	9767	Invoice	Invoice No: 84048	10/30/2023	
							\$4,464.00
							BP
							Paid Amt: \$4,464.00
							Check Amount: \$4,464.00
							Vendor Total: \$657.00
		4228		OLDN			
		E 02 005 770 000 705 490			Breakfast		
		E 02 005 770 000 701 490			Lunches		
PO#:		Voucher #:	9768	Invoice	Invoice No: 84203	10/30/2023	
							\$3,690.00
							\$9,360.30
							BP
							Paid Amt: \$13,050.30
							Check Amount: \$13,050.30
							Vendor Total: \$657.00

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1394		CKC Good Food		OLDN			BP	
	4228			E 02 005 770 000 705 490	Breakfast	\$4,612.50		
				E 02 005 770 000 701 490	Lunches	\$11,726.00		
PO#:	Voucher #:	9769	Invoice	Invoice No: 84336		10/30/2023		
							Paid Amt: \$16,338.50	
							Check Amount: \$16,338.50	
							Vendor Total: \$66,419.10	
1481		Comcast		OLDN			BP	
	4228			E 01 005 810 000 000 320	Internet Services	\$394.85		
PO#:	Voucher #:	9752	Invoice	Invoice No: 10/16/2023		10/30/2023		
							Paid Amt: \$394.85	
							Check Amount: \$394.85	
							Vendor Total: \$394.85	
1729		Committee For Children		OLDN			BP	
	4228			E 01 010 630 000 000 406	Second Step SEL Programs K-8 license 10/20,	\$2,595.00		
PO#:	Voucher #:	9761	Invoice	Invoice No: 5044800		10/30/2023		
							Paid Amt: \$2,595.00	
							Check Amount: \$2,595.00	
							Vendor Total: \$2,595.00	
1053		Core Knowledge Foundation		OLDN			BP	
	4228			E 01 010 203 000 000 460	Elementary Textbooks/Workbooks	\$3,683.37		
PO#:	Voucher #:	9728	Invoice	Invoice No: 87840		10/12/2023		
							Paid Amt: \$3,683.37	
							Check Amount: \$3,683.37	
							Vendor Total: \$3,683.37	
1249		Designs for Learning		OLDN			BP	
	4228			E 01 010 420 000 419 303	SPED Director	\$25,000.00		
				E 01 010 420 000 419 304	SPED Director (over 25K)	\$35,000.00		
PO#:	Voucher #:	9722	Invoice	Invoice No: 24-0244		10/12/2023		
							Paid Amt: \$60,000.00	
							Check Amount: \$60,000.00	
							Vendor Total: \$60,000.00	
1555		DHH Consulting LLC		OLDN			BP	
	4228			E 01 010 405 000 740 394	DHH Services: 9.5 hrs@ \$96/hr	\$912.00		
PO#:	Voucher #:	9716	Invoice	Invoice No: 1240		10/12/2023		
							Paid Amt: \$912.00	
							Check Amount: \$912.00	
							Vendor Total: \$912.00	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1702		Emerald Lawn & Landscaping Inc						
	4228	OLDN						
		E 01	005	810	000 000 350	FY24 Lawn Services	BP	\$2,105.00
PO#:	Voucher #:	9717	Invoice		Invoice No: 12842	10/12/2023		
								Paid Amt: \$2,105.00
								Check Amount: \$2,105.00
	4228	OLDN						
		E 01	005	810	000 000 350	FY24 Lawn Services	BP	\$1,408.00
PO#:	Voucher #:	9718	Invoice		Invoice No: 12843	10/12/2023		
								Paid Amt: \$1,408.00
								Check Amount: \$1,408.00
1508		First Bankcard						
	4228	OLDN					Wire	
		E 01	005	810	000 000 320	09/14/23-HumbleFax-Fax service-9/14-10/14/2		\$10.00
		E 01	005	810	000 000 320	09/16/23-Tmobile-Cell phone Aug & Sept-ED &		\$287.00
		E 01	005	810	000 000 320	10/12/23-TMobile-Cell phone-ED & Cell for VC		\$140.00
		E 01	005	107	000 000 305	09/18/23-Indeed Jobs-Job Postings-August		\$90.00
		E 01	005	107	000 000 305	10/01/23-Indeed Jobs-Job Postings-Septembe		\$158.00
		E 01	005	110	000 000 329	09/21/23-USPS-Postage stamps		\$858.00
		E 01	005	640	000 316 366	09/14/23-American Red Cross-First Aid/CPR tr		\$72.00
		E 01	005	640	000 316 366	09/14/23-American Red Cross-First Aid/CPR tr		\$72.00
		E 01	005	110	000 000 401	09/19/23-Amazon-Mailing labels, label maker t		\$70.95
		E 01	005	110	000 000 401	09/21/23-Sams Club-Mailing envelopes (13), li		\$231.93
		E 01	010	203	000 000 369	10/06/23-Dodge Nature Center-Reverse fieldtr		\$350.00
		E 01	010	630	000 000 406	09/14/23-Learning A-Z-Raz Plus subscription S		\$241.00
		E 01	005	110	000 000 329	09/21/23-The UPS Store-Shipping-return of ex		\$10.27
		E 01	010	203	000 000 430	09/13/23-Amazon-Laminating pouches (2)		\$41.74
		E 01	010	203	000 000 430	09/18/23-BSN Sports-LaCrosse sticks, Pickleba		\$1,815.08
		E 01	010	203	000 000 430	09/18/23-BSN Sports-Volleyball Power Stand		\$1,203.59
		E 01	010	203	000 000 430	09/19/23-Amazon-Badmitton set, Pickleball sei		\$266.95
		E 01	010	203	000 000 430	09/19/23-Amazon-Laminating pouches (5)		\$94.25
		E 01	010	203	000 000 430	09/20/23-Amazon-Lab Stand support w/ clamp		\$75.82
		E 01	010	203	000 000 430	09/21/23-Amazon-Returned excess 3 ring bind		(\$138.80)
		E 01	010	203	000 000 430	09/21/23-Sams Club-Classroom supplies-asstc		\$24.06
		E 01	010	203	000 000 430	09/27/23-Hy-Vee-Transparent containers w/ lid		\$21.00
		E 01	010	203	000 000 430	09/27/23-WalMart-Classroom supplies-Gr 1		\$136.90
		E 01	010	203	000 000 430	10/04/23-Sams Club-Helium tank, aluminum fc		\$73.46
		E 01	010	203	000 000 430	10/11/23-Authentic Auctions-Soccer & volleyba		\$152.38
		E 01	010	203	000 000 401	09/13/23-Amazon-Rolling 10 drawer storage ca		\$68.99
		E 01	010	203	000 000 401	09/14/23-Amazon-Rolling 20 drawer storage ca		\$68.03

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	09/21/23-Amazon-Stanchion posts-4 pk	\$260.00	
				E 01 010 203 000 000 401	09/30/23-IKEA-6 cube Kallax shelf-Gr 2	\$94.99	
				E 01 010 203 000 000 401	10/07/23-Amazon-Credit Bean bag chair-Gr 4 i	(\$46.97)	
				E 01 010 203 000 000 401	10/11/23-Authentic Auctions-Paper cutter, 2 ba	\$88.59	
				E 01 010 630 000 000 456	09/14/23-Amazon-Credit for 100 pk headphones	(\$550.05)	
				E 01 010 630 000 000 456	09/18/23-Amazon-100 headphones (only rovd	\$550.05	
				E 01 010 630 000 000 456	09/21/23-Amazon-100 headsets w/ microphoni	\$568.10	
				E 01 010 630 000 000 456	10/05/23-SP Smartboards-Smartboard pens (6	\$314.49	
				E 01 010 630 000 000 456	10/11/23-Amazon-Returned 100 headphones ((\$550.05)	
				E 01 010 201 000 000 430	09/17/23-Amazon-Compost bin & green paint-l	\$85.58	
				E 02 005 770 000 701 820	09/13/23-Safe Food Training-Refund Food saf	(\$175.00)	
				E 01 010 420 640 419 366	09/14/23-American Red Cross-First Aid/CPR tr	\$36.00	
				E 01 010 420 000 419 433	09/18/23-WinsorLearning.com-SpEd curricull	\$408.10	
				E 01 010 420 640 419 366	10/04/23-Kalahari Resort-Hotel-SpEd conferen	\$139.00	
				E 01 010 420 640 419 366	10/06/23-CESA-SpEd conference registration-	\$500.00	
				E 01 010 420 000 419 433	09/19/23-Learning Without Tears-SpEd curricu	\$43.85	
				E 01 010 420 000 419 433	09/21/23-Amazon-Bean bag chair	\$54.43	
				E 01 010 420 000 419 433	09/22/23-Amazon-Wobble stools (3), Wiggle st	\$340.28	
PO#:		Voucher #:		9741 Invoice	Invoice No: 10.23.23		
					10/23/2023		
						Paid Amt: \$8,655.99	
						Check Amount: \$8,655.99	
						Vendor Total: \$8,655.99	
1609		GIS Benefits					
		4228		OLDN			Wire
				B 01 215 013	Life/LTD/STD:	\$3,168.10	
				B 01 215 009	Dental:	\$2,561.65	
				B 01 215 021	Vision	\$410.12	
				B 01 215 020	PPL:	\$214.50	
				E 01 005 110 000 000 305	Admin Fees	\$52.00	
PO#:		Voucher #:		9737 Invoice	Invoice No: 10.23.23		
					10/30/2023		
						Paid Amt: \$6,406.37	
						Check Amount: \$6,406.37	
						Vendor Total: \$6,406.37	
1064		HealthPartners - Group					
		4228		OLDN			Wire
				B 01 215 010	Health Ins	\$26,974.09	
PO#:		Voucher #:		9703 Invoice	Invoice No: 10.10.23		
					10/19/2023		
						Paid Amt: \$26,974.09	
						Check Amount: \$26,974.09	
						Vendor Total: \$26,974.09	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1602		Heidi Dettman					
		4228		OLDN			
			E 01 010	407 000 419 303	SPED Sub 4 hrs @ \$30/hr	10/12/2023	BP
							\$120.00
	PO#:	Voucher #:	9714	Invoice	Invoice No: 10/3/2023		
							Paid Amt: \$120.00
							Check Amount: \$120.00
							Vendor Total: \$120.00
1054		Integrative Therapy, LLC.					
		4228		OLDN			
			E 01 010	420 000 740 394	OT 24.58 hrs @ \$90/hr		BP
							\$2,212.50
			E 01 010	420 000 740 394	COTA Services 34 hrs @ \$74/hr		
							\$2,515.99
	PO#:	Voucher #:	9723	Invoice	Invoice No: 4279	10/12/2023	
							Paid Amt: \$4,728.49
							Check Amount: \$4,728.49
							Vendor Total: \$4,728.49
1003		Internal Revenue Service					
		4228		OLDN			
			B 01 215	002	Federal Withholding		Wire
							\$11,365.03
			B 01 215	005	FICA		
							\$26,417.58
	PO#:	Voucher #:	9697	Invoice	Invoice No: S2024070	10/13/2023	
							Paid Amt: \$37,782.61
							Check Amount: \$37,782.61
							Vendor Total: \$8,511.87
1725		James Tisel					
		4228		OLDN			
			E 01 010	203 000 000 305	Sub MS Math teacher 9/28-9/29/23		BP
							\$500.00
	PO#:	Voucher #:	9713	Invoice	Invoice No: 10/2/2023	10/12/2023	
							Paid Amt: \$500.00
							Check Amount: \$500.00
							Vendor Total: \$75,924.93

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1725		James Tisel					
		4228		OLDN			
		E 01 010 203 000 000 305			Sub MS Math teacher 10.2-10.13.23		
PO#:		Voucher #:	9751	Invoice	Invoice No: 10/13/2023	10/30/2023	
					\$1,812.50		BP
							Paid Amt: \$1,812.50
							Check Amount: \$1,812.50
							Vendor Total: \$2,312.50
1684		Johnson Powdercoat					
		4228		OLDN			
		R 01 005 000 000 620			Waterbottles, tumblers-PE fundraiser		
PO#:		Voucher #:	9772	Invoice	Invoice No: 975336	10/30/2023	
					\$1,003.66		BP
							Paid Amt: \$1,003.66
							Check Amount: \$1,003.66
							Vendor Total: \$1,003.66
1150		JR Computer Associates					
		4228		OLDN			
		E 01 005 605 000 315			FY24 Monthly Contract Services: Oct 2023		
PO#:		Voucher #:	9732	Invoice	Invoice No: R20231640	10/12/2023	
					\$1,200.00		BP
							Paid Amt: \$1,200.00
							Check Amount: \$1,200.00
							Vendor Total: \$1,200.00
1240		Keys to Communication					
		4228		OLDN			
		E 01 010 401 000 740 394			15 hrs @\$45/hr Mileage		
		E 01 010 401 000 740 394			113 hrs @ \$90/hr		
PO#:		Voucher #:	9712	Invoice	Invoice No: 9201851	10/12/2023	
					\$675.00		BP
					\$10,170.00		
							Paid Amt: \$10,845.00
							Check Amount: \$10,845.00
							Vendor Total: \$10,845.00
1518		Martin Law Firm					
		4228		OLDN			
		E 01 005 111 000 000 305			Legal Services -Sept		
PO#:		Voucher #:	9711	Invoice	Invoice No: 9/30/2023	10/12/2023	
					\$53.00		BP
							Paid Amt: \$53.00
							Check Amount: \$53.00
							Vendor Total: \$53.00
1723		Midwest Maintenance & Mechanical					
		4228		OLDN			
		E 01 005 810 000 350			Repair water fountain leak-3B		
PO#:		Voucher #:	9764	Invoice	Invoice No: 63481	10/30/2023	
					\$190.32		BP
							Paid Amt: \$190.32
							Check Amount: \$190.32
							Vendor Total: \$190.32

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1515		Minnesota Coaches Inc					
	4228	OLDN	E 01 005 760 000 723 360		FY24 SPED Busing Sept Route #22	10/30/2023	BP
PO#:	Voucher #:	9771 Invoice	Invoice No: 9.30.23				
							Paid Amt: \$6,490.40
							Check Amount: \$6,490.40
							Vendor Total: \$6,490.40
1004		MN Department of Revenue Service					
	4228	OLDN	B 01 215 003		MN Withholding	10/13/2023	Wire
PO#:	Voucher #:	9699 Invoice	Invoice No: S2024070				
							Paid Amt: \$5,946.42
							Check Amount: \$5,946.42
							Vendor Total: \$5,946.42
1313		Nancy Baumann					
	4228	OLDN	E 01 005 108 000 000 455		Headset for phone	10/31/2023	BP
			E 01 010 201 000 000 401		K-standing desk		
			E 01 005 110 000 000 366		Mileage (Bank, purchasing) 281 mi @ \$0.655/r		
			E 01 005 110 000 000 490		Staff workshop-GF bages, crm ch, juice		
			E 01 005 810 000 000 401		Home Depot-screws		
			E 01 010 203 000 000 430		Elem Supplies-folders		
PO#:	Voucher #:	9710 Invoice	Invoice No: 9/30/2023			10/12/2023	
							Paid Amt: \$261.10
							Check Amount: \$261.10
							Vendor Total: \$261.10
1639		Navigate Care Consulting					
	4228	OLDN	E 01 010 720 000 000 305		GenEd Nursing off site 2.75 hr @ \$90/hr	10/30/2023	BP
			E 01 010 420 000 740 394		SPED offsite 4 hrs @ \$90/hr		
PO#:	Voucher #:	9763 Invoice	Invoice No: 5861				
							Paid Amt: \$607.50
							Check Amount: \$607.50
							Vendor Total: \$607.50

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1634		Nitti Sanitation					
	4228			OLDN			
		E 01 005 810 000 000 330			FY24 Oct Trash Services		BP
						\$1,359.13	
PO#:		Voucher #:		9762	Invoice	10/30/2023	
					Invoice No: 505272		
							Paid Amt: \$1,359.13
							Check Amount: \$1,359.13
							Vendor Total: \$1,359.13
1441		Old National					
	4228			OLDN			
		E 01 005 112 000 000 305			Service Charge:	\$578.87	Wire
PO#:		Voucher #:		9707	Invoice	10/19/2023	
					Invoice No: 10.17.23		
							Paid Amt: \$578.87
							Check Amount: \$578.87
							Vendor Total: \$578.87
1728		PaySchools					
	4228			OLDN			
		E 01 005 108 000 000 405			POS System-Food Service software	\$11,586.00	BP
PO#:		Voucher #:		9759	Invoice	10/30/2023	
					Invoice No: 261399		
							Paid Amt: \$11,586.00
							Check Amount: \$11,586.00
							Vendor Total: \$11,586.00
1001		Public Employee Retirement Association					
	4228			OLDN			
		B 01 215 007			PERA	\$5,559.82	Wire
PO#:		Voucher #:		9698	Invoice	10/13/2023	
					Invoice No: S2024070		
							Paid Amt: \$5,559.82
							Check Amount: \$5,559.82
							Vendor Total: \$5,559.82
1013		Region V Computer Services					
	4228			OLDN			
		E 01 005 108 000 000 405			FY24 2nd Quarter Membership Fee	\$2,436.00	BP
PO#:		Voucher #:		9758	Invoice	10/30/2023	
					Invoice No: 16251		
							Paid Amt: \$2,436.00
							Check Amount: \$2,436.00
							Vendor Total: \$2,436.00

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1233		Reno Mothes						
	4228	OLDN						
		E 01 010 404 000 419 303					BP	
		DAPE Services: 9.7-9.28.23 12.25 hrs @ \$90/l						\$1,102.50
PO#:		Voucher #:	9733	Invoice	Invoice No: WLA-0074	10/12/2023		
							Paid Amt: \$1,102.50	
							Check Amount: \$1,102.50	
							Vendor Total: \$1,102.50	
1644		Robemy Cleaning Services LLC						
	4228	OLDN						
		E 01 005 810 000 000 305					BP	
		Sept Cleaning Services						\$5,000.00
PO#:		Voucher #:	9734	Invoice	Invoice No: WLA-26	10/12/2023		
							Paid Amt: \$5,000.00	
							Check Amount: \$5,000.00	
							Vendor Total: \$5,000.00	
1227		Scholastic						
	4228	OLDN						
		E 01 010 420 000 419 406					BP	
		SPED Scholastic choices subscription SY 23-2						\$109.89
PO#:		Voucher #:	9731	Invoice	Invoice No: M7392885	10/12/2023		
							Paid Amt: \$109.89	
							Check Amount: \$109.89	
							Vendor Total: \$109.89	
1246		Sentient Healthcare						
	4228	OLDN						
		E 01 010 405 000 740 394					BP	
		Audiology: 1.5 hrs @ \$110/hr						\$165.00
PO#:		Voucher #:	9755	Invoice	Invoice No: 125777	10/30/2023		
							Paid Amt: \$165.00	
							Check Amount: \$165.00	
							Vendor Total: \$165.00	
1724		Shelbi Pool						
	4228	OLDN						
		E 01 005 640 000 316 366					BP	
		Reimbursement: Mileage VOA Conference (46						\$301.30
PO#:		Voucher #:	9708	Invoice	Invoice No: 8/31/2023	10/12/2023		
							Paid Amt: \$301.30	
							Check Amount: \$301.30	
							Vendor Total: \$301.30	
1730		Stinson Electric Inc						
	4228	OLDN						
		E 01 005 810 000 000 401					BP	
		materials						\$250.24
		E 01 005 810 000 000 350						
		Labor						\$870.00
PO#:		Voucher #:	9770	Invoice	Invoice No: 8909	10/30/2023		
							Paid Amt: \$1,120.24	
							Check Amount: \$1,120.24	
							Vendor Total: \$1,120.24	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1727		Strokes and Stripes						
	4228	OLDN	E 01 005 810 000 000 350		Parking lot/bus lanes striping	10/12/2023	BP	\$825.00
PO#:	Voucher #:	9720	Invoice	Invoice No: 202399			Paid Amt:	\$825.00
							Check Amount:	\$825.00
							Vendor Total:	\$825.00
1098		Teachers on Call						
	4228	OLDN	E 01 010 203 000 000 305		Elisabeth Oviedo, 4 days @ \$255.75/day	10/30/2023	BP	\$1,023.00
PO#:	Voucher #:	9756	Invoice	Invoice No: 149958			Paid Amt:	\$1,023.00
							Check Amount:	\$1,023.00
							Vendor Total:	\$1,023.00
1002		Teachers Retirement Association						
	4228	OLDN	B 01 215 006		TRA		Wire	
PO#:	Voucher #:	9700	Invoice	Invoice No: S2024070		10/13/2023	Paid Amt:	\$22,878.17
							Check Amount:	\$22,878.17
							Vendor Total:	\$22,878.17
1480		The Cincinnati Insurance Companies						
	4228	OLDN	E 01 005 940 000 000 340		FY24 Acct#1000436769 School Leaders Liabil	10/12/2023	BP	\$2,886.00
PO#:	Voucher #:	9709	Invoice	Invoice No: 9/25/2023			Paid Amt:	\$23,110.87
							Check Amount:	\$23,110.87
							Vendor Total:	\$45,989.04
1214		The Hanover Insurance Group						
	4228	OLDN	E 01 005 940 000 000 340		FY23 Commercial Package Policy UHX H6311	10/30/2023	BP	\$123.08
PO#:	Voucher #:	9748	Invoice	Invoice No: 9/16/2023			Paid Amt:	\$123.08
							Check Amount:	\$123.08
							Vendor Total:	\$123.08

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			
			E 01 005 810 000 401		Janitorial supplies-roll paper towels		BP
PO#:		Voucher #:	9725 Invoice	Invoice No: 766111413	10/12/2023	\$223.14	Paid Amt: \$223.14
							Check Amount: \$223.14
<hr/>							
		4228		OLDN			
			E 01 005 810 000 401		Janitorial supplies	\$2,365.84	BP
PO#:		Voucher #:	9765 Invoice	Invoice No: 768451288	10/30/2023	\$2,365.84	Paid Amt: \$2,365.84
							Check Amount: \$2,365.84
<hr/>							
		4228		OLDN			
			E 01 005 810 000 401		Janitorial supplies	\$38.82	BP
PO#:		Voucher #:	9766 Invoice	Invoice No: 768964082	10/30/2023	\$38.82	Paid Amt: \$38.82
							Check Amount: \$38.82
							Vendor Total: \$2,627.80
<hr/>							
1703		Towanna Napier					
		4228		OLDN	6209		
			E 01 005 760 000 720 360		Student Transportation	\$367.85	Check
PO#:		Voucher #:	9736 Invoice	Invoice No: 10.5.23	10/26/2023	\$367.85	Paid Amt: \$367.85
							Check Amount: \$367.85
							Vendor Total: \$367.85
<hr/>							
1635		USBank					
		4228		OLDN			
			E 01 005 850 000 348 570		Rent	\$58,815.93	Wire
PO#:		Voucher #:	9704 Invoice	Invoice No: 10.6.23	10/19/2023	\$58,815.93	Paid Amt: \$58,815.93
							Check Amount: \$58,815.93
							Vendor Total: \$58,815.93
<hr/>							
1417		VOYA					
		4228		OLDN			
			B 01 215 011		TSA	\$1,739.90	Wire
PO#:		Voucher #:	9701 Invoice	Invoice No: S2024070	10/13/2023	\$1,739.90	Paid Amt: \$1,739.90
							Check Amount: \$1,739.90
<hr/>							
		4228		OLDN			
			B 01 215 011		TSA	\$1,739.90	Wire
PO#:		Voucher #:	9747 Invoice	Invoice No: S2024080	10/31/2023	\$1,739.90	Paid Amt: \$1,739.90
							Check Amount: \$1,739.90
							Vendor Total: \$3,479.80

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1438		Wolf Ridge	4228	OLDN			BP	
				E 01 010 203 000 000 369	Gr 6 Overnight Fieldtrip	10/30/2023		\$12,128.00
PO#:		Voucher #:	9749	Invoice	Invoice No: 10.16.23			
							Paid Amt:	\$12,128.00
							Check Amount:	\$12,128.00
							Vendor Total:	\$12,128.00
1632		Xcel Energy	4228	OLDN			Wire	
				E 01 005 810 000 000 330	Electric	10/30/2023		\$7,172.47
PO#:		Voucher #:	9738	Invoice	Invoice No: 848670812			
							Paid Amt:	\$7,172.47
							Check Amount:	\$7,172.47
							Vendor Total:	\$7,172.47
							Wire	
				E 01 005 810 000 000 330	Electric	10/30/2023		\$326.96
PO#:		Voucher #:	9739	Invoice	Invoice No: 848653329			
							Paid Amt:	\$326.96
							Check Amount:	\$326.96
							Vendor Total:	\$326.96
							Wire	
				E 01 005 810 000 000 330	Electric	10/30/2023		\$3,203.44
PO#:		Voucher #:	9740	Invoice	Invoice No: 848698405			
							Paid Amt:	\$3,203.44
							Check Amount:	\$3,203.44
							Vendor Total:	\$10,702.87
							Report Total:	\$506,874.22

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1958	4228	ESC	ESCRC	1979	Credit A	09/30/23		Check 1	M	Miscellaneous Customer						
						4228	R 50 005 000 000 000	092		July Interest					7,688.82	0.00
						4228	R 50 005 000 000 000	092		Aug Interest					6,319.44	0.00
						4228	R 50 005 000 000 000	092		Sept Interest					6,845.48	0.00
						4228	R 50 005 000 000 000	093		July rent					104,447.08	0.00
						4228	R 50 005 000 000 000	093		Aug rent					104,507.08	0.00
						4228	R 50 005 000 000 000	093		Sept rent					104,477.08	0.00
														Receipt Total:	\$334,284.98	\$0.00
														Deposit Total:	\$334,284.98	\$0.00
1959	4228	OLDN	CR102:	1980	Credit A	10/04/23		Check 1	M	Miscellaneous Customer						
						4228	R 01 005 000 000 000	620		Planner Sales					20.00	0.00
						4228	R 01 005 000 000 000	050		Milk Sales					69.00	0.00
						4228	R 01 005 000 000 000	050		6th Gr fieldtrip-Ihudhapi					320.00	0.00
						4228	R 01 005 000 000 000	620		Water bottle sales					1,230.00	0.00
						4228	R 01 005 000 000 000	050		Wolfridge field trip					12,310.00	0.00
														Receipt Total:	\$13,949.00	\$0.00
														Deposit Total:	\$13,949.00	\$0.00
1960	4228	OLDN	CR102:	1981	Credit A	10/11/23		Check 1	DONATED	Donations						
						4228	R 01 005 000 000 000	096		Mighty Cause					20.00	0.00
														Receipt Total:	\$20.00	\$0.00
														Deposit Total:	\$20.00	\$0.00
1961	4228	OLDN	CR102:	1982	Credit A	10/15/23		Check 1	M	Miscellaneous Customer						
						4228	R 01 005 000 000 000	211		FY24 Gen ED Aid					264,987.98	0.00
														Receipt Total:	\$264,987.98	\$0.00
														Deposit Total:	\$264,987.98	\$0.00
1962	4228	OLDN	CR102:	1983	Credit A	10/30/23		Check 1	M	Miscellaneous Customer						
						4228	B 01 121 000			FY23 Gen ED Aid					155,196.60	0.00
						4228	B 01 121 000			FY23 Literacy Incentive					643.07	0.00

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1962	4228	OLDN	CR102:														
				1983	Credit A	10/30/23		Check 1	M	Miscellaneous Customer					264,354.96		0.00
						4228	R 01 005 000 000 000	211		FY24 Gen ED Aid					\$420,194.63		\$0.00
														Receipt Total:			
														Deposit Total:	\$420,194.63		\$0.00
1963	4228	OLDN	CR102:														
				1984	Credit A	10/31/23		Check 1	I	Interest					9,583.81		0.00
						4228	R 01 005 000 000 000	092		Interest Earnings					\$9,583.81		\$0.00
														Receipt Total:			
														Deposit Total:	\$9,583.81		\$0.00
														Report Total:	\$1,043,020.40		\$0.00

WOODBURY LEADERSHIP ACADEMY Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
5151	202404	10/19/2023	P	JE		Move Sept 115 rent to Oct	Sept debit of rent	B	01	115	001				Accounts Receivable	0.00	45,661.15
							Oct rent debited in Sept	E	01	005	850	000	348	570	Op Rental & Leases	45,661.15	0.00
																\$45,661.15	\$45,661.15



Meeting: Finance Committee Meeting Agenda/Minutes

Date: Wednesday, November 8, 2023

Time: 4:30 pm

Location: Virtual Meeting

Meeting Minutes

Meeting Call to Order and Roll Call - 4:30

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

Members not present -

WLA Mission & Vision – Jolene Skordahl

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

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

Development, Discussion, and Recommendations

1. Review financial statements for October 2023 - [Dustin J. Reeves](#) , on track and within normal limits.
2. Gym Sound Mitigation Project Funds - Dr. Mortensen reviewed the project and funds available to proceed with the project.

Housekeeping - Review Capital Improvement Plan

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Wednesday, December 13, 2023 @4:30 pm

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

Adjournment @ 5:05

August 8th, 2023



1000 Zane Avenue North
Minneapolis, MN 55422
P: 763-544-8907
W: www.goldenvalleysupply.com



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Quote Valid Through 10/6/23

Prepared By: Anna Grimes

Attn: Ryan Sheak

Woodbury Leadership Academy: Gymnasium

Reverberation time and decibel level are important factors for a school gymnasium. These will affect speech intelligibility for learning, comfort level in the space while in general use, and sound levels that are too high have the ability to be hazardous and cause hearing damage for those who spend a large quantity of time in the gym (coaches, athletes, gym teachers).

The current wall panels you have up in the space are definitely helping. Without them, your reverberation time would basically have been doubled. My recommendation is to keep what's currently there and just add to it.

Desired Reverberation Time for a Gymnasium:	2 seconds
Current Reverb (without current panels):	19.5 seconds
Current Reverb (with current panels):	9.25 seconds

<u>Material</u>	<u>2 Seconds</u>	<u>3 Seconds</u>	<u>5 seconds</u>	<u>w/ 1260 SF (3x3 panels)</u>
Melody mScores 1"	4359 SF	2501 SF	1015 SF	4.5 seconds
Acousti-Tack 2.125"	2774 SF	1592 SF	646 SF	3.5 seconds

**Please see quote on next page for pricing on the 2 quoted items.

Melody mScores 1" is a great, economic option. This material is made of recycled polyester making it extremely durable for gym use. Panels come in 5 core colors (they greys would add a neutral design feel to the space, and hid any dirt or smudge from stray ball). The colors only come in a 1" thickness. In a gym setting, 2" panels offer the most acoustical absorption, so you would need to add more square footage of 1" panels to get the same acoustical result.

Acosti-Tack 2.125" panels offer great acoustical value and will help absorb bass frequencies in the space better than 1" panels. They have an additional layer of 1/8" thick high-density fiberglass that gives a level of impact resistance beyond your standard fiberglass acoustic panel. With the Guilford of Maine fabric line, there are many fun color combinations to choose from.

**I do not currently have any information on the decibel levels for the WLA Gym, but lowering the reverberation time will help lower the overall decibels in the space

Golden Valley Supply is a Certified Women's Business Enterprise





Quotation



GVS is a certified WBE
Women's Business Enterprise

Minneapolis MN	Des Moines IA	Sioux Falls SD	Fargo ND	Black Hills SD
To: Woodbury Leadership Academy Attn: <i>Ryan Sheak</i>				August 08, 2023
From: Anna Grimes				Quote #: 0497017
Project: WLA Gym				Estimated Qty: 1260-1280 SF
				Completion: 10/6/23

This transmittal is privileged and/or confidential. Any distribution, use or copying of this transmittal or the information it contains other than the intended recipient is unauthorized.

<u>Product:</u>	<u>Description:</u>	<u>Quantity</u>	<u>Price:</u>	<u>Quote Expires**</u>
GOLT & SABO	Melody mSoces Color Full Full panels @ 49" x 97" x 1" 40 panels = 1280 SF Colors: 2 TBD	40 PCs	\$7,895.00	10/06/23
GOLT & SABO	Meldoy mScores Color 3x3 Cut to size @ 36" x 36" x 1" 140 panels = 1260 SF Colors: 2 TBD	140 PCs	\$14,925.00	10/06/23
GOLT & SABO	Acousti-Tack Panels Full Full panels @ 48" x 96" x 2.125" 40 panels = 1280 SF Colors: 2 TBD (Guliford FR701)	40 PCs	\$17,650.00	10/06/23
GOLT & SABO	Acousti-Tack Panels 3x3 Cut to size @ 36" x 36" x 2.125" 140 panels = 1260 SF Colors: 2 TBD (Guliford FR701)	140 PCs	\$25,125.00	10/06/23

Panel pricing includes impaling clips, but no adhesive or other mounting hardware

Jobsite Delivery: **\$75.00** Includes unload and delivery to gym space.

* Pricing is based on full material package only

* Material must ship prior to above noted expiration date to obtain quoted pricing

*** Unless we are notified for the award of this bid, this quote will expire in 60 days**

* Pricing is for material only - labor provided by others. Sales Tax not included.

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3'x3' Layout would add panels around the existing ones.

140 panels at 3'x3' estimated to fit (1260 SF)

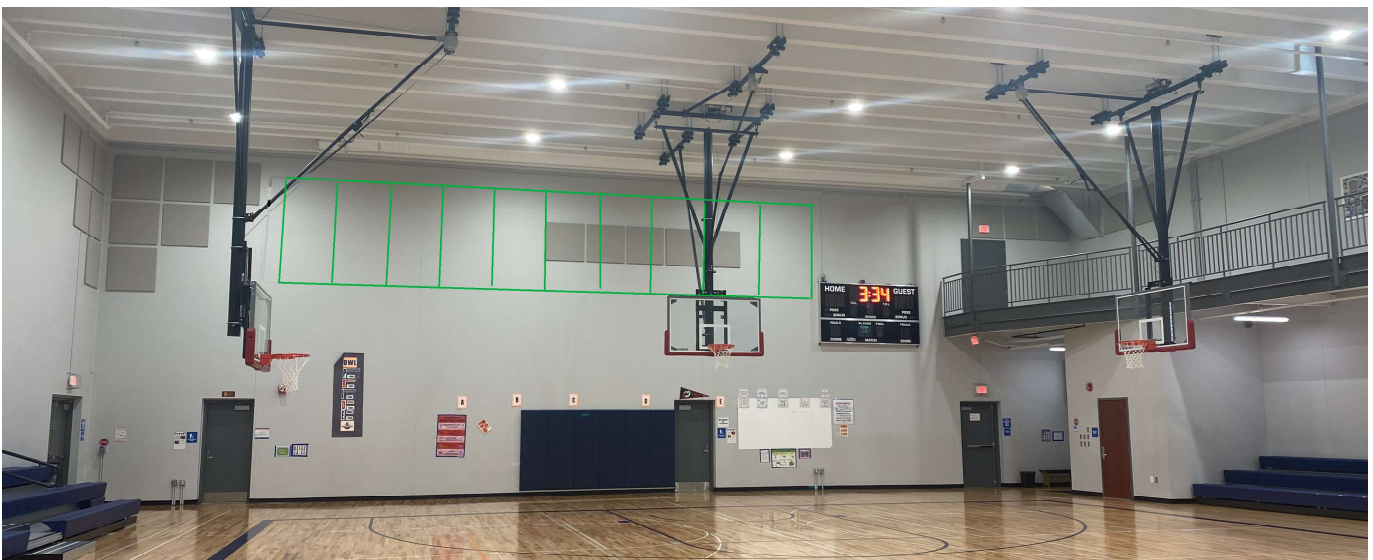
Final confirmations should be verified by the installer to ensure that panels will fit as designed and do not run into any doors, exit signs, conduits, alarms, etc.



4'x8' Layout would leave the existing panels in the corner, but remove middle panels. 4'8 panels

would be added evenly around the space

40 panels at 4'x8' would roughly match square footage of 3x3 panels (1280 SF).



Golden Valley Supply is a Certified Women's Business Enterprise





Meeting: Governance Committee Minutes

Date: Thursday, November 9, 2023

Time: 6:00 PM

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

AGENDA

Meeting Call to Order and Roll Call

Meeting Call to Order: 6:04PM

Roll Call: Mike Balint, Rich Washington, Jess Erickson, Kathy Mortensen, Nicole Stevens

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

- Policy 902 – Facilities Use – How do we clearly define fees associated with long-time partners i.e. YMCA, City of Woodbury. Send to BOD for 2nd review.
- Annual Policy Reviews
- Review 500 Series
 - Policy 501 – Rich Washington
 - Policy 502 – Nicole Stevens
 - Policy 503 – Mike Reis*
 - Policy 505 – Joe Valentine*
 - Policy 506 – Annual Policy (reviewed in March – No Action)
 - Policy 510 – Jessica Erickson – Small edit to section IV. Send to Casidee to update website.
 - Policy 514 – ALL (Annual Policy)
 - Policy 515 – Mike Balint
- Staff Compensation for outside duties – Further research will be done and we will discuss in December's Governance meeting.
- Student Dress Code
 - Crew Neck Sweatshirt – Send prototypes to BOD

Future Discussions

- Annual Policy Reviews
- Facilities Use Policy
- Finish review of 500 Series
- Dress Code Feedback (Crew Neck/Quarter Zip)
- Staff Compensation for outside duties cont.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: December 14, 2023

Time: 6:00 p.m.

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

Adjournment: 6:32PM



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

Heavy Blend Crewneck Sweatshirt

Gildan

\$25.00 / each

Color

Navy

Size

-

Quantity

1

View Size
Chart



ADD TO CART



DESCRIPTION SIZE CHART



- 8-ounce, 50/50 cotton/poly
- Double-needle stitching at waistband and cuffs
- 1x1 rib knit collar, cuffs and waistband with spandex



DESCRIPTION SIZE CHART



- 8-ounce, 50/50 cotton/poly no pill Air Jet Yarn
- Double-needle stitching
- 1x1 rib knit collar, cuffs and waistband with spandex
- Set-in sleeves

Youth Heavy Blend Crewneck Sweatshirt

Gildan

\$24.00 / each

Color

Navy

Size

-

Quantity

1

View Size
Chart



ADD TO CART



Youth Core Fleece 1/4-Zip Pullover Sweatshirt

Port & Company

\$28.00 / each

Color

Navy

Size

-

Quantity

1

ADD TO CART



DESCRIPTION



- A cozy 1/4-zip in a core weight.
- 7.8-ounce, 50/50 cotton/poly fleece
- Air jet yarn for softness
- Dyed-to-match YKK zipper
- Side seamtec
- Removable tag for comfort



DESCRIPTION

SIZE CHART



- A cozy 1/4-zip in a core weight.
- 7.8-ounce, 50/50 cotton/poly fleece
- Air jet yarn for a soft, pill-resistant finish
- Dyed-to-match YKK zipper
- Tear-away label

Core Fleece 1/4-Zip Pullover Sweatshirt

Port & Company

\$29.00 / each

Color

Navy

Size

-

Quantity

1

ADD TO CART

View Size Chart