

Meeting: Board of Directors Annual Meeting

Date: January 25, 2024

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 December 13th, 14th, and 20th, 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 December Financials & January Finance Committee Minutes

Motion: _____ 2nd: _____ Vote: _____

6.5 Governance Committee Report (Joe Valentine)

6.5.1 Accept January Governance Committee Minutes.

Motion: _____ 2nd: _____ Vote: _____

6.5.2 Enter policies 526 and 538 into second reading.



Motion: _____ 2nd: _____ Vote: _____

6.5.3 Enter policies 418 and 412 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 Review High School Launch Plans

7.2 Review WLA Bylaws

7.3 Executive Director Search Update

7.4 Motion to “cap” (not close) grade levels

7.5 Motion to change WLA calendar for December 21, 2023 as an early release day

7.6 Motion to ratify employment agreements for:

Logan Dotter - 4th Grade Substitute Teacher

Alyson Gustave - Para-professional

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, February 22, 2024

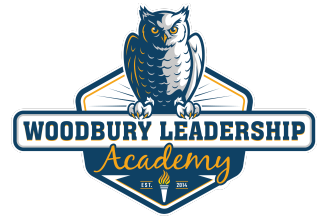
Time: 5:30pm

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 Special Meeting Minutes
December 13, 2023**

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

Others in Attendance: Bruce Miles (Big River Group)

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 5:27 PM.

1.2 Roll Call

Ms. Schrandt took roll.

2. WLA Mission and Vision

Ms. Skordahl read the WLA Mission and Vision Statements.

3. Interviews

Nick Rice: Bruce Miles led the interview by asking Mr. Rice eight questions. Follow up questions were asked by the Board as well.

Board took a bathroom/water break at 6:30. Board reconvened at 6:38.

Jonas Beugen: Bruce Miles led the interview by asking Mr. Beugen eight questions. Follow up questions were asked by the Board as well.

4. Board Discussion and Business

4.1 Dr. Olson Candidate Review

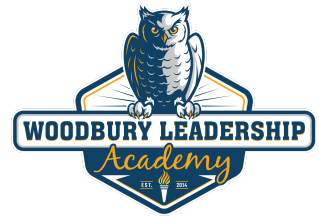
Dr. Lela Olson gave an overview of the community/staff interview session results and comments made regarding each candidate's strengths and concerns.

4.2 Board Deliberation

Bruce Miles led the discussion discussing the Board's thoughts on strengths and concern for each candidate.

4.3 Board Decides on Next Steps

The Board voted unanimously on Jonas being the top candidate and would like to interview him for a second time on Thursday, December 13, 2023. Bruce asked the Board what questions they would like to ask him.



5. Adjournment

Ms. Pool motioned “to adjourn tonight’s meeting.” Ms. Skordahl seconded the motion. Motion passed unanimously. The meeting adjourned at 8:31 PM.

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

DRAFT



**Woodbury Leadership Academy
Board of Directors Special Meeting Minutes
December 14, 2023**

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

Others in Attendance: Bruce Miles (Big River Group)

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 5:25 PM.

1.2 Roll Call

Ms. Stevens took roll.

2. WLA Mission and Vision

Ms. Stevens read the WLA Mission and Vision Statements.

3. Interviews

Bruce Miles introduced the purpose of the night for the Board.

Jonas and the Board went through the interview discussion points. Both parties asked and answered questions to get to know each other better.

The Board took a 5 minute break.

4. Board Discussion and Business

4.1 Board Deliberation

Bruce Miles led the discussion discussing the Board's thoughts on and how they would like to proceed with Jonas Beugen.

4.2 Board Decides on Next Steps

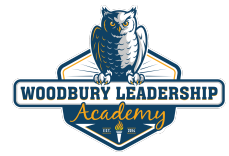
Ms. Ohs made a motion to, "offer Jonas Beugen the position of Executive Director at WLA." Ms. Stevens seconded. Roll call vote was unanimous. Motion passed.

The Board will communicate next steps to families on their decision and if/when Jonas Beugen accepts.

5. Adjournment

Ms. Ohs motioned "to adjourn tonight's meeting." Ms. Stevens seconded the motion. Motion passed unanimously. The meeting adjourned at 6:50 PM.

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



**Woodbury Leadership Academy
Board of Directors Meeting Minutes
December 20, 2023**

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

Directors Absent: Ryan Sheak, Nicole Stevens

Administration Present: Dr Kathleen Mortensen (Executive Director), Ben Broderick (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 5:30 PM.

1.2 Roll Call

Ms. Stevens took roll.

2. WLA Mission and Vision

Ms. Stevens read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms. Skordahl moved “to amend the agenda item 8.3 to close enrollment for K-8.” Mr. Balint seconded. Motion passed unanimously.

Ms. Skordahl moved “to approve the amended December 20, 2023 meeting agenda.” Mr. Valentine seconded. Motion passed unanimously.

3.2 Approval of November 16, 2023 Meeting Minutes

Ms. Pool moved “to approve the November 16, 2023 meeting minutes.” Ms. Skordahl seconded. Motion passed.

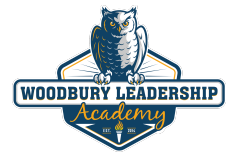
4. Conflict of Interest Declaration

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

A parent made a public comment regarding student behavior on the school bus.



6. Board and Administration Reports

6.1 Board Report

- Ms. Pool gave an update that the Board offered the Executive Director position to Jonas Beugen.

6.2 Director Report

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

- VOA was onsite on November 29th which went well and with no concerns.
- Open Enrollment is going smoothly!
- Dr. Mortensen reviewed bullying based on the comment that was made during the Executive Director interviews. She reported that because of the comment, she looked at the documentation and reports and also discussed this topic with several staff members. It was found that there was a lot less bullying occurring compared to the comment made and Dr. Mortensen has a plan in place to ensure all staff members are fully aware of all processes.
- WLA is working on bus behaviors.

6.3 Annual Audit Presentation

Bonnie from ABDO presented the annual audit. There are no significant concerns and no findings.

6.3.1. Approve Audit

Ms Pool motioned “to approve WLA’s audit.” Ms. Skordahl seconded the motion. Motion passed unanimously.

6.4 Financial Director Report (BKDV)

- Ms. Skordahl reviewed the November 2023 Executive Summary in the Board packet, noting the actual ADM is 750. The school currently has 98 days’ cash on hand which is well above the requirement. The year is 41.67% complete, revenues are at 44.1% and expenditures disbursed are at 37.9% of the reporting period.
- Ms. Skordahl reviewed the November Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports.

6.5 Finance Committee Report

Ms Skordahl reported that the Finance Committee met on December 15. During this meeting, the committee reviewed financial statements and reviewed various service contracts.

6.5.1. Approve November Financials and December Finance Committee Minutes

Ms. Skordahl motioned “to approve November Financial Statements and December Finance Committee Minutes.” Mr. Balint seconded the motion. Motion passed unanimously.

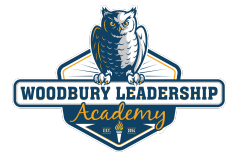
6.6 Governance Committee Report

Mr. Valentine reported that the Governance Committee met on December 7. During this meeting, there was discussion regarding revisions of various policies. Additionally, the committee discussed allowing the PTO to use school logos.

6.6.1. Accept December Governance Committee Minutes, enter policy 902 into second reading.

Mr. Valentine motioned to, “accept December Governance Committee Minutes and approve PTO usage of school logos.” Ms. Stevens seconded the motion. Motion passed unanimously.

6.6.2 Enter Policy 526 and 538 into first reading.



Mr. Valentine motioned to, “enter policy 526 and 538 into first reading.” Ms. Skordahl seconded the motion. Motion passed unanimously.

6.7 Facilities Committee Report

- Mr. Vollmuth provided an update for the sound panels in the gym.

7. Board Discussion and Business

8.1 Executive Director Search Update

The sub committee and Jonas Beugen are discussing details of the contract and everything should be set soon.

8.2 High School Update

Dr. Mortensen reviewed topics that the Board would need to prepare for with adding 9th grade. The Board would like more clarification on specifications on how 9th grade would look. The Board would like a survey sent out to hear from current families and what the interest level would be.

8.3 Closing Enrollment in grades K-8.

Ms. Pool made a motion to “close enrollment in grades K-8.” Ms. Stevens seconded the motion. Motion passed unanimously.

8.4 Ratification of teacher contract for Bridget Zenk, long term substitute teacher

Ms. Pool made a motion to “ratify the teacher contract for Bridget Zenk as a long term substitute teacher.” Mr. Balint seconded the motion. Motion passed unanimously.

8.5 Approval of Emerald Lawn Services for snow plowing services

Ms. Pool made a motion to “approve the Emerald Lawn Service for snow plowing services.” Mr. Balint seconded the motion. Motion passed unanimously.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items

Review the High School Expansion plan to be ready to make decisions at the next Board meeting.

9. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, January 25, 2024

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. Valentine seconded the motion. Motion passed unanimously. The meeting adjourned at 6:45 PM.

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

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT
JANUARY 25, 2024
Dr. Kathleen Mortensen

I. Organizational Leadership

- The Facilities Committee met on January 9th.
- I met with Dustin at BergenKDV to go through financials on January 4th
- The Finance Committee was scheduled to meet on January 10th
- The Governance Committee met on January 11th.
- As of January 19th our ADM is 748.
- We have 194 number of students who have registered during open enrollment with ten days to go!

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.”*
 - I am recommending that the board cap (not close) enrollment as is for kindergarten, 1st grade, 3rd grade, and 8th grade. Also, that we cap enrollment in 2nd grade at 22, as well as 4th grade through 7th grade at 22.

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 on target to meet our financial targets.
 - We will be meeting with S & P Global to discuss our bonds in February. They are looking for benchmarks with enrollment, academic achievement, student retention, board governance and leadership stability, and financial stability.

IV. Human Resource Management

- We have hired Mr. Logan Dotter as a long term substitute for 4th grade, and Alyson Gustave as a para professional.
- Additional training is being provided to select staff members to review student confidentiality, mandatory reporting, collaboration with case managers, and collaboration with the WLA counselor.

V. Provision for a Safe and Effective Learning Environment

- After collaborating with our bus company we did initiate an early release day on December 21st, and will need to adjust our school calendar accordingly.

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.”*

- The PTO has scheduled pancake breakfasts for January 20th and 27th, one to raise money for PTO in general, and one to raise funds for the grades 7/8 trip to Boston this summer.
- APEX launched the annual fund raiser on January 8th, culminating in the “fun-run” on January 18th. Kudos to the many parent volunteers who assisted with marking off laps with our students! WLA has raised over \$26,000 on this event!
- On January 9th our 4th graders attended a fieldtrip to the Science Museum.
- We will have an artist from the “Artist in Residence” program leading our 8th grade students to create a mural for the library, beginning in mid-March. Special kudos to Sara W. for initiating this activity!
- February 5th is International Night”, which is hosted by our PTO
- On February 6th our first graders will be taking a field trip to “The Works”.
- “100th Day” will be held for all K-8 students on February 14th.
- The Middle School Dance will be held on February 16th, again, hosted by our PTO.
- Summer planning update includes:
 - Hamline University will be utilizing some classroom spaces during July and August to conduct reading instruction for Hamline education students
 - The City of Woodbury will be utilizing our stage and atrium for theatre workshops throughout the summer
 - WLA will be hosting a STEM Camp for a limited number of students in grades 3-5. (ESSER III funds)



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Report

December 31, 2023

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

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

Summary of Key Financial Indicators

- * Average Daily Membership (ADM) Overview –
 - o Original Budget: 754 ADM
 - o Working Budget: 742 ADM
 - o Actual Enrollment: 742 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 \$185,853 at fiscal year-end, which would result in an ending fund balance of \$2,370,167 or 26% of total expenditures.

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

- * Projected debt service coverage is at 1.26. This is higher than the required Maximum Annual Debt Service (MADS) requirement of 1.25.

Financial Statement Key Points

- * As of month-end, 50.00% of the year was complete.
- * Cash Balance as of the reporting period is \$1,802,795 and is down from \$1,926,832 in the previous month due to regular accounts payable processing including bus company payments.
- * State Aids Receivable 22-23 balance is \$96,214 as of the reporting period. This balance will be finalized and received by MDE during its review in Spring of 2024.
- * Revenues received at end of the reporting period – 51.8% of the working budget.
- * Expenditures disbursed at end of the reporting period – 45.9% of the working budget.

Other Items

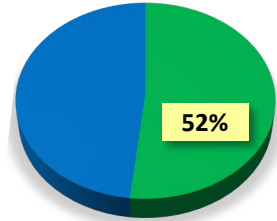
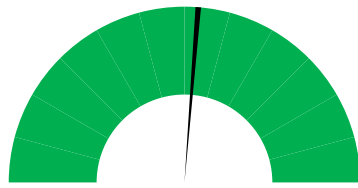
- * The FY24 Original Budget was approved at the May 2023 Board Meeting.
- * The FY24 Working Budget reflects updates to legislative updates and staffing changes.
- * The FY23 audit report was presented during the December Board Meeting.
- * Administration and Creative Planning Business Services (CPBS) staff will be reviewing the working budget to bring to the Board of Directors for approval.

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

Financial Summary - Budgeted Amounts and Year to Date Activity

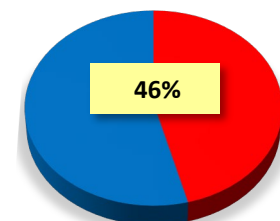
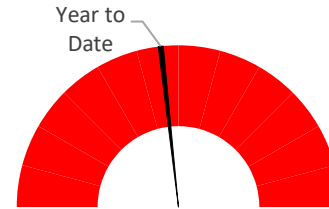
Resources to Operate Programs (Revenues):

Approved Budget	\$8,507,521
Working Budget	\$9,434,535
Year to Date	\$4,884,239



Funds Used to Provide Programs and Services (Expenses):

Approved Budget	\$8,273,951
Working Budget	\$9,248,682
Year to Date	\$4,245,240

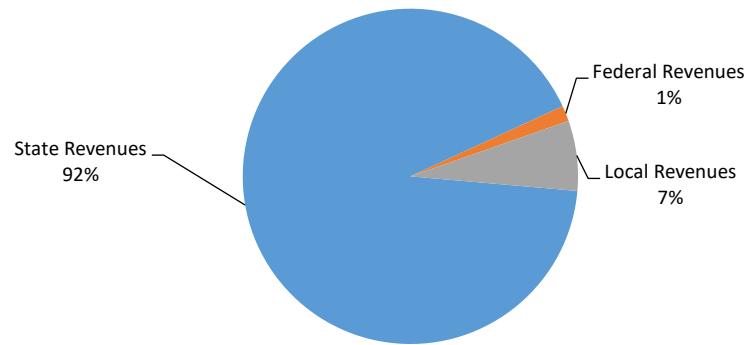


Excess / Deficit

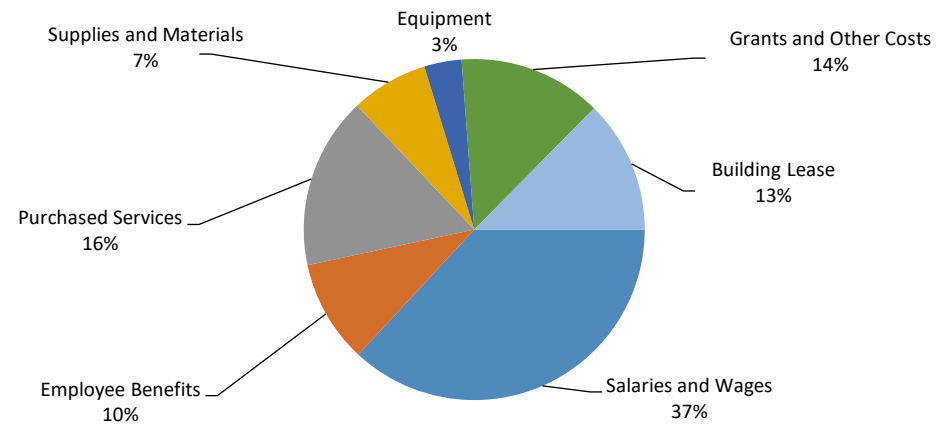
51.8%	45.9%	\$233,570
		\$185,853
		\$638,999

Budgets for the Year

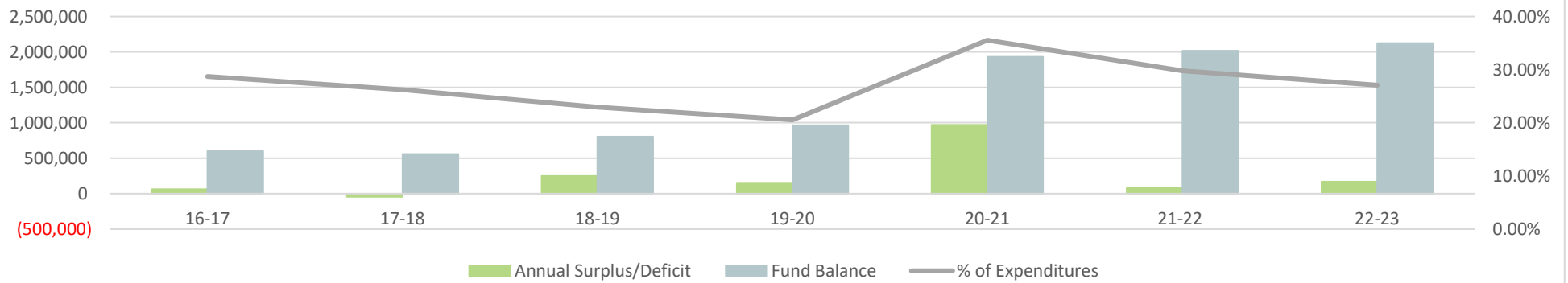
Where funds will come from to operate the school:

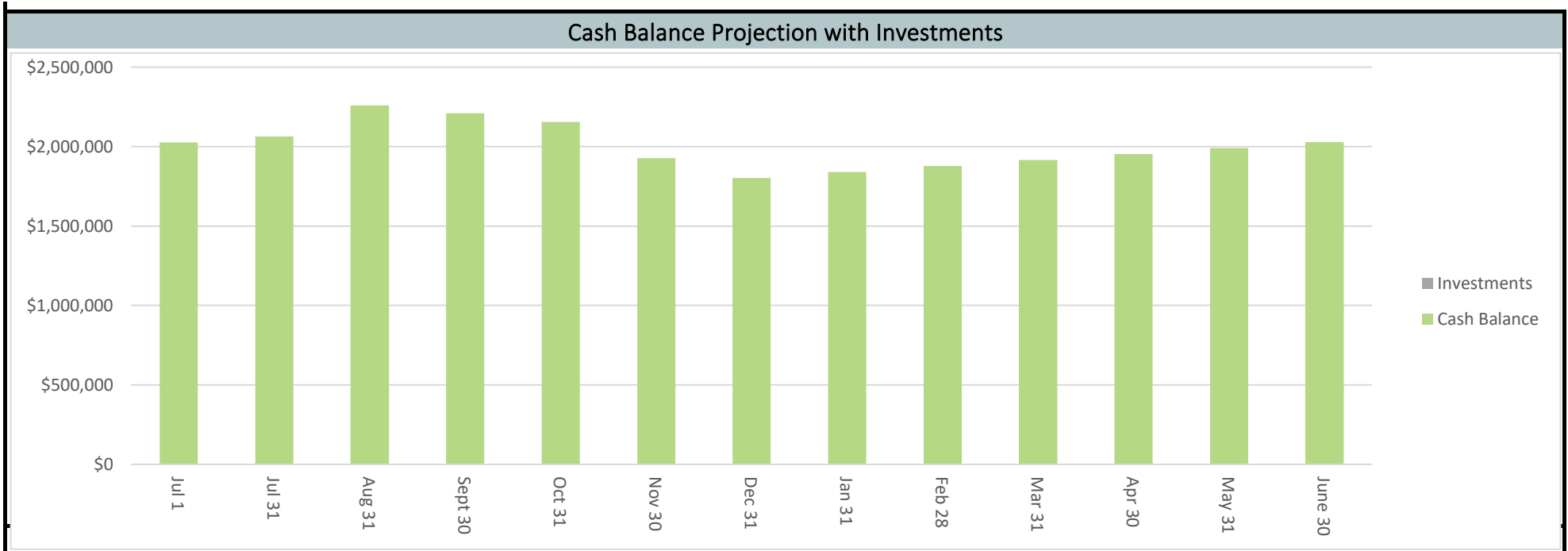
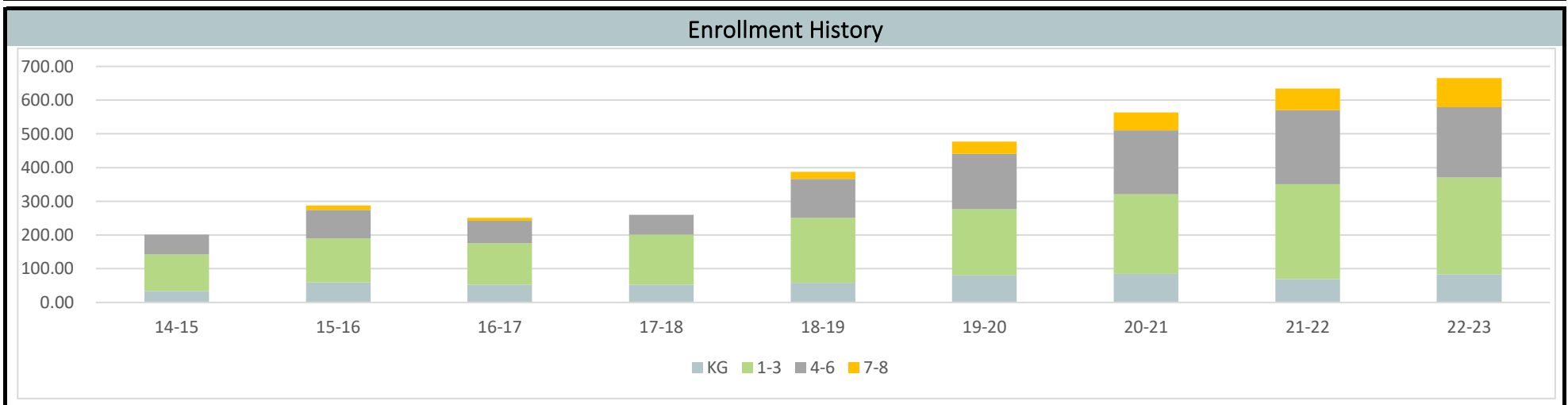
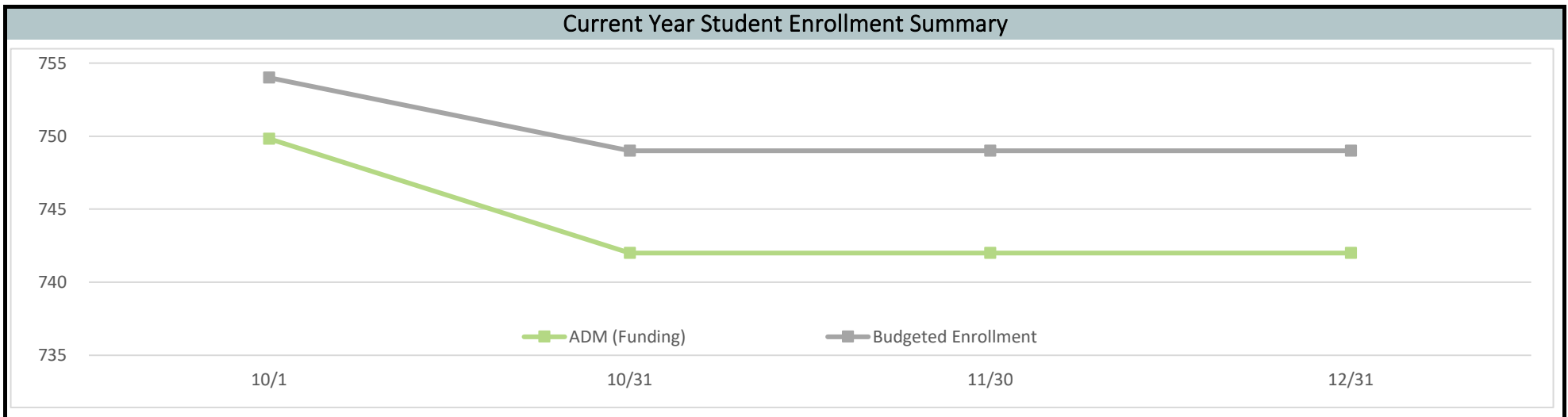
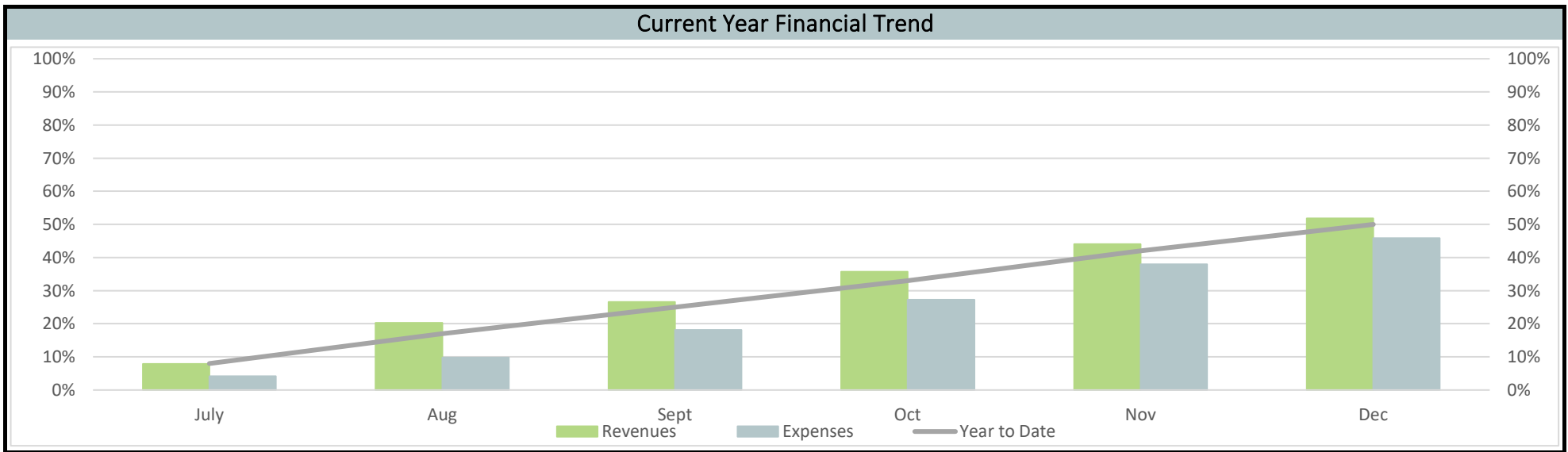


How the money is budgeted to be spent:



Fund Balance History





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

	Audited Balance June 30, 2023	Ending Balance Dec 31, 2023
Assets		
Cash and Investments	\$ 2,025,315	\$ 1,802,795
Accounts Receivable	20	-
Due from Other Funds	78,130	98,945
State Aids Receivable	399,143	96,214
Current Year State Holdback Receivable		820,830
Federal Aids Receivable	297,091	106,016
Prepaid Expenses and Deposits	35,174	-
	<u> </u>	<u> </u>
Total All Assets	\$ 2,834,874	\$ 2,924,800
Liabilities and Fund Balance		
Current liabilities		
Salaries and Wages Payable	\$ 233,391	\$ 106,186
Accounts Payable	230,825	-
Payroll Deductions and Contributions (Owed)	186,346	(4,697)
	<u> </u>	<u> </u>
Total current liabilities	650,562	101,489
Fund balance		
Fund balance 07-01-2022	\$ 2,184,312	\$ 2,184,312
Net income to date fy 22 & 23	-	638,999
	<u> </u>	<u> </u>
Total fund balance	2,184,312	2,823,311
	<u> </u>	<u> </u>
Total liabilities and fund balance	\$ 2,834,874	\$ 2,924,800
<i>Current Days of cash on hand</i>		86
<i>Days Cash on Hand Required</i>		45

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

Months: 6 50.00%

FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 749 ADM 766 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	\$ 5,998,771	\$ 2,963,271	49.4%
Charter School Lease Aid	1,014,145	997,665	-	0.0%
Long Term Facilities Maintenance Aid	101,878	100,222	-	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	265,392	27.2%
Library/Student Support	-	40,000	33,702	84.3%
Estimated State Holdback Amount	-	-	820,830	-
Total State Revenues	8,176,721	8,204,810	4,102,405	50.0%

Federal Revenues

Federal Title I, II, V	50,400	49,600	12,250	24.7%
Federal Special Education	84,400	92,700	93,115	100.5%
Total Federal Revenues	134,800	142,300	117,525	82.6%

Local Revenues

Fees from Students	61,200	60,200	13,783	22.9%
Medical Assistance	9,800	9,700	-	0.0%
Interest Earnings	75,000	110,000	54,077	49.2%
Contributions and Gifts, Give to the Max	20,000	20,000	11,551	57.8%
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	637,425	489,286	76.8%

Total Revenues	\$ 8,507,521	\$ 8,984,535	\$ 4,709,217	52.4%
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Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
December 31, 2023

Months: 6 50.00%

	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 749 ADM 766 WADM	FY 2024 Actual YTD 750 ADM 767 WADM	Percent of Working Budget
Expenditures				
Salaries and Wages	\$ 2,983,115	\$ 3,338,045	\$ 1,484,754	44.5%
Employee Benefits	797,389	886,338	347,208	39.2%
Contracted Services	321,000	350,000	131,853	37.7%
Technology Services	22,500	16,500	7,200	43.6%
Communication Services	11,000	10,800	6,064	56.2%
Postage	3,800	3,700	1,066	28.8%
Utilities	150,500	172,900	78,249	45.3%
Property and Casualty Insurance	26,900	35,000	33,418	95.5%
Repairs and Maintenance	88,415	94,415	42,827	45.4%
Student Transportation	646,307	668,800	336,282	50.3%
Field Trip Transportation	15,080	14,840	8,823	59.5%
Travel and Conferences	8,800	8,600	3,729	43.4%
Field Trip Admissions	36,700	36,100	16,465	45.6%
Building Lease	1,253,725	1,253,725	626,862	50.0%
Other Rentals and Leases	4,000	5,700	4,405	77.3%
Office Supplies/General Supplies	48,400	47,600	45,028	94.6%
Maintenance Supplies	57,100	44,900	24,203	53.9%
Non-Instructional Software	28,900	28,400	24,233	85.3%
Instructional Software	20,200	19,900	17,081	85.8%
Instructional Supplies	42,100	45,400	31,108	68.5%
Textbooks and Workbooks	77,700	85,000	84,332	99.2%
Standardized Tests	14,000	13,700	8,955	65.4%
Food	28,900	34,100	2,678	7.9%
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	57,700	23,239	40.3%
Principal and Interest - Capital Lease	28,200	16,400	-	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
December 31, 2023

			Months: 6	50.00%
	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 749 ADM 766 WADM	FY 2024 Actual YTD 750 ADM 767 WADM	Percent of Working Budget
State Special Education	1,010,410	1,010,410	426,392	42.2%
ADSIS	44,800	44,800	28,661	64.0%
Federal Title I, II, V	50,400	49,600	12,250	24.7%
Federal Special Education	84,400	92,700	93,115	100.5%
Federal ESSER III, 161	-	-	589	-
Federal ESSER Summer Learning, 163	-	-	11,510	-
Federal Testing Grant, 170	-	-	62	-
Total expenditures	\$ 8,268,951	\$ 8,793,682	\$ 3,989,755	45.4%
General fund net income	\$ 238,570	\$ 190,853	\$ 719,462	
Food Service Fund - 02				
Revenues				
State/Federal Food Reimbursements	\$ -	\$ 450,000	\$ 175,022	38.9%
Total revenues	\$ -	\$ 450,000	\$ 175,022	38.9%
Expenditures				
Salaries and Wages	\$ -	\$ 75,000	\$ 37,421	49.9%
Employee Benefits	-	15,000	6,075	40.5%
Supplies and Materials, Snacks	-	359,200	211,224	58.8%
Dues and Memberships	-	800	765	95.6%
Total Expenditures	\$ -	\$ 450,000	\$ 255,485	0.0%
Food Service Fund Net Income	\$ -	\$ -	\$ (80,463)	
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
December 31, 2023

Months: 6 50.00%

	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 749 ADM 766 WADM	FY 2024 Actual YTD 750 ADM 767 WADM	Percent of Working Budget
Total All Funds				
Revenues				
State Revenues	\$ 8,176,721	\$ 8,654,810	\$ 4,277,427	49.4%
Federal Revenues	134,800	142,300	117,525	82.6%
Local Revenues	196,000	637,425	489,286	76.8%
Total Revenues	\$ 8,507,521	\$ 9,434,535	\$ 4,884,239	51.8%
Expenditures				
Salaries and Wages	\$ 2,983,115	\$ 3,413,045	\$ 1,522,176	44.6%
Employee Benefits	797,389	901,338	353,283	39.2%
Purchased Services	2,588,727	2,671,080	1,297,244	48.6%
Supplies and Materials	317,300	678,200	448,842	66.2%
Equipment	340,110	327,410	48,679	14.9%
Grants and Other Costs	1,247,310	1,257,610	575,016	45.7%
Total Expenditures	\$ 8,273,951	\$ 9,248,682	\$ 4,245,240	45.9%
Total Revenues All Funds	\$ 8,507,521	\$ 9,434,535	\$ 4,884,239	51.8%
Total Expenditures All Funds	\$ 8,273,951	\$ 9,248,682	\$ 4,245,240	45.9%
Net Income - All Funds	\$ 233,570	\$ 185,853	\$ 638,999	

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	\$ 2,370,165
Projected Fund Balance Percentage	29%	26%
<i>Debt Service Coverage Ratio - Estimated</i>	131%	126%
<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>	\$ 2,025,315
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	529,343	-	23,553	155,840	708,735	250,179	511,654		761,832	2,155,538
Nov 30	657,914	27,703	13,678	-	699,295	261,556	666,445		928,001	1,926,832
Dec 31	645,200		15,443	48	660,691	268,454	516,274		784,728	1,802,795
Jan 31	724,821	16,728	23,980	16,137	781,666	310,580	433,603		744,183	1,840,278
Feb 28	724,821	16,728	23,980	16,137	781,666	310,580	433,603		744,183	1,877,760
Mar 31	724,821	16,728	23,980	16,137	781,666	310,580	433,603		744,183	1,915,243
Apr 30	724,821	16,728	23,980	16,137	781,666	310,580	433,603		744,183	1,952,726
May 31	724,821	16,728	23,980	16,137	781,666	310,580	433,603		744,183	1,990,209
June 30	724,821	16,728	23,980	16,137	781,666	310,580	433,603	-	744,183	2,027,692
Projected	7,789,329	128,070	637,425	696,234	9,251,058	3,314,382	5,934,300	-	9,248,682	
Totals	7,789,329	128,070	637,425	696,234	9,251,058	3,314,382	5,934,300		9,248,682	2,027,692

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
December 31, 2023

305 - Contracted Services Detail	FY24			
	Original Budget	Working Budget	Actual	% spent
Advertising & Marketing	5,164	5,164	2,288	44.3%
Board Related Services, Including New Director Search	3,873	32,073	4,991	15.6%
Financial Management Services	79,200	80,000	33,800	42.3%
Time & Attendance Fees	12,006	12,006	2,898	24.1%
Audit & Tax Services	14,480	18,375	18,375	100.0%
Background Checks	2,711	2,711	750	0.0%
Bank Fees	4,970	10,000	4,589	45.9%
Benefit Fees	904	904	323	35.7%
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	5,414	28.0%
Nursing	9,295	9,295	3,168	34.1%
Janitorial Services- Robemy Cleaning	104,029	104,029	44,613	42.9%
Other Fees	35,309	26,384	2,390	9.1%
	321,000	350,000	131,853	38%

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	72,650	28,552	39.3%
Various Repairs	8,765	8,765	3,821	43.6%
	88,415	94,415	42,827	45%

Woodbury Leadership Academy
Woodbury, MN
Enrollment Report
December 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	92	92	0	0	0	0	0	0
	1	109	109	103	103	0	0	0	0	0	0
	2	99	99	97	97	0	0	0	0	0	0
	3	119	119	120	120	0	0	0	0	0	0
	4	105	105	104	104	0	0	0	0	0	0
	5	89	89	88	88	0	0	0	0	0	0
	6	52	52	51	51	0	0	0	0	0	0
	7	47	47	46	46	0	0	0	0	0	0
	8	38	38	40	40	0	0	0	0	0	0
Grand Total		750	750	742	742	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	93	93	93	93	93	93	93	93	93
	1	102	108	108	108	108	108	108	108	108	108
	2	94	95	95	95	95	95	95	95	95	95
	3	116	120	120	120	120	120	120	120	120	120
	4	91	105	105	105	105	105	105	105	105	105
	5	80	89	89	89	89	89	89	89	89	89
	6	69	52	52	52	52	52	52	52	52	52
	7	48	47	47	47	47	47	47	47	47	47
	8	41	40	40	40	40	40	40	40	40	40
Grand Total		754	749	749	749	749	749	749	749	749	749



Woodbury Leadership Academy
Woodbury, MN
District 4228

Supplemental Reports

December 31, 2023

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1208		Abdo, Eick & Meyers LLP					
			4228	OLDN			BP
				B 01	118 000	Audit Progress Billing year ended 6.30.23 ABC	\$4,750.00
				E 01	005 116 000 000 305	Audit Progress Billing year ended 6.30.23 ABC	(\$750.00)
PO#:		Voucher #:	9927	Invoice	Invoice No: 480813	12/29/2023	Paid Amt: \$4,000.00
							Check Amount: \$4,000.00
							Vendor Total: \$4,000.00
1027		Amazon.com					
			4228	OLDN			BP
				E 01	010 420 000 740 433	SPED Supplies	\$90.67
				E 01	005 107 000 000 401	marketing supplies	\$167.27
				E 02	005 770 000 701 401	Food service-supplies	\$389.58
				E 01	010 203 000 000 401	non instructional Supplies	\$603.03
				E 01	005 110 000 000 401	Office supplies	\$288.67
				E 01	010 203 000 000 430	Elem Classroom supplies	\$1,169.22
				E 01	010 201 000 000 430	K Supplies	\$22.47
PO#:		Voucher #:	9880	Invoice	Invoice No: 14VT-FQYQ-9V4Y	12/18/2023	Paid Amt: \$2,730.91
							Check Amount: \$2,730.91
							Vendor Total: \$2,730.91
1128		AssociatedBank					
			4228	OLDN			Wire
				B 01	215 017	HSA	\$2,345.23
PO#:		Voucher #:	9864	Invoice	Invoice No: S2024110	12/15/2023	Paid Amt: \$2,345.23
							Check Amount: \$2,345.23
							Vendor Total: \$2,345.23
			4228	OLDN			Wire
				B 01	215 017	HSA	\$2,345.23
PO#:		Voucher #:	9905	Invoice	Invoice No: S2024120	12/31/2023	Paid Amt: \$2,345.23
							Check Amount: \$2,345.23
							Vendor Total: \$4,690.46
1504		Assured Security Inc					
			4228	OLDN			BP
				E 01	005 810 000 000 350	Repair classroom lock, rekeyed gym locks, key	\$224.50
PO#:		Voucher #:	9923	Invoice	Invoice No: 232089	12/29/2023	Paid Amt: \$224.50
							Check Amount: \$224.50
							Vendor Total: \$224.50

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1741		Autumn Finch					
		4228		OLDN			BP
				E 01 010 201 000 000 430	FY24 Reimb: K Gingerbread house supplies	\$26.65	
PO#:		Voucher #:		9918 Invoice	Invoice No: 12/18/2023	12/29/2023	Paid Amt: \$26.65
							Check Amount: \$26.65
							Vendor Total: \$26.65
1738		B&D Plumbing Heating & Air					
		4228		OLDN			BP
				E 01 005 810 000 000 350	Replace ignition control board-heating unit	\$1,240.00	
PO#:		Voucher #:		9884 Invoice	Invoice No: 223783	12/18/2023	Paid Amt: \$1,240.00
							Check Amount: \$1,240.00
							Vendor Total: \$1,240.00
1369		BerganKDV Outsourced Services LLC					
		4228		OLDN			Wire
				E 01 005 114 000 000 305	KPay Processing Fee	\$522.00	
PO#:		Voucher #:		9871 Invoice	Invoice No: 12.8.23	12/19/2023	Paid Amt: \$522.00
							Check Amount: \$522.00
							Vendor Total: \$522.00
		4228		OLDN			BP
				E 01 005 116 000 000 305	Financial Management and Account Service	\$6,600.00	
PO#:		Voucher #:		9920 Invoice	Invoice No: 1215518	12/29/2023	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	ABC Financial Management and Account Serv	\$3,500.00	
PO#:		Voucher #:		9921 Invoice	Invoice No: 1215538	12/29/2023	Paid Amt: \$3,500.00
							Check Amount: \$3,500.00
							Vendor Total: \$10,622.00
1558		Bill.com					
		4228		OLDN			Wire
				E 01 005 112 000 000 305	Bill.com monthly fee	\$109.52	
PO#:		Voucher #:		9872 Invoice	Invoice No: 12.15.23	12/19/2023	Paid Amt: \$109.52
							Check Amount: \$109.52
							Vendor Total: \$109.52
1541		Business Essentials					
		4228		OLDN			BP
				E 01 010 203 000 000 430	Copy Paper	\$820.00	
PO#:		Voucher #:		9935 Invoice	Invoice No: WO-1274321-1	12/29/2023	Paid Amt: \$820.00
							Check Amount: \$820.00
							Vendor Total: \$820.00

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1740		Casidee Schrandt					
		4228		OLDN			BP
				E 01 005 110 000 000 366	89.2 mi @ \$0.655	\$58.43	
PO#:		Voucher #:		9917 Invoice	Invoice No: 12/13/2023	12/29/2023	Paid Amt: \$58.43
							Check Amount: \$58.43
							Vendor Total: \$58.43
1621		Cintas					
		4228		OLDN			BP
				E 01 005 810 000 000 401	FY24: Mats service	\$349.32	
PO#:		Voucher #:		9925 Invoice	Invoice No: 4177218511	12/29/2023	Paid Amt: \$349.32
							Check Amount: \$349.32
							Vendor Total: \$349.32
1394		CKC Good Food					
		4228		OLDN			BP
				E 02 005 770 000 705 490	Breakfast	\$1,742.50	
				E 02 005 770 000 701 490	lunches	\$4,549.60	
PO#:		Voucher #:		9893 Invoice	Invoice No: 85209	12/18/2023	Paid Amt: \$6,292.10
							Check Amount: \$6,292.10
		4228		OLDN			BP
				E 02 005 770 000 705 490	Breakfast	\$4,366.50	
				E 02 005 770 000 701 490	Lunches	\$10,626.10	
PO#:		Voucher #:		9894 Invoice	Invoice No: 85338	12/18/2023	Paid Amt: \$14,992.60
							Check Amount: \$14,992.60
		4228		OLDN			BP
				E 02 005 770 000 701 495	milk	\$4,572.00	
PO#:		Voucher #:		9895 Invoice	Invoice No: 85414	12/18/2023	Paid Amt: \$4,572.00
							Check Amount: \$4,572.00
		4228		OLDN			BP
				E 02 005 770 000 701 401	Additional Purchases-Nov	\$26.66	
PO#:		Voucher #:		9896 Invoice	Invoice No: 85447	12/18/2023	Paid Amt: \$26.66
							Check Amount: \$26.66
		4228		OLDN			BP
				E 02 005 770 000 701 490	Lunches	\$10,498.15	
				E 02 005 770 000 705 490	Breakfast	\$4,376.75	
PO#:		Voucher #:		9931 Invoice	Invoice No: 85555	12/29/2023	Paid Amt: \$14,874.90
							Check Amount: \$14,874.90
							Vendor Total: \$40,758.26

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1743		Commercial Plumbing and Heating					
		4228		OLDN			BP
				E 01 005 810 000 000 401	materials	\$168.00	
				E 01 005 810 000 000 350	labor	\$200.00	
PO#:		Voucher #:	9934	Invoice	Invoice No: WO-00082937	12/29/2023	Paid Amt: \$368.00
							Check Amount: \$368.00
							Vendor Total: \$368.00
1053		Core Knowledge Foundation					
		4228		OLDN			BP
				E 01 010 203 000 000 460	Elementary Textbooks/Workbooks	\$1,371.18	
PO#:		Voucher #:	9932	Invoice	Invoice No: INV98837	12/29/2023	Paid Amt: \$1,371.18
							Check Amount: \$1,371.18
							Vendor Total: \$1,371.18
1026		Dell Marketing L.P.					
		4228		OLDN			BP
				E 01 005 108 000 000 455	Dell Latitude teacher laptops (3)	\$2,234.55	
PO#:		Voucher #:	9915	Invoice	Invoice No: 10716474100	12/29/2023	Paid Amt: \$2,234.55
							Check Amount: \$2,234.55
							Vendor Total: \$2,234.55
1555		DHH Consulting LLC					
		4228		OLDN			BP
				E 01 010 405 000 740 394	DHH Services: 13.5 hrs@ \$96/hr	\$1,296.00	
PO#:		Voucher #:	9877	Invoice	Invoice No: 1260	12/18/2023	Paid Amt: \$1,296.00
							Check Amount: \$1,296.00
							Vendor Total: \$1,296.00
1702		Emerald Lawn & Landscaping Inc					
		4228		OLDN			BP
				E 01 005 810 000 000 350	FY24 Lawn Services	\$1,495.00	
PO#:		Voucher #:	9879	Invoice	Invoice No: 12949	12/18/2023	Paid Amt: \$1,495.00
							Check Amount: \$1,495.00
							Vendor Total: \$1,495.00
1508		First Bankcard					
		4228		OLDN			Wire
				E 01 005 810 000 000 320	11/14/23-HumbleFax-Fax service-11/14-12/14/	\$10.00	
				E 01 005 810 000 000 320	11/20/23-Tmobile-Cell phone-ED & Cell for VO	\$140.00	
				E 01 005 107 000 000 305	12/01/23-Indeed-Job Postings-November	\$348.47	
				E 01 005 110 000 000 490	11/29/23-Panera Bread-Working lunch-VOA sit	\$25.53	
				E 01 005 110 000 000 490	12/06/23-Costco-Soup-dinner for teachers-Enr	\$106.42	
				E 01 005 110 000 000 490	12/06/23-Cub Foods-Salad, butter-dinner for te	\$27.79	

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		12/06/23-Sams Club-Baguettes-dinner for teac	\$23.92	
				E 01	005 110 000 000	490		12/06/23-Papa John's-Dinner for Student Parlii	\$90.11	
				E 01	005 110 000 000	329		11/28/23-USPS-Postage stamps	\$198.00	
				E 01	005 110 000 000	401		11/21/23-WalMart-Envelopes-Enrollment Show	\$5.48	
				E 01	005 110 000 000	401		12/06/23-Cub Foods-Spoons-dinner for teache	\$7.35	
				E 01	005 810 000 000	305		11/10/23-Two Men and a Truck-Pick up & deliv	\$625.00	
				E 01	005 810 000 000	401		11/20/23-The Home Depot-P-trap & extension-	\$56.67	
				E 01	005 810 000 000	401		11/25/23-The Home Depot-Plumbing & mainte	\$57.80	
				E 01	005 810 000 000	401		11/28/23-The Home Depot-Return plumbers pl	(\$4.68)	
				E 01	005 110 000 000	490		12/06/23-Sams Club-Board meeting refreshme	\$51.30	
				E 01	010 203 000 000	369		12/05/23-Triple Shift Entmt-Bowling fieldtrip-Gr	\$326.25	
				E 01	010 203 000 000	369		12/05/23-Triple Shift Entmt-Bowling fieldtrip-Gr	\$543.75	
				E 01	010 203 000 000	430		11/19/23-WalMart-Lab supplies-MS Science	\$17.96	
				E 01	010 203 000 000	430		11/20/23-Sams Club-Roll plastic wrap	\$18.88	
				E 01	010 203 000 000	430		12/01/23-WalMart-Celery stalks (2)-Gr 4	\$1.96	
				E 01	010 203 000 000	430		12/01/23-WalMart-Shaving cream (10)-Gr 2	\$15.20	
				E 01	010 203 000 000	430		12/01/23-TeachersPayTeachers-Reading comp	\$9.00	
				E 01	010 203 000 000	430		12/01/23-Sams Club-Classroom supplies-9 oz	\$12.48	
				E 01	010 203 000 000	430		12/06/23-Sams Club-Classroom supplies-plate	\$35.86	
				E 01	010 203 000 000	401		11/13/23-Ikea-Classroom stools (6)	\$28.44	
				E 01	010 203 000 000	401		11/21/23-WalMart-Dawn dishwashing soap-Art	\$9.94	
				E 01	010 203 000 000	401		11/16/23-WalMart-Disposable foam bowls (10C	\$6.34	
				E 01	010 203 000 000	401		11/21/23-WalMart-Dawn dishwashing soap	\$9.94	
				E 01	010 203 000 000	401		11/21/23-WalMart-Vinegar for cleaning	\$7.48	
				E 01	010 203 000 000	401		11/16/23-Aldi-Give to the Max prizes-whipped	\$16.74	
				E 01	010 203 000 000	401		11/21/23-Cub Foods-Give to the Max prizes-lar	\$5.19	
				E 01	010 203 000 000	401		11/21/23-Cub Foods-Give to the Max prizes-ice	\$43.43	
				E 01	010 203 000 000	401		11/21/23-WalMart-Give to the Max prizes-root l	\$23.24	
				E 01	010 201 000 000	401		11/13/23-Ikea-Classroom stools (1)	\$4.74	
				E 01	005 107 000 000	401		12/01/23-Sams Club-Waters-Enrollment Show	\$13.98	
				E 01	005 107 000 000	401		12/06/23-Sams Club-Cookies-Enrollment Show	\$39.96	
				E 01	005 107 000 000	401		11/20/23-Office Max/Depot-Cardstock-Enrollm	\$30.79	
				E 01	005 107 000 000	401		11/20/23-Hobby Lobby-Envelopes & cardstock	\$39.96	
				E 01	005 107 000 000	401		11/21/23-WalMart-Envelopes & cardstock-Enrc	\$18.06	
				E 01	005 107 000 000	401		11/21/23-Office Max/Depot-Return cardstock-E	(\$30.79)	
				E 01	005 107 000 000	401		11/27/23-Hobby Lobby-Return envelopes & ca	(\$39.96)	
				E 01	005 107 000 000	401		12/01/23-Sams Club-Napkins-Enrollment Show	\$35.92	

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 01 005 107 000 000 401	12/01/23-Party City-Balloons-Enrollment Show	\$132.43	
				E 01 005 107 000 000 401	12/04/23-Office Max/Depot-Poster-Gr 9 Enrollr	\$28.49	
PO#:		Voucher #:		9936 Invoice	Invoice No: 12.21.23	12/21/2023	Paid Amt: \$3,174.82
							Check Amount: \$3,174.82
							Vendor Total: \$3,174.82
1643		Gray Line Minnesota					
		4228		OLDN			BP
				E 01 005 760 000 733 360	JA BizTown fieldtrip busing Gr 5	\$1,288.10	
PO#:		Voucher #:		9897 Invoice	Invoice No: 86603	12/18/2023	Paid Amt: \$1,288.10
							Check Amount: \$1,288.10
							Vendor Total: \$1,288.10
1064		HealthPartners - Group					
		4228		OLDN			Wire
				B 01 215 010	Health Ins	\$27,342.23	
PO#:		Voucher #:		9911 Invoice	Invoice No: 12.19.23	12/31/2023	Paid Amt: \$27,342.23
							Check Amount: \$27,342.23
							Vendor Total: \$27,342.23
1054		Integrative Therapy, LLC.					
		4228		OLDN			BP
				E 01 010 420 000 740 394	OT 21.33 hrs @ \$90/hr	\$1,919.70	
				E 01 010 420 000 740 394	COTA Services 25 hrs @\$74/hr	\$1,850.00	
PO#:		Voucher #:		9887 Invoice	Invoice No: 4445	12/18/2023	Paid Amt: \$3,769.70
							Check Amount: \$3,769.70
		4228		OLDN			BP
				E 01 010 420 000 740 394	COTA Services 28.08 hrs @\$74/hr	\$2,078.42	
				E 01 010 420 000 740 394	OT 26.92 hrs @ \$90/hr	\$2,422.50	
PO#:		Voucher #:		9926 Invoice	Invoice No: 4484	12/29/2023	Paid Amt: \$4,500.92
							Check Amount: \$4,500.92
							Vendor Total: \$8,270.62
1003		Internal Revenue Service					
		4228		OLDN			Wire
				B 01 215 002	Federal Withholding	\$12,119.57	
				B 01 215 005	FICA	\$27,228.54	
PO#:		Voucher #:		9865 Invoice	Invoice No: S2024110	12/15/2023	Paid Amt: \$39,348.11
							Check Amount: \$39,348.11
		4228		OLDN			Wire
				B 01 215 002	Federal Withholding	\$13,260.02	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1003		Internal Revenue Service							
		4228		OLDN			Wire		
				B 01	215 005	FICA		\$28,192.30	
PO#:		Voucher #:		9906	Invoice	Invoice No: S2024120	12/31/2023	Paid Amt:	\$41,452.32
								Check Amount:	\$41,452.32
								Vendor Total:	\$80,800.43
1150		JR Computer Associates							
		4228		OLDN			BP		
				E 01	005 605 000 000 315	FY24 Monthly Contract Services: Dec 2023		\$1,200.00	
PO#:		Voucher #:		9902	Invoice	Invoice No: R20231664	12/18/2023	Paid Amt:	\$1,200.00
								Check Amount:	\$1,200.00
								Vendor Total:	\$1,200.00
1240		Keys to Communication							
		4228		OLDN			BP		
				E 01	010 401 000 740 394	19 hrs @\$45/hr Mileage		\$855.00	
				E 01	010 401 000 740 394	Pam Speech services 135.25 hrs @ \$90/hr		\$12,172.50	
PO#:		Voucher #:		9900	Invoice	Invoice No: 9201860	12/18/2023	Paid Amt:	\$13,027.50
								Check Amount:	\$13,027.50
								Vendor Total:	\$13,027.50
1736		M&B Services inc							
		4228		OLDN			BP		
				E 01	005 810 000 000 350	Repair damaged manhole casting, patch road		\$5,800.00	
PO#:		Voucher #:		9878	Invoice	Invoice No: 1292	12/18/2023	Paid Amt:	\$5,800.00
								Check Amount:	\$5,800.00
								Vendor Total:	\$5,800.00
1590		Mallory P Kaster							
		4228		OLDN			BP		
				E 01	010 420 000 419 490	FY24 Reimb: Dinner at SPED training		\$72.19	
PO#:		Voucher #:		9832	Invoice	Invoice No: 11.13.23	12/4/2023	Paid Amt:	\$72.19
								Check Amount:	\$72.19
								Vendor Total:	\$72.19
1515		Minnesota Coaches Inc							
		4228		OLDN			BP		
				E 01	005 760 000 723 360	FY24 SPED Busing Nov Route #22		\$6,490.40	
PO#:		Voucher #:		9898	Invoice	Invoice No: 88559	12/18/2023	Paid Amt:	\$6,490.40
								Check Amount:	\$6,490.40
								Vendor Total:	\$6,490.40

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type			
1004		MN Department of Revenue Service								
		4228		OLDN			Wire			
				B	01 215 003	MN Withholding		\$6,290.44		
PO#:		Voucher #:	9867	Invoice	Invoice No: S2024110	12/15/2023	Paid Amt:	\$6,290.44		
							Check Amount:	\$6,290.44		
		4228		OLDN			Wire			
				B	01 215 003	MN Withholding		\$6,812.55		
PO#:		Voucher #:	9908	Invoice	Invoice No: S2024120	12/31/2023	Paid Amt:	\$6,812.55		
							Check Amount:	\$6,812.55		
		Vendor Total:							\$13,102.99	
1462		Monarch Bus Service Inc								
		4228		OLDN			BP			
				E	01 005 760 000 733 360	MN Zoo fieldtrip busing Gr 2		\$941.78		
PO#:		Voucher #:	9899	Invoice	Invoice No: 88575	12/18/2023	Paid Amt:	\$941.78		
							Check Amount:	\$941.78		
		4228		OLDN			BP			
				E	01 005 760 000 720 360	Busing Contract 5/10		\$66,880.44		
PO#:		Voucher #:	9892	Invoice	Invoice No: 84136	12/18/2023	Paid Amt:	\$66,880.44		
							Check Amount:	\$66,880.44		
		Vendor Total:							\$67,822.22	
1313		Nancy Baumann								
		4228		OLDN			BP			
				E	01 005 110 000 000 320	FY24 Reimb: sipstation VOIP 7.28-11.27.23		\$324.11		
PO#:		Voucher #:	9875	Invoice	Invoice No: 12/11/2023	12/18/2023	Paid Amt:	\$324.11		
							Check Amount:	\$324.11		
		Vendor Total:							\$324.11	
1639		Navigate Care Consulting								
		4228		OLDN			BP			
				E	01 010 420 000 740 394	SPED offsite 3.5 hrs @ \$90/hr		\$315.00		
				E	01 010 720 000 000 305	GenEd Nursing off site 1 hr @ \$90/hr		\$90.00		
PO#:		Voucher #:	9890	Invoice	Invoice No: 6073	12/18/2023	Paid Amt:	\$405.00		
							Check Amount:	\$405.00		
		4228		OLDN			BP			
				E	01 010 720 000 000 305	GenEd Nursing off site 7.75 hr @ \$90/hr		\$697.50		
				E	01 010 420 000 740 394	SPED offsite 1.75 hrs @ \$90/hr		\$157.50		
PO#:		Voucher #:	9929	Invoice	Invoice No: 6121	12/29/2023	Paid Amt:	\$855.00		
							Check Amount:	\$855.00		
		Vendor Total:							\$1,260.00	

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			BP
				E 01 005 810 000 000 330	Trash Services	\$1,233.14	
PO#:		Voucher #:	9889	Invoice	Invoice No: 532017	12/18/2023	Paid Amt: \$1,233.14
							Check Amount: \$1,233.14
							Vendor Total: \$1,233.14
1441		Old National	4228	OLDN			Wire
				E 01 005 112 000 000 305	service fees	\$537.38	
PO#:		Voucher #:	9873	Invoice	Invoice No: 12.15.23	12/19/2023	Paid Amt: \$537.38
							Check Amount: \$537.38
							Vendor Total: \$537.38
1001		Public Employee Retirement Association	4228	OLDN			Wire
				B 01 215 007	PERA	\$6,307.83	
PO#:		Voucher #:	9866	Invoice	Invoice No: S2024110	12/15/2023	Paid Amt: \$6,307.83
							Check Amount: \$6,307.83
							Vendor Total: \$6,307.83
							Wire
				B 01 215 007	PERA	\$6,268.91	
PO#:		Voucher #:	9907	Invoice	Invoice No: S2024120	12/31/2023	Paid Amt: \$6,268.91
							Check Amount: \$6,268.91
							Vendor Total: \$12,576.74
1233		Reno Mothes	4228	OLDN			BP
				E 01 010 404 000 740 394	DAPE services: 11/2-11/30/23 13.5 hrs @ \$90	\$1,215.00	
PO#:		Voucher #:	9903	Invoice	Invoice No: WLA-0076	12/18/2023	Paid Amt: \$1,215.00
							Check Amount: \$1,215.00
							Vendor Total: \$1,215.00
1644		Robemy Cleaning Services LLC	4228	OLDN			BP
				E 01 005 810 000 000 305	Nov Cleaning Services	\$9,500.00	
PO#:		Voucher #:	9904	Invoice	Invoice No: WLA-28	12/18/2023	Paid Amt: \$9,500.00
							Check Amount: \$9,500.00
							BP
				E 01 005 810 000 000 305	Dec Cleaning Services	\$8,500.00	
PO#:		Voucher #:	9933	Invoice	Invoice No: WLA-29	12/29/2023	Paid Amt: \$8,500.00
							Check Amount: \$8,500.00
							Vendor Total: \$18,000.00

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1246		Sentient Healthcare					
			4228	OLDN			BP
				E 01 010 405 000 740 394	Audiology: 1.25 hrs @ \$110/hr	\$137.50	
				E 01 010 405 000 740 394	FM component - Audio adapters (2)	\$20.00	
PO#:		Voucher #:	9876	Invoice	Invoice No: 125814	12/18/2023	Paid Amt: \$157.50
							Check Amount: \$157.50
							Vendor Total: \$157.50
1241		Sheila Merzer					
			4228	OLDN			BP
				E 01 010 411 000 740 394	Sheila Merzer, ASD, 2.2.5 hrs @ \$125/hr	\$281.25	
PO#:		Voucher #:	9885	Invoice	Invoice No: 24080	12/18/2023	Paid Amt: \$281.25
							Check Amount: \$281.25
							Vendor Total: \$281.25
			4228	OLDN			BP
				E 01 010 411 000 740 394	Sheila Merzer, ASD, 2.2. hrs @ \$125/hr	\$281.25	
PO#:		Voucher #:	9886	Invoice	Invoice No: 24093	12/18/2023	Paid Amt: \$281.25
							Check Amount: \$281.25
							Vendor Total: \$281.25
			4228	OLDN			BP
				E 01 010 411 000 740 394	Sheila Merzer, ASD, 2.75 hrs @ \$125/hr	\$343.75	
PO#:		Voucher #:	9924	Invoice	Invoice No: 24106	12/29/2023	Paid Amt: \$343.75
							Check Amount: \$343.75
							Vendor Total: \$906.25
1710		St. Cloud Refrigeration Inc					
			4228	OLDN			BP
				E 01 005 810 000 000 350	Maintenace service contract-Dec	\$1,665.00	
PO#:		Voucher #:	9901	Invoice	Invoice No: C009767	12/18/2023	Paid Amt: \$1,665.00
							Check Amount: \$1,665.00
							Vendor Total: \$1,665.00
1742		Summit Fire Protection					
			4228	OLDN			BP
				E 01 005 810 000 000 305	Annual fire alarm monitoring 11/2023-10/2024	\$488.00	
PO#:		Voucher #:	9922	Invoice	Invoice No: 130095161	12/29/2023	Paid Amt: \$488.00
							Check Amount: \$488.00
							Vendor Total: \$488.00
1098		Teachers on Call					
			4228	OLDN			BP
				E 01 010 203 000 000 305	Jennifer Archibald, 1 days @ \$255.75/day	\$255.75	
PO#:		Voucher #:	9881	Invoice	Invoice No: 151835	12/18/2023	Paid Amt: \$255.75
							Check Amount: \$255.75
							Vendor Total: \$255.75

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1098		Teachers on Call							
		4228		OLDN			BP		
				E 01 010 203 000 000 305	Jennifer Archibald, 1 days @ \$255.75/day	\$511.50			
PO#:		Voucher #:		9882 Invoice	Invoice No: 152092	12/18/2023	Paid Amt:	\$511.50	
							Check Amount:	\$511.50	
							Vendor Total:	\$767.25	
1002		Teachers Retirement Association							
		4228		OLDN			Wire		
				B 01 215 006	TRA	\$22,950.61			
PO#:		Voucher #:		9868 Invoice	Invoice No: S2024110	12/15/2023	Paid Amt:	\$22,950.61	
							Check Amount:	\$22,950.61	
							Vendor Total:	\$47,185.32	
		4228		OLDN			Wire		
				B 01 215 006	TRA	\$24,234.71			
PO#:		Voucher #:		9909 Invoice	Invoice No: S2024120	12/31/2023	Paid Amt:	\$24,234.71	
							Check Amount:	\$24,234.71	
							Vendor Total:	\$47,185.32	
1480		The Cincinnati Insurance Companies							
		4228		OLDN			BP		
				E 01 005 940 000 000 340	FY24 Acct#1000436769 School Leaders Liabil	\$2,886.00			
PO#:		Voucher #:		9919 Invoice	Invoice No: 12/26/2023	12/29/2023	Paid Amt:	\$2,886.00	
							Check Amount:	\$2,886.00	
							Vendor Total:	\$2,886.00	
1029		The Home Depot							
		4228		OLDN			BP		
				E 01 005 810 000 000 401	Janitorial supplies	\$5.61			
PO#:		Voucher #:		9891 Invoice	Invoice No: 776263311	12/18/2023	Paid Amt:	\$5.61	
							Check Amount:	\$5.61	
							Vendor Total:	\$5.61	
		4228		OLDN			BP		
				E 01 005 810 000 000 401	Janitorial supplies	\$2,589.69			
PO#:		Voucher #:		9930 Invoice	Invoice No: 778611756	12/29/2023	Paid Amt:	\$2,589.69	
							Check Amount:	\$2,589.69	
							Vendor Total:	\$2,595.30	
1739		The Master Teacher							
		4228		OLDN			BP		
				E 01 010 420 640 419 366	Paraeducator online training 12/13/23-12/13/24	\$518.00			
PO#:		Voucher #:		9916 Invoice	Invoice No: 116800136	12/29/2023	Paid Amt:	\$518.00	
							Check Amount:	\$518.00	
							Vendor Total:	\$518.00	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1302		Toshiba Financial Services					
		4228		OLDN			BP
				E 01 005 112 000 000 305	late fee	\$57.88	
				E 01 010 605 000 000 560	Copier	\$583.75	
PO#:		Voucher #:	9888	Invoice	Invoice No: 5027536507	12/18/2023	Paid Amt: \$641.63
							Check Amount: \$641.63
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		4228		OLDN			BP
				E 01 010 605 000 000 560	Copier	\$641.63	
				E 01 010 605 000 000 401	overages	\$2,655.19	
PO#:		Voucher #:	9928	Invoice	Invoice No: 5027947343	12/29/2023	Paid Amt: \$3,296.82
							Check Amount: \$3,296.82
							Vendor Total: \$3,938.45
<hr/>							
1703		Towanna Napier					
		4228		OLDN	6212		Check
				E 01 005 760 000 720 360	Student Transportation	\$613.08	
PO#:		Voucher #:	9870	Invoice	Invoice No: 12.18.23	12/18/2023	Paid Amt: \$613.08
							Check Amount: \$613.08
							Vendor Total: \$613.08
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1635		USBank					
		4228		OLDN			Wire
				E 01 005 850 000 348 570	Rent	\$104,477.08	
PO#:		Voucher #:	9874	Invoice	Invoice No: 12.5.23	12/19/2023	Paid Amt: \$104,477.08
							Check Amount: \$104,477.08
							Vendor Total: \$104,477.08
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1417		VOYA					
		4228		OLDN			Wire
				B 01 215 011	TSA	\$239.90	
PO#:		Voucher #:	9869	Invoice	Invoice No: S2024110	12/15/2023	Paid Amt: \$239.90
							Check Amount: \$239.90
<hr/>							
		4228		OLDN			Wire
				B 01 215 011	TSA	\$239.90	
PO#:		Voucher #:	9910	Invoice	Invoice No: S2024120	12/31/2023	Paid Amt: \$239.90
							Check Amount: \$239.90
							Vendor Total: \$479.80
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1632		Xcel Energy					
		4228		OLDN			Wire
				E 01 005 810 000 000 330	Electric	\$2,678.01	
PO#:		Voucher #:	9912	Invoice	Invoice No: 856817884	12/31/2023	Paid Amt: \$2,678.01
							Check Amount: \$2,678.01

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	\$4,243.99		
PO#:		Voucher #:		9913	Invoice	Invoice No: 856828752	12/31/2023	Paid Amt: \$4,243.99
							Check Amount: \$4,243.99	
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			4228	OLDN			Wire	
				E 01 005 810 000 000 330	Electric	\$5,692.35		
PO#:		Voucher #:		9914	Invoice	Invoice No: 856834326	12/31/2023	Paid Amt: \$5,692.35
							Check Amount: \$5,692.35	
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							Vendor Total: \$12,614.35	
1737		Zayo Group LLC						
			4228	OLDN			BP	
				E 01 005 810 000 000 320	Telecommunications service 11/29-12/31/23	\$1,049.54		
PO#:		Voucher #:		9883	Invoice	Invoice No: 2.02312E+12	12/18/2023	Paid Amt: \$1,049.54
							Check Amount: \$1,049.54	
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							Vendor Total: \$1,049.54	
							Report Total: \$516,273.57	

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
1970	4228	OLDN	CR1223													
Mighty Cause Donations				1991	Credit	A	12/04/23	Check	1	DONATE Donations						
							4228	R	01 005 000 000 000 096	Mighty cause Donations					3,438.28	0.00
Receipt Total:														\$3,438.28	\$0.00	
Deposit Total:														\$3,438.28	\$0.00	
1971	4228	OLDN	CR1223													
Donations				1992	Credit	A	12/11/23	Check	1	DONATE Donations						
							4228	R	01 005 000 000 000 096	mighty cause					2,183.10	0.00
Receipt Total:														\$2,183.10	\$0.00	
Deposit Total:														\$2,183.10	\$0.00	
1972	4228	OLDN	CR1223													
FY24 SERVS				1993	Credit	A	12/07/23	Check	1	M Miscellaneous Customer						
							4228	R	02 005 770 000 701 300	State Lunch					28,508.87	0.00
							4228	R	02 005 770 000 705 300	State Breakfast					11,212.20	0.00
							4228	R	02 005 770 000 701 472	Free/Reduced Lunch					8,112.80	0.00
							4228	R	02 005 770 000 705 476	School Breakfast					5,896.92	0.00
							4228	R	02 005 770 000 701 471	HHFKA Lunch					737.04	0.00
							4228	R	02 005 770 000 701 471	School Lunch-Fed					3,685.20	0.00
Receipt Total:														\$58,153.03	\$0.00	
Deposit Total:														\$58,153.03	\$0.00	
1973	4228	OLDN	CR1223													
FY24 SERVS				1994	Credit	A	12/14/23	Check	1	M Miscellaneous Customer						
							4228	R	02 005 770 000 701 472	Free/Reduced Lunch					8,573.05	0.00
							4228	R	02 005 770 000 705 476	School Breakfast					6,316.18	0.00
							4228	R	02 005 770 000 701 471	HHFKA Lunch					754.48	0.00
							4228	R	02 005 770 000 701 471	School Lunch-Fed					3,772.40	0.00
							4228	R	02 005 770 000 701 300	State Lunch					28,915.17	0.00
							4228	R	02 005 770 000 705 300	State breakfast					11,413.10	0.00
Receipt Total:														\$59,744.38	\$0.00	
Deposit Total:														\$59,744.38	\$0.00	

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1974	4228	OLDN	CR1223														
FY24 IDEAS				1995	Credit	A	12/15/23	Check	1	M							
										Miscellaneous Customer							
							4228	R	01	005	000	000	000	211		FY24 GEn Ed aid	
															272,723.22	0.00	
															Receipt Total:	\$272,723.22	\$0.00
															Deposit Total:	\$272,723.22	\$0.00
1975	4228	OLDN	CR1223														
12.1.23 Deposit				1996	Credit	A	12/01/23	Check	1	M							
										Miscellaneous Customer							
							4228	R	01	005	000	000	000	050		milk sales	
															24.00	0.00	
							4228	R	01	005	000	000	000	621		Planner sales	
															5.00	0.00	
							4228	R	01	005	000	000	000	096		Give to the Max fundraiser	
															1,087.20	0.00	
							4228	B	01	115	001				30.00	0.00	
															Receipt Total:	\$1,146.20	\$0.00
															Deposit Total:	\$1,146.20	\$0.00
1976	4228	OLDN	CR1223														
FY24 Dec Donations				1997	Credit	A	12/26/23	Check	1	M							
										Miscellaneous Customer							
							4228	R	01	005	000	000	000	096		Mighty Cause DONations	
															75.00	0.00	
															Receipt Total:	\$75.00	\$0.00
															Deposit Total:	\$75.00	\$0.00
1977	4228	OLDN	CR1223														
FY24 Dec Interest				1998	Credit	A	12/31/23	Check	1	I							
										Interest							
							4228	R	01	005	000	000	000	092		Interest Earnings	
															8,600.51	0.00	
															Receipt Total:	\$8,600.51	\$0.00
															Deposit Total:	\$8,600.51	\$0.00
1978	4228	OLDN	CR1223														
FY24 IDEAS				1999	Credit	A	12/31/23	Check	1	M							
										Miscellaneous Customer							
							4228	B	01	121	000					FY23 Gen Ed Aid	
															47.80	0.00	
							4228	R	01	005	000	000	000	211		Fy24 Gen Ed aid	
															242,395.22	0.00	
							4228	R	01	005	000	000	312	300		FY24 Literacy Aid	
															12,183.88	0.00	
															Receipt Total:	\$254,626.90	\$0.00
															Deposit Total:	\$254,626.90	\$0.00
															Report Total:	\$660,690.62	\$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
5200	202405	11/30/2023	P	JE	11/2023	11/2023 Health	FY23 JE backwards	B	01	215	010				Health	0.00	806.02
							Terms	B	01	215	010				Health	0.00	1,535.67
							FY23 JE backwards	E	01	010	203	000	000	220	Health Insurance	806.02	0.00
							Terms	E	01	010	256	000	000	220	Health Insurance	1,535.67	0.00
																\$2,341.69	\$2,341.69
5212	202405	11/30/2023	P	JE	Move H	Move HSA to correct 215	Move HSA to correct 215	B	01	215	000				Payroll Deductions	3,511.12	0.00
							Move HSA to correct 215	B	01	215	017				HSA	0.00	3,511.12
																\$3,511.12	\$3,511.12



Meeting: Finance Committee Meeting Agenda/Minutes

Date: Wednesday, Jan 10, 2024 - Cancelled

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 December 2023 - [Dustin J. Reeves](#) , financial statements were reviewed by the committee with no other agenda items.

Housekeeping -

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Wednesday, February 14 @4:30 pm

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

Adjournment @



Meeting: Governance Committee

Date: Thursday, January 11, 2024

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: 6:04pm

Roll Call: Rich Washington, Shelbi Pool, Mike Balint, 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

- Finish review of 500 Series
 - Policy 531 (*From Dec. meeting*) - *OK*
 - Policy 533 – *updated section IV*
 - Policy 541 – *updated section II*
- Student Dress Code Updates – Policy 540 – *Kathy to follow-up with PTO before distributing to stakeholders.*
 - *Uniform Trade-In Incentive Program – (Mike Balint update on potential vendor)*
 - *Mike B. to give update in Feb meeting.*
 - *Phasing out hooded sweatshirts – Need time frame*
 - *Crew Neck/Quarter Zip*
- Policy 902 (*community use of facilities*) – *Revisit in February. Follow-up with Jess.*
- Staff Compensation for outside duties cont. – *Kathy will update employee handbook and communication to staff. Committee agrees with proposed recommendations.*
- Second Readings to BOD
 - *Policy 526 & Policy 538 – Send to BOD for 2nd reading and approval.*
- Additional items (if we have time)
 - *Policy #418 “Drug-Free Workplace, Drug-Free School” – Send updates to BOD for 1st reading.*
 - *Policy #412 “Expense Reimbursement” – Send updates to BOD for 1st reading.*

Future Discussions

- Annual Policy Reviews
- Review of 600 series
- Student Dress Code
- Policy 902 – Community Use of Facilities

Housekeeping

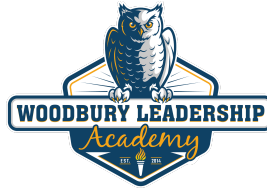
Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: February 8, 2024

Time: 6:00 p.m.

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

Adjournment: 6:57PM



Adopted: May 27th, 2014

Revised: January 11, 2024

Board Approved: February 25, 2021

412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school business expenses that involve initial payment by an employee and qualify for reimbursement from Woodbury Leadership Academy; and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school business expenses to be reimbursed must be approved by the Executive Director.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the reimbursement form and submitted to the Executive Director with receipts attached and must be submitted within the same fiscal year. Reimbursement to employees will be processed within 30 days from submission of reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the state of Minnesota. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of Woodbury Leadership Academy rather than the employee.
 - a. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to Woodbury Leadership Academy, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
- B. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

- C. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- D. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The school director shall develop a schedule of reimbursement rates for school business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The school director shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

1. Reimbursement rates

- a. Meals = \$10.00 for breakfast, \$15.00 for lunch, \$20.00 for dinner
- b. Alcohol is not a reimbursable expense and must not be on any of the meal receipts.
- c. Mileage = WLA uses the IRS rate for mileage and includes the distance traveled from your home or from WLA (whichever is less)
- d. Hotel room additional charges are not reimbursable.
- e. Short- and long-term parking at the airport is considered a personal choice and is not reimbursable.
- f. Taxi or Uber expenses to and from the airport are considered a personal choice and are not reimbursable.

2. Directives

- a. Car rentals will be set-up by the WLA Office Manager who will secure reasonable rates
- b. Airline tickets will be set-up by the WLA Office Manager who will secure reasonable rates
- c. Hotel accommodations will be set-up by the WLA Office Manager who will secure reasonable rates

3. Guidelines

- a. Receipts must be attached to the “Request for Reimbursement” form
- b. Sales tax and tips are not applicable for reimbursement
- c. Reimbursement requests are typically processed within 30 days of turning them in
- d. All reimbursements for the current school year must be submitted prior to June 30
- e. All travel requests (in and out of state) must be pre-approved by the special education coordinator and/or special education director for special education staff members.
 - i. Out of state travel will potentially require additional pre-approval from state and or federal offices
- f. All travel requests (in and out of state) must be pre-approved by the building principal for general education staff members, remedial staff members and/or English Language Learners staff members.
 - i. Out of state travel will potentially require additional pre-approval from

state
and or federal offices



Adopted: June 24th, 2014
Revised: January 11, 2024
Approved: September 28, 2023

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

the influence of alcohol, marijuana, and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of Woodbury Leadership Academy; or during any period of time such employee is supervising students on behalf of Woodbury Leadership Academy or otherwise engaged in school business.

IV. EXCEPTIONS

A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.

B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with Woodbury Leadership Academy's student medication policy.

B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform administration. The employee may be required to provide a copy of the prescription. Staff members will store all medications away from student access.

- a. Needles and other drug use paraphernalia can be kept in classroom areas, but must be kept locked.
- b. Employee medications that need to be refrigerated must be kept in the nurse's office.
- c. Other medications (such as for headaches, hay fever etc) can be kept in classroom areas, but must be kept locked.
- d. Rescue medications such as epi pens, inhalers, and Benadryl (when used in tandem with epi pens) are not required to be locked up in school settings since they need to be quickly accessible.

C. Each employee shall be provided with written notice of this Drug-Free

Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

- D. Employees are subject to Woodbury Leadership Academy 's drug and alcohol testing policies and procedures.
- E. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

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

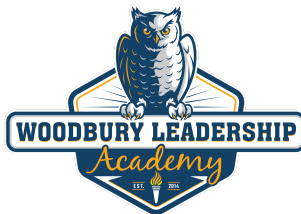
B. Employees

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

- b. Woodbury Leadership Academy's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace

C. The Public

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



Adopted: April 22nd, 2014

526 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of Woodbury Leadership Academy and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor, or other employee of Woodbury Leadership Academy shall plan, direct, encourage, aid, or engage in hazing.

B. No teacher, administrator, volunteer, contractor, or other employee of Woodbury Leadership Academy shall permit, condone, or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. This policy applies to behavior that occurs on or off school property and during and after school hours.

E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

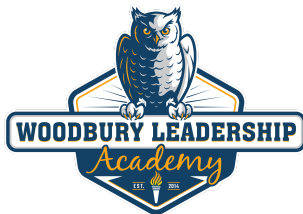
F. Woodbury Leadership Academy will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of Woodbury Leadership Academy who is found to have violated this policy.

III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity



Woodbury Leadership Academy

that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, **Marijuana**, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school policies or regulations.

B. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

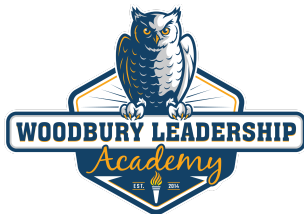
IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school official designated by this policy.

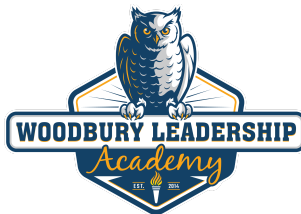
B. The building director, the assistant director, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or Woodbury Leadership Academy human rights officer by the reporting party or complainant.

C. Teachers, administrators, volunteers, contractors, and other employees of Woodbury Leadership Academy shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building report taker immediately. School personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades, or work assignments.



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Woodbury Leadership Academy

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. Woodbury Leadership Academy will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Woodbury Leadership Academy's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of hazing, Woodbury Leadership Academy shall undertake or authorize an investigation by school officials or a third party designated by Woodbury Leadership Academy.

B. Woodbury Leadership Academy may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

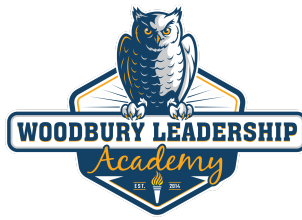
C. Upon completion of the investigation, Woodbury Leadership Academy will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school policies, and regulations.

D. Woodbury Leadership Academy is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of Woodbury Leadership Academy. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

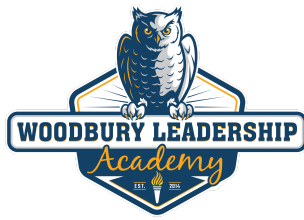
Woodbury Leadership Academy will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of Woodbury Leadership Academy who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VII. DISSEMINATION OF POLICY



A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

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Woodbury Leadership Academy

B. Woodbury Leadership Academy will develop a method of discussing this policy with students and employees.

526-4

WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014
Revised: December 7, 2023

538 ENROLLMENT ADMISSIONS POLICY

I. PURPOSE

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

II. DEFINITIONS

"Enrolled" means that the school has received and reviewed all applicable enrollment paperwork.

"Enrollment Committee" will include at least one (1) board member, one (1) office staff and the identified administrator.

III. GENERAL STATEMENT OF POLICY

A. All applications for the following school year will be available the first business day in December for pickup at the school or on the website at www.wlamn.org.

B. All applications for the early enrollment period must be received by the school by the last business day in January. All applications will be stamped according to date and time received.

C. If there are more applications received than available openings at any one grade level a lottery will take place on the first business day in February.

D. Conditions for Enrollment:

1. Students must be five (5) years old by September 1st of the year in which they start kindergarten.

~~2. Students must be six (6) years old by September 1st of the year to start first grade.~~

2. A person may not be admitted to a charter school as a first-grade student, unless the pupil is at least six years of age on September 1st of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten.

3. Students currently attending WLA do not need to reapply.

4. Families do not need to be Minnesota residents at the time of the application, but must establish a residence in MN at the time of enrollment or attendance.

E. When a vacancy occurs because of a student withdrawal, the school may fill the seat immediately.

1. Any vacancy due to student withdrawal will be offered to the first student on the waitlist.
2. If a student does not accept a position within five business days, the student will forfeit their position on the waitlist, and the current position shall be offered to the next student on the waitlist.
- ~~3. Student Withdrawal: Once a student is enrolled in the school, the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in sections 121A.40 to 121A.56 or misses 15 consecutive school days.~~
3. Student Withdrawal: Minnesota Statutes, section 126C.05, subdivision 8 requires students to be withdrawn after 15 consecutive days absent unless instruction is being provided in the home, e.g., homebound instruction. There are no Executive Orders that allow students to remain on the rolls after reaching 15 consecutive days of absence.

A student can formally withdraw by:

- a. Email notification to Woodbury Leadership Academy
 - b. Completion of a “Student Withdrawal Form” which may be obtained in the business office
 - c. Transcript request from another organization that contains a parent/guardian signature
4. If a deadline is reached or a withdrawal occurs, a new application must be submitted.

F. Woodbury Leadership Academy shall maintain three preference lists, one for those with sibling preference and to a foster child of that pupil’s parents, one for those with staff preference, and one for those with no preference. Sibling preference is based on a currently enrolled student

These waitlists shall be exhausted in priority order:

- a. All students on the sibling preference list and to a foster child of that student's parents are offered a seat prior to any student on the staff preference list.
- b. All students on the staff preference list are offered a seat prior to any student on the general waitlist.
- c. After preference is given to both siblings and staff, the general waitlist will be offered a seat.

G. Students on a current year waitlist will not carry over into a lottery for the upcoming school year. If they have not accepted a seat prior to the next lottery, a new application will need to be submitted.

IV. Conditions and Limits on Extended Absence

- A. The purpose of this section is to define actions taken by WLA in the case of students taking an extended absence.
- B. Parents/guardians must complete an “Extended Absence Request” form and submit to Executive Director in writing. The request should be at least thirty (30) days before the start of the extended absence.

- C. Students may not miss more than the equivalent of twenty (20) consecutive school days within the school year to be eligible for extended absence.
- D. WLA assumes no responsibility for providing student work or materials while on extended absence. A student on an extended absence is still subject to the WLA Promotion and Retention Policy.

“Extended Absence Request” Form

This form must be completed when requesting an extended absence per Woodbury Leadership Academy’s Enrollment Admissions Policy. All requests must be submitted to the Executive Director for review.

1. I acknowledge that I have read WLA’s Enrollment Admissions Policy and will be moving forward with this request.

Parent/Guardian Name

Date

Parent/Guardian Signature

Date

2. For whom are you requesting extended absence?

Student Name

Grade

Student Name

Grade

Student Name

Grade

3. Dates of Requested Absence: _____

4. Purpose of Extended Absence: _____



Approved Not Approved

For Office Use Only

Director Signature _____ **Date of Approval** _____

Notes:

Facilities Meeting 1/09/202

4:34pm

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

Absent: Patrick Vomouth

- Mural is well on its way and looks fantastic. Maybe 2 weeks until completion.
- Check will get cut so sound panels can be ordered. There is a 6-8 week lead time for delivery. Installer (Mad Dog) is on hold for installation. Depending when they arrive they could be installed during spring break. May need to store on stage depending on arrival time.
- Mad Dog will be instructed that wood panels must be used under scissor lift.
- Plaques are on order.
- Tony made a great interactive event for staff and students.
- For the playground project Ben is talking to a 2nd civil engineer for a 2nd bid. The engineer would be looking at utility placement, site planning, landscaping survey, runoff etc.
- The bid will be presented to finance committee in February and to the board at their February meeting.
- An artist in residence with 8th grade students on a movable mural. They will start in the library. (this isn't a facilities project, just a note.

Adjourned 4:60 pm



Amended: 09.26.2017



ByLaws



I PURPOSE

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V. BOARD OF DIRECTORS

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- Section 2. Number, Tenure and Qualifications
- Section 3. Resignation and Removal
- Section 4. Filling Vacancies Special and Emergency Meetings
- Section 5. Training
- Section 6. Regular Meetings Quorum and Adjourned Meeting
- Section 7. Special and Emergency Meetings
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VI. OFFICERS

- Section 1. Number; Election
- Section 2. Vacancies
- Section 3. Board Chair
- Section 4. Secretary
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- Section 7. Management and Administrative Employees
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- Section 1. Right to Cease Operations and Distribute Assets
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IX. INDEMNIFICATION

- Section 1. Indemnification
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X. AMENDMENTS

XI. FINANCIAL MATTERS

- Section 1. Contracts
 - Section 2. Loans and Pledges
-

- Section 3. Authorized Signatures
- Section 4. Deposits
- Section 5. Corporate Seal
- Section 6. Documents Kept at Registered Office
- Section 7. Accounting System and Audit

OFFICIAL BYLAWS of WOODBURY LEADERSHIP ACADEMY

I. PURPOSE

The objects and purposes of the Woodbury Leadership Academy (“WLA” or “School”) are as stated in its Articles of Incorporation. Further, The Board’s purpose is to promote effective education for students with attention in the areas of curriculum, staffing, policy formulation, community involvement, home-to-school communication, budget, and other appropriate matters affecting the wellbeing of the school. The Board’s decisions govern the school and the actions of its employees.

II. DEFINITIONS

A. Article of Incorporation

Also referred to as the certificate of incorporation or the corporate charter, act as a charter to establish the existence of a corporation in the United States, and are filed with the Secretary of State

B. Principal Office

Refers to the school’s address

III. MINNESOTA LAW COMPLIANCE

The governance of WLA will at all times be in accord with the provisions of the Minnesota Charter School Law, all other statutory requirements and in compliance with the Minnesota Open Meeting Law, and Minnesota Government Data Practices Act. The aforementioned statutes and any others that apply to Minnesota Charter Schools shall be available at every Board meeting either in hard copy or electronically. In the event that there are conflicts between the provisions of the Minnesota Charter School Law and the Non-Profit Corporation Act the provisions of the Minnesota Charter School Law shall govern.

IV. OFFICES

The principal office of WLA in the State of Minnesota shall be as set forth in the Articles of Incorporation or in the most recent amendment of the Articles of Incorporation or the statement of the Board of Directors filed with the Minnesota Secretary of State changing the registered office in the manner prescribed by law. WLA may have such other offices within the State of Minnesota as the Board of Directors may determine or as the affairs of WLA may require from time to time.

WLA shall have and continuously maintain a registered office in the State of Minnesota. The registered office may be, but need not be, identical with the principal office in the State of Minnesota.

V. BOARD OF DIRECTORS

Section 1. General Duties

The affairs of WLA shall be managed by its Board of Directors (“Board”), except as limited by the Articles of Incorporation, these Bylaws, Minnesota Charter School Law or other applicable law. The Board shall have the power and authority to do all acts and perform all functions WLA may do or perform.

- A. The Board shall decide and be responsible for policy matters related to the operation of the School, including budgeting, curriculum programming, personnel, and operating procedures. The Board shall adopt a policy on nepotism in employment. The Board shall adopt personnel evaluation policies and practices that, at a minimum:
1. carry out the school's mission and goals;
 2. evaluate the execution of charter contract goals and commitments;
 3. establish a teacher evaluation process; and
 4. provide professional development related to the individual's job responsibilities.

Section 2. Number, Tenure and Qualifications

The Board shall be composed of at least five non-related members and include:

1. at least one licensed teacher employed as a teacher by WLA or providing instruction under contract between WLA and a cooperative;
 2. at least one parent or legal guardian of a student enrolled in WLA who is not an employee of WLA; and
 3. at least one interested community member who resides in Minnesota and is not employed by WLA and does not have a child enrolled in WLA.
- A. A school teacher who is a Board member and who resigns their position at WLA or whose employment is terminated by WLA is ineligible to be a Board member and is removed from the Board as of the date of employment resignation or termination. A teacher employed by WLA who is also a parent of a child enrolled at the school is eligible for a teacher Board member position and is ineligible for a parent Board member position.
- B. A community Board member who, during their Board term, becomes employed by WLA or becomes a parent of a child enrolled at WLA is ineligible to be a community Board member and is removed from the Board as of the date of such employment or enrollment.
- C. A parent Board member who has unenrolled all of their children from WLA during such Board member's term is ineligible to be a parent Board member and is removed from the Board as of the date of such withdrawal.

The chief financial officer and the executive director of WLA may only serve as ex-officio nonvoting members of the Board. No employees of WLA are allowed to serve on the Board other than teachers under Section 2 (A). Contractors providing facilities, goods, or services to WLA shall not serve on the Board of Directors of WLA. No Board member may vote on any matter that could result in personal financial gain or loss. The Board additionally incorporates the content of statute pertaining to conflict of interest set forth in Minnesota Charter School Law.

WLA will have a governing board that is composed of three (3) community members, three (3) parents, and three (3) teachers, all of whom meet the qualifications in Section 2, items (A), (B) and (C).

Terms of Board members shall be three (3) years, running from July thru June, or until a successor has been elected or appointed, or until a Board member dies, resigns, is removed or the term otherwise expires as provided by the WLA By Laws. Each seat expiring seat will be up for election. New members to the Board shall take their office upon being seated at the first meeting in July, whereupon the member(s) whose term is expiring shall step down.

Section 3. Resignation and Removal

Board members may resign at any time, effective immediately or at a specified later date, by giving written notice to the Board Chair or the Board Secretary. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make the resignation effective. Resignation received verbally during a regular or special Board meeting shall constitute a binding resignation. A Board member may be removed at any time, with cause, by a majority vote.

Section 4. Filling Vacancies

Vacancies on the Board caused by death, disqualification, resignation, disability, removal or such other cause shall be filled by appointment of a new Board member by the affirmative vote of a majority of the remaining Board members, even if less than a quorum. An appointed Board member filling a vacancy shall hold that seat until the original term of the vacant Board member's expiration date. Upon taking the oath of membership, members will receive a copy of the Board of Directors performance expectations, job description, code of ethics and an agreement letter.

Section 5. Training

Every charter school board member shall attend annual training throughout the member's term on the board. All new board members shall attend initial training on the board's role and responsibilities, employment policies and practices, and financial management. A new board member who does not begin the required initial training within six months after being seated and complete that training within 12 months of being seated on the board is automatically ineligible to continue to serve as a board member. The school shall include in its annual report the training attended by each board member during the previous year.

Section 6. Regular Meetings

Regular meetings of the Board shall be held in compliance with Minnesota Open Meeting Law.

Section 7. Special and Emergency Meetings

The Board Chair or upon the written request of three (3) members of the Board, may call special meetings of the Board at any time, for any purpose with a three (3) day notice. Emergency meetings do not require the three (3) day notice. Notice of every special and emergency meeting of the Board shall be held in compliance with Minnesota Open Meeting Law.

Section 8. Quorum

A Board meeting at which at least a majority of the members of the Board present shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 9. Voting

Each member of the Board shall have the power to exercise one (1) vote unless a member has declared a conflict of interest. The affirmative vote of a majority of a quorum of Board members shall constitute a duly authorized action of the Board.

Section 10. Compensation

The Board members of WLA may be reimbursed for reasonable out-of-pocket expenses incurred by them in the execution of the Board member's role as the Board from time to time determines such reimbursements to be directly in furtherance of the purposes and in the best interest of WLA.

Section 11. Presence at Meetings

Board members shall be personally present at any meeting or use alternatives that are permitted by Minnesota Open Meeting Law.

Section 12. Committees of the Board

The Board may, by resolution passed by a majority of the Board, designate, define the authority of, set the number and determine the identity of, members of one or more committees. Committee members may include non-members of the Board. The Board may, by similar vote, designate one or more alternate members of any committee who may replace any absent or disqualified member at any meeting of the committee.

A. Authority of Committees:

Committees shall have authority to consider assigned topics and to make recommendations to the Board. No actions of a committee shall be binding on WLA absent Board ratification of any such recommendations.

B. Procedures for Conducting Meetings:

All committees of WLA shall be conducted in the best interest of WLA. Each committee shall have a charge that identifies purpose, membership, deliverable, accountability and duration, which shall be consistent with the Articles of Incorporation, WLA Bylaws, WLA policies and adhering to the Minnesota Open Meeting Law. Board members may participate in any such meeting but may not vote unless such Board member is a member of the committee.

C. Limitation on authority of committees:

Each committee shall be under the direction and control of the Board and shall keep regular minutes of their proceedings, and all actions of each committee shall be reported to the Board and shall be subject to revision and alteration by the Board. Each committee shall meet as provided by committee charge or by resolution of the Board. Notice of all meetings of any committee shall be given to all members of that committee as determined by the committee, or pursuant to Minnesota Open Meeting Law.

VI. OFFICERS

Section 1. Election

The officers of WLA shall be elected for one (1) year terms by an affirmative vote of a majority of the WLA Board, and shall consist of a Board Chair, Treasurer, Secretary, and such other officers as the Board shall determine from time to time.

Section 2. Vacancies

A vacancy in any officer (e.g. Board Chair, Treasurer and Secretary) of the Board occurring by reason of death, disqualification, resignation or removal shall be filled for the unexpired portion of the term by appointment of a successor by the Board.

Section 3. Board Chair

The Board Chair shall:

- A. act as the chairperson of the Board and exercise the functions of the office of Board Chair;
- B. preside at all meetings of the Board; in case Board Chair is absent, the Secretary will conduct the meeting;
- C. perform such duties that are necessary or incident to the supervision and management of the business and affairs of WLA; which includes working with the Executive Director to complete the Board agenda and the Board packet;
- D. sign and deliver, in the name of WLA, all deeds, mortgages, bonds, contracts or other instruments requiring an officer's signature, unless otherwise directed by the Board;
- E. have the general duties usually vested in the office of the Board Chair; and
- F. will conduct orientation with incoming members upon being elected or appointed.

Section 4. Secretary

The Secretary responsibilities are as follows:

- A. in the absence of the Board Chair, the Secretary shall preside all meetings and act as the chairperson of the Board and exercise the functions of the office of the Board Chair.
 - B. record all proceedings of the Board meetings in a book or electronic device to be kept for that purpose;
 - C. preserve all documents and records belonging to WLA;
 - D. maintain a list of all Board members of WLA in good standing; with updated documents in the Board binder;
-

- E. provide notice of all Board meetings; and
- F. perform such other duties as may be prescribed by the Board or the Board Chair from time to time.

Section 5. Treasurer

The Treasurer shall:

- A. act as the chairperson of the WLA Finance Committee;
- B. make recommendations to the Board; and
- C. keep accurate accounts, in collaboration with business management firm, of all monies of WLA received or distributed.

Section 10. Removal of Officer

Any officer of the Board may be removed at any time, with or without cause, by the vote of a majority of a quorum of the Board at any regular meeting or at a special meeting called for that purpose.

Section 11. Resignation of Officer

Any Board officer may resign their officer position at any time without resigning as a Board member. Such resignation shall be made in writing to the Board Chair or the Secretary of the Board and shall take effect at the time specified therein or, if no time be specified, at the time of its receipt by the Board Chair or Secretary. The acceptance of a resignation shall not be necessary to make it effective.

VI. EMPLOYEES

Section 1. Management and Administrative Employees

WLA may employ such management and administrative employees as from time to time are determined necessary by the Board. Such employees shall be appointed in a manner, have the duties and responsibilities and hold their positions for the time prescribed by the Board.

Section 2. Compensation

Administrative and other employees of WLA may be paid such reasonable compensation, if any, for their services rendered to WLA in such capacity, and may be reimbursed for reasonable out of pocket expenses, as the Board from time to time determines to be directly in furtherance of the purposes and in the best interests of WLA.

Section 3. Bond

The Board of WLA shall from time to time determine which, if any, of the officers, agents or employees of WLA shall be bonded and the amount of each bond.

VII. DISTRIBUTION OF ASSETS

Section 1. Right to Cease Operations and Distribute Assets

By a majority vote of all Board members, the Board may resolve that WLA cease operations and voluntarily dissolve. Such resolution shall set forth the proposed dissolution and direct designated officers of WLA to perform all acts necessary to effect dissolution. Written notice as required by these Bylaws shall be given to all eligible voters as defined by Minnesota Charter School Law stating that the purpose of the Board meeting shall be to vote upon the dissolution of WLA. A resolution to dissolve WLA shall be approved only upon the affirmative vote of a majority of a quorum of Board members of WLA taken at a meeting during which the resolution is considered. If such cessation and distribution is called for, the Board shall set a date for commencement of the distribution.

Section 2. Cessation and Distribution

When cessation of operations and distribution of assets has been called for, the Board and the designated officers shall cause WLA to discontinue its regular business activities and operations as soon as practicable, and shall liquidate and distribute all of WLA's assets to other entities in accordance with Minnesota Non-Profit Corporation Act and in accordance with the Articles of Incorporation. Notice of intent to dissolve shall be filed with the Secretary of State and/or the Minnesota Department of Education as required by law.

VIII. INDEMNIFICATION

Section 1. Indemnification

Each director, officer and employee of WLA, past or present, and each person who serves or may have served at the request of WLA as a director, officer, partner, trustee, employee, representative or agent of another organization or employee benefit plan, and the respective heirs, administrators and executors of such persons, shall be indemnified by WLA in accordance with, and to the fullest extent permitted by, Minnesota Indemnification Statute.. WLA shall not be obligated to indemnify any other person or entity, except to the extent such obligation shall be specifically approved by resolution of the Board. Under Section 1 is and shall be for the sole and exclusive benefit of the individuals designated herein and no individual, firm or entity shall have any rights under VIII, Section 1 by way of assignment, subrogation or otherwise, whether voluntarily, involuntarily or by operation of law.

Section 2. Insurance

WLA may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of WLA, against any liability asserted against and incurred by such person in his or her official capacity, or arising out of his or her status as such, whether or not WLA would have the power to indemnify such person against liability under Minnesota Indemnification Statute the Articles of Incorporation or the WLA Bylaws.

IX. AMENDMENTS

In accordance with the Minnesota Non-Profit Corporation Act the Board members has the power to adopt, amend or repeal the Bylaws is vested in the Board.

However, the Board may amend its governance model, set forth in under V, only in accordance with Minnesota Charter School Law and with a majority vote amongst WLA teachers.

X. FINANCIAL MATTERS

Section 1. Contracts

The Board may authorize any officer or officers, agent or agents of WLA to enter into any contract or execute and deliver any instrument in the name and on behalf of WLA, and any such authority may be general or confined to specific instances. Unless so authorized by the Board or these Bylaws, no officer, agent or employee shall have any power or authority to bind WLA by any contract or engagement, or to pledge its credit or to render it liable peculiarly for any purpose or to any amount.

Section 2. Loans and Pledges

No loans shall be contracted nor pledges or guarantees given on behalf of WLA unless specifically authorized by the Board.

Section 3. Authorized Signatures

All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of WLA shall be signed by such person or persons and in such manner as shall from time to time be determined by the Board or these Bylaws.

Section 4. Deposits

All funds of WLA shall be deposited to the credit of WLA in such banks, trust companies or other depositories as the Board may designate and shall be disbursed under such general rules and regulations as the Board may from time to time determine.

Section 5. Corporate Seal

WLA shall not have a corporate seal.

Section 6. Documents Kept at Registered Office

The Board shall cause to be kept at the registered office of WLA originals or copies of:

- A. records of all proceedings of the Board and all committees;
- B. records of all votes and actions of the Board members;
- C. all financial statements of WLA; and
- D. Articles of Incorporation and Bylaws of WLA and all amendments and restatements thereof.

Section 7. Accounting System and Audit

The Board shall cause to be established and maintained, in accordance with generally accepted accounting principles applied on a consistent basis, an appropriate accounting and financial reporting system for WLA. The Board shall cause the records and books of account of WLA to be audited at least once each fiscal year and at such other times as it may deem necessary or appropriate, and may retain such person or firm for such purposes as it may deem appropriate, to the extent consistent with Minnesota Charter School Law and its Uniform Financial and Accounting Standards (UFARS) and audit references.
