



**Meeting:** Board of Directors Annual Meeting

**Date:** March 28, 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 (Julie Ohs)**

- 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 February 22, 2024 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 February Financials & March Finance Committee Minutes

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

6.5 Governance Committee Report (Rich Washington)

6.5.1 Accept March Governance Committee Minutes.

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

6.6 Facilities Committee Report (Ryan Sheak)



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

7.1 Board Training:

“WLA Special Education” (Paula Krippner, Special Education Director)

7.2 Motion to approve Special Education Contracts

7.3 Uniform Vendor presentation

7.4 Motion to approve sharing the WLA logo with vendor(s)

7.5 Motion to revise school calendar to represent snow day

7.6 Motion to establish a WLA Curriculum Committee

7.7 Motion to ratify HR, Accounts Payable, and Communications position (starts April 1)

7.8 Specify election committee members and timeline for nominations and elections

**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, April 25, 2024

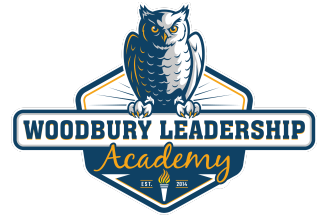
Time: 5:30pm

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

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

Adjournment

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



**Woodbury Leadership Academy  
Board of Directors Regular Meeting Minutes  
February 22, 2024**

**Directors Present:** Mike Balint (took place for Board Chair from 5:30-5:36pm), Julie Ohs, Shelbi Pool (arrived at 5:36pm), Ryan Sheak, Nicole Stevens, Joe Valentine, Patrick Vollmuth

**Directors Absent:** Jolene Skodahl

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

**Advisors Virtual:** Jolene Skordahl (arrived virtually at 5:38pm, did not partake in voting)

**Others in Attendance:** N/A

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

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

**1.1 Meeting Call to Order**

Mr. Balint called the meeting to order at 5:30 PM.

**1.2 Roll Call**

Ms. Schrandt 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. Ohs moved “to approve the February 22, 2024 meeting agenda.” Mr. Sheak seconded. Motion passed unanimously.

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

Ms. Ohs moved “to approve the January 25, 2024 meeting minutes.” Mr. Valentine seconded. Ms. Pool abstained. Motion passed.

**4. Conflict of Interest Declaration**

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



## **5. Public Comment**

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

No comments.

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

### **6.1 Board Report**

Mr. Balint reported that there are a few Board Training items that we will need to cover in the next few months.

### **6.2 Director Report**

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

- Parent/teacher conferences are coming up!
- High school overview of enrollment and facilities. The Board discussed the growth of WLA in the next few years.
- Upcoming events

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

- Ms. Skordahl reviewed the January 2024 Executive Summary in the Board packet, noting the actual ADM is 742. The school currently has 95 days' cash on hand which is well above the requirement. The year is 58.33% complete, revenues are at 59.0% and expenditures disbursed are at 55.2% of the reporting period.
- Ms. Skordahl reviewed the January Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports.

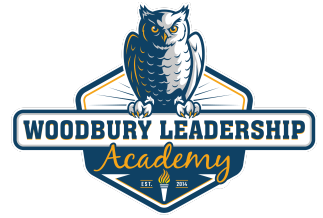
### **6.4 Finance Committee Report**

Ms Skordahl reported that the Finance Committee met on February 14. During this meeting, the committee reviewed financial statements. They also reviewed many contracts to renew which are in the packet.

- **6.4.1. Approve January Financials and February Finance Committee Minutes**  
Ms. Skordahl motioned "to approve January Financial Statements and February Finance Committee Minutes." Ms. Ohs seconded the motion. Ms. Skordahl abstained. Motion passed unanimously.

### **6.5 Governance Committee Report**

Mr. Valentine reported that the Governance Committee met on February 8. During this meeting, there was discussion regarding annual policy reviews, second readings of 412 and 418, and an update on student dress code updates.



- **6.5.1. Accept February Governance Committee Minutes and enter policies 418 and 412 into second reading.**

Mr. Valentine motioned to, “accept February Governance Committee Minutes and enter policies 418 and 412 into second reading.” Mr. Balint seconded the motion. Motion passed unanimously.

## **6.6 Facilities Committee Report**

- Mr. Sheak reported that the facilities committee met on February 13. The sound panels are officially installed in the gym and making a huge difference! The committee chose HGA to engineer the playground contract which looks like it will be a summer project. Remodeling on the first floor in building A is in the beginning stages of preparations - more to come! The committee is thinking of using APEX money to fix and create a soccer field.

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

### **7.1 School Calendar (24-25)**

Ms. Pool moved “to approve the 2024-2025 School Calendar.” Mr. Balint seconded. Motion passed.

### **7.2 Navigate Nurse Services Contract (24-25)**

Ms. Ohs moved “to approve the Navigate Nurse Services Contract.” Mr. Sheak seconded. Motion passed.

### **7.3 Design for Learning Special Education Contract**

Ms. Pool moved “to approve the Design for Learning Special Education Contract.” Mr. Valentine seconded. Motion passed.

### **7.4 HGA Survey Contract**

Ms. Pool moved “to approve the HGA Survey Contract.” Mr. Sheak seconded. Motion passed.

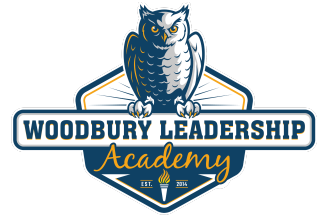
### **7.5 APEX Contract**

Ms. Pool moved “to approve the APEX Contract.” Mr. Valentine seconded. Motion passed.

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

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

- This is the first time WLA will have employees retire, therefore the Board plans to honor Dr. Mortensen and Ms. Baumann.



- Ms. Pool met with Jonas Beugan and Dr. Mortensen about the timeline. Mr. Beugan will be coming to WLA to visit with staff in May.
- Elections are coming up - will need to assemble a committee at the next meeting.
- Next meeting, we will get a first look at the budget for next year.

## **9. Housekeeping**

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

Date: Thursday, March 28, 2024

Time: 5:30pm

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

## **11. Adjournment**

Ms. Ohs motioned “to adjourn tonight’s meeting.” Ms. Pool seconded the motion. Motion passed unanimously. The meeting adjourned at 6:17 PM.

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

**WOODBURY LEADERSHIP ACADEMY**  
**DIRECTOR REPORT**  
**MARCH 28, 2024**

*Dr. Kathleen Mortensen*

**I. Organizational Leadership**

- The Facilities Committee met on March 12<sup>th</sup>
- The Finance Committee met on March 19<sup>th</sup>
- The Governance Committee met on March 14<sup>th</sup>
- As of March 25<sup>th</sup> our ADM is 750
- The current calendar for 2023-2024 will need to be revised to reflect a snow day on March 25<sup>th</sup>

**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.”*
  - Professional Learning Communities (PLCs) are covering assessment data, and reviewing pacing guides
  - March 1<sup>st</sup> was a half day professional development day and staff participated in MCA test training, as well as completing other items
  - Grading day was held on March 11<sup>th</sup>
  - MCA testing begins in mid-April
  - The 9<sup>th</sup> grade launch focus groups and parent meetings continue to occur, all curriculum pieces have been determined which are aligned with state standards, and extra-curricular clubs and sports are being established. (co-ed volleyball, ultimate frisbee, and coed flag football – all will be WLA sports teams and will compete against other schools in a league
  - I would like the board to consider forming a “Curriculum Committee” (CC) where parent and staff members work together to review curriculum. This would be facilitated by the WLA Curriculum Coordinator and include all K-12 curriculum and library resources. I would suggest that the CC begin August 1<sup>st</sup> after new board members have taken their seats, and as WLA administrative staff is back on site.

**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
  - BerganKDV anticipates presenting the 2024-2025 school year budget at the April board meeting. Dustin and I are meeting frequently to attend to details including having met on March 27<sup>th</sup>
  - We met with the bus company on March 11<sup>th</sup> to review the busing contract for the upcoming school year

- o All special education vendor contracts have been reviewed by the Finance Committee and we are fortunate to have the same groups and organizations moving forward with WLA. Some of these vendors have been working with WLA staff and students from the beginning!

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

- We have begun interviewing for positions for the coming school year (licensed, office, and support staff positions) We are anticipating adding positions to meet the needs of continued enrollment growth, as well as preparing for some staff turnover.
- We have re-structured the office positions, posted internally, interviewed and made offers to three candidates. Those positions are as follows:
  - o Human Resources, Accounts Payable, and Communications (replacing NB) -Needs to start as soon as possible in order to transfer files and processes
  - o Registrar, and Operations (restructuring MARSS and Office Manager) This newly structured position will start July 1st
  - o Transportation Coordinator, Food Services Support Coverage, Media (using the current Executive Administrative Assistant to cover this expense) This position will start July 1st

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

- o The final lock-down and fire drills were held on March 18 and 19<sup>th</sup>. (5 of each are required annually) We will hold our annual tornado drill in April (1 is required annually)
- o We took advantage of spring break to do some deep cleaning and disinfecting around the buildings
- o Thank you to Steve Lock and our PTO for continuing to hang Core Knowledge curriculum artwork throughout the building!

#### **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.”*
  - o The 3<sup>rd</sup> grade field trip to the History Center will be re-scheduled
  - o On March 29<sup>th</sup> our 4<sup>th</sup> graders will attend the Children’s Theatre
  - o Parent-Teacher Conferences were held February 29<sup>th</sup> and March 1<sup>st</sup>





Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Financial Report

February 29, 2024

Woodbury Leadership Academy  
Woodbury, MN  
Financial Report  
February 29, 2024

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**Woodbury Leadership Academy  
Woodbury, Minnesota  
February 2024 Financial Report  
Executive Summary**

### Summary of Key Financial Indicators

- \* Average Daily Membership (ADM) Overview –
  - o Original Budget: 754 ADM
  - o Working Budget: 735 ADM
  - o Actual Enrollment: 738 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 \$179,306 at fiscal year-end, which would result in an ending fund balance of \$2,363,619 or 25% 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 1.27. This exceeds the required Maximum Annual Debt Service (MADS) requirement of 1.25.

### Financial Statement Key Points

- \* As of month-end, 66.67% of the year was complete.
- \* Cash Balance as of the reporting period is \$1,390,855 and is down from \$1,476,263 in the previous month due to regular accounts payable processing including bus company payments.
- \* State Aids Receivable 22-23 balance is \$90,388 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 – 66.3% of the working budget.
- \* Expenditures disbursed at end of the reporting period – 63.8% of the working budget.

### Other Items

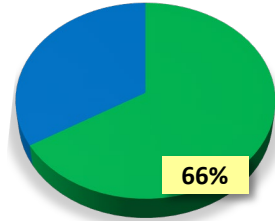
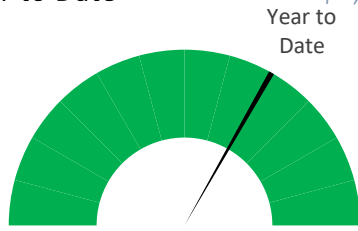
- \* The FY24 Original Budget was approved at the May 2023 Board Meeting.
- \* The FY24 Working Budget reflects updates to legislative updates and staffing changes.
- \* Administration and Creative Planning Business Services (CPBS) staff will be reviewing the working budget to bring to the Board of Directors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

Woodbury Leadership Academy  
Woodbury, MN  
Financial Statements Dashboard  
February 29, 2024

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

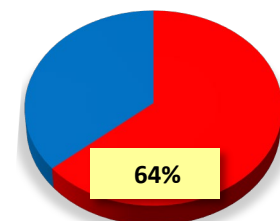
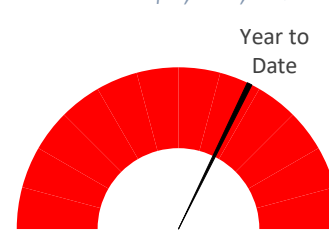
*Resources to Operate Programs (Revenues):*

Approved Budget	\$8,507,521
Working Budget	\$9,627,188
Year to Date	\$6,384,659



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

Approved Budget	\$8,273,951
Working Budget	\$9,436,475
Year to Date	\$6,016,197

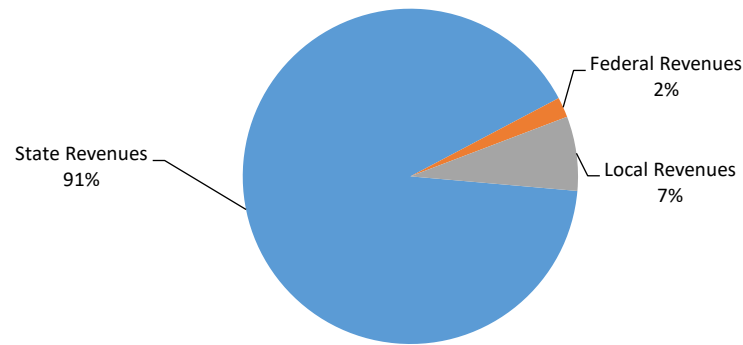


*Excess / Deficit*

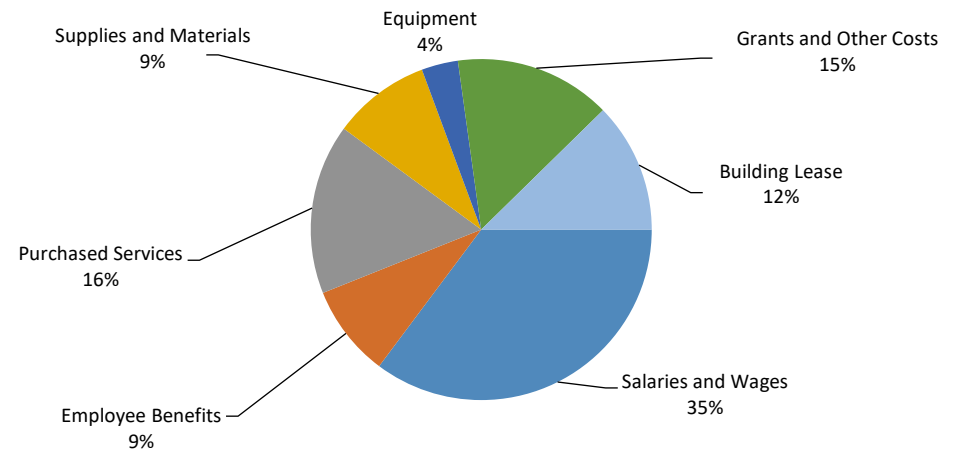
	\$233,570
	\$190,712
	\$368,462

**Budgets for the Year**

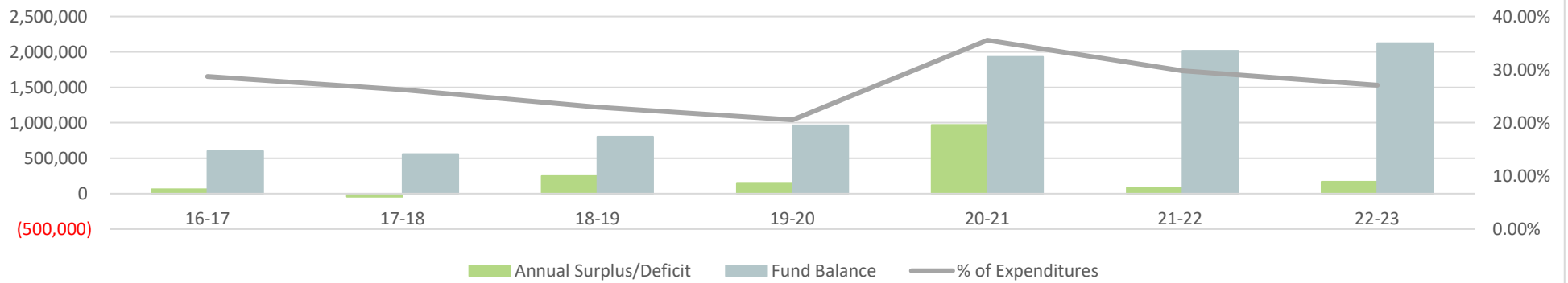
*Where funds will come from to operate the school:*

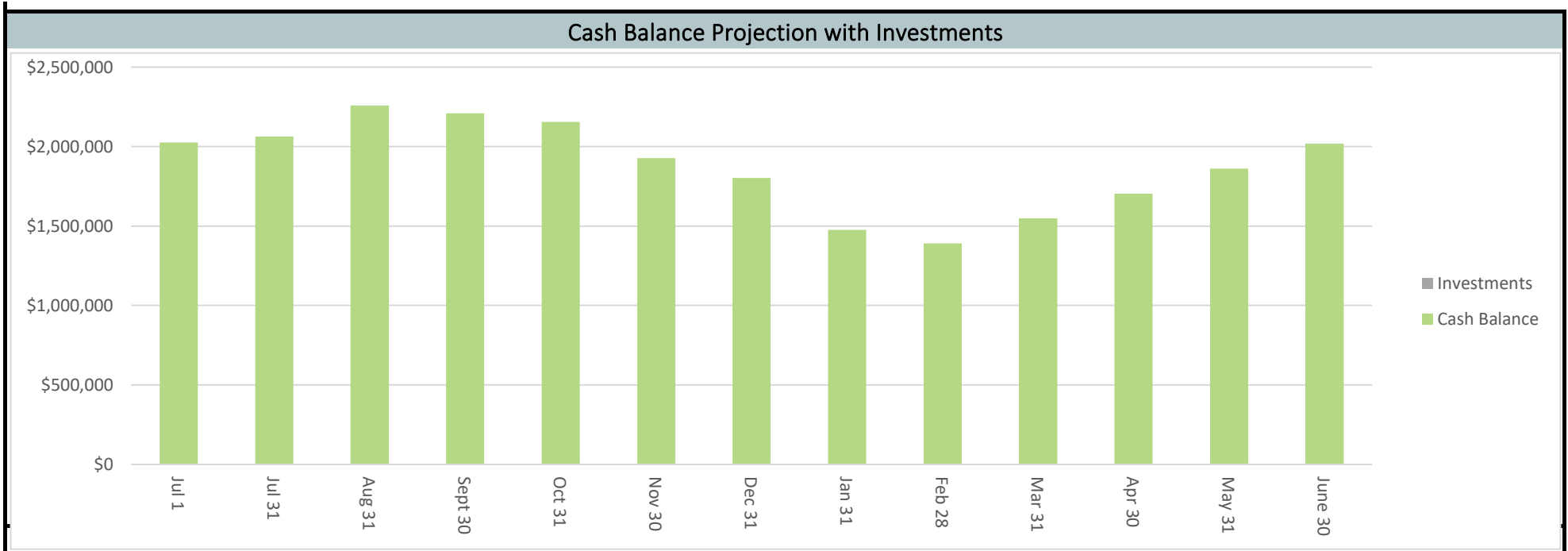
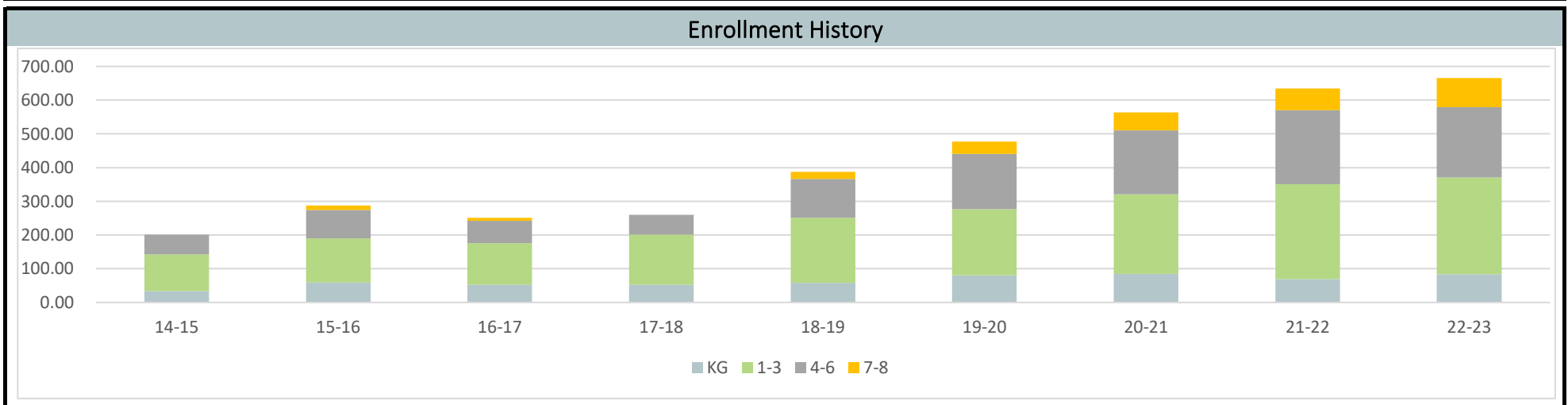
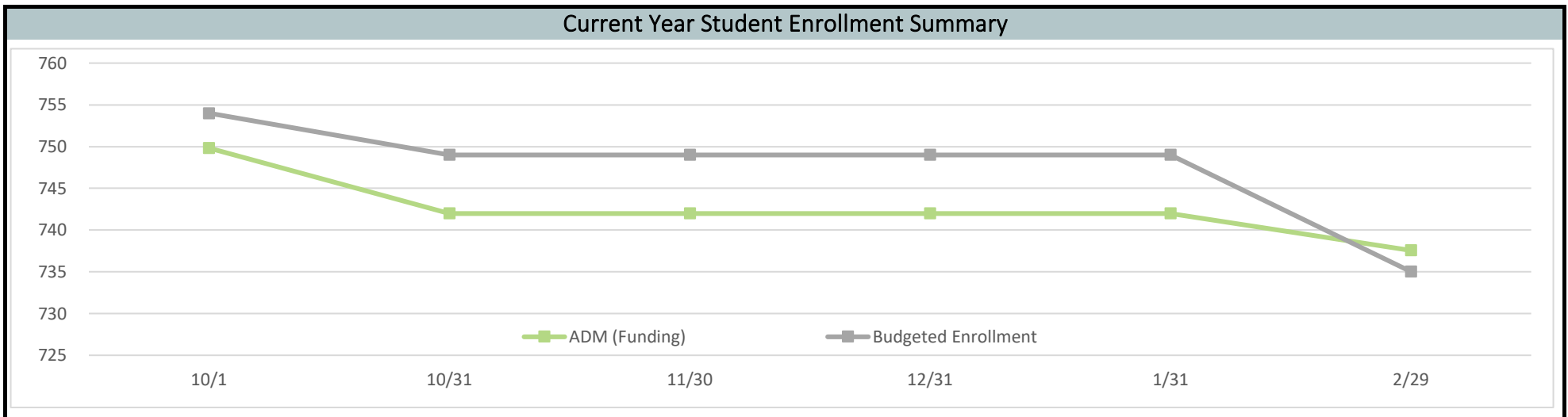
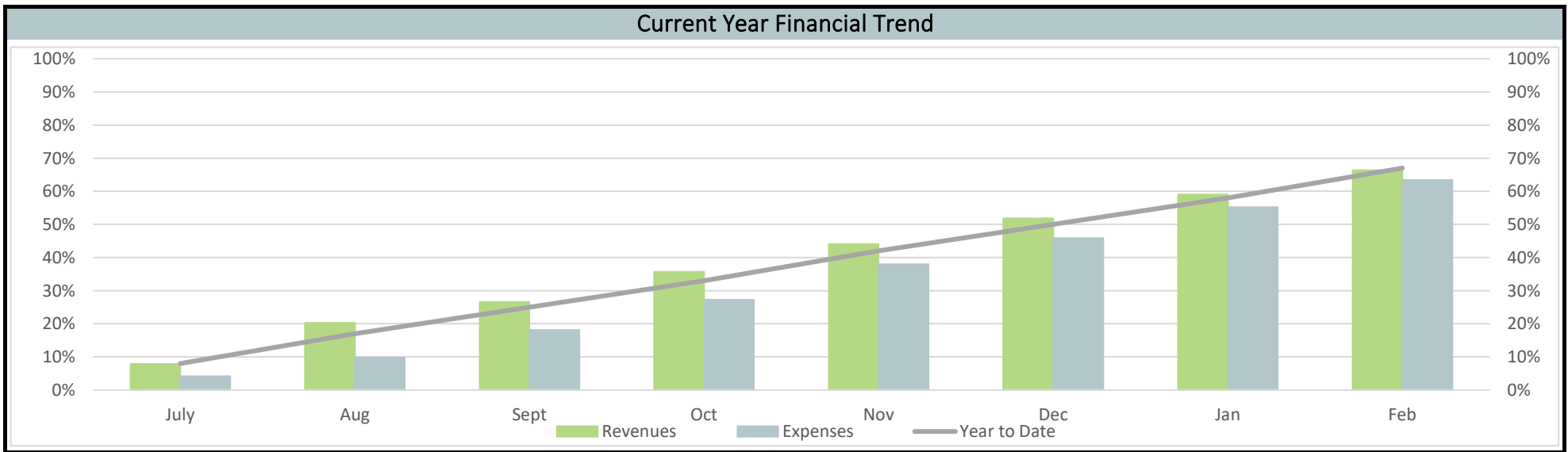


*How the money is budgeted to be spent:*



**Fund Balance History**





Woodbury Leadership Academy  
Woodbury, MN  
Balance Sheet  
February 29, 2024

	Audited Balance June 30, 2023	Ending Balance Feb 29, 2024
<b>Assets</b>		
Cash and Investments	\$ 2,025,315	\$ 1,390,855
Accounts Receivable	20	-
Due from Other Funds	78,130	95,446
State Aids Receivable	399,143	90,388
Current Year State Holdback Receivable		1,082,075
Federal Aids Receivable	297,091	106,576
Prepaid Expenses and Deposits	35,174	8,156
	<u>2,834,874</u>	<u>2,773,495</u>
<b>Total All Assets</b>	<b>\$ 2,834,874</b>	<b>\$ 2,773,495</b>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
Salaries and Wages Payable	\$ 233,391	\$ 159,281
Accounts Payable	230,825	60,031
Payroll Deductions and Contributions (Owed)	186,346	1,410
Total current liabilities	650,562	220,722
Fund balance		
Fund balance 07-01-2022	\$ 2,184,312	\$ 2,184,312
Net income to date fy 22 & 23	-	368,462
Total fund balance	2,184,312	2,552,774
	<u>2,834,874</u>	<u>2,773,495</u>
<b>Total liabilities and fund balance</b>	<b>\$ 2,834,874</b>	<b>\$ 2,773,495</b>
		67
<i>Current Days of cash on hand</i>		
		45
<i>Days Cash on Hand Required</i>		

Woodbury Leadership Academy  
Woodbury, MN  
Statement of Revenues and Expenditures  
February 29, 2024

Months: 8      66.67%

FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 742 ADM 759 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	\$ 5,957,927	\$ 4,066,073	68.3%
Charter School Lease Aid	1,014,145	988,517	-	0.0%
Long Term Facilities Maintenance Aid	101,878	99,303	-	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	1,020,659	265,392	26.0%
Library/Student Support	-	40,000	33,702	84.3%
Estimated State Holdback Amount	-	-	1,082,075	-
Total State Revenues	8,176,721	8,199,678	5,466,452	66.7%

Federal Revenues

Federal Title I, II, V	50,400	49,200	18,445	37.5%
Federal Special Education	84,400	90,919	90,616	99.7%
Federal ESSER III, 161	-	14,141	589	4.2%
Federal ESSER Summer Learning, 163	-	17,606	11,572	65.7%
Federal ESSER III, 169	-	15,420	7,216	46.8%
Total Federal Revenues	134,800	187,285	128,437	68.6%

Local Revenues

Fees from Students	61,200	59,600	19,674	33.0%
Medical Assistance	9,800	9,600	-	0.0%
Interest Earnings	75,000	110,000	67,415	61.3%
Contributions and Gifts, Give to the Max	20,000	20,000	12,572	62.9%
Contributions PTO offset with expense	30,000	30,000	-	0.0%
Miscellaneous Revenues - ERC Credit, Other	-	411,025	411,025	100.0%
Total local revenues	196,000	640,225	512,873	80.1%

<b>Total Revenues</b>	<b>\$ 8,507,521</b>	<b>\$ 9,027,188</b>	<b>\$ 6,107,762</b>	<b>67.7%</b>
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**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Statement of Revenues and Expenditures**  
**February 29, 2024**

Months: 8      66.67%

	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 742 ADM 759 WADM	FY 2024 Actual YTD 750 ADM 767 WADM	Percent of Working Budget
<b>Expenditures</b>				
Salaries and Wages	\$ 2,983,115	\$ 3,243,279	\$ 2,095,534	64.6%
Employee Benefits	797,389	808,328	484,330	59.9%
Contracted Services	321,000	350,000	189,330	54.1%
Technology Services	22,500	16,300	9,744	59.8%
Communication Services	11,000	10,700	8,419	78.7%
Postage	3,800	3,700	1,610	43.5%
Utilities	150,500	171,400	100,500	58.6%
Property and Casualty Insurance	26,900	51,500	51,407	99.8%
Repairs and Maintenance	88,415	94,415	60,067	63.6%
Student Transportation	646,307	668,800	471,202	70.5%
Field Trip Transportation	15,080	14,700	10,848	73.8%
Travel and Conferences	8,800	8,600	5,032	58.5%
Field Trip Admissions	36,700	35,800	19,574	54.7%
Building Lease	1,253,725	1,253,725	835,817	66.7%
Other Rentals and Leases	4,000	7,500	4,984	66.5%
Office Supplies/General Supplies	48,400	55,000	52,782	96.0%
Maintenance Supplies	57,100	44,500	30,490	68.5%
Non-Instructional Software	28,900	28,100	27,029	96.2%
Instructional Software	20,200	25,000	23,378	93.5%
Instructional Supplies	42,100	45,000	34,475	76.6%
Textbooks and Workbooks	77,700	125,000	121,582	97.3%
Standardized Tests	14,000	13,600	8,955	65.9%
Food	28,900	33,800	3,084	9.1%
Building Improvements	205,000	205,000	38,311	18.7%
Furniture and Other Equipment	43,310	43,310	8,395	19.4%
Technology Equipment	58,600	57,200	30,237	52.9%
Principal and Interest - Capital Lease	28,200	16,200	-	0.0%
Dues and Memberships	37,300	37,300	28,662	76.8%
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  
February 29, 2024

			Months: 8	66.67%
	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 742 ADM 759 WADM	FY 2024 Actual YTD 750 ADM 767 WADM	Percent of Working Budget
State Special Education	1,010,410	1,059,633	714,036	67.4%
ADSIS	44,800	44,800	19,088	42.6%
Federal Title I, II, V	50,400	49,200	18,445	37.5%
Federal Special Education	84,400	90,919	90,616	99.7%
Federal ESSER III, 160	-	14,141	589	4.2%
Federal ESSER Summer Learning, 150	-	17,606	11,572	65.7%
Federal ESSER III, 169 Pandemic Enrollment Loss	-	15,420	7,216	46.8%
<b>Total expenditures</b>	<b>\$ 8,268,951</b>	<b>\$ 8,781,475</b>	<b>\$ 5,618,901</b>	<b>64.0%</b>
Permanent Transfers to Other Funds	\$ -	\$ 50,000	\$ -	0.0%
<b>General fund net income</b>	<b>\$ 238,570</b>	<b>\$ 195,712</b>	<b>\$ 488,861</b>	
<b>Food Service Fund - 02</b>				
Revenues				
State/Federal Food Reimbursements	\$ -	\$ 550,000	\$ 276,897	50.3%
Transfer From General Fund	-	50,000	-	0.0%
<b>Total revenues</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ 276,897</b>	<b>46.2%</b>
Expenditures				
Salaries and Wages	\$ -	\$ 80,000	\$ 54,623	68.3%
Employee Benefits	-	15,000	8,922	59.5%
Supplies and Materials, Snacks	-	504,200	332,986	66.0%
Dues and Memberships	-	800	765	95.6%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ 397,296</b>	<b>66.2%</b>
<b>Food Service Fund Net Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (120,399)</b>	
<b>Community Service Fund - 04</b>				
Revenues				
Registration Revenue	\$ -	\$ -	\$ -	-
<b>Total revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Expenditures				
Equipment	5,000	5,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Community Service Fund Net Income</b>	<b>\$ (5,000)</b>	<b>\$ (5,000)</b>	<b>\$ -</b>	

Woodbury Leadership Academy  
Woodbury, MN  
Statement of Revenues and Expenditures  
February 29, 2024

Months: 8      66.67%

	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 742 ADM 759 WADM	FY 2024 Actual YTD 750 ADM 767 WADM	Percent of Working Budget
<b>Total All Funds</b>				
Revenues				
State Revenues	\$ 8,176,721	\$ 8,749,678	\$ 5,743,348	65.6%
Federal Revenues	134,800	187,285	128,437	68.6%
Local Revenues	196,000	690,225	512,873	74.3%
<b>Total Revenues</b>	<b>\$ 8,507,521</b>	<b>\$ 9,627,188</b>	<b>\$ 6,384,659</b>	<b>66.3%</b>
Expenditures				
Salaries and Wages	\$ 2,983,115	\$ 3,323,279	\$ 2,150,157	64.7%
Employee Benefits	797,389	823,328	493,252	59.9%
Purchased Services	2,588,727	2,687,140	1,768,533	65.8%
Supplies and Materials	317,300	874,200	634,760	72.6%
Equipment	340,110	326,710	76,943	23.6%
Grants and Other Costs	1,247,310	1,401,818	892,552	63.7%
<b>Total Expenditures</b>	<b>\$ 8,273,951</b>	<b>\$ 9,436,475</b>	<b>\$ 6,016,197</b>	<b>63.8%</b>
<b>Total Revenues All Funds</b>	<b>\$ 8,507,521</b>	<b>\$ 9,627,188</b>	<b>\$ 6,384,659</b>	<b>66.3%</b>
<b>Total Expenditures All Funds</b>	<b>\$ 8,273,951</b>	<b>\$ 9,436,475</b>	<b>\$ 6,016,197</b>	<b>63.8%</b>
<b>Net Income - All Funds</b>	<b>\$ 233,570</b>	<b>\$ 190,712</b>	<b>\$ 368,462</b>	

Beginning Fund Balance, All Funds, July 1, 2023	\$ 2,184,312	\$ 2,184,312
Projected Fund Balance, All Funds, June 30, 2024	\$ 2,417,882	\$ 2,375,024
Projected Fund Balance Percentage	29%	25%
<i>Debt Service Coverage Ratio - Estimated</i>	131%	127%
<i>Debt Service Coverage Ratio - Required</i>	125%	125%

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

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

Period Ending	Cash Inflows (Revenues)				Total Receipts	Cash Outflows (Expenditures)				Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts	Prior Year State and Federal Holdback		Salaries (Cash flow budgeted at Gross but updated at Net)	Other Expenses Actual Includes Benefits (Tax Payments, PERA, TRA) and AP	Payments made on behalf of the building company	Total Expenses	
									<i>Beginning Balance</i>	<b>\$ 2,025,315</b>
Jul 31	526,783	-	157,158	125,301	809,241	200,604	570,135	-	770,740	2,063,817
Aug 31	527,195	-	271,958	142,638	941,792	212,417	534,632		747,049	2,258,560
Sept 30	553,968	-	11,755	175,585	741,308	257,692	533,540		791,232	2,208,635
Oct 31	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	544,316	10,352	17,148	(9,339)	562,476	249,608	639,399		889,007	1,476,263
Feb 28	597,373	62,988	6,349	15,796	682,506	267,148	500,766		767,914	1,390,855
Mar 31	823,154	16,878	43,296	22,592	905,921	169,737	579,256		748,993	1,547,782
Apr 30	823,154	16,878	43,296	22,592	905,921	169,737	579,256		748,993	1,704,710
May 31	823,154	16,878	43,296	22,592	905,921	169,737	579,256		748,993	1,861,638
June 30	823,154	16,878	43,296	22,592	905,921	169,737	579,256	-	748,993	2,018,565
Projected	7,874,710	168,557	690,225	696,234	9,429,726	2,646,607	6,789,869	-	9,436,475	
Totals	7,874,710	168,557	690,225	696,234	9,429,726	2,646,607	6,789,869		9,436,475	2,018,565

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  
February 29, 2024

305 - Contracted Services Detail	FY24			
	Original Budget	Working Budget	Actual	% spent
Advertising & Marketing	5,164	5,164	2,521	48.8%
Board Related Services, Including New Director Search	3,873	32,073	11,250	35.1%
Financial Management Services	79,200	80,000	47,000	58.8%
Time & Attendance Fees	12,006	12,006	3,960	33.0%
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	5,903	59.0%
Benefit Fees	904	904	480	53.1%
Strategic Planning Consultant	10,328	10,328	-	0.0%
Legal Services	19,365	19,365	10,932	56.4%
Substitutes/Student Services/ESL	19,365	19,365	8,228	42.5%
Nursing	9,295	9,295	3,348	36.0%
Janitorial Services- Robemy Cleaning	104,029	104,029	70,695	68.0%
Other Fees	35,309	26,384	5,890	22.3%
	<b>321,000</b>	<b>350,000</b>	<b>189,330</b>	<b>54%</b>

350 - Repairs and Maintenance Detail	FY24			
	Original Budget	Working Budget	Actual	% spent
Pest Control	3,000	3,000	1,621	54.0%
Elevator Maintenance	4,650	10,000	8,832	88.3%
Common Area Maintenance	72,000	72,650	45,792	63.0%
Various Repairs	8,765	8,765	3,821	43.6%
	<b>88,415</b>	<b>94,415</b>	<b>60,067</b>	<b>64%</b>

Woodbury Leadership Academy  
Woodbury, MN  
Enrollment Report  
February 29, 2024

Average Daily Membership (ADM)											
	Grade	10/1	10/31	11/30	12/31	1/31	2/29	3/31	4/30	5/31	6/30
	K	94	94	92	92	92	92	0	0	0	0
	1	109	109	103	103	103	103	0	0	0	0
	2	99	99	97	97	97	96	0	0	0	0
	3	119	119	120	120	120	118	0	0	0	0
	4	105	105	104	104	104	104	0	0	0	0
	5	89	89	88	88	88	87	0	0	0	0
	6	52	52	51	51	51	52	0	0	0	0
	7	47	47	46	46	46	46	0	0	0	0
	8	38	38	40	40	40	40	0	0	0	0
Grand Total		750	750	742	742	742	738	0	0	0	0

Budgeted Enrollments as of:											
	Grade	10/1	10/31	11/30	12/31	1/31	2/29	3/31	4/30	5/31	6/30
	K	113	93	93	92	92	91	91	91	91	91
	1	102	108	108	103	103	102	102	102	102	102
	2	94	95	95	97	97	95	95	95	95	95
	3	116	120	120	120	120	118	118	118	118	118
	4	91	105	105	104	104	104	104	104	104	104
	5	80	89	89	88	88	87	87	87	87	87
	6	69	52	52	51	51	52	52	52	52	52
	7	48	47	47	46	46	46	46	46	46	46
	8	41	40	40	40	40	40	40	40	40	40
Grand Total		754	749	749	742	742	735	735	735	735	735



Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Supplemental Reports

February 29, 2024

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1027		Amazon.com					
			4228	OLDN			BP
				E 01 010 720 000 000 401	Health Office Supplies	\$113.05	
				E 01 010 420 000 419 433	SPED Supplies	\$89.71	
				E 01 010 203 000 000 430	Elem Classroom supplies	\$950.58	
				E 01 010 420 000 740 433	SPED Supplies	\$11.99	
				E 02 005 770 000 701 401	Food Service Supplies	\$120.69	
				E 01 005 108 000 000 455	Tech Supplies	\$1,850.10	
				E 01 010 203 000 000 460	Elem Textbooks	\$54.09	
				E 01 005 810 000 000 401	Building Supplies	\$127.59	
				E 01 010 203 000 000 401	non instructional Supplies	\$412.07	
				E 01 010 201 000 000 430	K Supplies	\$24.20	
<b>PO#:</b>	<b>Voucher #:</b>	<b>10043</b>	Invoice	<b>Invoice No:</b>	1GDD-KTTV-4KNK	<b>2/16/2024</b>	<b>Paid Amt: \$3,754.07</b>
							<b>Check Amount: \$3,754.07</b>
			4228	OLDN			BP
				E 01 010 203 000 000 401	refund for throw pillows	(\$13.99)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>10066</b>	Invoice	<b>Invoice No:</b>	14VT-FQYQ-9V4Y	<b>2/16/2024</b>	<b>Paid Amt: (\$13.99)</b>
							<b>Check Amount: (\$13.99)</b>
			4228	OLDN			BP
				E 01 005 810 000 000 401	refund for microwave	(\$105.03)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>10067</b>	Invoice	<b>Invoice No:</b>	1GDD-KTTV-4KNK	<b>2/16/2024</b>	<b>Paid Amt: (\$105.03)</b>
							<b>Check Amount: (\$105.03)</b>
							<b>Vendor Total: \$3,635.05</b>
1128		AssociatedBank					
			4228	OLDN			Wire
				B 01 215 017	HSA	\$2,624.81	
<b>PO#:</b>	<b>Voucher #:</b>	<b>10022</b>	Invoice	<b>Invoice No:</b>	S2024150	<b>2/15/2024</b>	<b>Paid Amt: \$2,624.81</b>
							<b>Check Amount: \$2,624.81</b>
			4228	OLDN			Wire
				B 01 215 017	HSA	\$2,624.81	
<b>PO#:</b>	<b>Voucher #:</b>	<b>10071</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>2/29/2024</b>	<b>Paid Amt: \$2,624.81</b>
							<b>Check Amount: \$2,624.81</b>
							<b>Vendor Total: \$5,249.62</b>
1738		B&D Plumbing Heating & Air					
			4228	OLDN			BP
				E 01 005 810 000 000 305	Replace pressure switch for unit 3f	\$242.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>10045</b>	Invoice	<b>Invoice No:</b>	225460	<b>2/16/2024</b>	<b>Paid Amt: \$242.00</b>
							<b>Check Amount: \$242.00</b>
							<b>Vendor Total: \$242.00</b>

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1369		BerganKDV Outsourced Services LLC					
			4228	OLDN			Wire
				E 01 005 114	000 000 305	KPay Processing Fee	\$534.00
PO#:		Voucher #:	10028	Invoice	Invoice No: 2.9.24	2/20/2024	Paid Amt: \$534.00
							Check Amount: \$534.00
							Vendor Total: \$534.00
1558		Bill.com					
			4228	OLDN			Wire
				E 01 005 112	000 000 305	Bill.com monthly fee	\$103.25
PO#:		Voucher #:	10029	Invoice	Invoice No: 2.15.24	2/20/2024	Paid Amt: \$103.25
							Check Amount: \$103.25
							Vendor Total: \$103.25
1621		Cintas					
			4228	OLDN			BP
				E 01 005 810	000 000 401	FY24: Mats service	\$349.32
PO#:		Voucher #:	10048	Invoice	Invoice No: 4182973886	2/16/2024	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	\$4,182.00
				E 02 005 770	000 701 490	Lunch	\$10,436.65
				E 02 005 770	000 701 490	Lunch credit 1.17.24	(\$24.60)
PO#:		Voucher #:	10054	Invoice	Invoice No: 85687	2/16/2024	Paid Amt: \$14,594.05
							Check Amount: \$14,594.05
			4228	OLDN			BP
				E 02 005 770	000 701 490	Lunch	\$9,940.55
				E 02 005 770	000 705 490	Breakfast	\$3,116.00
PO#:		Voucher #:	10055	Invoice	Invoice No: 86365	2/16/2024	Paid Amt: \$13,056.55
							Check Amount: \$13,056.55
			4228	OLDN			BP
				E 02 005 770	000 705 490	Breakfast	\$3,423.50
				E 02 005 770	000 701 490	Lunch	\$10,284.80
PO#:		Voucher #:	10056	Invoice	Invoice No: 86493	2/16/2024	Paid Amt: \$13,708.30
							Check Amount: \$13,708.30



## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1394		CKC Good Food	4228	OLDN			BP	
				E 02 005 770 000 701 495	Milk	\$4,280.40		
PO#:		Voucher #:	10057	Invoice	Invoice No: 86567	2/16/2024	Paid Amt: \$4,280.40	
							Check Amount:	\$4,280.40
							Vendor Total:	\$45,639.30
1249		Designs for Learning	4228	OLDN			BP	
				E 01 010 420 000 740 394	Kelley, S, SPED Psychologist, 22 hrs @ \$105/	\$2,310.00		
				E 01 010 404 000 740 394	Poesch, S.J, Physically Impaired consult, 2.25	\$236.25		
				E 01 010 420 000 740 394	DelGudice, PT, 3 hrs @ \$105/hr	\$315.00		
PO#:		Voucher #:	10046	Invoice	Invoice No: 24-0668	2/16/2024	Paid Amt: \$2,861.25	
							Check Amount:	\$2,861.25
							Vendor Total:	\$2,861.25
1555		DHH Consulting LLC	4228	OLDN			BP	
				E 01 010 405 000 740 394	DHH Services: 1/3-130/24 13.25hrs @ \$96/hr	\$1,272.00		
PO#:		Voucher #:	10041	Invoice	Invoice No: 1274	2/16/2024	Paid Amt: \$1,272.00	
							Check Amount:	\$1,272.00
							Vendor Total:	\$1,272.00
1508		First Bankcard	4228	OLDN			Wire	
				E 01 005 810 000 000 320	01/14/24-HumbleFax-Fax service-1/14-2/14/24	\$10.00		
				E 01 005 810 000 000 320	01/20/24-Tmobile-Cell phone-ED & Cell for VC	\$140.00		
				E 01 005 810 000 000 320	01/28/24-Sangoma-SipStation subscription (Vc	\$51.39		
				E 01 005 110 000 000 490	01/17/24-Olive Garden-Working dinner-High S	\$79.17		
				E 01 005 110 000 000 490	01/22/24-Olive Garden-Credit-error in dinner o	(\$20.00)		
				E 01 005 110 000 000 490	01/26/24-Cub Foods-Para appreciation brkfst-I	\$25.96		
				E 01 005 110 000 000 490	01/31/24-Café Zupas-Working dinner-High Sch	\$64.53		
				E 01 005 110 000 000 329	01/26/24-USPS-Postage stamps	\$544.00		
				E 01 005 640 000 316 366	01/24/24-UWL Continuing Ed Web-Adolescent	\$151.00		
				E 01 005 640 000 316 366	01/24/24-UWL Continuing Ed Web-Adolescent	\$151.00		
				E 01 005 110 000 000 401	01/10/24-International Bronze Plaque-WLA Or	\$1,330.00		
				E 01 005 110 000 000 401	01/23/24-OfficeMax/Depot-Window envelopes-	\$44.49		
				E 01 005 010 000 000 490	02/08/24-Target-Board meeting snacks	\$8.98		
				E 01 010 203 000 000 369	02/07/24-The Works-The Works fieldtrip admis	\$1,526.00		
				R 01 005 000 000 000 621	01/29/24-WalMart-Concession sales food cost-	\$4.26		
				R 01 005 000 000 000 621	01/29/24-Target-Concession sales food cost-cr	\$25.95		
				R 01 005 000 000 000 621	01/29/24-Sams Club-Concession sales food cc	\$59.98		

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No				Pmt/Void Date	Pmt Type
1508		First Bankcard								
			4228	OLDN						Wire
				E 01	010 640 000 316 366			01/24/24-UWL Continuing Ed Web-Adolescent	\$151.00	
				E 01	010 203 000 000 430			01/12/24-WalMart-Supplies for cooking class-M	\$42.29	
				E 01	010 203 000 000 430			01/12/24-WalMart-Science lab supplies-MS Sc	\$18.62	
				E 01	010 203 000 000 430			01/16/24-Cub Foods-Supplies for cooking clas	\$48.29	
				E 01	010 203 000 000 430			01/25/24-Aldi-Supplies for cooking class-MS el	\$74.99	
				E 01	010 203 000 000 430			01/25/24-Aldi-Supplies for cooking class-GF O	\$4.58	
				E 01	010 203 000 000 430			01/26/24-TeachersPayTeachers-Pre-Algebra N	\$17.95	
				E 01	010 203 000 000 430			01/26/24-Target-Melting chocolate for cooking	\$31.74	
				E 01	010 203 000 000 430			01/29/24-WalMart-Vanilla extract for cooking cl	\$1.87	
				E 01	010 203 000 000 430			02/05/24-Cub Foods-Supplies for cooking clas	\$82.05	
				E 01	010 720 000 000 401			01/12/24-WalMart-Dawn soap	\$19.88	
				E 01	010 720 000 000 401			02/07/24-WalMart-Storage cabinet-feminine hy	\$19.77	
				E 01	010 720 000 000 401			02/07/24-WalMart-Storage cabinets-feminine h	\$39.54	
				E 01	010 201 000 000 490			02/06/24-Sams Club-Refreshments-Kindergart	\$102.06	
<b>PO#:</b>		<b>Voucher #:</b>		<b>10069</b>	Invoice			<b>Invoice No: 2.14.24</b>	<b>2/14/2024</b>	<b>Paid Amt: \$4,851.34</b>
										<b>Check Amount: \$4,851.34</b>
										<b>Vendor Total: \$4,851.34</b>
1609		GIS Benefits								
			4228	OLDN						Wire
				B 01	215 013			Life/LTD/STD:	\$2,984.31	
				B 01	215 009			Dental:	\$2,306.55	
				B 01	215 021			Vision	\$410.12	
				B 01	215 020			PPL:	\$253.50	
				E 01	005 110 000 000 305			Admin Fees	\$50.00	
<b>PO#:</b>		<b>Voucher #:</b>		<b>10070</b>	Invoice			<b>Invoice No: 2.22.24</b>	<b>2/27/2024</b>	<b>Paid Amt: \$6,004.48</b>
										<b>Check Amount: \$6,004.48</b>
										<b>Vendor Total: \$6,004.48</b>
1064		HealthPartners - Group								
			4228	OLDN						Wire
				B 01	215 010			Health Ins	\$25,034.18	
<b>PO#:</b>		<b>Voucher #:</b>		<b>10032</b>	Invoice			<b>Invoice No: 2.9.24</b>	<b>2/20/2024</b>	<b>Paid Amt: \$25,034.18</b>
										<b>Check Amount: \$25,034.18</b>
										<b>Vendor Total: \$25,034.18</b>
1054		Integrative Therapy, LLC.								
			4228	OLDN						BP
				E 01	010 420 000 740 394			COTA Services 30.67 hrs @\$74/hr	\$2,269.58	

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1054		Integrative Therapy, LLC.							
		4228		OLDN					BP
				E 01 010 420 000 740 394	OT 12.33hrs @ \$90/hr			\$1,110.00	
PO#:		Voucher #:		10049	Invoice	Invoice No: 4643		2/16/2024	Paid Amt: \$3,379.58
									Check Amount: \$3,379.58
									Vendor Total: \$3,379.58
1003		Internal Revenue Service							
		4228		OLDN					Wire
				B 01 215 002	Federal Withholding			\$12,377.72	
				B 01 215 005	FICA			\$28,489.16	
PO#:		Voucher #:		10023	Invoice	Invoice No: S2024150		2/15/2024	Paid Amt: \$40,866.88
									Check Amount: \$40,866.88
									Vendor Total: \$79,676.55
		4228		OLDN					Wire
				B 01 215 002	Federal Withholding			\$11,643.39	
				B 01 215 005	FICA			\$27,166.28	
PO#:		Voucher #:		10072	Invoice	Invoice No: S2024160		2/29/2024	Paid Amt: \$38,809.67
									Check Amount: \$38,809.67
									Vendor Total: \$79,676.55
1150		JR Computer Associates							
		4228		OLDN					BP
				E 01 005 605 000 000 315	FY24 Monthly Contract Services: Feb 2024			\$1,200.00	
PO#:		Voucher #:		10062	Invoice	Invoice No: R20241682		2/16/2024	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	Pam Speech services 139.75 hrs @ \$90/hr			\$12,577.50	
				E 01 010 401 000 740 394	20 hrs @\$45/hr Mileage			\$900.00	
PO#:		Voucher #:		10039	Invoice	Invoice No: 09201868		2/16/2024	Paid Amt: \$13,477.50
									Check Amount: \$13,477.50
									Vendor Total: \$13,477.50
1518		Martin Law Firm							
		4228		OLDN					BP
				E 01 005 111 000 000 305	Legal Services -Jan			\$450.50	
PO#:		Voucher #:		10037	Invoice	Invoice No: 01.31.24		2/16/2024	Paid Amt: \$450.50
									Check Amount: \$450.50
									Vendor Total: \$450.50

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1515		Minnesota Coaches Inc					
		4228	OLDN				BP
				E 01 005 760 000 723 360	FY24 SpEd busing route #21-Jan	\$6,832.00	
PO#:		Voucher #:	10058	Invoice	Invoice No: 91309	2/16/2024	Paid Amt: \$6,832.00
							Check Amount: \$6,832.00
							<b>Vendor Total: \$13,664.00</b>
1004		MN Department of Revenue Service					
		4228	OLDN				Wire
				B 01 215 003	MN Withholding	\$6,490.30	
PO#:		Voucher #:	10025	Invoice	Invoice No: S2024150	2/15/2024	Paid Amt: \$6,490.30
							Check Amount: \$6,490.30
							<b>Vendor Total: \$12,570.34</b>
1099		MN UI Fund					
		4228	OLDN				Wire
				E 01 005 110 000 000 280	Unemployment Insurance	\$2,136.00	
PO#:		Voucher #:	10033	Invoice	Invoice No: 2.1.24	2/20/2024	Paid Amt: \$2,136.00
							Check Amount: \$2,136.00
							<b>Vendor Total: \$2,136.00</b>
1462		Monarch Bus Service Inc					
		4228	OLDN				BP
				E 01 005 760 000 720 360	Busing contract-installment 7 of 10	\$66,880.44	
PO#:		Voucher #:	10053	Invoice	Invoice No: 84138	2/16/2024	Paid Amt: \$66,880.44
							Check Amount: \$66,880.44
							<b>Vendor Total: \$66,880.44</b>
1313		Nancy Baumann					
		4228	OLDN				BP
				E 01 005 110 000 000 401	Admin Supplies	\$1.25	
				E 01 010 203 000 000 430	Elem Supplies	\$7.92	

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1313		Nancy Baumann					
		4228	OLDN				BP
				E 01 005 108 000 000 405	non instructional software-Adobe	\$99.95	
PO#:		Voucher #:	10038	Invoice	Invoice No: 2/1/2024	2/16/2024	Paid Amt: \$109.12
							Check Amount: \$109.12
							Vendor Total: \$109.12
1639		Navigate Care Consulting					
		4228	OLDN				BP
				E 01 010 420 000 740 394	SPED offsite 5.5 hrs @ \$90/hr	\$495.00	
				E 01 010 720 000 000 305	GenEd Nursing off site 0.5 hr @ \$90/hr	\$45.00	
PO#:		Voucher #:	10051	Invoice	Invoice No: 6245	2/16/2024	Paid Amt: \$540.00
							Check Amount: \$540.00
							Vendor Total: \$540.00
1441		Old National					
		4228	OLDN				Wire
				E 01 005 112 000 000 305	service fees	\$537.46	
PO#:		Voucher #:	10030	Invoice	Invoice No: 2.16.24	2/20/2024	Paid Amt: \$537.46
				E 01 010 605 000 000 560	Toshiba chk returned	\$202.97	
PO#:		Voucher #:	10034	Invoice	Invoice No: 2.5.24	2/20/2024	Paid Amt: \$202.97
							Check Amount: \$740.43
							Vendor Total: \$740.43
1001		Public Employee Retirement Association					
		4228	OLDN				Wire
				B 01 215 007	PERA	\$7,032.81	
PO#:		Voucher #:	10024	Invoice	Invoice No: S2024150	2/15/2024	Paid Amt: \$7,032.81
							Check Amount: \$7,032.81
							Vendor Total: \$7,032.81
		4228	OLDN				Wire
				B 01 215 007	PERA	\$6,277.08	
PO#:		Voucher #:	10073	Invoice	Invoice No: S2024160	2/29/2024	Paid Amt: \$6,277.08
							Check Amount: \$6,277.08
							Vendor Total: \$13,309.89
1233		Reno Mothes					
		4228	OLDN				BP
				E 01 010 404 000 740 394	DAPE services: 1/4-1/30/24 13.5 hrs @ \$90	\$1,215.00	
PO#:		Voucher #:	10064	Invoice	Invoice No: WLA-0078	2/16/2024	Paid Amt: \$1,215.00
							Check Amount: \$1,215.00
							Vendor Total: \$1,215.00

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1644		Robemy Cleaning Services LLC					
		4228	OLDN				BP
				E 01 005 810 000 000 305	Jan Cleaning Services	\$10,000.00	
PO#:		Voucher #:	10065	Invoice	Invoice No: WLA-30	2/16/2024	Paid Amt: \$10,000.00
							Check Amount: \$10,000.00
							Vendor Total: \$10,000.00
1246		Sentient Healthcare					
		4228	OLDN				BP
				E 01 010 405 000 740 394	Audiology: 2.25 hrs @ \$110/hr	\$247.50	
PO#:		Voucher #:	10040	Invoice	Invoice No: 125836	2/16/2024	Paid Amt: \$247.50
							Check Amount: \$247.50
							Vendor Total: \$247.50
1241		Sheila Merzer					
		4228	OLDN				BP
				E 01 010 411 000 740 394	Sheila Merzer, ASD, 1.5 hrs @ \$125/hr	\$187.50	
PO#:		Voucher #:	10047	Invoice	Invoice No: 24153	2/16/2024	Paid Amt: \$187.50
							Check Amount: \$187.50
							Vendor Total: \$187.50
1710		St. Cloud Refrigeration Inc					
		4228	OLDN				BP
				E 01 005 810 000 000 350	Service call - zone not heating	\$583.00	
PO#:		Voucher #:	10063	Invoice	Invoice No: W95827	2/16/2024	Paid Amt: \$583.00
							Check Amount: \$583.00
							Vendor Total: \$583.00
		4228	OLDN				BP
				E 01 005 810 000 000 350	Maintenance Service Contract - Feb	\$1,665.00	
PO#:		Voucher #:	10060	Invoice	Invoice No: C010075	2/16/2024	Paid Amt: \$1,665.00
							Check Amount: \$1,665.00
							Vendor Total: \$2,248.00
1749		State of MN Fire Marshal Division					
		4228	OLDN				BP
				E 01 005 810 000 000 305	Fire Inspection	\$100.00	
PO#:		Voucher #:	10061	Invoice	Invoice No: FM00004656	2/16/2024	Paid Amt: \$100.00
							Check Amount: \$100.00
							Vendor Total: \$100.00

## 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 01 010 201 000 000 305	Substitutes: 1/25-1/26/24			\$767.25	
PO#:		Voucher #:		10042	Invoice	Invoice No: 153928		2/16/2024	
								Paid Amt:	\$767.25
								Check Amount:	\$767.25
								Vendor Total:	\$767.25
1002		Teachers Retirement Association							
		4228		OLDN			Wire		
				B 01 215 006	TRA			\$23,562.90	
PO#:		Voucher #:		10026	Invoice	Invoice No: S2024150		2/15/2024	
								Paid Amt:	\$23,562.90
								Check Amount:	\$23,562.90
								Vendor Total:	\$767.25
		4228		OLDN			Wire		
				B 01 215 006	TRA			\$22,940.58	
PO#:		Voucher #:		10075	Invoice	Invoice No: S2024160		2/29/2024	
								Paid Amt:	\$22,940.58
								Check Amount:	\$22,940.58
								Vendor Total:	\$46,503.48
1214		The Hanover Insurance Group							
		4228		OLDN			Wire		
				E 01 005 940 000 000 340	FY24 Commercial Package Policy Policy# ZD.			\$17,486.74	
PO#:		Voucher #:		10035	Invoice	Invoice No: 2.7.24		2/20/2024	
								Paid Amt:	\$17,486.74
								Check Amount:	\$17,486.74
								Vendor Total:	\$17,486.74
		4228		OLDN			Wire		
				E 01 005 940 000 000 340	FY23 Commercial Package Policy Policy# A6			\$502.62	
PO#:		Voucher #:		10036	Invoice	Invoice No: 2.7.24		2/20/2024	
								Paid Amt:	\$502.62
								Check Amount:	\$502.62
								Vendor Total:	\$17,989.36
1029		The Home Depot							
		4228		OLDN			BP		
				E 01 005 810 000 000 401	On Off Rocker Switch			\$14.39	
PO#:		Voucher #:		10052	Invoice	Invoice No: 784714834		2/16/2024	
								Paid Amt:	\$14.39
								Check Amount:	\$14.39
								Vendor Total:	\$14.39
1302		Toshiba Financial Services							
		4228		OLDN			BP		
				E 01 010 605 000 000 401	overages			\$1,569.86	
				E 01 010 605 000 000 560	Copier			\$578.75	
PO#:		Voucher #:		10050	Invoice	Invoice No: 5028330506		2/16/2024	
								Paid Amt:	\$2,148.61
								Check Amount:	\$2,148.61
								Vendor Total:	\$2,148.61

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1703		Towanna Napier					
		4228		OLDN	6214		Check
				E 01 005 760 000 720 360	Student Transportation	\$627.15	
PO#:		Voucher #:		10068	Invoice Invoice No: 1.31.24	2/20/2024	
							Paid Amt: \$627.15
							Check Amount: \$627.15
							Vendor Total: \$627.15
1635		USBank					
		4228		OLDN			Wire
				E 01 005 850 000 348 570	Rent	\$104,477.08	
PO#:		Voucher #:		10031	Invoice Invoice No: 2.5.24	2/20/2024	
							Paid Amt: \$104,477.08
							Check Amount: \$104,477.08
							Vendor Total: \$104,477.08
1417		VOYA					
		4228		OLDN			Wire
				B 01 215 011	TSA	\$1,739.90	
PO#:		Voucher #:		10027	Invoice Invoice No: S2024150	2/15/2024	
							Paid Amt: \$1,739.90
							Check Amount: \$1,739.90
							Vendor Total: \$1,739.90
		4228		OLDN			Wire
				B 01 215 011	TSA	\$1,739.90	
PO#:		Voucher #:		10076	Invoice Invoice No: S2024160	2/29/2024	
							Paid Amt: \$1,739.90
							Check Amount: \$1,739.90
							Vendor Total: \$3,479.80
1632		Xcel Energy					
		4228		OLDN			Wire
				E 01 005 810 000 000 330	Electric	\$5,764.15	
PO#:		Voucher #:		10077	Invoice Invoice No: 86499429	2/29/2024	
							Paid Amt: \$5,764.15
							Check Amount: \$5,764.15
							Vendor Total: \$5,764.15
		4228		OLDN			Wire
				E 01 005 810 000 000 330	Electric	\$452.75	
PO#:		Voucher #:		10078	Invoice Invoice No: 865034521	2/29/2024	
							Paid Amt: \$452.75
							Check Amount: \$452.75
							Vendor Total: \$6,216.90



# WOODBURY LEADERSHIP ACADEMY

## Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1737		Zayo Group LLC	4228	OLDN			BP	
				E 01 005 810 000 000 320	Telecommunications service 2.1-2.29.24	\$633.94		
<b>PO#:</b>		<b>Voucher #:</b>		<b>10044</b>	Invoice	<b>Invoice No: 2.02402E+12</b>	<b>2/16/2024</b>	<b>Paid Amt: \$633.94</b>
							<b>Check Amount:</b>	<b>\$633.94</b>
							<b>Vendor Total:</b>	<b>\$633.94</b>
							<b>Report Total:</b>	<b>\$500,766.10</b>

## WOODBURY LEADERSHIP ACADEMY

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1990	4228	OLDN	CR0224													
FY24 SERVS				2012	Credit	A	02/01/24	Check	1	M				Miscellaneous Customer		
							4228	R	02 005 770 000 701 300	FY24 State Lunch				21,522.92		0.00
							4228	R	02 005 770 000 705 300	Fy24 State Breakfast				8,666.70		0.00
							4228	R	02 005 770 000 701 472	FY24 Free/Reduced lunch				6,528.65		0.00
							4228	R	02 005 770 000 705 476	School Breakfast				4,643.94		0.00
							4228	R	02 005 770 000 701 471	FY24 HHFKA Lunch				564.56		0.00
							4228	R	02 005 770 000 701 471	School Lunch-Fed				2,822.80		0.00
Receipt Total:														\$44,749.57	\$0.00	
<b>Deposit Total:</b>														<b>\$44,749.57</b>	<b>\$0.00</b>	
1991	4228	OLDN	CR0224													
FY24 SERVS/IDEAS				2013	Credit	A	02/15/24	Check	1	M				Miscellaneous Customer		
							4228	R	02 005 770 000 701 300	Fy24 State Lunch				27,930.22		0.00
							4228	R	02 005 770 000 705 300	Fy24 State Breakfast				10,956.30		0.00
							4228	R	02 005 770 000 701 472	Free/Reduced Lunch				8,071.35		0.00
							4228	R	02 005 770 000 705 476	School Breakfast				5,819.94		0.00
							4228	R	02 005 770 000 701 471	FY24 HHFKA Lunch				724.56		0.00
							4228	R	02 005 770 000 701 471	School Lunch-Fed				3,622.80		0.00
							4228	R	01 005 000 000 000 211	FY24 Gen Ed				286,302.48		0.00
Receipt Total:														\$343,427.65	\$0.00	
FY24 SERVS/IDEAS				2014	Debit	A	02/15/24	Check	1	M				Miscellaneous Customer		
							4228	B	01 121 000	FY23 GEn ED Aid				(177.57)		0.00
Receipt Total:														(\$177.57)	\$0.00	
<b>Deposit Total:</b>														<b>\$343,250.08</b>	<b>\$0.00</b>	
1992	4228	OLDN	CR0224													
First Bankcard rewards				2015	Credit	A	02/07/24	Check	1	M				Miscellaneous Customer		
							4228	R	01 005 000 000 000 099	First Bankcard rewards				1,000.00		0.00
Receipt Total:														\$1,000.00	\$0.00	
<b>Deposit Total:</b>														<b>\$1,000.00</b>	<b>\$0.00</b>	

## WOODBURY LEADERSHIP ACADEMY

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1993	4228	OLDN	CR0224														
FY24 Donations				2016	Credit	A	02/12/24	Check	1	DONATE	Donations						
							4228	R	01	005	000	000	000	096		Mightycause donations	
															45.00	0.00	
															Receipt Total:	\$45.00	\$0.00
															<b>Deposit Total:</b>	<b>\$45.00</b>	<b>\$0.00</b>
1994	4228	OLDN	CR0224														
FY24 Feb Milk Deposits				2017	Credit	A	02/29/24	Check	1	M	Miscellaneous Customer						
							4228	R	01	005	000	000	000	050		Milk	
															10.00	0.00	
															Receipt Total:	\$10.00	\$0.00
															<b>Deposit Total:</b>	<b>\$10.00</b>	<b>\$0.00</b>
1995	4228	OLDN	CR0224														
FY24 Feb Interest				2018	Credit	A	02/29/24	Check	1	I	Interest						
							4228	R	01	005	000	000	000	092		Interest Earnings	
															5,924.17	0.00	
															Receipt Total:	\$5,924.17	\$0.00
															<b>Deposit Total:</b>	<b>\$5,924.17</b>	<b>\$0.00</b>
1996	4228	OLDN	CR0224														
FY24 IDEAS				2019	Credit	A	02/29/24	Check	1	M	Miscellaneous Customer						
							4228	B	01	121	000					FY23 SPED	
															13,463.39	0.00	
							4228	B	01	121	000					FY23 LT FAC MAINT	
															1,879.68	0.00	
							4228	R	01	005	000	000	000	211		FY24 GEn ED Aid	
															272,183.81	0.00	
															Receipt Total:	\$287,526.88	\$0.00
															<b>Deposit Total:</b>	<b>\$287,526.88</b>	<b>\$0.00</b>
															Report Total:	\$682,505.70	\$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
5251	202407	01/31/2024	P	JE		Reclass Cash - Payroll	Reclass Cash	B	01	101	000				Cash & Cash Equiv	387.50	0.00
							Reclass Cash	B	01	101	003				Cash & Cash Equiv	0.00	387.50
																\$387.50	\$387.50



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

**Date:** Wednesday, March 13, 2024

**Time:** 4:30 pm

**Location:** Virtual Meeting

### Meeting Minutes

**Meeting Call to Order and Roll Call - @4:39**

**Members present - Mandi Folks, Dr. Mortensen, Jolene Skordahl**

**Members not present - [Dustin J. Reeves](#), Judith Darling**

### WLA Mission & Vision – Jolene Skordahl

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

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

### Development, Discussion, and Recommendations

1. Review financial statements for February 2024 - [Dustin J. Reeves](#), on target, within normal ranges.
2. PTO balances for next year, MN Earned Sick and Safe Time Act (ESST) How do we want WLA to proceed? (Front load or let it accrue over time?)- Dr. Mortensen, Nancy Baumann - Tabled
  - a. [ESST Document](#)
3. SPED contracts, individual contracts - Dr. Mortensen, reviewed & present to BOD to ratify.
  - a. [Sped Contracts](#)
4. Renewal for Old National Line of Credit, (yes/no?) - Dr. Mortensen, Judith Darling [Dustin J. Reeves](#) - Will not renew.
5. Playground, Soccer Field, Building A first floor remodel, which ones are a green light and where the funding streams come from.. - Dr. Mortensen, Judith Darling - Tabled
  - a. [HGA Landscape](#)
  - b. [Kimley Horn](#)
  - c. [Rochon Bid](#)
  - d. [Wexford Bid](#)
6. School Bus Contract Update- Dr. Mortensen, will bring a second bussing bid to present to BOD.
7. Re-organizing office positions update. - Dr. Mortensen, present Nicole Link contract for board ratification.
8. Review of credit card use and purchasing process - Dr. Mortensen, [Dustin J. Reeves](#) to review and present at the next financial meeting.
9. Discussion of Dr. Mortensen and Nancy Baumann completing the finance process for retirement and Jonas Beugen taking over responsibilities. - Discussion ensued.

**Housekeeping -**

1. PTO balances for next year, MN Earned Sick and Safe Time Act (ESST) How do we want WLA to proceed? (Front load or let it accrue over time?)- Dr. Mortensen, Nancy Baumann
2. Playground, Soccer Field, Building A first floor remodel, which ones are a green light and where the funding streams come from.. - Dr. Mortensen, Judith Darling - Tabled

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting -

Date: Wednesday, April 10 @ 4:30

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

**Adjournment @ 5:13**



**Meeting:** Governance Committee

**Date:** Thursday, March 14, 2024

**Time:** 6:00 PM

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

## AGENDA

### Meeting Call to Order and Roll Call

Meeting Call to Order: **6:03PM**

Roll Call: **Kathy Mortensen, Rich Washington, Joe Valentine, Shelbi Pool**

### WLA Mission and Vision

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

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

### Development, Discussion, and Recommendations

- Annual Policy Review
- Review of 600 series
  - **Policy 603 updated to reflect K-12. Send to Casidee to update website.**
  - **Policy 610 – Update with current version to not include edits.**
    - **Policy 612.1 – Review in April meeting.**
- Uniform Discussion
  - **New Vendor for Uniforms still needs more investigation. (Mike Balint update on potential vendor) - Tabled until April when Mike Balint will be present.**
- Review Policy 540 – Confirm alignment to new uniforms.
  - **Student Dress Code Updates. - Tabled until April. Need to confirm updates on website and within policy.**

### Future Discussions

- Annual Policy Reviews cont.
- Cont. review of 600 series
- Policy 540 - Confirm table on website matches new uniform policy

### Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: April 11, 2024

Time: 6:00 p.m.

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

**Adjournment: 6:18 PM**

Facilities Meeting 3/12/2024 4:37pm-4:55pm

Present: Ryan Sheak, Julie Ohs, Ben Broderick

Absent: Kathy Mortensen, Patrick Volmouth

- Civil engineer to come out on 3/13 to present contract and meet to discuss the plan, get to the city for their approval and to speed up the process. This plan is for playground and other future additions. Next steps are to set the timelines and sign the contract.
- Building A renovation bids were received from Brady at Wexford and Stacy from Rochon. Kathy will follow up with both.
- Ben is working on finding companies to solicit bids for fixing fields. He is working with Reed from the city for suggested companies.
- Need to paint patches on gym walls from sound panel installation. Ben to get a bid from Roberto's company to paint outside of his normal duties.
- Ben will look into why the noise from the gym is still loud in Ms. Hink's classroom.
- HVAC-bid from from St. Cloud for routine maintenance for building B. They currently have the contract for building A. Ben is dealing with this.
- Roof company came in over spring break to check the leak in building A. They found it, sealed it, and tested it. No more leaks



Attached are the WLA 2024 – 25 contracts for the following special education consultants, including the Nurse:

Sheila Merzer - Autism Spectrum Disorder (ASD) consultants

The rates have remained the same since 2017. The consultant rates have increased by \$10 an hour. If WLA would request support from Sheila, her rates have increased by \$20. In my 5 years we have not ever needed Sheila's support. Charges include a 3/4 hour driving fee when consultations require driving for more than an hour. Previously this was a half hour driving fee.

Integrative Therapy - Occupational Therapists

(The Certified Occupational Therapist Assistant (COTA) rate increased \$4.00 per hour.

The Occupational Therapist (OT), rate increased \$5.00 per hour.

Keys to Communication - Speech Language Pathologists

No changes to the contract.

Reno Mothes - Developmental Adaptive Physical Education (DAPE) teacher

No changes to the contract.

Strategic Staffing Services - Autism Spectrum Disorder (ASD) licensed consultant (WLA requests services for initial ASD evaluations only), Emotional Behavior Disorder (EBD) licensed consultant (WLA requests services for students with significant behaviors), Early Childhood Special Education (ECSE) licensed consultant (WLA requests services for writing reports and to attend IEP meetings virtually), Development Cognitive Delay (DCD) licensed consultant (WLA requests services for writing reports and to attend IEP meetings virtually).

No changes to the contracts.

DHH Consulting LLC - Jenny Smith, Teacher of the Deaf/Hard of Hearing (D/HH)

No changes to the contract.

Sentient Healthcare - John Coverstone, Audiologist

There have been no changes to this contract for a number of years. The contract includes a \$15 an hour increase. John has been working with WLA for 7+ years. He is professional, reliable and reasonable regarding his hours. Audiologist are not easy to find and Sentient Healthcare rates are equal to other agencies.

Kathy, you have a copy of these contracts. There is not a copy of them in this folder. You let me know that the following contracts have been approved by the Finance Committee:

Designs for Learning contract (School Psychologist Special Education Director)

No changes to the contract.

Navigate Care (Nurse) contract.

No changes to the contract.