

Meeting: Board of Directors Annual Meeting

Date: April 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 (Ryan Sheak)

- 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 March 28, 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 March Financials & April Finance Committee Minutes

Motion: _____ 2nd: _____ Vote: _____

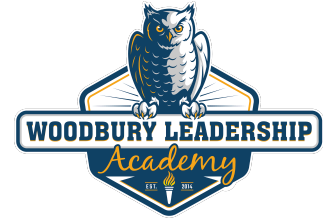
6.5 Governance Committee Report (Joe Valentine)

6.5.1 Accept April Governance Committee Minutes.

Motion: _____ 2nd: _____ Vote: _____

6.5.2 Enter policies 701, 704, and 709 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 Elections - Call for Board Candidate Nominations

7.2 Approval of Monarch Bus Company Contract

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, May 23, 2024

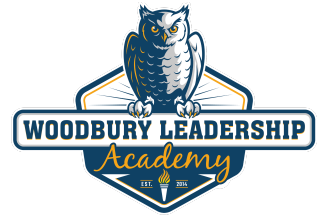
Time: 5:30pm

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 Regular Meeting Minutes
March 28, 2024**

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

Directors Absent: Patrick Vollmuth

Administration Present: Dr Kathleen Mortensen (Executive Director)

Advisors Virtual: N/A

Others in Attendance: N/A

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

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms. Pool called the meeting to order at 5:35 PM.

1.2 Roll Call

Ms. Schrandt took roll.

2. WLA Mission and Vision

Ms. Ohs read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms. Pool moved “to approve the March 28, 2024 meeting agenda.” Ms. Ohs seconded. Motion passed unanimously.

3.2 Approval of February , 2023 Meeting Minutes

Ms. Pool moved “to approve the February 22, 2024 meeting minutes.” Mr. Sheak 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

Ms. Pool read a parent email regarding the busing contract.



6. Board and Administration Reports

6.1 Board Report

- Ms. Pool is going to check in with Jonas and he is planning to visit WLA in May
- There is continuation of planning for a retirement party for Dr. Mortensen and Ms. Baumann

6.2 Director Report

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

- We will need to revise the 23-24 calendar for a snow day 3/25, an early release day on 3/26 and late start on 3/22
- 9th grade planning has continued
- Discussed the need of adding a curriculum committee starting July 1
- We have begun interviewing for candidates of various positions for next year!

6.3 Financial Director Report (BKDV)

- Ms. Skordahl reviewed the February 2024 Executive Summary in the Board packet, noting the actual ADM is 738. The school currently has 97 days' cash on hand which is well above the requirement. The year is 66.67% complete, revenues are at 66.3% and expenditures disbursed are at 63.8% of the reporting period.
- Ms. Skordahl reviewed the February Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports.

6.4 Finance Committee Report

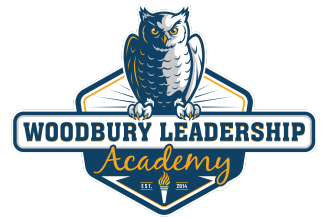
Ms Skordahl reported that the Finance Committee met on March 19. During this meeting, the committee reviewed the financial reports and special education contracts. Discussion also ensued regarding retirements of Dr. Mortensen and Ms. Baumann and for the takeover of Jonas Beugan.

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

6.5 Governance Committee Report

Mr. Valentine reported that the Governance Committee met on March 14. During this meeting, there was discussion reviewing the 600 series.

- **6.5.1 Accept March Governance Committee Minutes.**
Mr. Valentine motioned to, "accept March Governance Committee Minutes." Ms. Ohs seconded the motion. Motion passed unanimously.



6.6 Facilities Committee Report

- Mr. Sheak reported that the facilities committee met on March 12. The committee met and discussed steps for the playground timeline. Mr. Broderick is working on finding companies to help fix the fields. There were updates regarding routine maintenance, roof leak, and noise from the gym.

7. Board Discussion and Business

7.1 Board Training: “WLA Special Education” (Paula Krippner, Special Education Director)

Mrs. Krippner presented an overview of our Special Education department and answered questions from the Board.

7.2 Motion to Approve Special Education Contracts

Ms. Pool moved “to approve the Special Education Contracts as follows: Sheila Merzer as our ASD Consultant, Integrative Therapy as our Occupational Therapist, Keys to Communication as our Speech Language Pathologist, Reno Mothes for Developmental Adaptive Physical Education teacher, Strategic Staffing Services for ASD licensed consultant, EBD licensed consultant, early childhood special education licensed consultant and DCD licensed consultant, our DHH Consulting LLC Jenny Smith which is our teacher of the deaf and hard of hearing, John Coverstone for our Audiologist” Ms. Skordahl seconded. Motion passed.

7.3 Uniform Vendor Presentation

This has been tabled.

7.4 Motion to approve sharing the WLA logo with vendor

Ms. Pool moved “to approve sharing the WLA logo with the vendors.” Ms. Skordahl seconded. Motion passed.

7.5 Motion to revise school calendar to represent snow day

Ms. Pool moved “to revise the school calendar March 22 - 2 hour delay, March 25 - snow day, March 26 - early release at 12:15.” Ms. Ohs seconded. Motion passed.

7.6 Motion to establish a WLA Curriculum Committee

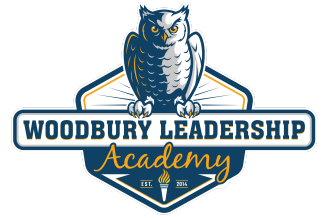
Ms. Pool moved “to establish a WLA Curriculum Committee effective 8/1/24.” Mr. Valentine seconded. Motion passed.

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

Ms. Pool moved “to ratify HR, Accounts Payable, and Communications position (starts April 1).” Ms. Ohs seconded. Motion passed.

7.8 Specify election committee members and timeline for nominations and elections

Ms. Stevens, Ms. Schrandt, and Dr. Mortensen will form the election committee. Call for Election will be April 25 and more details to come at the April meeting.



8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items

Election - Call for Board Candidate Nominations and WLA budget for the next meeting.

9. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, April 25, 2024

Time: 5:30pm

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

11. Adjournment

Ms. Pool motioned “to adjourn tonight’s meeting.” Ms. Ohs seconded the motion. Motion passed unanimously. The meeting adjourned at 6:37PM.

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

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT
APRIL 25, 2024

Dr. Kathleen Mortensen

I. Organizational Leadership

- The Facilities Committee met on April 9th
- The Finance Committee met on April 10th
- The Governance Committee met on April 11th
- As of April 19th our ADM is 748
- The new WLA Executive Director, Jonas Beugen, will be on-site May 15th to tour the building and meet with staff members.

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 MCA processes
 - April 5th was a professional development day and staff participated in special education training with Special Education Coordinator Emma Beck, Neurology with Special Education Director Paula Krippner, and MCA preparation with building principals Ben Broderick and Nick Rice.
 - May 13th will be another professional development day where staff members will review MCA data, and the special education teachers will have a full day of training.
 - MCA testing began in mid-April
 - Floorplans have been reviewed for housing the 9th grade launch, the tentative building and middle school schedules have been created, curriculum pieces have been determined which are aligned with state standards, and extra-curricular clubs and sports continue to be developed.

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 for the current school year. There is some year-end spending that I am working with the finance committee, facilities committee, and BergenKDV to allocate.
 - BergenKDV anticipates presenting 2024-2025 school year budget at the May board meeting. Dustin and I, along with the Finance Committee are meeting frequently to attend to details.
 - Monarch Busing prepared their contract for the coming school year, which was then reviewed at the Finance Committee meeting. We will be adding a bus route as we anticipate another year of increased enrollment.

- Nancy is working closely with Nicole to train her on our accounts payable process.

IV. Human Resource Management

- I have been working closely with Nicole to train her on human resources items.
- The administrative team is prepared to renew employment agreements with current WLA staff members, based on end of year evaluations, as soon as the board passes the budget. The budget is being drafted based on the state increasing funding in education by 3% (the norm) There are some staff members that are still unsure about continued employment at WLA, with some considering leaving the field of education, or applying at other schools for closer proximity to their home, and/or higher pay.
- 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. Openings and filled positions so far are as follows:
 - Kindergarten – the opening to fill position vacated in December by Overgaard has been filled!
 - 2nd Grade – opening to fill for Dawson (who let us know prior to her hire that she could only serve at WLA for one year due to her husband’s anticipated relocation) is on the verge of being filled! (BTW, Ms. Dawson has done an excellent job at WLA and we wish her the best as she moves forward with her career.)
 - 3rd Grade – opening to fill for Weess (who requested to move to an open 5th grade position) is on the verge of being filled!
 - 5th Grade – Weess will fill the opening for Streeter (who is looking for a new job closer to her home) There is a second position due to expanding to five sections of fifth grade that we are on the verge of filling as well
 - 6th Grade – We have a candidate for this position since we are also expanding 6th grade from three sections to four sections
 - Middle School Math – We have a candidate for this position
 - Middle School Electives – We are seeking a candidate for this position who can be covered by a variety of license areas, but will teach multiple elective units for grades 7-9. (Health, Technology topics including Robotics, Home Economics topics including cooking, budgeting, and sewing units, and to co-facilitate Leadership capstone projects)
 - We are advertising internally and externally for a new food service person
- We have resolved several employee performance items with positive outcomes, one of which required assistance from James Martin, our WLA lawyer.
- Working with our insurance company lawyer, we have resolved a complaint (and a request for compensation) which was brought against WLA. The court determined WLA had no fault and no funds will be paid out on the complaint.

V. Provision for a Safe and Effective Learning Environment

- We held our annual tornado drill, and all mandatory drills are now complete

- A small group of us informally toured a potential 2nd campus site for WLA. I anticipate that our current facility will be adequate through the 2025-26 school year, but that a second site would be needed for the 2026-27 school year. At this point we want to further develop the vision for what that site would look like, and begin the process of finding a site (to purchase or lease) by the beginning of the 2025-26 school year. We would then spend the rest of the 2025-26 school year renovating or starting the build process.
- I have been working with the contractor, architect and designer to remodel the 1st floor of building A. The kindergarten and 1st grade teaching teams, some office and some administrators have met with me, and later with the architect, to share their wish lists and ideas. I will continue to work closely with the Facilities Committee and Finance Committee to bring the project to completion. We anticipate that the work will start in May and conclude by late June.

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.”*
 - March 29th – 4th grade field trip to the Children’s Theatre
 - April 9th - 3rd grade field trip to the History Center
 - April 12th – 2nd grade field trip to the Science Museum
 - April 19th – kindergarten field trip to the History Center (We had 35 parent chaperones which was wonderful!)
 - April 18th – Science Night was held at WLA with lots of families attending. Kudos to all the staff members who were able to assist!
 - April 23rd – The student parliament members will be touring the CKC Good Foods facility. (Our food service company headquarters)
 - We are working on a partnership with Pinnacle Athletics to bring a hockey club and training opportunities to WLA students. They will likely offer the program



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Report

March 31, 2024

Woodbury Leadership Academy
Woodbury, MN
Financial Report
March 31, 2024

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**Woodbury Leadership Academy
Woodbury, Minnesota
March 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 \$201,748 at fiscal year-end, which would result in an ending fund balance of \$2,386,061 or 25% of total expenditures.

- * Projected Days of Cash on Hand is 98 days of annual expenditures. This is above 45 days meets minimum bond covenants.

- * Projected debt service coverage is estimated to be 1.27. This exceeds the required Maximum Annual Debt Service (MADS) requirement of 1.25.

Financial Statement Key Points

- * As of month-end, 75.00% of the year was complete.
- * Cash Balance as of the reporting period is \$1,149,863 and is down from \$1,390,855 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 | 73.4% of the working budget.
- * Expenditures disbursed at end of the reporting period | 71.8% of the working budget.

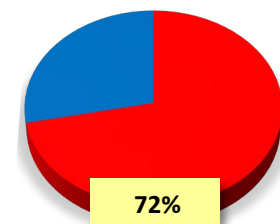
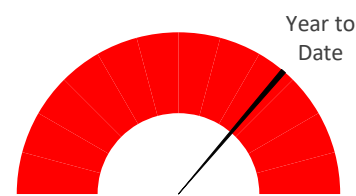
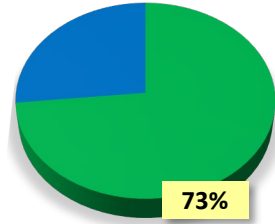
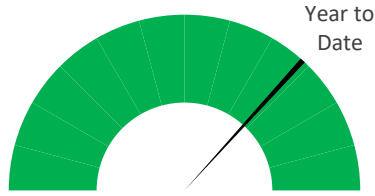
Other Items

- * The FY25 Original Budget will be reviewed at the April 2024 Board Meeting.
- * The FY24 Revised Budget will be reviewed and considered for board approval at the April 2024 Board Meeting.
- * The FY24 Lease Aid Application is in process, and will be submitted once all signatures are received.

Woodbury Leadership Academy
Woodbury, MN
Financial Statements Dashboard
March 31, 2024

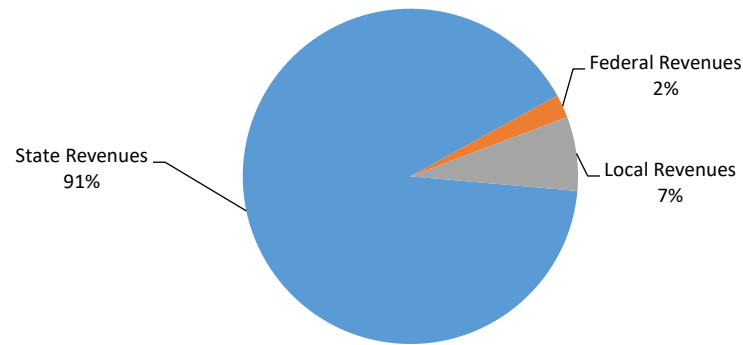
Financial Summary - Budgeted Amounts and Year to Date Activity

<i>Resources to Operate Programs (Revenues):</i>		<i>Funds Used to Provide Programs and Services (Expenses):</i>		<i>Excess / Deficit</i>		
Approved Budget	\$8,507,521	Approved Budget	\$8,273,951		\$233,570	
Working Budget	\$9,668,219	Working Budget	\$9,466,471		\$201,748	
Year to Date	\$7,096,364	73.4%	Year to Date	\$6,792,408	71.8%	\$303,956

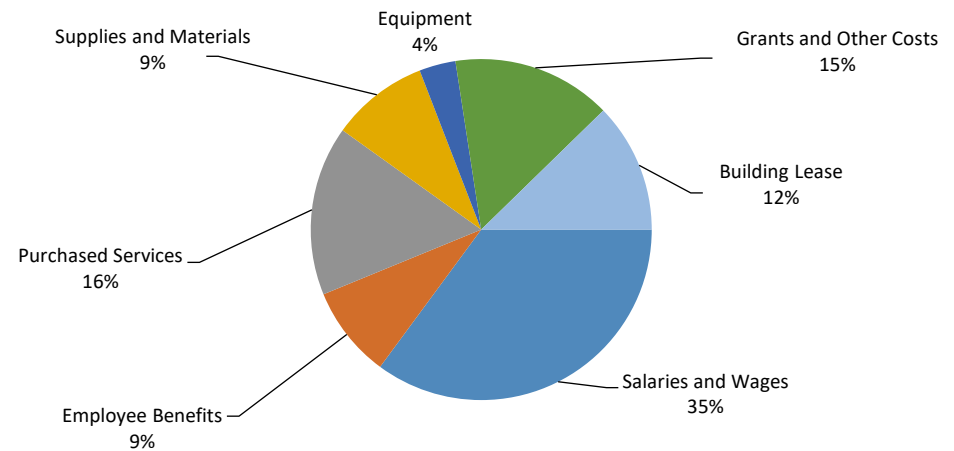


Budgets for the Year

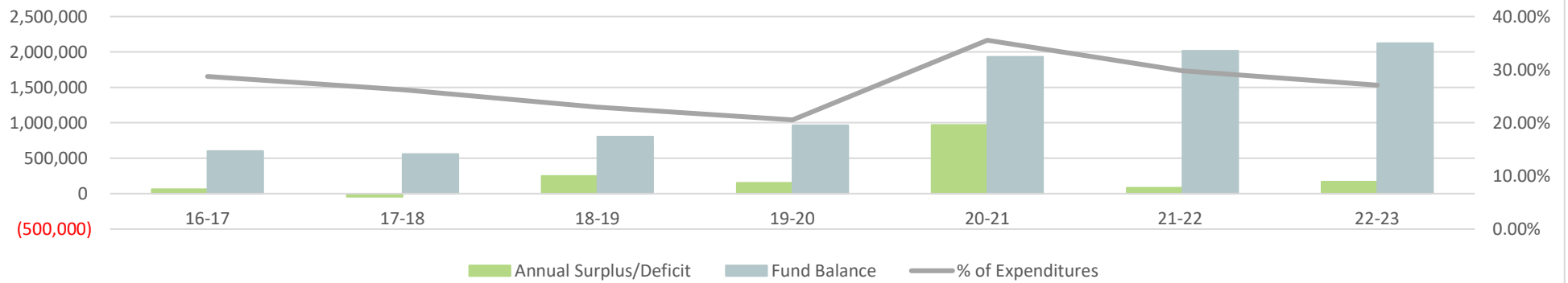
Where funds will come from to operate the school:

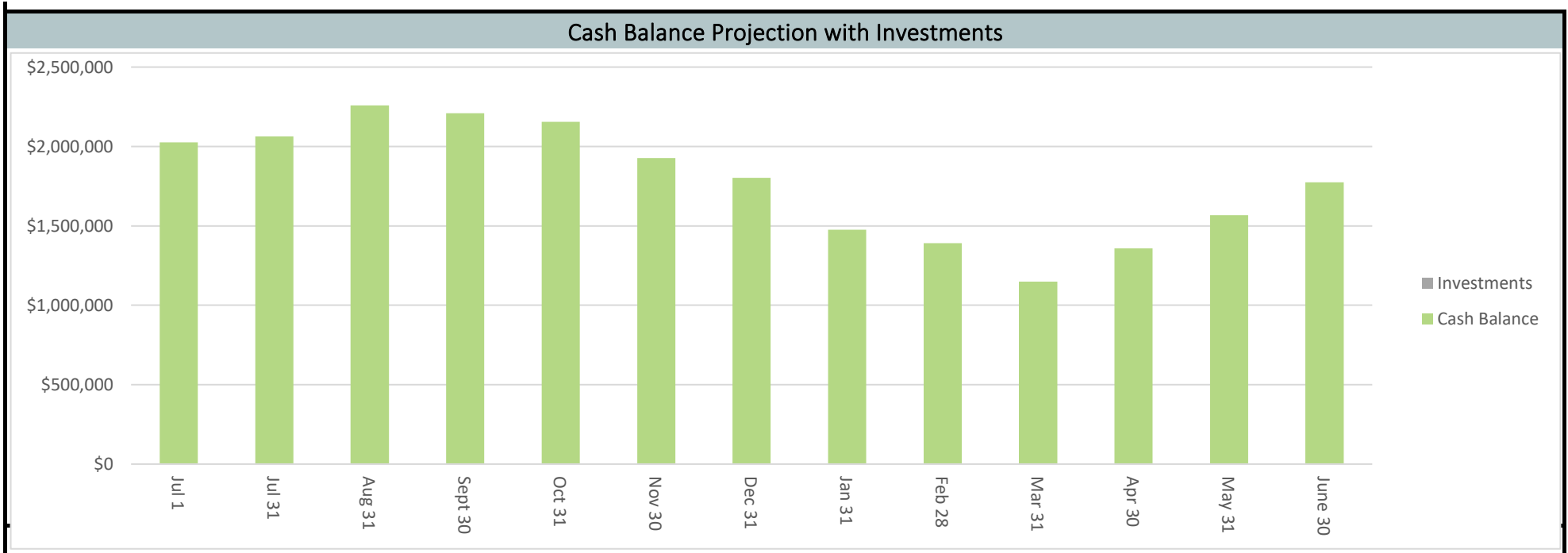
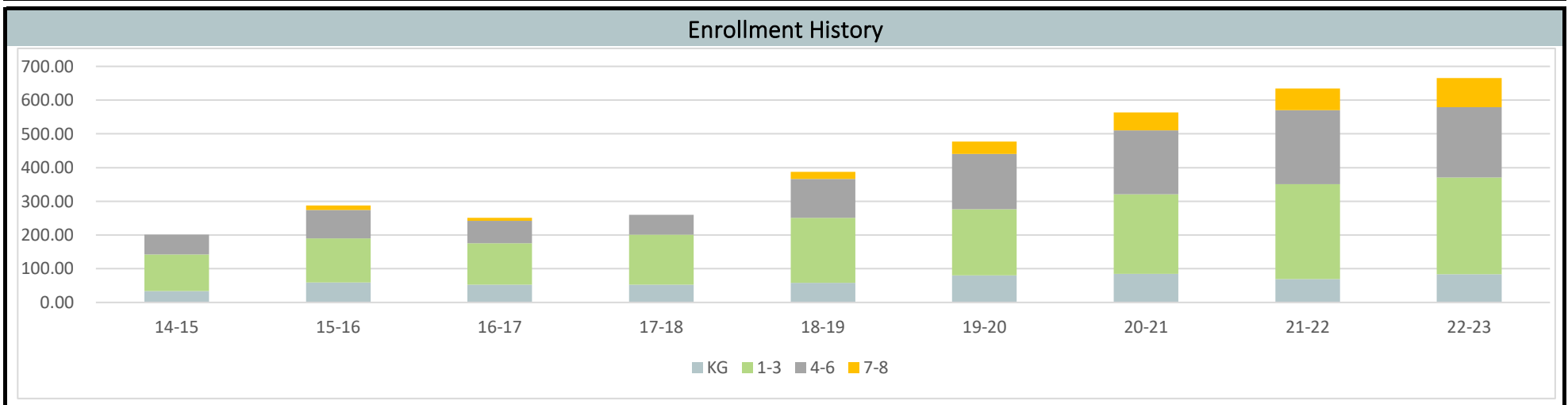
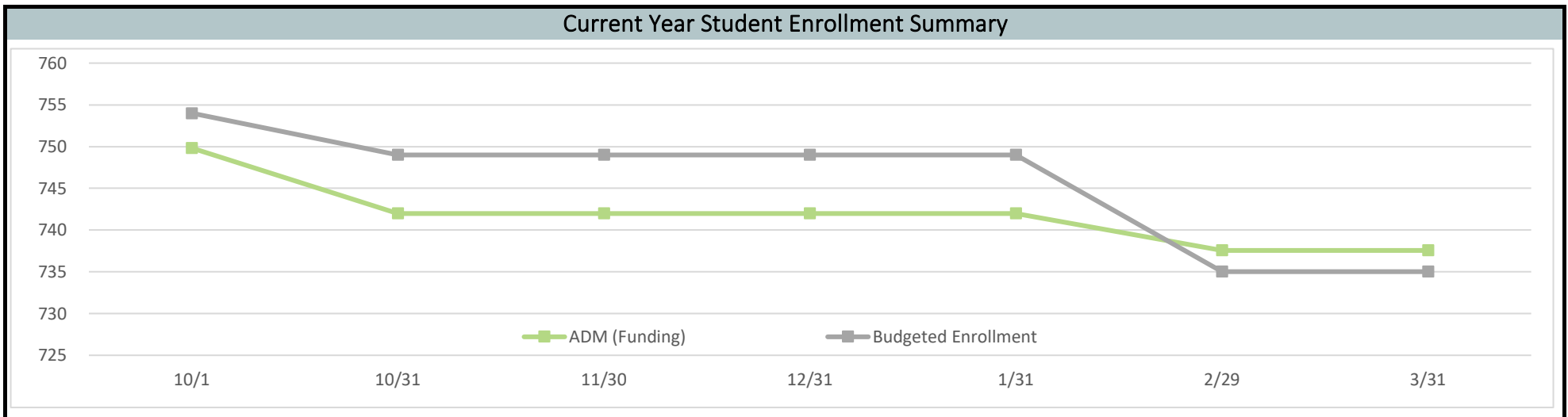
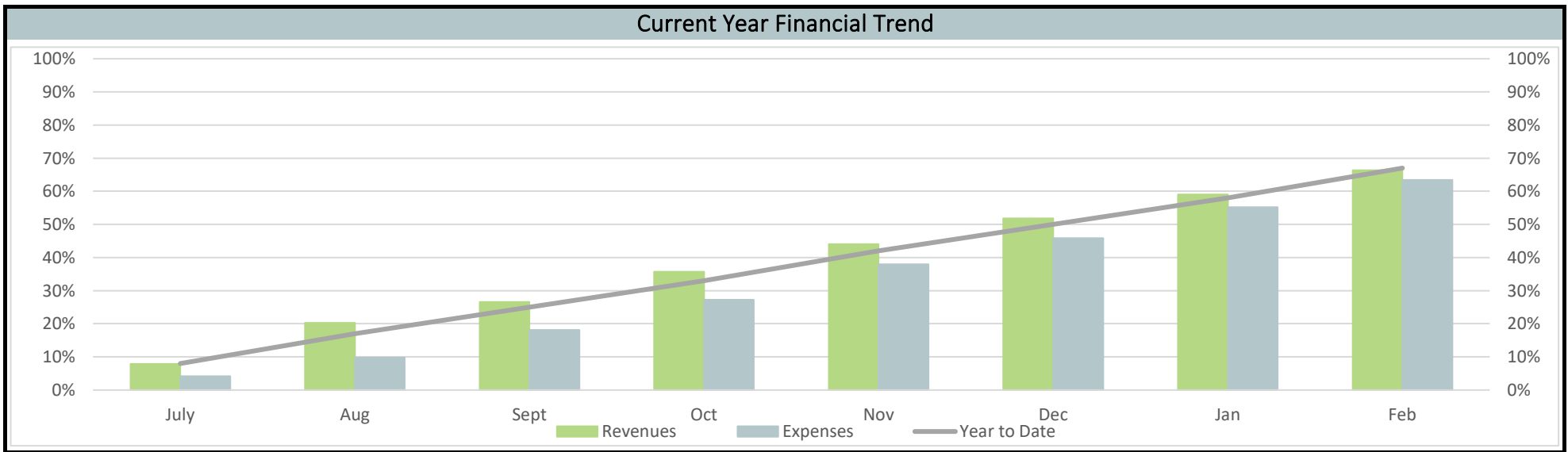


How the money is budgeted to be spent:



Fund Balance History





Woodbury Leadership Academy
Woodbury, MN
Balance Sheet
March 31, 2024

	Audited Balance 06/30/23	Ending Balance 03/31/24
Assets		
Cash and Investments	\$ 2,025,315	\$ 1,149,863
Accounts Receivable	20	-
Due from Other Funds	78,130	95,446
State Aids Receivable	399,143	90,388
Current Year State Holdback Receivable		1,208,104
Federal Aids Receivable	297,091	95,566
Prepaid Expenses and Deposits	35,174	10,060
	<hr/>	<hr/>
Total All Assets	\$ 2,834,874	\$ 2,649,427
Liabilities and Fund Balance		
Current liabilities		
Salaries and Wages Payable - prior year	\$ 233,391	\$ -
Salaries and Wages Payable - summer accruals	-	159,281
Accounts Payable	230,825	-
Payroll Deductions and Contributions (Owed)	186,346	(34,327)
Payroll Deductions and Contributions (Summer)		36,206
	<hr/>	<hr/>
Total current liabilities	650,562	161,160
Fund balance		
Fund balance 07-01-2022	\$ 2,184,312	\$ 2,184,312
Net income to date fy 22 & 23	-	303,956
	<hr/>	<hr/>
Total fund balance	2,184,312	2,488,267
	<hr/>	<hr/>
Total liabilities and fund balance	\$ 2,834,874	\$ 2,649,427
		<hr/>
<i>Current Days of cash on hand</i>		55
<i>Days Cash on Hand Required</i>		45

Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
March 31, 2024

Months: 9 75.00%

FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 735 ADM 752 WADM	FY 2024 Actual YTD 738 ADM 755 WADM	Percent of Working Budget
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General Fund - 01

Revenues

State Revenues

General Education Aid	\$ 6,011,098	\$ 5,957,927	\$ 4,561,208	76.6%
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	54,827	85.3%
School Land Trust Endowment Aid	21,850	40,000	39,895	99.7%
Special Education Aid + Adsis	963,443	1,020,659	290,759	28.5%
Library/Student Support	-	40,000	3,243	8.1%
Estimated State Holdback Amount	-	-	1,208,104	-
Total State Revenues	8,176,721	8,210,714	6,158,035	75.0%

Federal Revenues

Federal Title I, II, V	50,400	49,200	20,309	41.3%
Federal Special Education	84,400	120,915	97,539	80.7%
Federal ESSER III, 161	-	14,141	616	4.4%
Federal ESSER Summer Learning, 163	-	17,606	11,572	65.7%
Federal ESSER III, 169	-	15,420	8,327	54.0%
Total Federal Revenues	134,800	217,281	138,470	63.7%

Local Revenues

Fees from Students	61,200	59,600	21,693	36.4%
Medical Assistance	9,800	9,600	1,073	11.2%
Interest Earnings	75,000	110,000	72,852	66.2%
Contributions and Gifts, Give to the Max	20,000	20,000	13,188	65.9%
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	522,961	81.7%

Total Revenues	\$ 8,507,521	\$ 9,068,219	\$ 6,819,467	75.2%
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Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
March 31, 2024

Months: 9 75.00%

	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 735 ADM 752 WADM	FY 2024 Actual YTD 738 ADM 755 WADM	Percent of Working Budget
Expenditures				
Salaries and Wages	\$ 2,983,115	\$ 3,243,279	\$ 2,375,915	73.3%
Employee Benefits	797,389	808,328	547,786	67.8%
Contracted Services	321,000	330,000	220,767	66.9%
Technology Services	22,500	16,300	10,944	67.1%
Communication Services	11,000	10,700	9,770	91.3%
Postage	3,800	3,700	1,610	43.5%
Utilities	150,500	171,400	102,305	59.7%
Property and Casualty Insurance	26,900	51,500	51,407	99.8%
Repairs and Maintenance	88,415	114,415	79,632	69.6%
Student Transportation	646,307	668,800	538,835	80.6%
Field Trip Transportation	15,080	14,700	11,655	79.3%
Travel and Conferences	8,800	8,600	5,032	58.5%
Field Trip Admissions	36,700	35,800	21,559	60.2%
Building Lease	1,253,725	1,253,725	940,294	75.0%
Other Rentals and Leases	4,000	7,500	6,347	84.6%
Office Supplies/General Supplies	48,400	55,000	55,580	101.1%
Maintenance Supplies	57,100	44,500	32,085	72.1%
Non-Instructional Software	28,900	28,100	27,519	97.9%
Instructional Software	20,200	25,000	24,533	98.1%
Instructional Supplies	42,100	45,000	37,478	83.3%
Textbooks and Workbooks	77,700	125,000	121,744	97.4%
Standardized Tests	14,000	13,600	8,955	65.9%
Food	28,900	33,800	3,149	9.3%
Building Improvements	205,000	205,000	38,311	18.7%
Furniture and Other Equipment	43,310	43,310	19,745	45.6%
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
March 31, 2024

			Months: 9	75.00%
	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 735 ADM 752 WADM	FY 2024 Actual YTD 738 ADM 755 WADM	Percent of Working Budget
State Special Education	1,010,410	1,059,633	835,887	78.9%
ADSIS	44,800	44,800	22,041	49.2%
Federal Title I, II, V	50,400	49,200	20,309	41.3%
Federal Special Education	84,400	120,915	97,539	80.7%
Federal ESSER III, 160	-	14,141	616	4.4%
Federal ESSER Summer Learning, 150	-	17,606	11,572	65.7%
Federal ESSER III, 169 Pandemic Enrollment Loss	-	15,420	8,327	54.0%
Total expenditures	\$ 8,268,951	\$ 8,811,471	\$ 6,349,816	72.1%
Permanent Transfers to Other Funds	\$ -	\$ 50,000	\$ -	0.0%
General fund net income	\$ 238,570	\$ 206,748	\$ 469,651	
Food Service Fund - 02				
Revenues				
State/Federal Food Reimbursements	\$ -	\$ 550,000	\$ 276,897	50.3%
Transfer From General Fund	-	50,000	-	0.0%
Total revenues	\$ -	\$ 600,000	\$ 276,897	46.2%
Expenditures				
Salaries and Wages	\$ -	\$ 80,000	\$ 61,297	76.6%
Employee Benefits	-	15,000	10,046	67.0%
Supplies and Materials, Snacks	-	504,200	370,485	73.5%
Dues and Memberships	-	800	765	95.6%
Total Expenditures	\$ -	\$ 600,000	\$ 442,592	73.8%
Food Service Fund Net Income	\$ -	\$ -	\$ (165,696)	
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
March 31, 2024

Months: 9 75.00%

	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 735 ADM 752 WADM	FY 2024 Actual YTD 738 ADM 755 WADM	Percent of Working Budget
Total All Funds				
Revenues				
State Revenues	\$ 8,176,721	\$ 8,760,714	\$ 6,434,932	73.5%
Federal Revenues	134,800	217,281	138,470	63.7%
Local Revenues	196,000	690,225	522,961	75.8%
Total Revenues	\$ 8,507,521	\$ 9,668,219	\$ 7,096,364	73.4%
Expenditures				
Salaries and Wages	\$ 2,983,115	\$ 3,323,279	\$ 2,437,211	73.3%
Employee Benefits	797,389	823,328	557,832	67.8%
Purchased Services	2,588,727	2,687,140	2,000,157	74.4%
Supplies and Materials	317,300	874,200	681,527	78.0%
Equipment	340,110	326,710	88,293	27.0%
Grants and Other Costs	1,247,310	1,431,814	1,027,388	71.8%
Total Expenditures	\$ 8,273,951	\$ 9,466,471	\$ 6,792,408	71.8%
Total Revenues All Funds	\$ 8,507,521	\$ 9,668,219	\$ 7,096,364	73.4%
Total Expenditures All Funds	\$ 8,273,951	\$ 9,466,471	\$ 6,792,408	71.8%
Net Income - All Funds	\$ 233,570	\$ 201,748	\$ 303,956	

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	\$ 2,386,060
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>	\$ 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	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	565,554	21,043	10,754	-	597,351	245,237	593,105		838,342	1,149,863
Apr 30	912,332	24,489	54,143	30,122	1,021,086	227,903	584,638		812,541	1,358,408
May 31	912,332	24,489	54,143	30,122	1,021,086	227,903	584,638		812,541	1,566,953
June 30	912,332	24,489	54,143	30,122	1,021,086	227,903	584,638	-	812,541	1,775,498
Projected	7,884,642	195,552	690,225	696,234	9,466,654	2,896,607	6,819,864	-	9,716,471	
Totals	7,884,642	195,552	690,225	696,234	9,466,654	2,896,607	6,819,864		9,716,471	1,775,498

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
March 31, 2024

305 - Contracted Services Detail	FY24			
	Original Budget	Working Budget	Current Actual	% spent
Advertising & Marketing	5,164	5,164	2,521	48.8%
Board Related Services, Including New Director Search	3,873	12,073	11,250	93.2%
Financial Management Services	79,200	80,000	53,600	67.0%
Time & Attendance Fees	12,006	12,006	4,494	37.4%
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	6,531	65.3%
e-rate consulting	-	3,000	2,950	0.0%
Benefit Fees	904	904	532	58.9%
Strategic Planning Consultant	10,328	2,000	-	0.0%
Legal Services	19,365	19,365	11,117	57.4%
Substitutes/Student Services/ESL	19,365	19,365	10,807	55.8%
Nursing	9,295	9,295	3,595	38.7%
Janitorial Services- Robemy Cleaning	104,029	112,357	88,355	78.6%
Other Fees	35,309	23,384	5,890	25.2%
	321,000	330,000	220,767	67%

350 - Repairs and Maintenance Detail	FY24			
	Original Budget	Working Budget	Current Actual	% spent
Pest Control	3,000	3,000	1,621	54.0%
Elevator Maintenance	4,650	20,000	10,394	52.0%
Common Area Maintenance	72,000	81,415	58,101	71.4%
Various Repairs	8,765	10,000	9,516	95.2%
	88,415	114,415	79,632	70%

Woodbury Leadership Academy
Woodbury, MN
Enrollment Report
March 31, 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	92	0	0	0
	1	109	109	103	103	103	103	103	0	0	0
	2	99	99	97	97	97	96	96	0	0	0
	3	119	119	120	120	120	118	118	0	0	0
	4	105	105	104	104	104	104	104	0	0	0
	5	89	89	88	88	88	87	87	0	0	0
	6	52	52	51	51	51	52	52	0	0	0
	7	47	47	46	46	46	46	46	0	0	0
	8	38	38	40	40	40	40	40	0	0	0
Grand Total		750	750	742	742	742	738	738	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

March 31, 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 01 005 108 000 000 455	Tech Supplies	\$45.49			
				E 01 005 810 000 000 401	Building Supplies	\$689.34			
				E 02 005 770 000 701 401	Food Service Supplies	\$132.65			
				E 01 010 203 000 000 430	Elem Classroom supplies	\$1,293.41			
				E 01 010 201 000 000 430	K Supplies	\$36.98			
PO#:		Voucher #:		10116	Invoice	Invoice No: 1MPX-4GQL-D4DF	3/15/2024	Paid Amt:	\$2,197.87
								Check Amount:	\$2,197.87
								Vendor Total:	\$2,197.87
1128		AssociatedBank							
			4228	OLDN			Wire		
				B 01 215 017	HSA	\$2,649.81			
				B 01 215 017	adj	(\$25.00)			
PO#:		Voucher #:		10097	Invoice	Invoice No: S2024170	3/15/2024	Paid Amt:	\$2,624.81
								Check Amount:	\$2,624.81
			4228	OLDN			Wire		
				B 01 215 017	HSA ADJ	\$25.00			
PO#:		Voucher #:		10103	Invoice	Invoice No: S2024170.2	3/19/2024	Paid Amt:	\$25.00
								Check Amount:	\$25.00
			4228	OLDN			Wire		
				B 01 215 017	HSA	\$2,649.81			
PO#:		Voucher #:		10167	Invoice	Invoice No: S2024180	3/29/2024	Paid Amt:	\$2,649.81
								Check Amount:	\$2,649.81
								Vendor Total:	\$5,299.62
1369		BerganKDV Outsourced Services LLC							
			4228	OLDN			Wire		
				E 01 005 114 000 000 305	KPay Processing Fee	\$534.00			
PO#:		Voucher #:		10104	Invoice	Invoice No: 3.8.24	3/19/2024	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	\$147.47			
PO#:		Voucher #:		10105	Invoice	Invoice No: 3.15.24	3/19/2024	Paid Amt:	\$147.47
								Check Amount:	\$147.47
								Vendor Total:	\$147.47

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1541 Business Essentials							
			4228	OLDN			BP
				E 01 010 203 000 000 430	Copy Paper	\$839.80	
PO#:	Voucher #:		10133	Invoice	Invoice No: WO-1286181-1	3/15/2024	Paid Amt: \$839.80
							Check Amount: \$839.80
<hr/>							
			4228	OLDN			BP
				E 01 010 203 000 000 430	Copy Paper	\$839.80	
PO#:	Voucher #:		10165	Invoice	Invoice No: WO-1283189-1	3/28/2024	Paid Amt: \$839.80
							Check Amount: \$839.80
							Vendor Total: \$1,679.60
<hr/>							
1617 CDWG							
			4228	OLDN			BP
				E 01 010 630 000 000 466	HP Student chromebooks 35 @ \$199.95/ea	\$6,998.25	
PO#:	Voucher #:		10095	Invoice	Invoice No: PN01358	3/1/2024	Paid Amt: \$6,998.25
							Check Amount: \$6,998.25
<hr/>							
			4228	OLDN			BP
				E 01 010 630 000 000 406	license upgrade 35 @ \$33/ea	\$1,155.00	
PO#:	Voucher #:		10129	Invoice	Invoice No: PN61084	3/15/2024	Paid Amt: \$1,155.00
							Check Amount: \$1,155.00
							Vendor Total: \$8,153.25
<hr/>							
1621 Cintas							
			4228	OLDN			BP
				E 01 005 810 000 000 401	FY24: Mats service	\$360.51	
PO#:	Voucher #:		10152	Invoice	Invoice No: 4185844367	3/28/2024	Paid Amt: \$360.51
							Check Amount: \$360.51
							Vendor Total: \$360.51
<hr/>							
1394 CKC Good Food							
			4228	OLDN			BP
				E 02 005 770 000 701 490	Lunch	\$10,234.05	
				E 02 005 770 000 705 490	Breakfast	\$3,546.50	
PO#:	Voucher #:		10085	Invoice	Invoice No: 4182973886	3/1/2024	Paid Amt: \$13,780.55
							Check Amount: \$13,780.55
<hr/>							
			4228	OLDN			BP
				E 02 005 770 000 705 490	Breakfast	\$3,669.50	
				E 02 005 770 000 701 490	Lunch	\$10,212.70	
PO#:	Voucher #:		10092	Invoice	Invoice No: 86822	3/1/2024	Paid Amt: \$13,882.20
							Check Amount: \$13,882.20
<hr/>							
			4228	OLDN			BP
				E 02 005 770 000 705 490	Breakfast	\$3,136.50	

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 02 005 770 000 701 490	Lunch	\$8,254.45	
PO#:		Voucher #:		10126 Invoice	Invoice No: 86955	3/15/2024	Paid Amt: \$11,390.95
							Check Amount: \$11,390.95
		4228		OLDN			BP
				E 02 005 770 000 705 490	Breakfast	\$2,675.25	
				E 02 005 770 000 701 490	Lunch	\$7,757.50	
PO#:		Voucher #:		10127 Invoice	Invoice No: 87085	3/15/2024	Paid Amt: \$10,432.75
							Check Amount: \$10,432.75
		4228		OLDN			BP
				E 02 005 770 000 701 495	Feb Milk	\$4,104.00	
PO#:		Voucher #:		10158 Invoice	Invoice No: 87164	3/28/2024	Paid Amt: \$4,104.00
							Check Amount: \$4,104.00
		4228		OLDN			BP
				E 02 005 770 000 701 401	gloves	\$14.36	
PO#:		Voucher #:		10159 Invoice	Invoice No: 87192	3/28/2024	Paid Amt: \$14.36
							Check Amount: \$14.36
		4228		OLDN			BP
				E 02 005 770 000 701 490	Lunch	\$7,859.15	
				E 02 005 770 000 705 490	Breakfast	\$3,157.00	
PO#:		Voucher #:		10160 Invoice	Invoice No: 87417	3/28/2024	Paid Amt: \$11,016.15
							Check Amount: \$11,016.15
							Vendor Total: \$64,620.96
1701		Comcast Business #1073802					
		4228		OLDN			BP
				E 01 005 810 000 000 320	Phone lines-Elevator	\$246.21	
PO#:		Voucher #:		10141 Invoice	Invoice No: 3/15/2024	3/28/2024	Paid Amt: \$246.21
							Check Amount: \$246.21
							Vendor Total: \$246.21
1140		Computer Integration Technologies					
		4228		OLDN			BP
				E 01 005 108 000 000 405	FY23-24 2.2824-6.30.24	\$952.00	
				B 01 131 000	FY24-25 7.1.24-2.28.24	\$1,904.00	
PO#:		Voucher #:		10120 Invoice	Invoice No: 369808	3/15/2024	Paid Amt: \$2,856.00
							Check Amount: \$2,856.00
							Vendor Total: \$2,856.00

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1745		Creative Planning							
		4228		OLDN			BP		
				E 01 005 113 000 000 305	Financial Management			\$6,600.00	
PO#:		Voucher #:		10080 Invoice	Invoice No: 1220125	3/1/2024		Paid Amt:	\$6,600.00
								Check Amount:	\$6,600.00
								Vendor Total:	\$13,200.00
1693		Dakota Academic Consulting Inc							
		4228		OLDN			BP		
				E 01 005 110 000 000 305	E-rate Consulting Services			\$2,950.00	
PO#:		Voucher #:		10119 Invoice	Invoice No: 3165	3/15/2024		Paid Amt:	\$2,950.00
								Check Amount:	\$2,950.00
								Vendor Total:	\$2,950.00
1555		DHH Consulting LLC							
		4228		OLDN			BP		
				E 01 010 405 000 740 394	Jenny Smith, DHH Services: 2.1-2.29.24 12.25			\$1,176.00	
PO#:		Voucher #:		10112 Invoice	Invoice No: 1284	3/15/2024		Paid Amt:	\$1,176.00
								Check Amount:	\$1,176.00
								Vendor Total:	\$1,176.00
1702		Emerald Lawn & Landscaping Inc							
		4228		OLDN			BP		
				E 01 005 810 000 000 350	FY24 Snow Services			\$6,085.00	
PO#:		Voucher #:		10081 Invoice	Invoice No: 13046	3/1/2024		Paid Amt:	\$6,085.00
								Check Amount:	\$6,085.00
								Vendor Total:	\$6,085.00
1508		First Bankcard							
		4228		OLDN			Wire		
				E 01 005 810 000 000 320	02/14/24-HumbleFax-Fax service-2/14-3/14/24			\$10.00	
				E 01 005 810 000 000 320	02/20/24-TMobile-Cell phone-ED & Cell for VC			\$140.00	
				E 01 005 810 000 000 320	02/22/24-Sangoma-SipStation subscription (Vc			\$25.00	
				E 01 005 810 000 000 320	02/28/24-Sangoma-SipStation subscription (Vc			\$49.69	
				E 01 005 810 000 000 320	03/06/24-Comcast-Phone lines-elevator & fire			\$246.21	
				E 01 005 107 000 000 401	03/01/24-Univ Wisconsin River Falls-K-12 Edu			\$125.00	
				E 01 005 110 000 000 490	02/16/24-Raising Canes-Working dinner-K Ro			\$64.39	
				E 01 005 107 000 000 401	02/08/24-Party City-Balloons for K Round-Up			\$62.10	
				E 01 005 107 000 000 401	03/01/24-CustomInk -T-shirts-WLA Middle Sch			\$49.30	

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	03/01/24-CustomInk -T-shirts-WLA Middle Sch	\$1,100.30
				E 01	005 810 000 000 350	02/21/24-Schindler Elevator Corp-Elevator ser	\$346.63
				E 01	005 810 000 000 330	02/13/24-City of Woodbury-Water & sewer 11/2	\$564.90
				E 01	010 203 000 000 369	02/23/24-Children's Theatre Co-Alice in Wonde	\$1,185.00
				E 01	010 291 000 000 335	03/07/24-USA Inflatables-Field day obstacle cc	\$987.68
				E 01	010 203 000 000 430	03/01/24-TeachersPayTeachers-Holes study ui	\$12.50
				E 01	010 203 000 000 430	03/01/24-WalMart-Paper plates, mini marshma	\$7.44
PO#:		Voucher #:		10166	Invoice	Invoice No: 3.19.24	3/19/2024
							Paid Amt: \$4,976.14
							Check Amount: \$4,976.14
							Vendor Total: \$4,976.14
1609		GIS Benefits					
		4228		OLDN			Wire
				B 01	215 013	Life/LTD/STD:	\$3,185.56
				B 01	215 009	Dental:	\$2,561.67
				B 01	215 021	Vision	\$446.51
				B 01	215 020	PPL:	\$253.50
				E 01	005 110 000 000 305	Admin Fees	\$52.00
PO#:		Voucher #:		10135	Invoice	Invoice No: 3.20.24	3/29/2024
							Paid Amt: \$6,499.24
							Check Amount: \$6,499.24
							Vendor Total: \$6,499.24
1064		HealthPartners - Group					
		4228		OLDN			Wire
				B 01	215 010	Health Ins	\$25,484.45
PO#:		Voucher #:		10108	Invoice	Invoice No: 3.18.24	3/19/2024
							Paid Amt: \$25,484.45
							Check Amount: \$25,484.45
							Vendor Total: \$25,484.45
1627		Hillyard Cleaners					
		4228		OLDN			BP
				E 02	005 770 000 701 401	Floor cleaner machine	\$408.30
PO#:		Voucher #:		10156	Invoice	Invoice No: 605424267	3/28/2024
							Paid Amt: \$408.30
							Check Amount: \$408.30
							Vendor Total: \$408.30
1054		Integrative Therapy, LLC.					
		4228		OLDN			BP
				E 01	010 420 000 740 394	COTA Services 21.75 hrs @\$74/hr	\$1,609.50

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 22.83hrs @ \$90/hr			\$2,055.60	
PO#:		Voucher #:		10086 Invoice	Invoice No: 4689	3/1/2024		Paid Amt:	\$3,665.10
								Check Amount:	\$3,665.10
<hr/>									
		4228		OLDN			BP		
				E 01 010 420 000 740 394	OT 20.33 hrs @ \$90/hr			\$1,830.00	
				E 01 010 420 000 740 394	COTA Services 31.17 hrs @\$74/hr			\$2,306.09	
PO#:		Voucher #:		10153 Invoice	Invoice No: 4733	3/28/2024		Paid Amt:	\$4,136.09
								Check Amount:	\$4,136.09
<hr/>									
		4228		OLDN			BP		
				E 01 010 420 000 740 394	COTA Services 16.75 hrs @\$74/hr			\$1,239.26	
				E 01 010 420 000 740 394	OT 10.92 hrs @ \$90/hr			\$982.50	
PO#:		Voucher #:		10154 Invoice	Invoice No: 4778	3/28/2024		Paid Amt:	\$2,221.76
								Check Amount:	\$2,221.76
								Vendor Total:	\$10,022.95
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1003		Internal Revenue Service							
		4228		OLDN			Wire		
				B 01 215 002	Federal Withholding			\$11,882.35	
				B 01 215 005	FICA			\$27,282.48	
PO#:		Voucher #:		10098 Invoice	Invoice No: S2024170	3/15/2024		Paid Amt:	\$39,164.83
								Check Amount:	\$39,164.83
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		4228		OLDN			Wire		
				B 01 215 002	Federal Withholding			\$10,417.00	
				B 01 215 005	FICA			\$24,221.80	
PO#:		Voucher #:		10168 Invoice	Invoice No: S2024180	3/29/2024		Paid Amt:	\$34,638.80
								Check Amount:	\$34,638.80
								Vendor Total:	\$73,803.63
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1150		JR Computer Associates							
		4228		OLDN			BP		
				E 01 005 605 000 000 315	FY24 Monthly Contract Services: March 2024			\$1,200.00	
PO#:		Voucher #:		10130 Invoice	Invoice No: R20241694	3/15/2024		Paid Amt:	\$1,200.00
								Check Amount:	\$1,200.00
								Vendor Total:	\$1,200.00

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1751		Katie Nelson	4228	OLDN			BP
				E 01 010 203 000 000 369	FY24 Reimb: Chaperone for fieldtrip	\$40.00	
PO#:		Voucher #:	10079	Invoice	Invoice No: 2/6/2024	3/1/2024	Paid Amt: \$40.00
							Check Amount: \$40.00
							Vendor Total: \$40.00
1240		Keys to Communication	4228	OLDN			BP
				E 01 010 401 000 740 394	Pam Lackram, Speech, 29 hrs @\$45/hr Mileage	\$1,305.00	
				E 01 010 401 000 740 394	Pam Lackram, Speech services 149.25 hrs @	\$13,432.50	
PO#:		Voucher #:	10111	Invoice	Invoice No: 09201872	3/15/2024	Paid Amt: \$14,737.50
							Check Amount: \$14,737.50
							Vendor Total: \$14,737.50
1754		Mad Dog Interiors Inc	4228	OLDN			BP
				E 01 005 810 000 000 530	Sound panels in gym	\$11,350.00	
PO#:		Voucher #:	10140	Invoice	Invoice No: 3/15/2024	3/28/2024	Paid Amt: \$11,350.00
							Check Amount: \$11,350.00
							Vendor Total: \$11,350.00
1518		Martin Law Firm	4228	OLDN			BP
				E 01 005 111 000 000 305	Legal Services -Feb	\$185.50	
PO#:		Voucher #:	10110	Invoice	Invoice No: 2/29/2024	3/15/2024	Paid Amt: \$185.50
							Check Amount: \$185.50
							Vendor Total: \$185.50
1515		Minnesota Coaches Inc	4228	OLDN			BP
				E 01 005 760 000 723 360	FY24 SpEd busing route #21-Feb	\$6,832.00	
PO#:		Voucher #:	10162	Invoice	Invoice No: 93414	3/28/2024	Paid Amt: \$6,832.00
							Check Amount: \$6,832.00
			4228	OLDN			BP
				E 01 005 760 000 723 360	FY24 SpEd busing route #22-Feb	\$6,832.00	
PO#:		Voucher #:	10163	Invoice	Invoice No: 93416	3/28/2024	Paid Amt: \$6,832.00
							Check Amount: \$6,832.00
							Vendor Total: \$13,664.00

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1216		Minnesota Historical Society							
		4228		OLDN			BP		
				E 01 010 203 000 000 369	Gr. 7/8 Fieldtrip-			\$800.00	
PO#:		Voucher #:		10151 Invoice	Invoice No: 30491	3/28/2024		Paid Amt:	\$800.00
								Check Amount:	\$800.00
								Vendor Total:	\$800.00
1004		MN Department of Revenue Service							
		4228		OLDN			Wire		
				B 01 215 003	MN Withholding			\$6,138.43	
PO#:		Voucher #:		10100 Invoice	Invoice No: S2024170	3/15/2024		Paid Amt:	\$6,138.43
								Check Amount:	\$6,138.43
								Vendor Total:	\$800.00
		4228		OLDN			Wire		
				B 01 215 003	MN Withholding			\$5,334.16	
PO#:		Voucher #:		10170 Invoice	Invoice No: S2024180	3/29/2024		Paid Amt:	\$5,334.16
								Check Amount:	\$5,334.16
								Vendor Total:	\$11,472.59
1712		MN Reflections LLC							
		4228		OLDN			BP		
				E 01 005 810 000 000 350	Exterior window cleaning-Bldg A & B, front entr			\$4,030.00	
PO#:		Voucher #:		10143 Invoice	Invoice No: 1009	3/28/2024		Paid Amt:	\$4,030.00
								Check Amount:	\$4,030.00
								Vendor Total:	\$4,030.00
1462		Monarch Bus Service Inc							
		4228		OLDN			BP		
				E 01 005 760 000 733 360	State Capital Fieldtrip busing			\$253.80	
PO#:		Voucher #:		10093 Invoice	Invoice No: 91872	3/1/2024		Paid Amt:	\$253.80
								Check Amount:	\$253.80
								Vendor Total:	\$253.80
		4228		OLDN			BP		
				E 01 005 760 000 733 360	Science Museum Fieldtrip busing			\$706.86	
PO#:		Voucher #:		10094 Invoice	Invoice No: 91946	3/1/2024		Paid Amt:	\$706.86
								Check Amount:	\$706.86
								Vendor Total:	\$706.86
		4228		OLDN			BP		
				E 01 005 760 000 720 360	Busing contract-installment 8 of 10			\$66,880.44	
PO#:		Voucher #:		10125 Invoice	Invoice No: 84139	3/15/2024		Paid Amt:	\$66,880.44
								Check Amount:	\$66,880.44
								Vendor Total:	\$66,880.44
		4228		OLDN			BP		
				E 01 005 760 000 733 360	Fieldtrip busing-The Works Gr 1			\$806.26	
PO#:		Voucher #:		10161 Invoice	Invoice No: 92951	3/28/2024		Paid Amt:	\$806.26
								Check Amount:	\$806.26
								Vendor Total:	\$806.26

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1462		Monarch Bus Service Inc							
		4228		OLDN			BP		
				E 01 005 760 000 723 360	SpEd busing route #23-Dec to Feb			\$18,446.40	
PO#:		Voucher #:		10164 Invoice	Invoice No: 93488	3/28/2024		Paid Amt:	\$18,446.40
								Check Amount:	\$18,446.40
								Vendor Total:	\$87,093.76
1457		MSB Holdings - Woodbury LLC							
		4228		OLDN			BP		
				E 01 005 810 000 000 350	Common Area Maintenance charges Jan-Mar :			\$12,309.07	
PO#:		Voucher #:		10109 Invoice	Invoice No: 2/19/2024	3/15/2024		Paid Amt:	\$12,309.07
								Check Amount:	\$12,309.07
								Vendor Total:	\$13,809.07
		4228		OLDN			BP		
				E 01 005 810 000 000 305	Common Area Maintenance charges: Admin fe			\$1,500.00	
PO#:		Voucher #:		10138 Invoice	Invoice No: 3/7/2024	3/28/2024		Paid Amt:	\$1,500.00
								Check Amount:	\$1,500.00
								Vendor Total:	\$13,809.07
1639		Navigate Care Consulting							
		4228		OLDN			BP		
				E 01 010 720 000 000 305	GenEd Nursing off site 0.5 hr @ \$90/hr			\$45.00	
				E 01 010 420 000 740 394	SPED offsite .5 hrs @ \$90/hr			\$45.00	
PO#:		Voucher #:		10089 Invoice	Invoice No: 6297	3/1/2024		Paid Amt:	\$90.00
								Check Amount:	\$90.00
								Vendor Total:	\$90.00
		4228		OLDN			BP		
				E 01 010 720 000 000 305	GenEd Nursing off site 1 hr @ \$90/hr			\$90.00	
				E 01 010 420 000 740 394	Erika Sixl, Sped Nursing offsite 3.75 hrs @ \$90			\$337.50	
PO#:		Voucher #:		10123 Invoice	Invoice No: 6346	3/15/2024		Paid Amt:	\$427.50
								Check Amount:	\$427.50
								Vendor Total:	\$1,587.50
		4228		OLDN			BP		
				E 01 010 720 000 000 305	GenEd Nursing off site 1.75 hr @ \$90/hr			\$157.50	
				E 01 010 420 000 740 394	Erika Sixl, Sped Nursing offsite 3.75 hrs @ \$90			\$787.50	
				E 01 010 420 000 740 394	Erika Sixl, Sped Nursing onsite 1.25 hrs @ \$100			\$125.00	
PO#:		Voucher #:		10157 Invoice	Invoice No: 6444	3/28/2024		Paid Amt:	\$1,070.00
								Check Amount:	\$1,070.00
								Vendor Total:	\$1,587.50
1634		Nitti Sanitation							
		4228		OLDN			BP		
				E 01 005 810 000 000 330	Trash Services			\$1,240.24	
PO#:		Voucher #:		10087 Invoice	Invoice No: 557724	3/1/2024		Paid Amt:	\$1,240.24
								Check Amount:	\$1,240.24

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	\$1,240.24	
PO#:		Voucher #:	10155	Invoice	Invoice No: 573373	3/28/2024	Paid Amt: \$1,240.24
							Check Amount: \$1,240.24
							Vendor Total: \$2,480.48
1441		Old National	4228	OLDN			Wire
				E 01 005 112 000 000 305	service fees	\$481.09	
PO#:		Voucher #:	10106	Invoice	Invoice No: 3.15.24	3/19/2024	Paid Amt: \$481.09
							Check Amount: \$481.09
							Vendor Total: \$481.09
1707		Pam Schieffer	4228	OLDN			BP
				E 01 010 203 000 000 460	FY24 Reimb: Iliad/Odyssey Novels	\$161.98	
PO#:		Voucher #:	10142	Invoice	Invoice No: 3/21/2024	3/28/2024	Paid Amt: \$161.98
							Check Amount: \$161.98
							Vendor Total: \$161.98
1001		Public Employee Retirement Association	4228	OLDN			Wire
				B 01 215 007	PERA	\$6,044.01	
PO#:		Voucher #:	10099	Invoice	Invoice No: S2024170	3/15/2024	Paid Amt: \$6,044.01
							Check Amount: \$6,044.01
							Vendor Total: \$9,625.93
			4228	OLDN			Wire
				B 01 215 007	PERA	\$3,581.92	
PO#:		Voucher #:	10169	Invoice	Invoice No: S2024180	3/29/2024	Paid Amt: \$3,581.92
							Check Amount: \$3,581.92
							Vendor Total: \$9,625.93
1233		Reno Mothes	4228	OLDN			BP
				E 01 010 404 000 740 394	Reno Mothes, DAPE services: 2.1-2.29.24 9.2	\$832.50	
PO#:		Voucher #:	10131	Invoice	Invoice No: WLA-0079	3/15/2024	Paid Amt: \$832.50
							Check Amount: \$832.50
							Vendor Total: \$832.50

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	Feb Cleaning Services			\$10,200.00	
PO#:		Voucher #:		10132 Invoice	Invoice No: WLA-31	3/15/2024		Paid Amt:	\$10,200.00
								Check Amount:	\$10,200.00
								Vendor Total:	\$10,200.00
1629		Roberto Martinez							
		4228		OLDN			BP		
				E 01 005 810 000 000 401	FY24 Reimb: tire bearing-trash cart			\$49.98	
PO#:		Voucher #:		10137 Invoice	Invoice No: 2/23/2024	3/28/2024		Paid Amt:	\$49.98
								Check Amount:	\$49.98
								Vendor Total:	\$166.30
		4228		OLDN			BP		
				E 01 005 810 000 000 401	FY24 Reimb: tools			\$116.32	
PO#:		Voucher #:		10139 Invoice	Invoice No: 3/11/2024	3/28/2024		Paid Amt:	\$116.32
								Check Amount:	\$116.32
								Vendor Total:	\$166.30
1705		Schindler Elevator Corporation							
		4228		OLDN			BP		
				E 01 005 810 000 000 350	FY24: Elevevator maintenance service 7/1/23-			\$1,214.63	
PO#:		Voucher #:		10124 Invoice	Invoice No: 7153891852	3/15/2024		Paid Amt:	\$1,214.63
								Check Amount:	\$1,214.63
								Vendor Total:	\$1,214.63
1246		Sentient Healthcare							
		4228		OLDN			BP		
				E 01 010 405 000 740 394	Audiology: 1 hrs @ \$110/hr			\$110.00	
				E 01 010 405 000 740 394	credit for FM component - Audio adapters (2) ii			(\$20.00)	
PO#:		Voucher #:		10145 Invoice	Invoice No: 125851	3/28/2024		Paid Amt:	\$90.00
								Check Amount:	\$90.00
								Vendor Total:	\$90.00
1241		Sheila Merzer							
		4228		OLDN			BP		
				E 01 010 411 000 740 394	Sheila Merzer, ASD, 3.75 hrs @ \$125/hr			\$468.75	
PO#:		Voucher #:		10084 Invoice	Invoice No: 24171	3/1/2024		Paid Amt:	\$468.75
								Check Amount:	\$468.75
								Vendor Total:	\$468.75
		4228		OLDN			BP		
				E 01 010 411 000 740 394	Sheila Merzer, ASD, 1.75 hrs @ \$125/hr			\$218.75	
PO#:		Voucher #:		10117 Invoice	Invoice No: 24190	3/15/2024		Paid Amt:	\$218.75
								Check Amount:	\$218.75
								Vendor Total:	\$218.75

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1241		Sheila Merzer							
			4228	OLDN			BP		
				E 01 010 411 000 740 394	Sheila Merzer, ASD, 2.25 hrs @ \$125/hr		\$281.25		
PO#:		Voucher #:	10118	Invoice	Invoice No: 24199	3/15/2024	Paid Amt:	\$281.25	
							Check Amount:	\$281.25	
								Vendor Total:	\$1,218.75
1710		St. Cloud Refrigeration Inc							
			4228	OLDN			BP		
				E 01 005 810 000 000 350	Maintenance Service Contract - replace filters		\$1,105.06		
PO#:		Voucher #:	10096	Invoice	Invoice No: W96289	3/1/2024	Paid Amt:	\$1,105.06	
							Check Amount:	\$1,105.06	
								Vendor Total:	\$2,770.06
			4228	OLDN			BP		
				E 01 005 810 000 000 350	Maintenance service contract-Mar		\$1,665.00		
PO#:		Voucher #:	10128	Invoice	Invoice No: C010206	3/15/2024	Paid Amt:	\$1,665.00	
							Check Amount:	\$1,665.00	
1742		Summit Fire Protection							
			4228	OLDN			BP		
				E 01 005 810 000 000 305	Sprinkler Inspection		\$955.00		
PO#:		Voucher #:	10113	Invoice	Invoice No: 130101298	3/15/2024	Paid Amt:	\$955.00	
							Check Amount:	\$955.00	
								Vendor Total:	\$1,805.00
			4228	OLDN			BP		
				E 01 005 810 000 000 305	Install emergency light, replace fire ext batterie		\$1,805.00		
PO#:		Voucher #:	10114	Invoice	Invoice No: 130102151	3/15/2024	Paid Amt:	\$1,805.00	
							Check Amount:	\$1,805.00	
								Vendor Total:	\$1,425.00
			4228	OLDN			BP		
				E 01 005 810 000 000 305	Service/repair fire sprinklers		\$1,425.00		
PO#:		Voucher #:	10149	Invoice	Invoice No: 2237152	3/28/2024	Paid Amt:	\$1,425.00	
							Check Amount:	\$1,425.00	
								Vendor Total:	\$977.50
			4228	OLDN			BP		
				E 01 005 810 000 000 305	Annual fire alarm inspection-Bldg A		\$977.50		
PO#:		Voucher #:	10146	Invoice	Invoice No: 130103361	3/28/2024	Paid Amt:	\$977.50	
							Check Amount:	\$977.50	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1742		Summit Fire Protection					
		4228		OLDN			BP
				E 01 005 810 000 000 305	Annual fire alarm inspection-Bldg B	\$797.50	
PO#:		Voucher #:		10147 Invoice	Invoice No: 130103362	3/28/2024	
							Paid Amt: \$797.50
							Check Amount: \$797.50
							Vendor Total: \$5,960.00
1098		Teachers on Call					
		4228		OLDN			BP
				E 01 010 201 000 000 305	Substitutes: 2.7-2.9.24	\$511.50	
PO#:		Voucher #:		10082 Invoice	Invoice No: 154443	3/1/2024	
							Paid Amt: \$511.50
							Check Amount: \$511.50
							Vendor Total: \$5,960.00
		4228		OLDN			BP
				E 01 010 201 000 000 305	Substitutes: 212.24	\$255.75	
PO#:		Voucher #:		10083 Invoice	Invoice No: 154611	3/1/2024	
							Paid Amt: \$255.75
							Check Amount: \$255.75
							Vendor Total: \$1,023.00
		4228		OLDN			BP
				E 01 010 201 000 000 305	Substitutes: 2.21.24	\$255.75	
PO#:		Voucher #:		10115 Invoice	Invoice No: 154966	3/15/2024	
							Paid Amt: \$255.75
							Check Amount: \$255.75
							Vendor Total: \$1,023.00
1002		Teachers Retirement Association					
		4228		OLDN			Wire
				B 01 215 006	TRA	\$23,367.64	
PO#:		Voucher #:		10101 Invoice	Invoice No: S2024170	3/15/2024	
							Paid Amt: \$23,367.64
							Check Amount: \$23,367.64
							Vendor Total: \$46,378.67
		4228		OLDN			Wire
				B 01 215 006	TRA	\$23,011.03	
PO#:		Voucher #:		10171 Invoice	Invoice No: S2024180	3/29/2024	
							Paid Amt: \$23,011.03
							Check Amount: \$23,011.03
							Vendor Total: \$46,378.67
1753		Terry Bellamy					
		4228		OLDN			BP
				E 01 010 203 000 000 305	Sub	\$2,324.08	
PO#:		Voucher #:		10136 Invoice	Invoice No: INV36823	3/20/2024	
							Paid Amt: \$2,324.08
							Check Amount: \$2,324.08
							Vendor Total: \$2,324.08

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1029		The Home Depot							
		4228		OLDN			BP		
				E 01 005 810 000 000 401	Janitorial supplies-trash bags	\$65.48			
PO#:		Voucher #:		10090 Invoice	Invoice No: 786811083	3/1/2024	Paid Amt:	\$65.48	
							Check Amount:	\$65.48	
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		4228		OLDN			BP		
				E 01 005 810 000 000 401	Janitorial supplies	\$2,617.85			
PO#:		Voucher #:		10091 Invoice	Invoice No: 788016319	3/1/2024	Paid Amt:	\$2,617.85	
							Check Amount:	\$2,617.85	
							Vendor Total:	\$2,683.33	
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1302		Toshiba Financial Services							
		4228		OLDN			BP		
				E 01 010 605 000 000 560	Copier	\$578.75			
				E 01 010 605 000 000 401	overages	\$1,415.79			
PO#:		Voucher #:		10122 Invoice	Invoice No: 5028709618	3/15/2024	Paid Amt:	\$1,994.54	
							Check Amount:	\$1,994.54	
							Vendor Total:	\$1,994.54	
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1703		Towanna Napier							
		4228		OLDN	6215		Check		
				E 01 005 760 000 720 360	Student Transportation	\$752.54			
PO#:		Voucher #:		10134 Invoice	Invoice No: 3.15.24	3/28/2024	Paid Amt:	\$752.54	
							Check Amount:	\$752.54	
							Vendor Total:	\$752.54	
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1752		Twin Cities Flag Source							
		4228		OLDN			BP		
				E 01 005 810 000 000 401	Gym flag	\$379.00			
PO#:		Voucher #:		10121 Invoice	Invoice No: 38699	3/15/2024	Paid Amt:	\$379.00	
							Check Amount:	\$379.00	
							Vendor Total:	\$379.00	
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1750		Two Way Radio Center							
		4228		OLDN			BP		
				E 01 005 108 000 000 465	Two-way radios (5) & multi charger	\$1,665.00			
PO#:		Voucher #:		10088 Invoice	Invoice No: 58857	3/1/2024	Paid Amt:	\$1,665.00	
							Check Amount:	\$1,665.00	
							Vendor Total:	\$1,665.00	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1635		USBank					
			4228	OLDN			Wire
				E 01 005 850 000 348 570	Rent	\$104,477.08	
PO#:		Voucher #:	10107	Invoice	Invoice No: 3.6.24	3/19/2024	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 #:	10102	Invoice	Invoice No: S2024170	3/15/2024	Paid Amt: \$1,739.90
							Check Amount: \$1,739.90
							Vendor Total: \$3,479.80
			4228	OLDN			Wire
				B 01 215 011	TSA	\$1,739.90	
PO#:		Voucher #:	10172	Invoice	Invoice No: S2024180	3/29/2024	Paid Amt: \$1,739.90
							Check Amount: \$1,739.90
							Vendor Total: \$3,479.80
1737		Zayo Group LLC					
			4228	OLDN			BP
				E 01 005 810 000 000 320	Telecommunications service 3.1-3.31.24	\$633.94	
PO#:		Voucher #:	10148	Invoice	Invoice No: 2.02403E+12	3/28/2024	Paid Amt: \$633.94
							Check Amount: \$633.94
							Vendor Total: \$633.94
							Report Total: \$591,663.82

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
1997	4228	OLDN	CR0324													
FY24 Donations				2020	Credit	A	03/11/24	Check	1	DONATE Donations						
							4228	R	01 005 000 000 000 096	Mighty cause Donations				45.00		0.00
														Receipt Total:	\$45.00	\$0.00
														Deposit Total:	\$45.00	\$0.00
1998	4228	OLDN	CR0324													
FY24 SERVS				2021	Credit	A	03/15/24	Check	1	M	Miscellaneous Customer					
							4228	R	01 005 000 013 160 400	FY24 FIN 160 CRS 013				107.27		0.00
							4228	R	01 005 000 013 161 400	FY24 FIN 161 CRS 013				26.82		0.00
							4228	R	01 005 000 012 169 400	FY24 FIN 169 CRS 012				7,216.11		0.00
							4228	R	01 005 000 011 425 400	FY24 FIN 425 CRS 011				7,831.63		0.00
							4228	R	01 005 000 000 425 400	FY24 FIN 425 CRS 000				5,860.99		0.00
														Receipt Total:	\$21,042.82	\$0.00
														Deposit Total:	\$21,042.82	\$0.00
1999	4228	OLDN	CR0324													
FY24 IDEAS				2022	Credit	A	03/15/24	Check	1	M	Miscellaneous Customer					
							4228	R	01 005 000 000 000 211	General Education Aid				272,050.46		0.00
							4228	R	01 005 000 000 000 201	Endow Fund Apportion				20,686.24		0.00
														Receipt Total:	\$292,736.70	\$0.00
														Deposit Total:	\$292,736.70	\$0.00
2000	4228	OLDN	CR0324													
3.7.24 Deposit				2023	Credit	A	03/07/24	Check	1	M	Miscellaneous Customer					
							4228	R	01 005 000 000 000 620	Free Dress Fundraiser				936.55		0.00
														Receipt Total:	\$936.55	\$0.00
														Deposit Total:	\$936.55	\$0.00
2001	4228	OLDN	CR0324													
3.7.24 Deposit				2024	Credit	A	03/07/24	Check	1	M	Miscellaneous Customer					
							4228	R	01 005 000 000 000 050	Milk				6.00		0.00
							4228	R	01 005 000 000 000 050	Gr. 1 fieldtrip-The Works				1,215.00		0.00
							4228	R	01 005 000 000 000 050	Gr. 4 leadership-Project Cocc				245.00		0.00
							4228	R	01 005 000 000 372 071	Med Assist Fr Dept of HS				946.10		0.00
							4228	E	01 005 108 000 000 405	CIT-refund				462.00		0.00
							4228	R	01 005 000 000 000 096	Donations				521.40		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
2001	4228	OLDN	CR0324													
3.7.24 Deposit																
			2024	Credit	A	03/07/24		Check	1	M						
						4228	E 01 010 605 000 000 560								202.97	0.00
										Miscellaneous Customer						
										Toshiba-terminate copier leas						
														Receipt Total:	\$3,598.47	\$0.00
														Deposit Total:	\$3,598.47	\$0.00
2002	4228	OLDN	CR0324													
FY24 March i3Education																
			2025	Credit	A	03/29/24		Check	1	M						
						4228	R 01 005 000 000 000 050								66.00	0.00
										Miscellaneous Customer						
										Milk-i3Education						
														Receipt Total:	\$66.00	\$0.00
														Deposit Total:	\$66.00	\$0.00
2003	4228	OLDN	CR0324													
FY24 IDEAS																
			2026	Credit	A	03/29/24		Check	1	M						
						4228	R 01 005 000 000 000 211								220,861.68	0.00
										Miscellaneous Customer						
										General Education Aid						
						4228	R 01 005 000 000 317 211							2,222.00	0.00	
										ENG Learner Cross subs						
						4228	R 01 005 000 000 740 360							25,366.29	0.00	
										FY24 SPED						
						4228	R 01 005 000 000 312 300							24,367.76	0.00	
										FY24 Literacy Incentive						
														Receipt Total:	\$272,817.73	\$0.00
														Deposit Total:	\$272,817.73	\$0.00
2004	4228	OLDN	CR0324													
FY24 March Interest																
			2027	Credit	A	03/31/24		Check	1	I						
						4228	R 01 005 000 000 000 092								5,436.56	0.00
										Interest						
										March Interest						
														Receipt Total:	\$5,436.56	\$0.00
														Deposit Total:	\$5,436.56	\$0.00
2005	4228	OLDN	CR0324													
3.29.24 Deposit																
			2028	Credit	A	03/29/24		Check	1	M						
						4228	R 01 005 000 000 000 620								7.00	0.00
										Miscellaneous Customer						
										Free Dress Fundraiser						
						4228	R 01 005 000 000 000 050							6.00	0.00	
										milk						
						4228	R 01 005 000 000 000 050							191.00	0.00	
										Gr 7/8 FT MN History Center						
						4228	R 01 005 000 000 000 050							290.00	0.00	
										Gr 4 FT Childrens Theater						
						4228	R 01 005 000 000 000 096							50.00	0.00	
										Blackbaud Donations						

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
2005	4228	OLDN	CR0324													
3.29.24	Deposit			2028	Credit	A	03/29/24	Check	1	M	Miscellaneous Customer					
				4228	R	01	005 000 000	372	071	Med Assist Fr Dept of HS					127.10	0.00
Receipt Total:														\$671.10	\$0.00	
Deposit Total:														\$671.10	\$0.00	
Report Total:														\$597,350.93	\$0.00	

WOODBURY LEADERSHIP ACADEMY Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Cr	S	Fin	O/S	Account Description	Debit Amount	Credit Amount
5274	202408	02/29/2024	P	JE		L.Ekelund GE to F160 to Max	L.Ekelund GE to F160	E	01	005	712	000	000	165		School Counselor	0.00	107.27
							L.Ekelund GE to F160	E	01	005	712	013	160	165		School Counselor	107.27	0.00
																	\$107.27	\$107.27
5276	202408	02/29/2024	P	JE		Rcls N.Bedard to Max.Fed Fu	Rcls N.Bedard to FIN 420	E	01	010	420	000	420	161		ParaProf/Personal Care As	1,125.29	0.00
							Rcls N.Bedard to Max.Fed Fur	E	01	010	420	000	740	161		ParaProf/Personal Care As	0.00	1,125.29
																	\$1,125.29	\$1,125.29
5285	202408	02/29/2024	P	JE	215 Ter	215 Terms	XCalendar	B	01	215	000					Payroll Deductions	0.00	387.50
								B	01	215	009					Dental	0.00	445.92
							Terms Helth	B	01	215	010					Health	0.00	464.73
							Terms Life	B	01	215	013					Life/LTD/STD	0.00	58.03
							XCalendar	B	01	215	017					HSA	387.50	0.00
							Dettman.H PPL Term	B	01	215	020					PrePaid Legal	0.00	19.50
							Terms Vision	B	01	215	021					Vision	0.00	103.13
							Terms Vision	E	01	010	203	000	000	220		Health Insurance	103.13	0.00
							Terms Helth	E	01	010	203	000	000	220		Health Insurance	464.73	0.00
							Terms Life	E	01	010	203	000	000	230		Life Insurance	58.03	0.00
								E	01	010	203	000	000	235		Dental Insurance	445.92	0.00
							Dettman.H PPL Term	E	01	010	407	000	740	220		Health Insurance	19.50	0.00
																	\$1,478.81	\$1,478.81



Meeting: Finance Committee Meeting Agenda/Minutes

Date: Wednesday, April 10, 2024

Time: 4:30 pm

Location: Virtual Meeting

Meeting Minutes

Meeting Call to Order and Roll Call - 4:30

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

Members not present -

WLA Mission & Vision – Jolene Skordahl

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

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

Development, Discussion, and Recommendations

1. Review financial statements for March 2024 - [Dustin J. Reeves](#), On target, within normal limits.
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 , further review and analysis recommended. Tabled
3. 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 - Playground and Building A first floor remodel will begin soon.
4. School Bus Contract Update- Dr. Mortensen The Finance Committee is comfortable moving forward with Monarch busing, so we will not continue to obtain added bids.
5. Review of credit card use and purchasing process - Dr. Mortensen, [Dustin J. Reeves](#) - Review of new product, Divvy. Discussion ensued, Dr. Mortensen to review for BOD.
6. Fund request for technology and furniture - Dr. Mortensen , [Dustin J. Reeves](#) further review needed.
7. Review budget model 24-25 - [Dustin J. Reeves](#)Dr. Mortensen - Tabled for next month.

Housekeeping -

1. PTO Balances for next school year, MN Earned Sick and Safe Time Act (ESST) review and discuss.
2. Budget model 24-25 Review

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting -

Date: Wednesday, May 8 @ 4:30

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

Adjournment @ 5:33



Meeting: Governance Committee

Date: Thursday, April 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: 6:03 Pm

Roll Call: **Mike Balint, Nicole Stevens, Dr. Kathy, Joe Valentine**

WLA Mission and Vision

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

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

Development, Discussion, and Recommendations

- Annual Policy Reviews
- Review of 700 series
 - Policy 701 **Dr Kathy has some recommended revisions – Send to BOD for 1st review.**
 - Policy 704 **Dr Kathy has some recommended revisions – Send to BOD for 1st review.**
 - Policy 709 **Review Formatting to make it cleaner – Send to BOD for 1st review.**
 - Policy 714 **No changes were recommended.**
- Policy 540 - Confirm tables on website matches tables on policy. **Casidee worked with Rich to get this consistent**
- Uniform Discussion
 - New Vendor for Uniforms still needs more investigation. **(Mike Balint update on potential vendor) Mike is still working on getting further details and might have presentation at next board meeting.**

Future Discussions

- Annual Policy Reviews
- Review of 800 series

Housekeeping

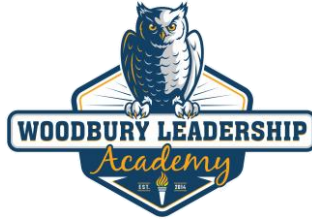
Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: May 9, 2024

Time: 6:00 p.m.

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

Adjournment: 6:20 pm



Adopted: April 2017

Revised: April 11, 2024

Reviewed: April 11, 2024

Policy 701 – Purchasing, Procurement, and Contracting Policy

I. PURPOSE

The purpose of this policy is to:

- Establish procedures for carrying out purchasing, procurement and contracting functions of Woodbury Leadership Academy (WLA)
- Provide efficient management of public monies.
- Ensure compliance with all applicable state and federal laws including requirements when using federal funds to make purchases under Minnesota's federal Charter Schools Program (CSP) .

II. GENERAL STATEMENT OF POLICY

It is the policy of the WLA board to utilize resources to the benefit of our students' education and to establish procedures for all expenditures made with charter school funds to ensure efficiency, economy, legal compliance, internal control, ethical behavior by all staff/board members, and fairness in dealing with vendors.

III. GENERAL PURCHASING PROCEDURES

- A. Authorization: The WLA school director, in conjunction with the board treasurer, are responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, efficiency, and compliance with all applicable laws. The approved WLA expenditure budget (as adopted by the Board of Directors) is authorization for the director to make purchases within the budget under his/her control. To be valid, all contracts must be approved by the school board. The school board may empower the director to enter into contracts that will be subsequently approved by the board.
- B. Scope: Purchasing procedures apply to procurement of equipment, supplies, and services used to support the educational process. Expenditure of charter school funds may only be for the public purposes of the charter school and may not benefit an individual.
- C. Administrative Approval: In order to provide efficient budget management, the director must approve all expenditures. Expenditures greater than ~~\$5,000~~ **\$50,00**

must also be approved by the board treasurer.

- D. Monitor: The director will monitor and facilitate best practices and ensure best pricing. The director, in collaboration with the board treasurer will make a monthly report to the WLA board regarding expenditures including variances to the approved budget.
- E. Economy: Good business practice dictates that products will be purchased for the lowest price for acceptable quality. Lower prices can be achieved through researching best prices, cultivating business relationships, negotiating price contracts, buying in quantity, competitive quotation, or formal bid process.
- F. Purchasing Methods: All charter school purchases must be made through methods authorized by WLA board. Approved methods include purchase orders, request for a check, reimbursement to employees upon presentation of receipts for school district purchases. Advanced payment will only be made when required by the vendor.
- G. Requesting Goods and Services:
 - 1. Requisitions for purchase orders. The school is to have a written procedure for the process of generating a purchase order for goods or services.
 - 2. Request for check. Services or supplies received and invoiced prior to initiating a purchase order may be paid by filling out a "request for check" form and getting director approval. Examples include attorneys, auditors, employee reimbursement for purchase of goods or mileage, and other contracted services where the total cost cannot be determined ahead of time.
 - 3. Employee reimbursement. Employees may be reimbursed for school expenses using a "request for check" form by attaching receipts and getting the director's approval. State sales tax cannot be reimbursed, so purchasing cards or purchase orders should be used whenever possible.
 - 4. Advance payment. From time-to-time it may become necessary to get an advance payment for goods or services. Upon approval of the director, advance payment will be made for such things as extended field trips, conference travel by staff and/or for vendors who won't accept a purchase order. All receipts, along with any unspent funds must be turned in upon completion.
- H. Receiving/Return/Storing: The director or his/her designee, upon receipt of ordered goods, will inspect to ensure accuracy of the order and condition of the goods. The initialed and dated packing slip/invoice should be filed to match the purchase order (if applicable) and the invoice for payment.

- I. Invoice/Payment: Payment for goods and services will be made only after the receipt of the goods or services, with rare exceptions. MN Statute 471.425 requires payment within 35 days with the exception for a negotiated shorter payment period between vendor and school. No company shall be paid late fees for payment within 35 days.
- J. Outstanding Purchase Orders and Year End Cleanup: Purchase orders remain unfilled and open until all items have been received and paid. Full year purchase orders (i.e., blanket POs for cell phone bills) and any unfilled purchase orders at June 30 of the fiscal year must be closed out and if necessary renewed with a different PO # the new fiscal year. Authorization to make future purchases cannot extend beyond the end of the fiscal year.

IV. PROCEDURES FOR PURCHASES FROM \$10,000 - \$49,000 WITH NON-FEDERAL MONEY

- A. A contract for supplies, materials, equipment or construction estimated to cost from \$ 10,000 to \$49,999 must be made by obtaining two (State Statute) or more competitive quotes or by sealed bid. Charter school contracts of this size must be in compliance with MN Statute 471.345. The director and the board treasurer must oversee this process.

V. PROCEDURES FOR PURCHASES \$50,000 AND OVER WITH NON-FEDERAL MONEY

- A. A contract for supplies, materials, equipment' or construction estimated to cost \$50,000 and over must be solicited by sealed bid after a public notice period. Contracts of this size must be in compliance with MN Statute 471.345. The director and the board treasurer must oversee this process.

~~VI. PROCEDURES FOR USING FEDERAL FUNDS TO PURCHASE MATERIALS, PRODUCE, OR SERVICES UNDER MINNESOTA FEDERAL CHARTER SCHOOLS PROGRAM(CSP)~~

- ~~A. Follow the steps as outlined above for General Purchasing Procedures. This will assist the school in following a free and open competitive process in securing those products or services. It will allow the school to properly document their purchasing activities and decisions. In addition, this policy will assist the school in following the special rules for particular kinds of purchases typically used under the federal Charter School Program. The federal requirements for these administrative areas are found in the Code of Federal Regulations (CFR) at 34 CFR 80.36 for governmental sub-recipients and 34 CFR 74.40-48 for sub-recipients that are non-profit organizations (e.g. CSP sub-grantees). These regulations are found at www.ed.gov/policy/fund/reg.~~

~~B. The Federal CSP has permitted three Procurement Methods as follows:~~

- ~~1. Small purchases (34 CFR~~
 - ~~a. May be used for procurement of \$100,000 or less in the aggregate;~~
 - ~~b. Small purchases are usually made through the use of purchase orders for purchases of goods and written contracts for purchases of consultant vendor services;~~
 - ~~c. Proposals must be solicited from three to five qualified sources (Federal CSP Grant Requirements) consistent with the nature and requirements of the procurement;~~
 - ~~d. Competition is sought through oral or written price quotations; and~~
 - ~~e. For procurement of goods, catalogs or price lists may also be used.~~
- ~~2. Competitive Proposals (34 CFR 80.36(d)(3)):~~
 - ~~a. A procurement in excess of the small purchase threshold (more than \$100,000) may not be inappropriately broken up into smaller components solely to qualify for the less complicated procedures followed under the "small purchases" approach.~~
- ~~3. Noncompetitive proposals/sole source procurement (34 CFR Part 80.36(d) (4))~~
 - ~~a. Noncompetitive negotiations may be utilized only under very limited circumstances. The CSP sub-grantee must show that another method of procurement was infeasible because:~~
 - ~~b. The item or service was only available from a single source;~~
 - ~~c. A public emergency or condition requiring urgency existed which did not permit the use of competitive procurement; or~~
 - ~~d. Competition was determined to be inadequate after receiving proposals from numerous sources.~~

C. Contracting with small and minority firms and women's business enterprises (34 CFR Part 80.36 (e)). Grantees and sub-grantees will take all necessary affirmative steps to assure that small and minority firms and women business enterprises are used when possible. Affirmative steps include:

1. Placing qualified small and minority business and women's business enterprises on solicitation lists;
2. Assuring that small and minority business and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women business enterprises;
4. Establishing delivery schedules, where the requirements permits, which encourage participation by small and minority business and women's t business enterprises; and
5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

D. The Administrative Process. Ille administrative procedures shall include a system of contract administration that includes the following:

1. WRITTEN PROCUREMENT PROCEDURES

- a. For procurements within the small purchase threshold (\$100,000) the procurement procedure ensures that the purchase of unnecessary or duplicate items is avoided; and a cost or price analysis will be performed for every proposed procurement action, including contract modifications, and documentation to that effect is maintained in the procurement file.

2. SELECTION PROCEDURES

- a. The charter school selection procedures ensure that:
 1. Awards will be made to the bidder/offer or whose offer is responsive to the solicitation and is most advantageous to the CSP sub-grantee, price and other factors considered;
 2. 11. Any and all offers may be rejected when it is in the CSP subgrantee's interest to doso;
 3. 1 1 1 . The CSP subgrantee ensures that the award is only made to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement;
 4. IV. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources; and
 5. The school will check references, contact current and prior clients. check resource organization web sites, etc.
 6. VI. The school ensures that there are protest procedures in place to handle and resolve disputes relating to procurement and in all instances report such disputes to the State (34 CFR 80.36(b)(12)).

3. CONTRACT ADMINISTRATION PROCEDURES

- a. If a charter school has contract administration procedures it will: ensure all purchase orders (and contracts) are signed by the authorized official(s) of the CSP sub-grantee;
- b. Determine the adequacy of contractor performance (34 CFR and iii. Establish reasonable payment schedules defining amount and timing of funds to be paid (we recommend payment after

services rendered). Insure items delivered and paid for are consistent with the purchase order and/or contract for the goods or services;

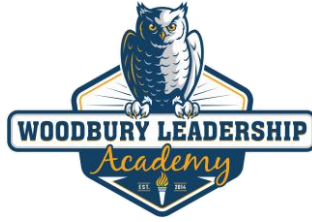
- c. Provide that timely payment to vendors occurs once the order is delivered, inspected, accepted, and payment authorized.

4. WRITTEN CONTRACTS WITH VENDORS WILL INCLUDE-THE FOLLOWING:

- a. Provisions or conditions that allow for administrative, contractual or legal remedies in instances in which a contractor violates or breaches the contract term, and provisions which provides for such remedial actions as may be appropriate;
 - 1. Provisions for termination by the recipient, including the manner by which termination shall be affected and the basis for settlement; and
 - 2. Conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

5. RECORDS TO BE MAINTAINED

- a. According to 34 CFR 80.36(b) (9), as a CSP subgrantee the school will maintain records to detail the significant history of a procurement. These records include, but are not limited to documentation on:
 - 1. The rationale for selecting the method of procurement used;
 - 2. The rationale for selecting/rejecting the contractor;
 - 3. The rationale for selecting the type of contract;
 - 4. The basis for the cost or price of a contract;
 - 5. The receipt of an adequate number of price or rate quotations from qualified sources; and vi. Justification for lack of competition when competitive bids or offers are not obtained.



Adopted: July 28, 2015
Revised: May 12, 2022
Reviewed: April 11, 2024

Policy 704 – DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

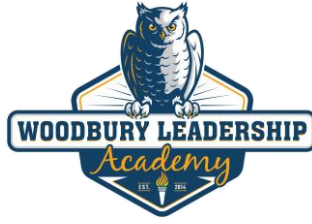
It is the policy of Woodbury Leadership Academy that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The Board of Directors, ~~Director~~ **School Leader** or their designee shall be responsible for the development and maintenance of an inventory of the fixed assets of the school, and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). Purchases of over \$1,000 will be capitalized.

IV. REPORT

The ~~Director~~ **School Leader** or their designee shall annually update the property records of the school and make an inventory of the fixed assets of the school available to the ~~Director~~ **School Leader** or Board of Directors.



Adopted: July 22, 2014
Revised: August 18, 2022
Reviewed: April 11, 2024

POLICY 709 – STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. Student Training

1. Woodbury Leadership Academy must provide all students enrolled in kindergarten through grade eight with age-appropriate school bus safety training by the end of the third week of school in the following concepts:
 - i. transportation by school bus is a privilege, not a right;
 - ii. school district policies for student conduct and school bus safety;
 - iii. appropriate conduct while on the bus;
 - iv. the danger zones surrounding a school bus;
 - v. procedures for safely boarding and leaving a school bus;
 - vi. procedures for safe street or road crossing; and
 - vii. school bus evacuation drill.
2. All students in kindergarten through grade ~~eight~~ **twelve** will receive school bus safety training by the end of the third week of school. Students in kindergarten through third grade must receive the school bus safety training twice each school year.
3. Woodbury Leadership Academy will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

III. ELIGIBLE RIDERS

- A. Woodbury Leadership Academy may determine to transport students that live outside the district in which the charter school is located. Woodbury Leadership Academy is not required, but may go outside the district boundaries, to provide transportation.
 1. Woodbury Leadership Academy may charge a fee for to-and-from school transportation services if the student lives outside the district or if the student lives less than two miles from the school.

IV. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. Woodbury Leadership Academy's general student behavior rules are in effect for all students on school buses.

- B. Consequences for school bus/bus stop misconduct will be imposed by Woodbury Leadership Academy under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to Woodbury Leadership Academy's administration. Serious misconduct may be reported to local law enforcement.

1. School Bus Stop Rules

If these rules are broken, the school's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is expected that the school bus driver will report unacceptable behavior to the school in a timely manner.

2. Rules at the Bus Stop

- a. Get to your bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Stay in your seat with your feet on the floor and face forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body and objects inside the bus.
- e. Keep your whole body, objects and negative comments to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Keep all weapons, dangerous and harmful objects off the school bus.

- j. Do not damage the school bus or equipment.
- k. Electronic devices may be used without sound or with the use of headphones/earbuds and may not be used to record.
- l. The bus driver has the authority to assign seating on the bus.
- m. Keep the bus clean.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be at the sole discretion of Woodbury Leadership Academy. Parents or guardians will be notified of any suspension of bus privileges.
- b. If transportation is listed as a related service on a student's IEP or 504 Accommodation Plan, the district must provide alternative transportation if school bus privileges are revoked. A related service may not be taken away without due process, which means a team meeting and parent consent.
 - i. Bus Referral Process {the below added}

Level	Behavior	Consequence
Level 1 Offense	<ul style="list-style-type: none"> • Failure to follow driver’s directions • Standing, not sitting and facing forward while bus in motion • Excessive noise • Horseplay • Food or drink on bus 	<p>First Offense: Written warning Second Offense: Written warning and up to 3-day bus suspension Third Offense: Written warning and up to 5-day bus suspension Fourth Offense: Written warning and up to 10-day bus suspension Fifth Offense: Written warning and up to 15-day bus suspension or expulsion from riding bus</p>
Level 2 Offense	<ul style="list-style-type: none"> • Threatening comments (intimidation) • Disrespecting others • Distracting the driver • Use of obscene or profane actions/language • Body parts out the window • Throwing objects • Inappropriate use of electronic devices • Harassing others • Stealing 	<p>First Offense: Written warning Second Offense: Written warning and up to 5-day bus suspension Third Offense: Written warning and up to 10-day bus suspension Fourth Offense: Written warning and up to 15-day bus suspension or expulsion from riding bus Fifth Offense: Written warning and up to 20-day bus suspension or expulsion from riding bus</p>
Level 3 Offense	<ul style="list-style-type: none"> • Possession of tobacco, drugs or alcohol • Possession of a weapon (including look alike toys) • Assault, violent toward bus driver or students • Confirmed cases of bullying • Vandalism to bus 	<p>First Offense: Written warning, up to 5-day bus suspension, possible expulsion from riding bus and, if appropriate, local law enforcement officials will be informed Second Offense: Written warning, up to 10-day bus suspension, possible expulsion from riding bus and, if appropriate, local law enforcement officials will be informed Third Offense: Written warning, up to 30-day bus suspension, possible expulsion from riding bus and, if appropriate, local law enforcement officials will be informed.</p>

ii. Records

Records of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by Woodbury Leadership Academy and the Department of Public Safety in accordance with state and federal law.

iii. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

iv. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are on each school bus.

v. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school personnel and local law enforcement officials will be informed.

V. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

Woodbury Leadership Academy school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

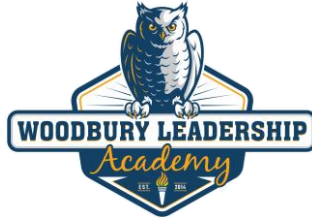
B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late;
8. Recognize their responsibility for the actions of their children;
9. Assisting students in understanding safety guidelines and encouraging them to comply;
10. When appropriate, assisting students in safely crossing local streets before boarding and after leaving the bus;
11. Communicate, in writing, and medical conditions their student has that may need attention on the school bus (i.e. seizures, bee stings, heart condition);
12. Notification must be received by the office regarding contact information changes, such as telephone or address changes.

VI. EXPECTED DRIVER RESPONSIBILITIES AND DUTIES

- A. Report on time, rested and prepared to drive defensively, in an alcohol/drug-free condition.
- B. Drive defensively and faithfully obey all traffic laws.
- C. Check the passenger compartment of the vehicle after each run for sleeping or hiding children, lost items and vandalism.
- D. Discharge passengers only at designated stops unless given prior approval from Woodbury Leadership Academy's office.
- E. The driver has the authority to assign seating on the bus.
- F. For all student violations, write a bus conduct report and provide it to the school within a reasonable amount of time.



Adopted: May 26, 2015
Revised: May 12, 2022
Reviewed: April 11, 2024

Policy 714 – FUND BALANCE POLICY

I. FUND BALANCE RESERVE LEVEL

- a. The Board of Directors of Woodbury Leadership Academy recognizes the need to establish a general operations reserve fund balance amount in order to comply with the state Uniform Financial Accounting and Reporting Standards (UFARS) and maintain an adequate fund balance needed for the Woodbury Leadership Academy's cash flow needs.
- b. It will be the policy of Woodbury Leadership Academy to budget towards maintaining a 20% general fund unreserved fund balance as a percentage of yearly general fund expenditures.
- c. Excess annual year-end budget surpluses will not be allocated in following year's budgets until the target fund balance is achieved, unless specifically directed by the Board of Directors.
- d. The fund balance to be used is presented in the audited annual financial statement. The percentage will be calculated as follows: $(\text{Prior Year Audited General Fund Balance} + \text{Current Year General Fund Surplus of Revenues} - \text{Expenditures}) / (\text{Total Current Year General Fund Expenditures})$.
- e. During the annual budget process, the Board will review the fund percentage in light of current state aid holdback provisions and other financial circumstances and will approve the annual long range budget model to maintain the targeted fund balance.

II. CLASSIFICATION OF FUND BALANCES

- a. The purpose of this policy is to establish the terms and maintenance of the various funds of the Woodbury Leadership Academy.
- b. The policy of the Woodbury Leadership Academy is to classify its fund balances based on the nature of the particular net resources reported in the separate funds of the Woodbury Leadership Academy. No spendable net resources will be identified first followed by restricted, committed, assigned, and lastly unassigned as per the guidelines in Governmental Accounting Standards Board (GASB) Statement No. 54. The Woodbury Leadership Academy's goal shall be to maintain an Unrestricted General Fund balance of not less than the amounts stated above for a Fund Balance Reserve Level. When the Unrestricted General Fund balance is projected to drop

below the Reserve Level, the Woodbury Leadership Academy shall initiate measures to either generate additional revenue or to reduce expenditures through a budget reduction, or a combination of both.

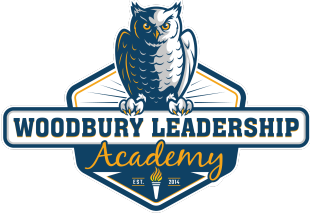
- c.
- d. The Board of Directors shall be responsible for committing any fund balance portions to specific purposes. Once the action has been taken, committed funds cannot be used for any other purpose unless the commitment is rescinded by the Board of Directors. Examples of committed general fund balances are general funds set aside for specific projects or Woodbury Leadership Academy expansion.
- e. The Board of Directors delegates to the Woodbury Leadership Academy Director and Chief Financial Officer the authority to assign fund balances for specific purposes. Examples of assigned general fund balances are funds set aside for technology, staff development, and a variety of other uses.
- f. The Board of Directors hereby establishes the following order for resource use: restricted funds shall be spent first followed by unrestricted funds. For unrestricted funds, committed fund balances shall be spent first, followed by assigned fund balances and lastly unassigned fund balances for amounts in which any of those fund balances may be used.

Facilities Meeting 4/9/24 4:32 PM-4:54 PM

Present: Kathy Mortensen, Julie Ohs, Ben Broderick

Absent: Patrick Voumouth, Ryan Sheak.

- ✓ Ryan and Ben were walking the outdoor spaces with the civil engineers from HGA.
- ✓ HGA has been, need to get approval for survey.
- ✓ Dirt work people will be in next. Have 2 bids and a 3rd coming in. The bids will go to finance on 4/10
- ✓ Next step is to start the playground. Kathy would like it started before school is out in June.
- ✓ Soccer field—Ben and Ryan are talking to dirt people about soccer field. Irrigation was done wrong. It was installed on clay
- ✓ the water just sits. A re-roll won't fix the problem.
- ✓ Need to pull up the sod and irrigation system, dig out the clay and reinstall and add drain tile.
- ✓ Another option is to install outdoor artificial turf. Typical lifespan is 15 years. They are not made with carcinogens any more. Need to compare prices on the options.
- ✓ Do we need city approval to re-do soccer field?? Need to find out. City may want a full site plan.
- ✓ Gazebo, playground, pickle ball and parking area are what HGA is working on.
- ✓ HGA Mtg--because we are increasing the impervious surface we will need to increase drainage. They looked at the overall layout they have everything they need to get plan ready for city. Try to complete as much as possible by July 1st to get money out of this year's budget. His is not very realistic.
- ✓ Remodel of 1st floor building A---Architect and designer on site on 4/9. Received finished plans from Doug at Wexford Wexford had a much lower bid, has gone through finance and bboard.
- ✓ \$166,000 in a fund and it needs to be spent by June 30th. Nancy and Kathy have a plan on payments.
- ✓ Ben to look at stairwell near Ms. Hinck's room.



WLA Board of Directors Election 2024

YOU are called to serve as a LEADER for our school! Nominate yourself as a candidate for our Board of Directors and help lead Woodbury Leadership Academy over the next exciting years.

Open Seats up for Election:

Community Member Seat (term June 2024 – 2027)

Teacher Seat (term June 2024 – June 2027)

Parent Seat (term June 2024 - June 2027)

The Board of Directors governs the school by setting the expectations and parameters that lead to higher levels of student achievement. Among other things, the Board is responsible for compliance reporting, strategic goal-setting, evaluating the school's Executive Director, and overseeing the finances of the school.

Service on the Board of Directors is an opportunity to provide leadership to an outstanding educational organization. While Board service requires a generous commitment of time, talent, and skills on behalf of WLA, this is balanced by the reward of serving with other dedicated individuals to ensure WLA's continued success as a public charter school.

Interested candidates should possess...

- ❖ A passion for the WLA's mission and vision
- ❖ A desire to strengthen our school community
- ❖ An ability to contribute in a positive, collaborative manner
- ❖ Previous experience with strategic planning and implementation, finance, marketing, communications, legal, and/or education is beneficial but not required

More information about board member roles, duties, and expectations can be found at
<http://www.wlamn.org/about-wla/board>

Complete the attached Self-Nomination Form to submit your candidacy!

Key Election Dates:

April 25th, 2024 – Call for Board Candidate Nominations

May 17th, 2024 – Close of Self-Nomination Submission at 5:00pm

May 28th through May 31st – Voting Period (online)

May 31st, 2024 – Close of Voting at 5:00pm

June 27th, 2024 – Election Results Announced and New Members Seated



Board of Directors Self- Nomination Form

Name: _____ Email: _____

Affiliation to WLA (Parent, Teacher, or Community Member): _____

Instructions:

1. Prepare a candidate statement that is a **maximum of one page** and includes answers to the following questions:

- a. What makes our mission and vision meaningful to you?
- b. Tell us about a time you stepped up into a leadership role.
- c. What do you think are the characteristics of a great board member?
- d. What educational innovations would you bring to WLA?

2. **Submit via email or hard copy**

- a. Email this completed form with your candidate statement to the Elections Committee at elections@wlamn.org, or:
- b. Place this completed form with your candidate statement in a sealed envelope addressed to WLA Board of Directors Elections Committee and deliver it to the WLA Office
- c. The Elections Committee will confirm the receipt of your self-nomination form and contact you with any further steps.

Thank you for your interest in serving Woodbury Leadership Academy!



***MONARCH BUS SERVICE, Inc.
MINNESOTA COACHES, Inc.***



Safety, Service, Satisfaction...

**TRANSPORTATION SERVICE AGREEMENT
WOODBURY LEADERSHIP ACADEMY
2024-2025 SCHOOL YEAR**

Original for Signature

Section I Introduction of Terms and Parties

1.1 PREAMBLE AND PARTIES

THIS TRANSPORTATION SERVICES CONTRACT (this “**Contract**” or this “**Agreement**”) is entered into by and between **Woodbury Leadership Academy** a nonprofit corporation organized and existing under the laws of the State of Minnesota and located at **8089 Globe Dr, Woodbury, MN 55125** (sometimes referred to collectively as “**School**”), and **Monarch Bus Service, Inc.**, a Minnesota corporation with its principal place of business located at 743 Taft St NE, Minneapolis, Minnesota 55113 (referred to herein as the “**Contractor**”) (collectively, the “**Parties**”).

The Contractor is a provider of school bus and related transportation services, including regular weekday school routes (“**Regular Routes**”), field trip and extracurricular charter trips (“**Field Trips**”), after-school activity routes (“**Activity Routes**”), transportation for special needs students (“**Special Needs Routes**”), and summer school routes (“**Summer Routes**”). Regular Routes, Field Trips, Activity Routes, Special Needs Routes, and Summer Routes are sometimes referred to collectively in this Agreement as the “**Services**”.

The School is a charter school under the laws of the State of Minnesota that desires to obtain the Services from the Contractor. The Contractor and the School desire to enter into this Agreement to set forth their respective rights and obligations with regard to the Services.

1.2 TERM OF CONTRACT

The term of this Contract (the “**Term**”) shall be a period of one year, commencing June 12, 2024 (the “**Commencement Date**”), and terminating June 12, 2025 (the “**Termination Date**”), unless earlier terminated or extended pursuant to the terms and conditions set forth herein.

1.3 TRANSPORTATION BOUNDARIES

The boundaries of this contracted transportation service shall be agreed upon and shall be set within the city of Woodbury, and within the boundaries of Independent School District 622 (North St. Paul – Oakdale – Maplewood) and Independent School District # 833 (So. Wash Co) including Cottage Grove, St. Paul Park, and Newport. Service may be expanded into other areas by mutual agreement.

Routes for each school year during the term shall be determined in substantially final form no later than ten (10) days prior to the first day of school.

1.4 SCHOOL TIMES AND TRIP LENGTHS

- (a) Buses will be scheduled to arrive at the **school**, by **9:20** am each day. Buses will be scheduled to arrive at the school by **3:55 pm Monday through Friday**, for dismissal beginning at **4:00 pm**. Buses will be scheduled to depart no later than **4:05 pm**.
- (b) **Number of School Days**. The “**school**” will provide the “**contractor**” with a school calendar prior to the start of school and will hold classes a minimum of **174** school days. Any extra costs related to additional service days, early dismissals or late starts other than described above, will be the responsibility of the “**school**” and will be billed accordingly by the “**contractor**”.

- (c) Route Length and Boundaries. The Contractor's rates for Regular Routes, as set forth below, are based upon Services within the Regular Boundaries and route times under sixty (60) minutes. The Parties understand that alterations to the Regular Route boundaries and/or the anticipated maximum route time of 60 minutes will cause Contractor to incur additional costs. Such additional costs shall be paid by the School, as set forth herein. Services outside of the Regular Boundaries, beyond the expected time-limits, or otherwise outside of the scope of Services provided under this Agreement shall be performed at the sole and absolute discretion of Contractor, and School shall be liable for all extra expenses incurred as a result of Services provided outside of the Regular Boundaries, beyond the expected route time, or otherwise outside of the scope of the Regular Route Services provided under this Agreement.
- (d) Early Dismissals and Late Starts. Early dismissals and late starts interrupt the Contractor's regular schedule of Services and may lead to additional costs incurred in providing the Services. Such costs will be the responsibility of the School and will be billed by the Contractor to the School at the Contractor's regular rates.

Services or routes in addition to the services aforementioned in this contract will be provided only through the mutual consent of the "contractor" and "school". The "school" will be liable for all extra expenses incurred resultant of such extra services or increased bus units.

1.5 STUDENT DATA AND ROUTE CHANGE REQUESTS

Each year during the Term, the School will provide student data and enrollment information to the Contractor no later than the date that is fifteen (15) days prior to the day that Contractor will first run Regular Routes for School pursuant to this Agreement. By way of example, in 2017, assuming the first day Contractor provides Regular Route Services will be August 28, 2017, student data and enrollment information must be provided to Contractor on or before August 13, 2017. Contractor will work closely with School officials to determine the most efficient Regular Routes, and the Regular Routes will be finalized as soon as practicable after Contractor's receipt of student data and enrollment information. Contractor will provide route maps and information regarding each student's stop and pick-up times. School officials will work with the Contractor in communicating this information to the parents/guardians and students prior to the start of school.

Once established, Regular Routes will not be changed during the first two weeks of school, unless approved by the Contractor. All stop change requests must be submitted in writing (including via e-mail) to the Contractor. Changes to Regular Routes will be implemented according to the following schedule (except as otherwise mutually agreed by the Parties): (a) stop-change requests received prior to 12:00 p.m. on Tuesday will be implemented by the following Thursday, (b) stop-change requests received prior to 12:00 p.m. on Thursday will be implemented by the following Tuesday.

1.6 ROUTING ON PRIVATE PROPERTY AND CUL-DE-SACS

Regular Routes will be designed such that, to the maximum extent practicable, students spend no more than 55 - 60 minutes on the bus each morning and afternoon (a total of 110 – 120 minutes, morning and afternoon). Contractor will provide Services using public streets and thoroughfares only. Full-sized school buses will not be routed such that they need to travel on private property including apartment drives, town-home complexes, private driveways or parking lots. In addition, full-size buses will not be routed in such a manner as to require a bus to back-up to turn around, such as cul-de-sacs or dead end streets. If these Services are requested by School, they may require a smaller special needs type vehicle, which will be billed to School accordingly.

Section 2 Costs and Fees for Services

2.1 REGULAR TO AND FROM SCHOOL ROUTES

- (a) Regular Routes during 2024-2025 School Year. For the 2024-2025 school year, Contractor agrees to provide Regular Route transportation for Woodbury Leadership Academy using a total of **twelve (12)** regular 65 passenger school buses at a daily rate of **\$365.10 per bus day**.
- (b) Estimated Billings for 2024-2025. Based on a school year of **174 operational days** and the daily rates set forth above, the total estimated annual cost of Regular Route transportation Services for Woodbury Leadership Academy during the 2024-2025 school year is **\$762,628.80** (the “Base Annual Cost”).
- (c) Prepayment Required. For each year during the Term, the School agrees to pre-pay the expected Base Annual Cost of Regular Route transportation Services in ten equal payments, commencing August 15th and continuing on the 15th day of each month thereafter through and including May 15th. The School shall pay to Contractor **\$76,262.88** August 15, 2024 and an additional nine payments of **\$76,262.88** by the 15th day of each subsequent month through and including May 15, 2025.
- (d) Additional Billings. The Contractor will submit additional billings to the School on a weekly or monthly basis for added service or extra fees, including fuel surcharges. The School is required to remit payment upon receipt of these additional invoices within 30 calendar days.
- (e) Adjustments of Calendar. If the School’s calendar is adjusted, and transportation is required more than the minimum number of days stated above, the School understands that it will be responsible for the additional service at the daily rate provided herein, including any additional surcharges or fees. If the School’s calendar is adjusted or transportation is otherwise required for fewer than the minimum number of days stated above in subsection (b) for any reason, the School understands it will still be responsible for paying on the dates specified above the full Base Annual Cost of transportation as set forth in this Contract, notwithstanding the occurrence of a Force Majeure Event (as hereinafter defined) or any other matters (whether such matters are inside or outside of the control of the Contractor or the School). The School agrees and acknowledges that its agreement to pay the full Base Annual Cost of transportation is an essential inducement to Contractor in entering into this Agreement and that the School will not be entitled to any credits or offsets against the full Base Annual Cost if buses are operated for fewer than the minimum number of days stated above for any reason whatsoever.
- (f) Route Time Surcharge. If the actual length of a Regular Route exceeds 65 minutes, the Contractor will incur additional costs above and beyond the anticipated costs on which its daily rates are determined. The School recognizes these costs and agrees to pay an additional incremental fee of **\$26.00** per quarter hour, billed to the nearest quarter hour for Regular Routes that exceed 65 minutes in length. This incremental charge will be billed monthly as an additional charge pursuant to subsection (e), above.
- (g) Pairing of Routes. The Contractor’s daily rates for Regular Routes are subject to and conditioned upon, among other things, Contractor’s ability to “pair” the vehicle and driver on such Regular Route with a prior or subsequent route. A “**Paired Route**” is a Regular Route

that allows the vehicle and driver on such Regular Route to perform an additional route for the School or another customer during the same morning or afternoon segment.

- (h) Revisions to Planned Routes and New Routes. From time-to-time throughout the Term, it may be necessary to revise existing Regular Routes or to add new Regular Routes. In such event, the School agrees to pay the Contractor for such new or revised routes as follows:
- a. For each additional AM or PM run of a Paired Route during the 2024-2025 School Year: \$182.55 per run, using a type A mini-bus or \$182.55 for a full size school bus.
 - b. For each additional AM or PM run of a route that is not a Paired Route—2024-2025 School Year - \$270.68 per run (e.g., \$541.36/day for an AM and a PM Regular Route).
- (i) Cancellations. The contractor shall be compensated at its regular daily rates for school days cancelled due to inclement weather in the manner described in subsection (e).
- (j) Early Dismissal or Late Starts. Because early dismissals and late starts impact the Contractor's Paired Routes, alterations to the School's normal schedule are subject to discussion and prior approval by the Contractor. Additionally, upon the Contractor's agreement to any such schedule alterations, the School will be responsible for any expenses or labor costs incurred by the Contractor as a result of such alterations.
- (k) Fuel Escalation Clause. Throughout the Term, this Contract shall be subject to a base fuel price of \$3.25 per gallon, excluding the federal excise tax of \$0.2448 (the "**Base Price**"). To the extent the Contractor's actual costs of obtaining fuel exceed the Base Price, all costs in excess of the Base Price, including any increase in state taxes or fees, shall be paid by the School ("**Fuel Surcharge Payment**"). For convenience, the Parties agree to calculate the Fuel Surcharge Payment based on the Contractor's miles traveled in performance of Services for the School as follows: (A) the difference between the Contractor's current fuel price, excluding federal excise tax, and the Base Price *multiplied by* (B) the Contractor's number of miles travelled providing Services for the School during the applicable reconciliation period *divided by* (C) 6.00. By way of example, if, in a given reconciliation period, the Contractor's base price for fuel, excluding the federal excise tax, equaled \$3.50 and the Contractor provided 1000 miles of Services, the Fuel Surcharge Payment would be equal to \$41.66, calculated as follows: $(\$3.50 - \$3.25 \times (1000 / 6))$. The Fuel Surcharge will be billed and paid in accordance with subparagraph (e) of this Section. To the extent the Contractor's actual fuel costs do not exceed the Base Price, no Fuel Surcharge Payment shall be owed, and no credit shall be provided to School. The Fuel Surcharge Payment shall be calculated and assessed in connection with all Services provided under this Contract, including Summer Routes.
- (l) Technology Fee Assessment. The Contractor agrees to work with third-party vendors to make available to the School a range of technology and services, including in-vehicle video and GPS tracking and routing software (as described in more detail in Section 3, such services are sometime referred to collectively as the "**Technology**"). In consideration for the Contractor's agreement to make the Technology available on its vehicles, the School agrees to pay a monthly per-vehicle surcharge in the amount of \$84.00 per bus per month of Services, which shall be invoiced and paid in accordance with subparagraph (e) of this Section. Contractor and School agree that School shall be entitled to a proportionate rebate of the costs of Technology if, and only if, the Technology is not available for use on a minimum of 90% of the days that the Contractor provides Services during the Term.

- (m) Changes in Laws or Regulations. To the extent any change in applicable local, municipal, state, or federal laws, rules, regulations, or mandates is first enforced, imposed, or becomes effective against Contractor during the Term—including the enforcement of a previously adopted statute that first becomes effective during the Term or a change in application of current law—and such change increases the Contractor’s costs of providing Services (a “**Change in Law Event**”), the School agrees to reimburse the Contractor for the Contractor’s costs incurred as a result of such Change in Law Event, in a manner to be determined by Contractor in good faith.
- (n) **PROMPT PAYMENT REQUIRED.** Contractor’s agreement to provide the Services is expressly conditioned upon School’s full and prompt payment, or prepayment, as required, of all invoices for Services rendered, or to be rendered, pursuant to this Section 2.1. Contractor may immediately discontinue Services, with or without notice to School, in the event School fails to make timely payment under Section 2.1.

2.2 FIELD TRIP AND EXTRA CURRICULAR CHARTER TRIPS

- (a) The Contractor’s rates for Field Trips during the 2024-2025 school year are set forth in this Section 2.4. All charges associated with Field Trips must be remitted within ten days of the date on which the Services were performed, whether or not an invoice is delivered prior to such date. Invoices or statements shall be generated on a monthly basis.
- b. **Base rate for 3 hours, non-school days and school days before 9:15 AM & after 2:15 PM, not to exceed 50 miles round trip.** (An additional fuel surcharge will be assessed as a percentage of the total charge, when fuel prices exceed \$3.25 per gallon.) **Note: These rates are good for the 2024-2025 school year.**

BEYOND 50 MILES	BASE RATE	EXCESS HOURLY	EXCESS MILES
65 Passenger Bus	<u>\$ 266.20</u>	<u>\$ 84.00</u>	<u>\$ 2.00 per mile</u>
71 & 77 Passenger Bus	<u>\$ 266.20</u>	<u>\$ 84.00</u>	<u>\$ 2.00 per mile</u>
Bus W/ LIFT**	<u>\$ 293.50</u>	<u>\$ 84.00</u>	<u>\$ 2.00 per mile</u>

**Limited Availability

- c. **Base rate for 3 hours, on school days only, between the hours of 9:15 AM & 2:15 PM not to exceed 50 miles round trip.** (An additional fuel surcharge will be assessed as a percentage of the total charge, when fuel prices exceed \$3.25per gallon) **Note: These rates are good for the 2024-2025 school year.**

BEYOND 50 MILES	BASE RATE	EXCESS HOURLY	EXCESS MILES
65 Passenger Bus	<u>\$ 226.00</u>	<u>\$ 84.00</u>	<u>\$ 2.00 per mile</u>
71 & 77 Passenger Bus	<u>\$ 226.00</u>	<u>\$ 84.00</u>	<u>\$ 2.00 per mile</u>
Bus W/ LIFT**	<u>\$ 325.00</u>	<u>\$ 84.00</u>	<u>\$ 2.00 per mile</u>

****Limited Availability**

- (d) **Rate for trailers.** There will be a charge of \$100.00 per day per bus for the use of a trailer.
- (e) **Cancellation Charges.** There will be a charge of \$100.00 per bus for any bus canceled on arrival, or canceled less than one (1) hour before the scheduled departure time from the designated point of origin.
- (f) **Field Trip Late Charges & Cleaning Charges**

It should be noted that buses and drivers are limited in their availability. Much of the time, especially in the spring, buses are scheduled in and around other customer's requests. A bus and driver are not scheduled to stay with your group unless prior arrangements have been made requiring the bus to stay with your group. When the bus arrives for your pick-up, it is important to communicate with the driver any changes in your itinerary. When the bus is scheduled to leave your school or destination, that is the time the bus is expected to leave. Delays will cause significant problems and service issues for other customers, requiring additional handling and expense, or possibly resulting in a cancellation of the trip and lost revenue for the Contractor. For this reason, the Contractor may assess a surcharge of **\$100.00** whenever a bus is more than 15 minutes late returning from a charter destination. In addition, schools and teachers are required to remove any and all food wrappers, box lunches, trash, etc. that may have been brought on the bus as a part of a lunch program. Failure to do so may also result in an additional cleaning surcharge of **\$100.00**.

2.3 SPECIAL NEEDS TRANSPORTATION

If the "school" has need of special transportation services including smaller school buses, school buses equipped with lift equipment, or vehicles equipped with passenger seat belts for the purpose of securing car seats, booster seats, or harnesses, this specialized equipment may be made available. One Type A mini school bus without a lift will be made available at a rate of **\$365.10** per bus per day for the 2024-2025. If a lift is required, an additional **\$20.00 per day will be added to the daily rate**. Additional Type A mini-school buses, Type III vans or automobiles may be available to provide supplemental service for special transportation or HHM service, at a rate to be determined at the time of such request, and will be based on the time and miles to provide such service.

Similarly, if the "school" requires a personal care attendant or bus aide to ride the bus to meet the needs of a student with an IEP, the "contractor" may provide this additional service at a rate of **\$44.50 per hour with a minimum of four hours per day, two hours in the morning and two hours in the afternoon**.

If the “school” wishes to assign their own employee to ride any regular bus, to assist with student behavior management, or to meet the needs of a student with an IEP, it is understood that the “school” will be responsible for any additional costs due to driver labor and mileage or our ability to utilize the bus on additional runs paired with other charter schools.

Section 3 Contractor Requirements

3.1 TECHNOLOGY

- (a) Contractor utilizes a computerized student data base and routing system called Versatrans®. School staff shall have access to the Versatrans routing and student information system through its Versatrans e-link, web based system. The school may update student information, address changes, and emergency contact information through the Versatrans system. The Contractor will exercise reasonable care with regard to the handling of all personally identifiable student information.
- (b) Contractor utilizes the BUS CONDUCT® web based software to track all student behavior incident reports. Notwithstanding the foregoing, the School is solely responsible for responding to all e-mails and incident reports, as described in Section 5.
- (c) In exchange for School’s payment of the Technology assessment, as provided under Section 2, Contractor agrees to equip all of its buses, and the buses of any subcontractors with a GPS tracking system, to record the movement of buses utilized for the transportation of the School’s students. This system will identify the path of the route the bus followed as well as the time each authorized stop was made and how long the bus waited, along with arrival and departure times from the School.
- (d) In addition, the Contractor agrees to equip all of its buses, and the buses of any subcontractors with a video recording system, to monitor the driver’s ability to manage student behavior and identify any problems or any students who violate the Contractor’s behavior guidelines. Any recordings shall remain confidential and are the property of the Contractor. These recordings shall be made available to the School or law enforcement officials upon reasonable written request and in accordance with applicable data practices and student privacy laws and regulations.

3.2 EQUIPMENT

In performing Services for the School, the Contractor agrees to furnish school busses and other vehicles that conform in all materials respects with applicable state and federal laws, rules and regulations. All equipment utilized by the Contractor in performance of this Contract will be no older than 2005 model year and will be maintained and inspected on a regular basis, as required under applicable law, including Minnesota Statutes Section 169.451.

3.3 DRIVERS AND STAFFING

- a. The Contractor will employ a sufficient number of drivers to perform the Services. All drivers employed by the Contractor in connection with the performance of Services will be qualified to operate the class of motor vehicle which they are tasked with operating

under applicable state and federal laws and regulations and will maintain in their possession, while providing the Services, a valid Minnesota Commercial Driver's License for the class of vehicle operated. The Contractor will maintain a comprehensive training program for drivers operating their vehicles, which will conform to applicable state laws. Drivers who fail to adhere to the Contractor's standards and applicable laws will be subject to removal from service to the School at the request of the School.

- b. The Contractor agrees to make available sufficient staff members to perform duties pertaining to safety operations, dispatch/radio operations, telephone communications and route creation and development. The Contractor shall provide a comprehensive directory providing access to such staffing and personnel.

3.4 MOTOR VEHICLE LIABILITY INSURANCE

- (a) The Contractor agrees to maintain in force throughout the Term motor vehicle liability insurance and comprehensive general liability insurance. The Automobile Liability Insurance policy or policies shall name Woodbury Leadership Academy as "additional insured" by endorsement only. The limits of the liability insurance policy shall not be less than five million dollars (\$5,000,000.00) per occurrence not less than five million dollars (\$5,000,000.00) aggregate.
- (b) Contractor shall maintain insurance in compliance with Minnesota Statutes Section 65B, the Minnesota No Fault Insurance Act. Additionally, Contractor shall maintain worker's compensation insurance in accordance with the requirements of Minnesota law.
- (c) Contractor agrees to provide the School with a certificate of insurance evidencing the insurance required hereunder.
- (d) The School agrees to procure and maintain in force throughout the Term at the School's expense but for the mutual benefit of the School and the Contractor, as an additional insured, a policy or policies of commercial general liability insurance. Such insurance shall cover, at a minimum, claims for personal injury, wrongful death, or property damage arising out of the School's obligations under this Contract. Such insurance is to afford protection to a per-occurrence limit of not less than five million dollars (\$5,000,000.00) and a combined limit of not less than five million dollars (\$5,000,000.00). The School agrees to provide the Contractor with a certificate of insurance evidencing

3.5 OPERATIONAL PROCEDURES

- a. Contact Person. The Contractor shall provide the School with an after-hours contact number for emergencies and extreme disciplinary issues. The School shall provide the Contractor with emergency contact information for each school director or person(s) responsible for making the decision to close school as a result of inclement weather or otherwise.
- b. Accident Procedures. In the event of an injury accident or other emergency involving the bus while students are on-board, the driver will notify the dispatcher via the radio system immediately, and the dispatcher will contact the School's administrator or after-hour service number. The dispatcher will also notify the police and emergency medical services (EMS), as appropriate. Continuation of Services will only happen after the mutual inspection and consent of the School administrator and the Contractor's safety

coordinator. No students will be released on their own or to parents until the School Administrator or a police officer or other emergency responder has arrived on-site.

- c. Inclement Weather. Emergency school closings may occur due to inclement weather conditions or situations of concern. WCCO radio is the official School closing notification station, and the School will generally follow the closing schedule of either the Minneapolis or St. Paul Public Schools. Notwithstanding the foregoing, the School ultimately retains the right to make an independent determination regarding school closures, even if such determination diverges from the determination of the Minneapolis Public Schools and Saint Paul Public Schools. Billing for days on which Regular Route Services are not provided is addressed under Section 2.

3.6 EEO STATEMENT

Monarch Bus Service is committed to equal employment opportunity (EEO) without regard to race, color, religion, age, gender, national origin, sexual orientation, ancestry, veteran status, physical or mental disability, or any other characteristic protected under applicable law. Equal employment opportunity is a deeply-held value for the Contractor, and we strive to ensure a quality work environment for all employees. Monarch Bus Service believes that the establishment of a dignified workplace provides the foundation for an environment free of discrimination and harassment. Harassment of any kind is strictly prohibited. The company will not tolerate such behavior and will take immediate action to correct inappropriate workplace behavior. Monarch Bus Service will also ensure that others, including supervisor personnel, do not retaliate against individuals who come forward with harassment charges. Monarch Bus Service believes that affirmative action and equal employment opportunity are essential to the future of our company. We further believe that diversity is the right thing to do and is good business; Monarch Bus Service will be competitively advantaged by having a workplace where diversity and the contributions of individual employees are valued and appreciated. If the School has any concerns or questions regarding our EEO philosophy and practice, please contact Michael Mattingly at (651) 438-3777.

Section 4 Woodbury Leadership Academy Requirements

4.1 FACILITIES AND LOAD ZONE

The School agrees to maintain its loading and unloading zones in good condition, free of clutter, ice, or debris, and other safety hazards. Vehicles other than the Contractor's vehicles will not be allowed to park in a designated loading area during the AM and PM drop off and loading times.

4.2 STAFFING AND SUPPORT

The School shall provide a transportation liaison that is knowledgeable regarding the School's students and student parents/guardians. The School shall provide adequate staffing to assist with loading and unloading of buses at the School.

4.3 **STUDENT INFORMATION AND CONFIDENTIALITY**

School agrees to provide Contractor with an accurate student list, which shall include but not be limited to the student's full name, age, grade, teacher, address, telephone number, and emergency contact number. All of the student and parent information will be kept confidential at all times and will not be shared with anyone other than the appropriate Contractor or School officials.

The School will notify the Contractor in the event students with serious medical issues—including asthma, chronic seizures, weakness of heart, or other serious medical issues—are to be transported on Contractor's vehicles. The Contractor will keep such information confidential in accordance with the state of Minnesota rules pertaining to student data privacy. Information shall only be used in emergency circumstances and to aid the Contractor's safety staff.

4.4 **SAFE AND PROPER LOADING OF STUDENTS**

The School will be responsible for loading zone supervision during the morning and afternoon as well as the safe loading of all students on their correct bus each afternoon. The School will identify all Kindergarten and 1st Grade students with a "bus tag" stating all information pertinent to safely transporting such students to their correct stop. This information shall include but not be limited to each student's name, grade, and bus stop. The student must have this information on his/her person (i.e. in the back pack or pinned to the inside of jacket) while riding the school bus. Failure to load the proper students on the proper bus will result in significant delays and additional costs, which shall be borne by the School.

4.5 **STUDENT INCIDENT TRACKING AND BUS CONDUCT®**

The School agrees to be responsible for dealing with student behavior issues and communicating consequences to the Contractor using the "BUS CONDUCT®" program, as described in more details in Sections 3 and 5.

Section 5 Student Management and Behavior

5.1 **TRANSPORTATION IS A PRIVILEGE NOT A RIGHT**

- (a) Minnesota Statutes Section 121A.59 states that **transportation by school bus is a privilege not a right for an eligible student.** A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct pursuant to a written school district discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act, Minn. Stat. 121A.40 *et. seq.* Revocation procedures for a student who is an individual with a disability under the Individuals with Disabilities Education Act, United States Code, title 20, section 1400 *et seq.*, section 504 of the Rehabilitation Act of 1973, United States Code, title 29, section 504 of the

Rehabilitation Act of Law 101-336, are governed by these provisions. See Section 5.3 for additional information.

Pursuant to the Pupil Fair Dismissal Act, the Contractor has provided a brochure and a written policy regarding behavior guidelines concerning transportation and the consequences of misbehavior. By accepting and executing this Contract, School has agreed to adopt this as their formal written policy, except to the extent the Contractor has been provided a copy of an alternative written policy and has agreed in writing to accept such policy. The Contractor will retain ultimate authority regarding student discipline.

- b. In addition, the School agrees to provide all students with riding privileges, a classroom session of no less than One Hour on School Bus Safety Training. The Contractor will provide information to the School to assist with preparation of such session, upon request. The Contractor will perform A, B and C type evacuation drills to meet the specifications set in the Minnesota School Bus Driver's Handbook.

5.2 SPECIAL EDUCATION SERVICES AND CHILD RESTRAINT LAWS

As is permitted under currently applicable law, the Contractor's Type A, B, C, and D school buses generally are not equipped with seat belts or other child restraints systems, while "Type III" vehicles are equipped with seat belts and other appropriate child restraint systems. Any changes in applicable law related to child restraint systems shall be subject to the Change in Law Event provisions of this Contract. In the event appropriate restraints are required in connection with Special Needs Routes, such restraints shall generally be provided by the School, but the Contractor may, but shall not be required to, provide restraints in connection with Special Needs Routes.

5.3 STUDENT BEHAVIOR AND SCHOOL OFFICIALS RESPONSIBILITIES

It is the Contractor's expectation and requirement that students and their parents/guardians will read and understand the rules provided by the Contractor pursuant to Section 5.1. The School will work closely with the Contractor to identify and correct a student whose behavior is unacceptable and considered a hindrance to safe travel. The School administrator will institute corrective procedure up to and including removal or suspension of bus riding privileges as needed. Report forms are due to the School office no later than 48 hours after the incident and should have a response turn around not to exceed 3 business days. Student discipline information is confidential and classified as restricted data under state and federal regulations, and may not be discussed with other parents, students, or staff of the School or co-workers within the transportation company. Only authorized School personnel or Contractor's management can remove or eject a student or suspend bus privileges of students. The Contractor reserves the right to refuse transportation both permanently and temporarily to students not adhering to behavior guidelines.

5.4 PERSISTENT BEHAVIOR ISSUES

- a. In the event that student behavior becomes a serious issue impacting transportation safety, the School will be asked to provide a bus aide or parent volunteer to assist the

driver, at no cost to the Contractor and at the School's sole and absolute risk. The School will be responsible for providing transportation of this bus aide or parent volunteer to an existing stop along the route, where the aide or volunteer can board and de-board the bus. The School will defend, indemnify, and hold the Contractor harmless from and against any loss, cost, expense, or liability resulting from or in any way relating to such aide or volunteer's presence on Contractor's vehicle. The Contractor will not provide transportation to and from the school site if it interferes with the successful pairing of routes within the route sequence. Any additional costs for transporting the bus aide or parent back to the school or to an alternative stop will be the responsibility of the School and will be billed by the Contractor to the School.

- b. If student behavior persists, the Contractor or the School reserves the right to suspend or cancel service on an entire route, until such time that a bus aide or parent volunteer can be provided, a meeting with the parents is held, or the behavior issues are addressed, to the Contractor's satisfaction.

Section 6 Liability

6.1 DESIGNATION OF AUTHORIZED AGENTS

Except as provided to the contrary herein, Notices required or permitted hereunder shall be in writing and shall be deemed given (1) if and when personally delivered; (2) upon receipt, if sent by a nationally recognized overnight courier addressed to a Party at its address set forth below; (3) on the second business day after being deposited in the United States mail to the following addresses by postage prepaid certified or registered mail; or (4) upon confirmation of receipt by an authorized representative, if delivered by email. Any party may change its address for notice by giving written notice thereof in accordance with the provisions of this paragraph to the other parties.

Monarch Bus Service, Inc.
Attn: Troy Nelson
101 E. 10th Street, #300
Hastings, MN 55033
651-438-3777 (phone)
651-437-9197 (fax)

Woodbury Leadership Academy
Attn: Kathy Mortensen
8089 Globe Drive
Woodbury, MN 55155

6.2 LIABILITY AND HOLD HARMLESS CLAUSES

- a. THE CONTRACTOR SHALL INDEMNIFY AND HOLD THE SCHOOL HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, OR LAWSUITS AGAINST THE SCHOOL OR ITS OFFICERS, AGENTS, EMPLOYEES, OR

REPRESENTATIVES (THE “**SCHOOL PARTIES**”) FOR BODILY INJURY OR PROPERTY DAMAGE ARISING OUT OF THE ACTIONS OF THE CONTRACTOR OR ITS OFFICERS, AGENTS, EMPLOYEES, OR REPRESENTATIVES (THE “**CONTRACTOR PARTIES**”) RELATED TO THE PROVISION OF SERVICES UNDER THIS CONTRACT. THE CONTRACTOR SHALL PROMPTLY GIVE THE SCHOOL NOTICE OF ALL SUCH CLAIMS, DEMANDS OR LAWSUITS AND SHALL NOT COMPROMISE, SETTLE OR PAY ANY SUCH CLAIMS OR JUDGMENTS WITHOUT THE EXPRESS, WRITTEN APPROVAL OF THE SCHOOL OR THE SCHOOL’S INSURER.

- B. THE SCHOOL SHALL INDEMNIFY AND HOLD THE CONTRACTOR HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, OR LAWSUITS AGAINST THE CONTRACTOR OR THE CONTRACTOR PARTIES FOR BODILY INJURY OR PROPERTY DAMAGE ARISING OUT OF THE ACTIONS OF THE SCHOOL OR THE SCHOOL PARTIES AND RELATED TO THIS CONTRACT AND/OR THE SERVICES PROVIDED HEREUNDER. THE SCHOOL SHALL PROMPTLY GIVE THE CONTRACTOR NOTICE OF ALL SUCH CLAIMS, DEMANDS OR LAWSUITS AND SHALL NOT COMPROMISE, SETTLE OR PAY ANY SUCH CLAIMS OR JUDGMENTS WITHOUT THE EXPRESS, WRITTEN APPROVAL OF THE CONTRACTOR AND THE CONTRACTOR’S INSURER.
- c. In the event the Contractor is unable to provide Services contracted for because of acts of God, fire, riot, war, picketing, civil commotion, unavailability of fuel, or any other similar or like conditions (a “**Force Majeure Event**”), the Parties shall be temporarily excused from performance of their respective obligations under this Agreement to the extent that Force Majeure Event renders performance impracticable, provided that the parties shall remain liable during and following a Force Majeure Event for the indemnity obligations set forth in this Section 6.2 and provided further that the School shall remain obligated to pay all base charges for transportation Services set forth in Section 2 of this Agreement during and following a Force Majeure Event.

Section 7 Mutual Agreement

7.1 COMPLIANCE WITH TERMS

Both parties have negotiated this agreement. They agree to comply with the terms set forth. Both are equally responsible for the drafting hereof and no presumption shall arise there from.

7.2 TERMINATION CLAUSE

This contract may be amended or terminated only in a writing signed by both Parties.

7.3 FAILURE TO PERFORM

Failure or refusal of either party to substantially perform the conditions of this Contract may permit the other party to terminate the contract upon thirty (30) days written notice in writing to the breaching party, unless within such thirty (30) day period the breaching party shall correct the

performance to the reasonable satisfaction of the other party. Neither party shall be required to accept less than full performance of this Contract, unless otherwise agreed to in writing by the parties.

7.4 COUNTERPARTS

This Agreement may be executed in counterparts and delivered electronically in .PDF or similar format, and an electronic copy of a party's signature on this Agreement shall be fully enforceable in all respects.

7.5 INTEGRATION CLAUSE

This Agreement constitutes a fully integrated agreement and sets forth the entire agreement of the Parties with respect to the subject matter hereof. This Agreement may not be supplemented or amended except in a writing signed by both Parties.

7.6 GOVERNED BY MINNESOTA LAW

This Agreement shall be governed by and construed in accordance with the internal laws of the State of Minnesota.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the ___ day of ___, 2024.

Signature Page to Follow

SCHOOL

Woodbury Leadership Academy

CONTRACTOR

Monarch Bus Service, Inc.

By: _____

By: _____

Printed Name: **Kathy Mortenson**

Printed Name: **Troy Nelson**

Its: _____

Its: _____

Date: _____

Date: _____