

Meeting: Board of Directors Annual Meeting

Date: May 23, 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 April 25, 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 April Financials & May Finance Committee Minutes

Motion: _____ 2nd: _____ Vote: _____

6.5 Governance Committee Report (Joe Valentine)

6.5.1 Accept May Governance Committee Minutes and enter policies 701, 704, and 709 into second reading.

Motion: _____ 2nd: _____ Vote: _____



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

7.1 Elections Update

7.2 Parent Square Contract

Motion: _____ 2nd _____ Vote: _____

7.3 Dirt Monkey Contract

Motion: _____ 2nd _____ Vote: _____

7.4 JR Computer Associates Contract

Motion: _____ 2nd _____ Vote: _____

7.5 Teachers on Call Contract

Motion: _____ 2nd _____ Vote: _____

7.6 Approve 2024-2025 Budget

Motion: _____ 2nd _____ Vote: _____

7.7 Ratify Employee Agreements

Motion: _____ 2nd _____ Vote: _____

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, June 27, 2024

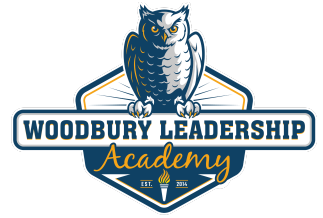
Time: 5:30pm

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
April 25, 2024**

Directors Present: Julie Ohs, Shelbi Pool (arrived at 5:31), Jolene Skordahl, Nicole Stevens, Joe Valentine Patrick Vollmuth

Directors Absent: Mike Balint and Ryan Sheak

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 5:30 PM.

1.2 Roll Call

Ms. Schrandt took roll.

2. WLA Mission and Vision

Dr. Mortensen 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 April 24, 2024 meeting agenda.” Ms. Skordahl seconded. Motion passed unanimously.

3.2 Approval of March 28, 2024 Meeting Minutes

Ms. Pool moved “to approve the March 28, 2024 meeting minutes.” Mr. Valentine seconded. Motion passed.

4. Conflict of Interest Declaration

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

5. Public Comment

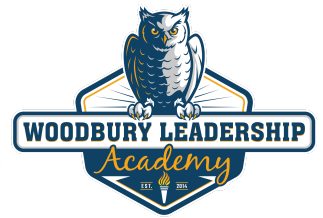
5.1 Delegation of Public Comment Items

No comments.

6. Board and Administration Reports

6.1 Board Report

- Nothing to report.



6.2 Director Report

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

- The new WLA Executive Director, Jonas Beugen, will be on-site on May 15th to tour the building and meet with staff members
- During the Professional Development day on April 5, Paula Krippner (Special Education Director) provided special education training for all staff
- Dustin Reeves from BergenKDV will present the 2024-2025 school year budget at the May Board Meeting
- The Administrative Team is preparing to renew employee agreements with current WLA employees and plan to give these out soon
- WLA has begun interviewing for positions for the coming school year for various positions
- Remodel of the 1st floor in building A is in the works and will start in May and conclude by late June
- Mr. Broderick & Mr. Rice presented a sample schedule for the fall of 24-25 of specialist and middle school schedules.
- Board Members completed Board training on the Civil Rights and Context of Workplace Setting

6.3 Financial Director Report (BKDV)

- Ms. Skordahl reviewed the March 2024 Executive Summary in the Board packet, noting the actual ADM is 738. The school currently has 98 days' cash on hand which is well above the requirement. The year is 75% complete, revenues are at 73.4% and expenditures disbursed are at 71.8% of the reporting period.
- Ms. Skordahl reviewed the March 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 April 10. During this meeting, the committee reviewed financial statements for March, discussed PTO balances for next year and the MN Earned Sick and Safe Time Act. The committee also discussed the playground, soccer field, and Building A remodel along with the school bus contract update. The committee discussed the credit card use and purchasing process and reviewed a potential new product.

- **6.4.1. Approve March Financials and April Finance Committee Minutes**

Ms. Skordahl motioned “to approve March Financial Statements and April Finance Committee Minutes.” Mr. Valentine seconded the motion. Motion passed unanimously.

6.5 Governance Committee Report

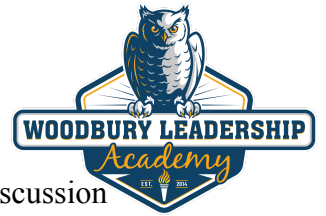
Mr. Valentine reported that the Governance Committee met on April 11. During this meeting, there was discussion regarding the 700 series. There were some revisions for a few policies that were sent to the Board for first review. Mr. Balint is working to get more details regarding a new vendor for uniforms.

- **6.5.1. Accept April Governance Committee Minutes.**

Mr. Valentine motioned to, “accept April Governance Committee Minutes.” Ms. Ohs seconded the motion. Motion passed unanimously.

- **6.5.2 Enter policies 701, 704, and 709 into first reading.**

Ms. Pool motioned to, “Enter policies 701, 704, and 709 into first reading.” Mr. Valentine seconded the motion. Motion passed unanimously.



6.6 Facilities Committee Report

- Ms. Ohs reported that the facilities committee met on April 9. There was discussion during the meeting regarding the soccer field and the irrigation system. HGA is working on the gazebo, playground, pickle ball and parking area.
- Mr. Broderick reported that there still needs to be improvement made on the field and the committee is trying to decide which route to go with the field.

7. Board Discussion and Business

7.1 Elections - Call for Board Candidate Nominations

Dr. Mortensen & Ms. Pool encouraged stakeholders to join the Board and the Board went over the dates of the election and the process.

7.2 Approval of Monarch Bus Company Contract

Mrs. Pool motioned to, “approve the Monarch Bus Company Contract.” Ms. Skordahl seconded the motion. Motion passed unanimously.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items

The next Board meeting location may be somewhere else due to the remodel.

9. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, May 23, 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. Skordahl seconded the motion. Motion passed unanimously. The meeting adjourned at 6:58 PM.

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT
MAY 23, 2024

Dr. Kathleen Mortensen

I. Organizational Leadership

- The Finance Committee met on May 8th
- The Governance Committee met on May 9th
- As of May 15th our ADM is 748
- As of May 15th our projected enrollment for 2024-2025 is 847
- VOA Conference will be held June 10-12

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 MCA assessment data, and considering what strategies are proving to be highly effective as we move into the next school year
 - May 13th was a professional development day and staff participated in a variety of trainings as well as having the opportunity to conduct “hand-up” meetings.
 - Preliminary MCA testing results demonstrate that WLA students are continuing to improve upon academic performance measures.
 - Curriculum materials, technology, and non-instructional items are largely cued up for purchase at the end of June.
 - Extra-curricular clubs and sports continue to be developed.
 - Summer Camp begins June 10th for registered students in grades 3-5

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 capitalization surplus funds that will be spent down. (construction, furnishings and technology)
 - We are launching and working with BergenKDV on a new streamlined accounts/payable process.

IV. Human Resource Management

- The administrative team has been meeting with staff members to evaluate their performance and to present employment agreements. The budget is based on the state increased funding in education by 3%. There are some staff members that are 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, or higher pay.

- We have interviewed new candidates and filled most of the anticipated openings for the coming school year. 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 are attached for board ratification. Additional positions will be presented at the June board meeting once the remainder of current staff members have had their evaluations.

V. Provision for a Safe and Effective Learning Environment

- Remodeling construction has begun in building “A” on the 1st floor! The area will be renovated for use by our kindergarten and 1st grade teams and is expected to largely be completed by June 30th.

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.”*
 - May 8th – 5th grade service learning field trip
 - May 17th – Upper elementary and middle school dances (Kudos to all the staff members that put on a wonderful event!)
 - May 29th – 7th grade bowling excursion
 - May 30th – 8th grade Valley Fair excursion
 - June 5-6 – Field Days!
 - June 5th – Kindergarten Graduation
 - June 6th – 8th grade graduation and Lock-In
 - The new WLA Executive Director, Jonas Beugen, was on-site May 15th to tour the building and meet with staff members.



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Report

April 30, 2024

Woodbury Leadership Academy
Woodbury, MN
Financial Report
April 30, 2024

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Woodbury Leadership Academy
Woodbury, Minnesota
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: 735 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 \$202,645 at fiscal year-end, which would result in an ending fund balance of \$2,386,958 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, 83.33% of the year was complete.
- * Cash Balance as of the reporting period is \$1,158,955 and is up from \$1,149,863 in the previous month due to the receipt of Federal Grant funds, as well as the receipt of additional local revenue.
- * State Aids Receivable 22-23 balance is \$100,372 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 | 81.6% of the working budget.
- * Expenditures disbursed at end of the reporting period | 81.5% of the working budget.

Other Items

- * The FY25 Original Budget will be reviewed at the May 2024 Board Meeting.
- * The FY24 Revised Budget will be reviewed and considered for board approval at the May 2024 Board Meeting.
- * The FY24 Lease Aid Application has been submitted to MDE and has subsequently been approved. Funds will flow in future months for this revenue stream.

Woodbury Leadership Academy
Woodbury, MN
Financial Statements Dashboard
April 30, 2024

Financial Summary - Budgeted Amounts and Year to Date Activity

Resources to Operate Programs (Revenues):

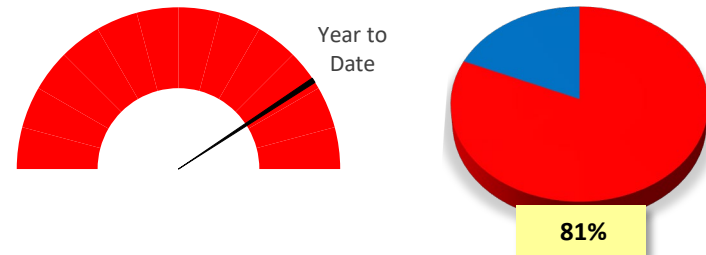
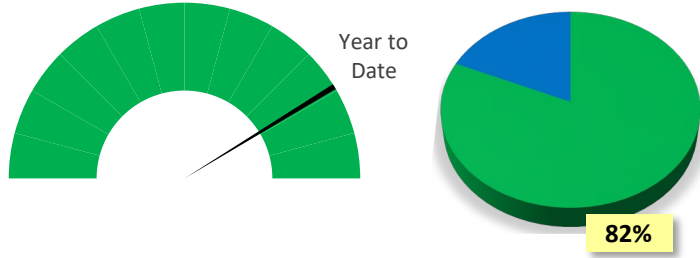
Approved Budget	\$8,507,521
Working Budget	\$9,682,938
Year to Date	\$7,904,179

Funds Used to Provide Programs and Services (Expenses):

Approved Budget	\$8,273,951
Working Budget	\$9,480,293
Year to Date	\$7,724,939

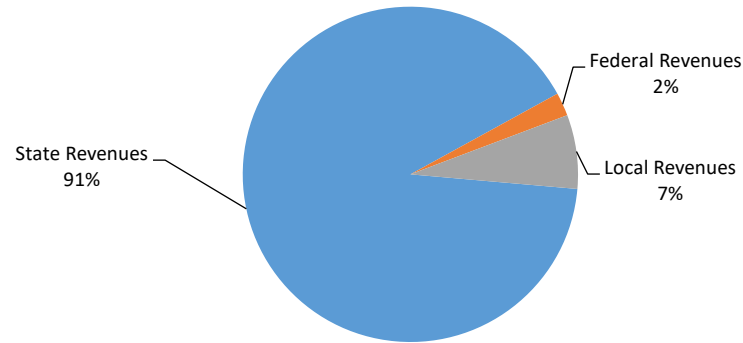
Excess / Deficit

	\$233,570
	\$202,645
	\$179,240

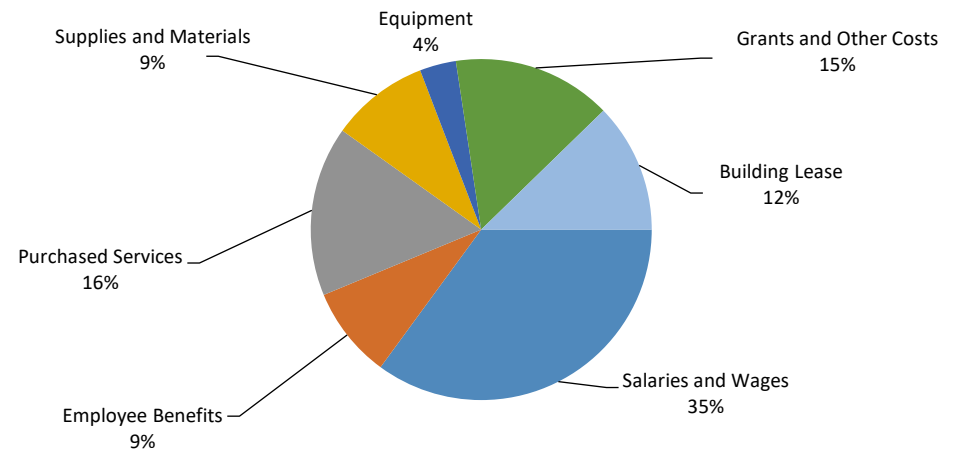


Budgets for the Year

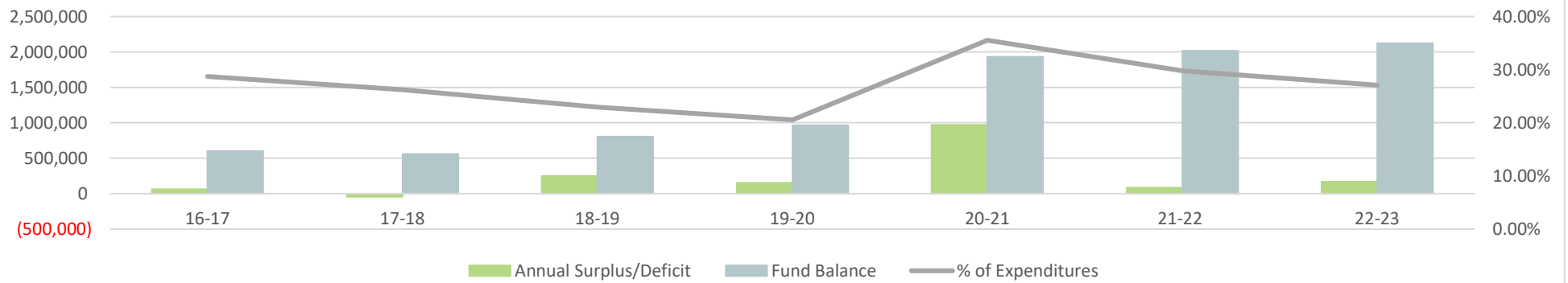
Where funds will come from to operate the school:

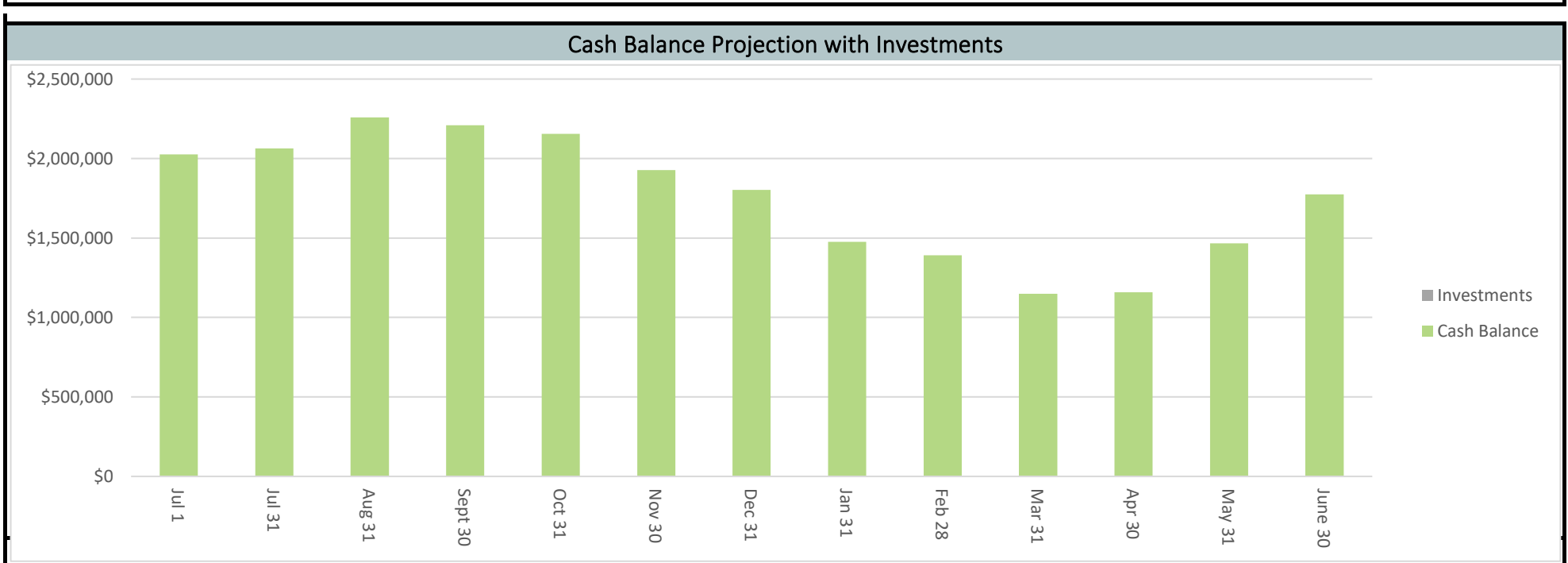
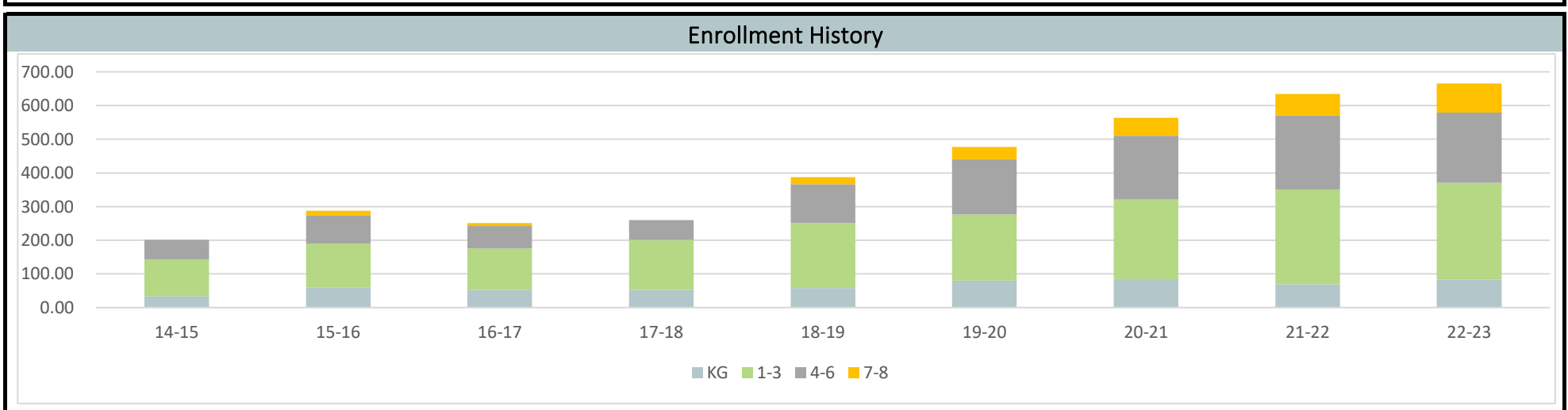
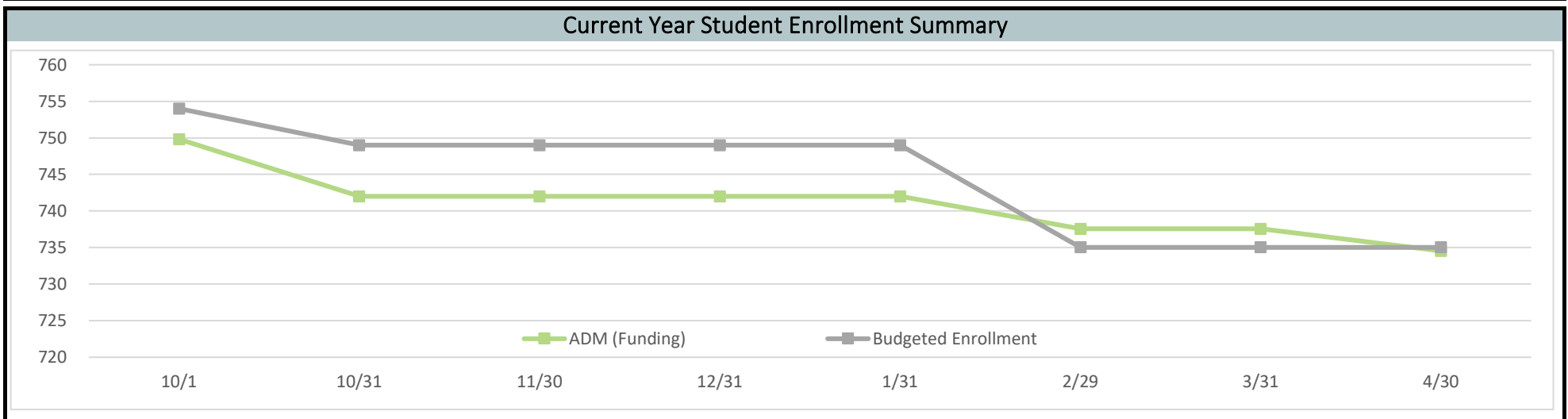
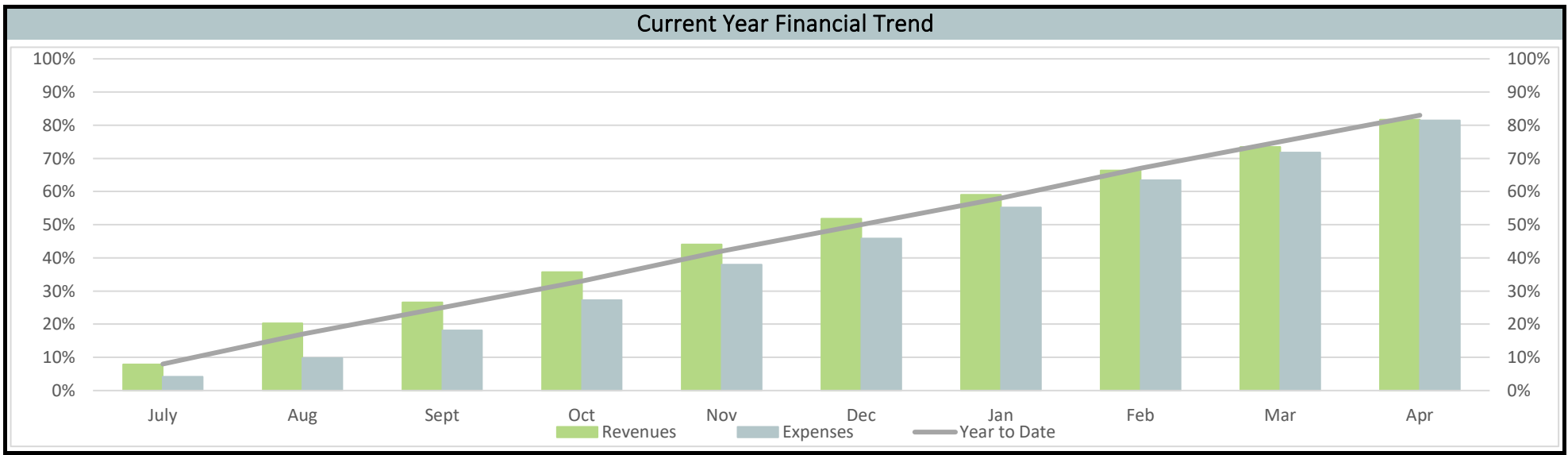


How the money is budgeted to be spent:



Fund Balance History





Woodbury Leadership Academy
Woodbury, MN
Balance Sheet
April 30, 2024

	Audited Balance 06/30/23	Ending Balance 04/30/24
Assets		
Cash and Investments	\$ 2,025,315	\$ 1,158,955
Accounts Receivable	20	-
Due from Other Funds	78,130	98,046
State Aids Receivable	399,143	100,372
Current Year State Holdback Receivable		1,359,614
Federal Aids Receivable	297,091	7,325
Prepaid Expenses and Deposits	35,174	10,060
	<u>2,834,874</u>	<u>2,734,371</u>
Total All Assets	\$ 2,834,874	\$ 2,734,371
Liabilities and Fund Balance		
Current liabilities		
Salaries and Wages Payable - prior year	\$ 233,391	\$ -
Salaries and Wages Payable - summer accruals	-	176,766
Accounts Payable	230,825	72,406
Payroll Deductions and Contributions (Owed)	186,346	(29,462)
Payroll Deductions and Contributions (Summer)		151,109
Total current liabilities	<u>650,562</u>	<u>370,820</u>
Fund balance		
Fund balance 07-01-2022	\$ 2,184,312	\$ 2,184,312
Net income to date fy 22 & 23	-	179,240
Total fund balance	<u>2,184,312</u>	<u>2,363,551</u>
	<u>2,834,874</u>	<u>2,734,371</u>
Total liabilities and fund balance	\$ 2,834,874	\$ 2,734,371
		56
<i>Current Days of cash on hand</i>		
		45
<i>Days Cash on Hand Required</i>		

Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
April 30, 2024

Months: 10 83.33%

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

Revenues

State Revenues

General Education Aid	\$ 6,011,098	\$ 5,972,889	\$ 4,833,371	80.9%
Charter School Lease Aid	1,014,145	988,391	-	0.0%
Long Term Facilities Maintenance Aid	101,878	99,290	-	0.0%
Literacy Incentive Aid	64,307	64,307	54,827	85.3%
School Land Trust Endowment Aid	21,850	39,895	39,895	100.0%
Special Education Aid + Adsis	963,443	1,020,659	563,577	55.2%
Library/Student Support	-	40,000	3,243	8.1%
Estimated State Holdback Amount	-	-	1,359,614	-
Total State Revenues	8,176,721	8,225,432	6,854,527	83.3%

Federal Revenues

Federal Title I, II, V	50,400	49,200	22,173	45.1%
Federal Special Education	84,400	120,915	101,240	83.7%
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	9,438	61.2%
Total Federal Revenues	134,800	217,281	145,146	66.8%

Local Revenues

Fees from Students	61,200	59,600	29,315	49.2%
Medical Assistance	9,800	9,600	1,073	11.2%
Interest Earnings	75,000	110,000	77,484	70.4%
Contributions and Gifts, Give to the Max	20,000	20,000	13,367	66.8%
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	535,787	83.7%

Total Revenues	\$ 8,507,521	\$ 9,082,938	\$ 7,535,460	83.0%
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Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
April 30, 2024

Months: 10 83.33%

	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 735 ADM 752 WADM	FY 2024 Actual YTD 735 ADM 752 WADM	Percent of Working Budget
Expenditures				
Salaries and Wages	\$ 2,983,115	\$ 3,243,401	\$ 2,672,179	82.4%
Employee Benefits	797,389	808,328	724,434	89.6%
Contracted Services	321,000	330,000	237,526	72.0%
Technology Services	22,500	16,300	12,144	74.5%
Communication Services	11,000	12,000	10,800	90.0%
Postage	3,800	3,700	1,610	43.5%
Utilities	150,500	171,400	127,025	74.1%
Property and Casualty Insurance	26,900	55,000	54,293	98.7%
Repairs and Maintenance	88,415	114,415	95,197	83.2%
Student Transportation	646,307	668,800	605,715	90.6%
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	22,335	62.4%
Building Lease	1,253,725	1,253,725	1,044,771	83.3%
Other Rentals and Leases	4,000	7,500	6,926	92.4%
Office Supplies/General Supplies	48,400	60,000	57,894	96.5%
Maintenance Supplies	57,100	44,500	37,460	84.2%
Non-Instructional Software	28,900	32,000	31,273	97.7%
Instructional Software	20,200	25,000	24,533	98.1%
Instructional Supplies	42,100	45,000	41,480	92.2%
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	3,280	9.7%
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
April 30, 2024

Months: 10 83.33%

	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 735 ADM 752 WADM	FY 2024 Actual YTD 735 ADM 752 WADM	Percent of Working Budget
State Special Education	1,010,410	1,059,633	960,576	90.7%
ADSI	44,800	44,800	24,993	55.8%
Federal Title I, II, V	50,400	49,200	22,173	45.1%
Federal Special Education	84,400	120,915	101,240	83.7%
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	9,438	61.2%
Total expenditures	\$ 8,268,951	\$ 8,825,293	\$ 7,207,492	81.7%
Permanent Transfers to Other Funds	\$ -	\$ 50,000	\$ -	0.0%
General fund net income	\$ 238,570	\$ 207,645	\$ 327,967	
Food Service Fund - 02				
Revenues				
State/Federal Food Reimbursements	\$ -	\$ 550,000	\$ 368,719	67.0%
Transfer From General Fund	-	50,000	-	0.0%
Total revenues	\$ -	\$ 600,000	\$ 368,719	61.5%
Expenditures				
Salaries and Wages	\$ -	\$ 80,000	\$ 70,423	88.0%
Employee Benefits	-	15,000	11,539	76.9%
Supplies and Materials, Snacks	-	504,200	434,720	86.2%
Dues and Memberships	-	800	765	95.6%
Total Expenditures	\$ -	\$ 600,000	\$ 517,447	86.2%
Food Service Fund Net Income	\$ -	\$ -	\$ (148,728)	
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
April 30, 2024

Months: 10 83.33%

FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 735 ADM 752 WADM	FY 2024 Actual YTD 735 ADM 752 WADM	Percent of Working Budget
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Total All Funds

Revenues

State Revenues	\$ 8,176,721	\$ 8,775,432	\$ 7,223,246	82.3%
Federal Revenues	134,800	217,281	145,146	66.8%
Local Revenues	196,000	690,225	535,787	77.6%
Total Revenues	\$ 8,507,521	\$ 9,682,938	\$ 7,904,179	81.6%

Expenditures

Salaries and Wages	\$ 2,983,115	\$ 3,323,401	\$ 2,742,602	82.5%
Employee Benefits	797,389	823,328	735,973	89.4%
Purchased Services	2,588,727	2,691,940	2,235,029	83.0%
Supplies and Materials	317,300	883,100	761,339	86.2%
Equipment	340,110	326,710	88,293	27.0%
Grants and Other Costs	1,247,310	1,431,814	1,161,705	81.1%
Total Expenditures	\$ 8,273,951	\$ 9,480,293	\$ 7,724,939	81.5%

Total Revenues All Funds	\$ 8,507,521	\$ 9,682,938	\$ 7,904,179	81.6%
Total Expenditures All Funds	\$ 8,273,951	\$ 9,480,293	\$ 7,724,939	81.5%

Net Income - All Funds	\$ 233,570	\$ 202,645	\$ 179,240	
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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	\$ 2,386,957	
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	677,661	54,059	58,482	(9,984)	780,219	255,923	515,204		771,127	1,158,955
May 31	1,036,290	9,704	51,974	50,176	1,148,144	213,955	626,205		840,160	1,466,939
June 30	1,036,290	9,704	51,974	50,176	1,148,144	213,955	626,205	-	840,160	1,774,923
Projected	7,897,889	195,552	690,225	696,234	9,479,900	2,896,729	6,833,564	-	9,730,293	
Totals	7,897,889	195,552	690,225	696,234	9,479,900	2,896,729	6,833,564		9,730,293	1,774,923

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
April 30, 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	60,200	75.3%
Time & Attendance Fees	12,006	12,006	5,028	41.9%
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	7,191	71.9%
e-rate consulting	-	3,000	2,950	0.0%
Benefit Fees	904	904	583	64.5%
Strategic Planning Consultant	10,328	2,000	-	0.0%
Legal Services	19,365	19,365	11,250	58.1%
Substitutes/Student Services/ESL	19,365	19,365	12,571	64.9%
Nursing	9,295	9,295	3,913	42.1%
Janitorial Services- Robemy Cleaning	104,029	112,357	95,055	84.6%
Other Fees	35,309	23,384	5,890	25.2%
	321,000	330,000	237,526	72%

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	10,500	10,394	99.0%
Common Area Maintenance	72,000	90,915	73,666	81.0%
Various Repairs	8,765	10,000	9,516	95.2%
	88,415	114,415	95,197	83%

Woodbury Leadership Academy
Woodbury, MN
Enrollment Report
April 30, 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	92	0	0
	1	109	109	103	103	103	103	103	102	0	0
	2	99	99	97	97	97	96	96	96	0	0
	3	119	119	120	120	120	118	118	118	0	0
	4	105	105	104	104	104	104	104	104	0	0
	5	89	89	88	88	88	87	87	86	0	0
	6	52	52	51	51	51	52	52	51	0	0
	7	47	47	46	46	46	46	46	46	0	0
	8	38	38	40	40	40	40	40	40	0	0
Grand Total		750	750	742	742	742	738	738	735	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

April 30, 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 01 005 110 000 000 401	Office Supplies	\$408.93	
				E 01 010 203 000 000 430	Elem Classroom supplies	\$1,197.57	
				E 01 005 810 000 000 401	Building Supplies	\$249.92	
				E 01 010 720 000 000 401	Health Office Supplies	\$127.56	
				E 01 010 420 000 740 433	SPED Supplies	\$67.54	
				E 02 005 770 000 701 401	Food Service Supplies	\$42.30	
				E 01 010 420 000 740 433	SPED Supplies	(\$67.54)	
				E 01 010 420 000 419 433	SPED Supplies	\$67.54	
PO#:		Voucher #:	10195	Invoice	Invoice No: 1DRH-JTLH-4C9P	4/12/2024	Paid Amt: \$2,093.82 Check Amount: \$2,093.82
<hr/>							
			4228	OLDN			BP
				E 01 010 203 000 000 430	Refund elem classroom supplies for inv#1DRH-	(\$109.85)	
PO#:		Voucher #:	10223	Invoice	Invoice No: 1XQQ-7H9D-4HKV	4/12/2024	Paid Amt: (\$109.85) Check Amount: (\$109.85)
<hr/>							
							Vendor Total: \$1,983.97
1128		AssociatedBank					
			4228	OLDN			Wire
				B 01 215 017	HSA	\$2,649.81	
PO#:		Voucher #:	10173	Invoice	Invoice No: S2024190	4/15/2024	Paid Amt: \$2,649.81 Check Amount: \$2,649.81
<hr/>							
			4228	OLDN			Wire
				B 01 215 017	HSA	\$2,065.81	
PO#:		Voucher #:	10230	Invoice	Invoice No: S2024200	4/30/2024	Paid Amt: \$2,065.81 Check Amount: \$2,065.81
<hr/>							
							Vendor Total: \$4,715.62
1504		Assured Security Inc					
			4228	OLDN			BP
				E 01 005 810 000 000 401	key copies	\$52.00	
PO#:		Voucher #:	10217	Invoice	Invoice No: C120957	4/12/2024	Paid Amt: \$52.00 Check Amount: \$52.00
<hr/>							
							Vendor Total: \$52.00
1369		BerganKDV Outsourced Services LLC					
			4228	OLDN			Wire
				E 01 005 114 000 000 305	KPay Processing Fee	\$534.00	
PO#:		Voucher #:	10183	Invoice	Invoice No: 4.12.24	4/22/2024	Paid Amt: \$534.00 Check Amount: \$534.00
<hr/>							
							Vendor Total: \$534.00

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1558		Bill.com					
			4228	OLDN			Wire
				E 01 005 112 000 000 305	Bill.com monthly fee	\$187.78	
PO#:		Voucher #:	10179	Invoice	Invoice No: 4.16.24	4/22/2024	Paid Amt: \$187.78
							Check Amount: \$187.78
							Vendor Total: \$187.78
1541		Business Essentials					
			4228	OLDN			BP
				E 01 010 203 000 000 430	Copy Paper	\$856.59	
PO#:		Voucher #:	10221	Invoice	Invoice No: WO-1290863-1	4/12/2024	Paid Amt: \$856.59
							Check Amount: \$856.59
							Vendor Total: \$856.59
			4228	OLDN			BP
				E 01 010 203 000 000 430	Colored Paper	\$70.69	
PO#:		Voucher #:	10222	Invoice	Invoice No: WO-1291552-1	4/12/2024	Paid Amt: \$70.69
							Check Amount: \$70.69
							Vendor Total: \$927.28
1755		Central Roofing Company					
			4228	OLDN			BP
				E 01 005 810 000 000 350	Roof leak repair-Bldg A	\$1,500.00	
PO#:		Voucher #:	10201	Invoice	Invoice No: 35658	4/12/2024	Paid Amt: \$1,500.00
							Check Amount: \$1,500.00
							Vendor Total: \$1,500.00
1621		Cintas					
			4228	OLDN			BP
				E 01 005 810 000 000 401	FY24: Mats service	\$360.51	
PO#:		Voucher #:	10202	Invoice	Invoice No: 4188731655	4/12/2024	Paid Amt: \$360.51
							Check Amount: \$360.51
							Vendor Total: \$360.51
1394		CKC Good Food					
			4228	OLDN			BP
				E 02 005 770 000 705 490	Breakfast	\$3,741.25	
				E 02 005 770 000 701 490	Lunch	\$9,887.95	
PO#:		Voucher #:	10210	Invoice	Invoice No: 87540	4/12/2024	Paid Amt: \$13,629.20
							Check Amount: \$13,629.20
			4228	OLDN			BP
				E 02 005 770 000 705 490	Breakfast	\$3,116.00	
				E 02 005 770 000 701 490	Lunch	\$7,450.70	
PO#:		Voucher #:	10211	Invoice	Invoice No: 87646	4/12/2024	Paid Amt: \$10,566.70
							Check Amount: \$10,566.70

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1394		CKC Good Food					
		4228		OLDN			BP
				E 02 005 770 000 701 495	milk	\$2,700.00	
PO#:		Voucher #:		10212 Invoice	Invoice No: 87725	4/12/2024	Paid Amt: \$2,700.00
							Check Amount: \$2,700.00
							Vendor Total: \$2,700.00
		4228		OLDN			BP
				E 02 005 770 000 701 401	Food service: Additional purchases-gloves	\$7.18	
PO#:		Voucher #:		10213 Invoice	Invoice No: 87754	4/12/2024	Paid Amt: \$7.18
							Check Amount: \$7.18
							Vendor Total: \$7.18
1249		Designs for Learning					
		4228		OLDN			BP
				E 01 010 420 000 740 394	Kelley, S, SPED Psychologist, 25 hrs @ \$105/	\$2,625.00	
				E 01 010 420 000 419 304	Krippner, Paula, SPED Director, 3 hrs @ \$105,	\$315.00	
PO#:		Voucher #:		10197 Invoice	Invoice No: 20240405162	4/12/2024	Paid Amt: \$2,940.00
							Check Amount: \$2,940.00
							Vendor Total: \$2,940.00
		4228		OLDN			BP
				E 01 010 412 000 740 394	Dietz, R SPED Teacher, 7 hrs @ \$105/hr	\$735.00	
				E 01 010 420 000 740 394	Kelley, S, SPED Psychologist, 41 hrs @ \$105/	\$4,305.00	
PO#:		Voucher #:		10198 Invoice	Invoice No: 24-0776	4/12/2024	Paid Amt: \$5,040.00
							Check Amount: \$5,040.00
							Vendor Total: \$7,980.00
1555		DHH Consulting LLC					
		4228		OLDN			BP
				E 01 010 405 000 740 394	Jenny Smith, DHH Services: 8.25hrs @ \$96/hr	\$792.00	
PO#:		Voucher #:		10193 Invoice	Invoice No: 1286	4/12/2024	Paid Amt: \$792.00
							Check Amount: \$792.00
							Vendor Total: \$792.00
1702		Emerald Lawn & Landscaping Inc					
		4228		OLDN			BP
				E 01 005 810 000 000 350	FY24 Snow Services 1.1-2.1.24	\$4,885.00	
PO#:		Voucher #:		10194 Invoice	Invoice No: 13067	4/12/2024	Paid Amt: \$4,885.00
							Check Amount: \$4,885.00
							Vendor Total: \$4,885.00
1508		First Bankcard					
		4228		OLDN			Wire
				E 01 005 810 000 000 320	03/14/24-HumbleFax-Fax service-3/14-4/14/24	\$10.00	
				E 01 005 810 000 000 320	03/20/24-Tmobile-Cell phone-ED & Cell for VC	\$140.00	
				E 01 005 108 000 000 405	03/29/24-Sangoma-SipStation subscription (Vc	\$45.25	

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	005 108 000 000 405	04/03/24-GoDaddy.com-GoDaddy Web domain	\$23.17
				E 01	005 110 000 000 490	03/21/24-Café Zupas-Working dinner meeting-	\$68.22
				E 01	005 107 000 000 401	03/18/24-CustomInk -T-shirts-WLA Middle Sch	\$116.10
				E 01	005 810 000 000 401	03/13/24-Home Depot-Drill bits	\$9.97
				E 01	005 810 000 000 330	03/12/24-City of Woodbury-Water & sewer 12/	\$594.45
				E 01	010 203 000 000 490	04/05/24-Sams Club-YE clsrn activity-SkinnyF	\$63.12
				E 01	010 203 000 000 430	03/19/24-Periopole-Records-Music (175)	\$935.55
				E 01	010 203 000 000 430	03/28/24-WalMart-Science lab supplies-balloon	\$23.00
				E 01	010 203 000 000 430	04/05/24-Sams Club-Clsrn supplies-Cardstock	\$29.46
				E 01	010 203 000 000 430	04/06/24-Scholastic-YE clsrn activity-Reading	\$48.75
				E 01	010 203 000 000 430	04/06/24-WalMart-Log cabin supplies-Gr 1	\$32.40
				E 01	010 203 000 000 430	04/07/24-WalMart-Log cabin supplies-paper pl	\$4.70
				E 01	010 203 000 000 430	04/07/24-WalMart-Taxed recorder storage bins	\$21.81
				E 01	010 203 000 000 430	04/07/24-WalMart-Taxed Log cabin supplies-G	\$8.56
				E 01	010 203 000 000 430	04/07/24-WalMart-Recorder storage bins-Musi	\$19.90
				E 01	010 203 000 000 430	04/07/24-WalMart-Log cabin supplies-Gr 1	\$8.56
				E 01	010 203 000 000 430	04/07/24-WalMart-Credit Taxed recorder storaç	(\$21.81)
				E 01	010 203 000 000 430	04/07/24-WalMart-Credit Taxed Log cabin supç	(\$8.56)
				E 01	010 203 000 000 430	04/08/24-WalMart-Glue (2 gal)-Art	\$25.94
				E 01	010 203 000 000 430	04/08/24-Aldi-Log cabin supplies-Gr 1	\$18.81
				E 01	010 203 000 000 401	04/06/24-WalMart-Science Fair supplies-Extac	\$32.88
				E 01	010 203 000 000 401	04/06/24-DollarTree-Science Fair supplies-Ext	\$30.00
				E 01	010 203 000 000 401	04/07/24-WalMart-Taxed Science Fair supplies	\$2.24
				E 01	010 203 000 000 401	04/07/24-WalMart-Science Fair supplies-Extac	\$2.24
				E 01	010 203 000 000 401	04/07/24-WalMart-Credit Taxed Science Fair si	(\$2.24)
				E 01	010 203 000 000 401	04/08/24-Aldi-Science Fair supplies-Extacurric	\$23.57
				E 02	005 770 000 701 401	03/14/24-Restaurant Depot-4 oz lids & 4 oz plç	\$30.87
PO#:		Voucher #:		10229 Invoice	Invoice No: 4.16.24	4/16/2024	
						Paid Amt:	\$2,336.91
						Check Amount:	\$2,336.91
						Vendor Total:	\$2,336.91

1609		GIS Benefits					
		4228		OLDN			Wire
				B 01	215 013	Life/LTD/STD:	\$3,212.00
				B 01	215 009	Dental:	\$2,519.15
				B 01	215 021	Vision	\$434.38
				B 01	215 020	PPL:	\$253.50

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1609		GIS Benefits					
			4228	OLDN			Wire
				E 01 005 110 000 000 305	Admin Fees	\$51.00	
PO#:		Voucher #:	10224	Invoice	Invoice No: 4.24.24	4/30/2024	Paid Amt: \$6,470.03
							Check Amount: \$6,470.03
							Vendor Total: \$6,470.03
1064		HealthPartners - Group					
			4228	OLDN			Wire
				B 01 215 010	Health Ins	\$19,852.79	
PO#:		Voucher #:	10180	Invoice	Invoice No: 4.11.24	4/22/2024	Paid Amt: \$19,852.79
							Check Amount: \$19,852.79
							Vendor Total: \$19,852.79
1054		Integrative Therapy, LLC.					
			4228	OLDN			BP
				E 01 010 420 000 740 394	OT 21.25 hrs @ \$90/hr	\$1,912.80	
				E 01 010 420 000 740 394	COTA Services 27.33 hrs @\$74/hr	\$2,022.42	
PO#:		Voucher #:	10203	Invoice	Invoice No: 4823	4/12/2024	Paid Amt: \$3,935.22
							Check Amount: \$3,935.22
							Vendor Total: \$3,935.22
1003		Internal Revenue Service					
			4228	OLDN			Wire
				B 01 215 002	Federal Withholding	\$11,208.30	
				B 01 215 005	FICA	\$26,596.52	
PO#:		Voucher #:	10174	Invoice	Invoice No: S2024190	4/15/2024	Paid Amt: \$37,804.82
							Check Amount: \$37,804.82
							Vendor Total: \$75,832.16
			4228	OLDN			Wire
				B 01 215 002	Federal Withholding	\$11,344.64	
				B 01 215 005	FICA	\$26,682.70	
PO#:		Voucher #:	10231	Invoice	Invoice No: S2024200	4/30/2024	Paid Amt: \$38,027.34
							Check Amount: \$38,027.34
							Vendor Total: \$75,832.16
1150		JR Computer Associates					
			4228	OLDN			BP
				E 01 005 605 000 000 315	FY24 Monthly Contract Services: April 2024	\$1,200.00	
PO#:		Voucher #:	10218	Invoice	Invoice No: R20241706	4/12/2024	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		
1240		Keys to Communication							
		4228		OLDN			BP		
				E 01 010 401 000 740 394	Pam Lackram, Speech services 91 hrs @ \$90/	\$8,190.00			
				E 01 010 401 000 740 394	Pam Lackram, Speech, 18 hrs @\$45/hr Mileage	\$810.00			
PO#:		Voucher #:	10192	Invoice	Invoice No: 09201876	4/12/2024	Paid Amt:	\$9,000.00	
							Check Amount:	\$9,000.00	
							Vendor Total:	\$9,000.00	
1518		Martin Law Firm							
		4228		OLDN			BP		
				E 01 005 111 000 000 305	Legal Services -March	\$132.50			
PO#:		Voucher #:	10191	Invoice	Invoice No: 3/31/2024	4/12/2024	Paid Amt:	\$132.50	
							Check Amount:	\$132.50	
							Vendor Total:	\$132.50	
1515		Minnesota Coaches Inc							
		4228		OLDN			BP		
				E 01 005 760 000 723 360	FY24 SpEd busing route #21-Mar	\$5,124.00			
PO#:		Voucher #:	10214	Invoice	Invoice No: 94347	4/12/2024	Paid Amt:	\$5,124.00	
							Check Amount:	\$5,124.00	
							Vendor Total:	\$5,124.00	
		4228		OLDN			BP		
				E 01 005 760 000 723 360	FY24 SpEd busing route #22-Mar	\$5,124.00			
PO#:		Voucher #:	10215	Invoice	Invoice No: 94348	4/12/2024	Paid Amt:	\$5,124.00	
							Check Amount:	\$5,124.00	
							Vendor Total:	\$10,248.00	
1004		MN Department of Revenue Service							
		4228		OLDN			Wire		
				B 01 215 003	MN Withholding	\$5,981.37			
PO#:		Voucher #:	10176	Invoice	Invoice No: S2024190	4/15/2024	Paid Amt:	\$5,981.37	
							Check Amount:	\$5,981.37	
							Vendor Total:	\$5,981.37	
		4228		OLDN			Wire		
				B 01 215 003	MN Withholding	\$6,040.15			
PO#:		Voucher #:	10233	Invoice	Invoice No: S2024200	4/30/2024	Paid Amt:	\$6,040.15	
							Check Amount:	\$6,040.15	
							Vendor Total:	\$12,021.52	
1462		Monarch Bus Service Inc							
		4228		OLDN			BP		
				E 01 005 760 000 720 360	Busing contract-installment 9 of 10	\$66,880.44			
PO#:		Voucher #:	10209	Invoice	Invoice No: 84140	4/12/2024	Paid Amt:	\$66,880.44	
							Check Amount:	\$66,880.44	
							Vendor Total:	\$66,880.44	

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1639		Navigate Care Consulting					
		4228		OLDN			BP
				E 01 010 420 000 740 394	Erika Sixl, Sped Nursing offsite 3.25 hrs @ \$90	\$292.50	
				E 01 010 720 000 000 305	GenEd Nursing off site 0.25 hr @ \$90/hr	\$22.50	
PO#:		Voucher #:	10206	Invoice	Invoice No: 6489	4/12/2024	Paid Amt: \$315.00
							Check Amount: \$315.00
							Vendor Total: \$315.00
1095		NCS Pearson, Inc.					
		4228		OLDN			BP
				E 01 010 420 000 419 433	SPED Assessments: ASRS, GARS-3, BASC-3	\$672.74	
PO#:		Voucher #:	10200	Invoice	Invoice No: 25131719	4/12/2024	Paid Amt: \$672.74
							Check Amount: \$672.74
							Vendor Total: \$672.74
1634		Nitti Sanitation					
		4228		OLDN			BP
				E 01 005 810 000 000 330	Trash Services	\$1,171.84	
PO#:		Voucher #:	10205	Invoice	Invoice No: 589408	4/12/2024	Paid Amt: \$1,171.84
							Check Amount: \$1,171.84
							Vendor Total: \$1,171.84
1441		Old National					
		4228		OLDN			Wire
				E 01 005 112 000 000 305	service fees	\$472.13	
PO#:		Voucher #:	10181	Invoice	Invoice No: 4.17.24	4/22/2024	Paid Amt: \$472.13
							Check Amount: \$472.13
							Vendor Total: \$472.13
1001		Public Employee Retirement Association					
		4228		OLDN			Wire
				B 01 215 007	PERA	\$5,719.32	
PO#:		Voucher #:	10175	Invoice	Invoice No: S2024190	4/15/2024	Paid Amt: \$5,719.32
							Check Amount: \$5,719.32
							Vendor Total: \$5,719.32
		4228		OLDN			Wire
				B 01 215 007	PERA	\$6,009.31	
PO#:		Voucher #:	10232	Invoice	Invoice No: S2024200	4/30/2024	Paid Amt: \$6,009.31
							Check Amount: \$6,009.31
							Vendor Total: \$11,728.63

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1233		Reno Mothes					
			4228	OLDN			BP
				E 01 010 404 000 740 394	DAPE services: 3.14-3.28.24 5.5 hrs @ \$90	\$495.00	
PO#:		Voucher #:	10219	Invoice	Invoice No: WLA-0080	4/12/2024	Paid Amt: \$495.00
							Check Amount: \$495.00
							Vendor Total: \$495.00
1644		Robemy Cleaning Services LLC					
			4228	OLDN			BP
				E 01 005 810 000 000 305	Cleaning Services-March	\$6,700.00	
PO#:		Voucher #:	10220	Invoice	Invoice No: WLA-32	4/12/2024	Paid Amt: \$6,700.00
							Check Amount: \$6,700.00
							Vendor Total: \$6,700.00
1241		Sheila Merzer					
			4228	OLDN			BP
				E 01 010 411 000 740 394	Sheila Merzer, ASD, 4.75 hrs @ \$125/hr	\$593.75	
PO#:		Voucher #:	10199	Invoice	Invoice No: 24233	4/12/2024	Paid Amt: \$593.75
							Check Amount: \$593.75
							Vendor Total: \$593.75
1710		St. Cloud Refrigeration Inc					
			4228	OLDN			BP
				E 01 005 810 000 000 350	Maintenance service contract-April	\$1,665.00	
PO#:		Voucher #:	10216	Invoice	Invoice No: C010345	4/12/2024	Paid Amt: \$1,665.00
							Check Amount: \$1,665.00
							Vendor Total: \$1,665.00
1002		Teachers Retirement Association					
			4228	OLDN			Wire
				B 01 215 006	TRA	\$23,052.79	
PO#:		Voucher #:	10177	Invoice	Invoice No: S2024190	4/15/2024	Paid Amt: \$23,052.79
							Check Amount: \$23,052.79
							Vendor Total: \$23,052.79
			4228	OLDN			Wire
				B 01 215 006	TRA	\$22,665.38	
PO#:		Voucher #:	10234	Invoice	Invoice No: S2024200	4/30/2024	Paid Amt: \$22,665.38
							Check Amount: \$22,665.38
							Vendor Total: \$45,718.17

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1480		The Cincinnati Insurance Companies							
		4228		OLDN			BP		
				E	01 005 940 000 000 340	FY24 Acct#1000436769 School Leaders Liabil		\$2,886.00	
PO#:		Voucher #:		10190	Invoice	Invoice No: 3/26/2024	4/12/2024	Paid Amt:	\$2,886.00
								Check Amount:	\$2,886.00
								Vendor Total:	\$2,886.00
1029		The Home Depot							
		4228		OLDN			BP		
				E	01 005 810 000 000 401	Janitorial supplies		\$2,045.97	
PO#:		Voucher #:		10207	Invoice	Invoice No: 767596392	4/12/2024	Paid Amt:	\$2,045.97
								Check Amount:	\$2,045.97
								Vendor Total:	\$2,886.00
		4228		OLDN			BP		
				E	01 005 810 000 000 401	Janitorial supplies		\$2,656.72	
PO#:		Voucher #:		10208	Invoice	Invoice No: 796020394	4/12/2024	Paid Amt:	\$2,656.72
								Check Amount:	\$2,656.72
								Vendor Total:	\$4,702.69
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		\$1,572.54	
PO#:		Voucher #:		10204	Invoice	Invoice No: 5029111459	4/12/2024	Paid Amt:	\$2,151.29
								Check Amount:	\$2,151.29
								Vendor Total:	\$2,151.29
1635		USBank							
		4228		OLDN			Wire		
				E	01 005 850 000 348 570	Rent		\$104,477.08	
PO#:		Voucher #:		10182	Invoice	Invoice No: 4.5.24	4/22/2024	Paid Amt:	\$104,477.08
								Check Amount:	\$104,477.08
								Vendor Total:	\$150,133.87
		4228		OLDN			Wire		
				B	01 115 001	USBank error		\$45,656.79	
PO#:		Voucher #:		10225	Invoice	Invoice No: 4.22.24	4/30/2024	Paid Amt:	\$45,656.79
								Check Amount:	\$45,656.79
								Vendor Total:	\$150,133.87
1417		VOYA							
		4228		OLDN			Wire		
				B	01 215 011	TSA		\$1,739.90	
PO#:		Voucher #:		10178	Invoice	Invoice No: S2024190	4/15/2024	Paid Amt:	\$1,739.90
								Check Amount:	\$1,739.90

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1417		VOYA					
			4228	OLDN			Wire
				B 01 215 011	TSA	\$1,739.90	
PO#:		Voucher #:	10235	Invoice	Invoice No: S2024200	4/30/2024	Paid Amt: \$1,739.90
							Check Amount: \$1,739.90
							Vendor Total: \$3,479.80
1632		Xcel Energy					
			4228	OLDN			Wire
				E 01 005 810 000 000 330	Electric	\$5,021.19	
PO#:		Voucher #:	10184	Invoice	Invoice No: 869113911	4/22/2024	Paid Amt: \$5,021.19
							Check Amount: \$5,021.19
			4228	OLDN			Wire
				E 01 005 810 000 000 330	Electric	\$4,128.32	
PO#:		Voucher #:	10185	Invoice	Invoice No: 869061263	4/22/2024	Paid Amt: \$4,128.32
							Check Amount: \$4,128.32
			4228	OLDN			Wire
				E 01 005 810 000 000 330	Electric	\$2,974.42	
PO#:		Voucher #:	10186	Invoice	Invoice No: 869082070	4/22/2024	Paid Amt: \$2,974.42
							Check Amount: \$2,974.42
			4228	OLDN			Wire
				E 01 005 810 000 000 330	Electric	\$2,772.28	
PO#:		Voucher #:	10226	Invoice	Invoice No: 873253452	4/30/2024	Paid Amt: \$2,772.28
							Check Amount: \$2,772.28
			4228	OLDN			Wire
				E 01 005 810 000 000 330	Electric	\$2,923.28	
PO#:		Voucher #:	10227	Invoice	Invoice No: 873286777	4/30/2024	Paid Amt: \$2,923.28
							Check Amount: \$2,923.28
			4228	OLDN			Wire
				E 01 005 810 000 000 330	Electric	\$5,134.04	
PO#:		Voucher #:	10228	Invoice	Invoice No: 873293147	4/30/2024	Paid Amt: \$5,134.04
							Check Amount: \$5,134.04
							Vendor Total: \$22,953.53

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1737		Zayo Group LLC	4228	OLDN			BP
				E 01 005 810 000 000 320	Telecommunications service 4.1-4.30.24	\$633.94	
PO#:		Voucher #:		10196 Invoice	Invoice No: 2.02404E+12	4/12/2024	Paid Amt: \$633.94
							Check Amount: \$633.94
							Vendor Total: \$633.94
							Report Total: \$515,204.19

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
2006	4228	OLDN	CR0424													
FY24 April Donations				2029	Credit	A	04/10/24	Check	1	DONATE	Donations					
							4228	R	01	005	000	000	000	096		Mighty Cause
															45.00	0.00
														Receipt Total:	\$45.00	\$0.00
														Deposit Total:	\$45.00	\$0.00
2007	4228	OLDN	CR0424													
FY24 SERVS				2030	Credit	A	04/12/24	Check	1	M	Miscellaneous Customer					
							4228	R	01	005	000	000	419	400		FY24 FIN 419 CRS 000
															86,882.97	0.00
														Receipt Total:	\$86,882.97	\$0.00
														Deposit Total:	\$86,882.97	\$0.00
2008	4228	OLDN	CR0424													
FY24 SERVS				2031	Credit	A	04/11/24	Check	1	M	Miscellaneous Customer					
							4228	R	01	005	000	000	420	400		FY24 FIN 420 CRS 000
															1,125.29	0.00
														Receipt Total:	\$1,125.29	\$0.00
														Deposit Total:	\$1,125.29	\$0.00
2009	4228	OLDN	CR0424													
FY24 SERVS				2032	Credit	A	04/12/24	Check	1	M	Miscellaneous Customer					
							4228	R	01	005	000	000	425	400		FY24 FIN 425 CRS 000
															5,798.05	0.00
														Receipt Total:	\$5,798.05	\$0.00
														Deposit Total:	\$5,798.05	\$0.00
2010	4228	OLDN	CR0424													
FY24 SERVS				2033	Credit	A	04/04/24	Check	1	M	Miscellaneous Customer					
							4228	R	02	005	770	000	701	300		FY24 State Lunch
							4228	R	02	005	770	000	701	472		FY24 Free/Reduced Lunch
							4228	R	02	005	770	000	705	476		FY24 Breakfast
							4228	R	02	005	770	000	701	471		FY24 HHFKA Lunch
							4228	R	02	005	770	000	701	471		School Lunch-Fed
															27,625.62	0.00
															8,073.85	0.00
															5,863.68	0.00
															718.48	0.00
															3,592.40	0.00
														Receipt Total:	\$45,874.03	\$0.00
														Deposit Total:	\$45,874.03	\$0.00
2011	4228	OLDN	CR0424													
FY24 SERVS				2034	Credit	A	04/18/24	Check	1	M	Miscellaneous Customer					
							4228	R	02	005	770	000	701	300		FY24 State Lunch
							4228	R	02	005	770	000	701	472		Free/Reduced Lunch
															17,378.84	0.00
															4,746.00	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
2011	4228	OLDN	CR0424													
FY24 SERVS				2034	Credit	A	04/18/24	Check	1	M						
										Miscellaneous Customer						
										School Breakfast				3,476.24		0.00
										FY24 HHFKA Lunch				445.28		0.00
										School Lunch-Fed				2,226.40		0.00
Receipt Total:														\$28,272.76	\$0.00	
Deposit Total:														\$28,272.76	\$0.00	
2012	4228	OLDN	CR0424													
FY24 SERVS				2035	Credit	A	04/05/24	Check	1	M						
										Miscellaneous Customer						
										FY24 FIN 169 CRS 012				1,110.77		0.00
Receipt Total:														\$1,110.77	\$0.00	
Deposit Total:														\$1,110.77	\$0.00	
2013	4228	OLDN	CR0424													
FY24 IDEAS				2036	Credit	A	04/15/24	Check	1	M						
										Miscellaneous Customer						
										FY24 SPED				272,817.74		0.00
Receipt Total:														\$272,817.74	\$0.00	
Deposit Total:														\$272,817.74	\$0.00	
2014	4228	OLDN	CR0424													
4.26.24 Deposit				2037	Credit	A	04/26/24	Check	1	M						
										Miscellaneous Customer						
										recorder sales				720.00		0.00
										K Fieldtrip MN History center				855.00		0.00
										Student Parliament FT CKC				181.00		0.00
										Gr 2 Fieldtrip Science Museu				348.00		0.00
										Gr 3 FT Mn History Museum				831.00		0.00
										Concession sales-student pa				393.00		0.00
										Box tops				13.20		0.00
										Donations				120.00		0.00
Receipt Total:														\$3,461.20	\$0.00	
Deposit Total:														\$3,461.20	\$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
2015	4228	OLDN	CR0424													
4.26.24 Deposit																
				2038	Credit	A	04/26/24	Check	1	M						
							4228	R	01	005	000	000	000	050		
										Miscellaneous Customer						
										Twin ticket sales					4,662.30	0.00
														Receipt Total:	\$4,662.30	\$0.00
														Deposit Total:	\$4,662.30	\$0.00
2016	4228	OLDN	CR0424													
FY24 SERVS																
				2039	Credit	A	04/22/24	Check	1	M						
							4228	R	02	005	770	000	705	300		
										Miscellaneous Customer						
										FY24 State Breakfast					17,675.80	0.00
														Receipt Total:	\$17,675.80	\$0.00
														Deposit Total:	\$17,675.80	\$0.00
2017	4228	OLDN	CR0424													
FY24 April i3Education																
				2040	Credit	A	04/30/24	Check	1	M						
							4228	R	01	005	000	000	000	050		
										Miscellaneous Customer						
										April milk					25.00	0.00
														Receipt Total:	\$25.00	\$0.00
														Deposit Total:	\$25.00	\$0.00
2018	4228	OLDN	CR0424													
FY24 April Interest																
				2041	Credit	A	04/30/24	Check	1	I						
							4228	R	01	005	000	000	000	092		
										Interest						
										Interest Earnings					4,631.97	0.00
														Receipt Total:	\$4,631.97	\$0.00
														Deposit Total:	\$4,631.97	\$0.00
2019	4228	OLDN	CR0424													
USBank error correction																
				2042	Credit	A	04/30/24	Check	1	M						
							4228	B	01	115	001					
										Miscellaneous Customer						
										Accounts Receivable					45,656.79	0.00
														Receipt Total:	\$45,656.79	\$0.00
														Deposit Total:	\$45,656.79	\$0.00
2020	4228	OLDN	CR0424													
FY24 IDEAS																
				2043	Credit	A	04/30/24	Check	1	M						
							4228	R	01	005	000	000	000	211		
										Miscellaneous Customer						
										FY24 Gen Ed					272,163.49	0.00
														Receipt Total:	\$272,163.49	\$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
2020	4228	OLDN	CR0424													
FY24 IDEAS Adj			2044	Debit	A	04/30/24		Check	1	M						
			4228	B	01	121	000									
										Miscellaneous Customer						
										FY23 SPED adj						

	(9,984.49)	0.00
Receipt Total:	(\$9,984.49)	\$0.00
Deposit Total:	\$262,179.00	\$0.00
Report Total:	\$780,218.67	\$0.00

WOODBURY LEADERSHIP ACADEMY

Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
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Meeting: Finance Committee Meeting Agenda/Minutes

Date: Wednesday, May 8, 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 April 2024 - [Dustin J. Reeves](#),
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
3. Fund request for technology and furniture - Dr. Mortensen , [Dustin J. Reeves](#)
4. Review budget model 24-25 - [Dustin J. Reeves](#), Dr. Mortensen
5. Contract review Dirt Monkey, Emerald Lawn Services - Dr. Mortensen
6. Parent Square Contract - Dr. Mortensen
7. Teachers on Call Contract - Dr. Mortensen
8. Justin Gehring Contract - Dr. Mortensen
9. HGA Survey Contract for activity fields/pond area. - Dr. Mortensen
10. Capitalization Policy - [Dustin J. Reeves](#)
11. Reschedule June meeting due to VOA conference - Jolene Skordahl, rescheduled meeting to Monday, June 17th @ 10 am.

Housekeeping - Review staff contracts

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting -

Date: Monday, June 17 @ 10am

Location: Virtual / Woodbury Leadership Academy-Conference Room

8089 Globe Drive, Woodbury, MN 55125

Adjournment @5:25



Meeting: Governance Committee

Date: Thursday, May 9, 2024

Time: 5:00 PM

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

AGENDA

Meeting Call to Order and Roll Call

Meeting Call to Order: 5:04PM

Roll Call: Michael Reis, Jess Erickson, Shelbi Pool, Rich Washington, Mike Balint, Nicole Stevens

WLA Mission and Vision

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

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

Development, Discussion, and Recommendations

- Review of 700 series
 - Policy 701 – Review for 2nd reading – Send to BOD
 - Policy 704 – Review for 2nd reading – Send to BOD
 - Policy 709 – Review for 2nd reading – Send to BOD
- Review 800 series
 - Policy 801 – Send to Casidee for Website update. Formatting Only
 - Policy 806 – No Changes
 - Policy 807 – Send to Casidee for Website update. Formatting Only
- WLA Capital Asset Policy – Review attachment in email and convert to WLA format. Send it to the Governance team and place on agenda for June.
- Policy 413 – HARASSMENT AND VIOLENCE – Kathy and Jess will discuss with Admin team. Revisit in June meeting.
- Wellness Policy - Review attachment in email and convert to WLA format. Send it to the Governance team and place on agenda for June.

Future Discussions

- Annual Policy Reviews
- Review of 900 series
- Follow-up WLA Capital Asset Policy
- Follow-up Policy 413 – Harassment and Violence

Housekeeping

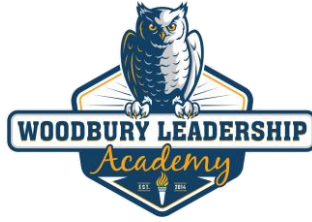
Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: June 13, 2024

Time: 5:00 p.m.

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

Adjournment: 5:42PM



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;

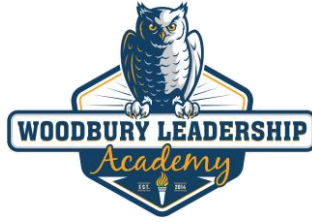
- c. Provide that timely payment to vendors occurs once the order is delivered, inspected, accepted, and payment authorized.

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**

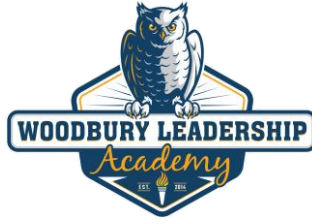
It is the policy of Woodbury Leadership Academy that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

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.



ParentSquare™

Woodbury Leadership Academy, MN - 2700401 - Engage Premium

Pricing Term Start Date: July 1, 2024 | **Pricing Term End Date:** June 30, 2027 | **Quote Create Date:** April 17, 2024 | **Reference:** 20240417-193544193

Woodbury Leadership Academy, MN - 2700401

8089 GLOBE DRIVE
WOODBURY, MN 55125
United States

nicole link

Office Coordinator
nlink@wlamn.org
6515712100

Comments

Heather Lairsen - ParentSquare, Inc.



Products & Services

Item & Description	Billing Start Date	Term (Months)	Quantity	Unit Price	Total
<p>Engage Premium 2023</p> <ul style="list-style-type: none"> • Mobile App & Web Portal • Language Translation • Analytics, Reporting & Archiving • SIS Integrations, SSO (API, SFTP, other) • Smart & Urgent Alerts • Posts & Newsletters • Social Media & Website Share • Attendance & Auto Notices (includes lunch balances) • Direct Messaging • Appointments (including parent-teacher conferences) • Volunteering & Sign Ups • Directory • StudentSquare • Calendar & Event RSVP • Forms & Permission Slips (includes Surveys) • Community Groups • Secure Documents 	July 1, 2024	36	850	\$6.00 / year	\$5,100.00 / year for 3 years
Payment starts: July 1, 2024					

Item & Description	Billing Start Date	Term (Months)	Quantity	Unit Price	Total
District Onboarding (under 4.9K) <ul style="list-style-type: none"> • Coordination between ParentSquare Implementation Team and Points of Contact • Creation & configuration of the ParentSquare site • Data migration and review of Staff, Student, Parent and Roster data • Digital training opportunities including recurring webinars, digital training modules, and videos • Access to “Resource Kit” and Best Practice materials to support Launch • Ongoing help and support for Admins via email, chat, and voice 	July 1, 2024		1	\$1,500.00	\$1,500.00
Payment due: July 1, 2024					

Future Payments Summary

Item	Payment
District Onboarding (under 4.9K)	\$1,500.00 on July 1, 2024
Engage Premium 2023	\$5,100.00 / year starting on July 1, 2024 for 3 payments

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

nicole link

nlink@wlamn.org

[sig|req|signer1]

Amanda Dempsey

amanda.dempsey@parentsquare.com

[sig|req|signer2]

This quote expires on May 17, 2024

Purchase terms

District/School Agreement -- The Services are subject to the terms contained in this Order Form and School Agreement which are located at www.parentsquare.com/agreement, and incorporated by reference into this Order Form ("ParentSquare School Agreement").

By executing this Order Form, the undersigned certifies that (i) the undersigned is a duly authorized agent of District/School, and (ii) the undersigned has read the ParentSquare School Agreement and will take all reasonable measures to enforce them within the District/School.

NOTE: Pricing above does not reflect ParentSquare's right to increase pricing up to 5% each annual period. Pricing above also does not include applicable tax, which will be applied upon invoicing.

Privacy Policy -- The ParentSquare Privacy Policy may be reviewed here - <https://www.parentsquare.com/privacy>.

Terms of Use -- The ParentSquare Terms of Use may be reviewed here - <https://www.parentsquare.com/terms>

StudentSquare Consent -- Pursuant to Children's Online Privacy and Protection Act ("COPPA"), ParentSquare relies on the School's consent on behalf of students in order to allow those under 13 years of age to use our services.

Questions? Contact me



Heather Lairsen

heather.lairsen@parentsquare.com

+12146839314

ParentSquare, Inc.

6144 Calle Real, Suite 200A

Goleta, CA 93117

United States



Dirt Monkey Inc

13880 Tomahawk Drive South | Afton, Minnesota 55001
612-715-3637 | tim@dirtmonkeyinc.com | https://dirtmonkeyinc.com

RECIPIENT:

Ben Broderick

8089 Globe Drive
Woodbury, Minnesota 55125

Estimate #1398

Sent on **Apr 23, 2024**

Total \$13,675.44

Product/Service	Description	Qty.	Unit Price	Total
Limestone walkway	Install a 4' wide by 50' long limestone path from the sidewalk near the entrance to the playground. The walkway will be installed on a 6" thick class 5 base with polymeric sand between the joints.	1	\$7,000.00	\$7,000.00
Screened and pulverized black dirt/ sod installation	Import and grade up to 1 load (12 cubic yards) of screened and pulverized black dirt to raise the grade and promote vegetation growth. Install up to 261 square yards of sod	1	\$3,714.44	\$3,714.44
Limestone blocks	Install up to 4 tons of limestone block settings along the perimeter of the sidewalk.	1	\$1,600.00	\$1,600.00
Edging and decorative rock or mulch	Install up to 70 linear feet of vinyl edging along the inside perimeter of the limestone block. Install up to 2.5 cubic yards of 1.5" limestone rock or mulch between the edging and sidewalk.	1	\$1,361.00	\$1,361.00

Total \$13,675.44

Proposal does not include:

Handling of hazardous materials, engineering, permit fees, surveying, dewatering, soil correction, yard repair, parking lot, driveway or sidewalk repair/ replacement, finish landscape plantings, decorative rock/mulch installation, seed, sod, sprinkler repair, fence repair or installation, erosion control (silt fence/erosion sock).

-Notice of Pre-Lien

This notice is to advise you of your rights under the Minnesota Law in connection with the improvement to your property. Any person or company supplying labor or materials for this improvement may file a lien against your property if that person or company has not been paid for the contributions. Under Minnesota Law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price or withhold the amounts due them from us until 120 days after completion of the improvement unless we

EMERALD LAWN & LANDSCAPE SERVICE, INC.

612-414-3376

Lawn Care • Snow Removal

cut above the rest.



Mike Schmidt • Owner

<http://www.emeraldawnmn.com>

PROPOSAL

Emerald Lawn & Landscape Service, Inc. proposes to provide the following services at the prices listed below:

Lawn Care Services	Rate
Lawn mowing (once/week) *fuel surcharges may apply	325.00/cut*
Spring clean-up	1275.00
Fertilization & weed control (3 applications)	410 .00/app
Mulch (price per yard)	150.00/ yd
Weeding around property (landscape)	90.00/ hr
Cutting field for WLA	145.00
Sprinkler system approx. prices	
▪ Start-up 26 zones	450.00+ parts
▪ Mid-season check	xx.xx/hr + parts & material.
▪ Fall blow-out	550.00

Please indicate your acceptance of this proposal by signing below.

Woodbury Leadership Academy- Wdbry

Date

Mike Schmidt
Emerald Lawn & Landscape Service, Inc.
Mike Schmidt, Owner

4/16/24
Date 4/16/24

2023-24 Agreement

EMERALD LAWN
& LANDSCAPE SERVICE, INC.

612-414-3376

Lawn Care • Snow Removal

a cut above the rest.



Mike Schmidt • Owner

<http://www.emeraldawnmn.com>

PROPOSAL

Emerald Lawn & Landscape Service, Inc. proposes to provide the following services at the prices listed below:

Lawn Care Services	Rate
Lawn mowing (once/week)	315.00/cut
Spring clean-up	1200.00
Fertilization & weed control (3 applications)	410 .00/app
Mulch (price per yard)	115.00/ yd
Weeding around property (landscape)	90.00/ hr
Cutting field for WLA	120.00
Sprinkler system approx. prices	
▪ Start-up	300.00+ parts
▪ Mid-season check	xx.xx/hr + parts & material.
▪ Fall blow-out	350.00

Please indicate your acceptance of this proposal by signing below.

Dr. P
Woodbury Leadership Academy- Wdbry

5/1/2023
Date

Mike Schmidt
Emerald Lawn & Landscape Service, Inc.
Mike Schmidt, Owner

4/12/23
Date 4/12/23



SERVICES AGREEMENT

This Agreement is entered into this 1st day of July 2024, by and between JR Computer Associates, Inc., a Minnesota corporation, and the client, Woodbury Leadership Academy [WLA], a Minnesota public charter school, for professional and related services to be provided to WLA.

I SCOPE OF SERVICES

JR Computer Associates and its employees agree to complete the following tasks under the scope of this contract:

- Provide on-call and regularly scheduled System Administration services.
- Provide computer and network consulting services for client, specifically but not limited to: Support and Product Research, Technology planning, and Vendor and technology product procurement.
- Provide hardware maintenance services for client's computers and technology hardware.
- Provide website hosting, design, and development services for client.
- Serve as a point of contact for staff with regards to technology issues arising from the client's technology programs.
- Provide MCA and MAP Testing hardware setup and assistance.
- Up to 40 hours per month of JR Time included under this contract. During the school year, a JR employee will be on site and available for at least 2 hours, at least 2 days a week unless arrangements are made in advanced. A regular check in schedule will be created with the school.
- This contract does not include the cost for any software, parts, or materials that may be needed in the repair of WLA owned hardware.
- School will provide an area to conduct services (Server Room).

**II
FEES FOR SERVICES**

For services provided by JR Computer Associates, Inc. fees will be billed on a monthly retainer basis. Payment will be made at a rate of \$3.5/ADM/Month. ADM shall be estimated on no more than a quarterly basis and agreed upon by both parties. Should JR exceed 40 hours in a given month as detailed above, and it can be demonstrated as such in advanced to the director, the director may approve additional hours at a discounted hourly rate of \$60.00/hour prior to the work being done. These hours are to be distributed ideally via regularly scheduled weekly visits.

**III
BILLING AND PAYMENT**

Invoices will be sent via e-mail or postal mail at a rate of 1 every month. Payment is due upon receipt of the invoice. Should payment not be received within 30 days of notice, project work will may be halted and an interest rate of 1.5 per month, 18% per annum, or the maximum lawful rate, whichever is less, will be charged. Should payment not be received within 90 days, this contract will be considered terminated.

**IV
TERMINATION OF AGREEMENT**

Unless otherwise terminated as provided herein, this Agreement can be terminated by either party at any point with 1 months' notice, or upon which it may be renewed by agreement of both parties. The contract will renew automatically monthly until either a new contract replaces it, or a party terminates it.

**V
TIME IS OF THE ESSENCE**

JR Computer Associates acknowledges and agrees that time is of the essence in the eyes of the client; therefore it shall render its services to client in a prompt and diligent manner. The client acknowledges though, that at times, small corporations face overwhelming levels of work, which may cause significant delays, and "immediate" service may not always be possible.

**VI
INDEMNIFICATION**

Each party shall indemnify and hold harmless the other party, its directors, officers, affiliates, agents, and employees from and against any and all liability, claims, demands, damages, losses, and expenses, including but not limited to attorney's fees, resulting from the indemnifying party's negligent acts, errors, omissions, or willful misconduct, whether active or passive, or the negligent acts of the indemnifying party's directors, managers, partners, agents, employees, and

subcontractors in performance of services required by this Agreement.

**VII
OWNERSHIP OF DATA, INFORMATION, AND DOCUMENTS**

All code and other information developed, written, prepared, or contributed by JR Computer Associates pursuant to this Agreement shall be held under a dual copyright between JR Computer Associates. Any trademarks or copyrights held by the client shall remain the property of the client.

**VIII
STANDARD OF WORKMANSHIP**

All work performed under this Agreement by JR Computer Associates shall meet current professional standards for accuracy and quality as defined by relevant professional organizations, societies, or other recognized experts, and shall be performed in accordance with all applicable laws.

**IX
SUCCESSORS IN INTEREST**

This Agreement shall be binding on, and inure to the benefit of, each party's successors in interest, including their heirs, legatees, assignees, and legal representatives.

**X
ASSIGNMENT**

Neither party shall transfer or assign its rights nor delegate its duties under this agreement, in whole or in part, without the written consent of the other party, which consent shall not be unreasonably withheld. Any attempt to effect an assignment, transfer, or delegation made without such written consent shall be null and void and confer no right on any third party.

**XI
WAIVER**

Any waiver at any time by either party of its rights with respect to a default under this Agreement, or with respect to any other matters arising in connection with this Agreement, shall not be deemed a waiver with respect to any subsequent default or other matter.

**XII
SEVERAL OBLIGATIONS**

Except where specifically stated in this Agreement to be otherwise, the duties, obligations, and liabilities of the parties are intended to be several and not joint or collective. Nothing contained

in this Agreement shall be construed to create an association, trust, partnership, or joint venture or impose a trust or partnership duty, obligation, or liability on or with regard to either party. Each party shall be individually and severally liable for its own obligations under this Agreement.

XIII AMENDMENT

All changes or modifications to this Agreement shall be in writing and signed by both parties.

XIV GOVERNING LAW

This Agreement shall be construed and interpreted according to, and the rights of the parties shall be governed by the laws of the State of Minnesota. Venue for any legal actions between the parties arising from this Agreement shall be in any state or federal court of competent jurisdiction located in Washington County, Minnesota.

XV ATTORNEY'S FEES

If either party becomes involved in litigation arising out of this Agreement or the performance thereof, the prevailing party shall be entitled to reasonable attorney's fees, costs and expenses, in addition to any other relief to which that party may be entitled. This provision shall be construed as applicable to the entire Agreement.

XVI ENTIRE AGREEMENT

This Agreement constitutes the complete and final expression of the agreement of the parties and is intended as a complete and exclusive statement of the terms of their agreements and supersedes all prior and contemporaneous offers, promises, representations, negotiations, discussions, communications, and agreements which may have been made in connection with the subject matter hereof.

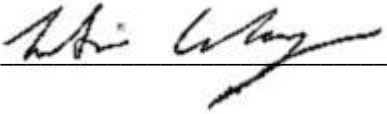
XVII SEVERABILITY

If any provision of this Agreement is found or deemed by a court of competent jurisdiction to be invalid or unenforceable, it shall be considered severable from the remainder of this Agreement and shall not cause the remainder to be invalid or unenforceable. In such event, the parties shall reform this Agreement to replace such stricken provision with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

**XIX
SIGNATURE CLAUSE**

The signatories hereto represent that they are authorized to enter into this Agreement on behalf of the party for whom they sign.

JR Computer Associates, Inc.

By:  _____

By: _____

Justin Gehring
President

Dated: 5/1/2024

Dated: _____



EXHIBIT A – PRICING

FOR TEACHERS ON CALL, A KELLY SERVICES® COMPANY

This Pricing Exhibit A is incorporated and made part of the terms of the Agreement between Teachers On Call, a Kelly Services® Company, and Woodbury Leadership Academy, dated May 6, 2024. The pricing set forth in this Exhibit A shall be effective from July 1, 2024, through June 30, 2025.

1. **Types of Assignments; Pricing**

The Assigned Employees will be assigned to the following positions and at the following mark-ups:

Job Title	Bill Rate
Substitute Teacher (<i>full day rate</i>)	\$255.75
Substitute Teacher (<i>half day rate</i>)	\$127.88
Substitute Paraprofessional (<i>hourly rate</i>)	\$27.23
Substitute Teacher – Long Term	\$325.88
Substitute Paraprofessional – Long Term (<i>hourly rate</i>)	\$28.05

- Substitute teachers are paid at a half day or full day rate [minimum four hours per assignment]
 - A half day is four hours or less, and a full day is anything over four hours
- Substitute paraprofessionals are paid at an hourly rate [minimum four hours per assignment and then in 15-minute increments]



2. Pricing for Hiring a Teachers On Call Assigned Employee

In the event the Customer chooses to hire an Assigned Employee – on a temporary or permanent basis, directly or indirectly, or at a subsidiary or related facility – the Customer agrees that the employee must complete a minimum of 850 hours at the Customer’s location as an Assigned Employee of TOC, or the Customer will pay a placement fee.

- There will be no placement fee if the Customer hires an Assigned Employee who was referred to Teachers On Call by the Customer, including Customer’s initial pool.

The fee schedule is set forth below:

< 850 hours worked	\$7,000 placement fee <i>*Amortized fee based on hours worked</i>
850+ hours worked	Fee Waived

3. Positions serviced

Positions referenced in the Agreement for Educational Staffing, dated May 6th, 2024, are for grades 4K – 12 only.

Teachers On Call, a Kelly Services® Company

Woodbury Leadership Academy

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

**Woodbury Leadership Academy
Long-Range Budget Projection Model
May 8, 2024**

	<i>Actual</i>	<i>Approved Original</i>	<i>Working Budget</i>	<i>Projection</i>
<i>Annual Surplus (Deficit)</i>	168,696	233,570	202,645	233,463
	Year 9	Year 10	Year 10	Year 11
	2022-2023	2023-2024	2023-2024	2024-2025
Enrollment Projections				
Number Students Grade K	84	113	92	100
Number Students Grade 1	86	102	102	100
Number Students Grade 2	105	94	96	100
Number Students Grade 3	95	116	118	100
Number Students Grade 4	79	91	104	104
Number Students Grade 5	69	80	86	110
Number Students Grade 6	60	69	51	110
Number Students Grade 7	49	48	46	53
Number Students Grade 8	38	41	40	46
Number Students Grade 9	0	0	0	24
Enrollment totals by state pupil unit weighting category				
Total Number of Students Grade K - 6	579	665	649	724
Total Number of Students Grade 7-12	87	89	86	123
Total Number of Students/ADM	666	754	735	847
Total Number of Current Year Pupil Units	683	772	752	872
<i>ADM Growth</i>	(58)	88	69	93
<i>Per OS Enrollment</i>	832	832	832	870
<i>Variance</i>	(78)	(78)	(97)	(23)

State Revenue Assumptions and Calculations				
	Estimated State Increases			
General Education Rev: State Averages Per Pupil Unit	\$6,863	\$7,138	\$7,138	\$7,280
Inflation Rate Assumption-Basic only	2.0%	4.0%	4.0%	2.0%
Basic INCLUDING Transportation	\$6,863.00	\$7,137.52	\$7,138.00	\$7,280.27
Gifted and Talented	13.00	13.00	13.00	13.00
Transportation Sparsity	0.00	0.00	51.24	51.24
Sparsity	32.53	32.53	33.47	33.48
Operating Capital	226.63	226.63	226.58	226.63
Menstrual Prod/Opiate	0.00	0.00	2.00	0.00
Equity	115.27	115.27	114.50	115.27
Referendum	86.37	82.05	78.30	73.85
Total Per Pupil Unit State Revenue	\$7,336.80	\$7,607.00	\$7,657.09	\$7,793.73
Total General Education State Revenue	5,010,756	5,871,084	5,759,663	6,793,019

	11%	9%	9%	18%
Compensatory Revenue	<i>per mde 1-14-22</i>	<i>Per MDE 01.11.23</i>	<i>Per MDE 02.02.24</i>	<i>Per MDE 01.08.24</i>
A: Number of Students prior yr. (current year for 1st year)	641	666	666	749
B: Number of Free Lunch Students prior yr. (or current year for 1st yr.)	68	59	59	136
C: Number of Reduced Lunch Students prior yr. (current yr. for 1st yr.)	0	19	19	42
D: Adjusted Counts = 100% Free, 50% Reduced - (A)	68.00	68.50	68.50	157.00
E: Concentration Portion	0.11	0.10	0.10	0.21
F: Concentration Factor (lesser of 1 or Conc. Portion/ .8)	0.13	0.13	0.13	0.26
G: PU = .6 * D * F	5.41	5.28	5.28	24.68
H: Initial Revenue	34,886	31,831	33,284	158,983
Miscellaneous Adjustment (Rounding)	(2,296)	36	37	6
I: Short Year Factor	1	1	1	1
Calculated Compensatory State Revenue ((A) x (B))	32,590	31,867	33,321	158,988

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Long-Range Budget Projection Model
May 8, 2024**

	<i>Actual</i>	<i>Approved Original</i>	<i>Working Budget</i>	<i>Projection</i>
<i>Annual Surplus (Deficit)</i>	<i>168,696</i>	<i>233,570</i>	<i>202,645</i>	<i>233,463</i>
	Year 9	Year 10	Year 10	Year 11
	2022-2023	2023-2024	2023-2024	2024-2025

Building Lease Aid: Lesser of line a or b below:				
Lease Aid Expense	1,164,150	1,253,725	1,253,725	1,314,600
a) Lease Aid Rev at \$1,314 per pupil unit as per state cap	<u>897,412</u>	<u>1,014,145</u>	<u>988,391</u>	<u>1,145,282</u>
b) Lease Aid Rev at Aid at 90% of Lease	<u>1,047,735</u>	<u>1,128,353</u>	<u>1,128,353</u>	<u>1,183,140</u>
Lesser of \$1,314.p.u. or 90% of lease payment	897,412	1,014,145	988,391	1,145,282
Estimated Proration of Lease Aid Revenue	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>
Total Prorated Building Lease Aid Revenue	<u>897,412</u>	<u>1,014,145</u>	<u>988,391</u>	<u>1,145,282</u>
Lease Aid Revenue per pupil unit (after proration)	1314	1314	1314	1314

Building Lease Aid Analyticals:				
Lease Aid Rev that would need to be generated to cover expense at 90%. Max per Statute is \$1,314	<u>1534</u>	<u>1462</u>	<u>1500</u>	<u>1357</u>
How many more WADM would we need to maximize lease aid?	114	87	107	29

Long-Term Facilities Maintenance Revenue				
Revenue per Adjusted Pupil Unit	<u>132</u>	<u>132</u>	<u>132</u>	<u>132</u>
Total Long-Term Facilities Maintenance Revenue	<u>90,151</u>	<u>101,878</u>	<u>99,290</u>	<u>115,051</u>

Special Education Revenue				
State Special Education Aid and Tuition Billing	<u>934,682</u>	<u>939,681</u>	<u>985,459</u>	<u>1,028,441</u>

	0%	0%	0%	0%
LEP (Limited English Proficiency) State Aid	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
Prior Year LEP Eligible ADM	20	83	83	85
Current Year LEP Eligible ADM	5	85	85	86
ADM Served	666	754	735	847
Adjusted LEP ADM	5	85	85	86
LEP Marginal Cost Pupils	20	85	85	86
LEP Revenue	<u>14,080</u>	<u>59,601</u>	<u>104,380</u>	<u>106,042</u>
Concentration Portion	0.0075	0.1123	0.1152	0.1020
Concentration Factor	0	1	1	1
LEP Pupil Units	0	83	85	77
LEP Concentration Revenue	<u>82</u>	<u>20,665</u>	<u>37,060</u>	<u>33,378</u>
Rounding Adjustment				
Total LEP Aid	<u>14,155</u>	<u>80,265</u>	<u>141,440</u>	<u>139,420</u>

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	Year 9 2022-2023	Year 10 2023-2024	Year 10 2023-2024	Year 11 2024-2025

General Fund Revenue Summary

State Aids				
General Education Revenue	5,010,741	5,871,084	5,759,663	6,793,019
LEP Aid	14,155	80,265	141,440	139,420
English learner cross subs	2,371	2,371	2,493	2,371
Declining Enrollment	101,990	0	0	0
TRA/Pension Adjustment	26,795	25,511	35,971	35,971
Compensatory Revenue	<u>32,590</u>	<u>31,867</u>	<u>33,321</u>	<u>158,988</u>
Subtotal	5,188,641	6,011,098	5,972,889	7,129,770
Building Lease Aid	897,409	1,014,145	988,391	1,145,282
Prior Year Over/Under accruals	86,486	0	0	0
Long-Term Facilities Maintenance Revenue	90,151	101,878	99,290	115,051
Special Education Aid	1,006,540	939,681	985,459	1,028,441
Student Support & Library Aid	0	0	40,000	0
ADSIS Special Ed State Funding	23,762	23,762	35,200	34,700
Endowment Aid	30,480	21,850	39,895	39,895
Literacy Aid	57,877	64,307	64,307	64,307
Total State Aids	7,381,346	8,176,721	8,225,432	9,557,447
Federal Revenue				
Federal Special Ed and CEIS (F419, 420, 425)	137,507	84,400	120,915	124,500
Summer Academic and Mental Health Support, F150 (9/22)	1,232	0	17,606	0
ESSER Summer Learning 163	10,571	0	0	0
ESSER III F160	14,141	0	14,141	0
ESSER III F161 (9/24)	19,021	0	0	0
Learning Loss Recovery F169 (9/24)	107,023	0	15,420	0
Title I, II, IV	<u>39,818</u>	<u>50,400</u>	<u>49,200</u>	<u>57,800</u>
Total Federal Revenue	329,313	134,800	217,281	182,300
Other Revenue				
Interest Earnings	73,451	75,000	110,000	110,000
Donations and Grants -Excel rebates	85,779	0	0	0
200 Give to the Max, other donations	39,771	20,000	20,000	20,000
Fees from Students (Field Trip, Milk Sales, Pizza Friday, Other)	55,233	61,200	59,600	70,100
Miscellaneous Revenue, refund PTO	29,528	30,000	30,000	0
ERC Credit	0	0	411,025	0
071 Third Party Billing	<u>8,974</u>	<u>9,800</u>	<u>9,600</u>	<u>11,300</u>
Total Other Revenue	292,736	196,000	640,225	211,400
Total Revenue	8,003,395	8,507,521	9,082,938	9,951,147

Per Audit 8,003,398

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	Year 9 2022-2023	Year 10 2023-2024	Year 10 2023-2024	Year 11 2024-2025

General Fund Expenditure Calculations

New Staff Calc - Staff increases based on enrollment increases				
Actual/projected enrollment change from prior year	(58)	88	69	93
Added new teacher FTE's - calculated at 22:1 ratio (rounded)	0.0	2.0	1.0	0.0
Other Teachers/Non-teachers Added				
Additional staff add (non teachers), 1 para, .5 clerical, 2 custodian	0	0	0	35,000
<i>Counselor fy 21-22, as Adsis , ESSER Covered Staff in FY24, Cont.</i>	0	114,272	114,272	49,187
Projected new teacher (1FTE) Salary cost	46,818	48,223	48,691	49,669
Added salary cost - teachers (added FTE's times cost)	0	96,445	48,691	0
Added cost - others per above	0	114,272	114,272	84,187

Inflation Assumptions

Salaries	2.0%	3.0%	4.0%	3.0%
Other costs	2.0%	2.0%	2.0%	2.0%
Budget Calculations	22.8%	26.8%	24.9%	25.0%
100's Salaries	2,742,826	2,980,744	3,240,908	3,745,763
200's Benefits	625,704	797,389	808,328	936,441
305 Contracted Services	309,513	321,000	330,000	378,100
315 Technology Services	15,643	22,500	16,300	34,000
320 Communications Services	8,105	11,000	12,000	14,100
329 Postage	3,204	3,800	3,700	4,300
330 Utilities	184,683	96,400	96,400	98,300
340 Property and Casualty Insurance	23,281	26,900	55,000	64,600
330,340 Add'l Costs for Utilities & Insurance for expansion	0	54,100	75,000	76,500
350 Repairs and Maintenance Services	90,118	88,415	114,415	118,419
360 Student Transportation	580,197	646,307	668,800	800,000
360 Field Trip Transportation	9,319	15,080	14,700	16,940
366 Travel and conferences	3,839	8,800	8,600	10,100
369 Field Trip Admissions/Registration Fees	31,267	36,700	35,800	42,100
Bonds Series 2021 Run as of 05.13.21, Principal & Interest	1,033,150	1,122,725	1,122,725	1,183,600
Capital Repair & Replacement	100,000	100,000	100,000	100,000
Accounting, Audit and other fees	31,000	31,000	31,000	31,000
570 Lease Expense	1,164,150	1,253,725	1,253,725	1,314,600
570 Other Rentals and Operating Leases	6,353	4,000	7,500	8,800
401 Office Supplies/General Supplies/Marketing Materials	48,277	48,400	60,000	70,500
401/455/465 Maintenance Supplies	45,962	57,100	44,500	52,300
405 Non-Instructional Software and Licensing	21,217	28,900	32,000	37,600
406 Instructional Software	22,411	20,200	25,000	29,400
430/456/466 Instructional Supplies/Classroom Supplies	40,913	42,100	45,000	52,900
460 Textbooks and Workbooks	104,947	77,700	125,000	146,900
461 Standardized Tests	7,105	14,000	13,600	16,000
490 Food Purchased	31,192	28,900	33,800	39,700

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	Year 9	Year 10	Year 10	Year 11
	2022-2023	2023-2024	2023-2024	2024-2025
520 Building Improvements	145,066	205,000	205,000	80,000
530 Furniture and Other Equipment	53,784	30,000	30,000	30,000
530 FF&E For Expansion each year	0	13,310	13,310	9,100
555/556 Technology Equipment	97,380	30,900	30,200	35,500
555/556 Technology Equipment site expansion each year	0	27,700	27,000	31,700
580/581 Principal and interest capital lease	7,605	28,200	16,200	19,000
820 Dues and memberships	27,386	37,300	37,300	39,900
State Special Ed Expenditures / ESY incl F723	983,875	1,010,410	1,059,633	1,105,851
SALARIES	551,725	567,028	609,552	637,782
BENEFITS	130,366	168,700	175,400	182,400
CONTRACTED SERVICES (OBJ 394)	193,169	194,061	194,061	201,823
SUPPLIES	0	1,061	1,061	1,103
TRANSPORTATION (FIN 723)	108,616	79,560	79,560	82,742
ADSSIS (PRG 422, FIN 740)	56,278	44,800	44,800	46,600
SALARIES	45,334	29,800	29,800	31,000
BENEFITS	10,945	8,700	8,700	9,000
SUPPLIES	0	6,300	6,300	6,600
372 Medical assistance/third party billing	8,974	0	2,000	0
Extended Time Expenses	0	2,371	2,493	2,371
Federal Special Ed Expenditures, CEIS, PSI, 419, 420, 425	137,507	84,400	120,915	124,500
Summer Academic and Mental Health Support, F150	1,232	0	17,606	0
Federal ESSER III F160	14,141	0	14,141	0
Federal ESSER III F161	19,021	0	0	0
Federal Learning Loss Recovery, 169	107,023	0	15,420	0
Cares testing grant F170	4,661	0	0	0
Director's Discretionary Fund	0	0	0	2,000
Federal Title I, II and V	39,818	50,400	49,200	57,800
Federal ESSER Summer Learning F 163	10,571			
Give to the Max donations offset with expenditures	150	20,000	20,000	20,000
Permanent Transfers to Other Funds	0	0	50,000	0
Total Expenditures	7,834,699	8,268,951	8,875,293	9,712,685
	<small>7,834,699</small>	<small>8,268,951</small>	<small>8,875,293</small>	<small>9,712,685</small>
	<small>Per Audit 7,834,702</small>			
General Fund Net Income	168,696	238,570	207,645	238,463
	<small>Per Audit 168,696</small>			
Beginning General Fund Balance	1,960,290	2,128,986	2,128,986	2,367,556
Ending General Fund Balance	2,128,986	2,367,556	2,336,631	2,606,019
	<small>Per Audit 2,128,984</small>			
Fund Balance Percentage	27%	30%	26%	27%

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Food Service Revenue and Expenditure Summary				
Fund 02 Program Revenue	0	0	550,000	600,000
Fund 01 Transfer from General Fund	0	0	50,000	50,000
Fund 02 Program Expenditures	0	0	600,000	650,000
Food Services Fund Net Income	0	0	0	0
Beginning Food Service Fund Balance	0	0	0	0
Ending Food Service Fund Balance	0	0	0	0
	<i>Per Audit</i>	0		
Community Service Revenue and Expenditure Summary				
Fund 04 Program Revenue	0	0	0	0
Fund 04 Program Expenses	0	5,000	5,000	5,000
Community Services Fund Net Income	0	(5,000)	(5,000)	(5,000)
Beginning Community Service Fund Balance	55,327	15,327	55,327	50,327
Ending Community Service Fund Balance	55,327	10,327	50,327	45,327
	<i>Per Audit</i>	55,327		
Schoolwide Activity				
Total Revenues	8,003,395	8,507,521	9,682,938	10,601,147
Total Expenditures	7,834,699	8,273,951	9,480,293	10,367,685
Net Income - All Funds	168,696	233,570	202,645	233,463
Beginning Schoolwide Fund Balance	2,015,617	2,184,313	2,184,313	2,417,883
Ending Schoolwide Fund Balance	2,184,313	2,474,685	2,386,958	2,651,346
	2,184,313	2,474,685	2,386,958	2,651,346
Entity Wide Fund Balance Percentage	28%	30%	25%	26%
Days of cash on hand > 45	97	102	98	87
Debt Service Coverage Ratio > 1.10	1.55	1.56	1.52	1.42
MADS > 1.25 in fy 2022-23	1.20	1.31	1.27	1.25

This financial report is prepared in a modified format in that they exclude footnotes and required supplementary information in order to be considered a full set of financial statements. The excluded portions will be included in the School's fiscal year end financial statements. Creative Planning is not a licensed CPA firm and no CPA provides any assurance on this financial report.