



**Meeting:** Board of Directors Annual Meeting

**Date:** Wednesday, December 20th, 2023

**Time:** 5:30 P.M.

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

## **AGENDA**

### **1. Meeting Call to Order and Roll Call (Shelbi Pool, Board Chair)**

1.1 Meeting Call to Order

1.2 Roll Call (Casidee Schrandt, Board Clerk)

### **2. WLA Mission and Vision (Nicole Stevens)**

- 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: Nicole Stevens, Board Secretary)**

3.1 Approval of meeting agenda

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

3.2 Approval of November 16th, 2023 Meeting Minutes

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

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

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

5.1 Delegation of Public Comment Items (if necessary)

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

6.1 Annual Audit Presentation

6.1.1 Approve Audit

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

6.2 Board Report (Shelbi Pool)

6.3 Director Report (Dr. Mortensen)

6.4 Financial Director Report (BerganKDV)

6.5 Finance Committee Report (Jolene Skordahl)

6.5.1 Approve November Financials and December Finance Committee Minutes

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

6.6 Governance Committee Report (Joe Valentine)

6.6.1 Accept December Governance Committee Minutes and approve PTO usage of school logos.

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

6.6.2 Enter policy 526 and 538 into first reading.

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

6.7 Facilities Committee Report (Ryan Sheak)

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

8.1 Executive Director Search Update

8.2 High School Update

8.3 Closing Enrollment in grades K-2, 6-8.

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

**8. Board Communication & Future Items (Presenter: Shelbi Pool, Board Chair)**

9.1 Board Communication/Future Agenda Items- Reflection

**9. Housekeeping (Presenter: Shelbi Pool, Board Chair)**

WLA Regular Board of Directors Meeting

Date: Thursday, January 25, 2024

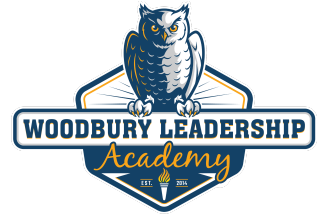
Time: 5:30pm

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

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

Adjournment

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



**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
November 16, 2023**

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

**Directors Absent:** N/A

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

**Advisors Virtual:** N/A

**Others in Attendance:** WLA parent.

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

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

**1.1 Meeting Call to Order**

Ms. Pool called the meeting to order at 5:30 PM.

**1.2 Roll Call**

Ms. Schrandt took roll.

**2. WLA Mission and Vision**

Mr. Valentine 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 November 16, 2023 meeting agenda.” Ms. Ohs seconded. Motion passed unanimously.

**3.2 Approval of October 26, 2023 Meeting Minutes**

Ms. Pool moved “to approve the October 26, 2023 meeting minutes.” Ms. Skordahl seconded. Motion passed.

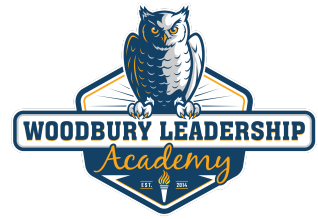
**4. Conflict of Interest Declaration**

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

**5. Public Comment**

**5.1 Delegation of Public Comment Items**

No comments.



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

### **6.1 Board Report**

- The Board is making progress in our search for an Executive Director for next year.

### **6.2 Director Report**

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

- ABDO will be present at our December Board Meeting - our audit came back without any findings.
- Dr. Mortensen submitted a competitive grant application to help add staff members over the next 2.5 years.
- Many events that have been happening at school!!

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

- Ms. Skordahl reviewed the October 2023 Executive Summary in the Board packet, noting the actual ADM is 750. The school currently has 102 days' cash on hand which is well above the requirement. The year is 33.33% complete, revenues are at 35.7% and expenditures disbursed are at 27.2% of the reporting period.
- Ms. Skordahl reviewed the October 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 November 8. During this meeting, the committee reviewed financial statements and discussed the Gym sound mitigation project funds.

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

### **6.5 Governance Committee Report**

Mr. Valentine reported that the Governance Committee met on November 9. During this meeting, there was discussion regarding revisions of various policies. Additionally, the committee discussed adding other possibilities of zip up sweatshirts to the uniforms.

- **6.5.1. Accept November Governance Committee Minutes, enter policy 902 into second reading.**  
Ms. Pool motioned to, "accept November Governance Committee Minutes, enter policy 902 into second reading." Mr. Valentine seconded the motion. Motion passed unanimously.

### **6.6 Facilities Committee Report**

- Mr. Sheak reported that the facilities committee met on November 14. The committee discussed sound mitigation and the company that was chosen. The committee plans to meet with the company to discuss details with the set up of panels. Memorial plaques are currently in progress as well as plans with the muralist. The gym will look amazing once all of these projects are complete!



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

- Mr. Sheak gave an update regarding the hiring update letting three applicants know the process to complete a WLA application which will lead to interviews. We have three great candidates to move forward with!

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

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

None.

## **9. Housekeeping**

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

Date: Wednesday, December 20, 2023

Time: 5:30pm

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

## **11. Adjournment**

Mr. Sheak motioned “to adjourn tonight’s meeting.” Ms. Skordahl seconded the motion. Motion passed unanimously. The meeting adjourned at 6:05 PM.

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



Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Supplemental Reports

November 30, 2023

## 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 02 005 770 000 701 401	Food service-supplies	\$416.91	
				E 01 005 810 000 000 401	Air purifier filter, door stops	\$74.93	
				E 01 010 420 000 419 433	SPED Supplies	\$54.15	
				E 01 010 203 000 000 460	Elem textbooks	\$164.06	
				E 01 005 110 000 000 401	Office supplies	\$87.21	
				E 01 010 203 000 000 430	Elem Classroom supplies	\$676.32	
				E 01 010 720 000 000 401	Health Office Supplies	\$17.99	
				E 01 010 203 000 000 401	Elem non instructional supplies	\$1,131.15	
				E 01 010 420 000 419 433	SPED Supplies	\$67.78	
<b>PO#:</b>	<b>Voucher #:</b>	<b>9805</b>	Invoice	<b>Invoice No:</b>	176N-NK6F-9KXT	<b>11/13/2023</b>	<b>Paid Amt: \$2,690.50</b>
							<b>Check Amount: \$2,690.50</b>
							<b>Vendor Total: \$2,690.50</b>
1669		Arrow Lift					
			4228	OLDN			BP
				E 01 005 810 000 000 320	FY24: Elevator Phone Contract 10.24.23-10.23	\$415.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>9826</b>	Invoice	<b>Invoice No:</b>	P-SI43523	<b>11/13/2023</b>	<b>Paid Amt: \$415.00</b>
							<b>Check Amount: \$415.00</b>
							<b>Vendor Total: \$415.00</b>
			4228	OLDN			BP
				E 01 005 810 000 000 350	Lift repair-replace use holder	\$193.38	
<b>PO#:</b>	<b>Voucher #:</b>	<b>9860</b>	Invoice	<b>Invoice No:</b>	P-S143926	<b>11/30/2023</b>	<b>Paid Amt: \$193.38</b>
							<b>Check Amount: \$193.38</b>
							<b>Vendor Total: \$608.38</b>
1128		AssociatedBank					
			4228	OLDN			Wire
				B 01 215 017	HSA	\$1,884.73	
<b>PO#:</b>	<b>Voucher #:</b>	<b>9776</b>	Invoice	<b>Invoice No:</b>	S2024090	<b>11/15/2023</b>	<b>Paid Amt: \$1,884.73</b>
							<b>Check Amount: \$1,884.73</b>
							<b>Vendor Total: \$1,884.73</b>
			4228	OLDN			Wire
				B 01 215 017	HSA	\$4,647.73	
<b>PO#:</b>	<b>Voucher #:</b>	<b>9782</b>	Invoice	<b>Invoice No:</b>	S2024100	<b>11/30/2023</b>	<b>Paid Amt: \$4,647.73</b>
							<b>Check Amount: \$4,647.73</b>
							<b>Vendor Total: \$6,532.46</b>
1504		Assured Security Inc					
			4228	OLDN			BP
				E 01 005 810 000 000 350	Repair entry doors, adjust hinges, replace offic	\$629.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>9807</b>	Invoice	<b>Invoice No:</b>	231406	<b>11/13/2023</b>	<b>Paid Amt: \$629.00</b>
							<b>Check Amount: \$629.00</b>
							<b>Vendor Total: \$629.00</b>

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1504		Assured Security Inc					
		4228		OLDN			BP
				E 01 005 810 000 000 350	Key Copies	\$73.00	
PO#:		Voucher #:		9858 Invoice	Invoice No: C118480	11/30/2023	Paid Amt: \$73.00
							Check Amount: \$73.00
							Vendor Total: \$702.00
1369		BerganKDV Outsourced Services LLC					
		4228		OLDN			Wire
				E 01 005 114 000 000 305	KPay Processing Fee	\$528.00	
PO#:		Voucher #:		9790 Invoice	Invoice No: 11.10.23	11/30/2023	Paid Amt: \$528.00
							Check Amount: \$528.00
							Vendor Total: \$702.00
		4228		OLDN			BP
				E 01 005 116 000 000 305	Financial Management and Account Service	\$6,600.00	
PO#:		Voucher #:		9840 Invoice	Invoice No: 1213692	11/30/2023	Paid Amt: \$6,600.00
							Check Amount: \$6,600.00
							Vendor Total: \$7,128.00
1726		Bill Moe					
		4228		OLDN			BP
				E 01 005 760 000 728 360	Mileage reimbursement-homeless students 10	\$308.16	
PO#:		Voucher #:		9833 Invoice	Invoice No: 10/27/2023	11/30/2023	Paid Amt: \$308.16
							Check Amount: \$308.16
							Vendor Total: \$436.56
		4228		OLDN			BP
				E 01 005 760 000 728 360	Mileage reimbursement-homeless students 10	\$128.40	
PO#:		Voucher #:		9835 Invoice	Invoice No: 11/7/2023	11/30/2023	Paid Amt: \$128.40
							Check Amount: \$128.40
							Vendor Total: \$436.56
1558		Bill.com					
		4228		OLDN			Wire
				E 01 005 112 000 000 305	Bill.com monthly fee	\$128.70	
PO#:		Voucher #:		9791 Invoice	Invoice No: 11.15.23	11/30/2023	Paid Amt: \$128.70
							Check Amount: \$128.70
							Vendor Total: \$128.70
1734		BrightWorks					
		4228		OLDN			BP
				E 01 010 420 640 419 366	Woodcock-Johnson IV assessment training-JC	\$35.00	
PO#:		Voucher #:		9834 Invoice	Invoice No: 10/31/2023	11/30/2023	Paid Amt: \$35.00
							Check Amount: \$35.00
							Vendor Total: \$35.00



## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1541		Business Essentials							
		4228		OLDN			BP		
				E	01 010 203 000 000 430	Copy Paper		\$656.00	
PO#:		Voucher #:		9831	Invoice	Invoice No: WO-1265093-1	11/13/2023	Paid Amt:	\$656.00
								Check Amount:	\$656.00
		4228		OLDN			BP		
				E	01 010 203 000 000 430	Copy Paper		\$820.00	
PO#:		Voucher #:		9861	Invoice	Invoice No: WO-1270673-1	11/30/2023	Paid Amt:	\$820.00
								Check Amount:	\$820.00
								Vendor Total:	\$1,476.00
1621		Cintas							
		4228		OLDN			BP		
				E	01 005 810 000 000 401	FY24: Mats service		\$349.32	
PO#:		Voucher #:		9812	Invoice	Invoice No: 4171501955	11/13/2023	Paid Amt:	\$349.32
								Check Amount:	\$349.32
		4228		OLDN			BP		
				E	01 005 810 000 000 401	FY24: Mats service		\$349.32	
PO#:		Voucher #:		9845	Invoice	Invoice No: 4174449419	11/30/2023	Paid Amt:	\$349.32
								Check Amount:	\$349.32
								Vendor Total:	\$698.64
1394		CKC Good Food							
		4228		OLDN			BP		
				E	02 005 770 000 705 490	Breakfast		\$1,537.50	
				E	02 005 770 000 701 490	Lunches		\$4,390.40	
PO#:		Voucher #:		9822	Invoice	Invoice No: 84467	11/13/2023	Paid Amt:	\$5,927.90
								Check Amount:	\$5,927.90
		4228		OLDN			BP		
				E	02 005 770 000 701 490	Lunches		\$11,263.00	
				E	02 005 770 000 705 490	Breakfast		\$4,448.50	
PO#:		Voucher #:		9823	Invoice	Invoice No: 84594	11/13/2023	Paid Amt:	\$15,711.50
								Check Amount:	\$15,711.50
		4228		OLDN			BP		
				E	02 005 770 000 701 495	Milk		\$4,320.00	
PO#:		Voucher #:		9852	Invoice	Invoice No: 84672	11/30/2023	Paid Amt:	\$4,320.00
								Check Amount:	\$4,320.00
		4228		OLDN			BP		
				E	02 005 770 000 701 401	gloves		\$21.54	
PO#:		Voucher #:		9853	Invoice	Invoice No: 84710	11/30/2023	Paid Amt:	\$21.54
								Check Amount:	\$21.54

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1394		CKC Good Food					
		4228		OLDN			BP
				E 02 005 770 000 701 490	Lunches	\$10,608.85	
				E 02 005 770 000 705 490	Breakfast	\$4,192.25	
PO#:		Voucher #:	9854	Invoice	Invoice No: 84818	11/30/2023	Paid Amt: \$14,801.10
							Check Amount: \$14,801.10
		4228		OLDN			BP
				E 02 005 770 000 701 490	Lunches	\$11,068.75	
				E 01 010 203 000 000 490	25 meals for veterans 25x4.10/ea	\$102.50	
				E 02 005 770 000 705 490	Breakfast	\$4,079.50	
PO#:		Voucher #:	9855	Invoice	Invoice No: 84950	11/30/2023	Paid Amt: \$15,250.75
							Check Amount: \$15,250.75
		4228		OLDN			BP
				E 02 005 770 000 701 490	Lunches	\$11,292.00	
				E 02 005 770 000 705 490	Breakfast	\$3,741.25	
PO#:		Voucher #:	9856	Invoice	Invoice No: 85078	11/30/2023	Paid Amt: \$15,033.25
							Check Amount: \$15,033.25
		4228		OLDN			BP
				E 02 005 770 000 701 490	Shelf stable lunches	\$4.10	
PO#:		Voucher #:	9857	Invoice	Invoice No: 85087	11/30/2023	Paid Amt: \$4.10
							Check Amount: \$4.10
							Vendor Total: \$71,070.14
1481		Comcast					
		4228		OLDN			BP
				E 01 005 810 000 000 320	Internet Services	\$404.85	
PO#:		Voucher #:	9838	Invoice	Invoice No: 11/16/2023	11/30/2023	Paid Amt: \$404.85
							Check Amount: \$404.85
							Vendor Total: \$404.85
1249		Designs for Learning					
		4228		OLDN			BP
				E 01 010 420 000 740 394	SPED Psychologist, S. Kelley , 25 hrs @ \$105	\$2,625.00	
PO#:		Voucher #:	9808	Invoice	Invoice No: 24-0330	11/13/2023	Paid Amt: \$2,625.00
							Check Amount: \$2,625.00
		4228		OLDN			BP
				E 01 010 420 000 419 303	SPED Coordinator, M Conalty, hrs @ \$120/hr	\$360.00	
				E 01 010 420 000 740 394	SPED Psychologist, S. Kelley , 23 hrs @ \$105	\$2,415.00	
PO#:		Voucher #:	9843	Invoice	Invoice No: 24-0433	11/30/2023	Paid Amt: \$2,775.00
							Check Amount: \$2,775.00
							Vendor Total: \$5,400.00

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1555		DHH Consulting LLC					
		4228		OLDN			BP
				E 01 010 405 000 740 394	DHH Services: 7.75 hrs@ \$96/hr	\$744.00	
PO#:		Voucher #:		9802 Invoice	Invoice No: 1247	11/13/2023	Paid Amt: \$744.00
							Check Amount: \$744.00
							Vendor Total: \$744.00
1702		Emerald Lawn & Landscaping Inc					
		4228		OLDN			BP
				E 01 005 810 000 000 350	FY24 Lawn Services	\$2,270.00	
PO#:		Voucher #:		9804 Invoice	Invoice No: 12882	11/13/2023	Paid Amt: \$2,270.00
							Check Amount: \$2,270.00
							Vendor Total: \$2,270.00
1508		First Bankcard					
		4228		OLDN			Wire
				B 01 115 001	11/07/23-Kalahari Resort-Bar charges to be rei	\$30.00	
				E 01 005 810 000 000 320	10/14/23-HumbleFax-Fax service-10/14-11/14/	\$10.00	
				E 01 005 107 000 000 305	10/18/23-Indeed Jobs-Job postings-October	\$514.79	
				E 01 005 107 000 000 305	10/30/23-Indeed Jobs-Job Postings-October	\$519.46	
				E 01 005 107 000 000 305	11/01/23-Indeed Jobs-Job Posting applies-Oct	\$79.00	
				E 01 005 107 000 000 305	11/01/23-Indeed Jobs-Job Postings-October	\$33.03	
				E 01 005 110 000 000 401	11/05/23-WalMart-Holiday cards for staff	\$55.88	
				E 01 005 810 000 000 330	10/13/23-City of Woodbury-Water & sewer 7/2t	\$2,918.92	
				E 01 005 810 000 000 330	11/07/23-City of Woodbury-Water & sewer 8/3t	\$2,832.01	
				E 01 010 203 000 000 369	10/16/23-MN Zoo-Zoo fieldtrip entry fees-Gr 2	\$696.00	
				E 01 010 203 000 000 369	11/03/23-MN Zoo-Refund Zoo fieldtrip excess	(\$54.00)	
				E 01 010 203 000 000 490	10/25/23-Sams Club-Trunk or Treak event-can	\$502.62	
				E 01 005 640 000 316 366	10/25/23-American Red Cross-First Aid/CPR tr	\$84.00	
				E 01 010 203 000 000 430	10/12/23-Authentic Auctions-Jump rope cart &	\$76.96	
				E 01 010 203 000 000 430	10/19/23-WalMart-Science Fair lab supplies-M	\$24.23	
				E 01 010 203 000 000 430	10/20/23-Dollar Tree-Science Fair trifold board	\$37.50	
				E 01 010 203 000 000 430	10/20/23-The Home Depot-Science Fair lab su	\$13.71	
				E 01 010 203 000 000 430	10/24/23-WalMart-Solar Oven melting material	\$11.58	
				E 01 010 203 000 000 430	10/25/23-Sandbag Store-Circular sandbags-Vc	\$180.00	
				E 01 010 203 000 000 430	10/30/23-The Home Depot-Sand for circular se	\$27.36	
				E 01 010 203 000 000 430	10/30/23-The Home Depot-Science Fair lab su	\$15.28	
				E 01 010 203 000 000 430	11/03/23-WalMart-Veteran's Day event supplie	\$13.26	
				E 01 010 203 000 000 430	11/05/23-Dollar Tree-Veteran's Day event supp	\$37.50	
				E 01 010 203 000 000 430	11/06/23-Dollar Tree-Veteran's Day event supp	\$16.25	
				E 01 010 203 000 000 430	10/16/23-School Outfitters-Dry erase boards (4	\$2,743.08	

## 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	005 640 000 316 366	10/25/23-American Red Cross-First Aid/CPR tr	\$84.00	
				E 02	005 770 000 701 401	11/08/23-Webstaurant store-Saddle bag stand:	\$39.09	
				E 01	010 420 000 419 406	10/16/23-EveryDaySpeechSLP-SEL Guided TI	\$299.99	
				E 01	010 420 000 419 368	10/23/23-Kalahari Resort-Hotel addtl deposit-S	\$17.03	
				E 01	010 420 640 419 366	10/25/23-American Red Cross-First Aid/CPR tr	\$84.00	
				E 01	010 420 000 419 368	11/07/23-Kalahari Resort-Hotel & meals-SpEd	\$126.03	
				E 01	010 420 000 419 433	10/15/23-WinsorLearning-Sunday System 1-CI	\$3,289.00	
PO#:		Voucher #:		9862	Invoice	Invoice No: 11.28.23	11/28/2023	Paid Amt: \$15,357.56
								Check Amount: \$15,357.56
								Vendor Total: \$15,357.56
1609		GIS Benefits						
		4228		OLDN			Wire	
				B 01	215 013	Life/LTD/STD:	\$3,166.66	
				B 01	215 009	Dental:	\$2,561.65	
				B 01	215 021	Vision	\$410.12	
				B 01	215 020	PPL:	\$214.50	
				E 01	005 110 000 000 305	Admin Fees	\$52.00	
PO#:		Voucher #:		9792	Invoice	Invoice No: 11.24.23	11/30/2023	Paid Amt: \$6,404.93
								Check Amount: \$6,404.93
								Vendor Total: \$6,404.93
1643		Gray Line Minnesota						
		4228		OLDN			BP	
				E 01	005 760 000 733 360	Balance due for fieldtrip busing Wolf Ridge-Gr	\$800.00	
				E 01	005 760 000 733 360	Teambuilding fieldtrip-Gr 6 (overpmt)	(\$41.25)	
PO#:		Voucher #:		9859	Invoice	Invoice No: INV25688	11/30/2023	Paid Amt: \$758.75
								Check Amount: \$758.75
								Vendor Total: \$758.75
1314		Hastings Bus Company						
		4228		OLDN			BP	
				E 01	005 760 000 723 360	SpEd busing-Oct	\$6,148.80	
PO#:		Voucher #:		9799	Invoice	Invoice No: 10.31.23	11/13/2023	Paid Amt: \$6,148.80
								Check Amount: \$6,148.80
								Vendor Total: \$6,148.80

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1064		HealthPartners - Group					
		4228		OLDN			Wire
				B 01 215 010	Health Ins	\$21,103.33	
PO#:		Voucher #:	9793	Invoice	Invoice No: 11.22.23	11/30/2023	Paid Amt: \$21,103.33
							Check Amount: \$21,103.33
							Vendor Total: \$21,103.33
1602		Heidi Dettman					
		4228		OLDN			BP
				E 01 010 407 000 419 303	SPED Consulting, 8.75 hrs @ \$55/hr	\$481.25	
PO#:		Voucher #:	9806	Invoice	Invoice No: 2018	11/13/2023	Paid Amt: \$481.25
							Check Amount: \$481.25
							Vendor Total: \$481.25
		4228		OLDN			BP
				E 01 010 407 000 419 303	SPED Consulting, 3 hrs @ \$55/hr	\$165.00	
PO#:		Voucher #:	9842	Invoice	Invoice No: 2020	11/30/2023	Paid Amt: \$165.00
							Check Amount: \$165.00
							Vendor Total: \$646.25
1054		Integrative Therapy, LLC.					
		4228		OLDN			BP
				E 01 010 420 000 740 394	COTA Services 10.58 hrs @\$74/hr	\$783.16	
				E 01 010 420 000 740 394	OT 16.17 hrs @ \$90/hr	\$1,454.70	
PO#:		Voucher #:	9813	Invoice	Invoice No: 4355	11/13/2023	Paid Amt: \$2,237.86
							Check Amount: \$2,237.86
							Vendor Total: \$2,237.86
		4228		OLDN			BP
				E 01 010 420 000 740 394	OT 25.25 hrs @ \$90/hr	\$2,272.50	
				E 01 010 420 000 740 394	COTA Services 19.75 hrs @\$74/hr	\$1,461.26	
PO#:		Voucher #:	9846	Invoice	Invoice No: 4401	11/30/2023	Paid Amt: \$3,733.76
							Check Amount: \$3,733.76
							Vendor Total: \$5,971.62
1003		Internal Revenue Service					
		4228		OLDN			Wire
				B 01 215 002	Federal Withholding	\$11,657.39	
				B 01 215 005	FICA	\$26,994.88	
PO#:		Voucher #:	9777	Invoice	Invoice No: S2024090	11/15/2023	Paid Amt: \$38,652.27
							Check Amount: \$38,652.27
							Vendor Total: \$38,652.27
		4228		OLDN			Wire
				B 01 215 002	Federal Withholding	\$11,895.77	

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1003		Internal Revenue Service					
		4228		OLDN			Wire
				B 01 215 005	FICA	\$27,396.48	
PO#:		Voucher #:	9783	Invoice	Invoice No: S2024100	11/30/2023	Paid Amt: \$39,292.25
							Check Amount: \$39,292.25
							Vendor Total: \$77,944.52
1150		JR Computer Associates					
		4228		OLDN			BP
				E 01 005 605 000 000 315	FY24 Monthly Contract Services: Nov 2023	\$1,200.00	
PO#:		Voucher #:	9827	Invoice	Invoice No: R20231652	11/13/2023	Paid Amt: \$1,200.00
							Check Amount: \$1,200.00
							Vendor Total: \$1,200.00
1240		Keys to Communication					
		4228		OLDN			BP
				E 01 010 401 000 740 394	15 hrs @\$45/hr Mileage	\$675.00	
				E 01 010 401 000 740 394	Sarah, 10.5 hrs @ \$90/hr	\$945.00	
				E 01 010 401 000 740 394	Pam Speech services 97.5 hrs @ \$90/hr	\$8,775.00	
PO#:		Voucher #:	9798	Invoice	Invoice No: 9201856	11/13/2023	Paid Amt: \$10,395.00
							Check Amount: \$10,395.00
							Vendor Total: \$10,395.00
1004		MN Department of Revenue Service					
		4228		OLDN			Wire
				B 01 215 003	MN Withholding	\$6,083.67	
PO#:		Voucher #:	9779	Invoice	Invoice No: S2024090	11/15/2023	Paid Amt: \$6,083.67
							Check Amount: \$6,083.67
							Vendor Total: \$12,350.05
		4228		OLDN			Wire
				B 01 215 003	MN Withholding	\$6,266.38	
PO#:		Voucher #:	9785	Invoice	Invoice No: S2024100	11/30/2023	Paid Amt: \$6,266.38
							Check Amount: \$6,266.38
							Vendor Total: \$12,350.05
1733		MN Dept of Labor and Industry					
		4228		OLDN			BP
				B 01 118 000	Frienda of WLA Elevator (2) & lift (1) licenses-	\$300.00	
PO#:		Voucher #:	9824	Invoice	Invoice No: ALR0154904X	11/13/2023	Paid Amt: \$300.00
							Check Amount: \$300.00
							Vendor Total: \$300.00

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1099		MN UI Fund					
			4228	OLDN			Wire
				E 01 005 110 000 000 280	Unemployment Insurance	\$3,056.00	
PO#:		Voucher #:	9788	Invoice	Invoice No: 11.1.23	11/30/2023	Paid Amt: \$3,056.00
							Check Amount: \$3,056.00
							Vendor Total: \$3,056.00
1462		Monarch Bus Service Inc					
			4228	OLDN			BP
				E 01 005 760 000 720 360	Busing Contract 2/10	\$66,880.44	
PO#:		Voucher #:	9819	Invoice	Invoice No: 84133	11/13/2023	Paid Amt: \$66,880.44
							Check Amount: \$66,880.44
							Vendor Total: \$66,880.44
			4228	OLDN			BP
				E 01 005 760 000 720 360	Busing Contract 3/10	\$66,880.44	
PO#:		Voucher #:	9820	Invoice	Invoice No: 84134	11/13/2023	Paid Amt: \$66,880.44
							Check Amount: \$66,880.44
							Vendor Total: \$66,880.44
			4228	OLDN			BP
				E 01 005 760 000 720 360	Busing Contract 4/10	\$66,880.44	
PO#:		Voucher #:	9821	Invoice	Invoice No: 84135	11/13/2023	Paid Amt: \$66,880.44
							Check Amount: \$66,880.44
							Vendor Total: \$200,641.32
1735		Morgan Seegert					
			4228	OLDN			BP
				E 01 010 420 640 419 366	404 mi @ \$0.655/mi	\$264.62	
				E 01 010 420 640 419 366	FY24 Reimb: SPED training/food	\$62.73	
PO#:		Voucher #:	9836	Invoice	Invoice No: 11/13/2023	11/30/2023	Paid Amt: \$327.35
							Check Amount: \$327.35
							Vendor Total: \$327.35
1313		Nancy Baumann					
			4228	OLDN			BP
				E 01 010 201 000 000 401	File cabinet, display bds	\$195.00	
				E 02 005 770 000 701 401	pain	\$17.85	
				E 01 010 203 000 000 430	Classroom supplies	\$67.64	
PO#:		Voucher #:	9839	Invoice	Invoice No: 11/22/2023	11/30/2023	Paid Amt: \$280.49
							Check Amount: \$280.49
							Vendor Total: \$280.49
1639		Navigate Care Consulting					
			4228	OLDN			BP
				E 01 010 420 000 740 394	SPED offsite 11.5 hrs @ \$90/hr	\$1,035.00	
				E 01 010 720 000 000 305	GenEd Nursing off site 1.75 hr @ \$90/hr	\$157.50	

## 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	SPED onsite 1 hr @ \$100/hr	\$100.00	
PO#:		Voucher #:		9815 Invoice	Invoice No: 5966	11/13/2023	Paid Amt: \$1,292.50
							Check Amount: \$1,292.50
<hr/>							
		4228		OLDN			BP
				E 01 010 420 000 740 394	SPED onsite 1 hr @ \$100/hr	\$100.00	
				E 01 010 720 000 000 305	GenEd Nursing off site 2.5 hr @ \$90/hr	\$225.00	
				E 01 010 420 000 740 394	SPED offsite 8.5 hrs @ \$90/hr	\$765.00	
PO#:		Voucher #:		9848 Invoice	Invoice No: 6020	11/30/2023	Paid Amt: \$1,090.00
							Check Amount: \$1,090.00
<hr/>							
						<b>Vendor Total:</b>	<b>\$2,382.50</b>
1666		Nic Bedard					
		4228		OLDN			BP
				E 01 005 110 000 000 366	38 mi @ \$0.655/mi	\$24.90	
PO#:		Voucher #:		9800 Invoice	Invoice No: 10/27/2023	11/13/2023	Paid Amt: \$24.90
							Check Amount: \$24.90
<hr/>							
						<b>Vendor Total:</b>	<b>\$24.90</b>
1634		Nitti Sanitation					
		4228		OLDN			BP
				E 01 005 810 000 000 330	Trash Services	\$1,164.74	
PO#:		Voucher #:		9847 Invoice	Invoice No: 518595	11/30/2023	Paid Amt: \$1,164.74
							Check Amount: \$1,164.74
<hr/>							
						<b>Vendor Total:</b>	<b>\$1,164.74</b>
1732		Oakhill Montessori					
		4228		OLDN			BP
				E 01 010 203 000 000 430	Archery equipment-PE	\$500.00	
PO#:		Voucher #:		9818 Invoice	Invoice No: 8	11/13/2023	Paid Amt: \$500.00
							Check Amount: \$500.00
<hr/>							
						<b>Vendor Total:</b>	<b>\$500.00</b>
1441		Old National					
		4228		OLDN			Wire
				E 01 005 112 000 000 305	Service Charge:	\$576.36	
PO#:		Voucher #:		9794 Invoice	Invoice No: 11.17.23	11/30/2023	Paid Amt: \$576.36
							Check Amount: \$576.36



## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1441		Old National							
			4228	OLDN			Wire		
				E 01 005 112 000 000 305	Origination Fees		\$250.00		
PO#:		Voucher #:	9863	Invoice	Invoice No: 11.7.23	11/30/2023	Paid Amt:	\$250.00	
							Check Amount:	\$250.00	
							Vendor Total:	\$826.36	
1001		Public Employee Retirement Association							
			4228	OLDN			Wire		
				B 01 215 007	PERA		\$6,111.43		
PO#:		Voucher #:	9778	Invoice	Invoice No: S2024090	11/15/2023	Paid Amt:	\$6,111.43	
							Check Amount:	\$6,111.43	
							Vendor Total:	\$12,603.59	
			4228	OLDN			Wire		
				B 01 215 007	PERA		\$6,492.16		
PO#:		Voucher #:	9784	Invoice	Invoice No: S2024100	11/30/2023	Paid Amt:	\$6,492.16	
							Check Amount:	\$6,492.16	
							Vendor Total:	\$12,603.59	
1233		Reno Mothes							
			4228	OLDN			BP		
				E 01 010 404 000 419 303	DAPE Services: 10.3-10.31.23 16.25 hrs @ \$9		\$1,462.50		
PO#:		Voucher #:	9829	Invoice	Invoice No: WLA-0075	11/13/2023	Paid Amt:	\$1,462.50	
							Check Amount:	\$1,462.50	
							Vendor Total:	\$1,462.50	
1644		Robemy Cleaning Services LLC							
			4228	OLDN			BP		
				E 01 005 810 000 000 305	Oct Cleaning Services		\$9,500.00		
PO#:		Voucher #:	9830	Invoice	Invoice No: WLA-27	11/13/2023	Paid Amt:	\$9,500.00	
							Check Amount:	\$9,500.00	
							Vendor Total:	\$9,500.00	
1731		Sandra Marquez							
			4228	OLDN			BP		
				E 01 010 203 000 000 305	Sub teacher 10/5-11/1/23 3 days		\$600.00		
PO#:		Voucher #:	9801	Invoice	Invoice No: 11/1/2023	11/13/2023	Paid Amt:	\$600.00	
							Check Amount:	\$600.00	
							Vendor Total:	\$800.00	
			4228	OLDN			BP		
				E 01 010 203 000 000 305	Sub teacher 11.13.23		\$200.00		
PO#:		Voucher #:	9837	Invoice	Invoice No: 11/15/2023	11/30/2023	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
							Vendor Total:	\$800.00	

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1246		Sentient Healthcare					
			4228	OLDN			BP
				E 01 010 405 000 740 394	Audiology: 1.25 hrs @ \$110/hr	\$137.50	
PO#:		Voucher #:	9803	Invoice	Invoice No: 125795	11/13/2023	
							Paid Amt: \$137.50
							Check Amount: \$137.50
							Vendor Total: \$137.50
1241		Sheila Merzer					
			4228	OLDN			BP
				E 01 010 411 000 740 394	Sheila Merzer, ASD, 2.25 hrs @ \$125/hr	\$281.25	
PO#:		Voucher #:	9809	Invoice	Invoice No: 24019	11/13/2023	
							Paid Amt: \$281.25
							Check Amount: \$281.25
							Vendor Total: \$281.25
			4228	OLDN			BP
				E 01 010 411 000 740 394	Sheila Merzer, ASD, 2.25 hrs @ \$125/hr	\$281.25	
PO#:		Voucher #:	9810	Invoice	Invoice No: 24028	11/13/2023	
							Paid Amt: \$281.25
							Check Amount: \$281.25
							Vendor Total: \$281.25
			4228	OLDN			BP
				E 01 010 411 000 740 394	Sheila Merzer, ASD, 2.75 hrs @ \$125/hr	\$343.75	
PO#:		Voucher #:	9811	Invoice	Invoice No: 24045	11/13/2023	
							Paid Amt: \$343.75
							Check Amount: \$343.75
							Vendor Total: \$343.75
			4228	OLDN			BP
				E 01 010 411 000 740 394	Sheila Merzer, ASD, 4.5 hrs @ \$125/hr	\$562.50	
PO#:		Voucher #:	9844	Invoice	Invoice No: 24056	11/30/2023	
							Paid Amt: \$562.50
							Check Amount: \$562.50
							Vendor Total: \$1,468.75
1710		St. Cloud Refrigeration Inc					
			4228	OLDN			BP
				E 01 005 810 000 000 350	Heating season startup maintenance-repaired	\$1,534.70	
PO#:		Voucher #:	9828	Invoice	Invoice No: W92984	11/13/2023	
							Paid Amt: \$1,534.70
							Check Amount: \$1,534.70
							Vendor Total: \$1,534.70
			4228	OLDN			BP
				E 01 005 810 000 000 350	Maintenace service contract-Nov	\$1,665.00	
PO#:		Voucher #:	9825	Invoice	Invoice No: C009651	11/13/2023	
							Paid Amt: \$1,665.00
							Check Amount: \$1,665.00
							Vendor Total: \$3,199.70

## WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1098		Teachers on Call							
		4228		OLDN			BP		
				E 01 010 203 000 000 305	Jennifer Archibald, 1 days @ \$255.75/day		\$255.75		
PO#:		Voucher #:		9841 Invoice	Invoice No: 151352	11/30/2023		Paid Amt:	\$255.75
								Check Amount:	\$255.75
								Vendor Total:	\$255.75
1002		Teachers Retirement Association							
		4228		OLDN			Wire		
				B 01 215 006	TRA		\$22,937.20		
PO#:		Voucher #:		9780 Invoice	Invoice No: S2024090	11/15/2023		Paid Amt:	\$22,937.20
								Check Amount:	\$22,937.20
								Vendor Total:	\$22,937.20
		4228		OLDN			Wire		
				B 01 215 006	TRA		\$23,320.96		
PO#:		Voucher #:		9786 Invoice	Invoice No: S2024100	11/30/2023		Paid Amt:	\$23,320.96
								Check Amount:	\$23,320.96
								Vendor Total:	\$46,258.16
1029		The Home Depot							
		4228		OLDN			BP		
				E 01 005 810 000 000 401	Janitorial supplies		\$35.01		
PO#:		Voucher #:		9816 Invoice	Invoice No: 769939273	11/13/2023		Paid Amt:	\$35.01
								Check Amount:	\$35.01
		4228		OLDN			BP		
				E 01 005 810 000 000 401	Janitorial supplies		\$446.60		
PO#:		Voucher #:		9817 Invoice	Invoice No: 771569845	11/13/2023		Paid Amt:	\$446.60
								Check Amount:	\$446.60
		4228		OLDN			BP		
				E 01 005 810 000 000 401	Janitorial supplies		\$2,638.24		
PO#:		Voucher #:		9849 Invoice	Invoice No: 773639547	11/30/2023		Paid Amt:	\$2,638.24
								Check Amount:	\$2,638.24
		4228		OLDN			BP		
				E 01 005 810 000 000 401	Janitorial supplies		\$151.71		
PO#:		Voucher #:		9850 Invoice	Invoice No: 774125272	11/30/2023		Paid Amt:	\$151.71
								Check Amount:	\$151.71
		4228		OLDN			BP		
				E 01 005 810 000 000 401	Janitorial supplies		\$26.40		
PO#:		Voucher #:		9851 Invoice	Invoice No: 775316771	11/30/2023		Paid Amt:	\$26.40
								Check Amount:	\$26.40
								Vendor Total:	\$3,297.96

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1302		Toshiba Financial Services					
		4228		OLDN			BP
				E 01 010 605 000 000 560	Copier	\$578.75	
				E 01 010 605 000 000 401	overages	\$1,559.83	
PO#:		Voucher #:	9814	Invoice	Invoice No: 5027162362	11/13/2023	Paid Amt: \$2,138.58
							Check Amount: \$2,138.58
							Vendor Total: \$2,138.58
1703		Towanna Napier					
		4228		OLDN	6210		Check
				E 01 005 760 000 720 360	Student Transportation	\$490.46	
				E 01 005 112 000 000 305	overdraft fee	\$144.00	
PO#:		Voucher #:	9774	Invoice	Invoice No: 11.10.23	11/10/2023	Paid Amt: \$634.46
							Check Amount: \$634.46
							Vendor Total: \$634.46
1635		USBank					
		4228		OLDN			Wire
				E 01 005 850 000 348 570	Rent	\$104,477.08	
PO#:		Voucher #:	9789	Invoice	Invoice No: 11.6.23	11/30/2023	Paid Amt: \$104,477.08
							Check Amount: \$104,477.08
							Vendor Total: \$104,477.08
1417		VOYA					
		4228		OLDN			Wire
				B 01 215 011	TSA	\$1,739.90	
PO#:		Voucher #:	9781	Invoice	Invoice No: S2024090	11/15/2023	Paid Amt: \$1,739.90
							Check Amount: \$1,739.90
							Vendor Total: \$1,739.90
							Wire
				B 01 215 011	TSA	\$239.90	
PO#:		Voucher #:	9787	Invoice	Invoice No: S2024100	11/30/2023	Paid Amt: \$239.90
							Check Amount: \$239.90
							Vendor Total: \$1,979.80
1656		Washington County Public Health					
		4228		OLDN	6211		Check
				E 02 005 770 000 701 820	School Food Service Llcense 1.1-12.31.24	\$575.00	
PO#:		Voucher #:	9775	Invoice	Invoice No: FM114359 11.7.23	11/10/2023	Paid Amt: \$575.00
							Check Amount: \$575.00
							Vendor Total: \$575.00

## WOODBURY LEADERSHIP ACADEMY

### Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1632		Xcel Energy					
			4228	OLDN			Wire
				E 01 005 810 000 000 330	Electric	\$2,090.54	
<b>PO#:</b>		<b>Voucher #:</b>	<b>9795</b>	Invoice	<b>Invoice No: 852733809</b>	<b>11/30/2023</b>	<b>Paid Amt: \$2,090.54</b>
							<b>Check Amount: \$2,090.54</b>
<hr/>							
			4228	OLDN			Wire
				E 01 005 810 000 000 330	Electric	\$2,382.40	
<b>PO#:</b>		<b>Voucher #:</b>	<b>9796</b>	Invoice	<b>Invoice No: 852747132</b>	<b>11/30/2023</b>	<b>Paid Amt: \$2,382.40</b>
							<b>Check Amount: \$2,382.40</b>
<hr/>							
			4228	OLDN			Wire
				E 01 005 810 000 000 330	Electric	\$5,073.35	
<b>PO#:</b>		<b>Voucher #:</b>	<b>9797</b>	Invoice	<b>Invoice No: 852722955</b>	<b>11/30/2023</b>	<b>Paid Amt: \$5,073.35</b>
							<b>Check Amount: \$5,073.35</b>
							<b>Vendor Total: \$9,546.29</b>
							<b>Report Total: \$666,444.82</b>

# WOODBURY LEADERSHIP ACADEMY

## Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1964	4228	OLDN	CR1123													
FY24 IDEAS				1985	Credit	A	11/15/23	Check	1	M						
										Miscellaneous Customer						
							4228	R	01	005	000	000	000	211		FY24 GEn Ed Aid
															264,998.39	0.00
														Receipt Total:	\$264,998.39	\$0.00
														<b>Deposit Total:</b>	<b>\$264,998.39</b>	<b>\$0.00</b>
1965	4228	OLDN	CR1123													
FY24 IDEAS				1986	Credit	A	11/30/23	Check	1	M						
										Miscellaneous Customer						
							4228	B	01	121	000				609.60	0.00
							4228	R	01	005	000	000	000	211	313,534.14	0.00
							4228	R	01	005	000	000	740	360	16,932.26	0.00
							4228	R	01	005	000	000	312	300	18,275.82	0.00
							4228	R	01	005	000	000	000	369	3,242.60	0.00
							4228	R	02	005	770	000	701	300	28,981.59	0.00
							4228	R	02	005	770	000	705	300	11,949.30	0.00
							4228	R	02	005	770	000	701	472	6,531.05	0.00
							4228	R	02	005	770	000	705	476	5,374.14	0.00
							4228	R	02	005	770	000	701	471	714.72	0.00
							4228	R	02	005	770	000	701	471	3,573.60	0.00
							4228	R	01	005	000	013	163	400	11,509.64	0.00
														Receipt Total:	\$421,228.46	\$0.00
														<b>Deposit Total:</b>	<b>\$421,228.46</b>	<b>\$0.00</b>
1966	4228	OLDN	CR1123													
11.1.23 Deposit				1987	Credit	A	11/01/23	Check	1	M						
										Miscellaneous Customer						
							4228	R	01	005	000	000	000	050	196.00	0.00
							4228	R	01	005	000	000	000	050	20.50	0.00
							4228	R	01	005	000	000	000	621	270.00	0.00
							4228	R	01	005	000	000	000	621	5.00	0.00
														Receipt Total:	\$491.50	\$0.00
														<b>Deposit Total:</b>	<b>\$491.50</b>	<b>\$0.00</b>
1967	4228	OLDN	CR1123													
FY24 Nov Interest				1988	Credit	A	11/30/23	Check	1	M						
										Miscellaneous Customer						
							4228	R	01	005	000	000	000	092	8,479.17	0.00
										Nov interest						
														Receipt Total:	\$8,479.17	\$0.00
														<b>Deposit Total:</b>	<b>\$8,479.17</b>	<b>\$0.00</b>

## WOODBURY LEADERSHIP ACADEMY

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1968	4228	OLDN	CR1123													
FY24 Donations				1989	Credit	A	11/13/23	Check	1	DONATE	Donations					
							4228 R 01 005 000 000 000 096			Mighty Cause donations					20.00	0.00
														Receipt Total:	\$20.00	\$0.00
														<b>Deposit Total:</b>	<b>\$20.00</b>	<b>\$0.00</b>
1969	4228	OLDN	CR1123													
FY24 Donations				1990	Credit	A	11/28/23	Check	1	DONATE	Donations					
							4228 R 01 005 000 000 000 096			Mighty Cause Donations					4,687.41	0.00
														Receipt Total:	\$4,687.41	\$0.00
														<b>Deposit Total:</b>	<b>\$4,687.41</b>	<b>\$0.00</b>
														Report Total:	\$699,904.93	\$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
5177	202404	10/31/2023	P	JE		Reclass Cash	Reclass Cash Account	B	01	101	000				Cash & Cash Equiv	100.00	0.00
							Reclass Cash Account	B	01	101	003				Cash & Cash Equiv	0.00	100.00
																\$100.00	\$100.00
5178	202401	07/31/2023	P	JE		Rcls SS Sal/Benefits	N. Bedard to 013 163	E	01	010	203	012	163	186	Oth Sal Pay-Non Lic/Cert.	0.00	568.75
							S. Lock to 013 163	E	01	010	203	012	163	186	Oth Sal Pay-Non Lic/Cert.	0.00	374.06
							P. Niederbrach to 013 163	E	01	010	203	012	163	186	Oth Sal Pay-Non Lic/Cert.	0.00	331.69
							C.Poptelecan to 013 163	E	01	010	203	012	163	186	Oth Sal Pay-Non Lic/Cert.	0.00	168.56
							N. Bedard to 013 163	E	01	010	203	012	163	210	Fica/Medicare	0.00	41.49
							S. Lock to 013 163	E	01	010	203	012	163	210	Fica/Medicare	0.00	28.61
							P. Niederbrach to 013 163	E	01	010	203	012	163	210	Fica/Medicare	0.00	24.38
							C.Poptelecan to 013 163	E	01	010	203	012	163	210	Fica/Medicare	0.00	12.89
							N. Bedard to 013 163	E	01	010	203	012	163	214	Pera	0.00	42.65
							S. Lock to 013 163	E	01	010	203	012	163	214	Pera	0.00	28.05
							P. Niederbrach to 013 163	E	01	010	203	012	163	214	Pera	0.00	24.88
							C.Poptelecan to 013 163	E	01	010	203	012	163	214	Pera	0.00	12.64
							N. Bedard to 013 163	E	01	010	203	013	163	186	Oth Sal Pay-Non Lic/Cert.	568.75	0.00
							S. Lock to 013 163	E	01	010	203	013	163	186	Oth Sal Pay-Non Lic/Cert.	374.06	0.00
							P. Niederbrach to 013 163	E	01	010	203	013	163	186	Oth Sal Pay-Non Lic/Cert.	331.69	0.00
							C.Poptelecan to 013 163	E	01	010	203	013	163	186	Oth Sal Pay-Non Lic/Cert.	168.56	0.00
							N. Bedard to 013 163	E	01	010	203	013	163	210	Fica/Medicare	41.49	0.00
							S. Lock to 013 163	E	01	010	203	013	163	210	Fica/Medicare	28.61	0.00
							P. Niederbrach to 013 163	E	01	010	203	013	163	210	Fica/Medicare	24.38	0.00
							C.Poptelecan to 013 163	E	01	010	203	013	163	210	Fica/Medicare	12.89	0.00
							N. Bedard to 013 163	E	01	010	203	013	163	214	Pera	42.65	0.00
							S. Lock to 013 163	E	01	010	203	013	163	214	Pera	28.05	0.00
							P. Niederbrach to 013 163	E	01	010	203	013	163	214	Pera	24.88	0.00
							C.Poptelecan to 013 163	E	01	010	203	013	163	214	Pera	12.64	0.00
																\$1,658.65	\$1,658.65
5179	202402	08/31/2023	P	JE		Rcls SS Sal/Benefits	C.Lautenbach to 013 163	E	01	010	203	012	161	185	Oth Sal Pay-Lic/Cert.	0.00	1,800.00
							C.Lautenbach to 013 163	E	01	010	203	012	161	210	Fica/Medicare	0.00	137.70
							C.Lautenbach to 013 163	E	01	010	203	013	163	185	Oth Sal Pay-Lic/Cert.	1,800.00	0.00
							C.Lautenbach to 013 163	E	01	010	203	013	163	210	Fica/Medicare	137.70	0.00
							B.Bernard to 013 163	E	01	010	211	012	161	185	Oth Sal Pay-Lic/Cert.	0.00	1,800.00
							A.Handahl to 013 163	E	01	010	211	012	161	185	Oth Sal Pay-Lic/Cert.	0.00	1,800.00
							B.Bernard to 013 163	E	01	010	211	012	161	210	Fica/Medicare	0.00	137.70
							A.Handahl to 013 163	E	01	010	211	012	161	210	Fica/Medicare	0.00	137.70
							B.Bernard to 013 163	E	01	010	211	013	163	185	Oth Sal Pay-Lic/Cert.	1,800.00	0.00



## WOODBURY LEADERSHIP ACADEMY Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Cr	Fin	O/S	Account Description	Debit Amount	Credit Amount
5179	202402	08/31/2023	P	JE		Rcls SS Sal/Benefits	A.Handahl to 013 163	E	01	010	211	013	163	185	Oth Sal Pay-Lic/Cert.	1,800.00	0.00
							B.Bernard to 013 163	E	01	010	211	013	163	210	Fica/Medicare	137.70	0.00
							A.Handahl to 013 163	E	01	010	211	013	163	210	Fica/Medicare	137.70	0.00
							C.Bloomer to 013 163	E	01	010	256	012	161	185	Oth Sal Pay-Lic/Cert.	0.00	1,800.00
							S.Olson to 013 163	E	01	010	256	012	161	185	Oth Sal Pay-Lic/Cert.	0.00	1,800.00
							C.Bloomer to 013 163	E	01	010	256	012	161	210	Fica/Medicare	0.00	101.71
							S.Olson to 013 163	E	01	010	256	012	161	210	Fica/Medicare	0.00	137.70
							S.Olson to 013 163	E	01	010	256	012	161	218	Tra	0.00	198.48
							C.Bloomer to 013 163	E	01	010	256	013	163	185	Oth Sal Pay-Lic/Cert.	1,800.00	0.00
							S.Olson to 013 163	E	01	010	256	013	163	185	Oth Sal Pay-Lic/Cert.	1,800.00	0.00
							C.Bloomer to 013 163	E	01	010	256	013	163	210	Fica/Medicare	101.71	0.00
							S.Olson to 013 163	E	01	010	256	013	163	210	Fica/Medicare	137.70	0.00
							S.Olson to 013 163	E	01	010	256	013	163	218	Tra	198.48	0.00
																\$9,850.99	\$9,850.99



Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Financial Report

November 30, 2023

Woodbury Leadership Academy  
Woodbury, MN  
Financial Report  
November 30, 2023

Table of Contents

Executive Summary	1
Dashboard	2
Balance Sheet	4
Statement of Revenues and Expenditures	5
Cash Flow Projection	9
Contracted Services	10
Enrollment Summary	11

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

### Summary of Key Financial Indicators

- \* Average Daily Membership (ADM) Overview –
  - o Original Budget: 754 ADM
  - o Working Budget: 749 ADM
  - o Actual Enrollment: 750 ADM
  
- \* The school's budgeted surplus in General Fund for the year is \$238,570. The school is budgeting to spend \$5,000 out of the Community Service Fund. A projected cumulative fund balance of \$2,417,882 or 29% of expenditures at fiscal year-end.
  
- \* The School's Working Budget is projecting a surplus of \$204,269 at fiscal year-end, which would result in an ending fund balance of \$2,388,581 or 26% 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 at 1.28. This is higher than the required Maximum Annual Debt Service (MADS) requirement of 1.25.

### Financial Statement Key Points

- \* As of month-end, 41.67% of the year was complete.
- \* Cash Balance as of the reporting period is \$1,926,832 and is down from \$2,155,538 in the previous month due to regular accounts payable processing including bus company payments.
- \* State Aids Receivable 22-23 balance is \$96,261 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 – 44.1% of the working budget.
- \* Expenditures disbursed at end of the reporting period – 37.9% of the working budget.

### Other Items

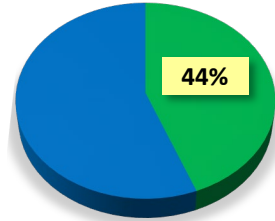
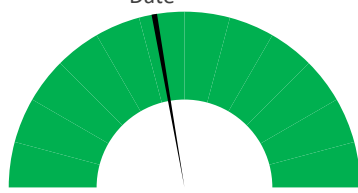
- \* The FY24 Original Budget was approved at the May 2023 Board Meeting.
- \* The FY24 Working Budget reflects updates to legislative updates and staffing changes.
- \* The FY23 audit was conducted September 21<sup>st</sup> and 22<sup>nd</sup> and was held remotely this year by Abdo Solutions.
- \* The FY23 audit will be presented at a future board meeting by Abdo Solutions.

Woodbury Leadership Academy  
Woodbury, MN  
Financial Statements Dashboard  
November 30, 2023

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

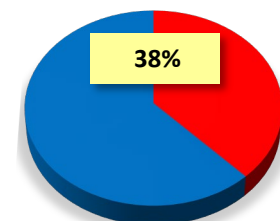
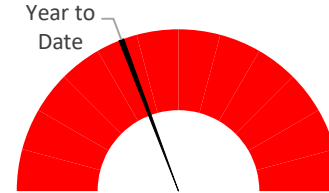
*Resources to Operate Programs (Revenues):*

Approved Budget	\$8,507,521
Working Budget	\$9,251,363
Year to Date	\$4,077,081



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

Approved Budget	\$8,273,951
Working Budget	\$9,047,093
Year to Date	\$3,429,843



*Excess / Deficit*

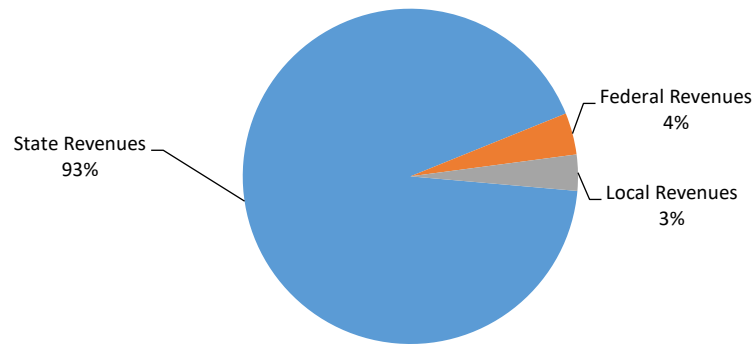
44.1%

37.9%

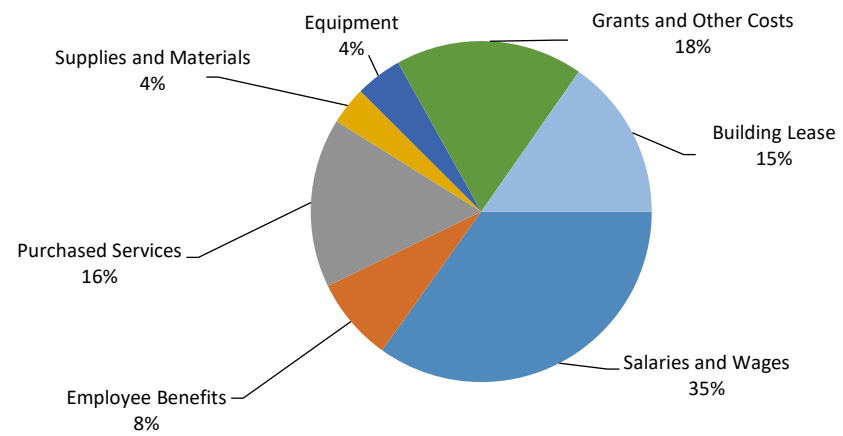
\$233,570
\$204,269
\$647,239

**Budgets for the Year**

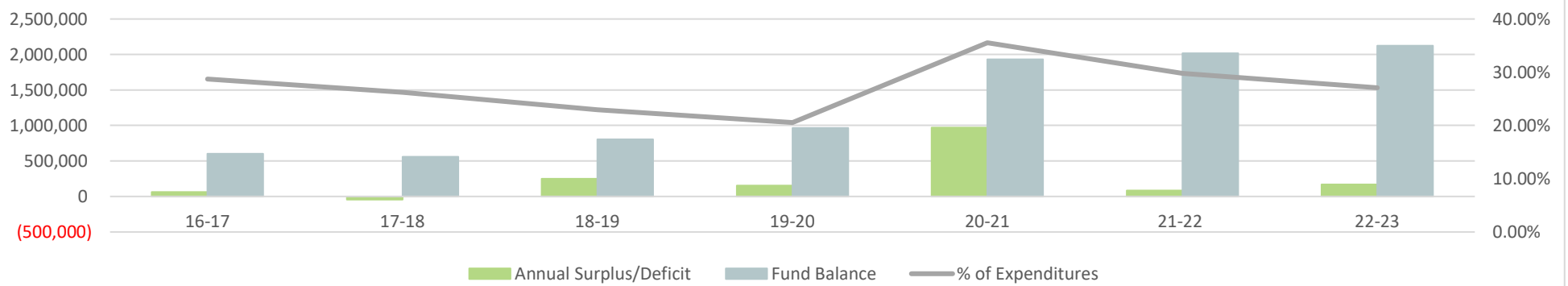
*Where funds will come from to operate the school:*

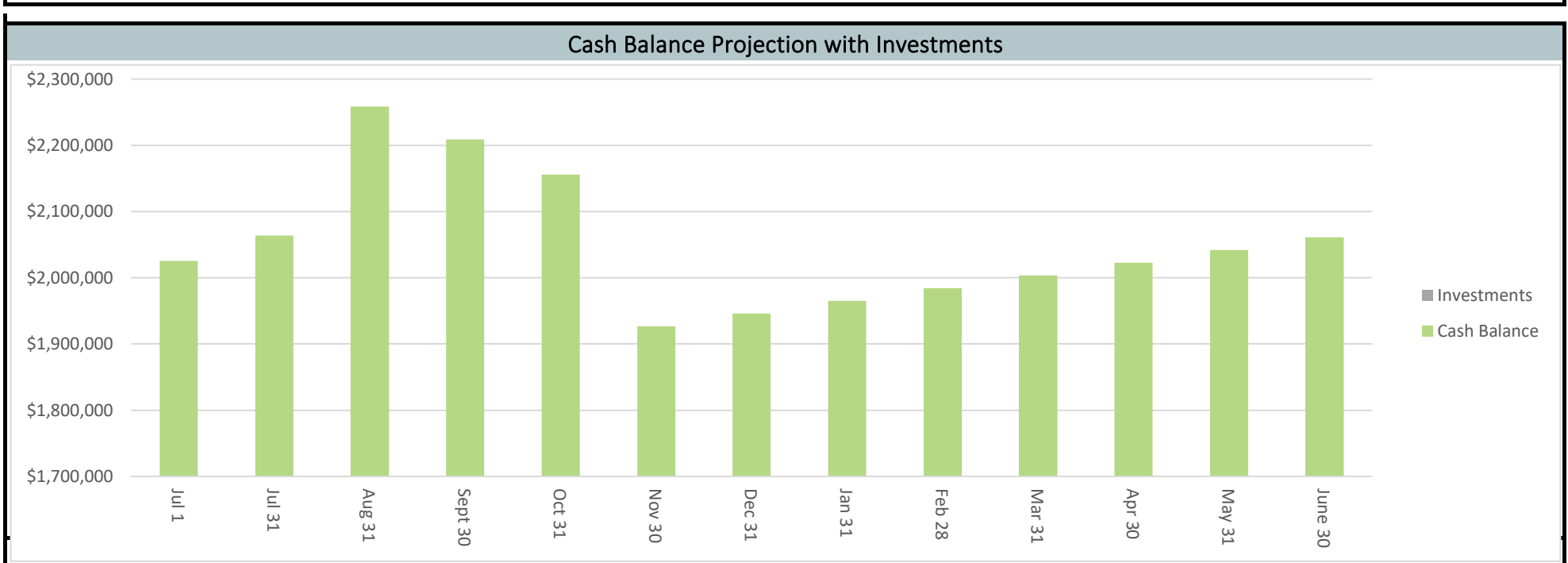
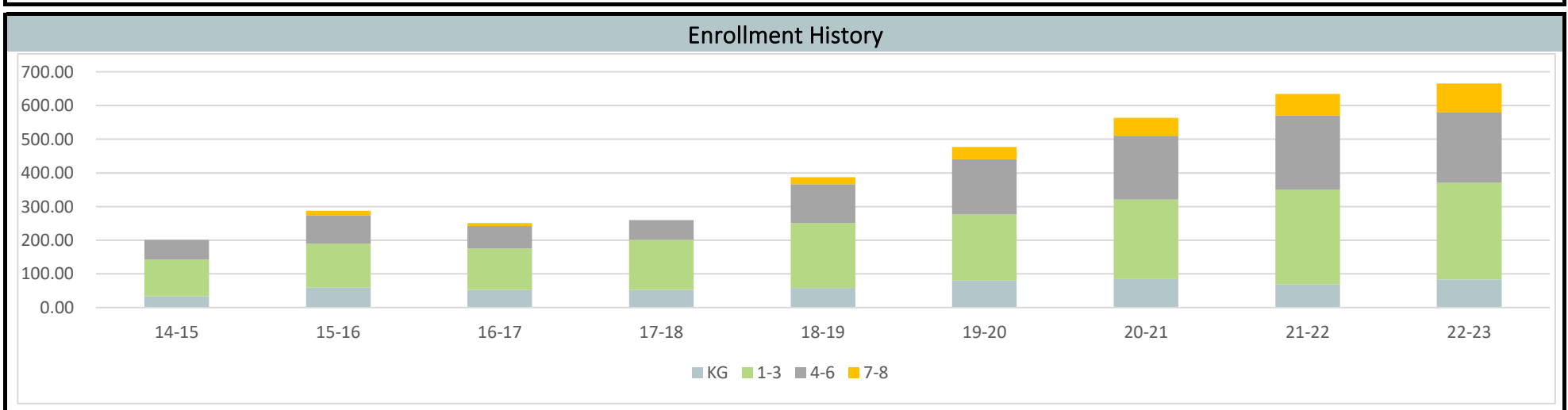
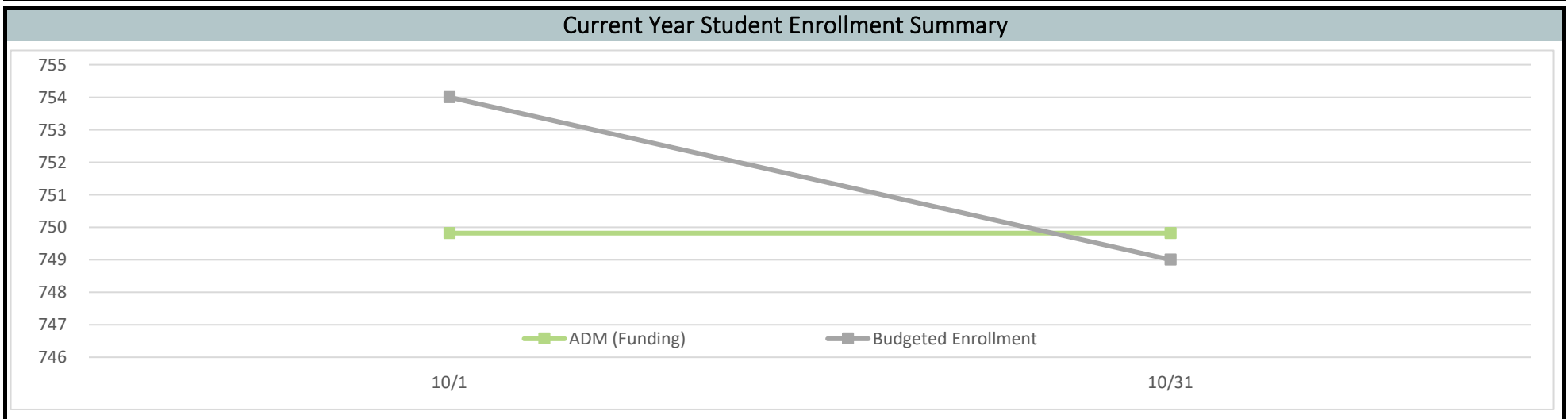
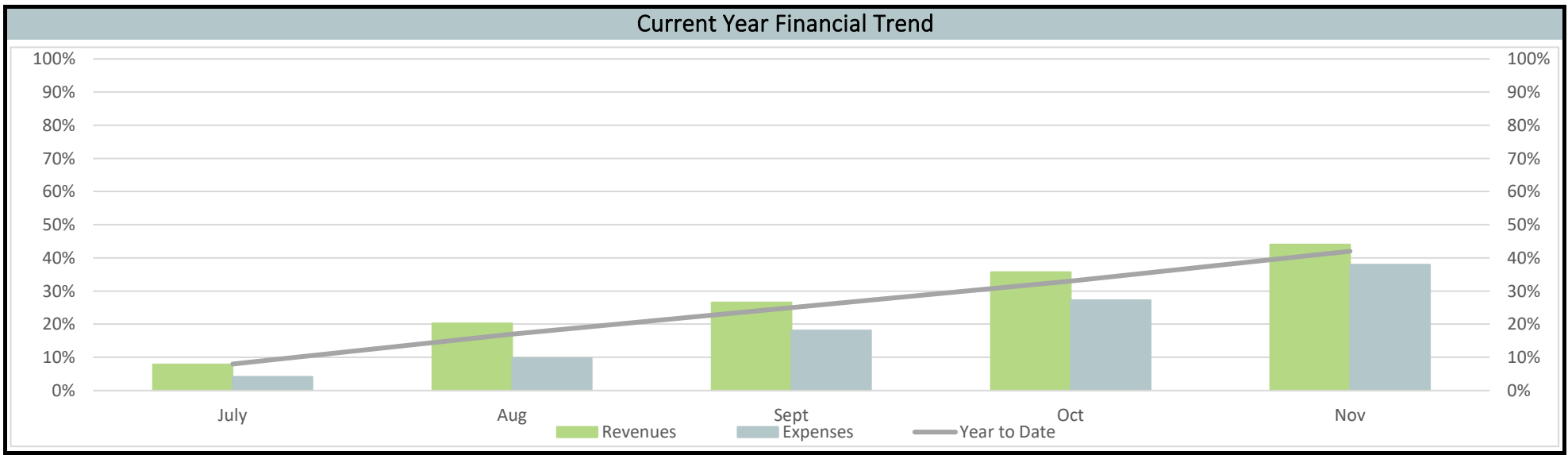


*How the money is budgeted to be spent:*



**Fund Balance History**





Woodbury Leadership Academy  
Woodbury, MN  
Balance Sheet  
November 30, 2023

	Audited Balance June 30, 2023	Ending Balance Nov 30, 2023
<b>Assets</b>		
Cash and Investments	\$ 2,025,315	\$ 1,926,832
Accounts Receivable	20	30
Due from Other Funds	78,130	90,696
State Aids Receivable	399,143	96,261
Current Year State Holdback Receivable		690,386
Federal Aids Receivable	297,091	89,915
Prepaid Expenses and Deposits	35,174	-
	<u>2,834,874</u>	<u>2,894,121</u>
<b>Total All Assets</b>	<b>\$ 2,834,874</b>	<b>\$ 2,894,121</b>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
Salaries and Wages Payable	\$ 233,391	\$ 79,640
Accounts Payable	230,825	72
Payroll Deductions and Contributions (Owed)	186,346	(17,142)
Total current liabilities	<u>650,562</u>	<u>62,570</u>
Fund balance		
Fund balance 07-01-2022	\$ 2,184,312	\$ 2,184,312
Net income to date fy 22 & 23	-	647,239
Total fund balance	<u>2,184,312</u>	<u>2,831,551</u>
<b>Total liabilities and fund balance</b>	<b>\$ 2,834,874</b>	<b>\$ 2,894,121</b>
<i>Current Days of cash on hand</i>		92
<i>Days Cash on Hand Required</i>		45

**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Statement of Revenues and Expenditures**  
**November 30, 2023**

Months: 5      41.67%

FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 749 ADM 766 WADM	FY 2024 Actual YTD 750 ADM 767 WADM	Percent of Working Budget
--	--	---	---------------------------------

**General Fund - 01**

Revenues

State Revenues

General Education Aid	\$ 6,011,098	\$ 6,039,170	\$ 2,448,153	40.5%
Charter School Lease Aid	1,014,145	1,007,050	-	0.0%
Long Term Facilities Maintenance Aid	101,878	101,165	-	0.0%
Literacy Incentive Aid	64,307	64,307	-	0.0%
School Land Trust Endowment Aid	21,850	28,964	19,209	66.3%
Special Education Aid + Adsis	963,443	974,881	265,392	27.2%
Library/Student Support	-	40,000	21,518	53.8%
Estimated State Holdback Amount	-	-	690,386	-
Total State Revenues	8,176,721	8,255,538	3,444,659	41.7%

Federal Revenues

Federal Title I, II, V	50,400	50,100	10,221	20.4%
Federal Special Education	84,400	92,700	91,142	98.3%
Total Federal Revenues	134,800	142,800	101,425	71.0%

Local Revenues

Fees from Students	61,200	60,800	13,759	22.6%
Medical Assistance	9,800	9,700	-	0.0%
Interest Earnings	75,000	75,000	45,476	60.6%
Contributions and Gifts, Give to the Max	20,000	20,000	4,767	23.8%
Contributions PTO offset with expense	30,000	30,000	-	0.0%
Miscellaneous Revenues - ERC Credit, Other	-	407,525	407,525	100.0%
Total local revenues	196,000	603,025	473,873	78.6%

<b>Total Revenues</b>	<b>\$ 8,507,521</b>	<b>\$ 9,001,363</b>	<b>\$ 4,019,957</b>	<b>44.7%</b>
-----------------------	---------------------	---------------------	---------------------	--------------



**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Statement of Revenues and Expenditures**  
**November 30, 2023**

Months: 5      41.67%

FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 749 ADM 766 WADM	FY 2024 Actual YTD 750 ADM 767 WADM	Percent of Working Budget
--	--	---	---------------------------------

Expenditures

Salaries and Wages	\$ 2,983,115	\$ 3,336,602	\$ 1,176,252	35.3%
Employee Benefits	797,389	891,952	276,296	31.0%
Contracted Services	321,000	350,000	103,760	29.7%
Technology Services	22,500	16,600	6,000	36.1%
Communication Services	11,000	10,900	4,541	41.7%
Postage	3,800	3,700	868	23.5%
Utilities	150,500	172,900	64,402	37.3%
Property and Casualty Insurance	26,900	31,000	30,532	98.5%
Repairs and Maintenance	88,415	88,415	32,202	36.4%
Student Transportation	646,307	668,800	268,789	40.2%
Field Trip Transportation	15,080	14,980	6,593	44.0%
Travel and Conferences	8,800	8,700	3,670	42.2%
Field Trip Admissions	36,700	36,500	15,595	42.7%
Building Lease	1,253,725	1,253,725	522,385	41.7%
Other Rentals and Leases	4,000	5,700	3,180	55.8%
Office Supplies/General Supplies	48,400	48,000	38,643	80.5%
Maintenance Supplies	57,100	45,300	20,980	46.3%
Non-Instructional Software	28,900	28,700	24,233	84.4%
Instructional Software	20,200	20,100	17,081	85.0%
Instructional Supplies	42,100	45,900	28,958	63.1%
Textbooks and Workbooks	77,700	85,000	82,961	97.6%
Standardized Tests	14,000	13,900	8,955	64.4%
Food	28,900	34,400	2,353	6.8%
Building Improvements	205,000	205,000	17,046	8.3%
Furniture and Other Equipment	43,310	43,310	8,395	19.4%
Technology Equipment	58,600	58,200	23,239	39.9%
Principal and Interest - Capital Lease	28,200	16,500	-	0.0%
Dues and Memberships	37,300	37,300	110	0.3%
Third Party Expenditures	-	2,000	1,563	78.2%
Give to the Max, salaries	20,000	20,000	-	0.0%

**Woodbury Leadership Academy**  
**Woodbury, MN**  
**Statement of Revenues and Expenditures**  
**November 30, 2023**

Months: 5      41.67%

	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 749 ADM 766 WADM	FY 2024 Actual YTD 750 ADM 767 WADM	Percent of Working Budget
State Special Education	1,010,410	1,010,410	313,649	31.0%
ADSIS	44,800	44,800	22,243	49.7%
Federal Title I, II, V	50,400	50,100	10,221	20.4%
Federal Special Education	84,400	92,700	91,142	98.3%
<b>Total expenditures</b>	<b>\$ 8,268,951</b>	<b>\$ 8,792,093</b>	<b>\$ 3,226,898</b>	<b>36.7%</b>
<b>General fund net income</b>	<b>\$ 238,570</b>	<b>\$ 209,269</b>	<b>\$ 793,059</b>	
<b>Food Service Fund - 02</b>				
Revenues				
State/Federal Food Reimbursements	\$ -	\$ 250,000	\$ 57,124	22.9%
<b>Total revenues</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 57,124</b>	<b>22.9%</b>
Expenditures				
Salaries and Wages	\$ -	\$ 40,000	\$ 27,624	69.1%
Employee Benefits	-	6,500	4,480	68.9%
Supplies and Materials, Snacks	-	203,300	170,076	83.7%
Dues and Memberships	-	200	765	382.5%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 202,945</b>	<b>0.0%</b>
<b>Food Service Fund Net Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (145,820)</b>	
<b>Community Service Fund - 04</b>				
Revenues				
Registration Revenue	\$ -	\$ -	\$ -	-
<b>Total revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Expenditures				
Equipment	5,000	5,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Community Service Fund Net Income</b>	<b>\$ (5,000)</b>	<b>\$ (5,000)</b>	<b>\$ -</b>	

Woodbury Leadership Academy  
Woodbury, MN  
Statement of Revenues and Expenditures  
November 30, 2023

Months: 5      41.67%

	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Working Budget 749 ADM 766 WADM	FY 2024 Actual YTD 750 ADM 767 WADM	Percent of Working Budget
<b>Total All Funds</b>				
Revenues				
State Revenues	\$ 8,176,721	\$ 8,505,538	\$ 3,501,783	41.2%
Federal Revenues	134,800	142,800	101,425	71.0%
Local Revenues	196,000	603,025	473,873	78.6%
<b>Total Revenues</b>	<b>\$ 8,507,521</b>	<b>\$ 9,251,363</b>	<b>\$ 4,077,081</b>	<b>44.1%</b>
Expenditures				
Salaries and Wages	\$ 2,983,115	\$ 3,376,602	\$ 1,203,876	35.7%
Employee Benefits	797,389	898,452	280,776	31.3%
Purchased Services	2,588,727	2,661,920	1,062,517	39.9%
Supplies and Materials	317,300	524,600	394,240	75.2%
Equipment	340,110	328,010	48,679	14.8%
Grants and Other Costs	1,247,310	1,257,510	439,755	35.0%
<b>Total Expenditures</b>	<b>\$ 8,273,951</b>	<b>\$ 9,047,093</b>	<b>\$ 3,429,843</b>	<b>37.9%</b>
<b>Total Revenues All Funds</b>	<b>\$ 8,507,521</b>	<b>\$ 9,251,363</b>	<b>\$ 4,077,081</b>	<b>44.1%</b>
<b>Total Expenditures All Funds</b>	<b>\$ 8,273,951</b>	<b>\$ 9,047,093</b>	<b>\$ 3,429,843</b>	<b>37.9%</b>
<b>Net Income - All Funds</b>	<b>\$ 233,570</b>	<b>\$ 204,269</b>	<b>\$ 647,239</b>	

Beginning Fund Balance, All Funds, July 1, 2023	\$ 2,184,312	\$ 2,184,312
Projected Fund Balance, All Funds, June 30, 2024	\$ 2,417,882	\$ 2,388,581
Projected Fund Balance Percentage	29%	26%
<i>Debt Service Coverage Ratio - Estimated</i>	131%	128%
<i>Debt Service Coverage Ratio - Required</i>	125%	125%

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

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

Period Ending	Cash Inflows (Revenues)				Total Receipts	Cash Outflows (Expenditures)				Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts	Prior Year State and Federal Holdback		Salaries (Cash flow budgeted at Gross but updated at Net)	Other Expenses Actual Includes Benefits (Tax Payments, PERA, TRA) and AP	Payments made on behalf of the building company	Total Expenses	
									<i>Beginning Balance</i>	<b>\$ 2,025,315</b>
Jul 31	526,783	-	157,158	125,301	809,241	200,604	570,135	-	770,740	2,063,817
Aug 31	527,195	-	271,958	142,638	941,792	212,417	534,632		747,049	2,258,560
Sept 30	553,968	-	11,755	175,585	741,308	257,692	533,540		791,232	2,208,635
Oct 31	529,343	-	23,553	155,840	708,735	250,179	511,654		761,832	2,155,538
Nov 30	657,914	27,703	13,678	-	699,295	261,556	666,445		928,001	1,926,832
Dec 31	694,254	14,402	17,846	13,839	740,342	441,801	279,376		721,177	1,945,997
Jan 31	694,254	14,402	17,846	13,839	740,342	441,801	279,376		721,177	1,965,162
Feb 28	694,254	14,402	17,846	13,839	740,342	441,801	279,376		721,177	1,984,326
Mar 31	694,254	14,402	17,846	13,839	740,342	441,801	279,376		721,177	2,003,491
Apr 30	694,254	14,402	17,846	13,839	740,342	441,801	279,376		721,177	2,022,656
May 31	694,254	14,402	17,846	13,839	740,342	441,801	279,376		721,177	2,041,820
June 30	694,254	14,402	17,846	13,839	740,342	441,801	279,376	-	721,177	2,060,985
Projected	7,654,984	128,520	603,025	696,234	9,082,763	4,275,054	4,772,040	-	9,047,093	
Totals	7,654,984	128,520	603,025	696,234	9,082,763	4,275,054	4,772,040		9,047,093	2,060,985

Assumptions: 10% State Aid Holdback

This cash flow projection is to be used only to show that if we follow our working budget for the year that we will not encounter cash flow issues and that we will be able to maintain normal operations. It is not meant to be used to accurately predict what expenditures will be incurred in the short-term. Due to the manner in which MDE regulates the funding, abrupt changes may occur in the amounts of the payments. However, the total amount of the state aids should be reasonable given a stable budget.

Woodbury Leadership Academy  
Woodbury, MN  
Contracted Services & Maintenance Report  
November 30, 2023

305 - Contracted Services Detail	FY24			
	Original Budget	Working Budget	Actual	% spent
Advertising & Marketing	5,164	5,164	1,939	37.6%
Board Related Services, Including New Director Search	3,873	32,073	4,991	15.6%
Financial Management Services	79,200	80,000	33,800	42.3%
Time & Attendance Fees	12,006	12,006	2,376	19.8%
Audit & Tax Services	14,480	14,480	12,525	86.5%
Background Checks	2,711	2,711	750	0.0%
Bank Fees	4,970	4,970	3,884	78.1%
Benefit Fees	904	904	323	35.7%
Strategic Planning Consultant	10,328	10,328	-	0.0%
Legal Services	19,365	19,365	8,255	42.6%
Substitutes/Student Services/ESL	19,365	19,365	4,647	24.0%
Nursing	9,295	9,295	2,380	25.6%
Janitorial Services- Robemy Cleaning	104,029	104,029	25,500	24.5%
Other Fees	35,309	35,309	2,390	6.8%
	<b>321,000</b>	<b>350,000</b>	<b>103,760</b>	<b>30%</b>

350 - Repairs and Maintenance Detail	FY24			
	Original Budget	Working Budget	Actual	% spent
Pest Control	3,000	3,000	1,621	54.0%
Elevator Maintenance	4,650	10,000	8,832	88.3%
Common Area Maintenance	72,000	66,650	17,927	26.9%
Various Repairs	8,765	8,765	3,821	43.6%
	<b>88,415</b>	<b>88,415</b>	<b>32,202</b>	<b>36%</b>

Woodbury Leadership Academy  
 Woodbury, MN  
 Enrollment Report  
 November 30, 2023

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

Budgeted Enrollments as of:											
	Grade	10/1	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/31	6/30
	K	113	93	93	93	93	93	93	93	93	93
	1	102	108	108	108	108	108	108	108	108	108
	2	94	95	95	95	95	95	95	95	95	95
	3	116	120	120	120	120	120	120	120	120	120
	4	91	105	105	105	105	105	105	105	105	105
	5	80	89	89	89	89	89	89	89	89	89
	6	69	52	52	52	52	52	52	52	52	52
	7	48	47	47	47	47	47	47	47	47	47
	8	41	40	40	40	40	40	40	40	40	40
Grand Total		754	749	749	749	749	749	749	749	749	749



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

**Date:** Friday, December 15, 2023

**Time:** 11:00 am

**Location:** Virtual Meeting

#### Meeting Minutes

**Meeting Call to Order and Roll Call -**

**Members present - Dr. Mortensen, Judith Darling, Mandi Folks,**

**Members not present - Jolene Skordahl, Dustin J. Reeves**

#### **WLA Mission & Vision – Mandi Folks**

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

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

#### **Development, Discussion, and Recommendations**

1. Review financial statements for November 2023 - [Dustin J. Reeves](#)
2. Emerald Services (snow plow)
3. HGA Civil Engineering (preparations for play ground)
4. Discussion item, new regulations for paid time off, going into effect January 1, 2024. - Dr. Mortensen
5. Review cost increase for sound panels in the gym. - See attached information

#### **Housekeeping -**

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Wednesday, January 10, 2024 @4:30 pm

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

**Adjournment @**

**\*\* Revised \*\***



Type	Size	Qty	Sq Ft	Total	Reverb Time (sec)
Acousti-Panels   2in	4x4	127	2032	\$21,350	2.97
Acousti-Panels   2in	3x3	225	2025	\$31,325	2.97
	<u>Install</u>				
	4x4			\$10,650	
Mad Dog Interiors	3x3			\$11,350	
	<b>Total</b>		(4x4)	\$32,000	
			(3x3)	\$42,675	

**\*\* Old Quote \*\***



Type	Size	Qty	Sq Ft	Total	Reverb Time (sec)
Acousti-Panels   2in	4x10	50	2000	\$16,995	3.5
Acousti-Panels   2in	3x3	140	1260	\$20,785	3.5
	<u>Install</u>				
Mad Dog Interiors	3x3 & 4x10	140		\$9,800	
	<b>Total</b>		(4x10)	\$26,795	
			(3x3)	\$30,585	





420 North 5<sup>th</sup> Street, Suite 100      612.758.4000  
Minneapolis, MN 55401                      HGA.COM

November 17, 2023

Writer's Direct Dial 612-758-4275

Mr. Ben Broderick  
Principal  
Woodbury Leadership Academy  
8089 Globe Drive  
Woodbury, Minnesota 55125  
[bbroderick@wlamn.org](mailto:bbroderick@wlamn.org)

Re:      Woodbury Leadership Academy  
            Proposal for Civil Engineering and Landscape Architecture Services

Dear Mr. Broderick:

HGA is pleased to submit the below Proposal for Civil Engineering and Landscape Architecture Services for the Woodbury Leadership Academy project.

**PROJECT DESCRIPTION**

Woodbury Leadership Academy (WLA) serves K-8 students with a commitment to building strong academic skills and developing exceptional leadership characteristics. WLA is currently planning to improve their existing exterior facilities at 8089 Globe Drive in Woodbury. Plans include the construction of a playground area (55'-6" x 104') and adjacent parking lot along with up to four (4) future pickle ball courts and a future pavilion. The pavilion will require sanitary sewer and water services for its anticipated full build-out operations. The project also needs to provide sufficient stormwater management in compliance with current regulations. Construction of the planned improvements is anticipated to start in Spring 2024.

Anticipated Site Work for this Project includes:

- Construction of a parking lot (up to 11 parking stalls) and sidewalk for connection to Globe Drive.
- Rough grading and earthwork for the playground.
- Extension of sanitary sewer and water service connection for the future pavilion.
- Rough grading for four (4) future pickle ball courts.
- Landscape plantings.
- Construction of stormwater management features and storm sewer to meet the City of Woodbury and South Washington Watershed District requirements.

## **OWNER SUPPLIED INFORMATION**

HGA will rely on the accuracy and completeness of the following Owner-supplied items:

- An updated land survey showing the site boundary, topography, utilities and trees in AutoCAD drawing format. The survey will be completed by a licensed land surveyor under a separate agreement with the Owner.
- A geotechnical investigation characterizing site soils with recommendations regarding proposed building pad and pavement sub-grade preparation, support of buried utilities and storm water infiltration. The geotechnical investigation and report will be completed by a geotechnical engineer under a separate agreement with the Owner.

HGA can assist the Owner with obtaining proposals from consultants that provide these Professional Services.

## **SCOPE OF CIVIL ENGINEERING AND LANDSCAPE ARCHITECTURE SERVICES**

Specific work tasks necessary to complete the Design and Construction Documents are:

### **1. Schematic Design/Review Phase**

- a. Review the site survey, geotechnical report(s) and other site information supplied by the Owner.
- b. Obtain record drawings available from the City, or other sources, for information on public utilities on or near the site.
- c. A civil engineer will contact or meet with City staff to confirm the site plan review, permitting and submittal requirements. Other regulatory agencies will also be contacted to confirm applicable permitting requirements.
  - 1) A civil engineer will review the proposed site layout, grading, drainage, stormwater management and utility plans with City staff to identify project specific concerns.
  - 2) It is assumed that one (1) meeting with City or other agency staff may occur.
- d. A civil engineer will work with the landscape architect and Owner to prepare a schematic site plan that shows the proposed site improvements. It is assumed that up to two (2) meetings with the Owner may occur during the design/review phase.
- e. Required site plans will be submitted to the City for review. Civil site plan review drawings typically include site layout, parking, traffic circulation, paving, grading, drainage, site utilities and erosion control plans.
- f. Storm-water management computations, as required to determine configuration of updated storm-water management provisions and for agency review, will be completed.
  - 1) Storm-water management practices may include storm-water basins, bio-filtration areas, underground pretreatment devices and infiltration chambers, and/or other acceptable Best Management Practices.
- g. Plan review comments from the City and other reviewing agencies will be addressed through dialogue with the reviewing agency and drawing revisions (if

required). It is assumed that one (1) meeting with City staff to discuss review comments may occur.

## **2. Construction Documents Phase**

- a. After completion of the Design/Review Phase and City Site Plan Review, Construction Documents will be prepared.
- b. During preparation of the Construction Documents, a civil engineer will attend Project Team Meetings as required to coordinate final design and documentation.
- c. It is assumed that up to three (3) meetings with the Project Team will occur. Construction Documents will generally consist of the following drawings and technical specifications for site work:
  - 1) Site Survey (survey by others)
  - 2) Erosion/Sediment Control Plan
  - 3) Erosion Control Details
  - 4) Site Demolition Plan
  - 5) Site Layout and Surfacing Plan
  - 6) Site Grading and Drainage Plan
  - 7) Stormwater Management Plan and Details
  - 8) Site Utility Plan
  - 9) Enlarged Site Plans (if required)
  - 10) Site Construction Details
  - 11) Planting Plans

## **3. Bidding and Construction Phase Services**

- a. Respond to bidder inquiries, issue addenda (if required) and review bids.
- b. Make periodic site visits to observe construction and verify general conformance with the plans and specifications.
- c. Provide clarification or interpretation of Construction Documents.
- d. Review required shop drawing submittals.
- e. Make a final site visit to review completed site work and identify incomplete work. It is assumed that up to two (2) site visits will be made to observe construction and prepare a final punch list.

### **ADDITIONAL SERVICES**

The following items can be provided by HGA as Additional Services, if requested:

- A. Attendance at meetings beyond those described above.
- B. Preparation of exhibits or presentation materials for public hearings or meetings.
- C. Site or exterior lighting design.
- D. Landscape architectural services for coordination of a playground installation.
- E. Construction inspection services.

## COMPENSATION

Compensation for HGA's Services as outlined above will be on an Hourly Rate basis at a multiple of 2.3 times Direct Personnel Expense (DPE) up to a maximum amount of \$8,000, plus Reimbursable Expenses billed at HGA's cost times a multiplier of 1.05, estimated at \$600.

The maximum fee amount is broken down as follows:

Schematic Design	\$1,400
City Submittals for Site Plan Approval	\$2,800
Construction Documents/Stormwater Permit	\$1,750
Construction Administration Phase/Review Phase	\$1,050
Planting Plans	\$2,800
<hr/>	
<b>Total Maximum Fee Amount</b>	<b>\$9,800</b>

DPE is the salary of individual HGA personnel engaged on the project, plus the cost of their mandatory and customary contributions and benefits.

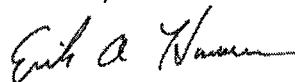
Reimbursable Expenses are defined as the actual expenditures made by HGA in the interest of the Project for expenses such as mileage for site visits and printing for permit submittals.

## TIME OF PERFORMANCE

Design/Review drawings could be completed for submittal to the City within four (4) weeks after receiving a complete land survey, the selected concept plan for the project, and an initial meeting with City Staff to review the proposed project and submittal requirements.

HGA appreciates the opportunity to submit this Proposal and the prospect of continuing design work with you on the Globe Drive site in Woodbury. Please contact me ([ehansen@hga.com](mailto:ehansen@hga.com) or 612-758-4275) with any questions regarding this Proposal or require additional information about HGA.

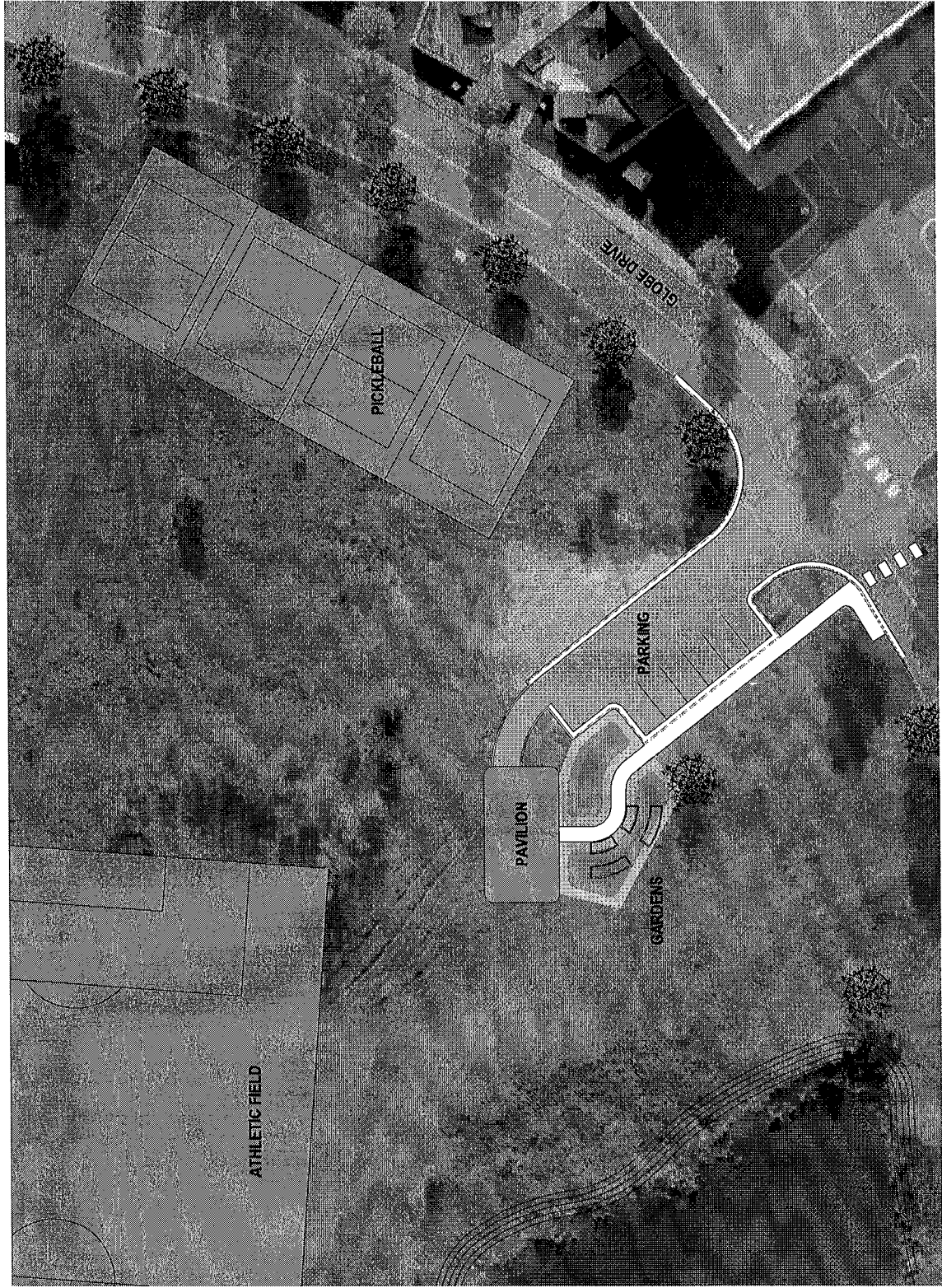
Sincerely,



Erik A. Hansen, PE  
Senior Civil Engineer

Attachment: WLA Pavilion SD Option 2.pdf

cc: Leah Knapp, HGA  
Ted Lee, HGA



PRELIMINARY  
NOT FOR CONSTRUCTION!  
DATE: 02/14/17 PM

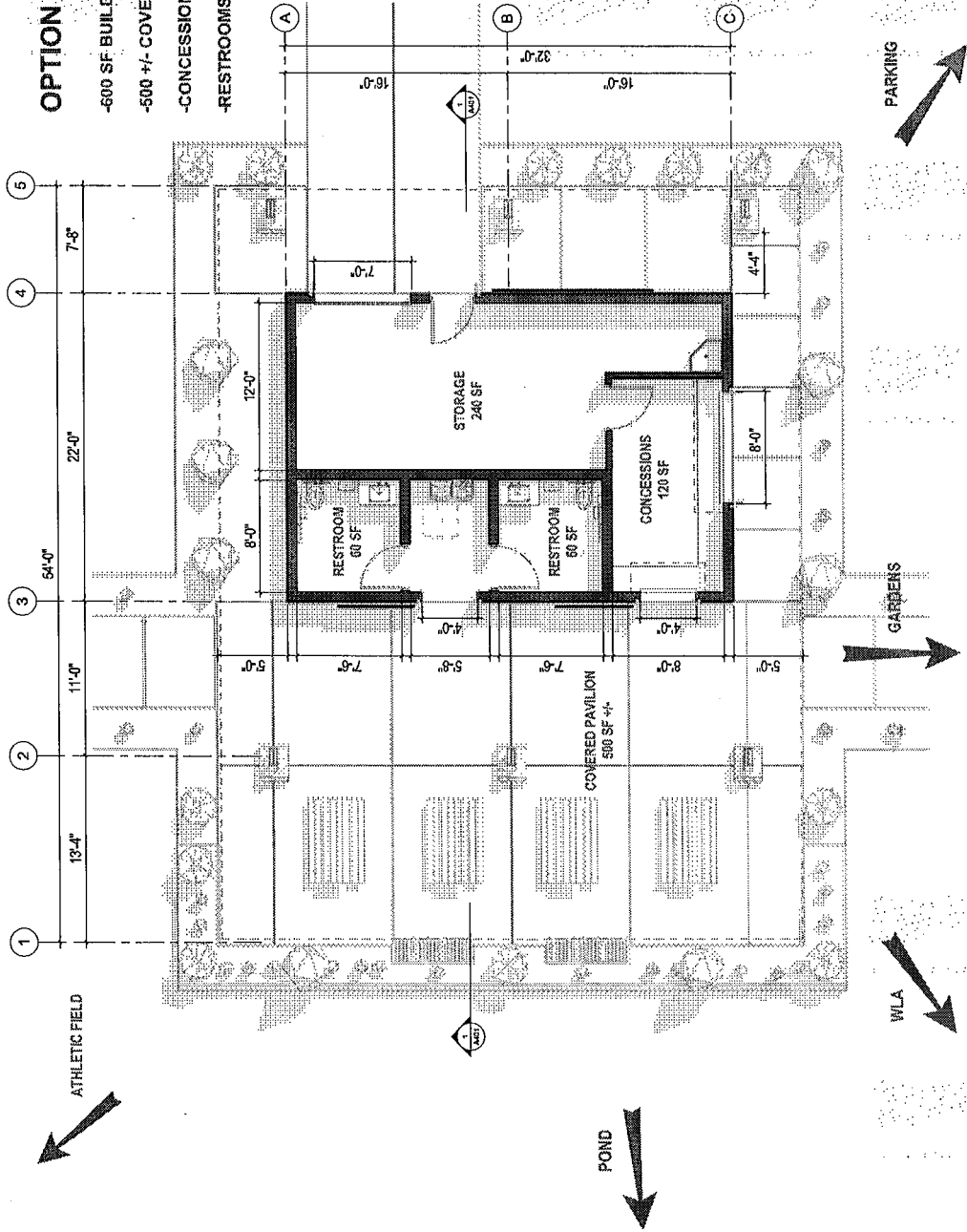
# WOODBURY LEADERSHIP ACADEMY

SITE PLAN

A100

**OPTION 2 FEATURES**

- 600 SF BUILDING
- 500 +/- COVERED OUTDOOR PATIO
- CONCESSIONS FACING PARKING AND PATIO
- RESTROOMS FACING COVERED PATIO



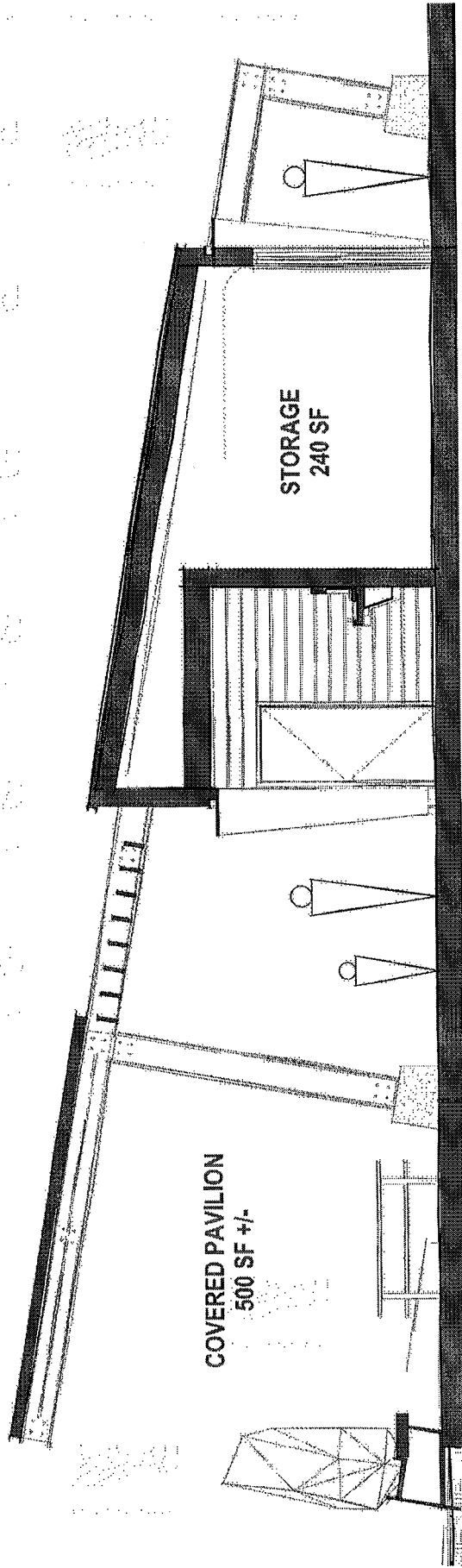
PRELIMINARY  
NOT FOR CONSTRUCTION  
DATE: 07/15/2014 1:14 PM

**WLA PAVILION - OPTION 2**

FLOOR PLAN

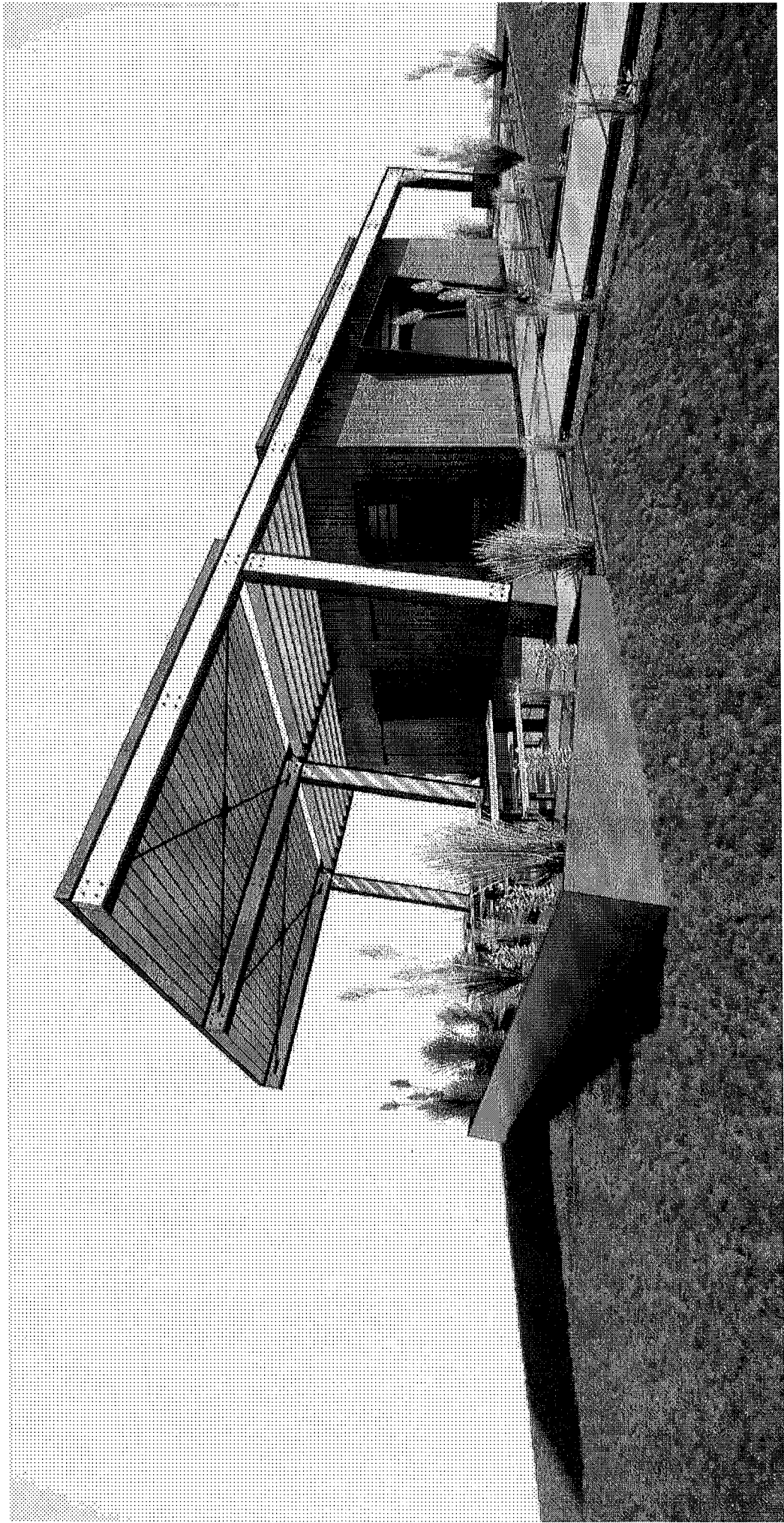
4/03

PRELIMINARY  
NOT FOR CONSTRUCTION!  
12/28/2011 1:52:14 PM



**WLA PAVILION - OPTION 2**  
BUILDING SECTIONS

401



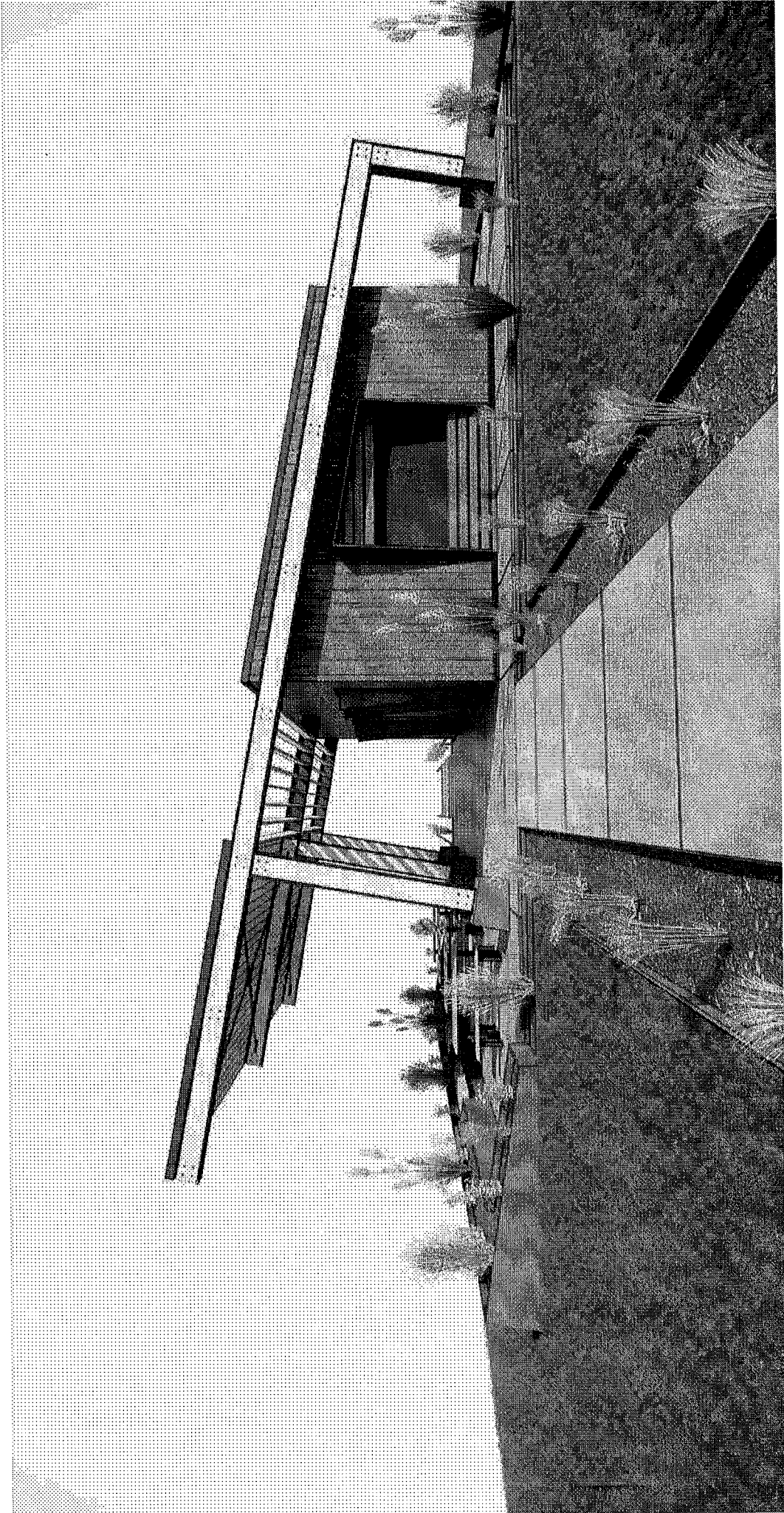
**WLA PAVILION - OPTION 2**

RENDERING

ASB:

PRELIMINARY  
NOT FOR CONSTRUCTION  
DATE: 02/15/2014



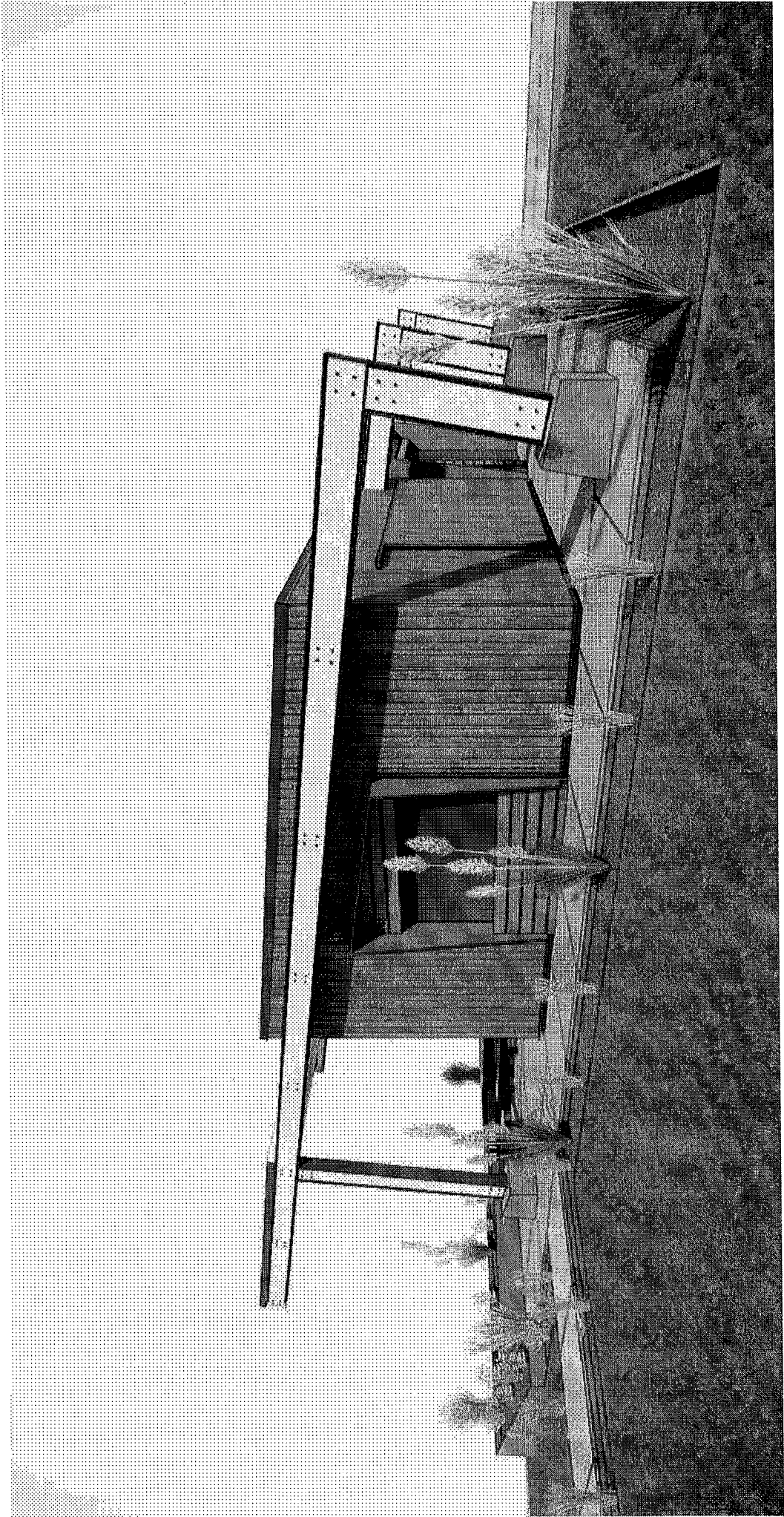


PRELIMINARY  
NOT FOR CONSTRUCTION  
12/20/2023 1:12:45 PM

# WLA PAVILION - OPTION 2

RENDERING

AR27



PRELIMINARY  
NOT FOR CONSTRUCTION!  
© WAAAF, 1982, 1984

**WLA PAVILION - OPTION 2**

RENDERING

ASPT



**Meeting:** Governance Committee Minutes

**Date:** Thursday, December 7, 2023

**Time:** 4:30 PM

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

## AGENDA

### Meeting Call to Order and Roll Call

Meeting Call to Order: **4:40PM**

Roll Call: **Joe Valentine, Michael Ries, Kathy Mortensen, Shelbi Pool, Jessica Erickson**

### WLA Mission and Vision

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

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

### Development, Discussion, and Recommendations

- Annual Policy Reviews
- Policy 902 - Facilities Use Policy
  - *How do we clearly define fees associated with long-time partners? – Potential procedural form for special relationships i.e. YMCA, City of Woodbury, etc. Jess will follow-up with an example form for team discussion.*
- Student Dress Code Feedback (Crew Neck/Quarter Zip) – *Jess, Nicole, Kathy will draft amendments to policy 540 and present to Governance Committee. Team agrees on phasing out hoodies for a more professional look.*
  - *Uniform Trade-In Incentive Program – Reach out to Mike Balint for follow-up on potential embroidery vendor.*
  - *Phasing out hooded sweatshirts?*
- Staff Compensation for outside duties cont. – *Need more investigation. Will re-visit in January's meeting.*
- PTO using school logos – *Add motion to December BOD meeting to approve PTO usage of school logos.*
- Enrollment Policy updates – *Update policy 538 and send to BOD for approval.*
- Continue review of 500 series.
  - Policy 516 – Rich W.
  - Policy 521 – Nicole S.
  - Policy 522 (Annual Policy – Revised in Sept) – No action
  - Policy 524 (Annual Policy) – Revised in June) – No action
  - Policy 525 – Jessica E.
  - Policy 526 – Mike R. – *Added verbiage around marijuana (Section III - Definitions. Item 3). Send to BOD for approval.*
  - Policy 531 – Mike B. – *Review in January Governance Meeting*

- Policy 532 – Joe V.

### **Future Discussions**

- Annual Policy Reviews
- Finish review of 500 Series
- Student Dress Code Updates – Policy 540
  - Phasing out Hoodies
- Policy 902 Update
- Staff Compensation for outside duties cont.

### **Housekeeping**

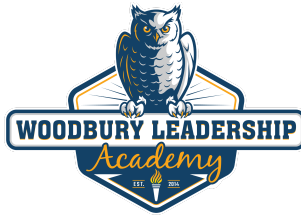
Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: January 11, 2023

Time: 6:00 p.m.

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

**Adjournment:** *5:41PM*



*Adopted: April 22nd, 2014*

## **526 HAZING PROHIBITION**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

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

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

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

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

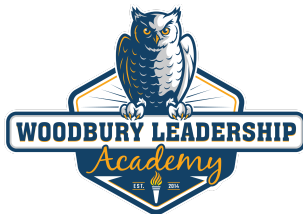
F. Woodbury Leadership Academy will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of Woodbury Leadership Academy who is found to have violated this policy.

### **III. DEFINITIONS**

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

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

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



Woodbury Leadership Academy

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

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

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

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

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

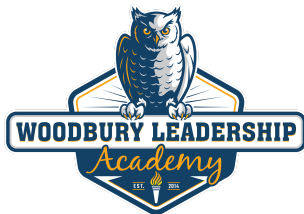
#### **IV. REPORTING PROCEDURES**

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

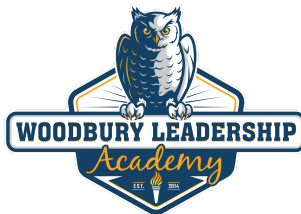
B. The building director, the assistant director, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school human rights officer or to the superintendent. If the complaint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

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

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



526-2



## Woodbury Leadership Academy

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

### **V. SCHOOL DISTRICT ACTION**

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

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

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

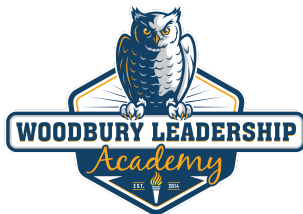
D. Woodbury Leadership Academy is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of Woodbury Leadership Academy. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident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

### **VI. REPRISAL**

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

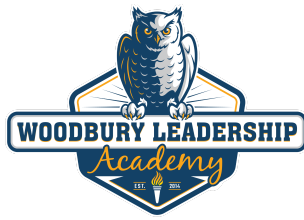
### **VII. DISSEMINATION OF POLICY**





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

526-3



Woodbury Leadership Academy

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

526-4

## WOODBURY LEADERSHIP ACADEMY

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

### 538 ENROLLMENT ADMISSIONS POLICY

#### I. PURPOSE

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

#### II. DEFINITIONS

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

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

#### III. GENERAL STATEMENT OF POLICY

A. All applications for the following school year will be available the first business day in December for pickup at the school or on the website at [www.wlamn.org](http://www.wlamn.org).

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

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

D. Conditions for Enrollment:

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

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

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

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

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

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

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

A student can formally withdraw by:

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

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

These waitlists shall be exhausted in priority order:

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

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

#### IV. Conditions and Limits on Extended Absence

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

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

**“Extended Absence Request” Form**

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

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

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

- 2. For whom are you requesting extended absence?

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

- 3. Dates of Requested Absence: \_\_\_\_\_

- 4. Purpose of Extended Absence: \_\_\_\_\_

\_\_\_\_\_



Approved     Not Approved

**For Office Use Only**

**Director Signature** \_\_\_\_\_

**Date of Approval** \_\_\_\_\_

**Notes:**

Facilities Meeting 11-14-23 4:30-4:50

Present: Ryan Sheik, Ben Broderick, Patrick Volmouth

Absent: Dr. Mortensen, Julie Ohs

\*Sound Mitigation received green light from finance. Ryan and vendor did final walkthrough with the vendor to decide design and layout.

\*Waiting on re measuring to use the 4 x 4 option. Revised price will be close to the quoted price. 6-8 week lead time on panels.

\*Plaques for building is still being worked on by Jolene.

\*Mural has been approved and work will begin in January.

Facilities Meeting 12/12/23 4:35pm Virtual

Present: Ryan Sheak, Ben Broderick, Julie Ohs, Patrick Vollmuth

Absent: Dr. Mortensen

- Sound Project—Moving nicely, 2 final quotes for 4 x 4 or 3 x 3 will be in soon. There was a minor roadblock with who was going to do the measurements. Company wanted WLA to do them and Ryan wanted the company to do them. Didn't want us to make a mistake and be liable for any fallout.
- Waiting on installation cost and need second look by finance. The price has gone up by 2-4K because we are adding in panels.
- Need to finalize colors. Ryan is torn on layout. He likes 3 x 3 for the aesthetics it would have three rows. The 4 x 4 would have two rows. The 3 x 3 will cost 8-9K more. It is hard to justify that increased expenditure simply for aesthetics. Ryan feels using 2 two colors is not aesthetically pleasing.
- Perhaps talk to designer. Maybe do one main color and intersperse another color panel throughout. Other color panels could have design (logo) on them for not big of an added expense, maybe 2-4K more.
- Sponsored panels might be an option.
  
- Mural—Scissor lift is rented for 30 days. It will remain on site and be used by other staff if needed for anything. Work starts in January and takes 2 weeks.
- Need to figure out if painter can reach from scissor lift and over folded bleachers to the wall. Ryan to check with painter. Scaffolding was suggested but painter wants scissor lift.
- Playground needs finance committee to review expense for using an engineering firm recommended by the city, ENG engineering. Would do renderings of the future amenities like pavilion, parking and other aspects. Roughly \$9,800 for engineering expense.
  
- Plaques—still in progress.

ADJOURN: 5:00pm