

Meeting: Board of Directors Annual Meeting

Date: July 25, 2024

Time: 5:30 P.M.

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

AGENDA

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

1.1 Meeting Call to Order

1.2 Roll Call (Casidee Schrandt, Board Clerk)

2. WLA Mission and Vision (Mike Balint)

- a. The mission of WLA is to utilize leadership-based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge Curriculum as a basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology
- b. The vision of WLA is to be a school where students and graduates become exceptional leaders and are prepared to take on the academic and leadership challenges they will face in high school and beyond.

3. Approval of Agenda/Meeting Minutes (Presenter: Shelbi Pool, Board Chair)

Approval of meeting agenda

Motion: _____ 2nd: _____ Vote: _____

3.2 Approval of June 27, 2024 Meeting Minutes

Motion: _____ 2nd: _____ Vote: _____

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

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

5.1 Delegation of Public Comment Items (if necessary)

6. Board and Administration Reports

6.1 Board Report

6.2 Director Report (Mr. Beugen)

6.3 Financial Director Report (BKDV)

6.4 Finance Committee Report (Jolene Skordahl)

6.4.1 Approve June Financials & July Finance Committee Minutes

Motion: _____ 2nd: _____ Vote: _____

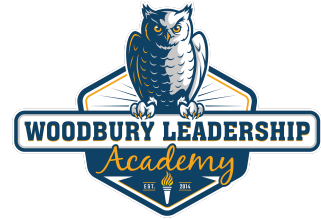
6.5 Governance Committee Report (Joe Valentine)

6.5.1 Approve July Governance Committee minutes

Motion: _____ 2nd: _____ Vote: _____

6.5.2 Enter Policy 701 into first/final reading.

Motion: _____ 2nd: _____ Vote: _____
6.6 Facilities Committee Report (Ryan Sheak)
Committee did not meet.



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

- 7.1 Board Self Evaluations & Discussion
- 7.2 Change Jonas Beugen's title from Executive Director to Superintendent
Motion: _____ 2nd _____ Vote: _____
- 7.3 Appoint BOD officers (chair, secretary, treasurer)
Motion: _____ 2nd _____ Vote: _____
- 7.4 New Board member committee assignments
- 7.5 Review WLA By-laws and discussion
- 7.6 Ratify employee agreements
Motion: _____ 2nd _____ Vote: _____

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

- 8.1 Board Communication/Future Agenda Items - Reflection

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

WLA Regular Board of Directors Meeting

Date: Thursday, August 22, 2024

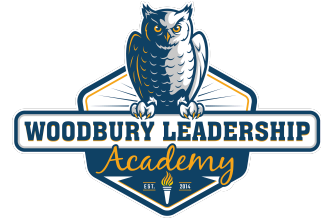
Time: 5:30pm

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

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

Adjournment

Motion: _____ 2nd _____ Vote: _____



Meeting: Board of Directors Working Session Meeting

Date: July 25, 2024

Time: 6:30 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. Working Session

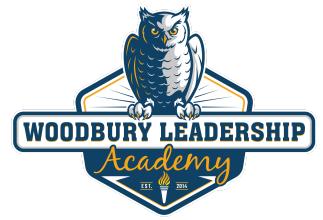
2.1 Discussion of Meeting Protocols

2.2 Discussion of Shared Decision Making Model

3. Adjournment (Presenter: Shelbi Pool, Board Chair)

Adjournment

Motion: _____ 2nd _____ Vote: _____



**Woodbury Leadership Academy
Board of Directors Regular Meeting Minutes
June 27, 2024**

Directors Present: Shelbi Pool, Jolene Skordahl, Nicole Stevens, Joe Valentine, Patrick Vollmuth

Directors Absent: Ryan Sheak

Administration Present: Dr. Kathleen Mortensen (Executive Director)

Advisors Virtual: N/A

Others in Attendance: N/A

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

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

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

1.2 Roll Call

Ms. Schrandt took roll.

2. WLA Mission and Vision

Ms. Stevens read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

3.1 Ms. Pool made a motion to “amend the Board agenda to add 7.13 to add Carlye Sherrill to the Parent seat and also agenda item 6.2.1 to add two days to the 24-25 school calendar for teacher inservice for LETRS training.” Ms. Skordahl seconded. Motion passed unanimously.

Ms. Pool moved “to approve the June 27, 2024 meeting agenda.” Ms. Skordahl seconded. Motion passed unanimously.

3.2 Approval of May 23, 2024 Meeting Minutes

Ms. Pool moved “to approve the May 23, 2024 meeting minutes.” Mr. Valentine seconded. Motion passed.

4. Conflict of Interest Declaration

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

5. Public Comment

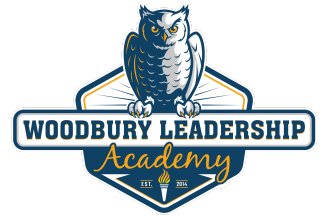
5.1 Delegation of Public Comment Items

No comments.

6. Board and Administration Reports

6.1 Board Report

- Ms. Pool addressed losing a Board Member who passed away and our thoughts are with her family and friends.
- Many changes to Board - seating members, charter school Board members must have training done prior to seating on the Board starting August 1.



6.2 Director Report

Dr. Mortensen discussed the Director Report.

- Projected 875 to 2024-2025 school year
- Jonas Beugen discussed the last couple weeks he spent at WLA getting the chance to talk with several staff members and transitioning leadership
- Summer Camp concluded today, Ms. Lautenbach spoke about the success of this camp
- HR Management - filled all except a few still open
- Construction coming along great
- A lot of fun end of the year events!

6.2.1. Revise 2024-2025 School Calendar

Mrs. Pool motioned to, “amend the 24-25 school calendar to reflect December 13 as an inservice day for K-6 teachers, school day for grades 7-9 and February 3 as an inservice day for K-6 teachers, school day for grades 7-9.” Mr. Valentine seconded the motion. Motion passed unanimously.

6.3 Financial Director Report (BKDV)

- Ms. Skordahl reviewed the May 2024 Executive Summary in the Board packet, noting the actual ADM is 735. The school currently has 98 days’ cash on hand which is well above the requirement. The year is 91.67% complete, revenues are at 90.1% and expenditures disbursed are at 90.8% of the reporting period.
- Ms. Skordahl reviewed the May 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 June 17. During this meeting, the committee reviewed financial statements for May and various contracts for the Board’s approval.

6.4.1. Approve May Financials and June Finance Committee Minutes

Ms. Skordahl motioned “to approve May Financial Statements and June Finance Committee Minutes.” Mr. Vollmuth seconded the motion. Motion passed unanimously.

6.5 Governance Committee Report

- Mr. Valentine reported that the Governance Committee meeting was canceled and will meet on July 11, 2024.

6.6 Facilities Committee Report

- Dr. Mortensen gave an update on trees that will need replacing in August and some updates with the soccer field and playground area.

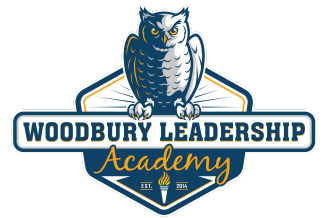
7. Board Discussion and Business

7.1 Ratify Employee Agreements

Ms. Pool motioned to, “ratify the listed employee agreements in the packet including the 9 additional staff members that were added in the amended motion.” Ms. Skordahl seconded the motion. Motion passed unanimously.

7.2 Food Service Contract (CKC Good Food)

Ms. Pool motioned to, “approve the Food Service contract with CKC Good Food.” Ms. Skordahl seconded the motion. Motion passed unanimously.



7.3 Archery Coaching Salary Proposal

Ms. Pool motioned to, “approve the Archery Coaching Salary Proposal.” Mr. Valentine seconded the motion. Shelbi Pool, Nicole Stevens, Joe Valentine, and Patrick Vollmuth voted yes. Jolene Skordahl abstained. Motion passed.

7.4 PaySchools Contract

Ms. Pool motioned to, “approve the PaySchools Contract.” Ms. Skordahl seconded the motion. Motion passed unanimously.

7.5 Topographical Bid with Stantec

Ms. Pool motioned to, “approve the Topographical Bid with Stantec.” Ms. Stevens seconded the motion. Shelbi Pool, Nicole Stevens, Jolene Skordahl, and Patrick Vollmuth voted yes. Joe Valentine abstained due to potential conflict of interest. Motion passed.

7.6 Change Old National Bank account from Dr. Mortensen to Mr. Beugen

Ms. Pool motioned to, “change of the Old National Bank account from Dr. Mortensen to Mr. Beugen.” Mr. Valentine seconded the motion. Motion passed unanimously.

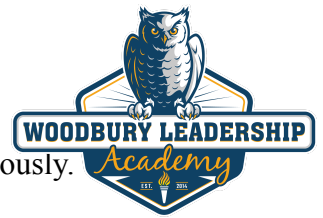
Ms. Stevens made a motion to “add 9 employees (Alyssa Meyer, Jeremy Hein, Ashlee Koerner, Alex Iwasko, Roberto Martinez, Norma Martinez, Ryan Zamzow, Donna Nightingale, and Angela Jacobs). Ms. Pool seconded the motion to add those 9 employees to our ratified employee agreements. Ms. Skordahl seconded the motion. Motion passed unanimously.

7.7 Change DIVY (school charge card) account from Dr. Mortensen to Mr. Beugen

Ms. Pool motioned to, “approve the change of the DIVY account from Dr. Mortensen to Mr. Beugen.” Ms. Stevens seconded the motion. Motion passed unanimously.

7.8 IoWa Resolution (to change MDE access point from Dr. Mortensen to Mr. Beugen)

Ms. Pool made a motion to, “The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties, and will revoke that user’s access when it is no longer needed to perform their job duties. Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority. It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant



the IOwA Proxy role(s). Woodbury Leadership Academy hereby designates Mr. Jonas Beugen as their IOwA.“ Mr. Valentine seconded. Motion passed unanimously.

7.9 Board Meeting/Training Calendar 24-25

Mrs. Pool motioned to, “approve Board Meeting/Training Calendar for the 24-25 school year.” Ms. Skordahl seconded the motion. Motion passed unanimously.

7.10 Accept Board Election Results

Mrs. Pool motioned to, “accept the Board Election Results.” Ms. Skordahl seconded the motion. Motion passed unanimously.

7.11 Seat New Board Member

Mrs. Pool motioned to, “accept Colleen Lautenbach as our new member for the teacher seat.” Ms. Stevens seconded the motion. Motion passed unanimously.

7.12 Appoint Mike Balint as Community Member

Mrs. Pool motioned to, “appoint Mike Balint as our Community Member vacant seat.” Mr. Valentine seconded the motion. Motion passed unanimously.

7.13 Appoint Carlye Sherrill as Parent Member

Mrs. Pool motioned to, “appoint Carlye Sherrill as our Parent Member.” Ms. Stevens seconded the motion. Motion passed unanimously.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items

- Mr. Vollmuth is resigning from the WLA Board as the community seat.
- Julie Oh’s obituary - July 18th is visitation and July 19th is celebration of life at Eagle brook church in woodbury. The Board and WLA will send flowers and show support.

9. Housekeeping

WLA Annual Board of Directors Meeting

Date: Thursday, July 25, 2024

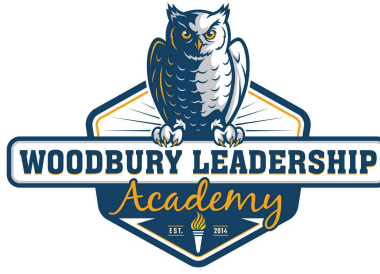
Time: 5:30pm

Location: WLA, Building B - Room 361 – 8089 Globe Drive, Woodbury, MN 55125

11. Adjournment

Ms. Pool motioned “to adjourn tonight’s meeting.” Ms. Skordahl seconded the motion. Motion passed unanimously. The meeting adjourned at 6:19 PM.

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



WOODBURY LEADERSHIP ACADEMY
SUPERINTENDENT REPORT
JULY 25, 2024
Jonas Beugen

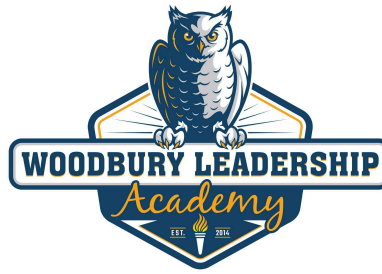
I. Organizational Leadership

- The Finance Committee met on July 10th
- The Governance Committee met on June 11th
- The facilities Committee did not meet this month
- As of July 22nd our current enrollment is 917 with an additional 20 on waiting lists
 - K - 109
 - 1 - 115
 - 2 - 122 (5 on wait list)
 - 3 - 102
 - 4 - 121 (4 on wait list)
 - 5 - 122 (2 on wait list)
 - 6 - 90 (3 on wait list)
 - 7 - 59 (5 on wait list)
 - 8 - 57 (1 on wait list)
 - 9 - 22
- As of July 22 our projected enrollment for 2024-2025 is 880

II. Instructional Leadership

“WLA intends to become a respected destination school in the area, and known nationally as a Core Knowledge School of Distinction.”

- Leadership Advance was held June 17-18/ Topics Covered were:
 - Book Study The Five Dysfunctions of a Team by Patrick Lencioni
 - Planning for
- The next Leadership Advance is scheduled for July 29th-31st
- July 16th - 19th five teachers that will serve as instructional coaches for the 2024-2025 school year attended Responsive Classroom training
- August 6th-9th six teachers that will serve as instructional coaches for the 2024-2025 school year and 3 principals are enrolled in Responsive Classroom training
- Summer Camp concluded June 27th
- Principal Rice is investigating offering AP classes in our high school program



III. Financial Management

“Exercise fiscal responsibility while maintaining quality facilities, ensuring competitive staff pay, and appropriating the necessary instructional and operational supplies.”

- o We remain on target to meet our financial targets for FY24
- o Met with Dustin Reeves on July 10th to review the staffing budgets and we projecting to be within the staffing budget after filling all open positions
- o Professional development and athletics/activities are areas where additional funds may need to be re-allocated in the budget revision process. However, based on current enrollment it is likely we will also have additional revenue due to higher enrollment than was used to develop the preliminary FY25 budget.

IV. Human Resource Management

- We have created a new position, Director of Facilities, Operations and Activities and this position has been filled internally by Ben Broderick
- Patrick Exner has been hired as Elementary School Principal
- We continue to work to fill open positions for multiple Special Education Teachers, and either a Social Worker and or School Counselor

V. Provision for a Safe and Effective Learning Environment

- Remodeling construction is scheduled to be complete in building “A” on the 1st floor on July 25th. The area is being renovated for use by our kindergarten and 1st grade teams.

VI. Communications Management

“Provide a safe and healthy learning environment that celebrates our diversity and builds community.”

- I have met with retired school communication specialist Barbara Olson on July 9th
- I have met with school communication specialist Eric Hageman on July 18th
 - o he will be providing a quote for a “communications audit”
- As of July 22nd I have held 20 minute introductory meetings with:
 - o over 50% of WLA staff members
 - o all of the WLA administrative/office team
- As of July 24 I have met with 13 of the 22 incoming 9th grade students to identify the hopes, dreams and expectations of families entering the high school



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Report

June 30, 2024

Based on Preliminary FY2024 Information

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

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Woodbury Leadership Academy
Woodbury, Minnesota
June 2024 Financial Report
Executive Summary

Summary of Key Financial Indicators

- * Average Daily Membership (ADM) Overview –
 - o Original Budget: 754 ADM
 - o Working Budget: 735 ADM
 - o Actual Enrollment: 735 ADM

- * The school's budgeted surplus in General Fund for the year is \$238,570. The school is budgeting to spend \$5,000 out of the Community Service Fund. A projected cumulative fund balance of \$2,417,882 or 29% of expenditures at fiscal year-end.

- * The School's Revised Budget is projecting a surplus of \$202,645 at fiscal year-end, which would result in an ending fund balance of \$2,386,958 or 25% of total expenditures.

- * Projected Days of Cash on Hand is 68 days of annual expenditures. This is above 45 days meets minimum bond covenants.

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

Financial Statement Key Points

- * As of month-end, 100.00% of the year was complete.
- * Cash Balance as of the reporting period is \$1,541,396 and is down from \$1,784,734 in the previous month due to regular processing of transactions.
- * Revenues received at end of the reporting period | 99.1% of the working budget.
- * Expenditures disbursed at end of the reporting period | 99.3% of the working budget.

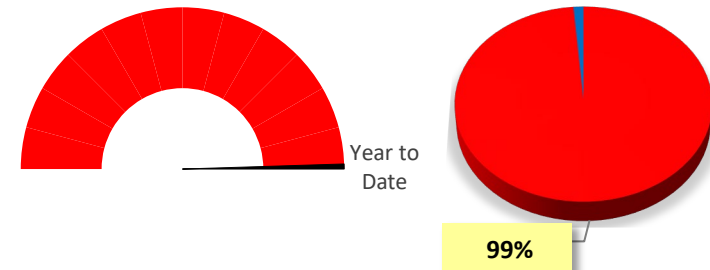
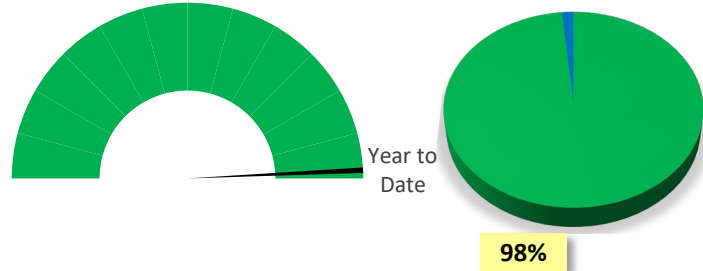
Other Items

- * The FY25 Original Budget was approved at the May 2024 Board Meeting.
- * The FY24 Financial Audit will be held remotely this year by Abdo Solutions, Sept 18th – Sept 20th.
- * These financial reports are considered preliminary data, and are subject to change based on final UFARS entries for reconciliations on State Aids, Federal Aids, and any additional payable amounts that flow.

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

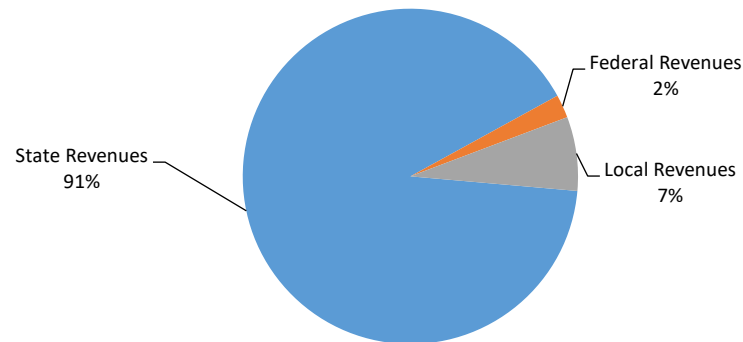
Financial Summary - Budgeted Amounts and Year to Date Activity

<i>Resources to Operate Programs (Revenues):</i>		<i>Funds Used to Provide Programs and Services (Expenses):</i>		<i>Excess / Deficit</i>		
Approved Budget	\$8,507,521	Approved Budget	\$8,273,951		\$233,570	
Working Budget	\$9,682,938	Working Budget	\$9,480,293		\$202,645	
Year to Date	\$9,531,662	98.4%	Year to Date	\$9,355,364	98.7%	\$176,298

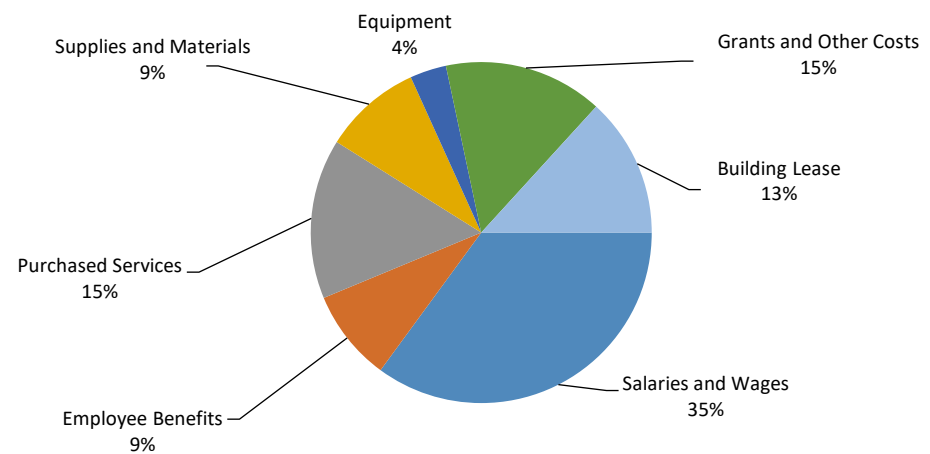


Budgets for the Year

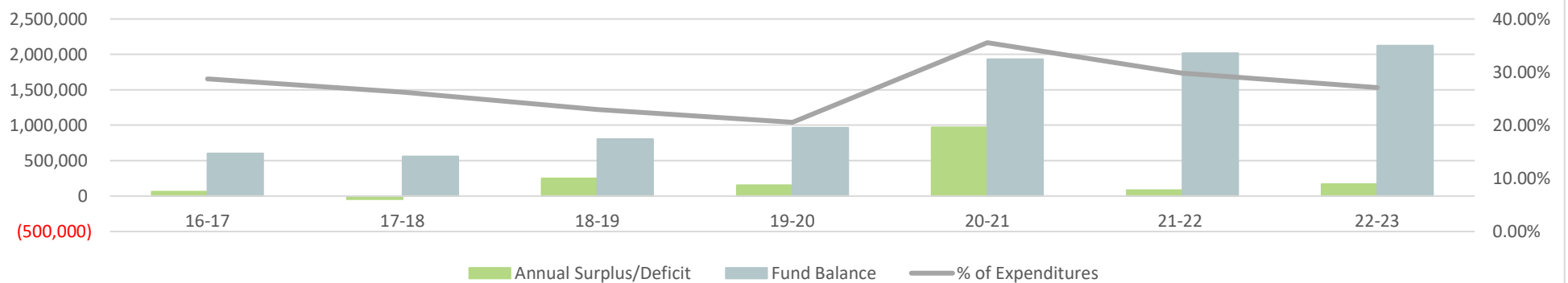
Where funds will come from to operate the school:

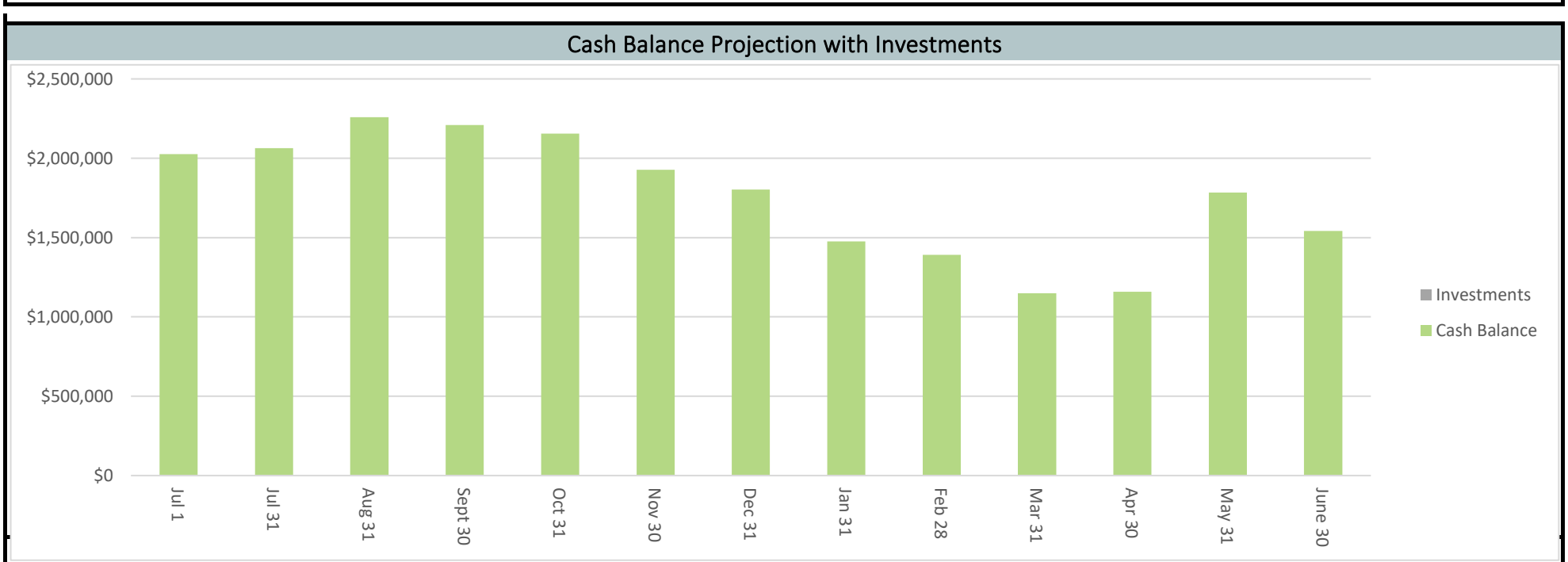
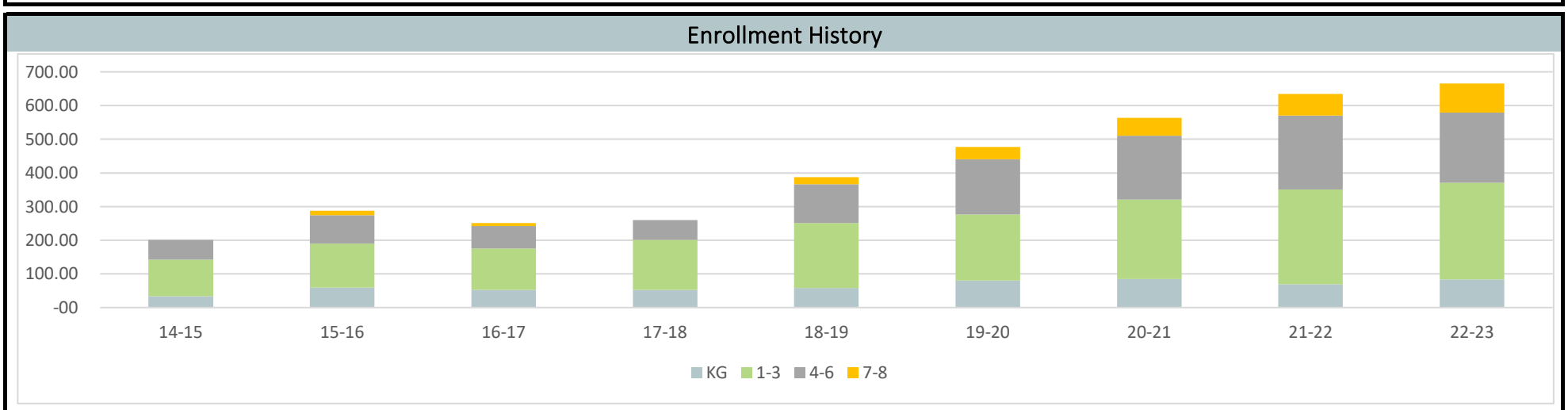
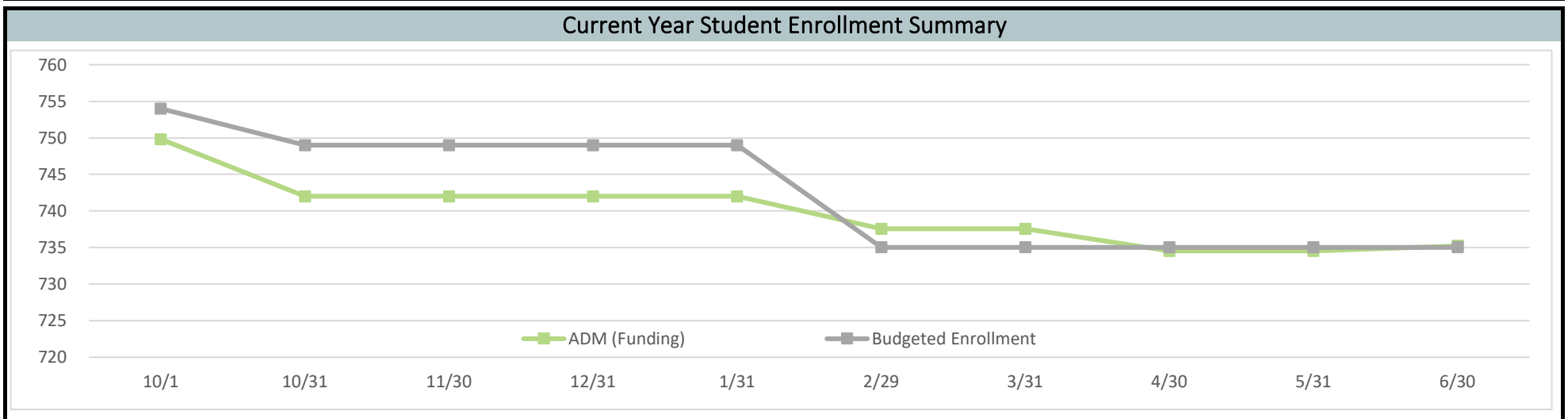
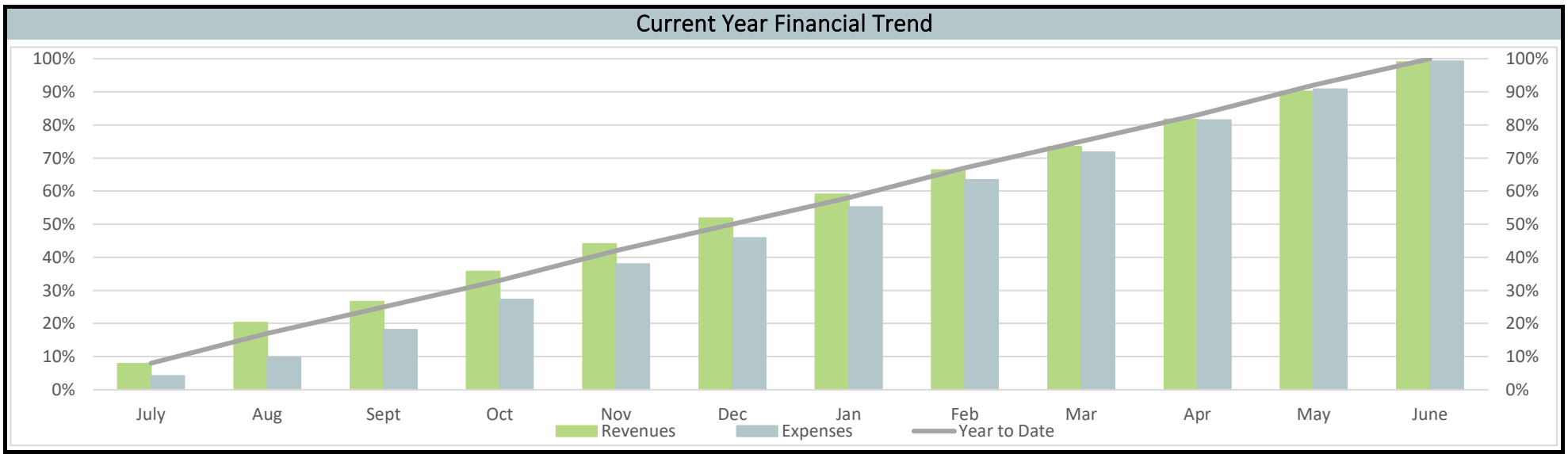


How the money is budgeted to be spent:



Fund Balance History





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

	Audited Balance 06/30/23	Ending Balance 06/30/24
Assets		
Cash and Investments	\$ 2,025,315	\$ 1,541,396
Accounts Receivable	20	-
Due from Other Funds	78,130	306,396
State Aids Receivable	399,143	-
Current Year State Holdback Receivable		894,402
Federal Aids Receivable	297,091	8,998
Prepaid Expenses and Deposits	35,174	20,678
	<u>2,834,874</u>	<u>2,771,870</u>
Total All Assets	\$ 2,834,874	\$ 2,771,870
Liabilities and Fund Balance		
Current liabilities		
Salaries and Wages Payable - prior year	\$ 233,391	\$ -
Salaries and Wages Payable - summer accruals	-	220,958
Accounts Payable	230,825	20
Payroll Deductions and Contributions (Owed)	186,346	1,396
Payroll Deductions and Contributions (Summer)		188,886
Total current liabilities	650,562	411,260
Fund balance		
Fund balance 07-01-2022	\$ 2,184,312	\$ 2,184,312
Net income to date fy 22 & 23	-	176,298
Total fund balance	2,184,312	2,360,610
	<u>2,834,874</u>	<u>2,771,870</u>
Total liabilities and fund balance	\$ 2,834,874	\$ 2,771,870
		60
<i>Current Days of cash on hand</i>		
		45
<i>Days Cash on Hand Required</i>		

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

Months: 12 100.00%

General Fund - 01

Revenues

State Revenues

	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Revised Budget 735 ADM 752 WADM	FY2024 Working Budget 735 ADM 752 WADM	FY 2024 Actual YTD 735 ADM 752 WADM	Percent of Working Budget
General Education Aid	\$ 6,011,098	\$ 5,972,889	\$ 5,972,889	\$ 5,473,252	91.6%
Charter School Lease Aid	1,014,145	988,391	988,391	906,345	91.7%
Long Term Facilities Maintenance Aid	101,878	99,290	99,290	89,853	90.5%
Literacy Incentive Aid	64,307	64,307	64,307	54,827	85.3%
School Land Trust Endowment Aid	21,850	39,895	39,895	39,895	100.0%
Special Education Aid + Adsis	963,443	1,020,659	959,100	827,615	86.3%
Library/Student Support	-	40,000	40,000	39,243	98.1%
Prior Year Adjustments	-	-	-	-	-
Estimated State Holdback Amount	-	-	-	794,402	-
Total State Revenues	8,176,721	8,225,432	8,163,873	8,225,432	100.8%

Federal Revenues

Federal Title I, II, V	50,400	49,200	49,200	25,914	52.7%
Federal Special Education	84,400	120,915	120,915	131,271	108.6%
Federal ARP Summer, 150	-	17,606	17,606	11,572	65.7%
Federal ESSER III, 160	-	-	-	616	-
Federal ESSER III, 161	-	14,141	14,141	-	0.0%
Federal ESSER III, 169	-	15,420	15,420	11,660	75.6%
Total Federal Revenues	134,800	217,281	217,281	181,034	83.3%

Local Revenues

Fees from Students	61,200	59,600	59,600	32,205	54.0%
Medical Assistance	9,800	9,600	9,600	1,397	14.6%
Interest Earnings	75,000	110,000	110,000	90,882	82.6%
Contributions and Gifts, Give to the Max	20,000	20,000	20,000	13,457	67.3%
Contributions PTO offset with expense	30,000	30,000	30,000	-	0.0%
Miscellaneous Revenues - ERC Credit, Other	-	411,025	411,025	411,475	100.1%
Total local revenues	196,000	640,225	640,225	549,619	85.9%

Total Revenues	\$ 8,507,521	\$ 9,082,938	\$ 9,021,379	\$ 8,956,085	99.3%
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Woodbury Leadership Academy
Woodbury, MN
Statement of Revenues and Expenditures
June 30, 2024

Months: 12 100.00%

	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Revised Budget 735 ADM 752 WADM	FY2024 Working Budget 735 ADM 752 WADM	FY 2024 Actual YTD 735 ADM 752 WADM	Percent of Working Budget
Expenditures					
Salaries and Wages	\$ 2,983,115	\$ 3,243,401	\$ 3,243,401	\$ 3,330,995	102.7%
Employee Benefits	797,389	808,328	900,000	896,547	99.6%
Contracted Services	321,000	330,000	330,000	286,661	86.9%
Technology Services	22,500	16,300	16,300	14,744	90.5%
Communication Services	11,000	12,000	12,000	12,480	104.0%
Postage	3,800	3,700	3,700	1,949	52.7%
Utilities	150,500	171,400	171,400	146,003	85.2%
Property and Casualty Insurance	26,900	55,000	55,000	54,293	98.7%
Repairs and Maintenance	88,415	114,415	114,415	106,467	93.1%
Student Transportation	646,307	668,800	675,000	673,629	99.8%
Field Trip Transportation	15,080	14,700	14,700	16,598	112.9%
Travel and Conferences	8,800	8,600	8,600	7,158	83.2%
Field Trip Admissions	36,700	35,800	35,800	25,866	72.3%
Building Lease	1,253,725	1,253,725	1,253,725	1,253,725	100.0%
Other Rentals and Leases	4,000	7,500	8,000	9,484	118.6%
Office Supplies/General Supplies	48,400	60,000	62,000	63,770	102.9%
Maintenance Supplies	57,100	44,500	44,500	46,438	104.4%
Non-Instructional Software	28,900	32,000	32,000	31,273	97.7%
Instructional Software	20,200	25,000	25,000	25,405	101.6%
Instructional Supplies	42,100	45,000	45,000	44,821	99.6%
Textbooks and Workbooks	77,700	125,000	125,000	121,744	97.4%
Standardized Tests	14,000	13,600	13,600	8,955	65.9%
Food	28,900	33,800	33,800	5,824	17.2%
Building Improvements	205,000	205,000	50,000	38,311	76.6%
Furniture and Other Equipment	43,310	43,310	43,310	19,745	45.6%
Technology Equipment	58,600	57,200	57,200	45,539	79.6%
Principal and Interest - Capital Lease	28,200	16,200	16,200	-	0.0%
Dues and Memberships	37,300	37,300	37,300	28,841	77.3%
Third Party Expenditures	-	2,000	2,000	1,563	78.2%
Give to the Max, salaries	20,000	20,000	20,000	-	0.0%

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

	Months: 12				100.00%
	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Revised Budget 735 ADM 752 WADM	FY2024 Working Budget 735 ADM 752 WADM	FY 2024 Actual YTD 735 ADM 752 WADM	Percent of Working Budget
State Special Education	1,010,410	1,059,633	1,059,633	1,185,192	111.9%
ADSI	44,800	44,800	44,800	33,380	74.5%
Federal Title I, II, V	50,400	49,200	49,200	25,914	52.7%
Federal Special Education	84,400	120,915	120,915	131,271	108.6%
Federal ESSER III, 160	-	14,141	14,141	616	4.4%
Federal ESSER Summer Learning, 150	-	17,606	17,606	11,572	65.7%
Federal ESSER III, 169 Pandemic Enrollment Loss	-	15,420	15,420	11,660	75.6%
Total expenditures	\$ 8,268,951	\$ 8,825,293	\$ 8,770,664	\$ 8,727,072	99.5%
Permanent Transfers to Other Funds	\$ -	\$ 50,000	\$ 50,000	\$ -	0.0%
General fund net income	\$ 238,570	\$ 207,645	\$ 200,714	\$ 229,012	
Food Service Fund - 02					
Revenues					
State/Federal Food Reimbursements	\$ -	\$ 550,000	\$ 550,000	\$ 575,577	104.7%
Transfer From General Fund	-	50,000	50,000	-	0.0%
Total revenues	\$ -	\$ 600,000	\$ 600,000	\$ 575,577	95.9%
Expenditures					
Salaries and Wages	\$ -	\$ 80,000	\$ 80,000	\$ 86,079	107.6%
Employee Benefits	-	15,000	15,000	14,135	94.2%
Supplies and Materials, Snacks	-	504,200	504,200	527,312	104.6%
Dues and Memberships	-	800	800	765	95.6%
Total Expenditures	\$ -	\$ 600,000	\$ 600,000	\$ 628,291	104.7%
Food Service Fund Net Income	\$ -	\$ -	\$ -	\$ (52,714)	
Community Service Fund - 04					
Revenues					
Registration Revenue	\$ -	\$ -	\$ -	\$ -	-
Total revenues	\$ -	\$ -	\$ -	\$ -	-
Expenditures					
Equipment	5,000	5,000	5,000	-	0.0%
Total Expenditures	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%
Community Service Fund Net Income	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ -	

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

Months: 12 100.00%

	FY2024 Adopted Budget 754 ADM 772 WADM	FY2024 Revised Budget 735 ADM 752 WADM	FY2024 Working Budget 735 ADM 752 WADM	FY 2024 Actual YTD 735 ADM 752 WADM	Percent of Working Budget
Total All Funds					
Revenues					
State Revenues	\$ 8,176,721	\$ 8,775,432	\$ 8,713,873	\$ 8,801,009	101.0%
Federal Revenues	134,800	217,281	217,281	181,034	83.3%
Local Revenues	196,000	690,225	690,225	549,619	79.6%
Total Revenues	\$ 8,507,521	\$ 9,682,938	\$ 9,621,379	\$ 9,531,662	99.1%
Expenditures					
Salaries and Wages	\$ 2,983,115	\$ 3,323,401	\$ 3,323,401	\$ 3,417,074	102.8%
Employee Benefits	797,389	823,328	915,000	910,682	99.5%
Purchased Services	2,588,727	2,691,940	2,698,640	2,609,056	96.7%
Supplies and Materials	317,300	883,100	885,100	875,543	98.9%
Equipment	340,110	326,710	171,710	103,595	60.3%
Grants and Other Costs	1,247,310	1,431,814	1,431,814	1,439,415	100.5%
Total Expenditures	\$ 8,273,951	\$ 9,480,293	\$ 9,425,664	\$ 9,355,364	99.3%
Total Revenues All Funds	\$ 8,507,521	\$ 9,682,938	\$ 9,621,379	\$ 9,531,662	99.1%
Total Expenditures All Funds	\$ 8,273,951	\$ 9,480,293	\$ 9,425,664	\$ 9,355,364	99.3%
Net Income - All Funds	\$ 233,570	\$ 202,645	\$ 195,714	\$ 176,298	

Beginning Fund Balance, All Funds, July 1, 2023	\$ 2,184,312	\$ 2,184,312	\$ 2,184,312
Projected Fund Balance, All Funds, June 30, 2024	\$ 2,417,882	\$ 2,386,957	\$ 2,380,026
Projected Fund Balance Percentage	29%	25%	25%
<i>Debt Service Coverage Ratio - Estimated</i>	131%	127%	125%
<i>Debt Service Coverage Ratio - Required</i>	125%	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	Total Expenses	
								<i>Beginning Balance</i>	\$ 2,025,315
Jul 31	526,783	-	157,158	125,301	809,241	200,604	570,135	770,740	2,063,817
Aug 31	527,195	-	271,958	142,638	941,792	212,417	534,632	747,049	2,258,560
Sept 30	553,968	-	11,755	175,585	741,308	257,692	533,540	791,232	2,208,635
Oct 31	529,343	-	23,553	155,840	708,735	250,179	511,654	761,832	2,155,538
Nov 30	657,914	27,703	13,678	-	699,295	261,556	666,445	928,001	1,926,832
Dec 31	645,200	-	15,443	48	660,691	268,454	516,274	784,728	1,802,795
Jan 31	544,316	10,352	17,148	(9,339)	562,476	249,608	639,399	889,007	1,476,263
Feb 28	597,373	62,988	6,349	15,796	682,506	267,148	500,766	767,914	1,390,855
Mar 31	565,554	21,043	10,754	-	597,351	245,237	593,105	838,342	1,149,863
Apr 30	677,661	54,059	58,482	(9,984)	780,219	255,923	515,204	771,127	1,158,955
May 31	1,424,600	26,959	10,280	38,813	1,500,652	262,249	612,623	874,872	1,784,734
June 30	621,194	18,186	56,066	-	695,446	282,142	656,642	938,784	1,541,396
Totals	7,871,102	221,290	652,623	634,696	9,379,711	3,013,210	6,850,419	9,863,630	1,541,396

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
June 30, 2024

305 - Contracted Services Detail	FY24			
	Original Budget	Working Budget	Current Actual	% spent
Advertising & Marketing	5,164	5,164	2,642	51.2%
Board Related Services, Including New Director Search	3,873	12,073	11,250	93.2%
Financial Management Services	79,200	80,000	81,996	102.5%
Time & Attendance Fees	12,006	12,006	6,445	53.7%
Audit & Tax Services	14,480	18,375	18,498	100.7%
Background Checks	2,711	2,711	750	0.0%
Bank Fees	4,970	10,000	8,554	85.5%
e-rate consulting	-	3,000	2,950	0.0%
Benefit Fees	904	904	634	70.2%
Strategic Planning Consultant	10,328	2,000	-	0.0%
Legal Services	19,365	19,365	11,462	59.2%
Substitutes/Student Services/ESL	19,365	19,365	14,305	73.9%
Nursing	9,295	9,295	4,318	46.4%
Janitorial Services- Robemy Cleaning	104,029	112,357	116,755	103.9%
Other Fees	35,309	23,384	6,104	26.1%
	321,000	330,000	286,661	87%

350 - Repairs and Maintenance Detail	FY24			
	Original Budget	Working Budget	Current Actual	% spent
Pest Control	3,000	3,000	7,046	234.9%
Elevator Maintenance	4,650	10,500	10,394	99.0%
Common Area Maintenance	72,000	90,915	79,510	87.5%
Various Repairs	8,765	10,000	9,516	95.2%
	88,415	114,415	106,467	93%

Woodbury Leadership Academy
Woodbury, MN
Enrollment Report
June 30, 2024

Average Daily Membership (ADM)											
	Grade	10/1	10/31	11/30	12/31	1/31	2/29	3/31	4/30	5/31	6/30
	K	94	94	92	92	92	92	92	92	92	92
	1	109	109	103	103	103	103	103	102	102	102
	2	99	99	97	97	97	96	96	96	96	96
	3	119	119	120	120	120	118	118	118	118	118
	4	105	105	104	104	104	104	104	104	104	104
	5	89	89	88	88	88	87	87	86	86	86
	6	52	52	51	51	51	52	52	51	51	51
	7	47	47	46	46	46	46	46	46	46	46
	8	38	38	40	40	40	40	40	40	40	39
Grand Total		750	750	742	742	742	738	738	735	735	735

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



Woodbury Leadership Academy
Woodbury, MN
District 4228

Supplemental Reports

June 30, 2024

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1027		Amazon.com					
			4228	OLDN			BP
				E 01 010 203 000 000 430	Refund elem classroom supplies for inv#1JKM-1	(\$25.99)	
PO#:		Voucher #:	10348	Invoice	Invoice No: 1P4T-KX1N-C6K6	6/13/2024	Paid Amt: (\$25.99)
							Check Amount: (\$25.99)
			4228	OLDN			BP
				E 01 005 110 000 000 401	Office Supplies	\$23.49	
				E 01 010 720 000 000 401	Health Office Supplies	\$9.92	
				E 01 010 203 000 000 430	Elem Classroom supplies	\$796.03	
				E 01 005 810 000 000 401	Building Supplies	\$122.71	
				E 01 005 110 000 000 401	Board of directors-orange ribbon	\$13.71	
				E 01 010 203 000 000 401	Non-instructional supplies	\$168.26	
PO#:		Voucher #:	10347	Invoice	Invoice No: 1JKM-K9R1-7Q7R	6/13/2024	Paid Amt: \$1,134.12
							Check Amount: \$1,134.12
							Vendor Total: \$1,108.13
1128		AssociatedBank					
			4228	OLDN			Wire
				B 01 215 017	HSA	\$1,833.14	
PO#:		Voucher #:	10325	Invoice	Invoice No: S2024230	6/14/2024	Paid Amt: \$1,833.14
							Check Amount: \$1,833.14
			4228	OLDN			Wire
				B 01 215 017	HSA	\$1,418.14	
PO#:		Voucher #:	10335	Invoice	Invoice No: S2024240	6/28/2024	Paid Amt: \$1,418.14
							Check Amount: \$1,418.14
							Vendor Total: \$3,251.28
1369		BerganKDV Outsourced Services LLC					
			4228	OLDN			Wire
				E 01 005 114 000 000 305	KPay Processing Fee	\$534.00	
PO#:		Voucher #:	10334	Invoice	Invoice No: 6.14.24	6/17/2024	Paid Amt: \$534.00
							Check Amount: \$534.00
							Vendor Total: \$534.00
1756		Beth Samy					
			4228	OLDN			BP
				E 01 010 203 000 000 305	Samy, Beth, 30 hrs @ \$30/hr	\$900.00	
PO#:		Voucher #:	10365	Invoice	Invoice No: 6/27/2024	6/28/2024	Paid Amt: \$900.00
							Check Amount: \$900.00
							Vendor Total: \$900.00

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1558		Bill.com					
			4228	OLDN			Wire
				E 01 005 112 000 000 305	Bill.com monthly fee	\$172.03	
PO#:		Voucher #:	10342	Invoice	Invoice No: 6.17.24	6/30/2024	Paid Amt: \$172.03
							Check Amount: \$172.03
							Vendor Total: \$172.03
1608		Chromebookparts.com					
			4228	OLDN			BP
				E 01 005 605 000 000 315	EE LCD Panel	\$199.90	
PO#:		Voucher #:	10366	Invoice	Invoice No: 205537	6/28/2024	Paid Amt: \$199.90
							Check Amount: \$199.90
							Vendor Total: \$199.90
1563		City of Woodbury					
			4228	OLDN			Wire
				E 01 005 810 000 000 330	FY 24 Water & Sewer	\$635.82	
PO#:		Voucher #:	10341	Invoice	Invoice No: 6.12.24	6/30/2024	Paid Amt: \$635.82
							Check Amount: \$635.82
							Vendor Total: \$635.82
1394		CKC Good Food					
			4228	OLDN			BP
				E 02 005 770 000 705 490	Breakfast	\$3,013.50	
				E 02 005 770 000 701 490	Lunch	\$7,916.55	
PO#:		Voucher #:	10350	Invoice	Invoice No: 88939	6/13/2024	Paid Amt: \$10,930.05
							Check Amount: \$10,930.05
			4228	OLDN			BP
				E 02 005 770 000 701 490	Lunch	\$9,519.80	
				E 02 005 770 000 705 490	Breakfast	\$3,567.00	
PO#:		Voucher #:	10349	Invoice	Invoice No: 88817	6/13/2024	Paid Amt: \$13,086.80
							Check Amount: \$13,086.80
			4228	OLDN			BP
				E 02 005 770 000 701 495	Milk	\$4,104.00	
PO#:		Voucher #:	10367	Invoice	Invoice No: 89004	6/28/2024	Paid Amt: \$4,104.00
							Check Amount: \$4,104.00
			4228	OLDN			BP
				E 02 005 770 000 701 490	Lunch	\$6,456.80	
				E 02 005 770 000 705 490	Breakfast	\$2,142.25	
PO#:		Voucher #:	10368	Invoice	Invoice No: 89100	6/28/2024	Paid Amt: \$8,599.05
							Check Amount: \$8,599.05
							Vendor Total: \$36,719.90

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type			
1745		Creative Planning								
		4228		OLDN					BP	
				E 01 005 113 000 000 305	FY24 COVID Grant Accounting Assistance			\$1,596.00		
PO#:		Voucher #:		10351 Invoice	Invoice No: 1232531	6/13/2024		Paid Amt:	\$1,596.00	
								Check Amount:	\$1,596.00	
									Vendor Total:	\$8,196.00
1026		Dell Marketing L.P.								
		4228		OLDN					BP	
				E 01 010 630 000 000 456	15 @ \$528.34/ea			\$10,229.55		
PO#:		Voucher #:		10370 Invoice	Invoice No: 10753682640	6/28/2024		Paid Amt:	\$10,229.55	
								Check Amount:	\$10,229.55	
									Vendor Total:	\$10,229.55
1249		Designs for Learning								
		4228		OLDN					BP	
				E 01 010 420 000 740 394	Kelley, S, SPED Psychologist, 43 hrs @ \$105/hr			\$4,515.00		
PO#:		Voucher #:		10371 Invoice	Invoice No: 20240620162	6/28/2024		Paid Amt:	\$4,515.00	
								Check Amount:	\$4,515.00	
									Vendor Total:	\$4,515.00
1555		DHH Consulting LLC								
		4228		OLDN					BP	
				E 01 010 405 000 740 394	DHH Services: 5.-6.3.24 13.75hrs @ \$96/hr			\$1,320.00		
PO#:		Voucher #:		10352 Invoice	Invoice No: 1306	6/13/2024		Paid Amt:	\$1,320.00	
								Check Amount:	\$1,320.00	
									Vendor Total:	\$1,320.00
1765		DIVVY CC								
		4228		OLDN					Wire	
				E 01 010 630 000 000 466	CDWG-Student Chrombooks 25 @ \$199/ea-Bill			\$4,975.00		
				E 01 010 630 000 000 406	CDWG-Google chrome Ed license upgrade (25)			\$800.00		
				E 01 005 810 000 000 401	Cintas-FY24: Mats service-Bill.com 6.13.24			\$374.13		
				E 01 005 810 000 000 350	Paffy's-Pest control-Bill.com 6.13.24			\$2,435.44		
				B 01 131 000	Raptor technologies-Fy25 Visitor Mgmt/Backgrou			\$805.00		
				E 01 010 201 000 000 490	06/04/24-Nicole-Cub-Popsicles for kg			\$17.97		
				E 01 005 110 000 000 490	06/08/24-Nicole-Cub-Breakfast for end of year r			\$176.87		
				E 01 005 640 000 316 366	06/01/24-Nicole-Sourcewell Minnesota-NR traini			\$50.00		
				E 01 005 640 000 316 366	06/07/24-Nicole-Voamnwi.org-VOA Conference			\$215.00		

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No			Pmt/Void Date		Pmt Type		
1765		DIVVY CC										
			4228	OLDN						Wire		
				E	01	005	640	000	316	366	06/05/24-Nicole-Voamnwi.org-VOA refund	(\$860.00)
				E	01	005	640	000	316	366	06/04/24-Nicole-Voamnwi.org-VOA conference	\$1,075.00
				E	01	005	810	000	000	401	06/08/24-Nicole-The Home Depot-Caps for outs	\$69.77
				E	01	005	640	000	316	366	06/14/24-Nicole-Country Inn & Suites-	\$513.35
PO#:		Voucher #:		10401	Invoice	Invoice No: 6.17.24			6/17/2024		Paid Amt:	\$10,647.53
											Check Amount:	\$10,647.53
											Vendor Total:	\$10,647.53
1702		Emerald Lawn & Landscaping Inc										
			4228	OLDN							BP	
				E	01	005	810	000	000	350	FY24 Snow Services 3.1-3.31.24	\$5,425.00
PO#:		Voucher #:		10353	Invoice	Invoice No: 13212			6/13/2024		Paid Amt:	\$5,425.00
											Check Amount:	\$5,425.00
											Vendor Total:	\$5,425.00
1508		First Bankcard										
			4228	OLDN							Wire	
				E	01	005	810	000	000	320	05/14/24-HumbleFax-Fax service-5/14-6/14/24	\$10.00
				E	01	005	810	000	000	320	05/20/24-Tmobile-Cell phone-ED & Cell for VOI	\$140.00
				E	01	005	810	000	000	320	05/28/24-Sangoma-SipStation subscription (Voll	\$51.90
				E	01	005	112	000	000	305	05/15/24-MN Attorney General-Attorney General	\$0.54
				E	01	005	110	000	000	305	05/15/24-MN Attorney General-Attorney General	\$25.00
				E	01	005	107	000	000	305	06/01/24-Indeed-Job Postings-May	\$120.47
				E	01	005	110	000	000	820	06/03/24-Amazon-Prime membership renewal 4,	\$139.00
				E	01	005	110	000	000	490	05/15/24-Olive Garden-Office staff working lunch	\$71.32
				E	01	005	110	000	000	490	05/30/24-Papa John's-Pizza for staff carnival vol	\$355.55
				E	01	005	110	000	000	490	05/30/24-Sams Club-Salad for staff carnival volu	\$30.30
				E	01	005	110	000	000	490	05/30/24-Olive Garden-Working lunch-office sta	\$181.10
				E	01	005	110	000	000	490	06/05/24-Jimmy John's-Dinner for staff voluntee	\$67.08
				E	01	005	110	000	000	329	05/17/24-Sams Club-Postage stamps-report car	\$338.75
				E	01	005	110	000	000	401	05/19/24-WalMart-Keurig coffee maker cleaning	\$12.00
				E	01	005	110	000	000	401	05/10/24-Sams Club-Storage boxes-Admin	\$17.98
				E	01	005	110	000	000	401	05/17/24-Sams Club-Storage boxes-Admin	\$24.98
				E	01	005	110	000	000	401	06/07/24-The Home Depot-Plants for non-return	\$137.44
				E	01	005	110	000	000	401	06/08/24-Amazon-File cabinet replacement keys	\$15.95
				E	01	010	422	000	740	433	06/06/24-Fun and Funciton-ADSIS instructional	\$1,209.98
				E	01	010	422	000	740	433	06/06/24-SP Zen Laboratory-ADSIS instructiona	\$99.80
				E	01	010	422	000	740	433	06/06/24-Think Social Publishing-ADSIS instruc	\$1,125.99
				E	01	005	810	000	000	305	06/06/24-Stuff It Moving and Storage-Monthly st	\$214.00

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	005 810 000 000	330		05/11/24-City of Woodbury-Water & sewer 2/29-	\$499.89	
				E 01	005 110 000 000	305		05/21/24-ElectionRunner-Online election service	\$97.83	
				E 01	005 110 000 000	401		05/16/24-Ed's Trophies-Retirement plaques-KM	\$120.00	
				B 01	118 000			05/15/24-MN Attorney General-Attorney General	\$0.54	
				B 01	118 000			05/15/24-MN Attorney General-Attorney General	\$25.00	
				E 01	010 203 000 000	369		05/21/24-ValleyFair Admissions-Fieldtrip fees-Ve	\$1,036.00	
				E 01	010 203 000 000	335		05/23/24-USA Inflatables-Field day obstacle cou	\$1,008.57	
				E 01	010 203 000 000	369		05/27/24-TripleShift Entertainment-Bowling field	\$127.50	
				E 01	010 203 000 000	490		05/17/24-Sams Club-Food/drink for yr end clssr	\$18.96	
				E 01	010 203 000 000	490		05/17/24-Domino's-Pizza for dance volunteers	\$122.55	
				E 01	010 203 000 000	490		05/21/24-Sams Club-Ice cream for IC social-Stu	\$83.72	
				E 01	010 203 000 000	490		05/21/24-Sams Club-Food/drink for yr end clssr	\$70.86	
				E 01	010 203 000 000	490		05/28/24-Sams Club-Ice for field day snow cone	\$58.40	
				E 01	010 203 000 000	490		06/05/24-Cub Foods-Food for Gr 8 party	\$29.76	
				E 01	010 203 000 000	490		06/05/24-Sams Club-Cupcakes-Gr 7/8 year end	\$55.93	
				E 01	010 203 000 000	490		06/05/24-Domino's-Year end activity-pizza in par	\$203.34	
				E 01	010 203 000 000	490		06/06/24-Sams Club-Supplies for Gr 8 party-coc	\$23.96	
				E 01	010 203 000 000	490		06/06/24-Domino's-Pizza-Gr 8 party	\$122.76	
				E 01	010 203 000 000	430		05/16/24-Minnesota Embroidery-"Graduate" t-sh	\$420.92	
				E 01	010 203 000 000	430		05/17/24-Sams Club-Supplies for yr end clssrm	\$13.98	
				E 01	010 203 000 000	430		05/18/24-WalMart-Credit for Graduation owl ove	(\$4.44)	
				E 01	010 203 000 000	430		05/28/24-DollarTree-	\$12.00	
				E 01	010 203 000 000	430		05/30/24-WalMart-Orange ping pong balls-PE	\$3.96	
				E 01	010 203 000 000	430		06/05/24-DollarTree-Balloons, weight, bobby pin	\$8.50	
				E 01	010 203 000 000	401		05/16/24-Party City-Balloons -Year end dance-S	\$27.96	
				E 01	010 203 000 000	490		05/10/24-Cub Foods-Year end activities-popcorn	\$83.86	
				E 01	010 203 000 000	490		05/10/24-Sams Club-Food/drink for yr end danc	\$226.90	
				E 01	010 203 000 000	490		05/11/24-WalMart-Sprinkles for Ice cream social	\$20.52	
				E 01	010 203 000 000	490		05/12/24-Sams Club-Chips-Gr 8 party	\$36.96	
				E 01	010 203 000 000	490		05/12/24-Cub Foods-Year end activities-popcorn	\$6.99	
				E 01	010 203 000 000	430		05/10/24-WalMart-Graduation owls (9 yr student	\$17.76	
				E 01	010 203 000 000	430		05/10/24-SP Elite Jumps-10 ft Jump ropes (10)-	\$36.80	
				E 01	010 203 000 000	430		05/11/24-WalMart-Graduation owls (9 yr student	\$13.32	
				E 01	010 203 000 000	401		05/10/24-WalMart-Year end dance supplies-Stu	\$172.27	
				E 01	010 203 000 000	401		05/10/24-WalMart-Year end dance supplies-Stu	\$11.00	
				E 01	010 203 000 000	401		05/10/24-Sams Club-Supplies for yr end clssrm	\$23.96	
				E 01	010 203 000 000	401		05/23/24-Batteries Plus-Batteries-digital food th	\$8.99	

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No				Pmt/Void Date	Pmt Type			
1508		First Bankcard											
			4228	OLDN						Wire			
				E	01	010	201	000	000	490	05/10/24-Sams Club-Juice boxes-K Graduation	\$45.92	
				E	01	010	201	000	000	490	06/05/24-Sams Club-Cupcakes-K graduation	\$55.93	
				E	01	010	201	000	000	430	05/28/24-DollarTree-K & Gr 8 graduation balloor	\$12.00	
				E	01	010	201	000	000	401	05/10/24-WalMart-Orange & blue napkins-K Gr	\$5.82	
				E	01	010	203	013	150	401	06/04/24-Amazon-Filament for 3D printer	\$185.45	
				E	01	010	203	013	150	401	06/05/24-Amazon-Button maker supplies	\$75.98	
				E	01	010	203	013	150	401	06/08/24-Amazon-Filament for 3D printer	\$194.87	
				E	01	010	203	013	150	401	06/11/24-Amazon-Water bottles-3D printing labe	\$56.98	
	PO#:	Voucher #:		10346	Invoice			Invoice No:	6.14.24		6/14/2024	Paid Amt:	\$9,869.86
												Check Amount:	\$9,869.86
												Vendor Total:	\$9,869.86
1609		GIS Benefits											
			4228	OLDN									Wire
				B	01	131	000				Life/LTD/STD:	\$3,074.80	
				B	01	131	000				Dental:	\$2,434.11	
				B	01	131	000				Vision	\$410.12	
				B	01	131	000				PPL:	\$214.50	
				B	01	131	000				Admin Fees	\$50.00	
	PO#:	Voucher #:		10343	Invoice			Invoice No:	6.25.24		6/30/2024	Paid Amt:	\$6,183.53
												Check Amount:	\$6,183.53
												Vendor Total:	\$6,183.53
1757		HGA Hammel, Green & Abrahamson inc											
			4228	OLDN									BP
				B	01	118	000				Site Development-Playground	\$907.08	
	PO#:	Voucher #:		10372	Invoice			Invoice No:	251203		6/28/2024	Paid Amt:	\$907.08
												Check Amount:	\$907.08
												Vendor Total:	\$907.08
1054		Integrative Therapy, LLC.											
			4228	OLDN									BP
				E	01	010	420	000	740	394	OT 15.42 hrs @ \$90/hr	\$1,387.50	
				E	01	010	420	000	740	394	COTA Services 26.5 hrs @\$74/hr	\$1,960.26	
	PO#:	Voucher #:		10354	Invoice			Invoice No:	5002		6/13/2024	Paid Amt:	\$3,347.76
												Check Amount:	\$3,347.76
													BP
			4228	OLDN									BP
				E	01	010	420	000	740	433	reference material reimb	\$380.00	
				E	01	010	420	000	740	394	OT 15.42 hrs @ \$90/hr	\$1,387.50	

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1054		Integrative Therapy, LLC.					
		4228	OLDN				BP
			E 01 010 420 000 740 394		COTA Services 37.5 hrs @\$74/hr	\$2,775.01	
PO#:		Voucher #:	10373	Invoice	Invoice No: 5047	6/28/2024	Paid Amt: \$4,542.51
							Check Amount: \$4,542.51
							Vendor Total: \$7,890.27
1003		Internal Revenue Service					
		4228	OLDN				Wire
			B 01 215 002		Federal Withholding	\$11,992.23	
			B 01 215 005		FICA	\$27,006.52	
PO#:		Voucher #:	10326	Invoice	Invoice No: S2024230	6/14/2024	Paid Amt: \$38,998.75
							Check Amount: \$38,998.75
							Vendor Total: \$89,718.64
		4228	OLDN				Wire
			B 01 215 002		Federal Withholding	\$18,456.35	
			B 01 215 005		FICA	\$32,263.54	
PO#:		Voucher #:	10336	Invoice	Invoice No: S2024240	6/28/2024	Paid Amt: \$50,719.89
							Check Amount: \$50,719.89
							Vendor Total: \$89,718.64
1363		Jessica Erickson					
		4228	OLDN				BP
			E 01 005 640 000 316 366		398 mi @ \$0.67/mi	\$266.66	
PO#:		Voucher #:	10374	Invoice	Invoice No: 6/12/2024	6/28/2024	Paid Amt: \$266.66
							Check Amount: \$266.66
							Vendor Total: \$266.66
1150		JR Computer Associates					
		4228	OLDN				BP
			E 01 005 605 000 000 315		FY24 Monthly Contract Services: June 2024	\$1,200.00	
PO#:		Voucher #:	10355	Invoice	Invoice No: R20241730	6/13/2024	Paid Amt: \$1,200.00
							Check Amount: \$1,200.00
							Vendor Total: \$1,200.00
1447		Kelly Cappelen					
		4228	OLDN				BP
			E 01 010 203 000 000 430		FY24 Reimb: Summer camp supplies	\$49.87	
PO#:		Voucher #:	10376	Invoice	Invoice No: 6/20/2024	6/28/2024	Paid Amt: \$49.87
							Check Amount: \$49.87
							Vendor Total: \$49.87
1240		Keys to Communication					
		4228	OLDN				BP
			E 01 010 401 000 740 394		mileage 28 hrs @ \$45/hr	\$1,260.00	

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1240		Keys to Communication							
			4228	OLDN			BP		
				E	01 010 401 000 740 394	Speech, 159.25 hrs @\$90/hr		\$14,332.50	
PO#:		Voucher #:	10356	Invoice	Invoice No: 9201884	6/13/2024		Paid Amt:	\$15,592.50
								Check Amount:	\$15,592.50
								Vendor Total:	\$15,592.50
1760		Luke Ekelund							
			4228	OLDN			BP		
				E	01 005 110 000 000 369	FY24 Reimb: ValleyFair Parking-fieldtrip		\$26.00	
PO#:		Voucher #:	10357	Invoice	Invoice No: 5/30/2024	6/13/2024		Paid Amt:	\$26.00
								Check Amount:	\$26.00
								Vendor Total:	\$26.00
1515		Minnesota Coaches Inc							
			4228	OLDN			BP		
				E	01 005 760 000 723 360	FY24 SpEd busing route #22-May		\$7,173.60	
PO#:		Voucher #:	10377	Invoice	Invoice No: 98193	6/28/2024		Paid Amt:	\$7,173.60
								Check Amount:	\$7,173.60
								Vendor Total:	\$7,173.60
			4228	OLDN			BP		
				E	01 005 760 000 723 360	FY24 SpEd busing route #22-June		\$1,366.40	
PO#:		Voucher #:	10378	Invoice	Invoice No: 98194	6/28/2024		Paid Amt:	\$1,366.40
								Check Amount:	\$1,366.40
								Vendor Total:	\$1,366.40
			4228	OLDN			BP		
				E	01 005 760 000 723 360	FY24 SpEd busing route #21-May		\$7,173.60	
PO#:		Voucher #:	10379	Invoice	Invoice No: 98195	6/28/2024		Paid Amt:	\$7,173.60
								Check Amount:	\$7,173.60
								Vendor Total:	\$7,173.60
			4228	OLDN			BP		
				E	01 005 760 000 723 360	FY24 SpEd busing route #21-June		\$1,366.40	
PO#:		Voucher #:	10380	Invoice	Invoice No: 98196	6/28/2024		Paid Amt:	\$1,366.40
								Check Amount:	\$1,366.40
								Vendor Total:	\$17,080.00
1004		MN Department of Revenue Service							
			4228	OLDN			Wire		
				B	01 215 003	MN Withholding		\$6,136.02	
PO#:		Voucher #:	10328	Invoice	Invoice No: S2024230	6/14/2024		Paid Amt:	\$6,136.02
								Check Amount:	\$6,136.02

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1004		MN Department of Revenue Service							
		4228		OLDN			Wire		
				B 01 215 003		MN Withholding		\$8,568.37	
PO#:		Voucher #:		10338	Invoice	Invoice No: S2024240	6/28/2024	Paid Amt:	\$8,568.37
								Check Amount:	\$8,568.37
								Vendor Total:	\$14,704.39
1681		MN Dept Health							
		4228		OLDN			BP		
				E 01 005 110 000 000 820		Statewide Hospitality fee-2024 Lic#: 751124		\$40.00	
PO#:		Voucher #:		10358	Invoice	Invoice No: 6/6/2024	6/13/2024	Paid Amt:	\$40.00
								Check Amount:	\$40.00
								Vendor Total:	\$40.00
1462		Monarch Bus Service Inc							
		4228		OLDN			BP		
				E 01 005 760 000 723 360		SPED busing rt 23		\$7,515.20	
PO#:		Voucher #:		10386	Invoice	Invoice No: 97843	6/28/2024	Paid Amt:	\$7,515.20
								Check Amount:	\$7,515.20
		4228		OLDN			BP		
				E 01 005 760 000 733 360		Fieldtrip Busing-Theatre Company 4th		\$756.16	
PO#:		Voucher #:		10382	Invoice	Invoice No: 94162	6/28/2024	Paid Amt:	\$756.16
								Check Amount:	\$756.16
		4228		OLDN			BP		
				E 01 005 760 000 723 360		SPED busing rt 23-June		\$1,024.80	
PO#:		Voucher #:		10387	Invoice	Invoice No: 97844	6/28/2024	Paid Amt:	\$1,024.80
								Check Amount:	\$1,024.80
		4228		OLDN			BP		
				E 01 005 760 000 733 360		Fieldtrip Busing-MN History 7/8th gr		\$841.36	
PO#:		Voucher #:		10381	Invoice	Invoice No: 94125	6/28/2024	Paid Amt:	\$841.36
								Check Amount:	\$841.36
		4228		OLDN			BP		
				E 01 005 760 000 733 360		Fieldtrip Busing-Conway Community Center-8th		\$667.80	
PO#:		Voucher #:		10383	Invoice	Invoice No: 97311	6/28/2024	Paid Amt:	\$667.80
								Check Amount:	\$667.80
		4228		OLDN			BP		
				E 01 005 760 000 733 360		Fieldtrip Busing-Sun Ray Lanes 7th		\$246.75	
PO#:		Voucher #:		10384	Invoice	Invoice No: 97429	6/28/2024	Paid Amt:	\$246.75
								Check Amount:	\$246.75

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1462		Monarch Bus Service Inc					
		4228		OLDN			BP
				E 01 005 760 000 733 360	Fieldtrip Busing-Valley Fair 8th	\$492.45	
PO#:		Voucher #:		10385	Invoice Invoice No: 97430	6/28/2024	Paid Amt: \$492.45
							Check Amount: \$492.45
							Vendor Total: \$11,544.52
1639		Navigate Care Consulting					
		4228		OLDN			BP
				E 01 010 420 000 740 394	Erika Sixl, Sped Nursing offsite 1.25 hrs @ \$90/	\$112.50	
				E 01 010 720 000 000 305	GenEd Nursing off site 1.75 hr @ \$90/hr	\$157.50	
PO#:		Voucher #:		10359	Invoice Invoice No: 6685	6/13/2024	Paid Amt: \$270.00
							Check Amount: \$270.00
							Vendor Total: \$292.50
		4228		OLDN			BP
				E 01 010 720 000 000 305	GenEd Nursing off site 0.25 hr @ \$90/hr	\$22.50	
PO#:		Voucher #:		10388	Invoice Invoice No: 6701	6/28/2024	Paid Amt: \$22.50
							Check Amount: \$22.50
							Vendor Total: \$292.50
1761		Nicholas Rice					
		4228		OLDN			BP
				E 01 005 110 000 000 369	FY24 Reimb: Valleyfair parking-fieldtrip	\$26.00	
PO#:		Voucher #:		10360	Invoice Invoice No: 5/30/2024	6/13/2024	Paid Amt: \$26.00
							Check Amount: \$26.00
							Vendor Total: \$26.00
1763		Nicole (Suyak) Link					
		4228		OLDN			BP
				E 01 005 640 000 316 366	462 mi @ \$0.67/mi	\$309.54	
PO#:		Voucher #:		10389	Invoice Invoice No: 6/12/2024	6/28/2024	Paid Amt: \$309.54
							Check Amount: \$309.54
							Vendor Total: \$309.54
1441		Old National					
		4228		OLDN			Wire
				E 01 005 112 000 000 305	service fees	\$519.11	
PO#:		Voucher #:		10344	Invoice Invoice No: 6.17.24	6/30/2024	Paid Amt: \$519.11
							Check Amount: \$519.11
							Vendor Total: \$519.11

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1728		PaySchools							
			4228	OLDN			BP		
				B 01 131 000		FY25 POS System-Food Service software		\$3,630.00	
PO#:		Voucher #:	10390	Invoice	Invoice No: 266512	6/28/2024		Paid Amt:	\$3,630.00
								Check Amount:	\$3,630.00
								Vendor Total:	\$3,630.00
1001		Public Employee Retirement Association							
			4228	OLDN			Wire		
				B 01 215 007		PERA		\$6,175.59	
PO#:		Voucher #:	10327	Invoice	Invoice No: S2024230	6/14/2024		Paid Amt:	\$6,175.59
								Check Amount:	\$6,175.59
								Vendor Total:	\$9,886.85
			4228	OLDN			Wire		
				B 01 215 007		PERA		\$3,711.26	
PO#:		Voucher #:	10337	Invoice	Invoice No: S2024240	6/28/2024		Paid Amt:	\$3,711.26
								Check Amount:	\$3,711.26
								Vendor Total:	\$9,886.85
1764		Raina Rosemary							
			4228	OLDN			BP		
				E 01 010 203 000 000 305		Rosemary, Raina, 27.7 hrs @ \$30/hr		\$833.20	
PO#:		Voucher #:	10391	Invoice	Invoice No: 5/31/2024	6/28/2024		Paid Amt:	\$833.20
								Check Amount:	\$833.20
								Vendor Total:	\$833.20
1233		Reno Mothes							
			4228	OLDN			BP		
				E 01 010 404 000 740 394		DAPE services: 5.2-5.28.24 11.25 hrs @ \$90		\$1,012.50	
PO#:		Voucher #:	10361	Invoice	Invoice No: WLA-0082	6/13/2024		Paid Amt:	\$1,012.50
								Check Amount:	\$1,012.50
								Vendor Total:	\$1,012.50
1644		Robemy Cleaning Services LLC							
			4228	OLDN			BP		
				E 01 005 810 000 000 305		Cleaning Services-May		\$10,900.00	
PO#:		Voucher #:	10362	Invoice	Invoice No: WLA-34	6/13/2024		Paid Amt:	\$10,900.00
								Check Amount:	\$10,900.00
								Vendor Total:	\$10,900.00

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: 1.5 hrs @ \$110/hr	\$165.00	
PO#:		Voucher #:	10392	Invoice	Invoice No: 125907	6/28/2024	Paid Amt: \$165.00
							Check Amount: \$165.00
							Vendor Total: \$165.00
1241		Sheila Merzer					
			4228	OLDN			BP
				E 01 010 411 000 740 394	Sheila Merzer, ASD, 3 hrs @ \$125/hr	\$375.00	
PO#:		Voucher #:	10393	Invoice	Invoice No: 24316	6/28/2024	Paid Amt: \$375.00
							Check Amount: \$375.00
							Vendor Total: \$375.00
1710		St. Cloud Refrigeration Inc					
			4228	OLDN			BP
				E 01 005 810 000 000 350	Replaced Blower motor	\$394.00	
PO#:		Voucher #:	10399	Invoice	Invoice No: 24-0116413	6/28/2024	Paid Amt: \$394.00
							Check Amount: \$394.00
							Vendor Total: \$394.00
1633		Steve Lock					
			4228	OLDN			BP
				E 01 005 010 000 316 366	mileage 20 mi @ \$0.655/mi + parking	\$16.40	
PO#:		Voucher #:	10394	Invoice	Invoice No: 6/25/2024	6/28/2024	Paid Amt: \$16.40
							Check Amount: \$16.40
							Vendor Total: \$16.40
1116		Strategic Staffing Solutions					
			4228	OLDN			BP
				E 01 010 411 000 740 394	ASD Kast, Jessica, 13.25 hrs @ \$72/hr	\$967.25	
PO#:		Voucher #:	10395	Invoice	Invoice No: 10175-43	6/28/2024	Paid Amt: \$967.25
							Check Amount: \$967.25
							Vendor Total: \$967.25
1002		Teachers Retirement Association					
			4228	OLDN			Wire
				B 01 215 006	TRA	\$22,621.18	
PO#:		Voucher #:	10329	Invoice	Invoice No: S2024230	6/14/2024	Paid Amt: \$22,621.18
							Check Amount: \$22,621.18

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1002		Teachers Retirement Association							
		4228		OLDN			Wire		
				B 01 215 006		TRA		\$23,583.48	
PO#:		Voucher #:		10339	Invoice	Invoice No: S2024240	6/28/2024	Paid Amt:	\$23,583.48
								Check Amount:	\$23,583.48
								Vendor Total:	\$46,204.66
1029		The Home Depot							
		4228		OLDN			BP		
				E 01 005 810 000 000 401		Janitorial supplies		\$1,718.28	
PO#:		Voucher #:		10397	Invoice	Invoice No: 809533136	6/28/2024	Paid Amt:	\$1,718.28
								Check Amount:	\$1,718.28
								Vendor Total:	\$4,511.08
		4228		OLDN			BP		
				E 01 005 810 000 000 401		Janitorial supplies		\$2,792.80	
PO#:		Voucher #:		10396	Invoice	Invoice No: 808359640	6/28/2024	Paid Amt:	\$2,792.80
								Check Amount:	\$2,792.80
								Vendor Total:	\$4,511.08
1302		Toshiba Financial Services							
		4228		OLDN			BP		
				E 01 010 605 000 000 401		overages		\$1,478.75	
				E 01 010 605 000 000 560		Copier		\$578.75	
PO#:		Voucher #:		10363	Invoice	Invoice No: 5029885133	6/13/2024	Paid Amt:	\$2,057.50
								Check Amount:	\$2,057.50
								Vendor Total:	\$2,057.50
1703		Towanna Napier							
		4228		OLDN	6218		Check		
				E 01 005 760 000 720 360		Student Transportation		\$501.70	
				E 01 005 760 000 720 360		Student Transportation		\$41.81	
PO#:		Voucher #:		10324	Invoice	Invoice No: 5.31.24 6.5.24	6/12/2024	Paid Amt:	\$543.51
								Check Amount:	\$543.51
								Vendor Total:	\$543.51
1635		USBank							
		4228		OLDN			Wire		
				E 01 005 850 000 348 570		Rent		\$104,477.08	
PO#:		Voucher #:		10331	Invoice	Invoice No: 6.5.24	6/17/2024	Paid Amt:	\$104,477.08
								Check Amount:	\$104,477.08
								Vendor Total:	\$104,477.08

WOODBURY LEADERSHIP ACADEMY Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
1417		VOYA							
			4228	OLDN			Wire		
				B 01 215 011		TSA		\$1,739.90	
PO#:		Voucher #:	10330	Invoice	Invoice No:	S2024230	6/14/2024	Paid Amt:	\$1,739.90
								Check Amount:	\$1,739.90
								Vendor Total:	\$3,479.80
1637		Wexford Commerical Construction LLC							
			4228	OLDN			BP		
				B 01 118 000		Progress billing-1st floor modifications project		\$66,729.00	
PO#:		Voucher #:	10364	Invoice	Invoice No:	24-008-1	6/13/2024	Paid Amt:	\$66,729.00
								Check Amount:	\$66,729.00
								Vendor Total:	\$196,113.00
			4228	OLDN			BP		
				B 01 118 000		Progress billing-1st floor modifications project dr		\$129,384.00	
PO#:		Voucher #:	10400	Invoice	Invoice No:	24-008-2	6/28/2024	Paid Amt:	\$129,384.00
								Check Amount:	\$129,384.00
								Vendor Total:	\$196,113.00
1632		Xcel Energy							
			4228	OLDN			Wire		
				E 01 005 810 000 000 330		Electric		\$2,760.02	
PO#:		Voucher #:	10332	Invoice	Invoice No:	877336999	6/17/2024	Paid Amt:	\$2,760.02
								Check Amount:	\$2,760.02
								Vendor Total:	\$10,366.24
			4228	OLDN			Wire		
				E 01 005 810 000 000 330		Electric		\$938.98	
PO#:		Voucher #:	10333	Invoice	Invoice No:	877302820	6/17/2024	Paid Amt:	\$938.98
								Check Amount:	\$938.98
								Vendor Total:	\$10,366.24
			4228	OLDN			Wire		
				E 01 005 810 000 000 330		Electric		\$6,667.24	
PO#:		Voucher #:	10345	Invoice	Invoice No:	881512716	6/30/2024	Paid Amt:	\$6,667.24
								Check Amount:	\$6,667.24
								Vendor Total:	\$10,366.24

WOODBURY LEADERSHIP ACADEMY

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
1737		Zayo Group LLC	4228	OLDN			BP	
				E 01 005 810 000 000 320	Telecommunications service 6.1-6.30.24	\$633.94		
PO#:		Voucher #:		10398	Invoice	Invoice No: 2.02406E+12	6/28/2024	Paid Amt: \$633.94
							Check Amount:	\$633.94
							Vendor Total:	\$633.94
							Report Total:	\$656,641.62

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
2032	4228	OLDN	CR0624													
FY24 Draws																
				2056	Credit	A	06/07/24	Check	1	M						
										Miscellaneous Customer						
							4228 R 01 005 000 013 150 400			FY24 FIN 150 CRS 013					569.14	0.00
														Receipt Total:	\$569.14	\$0.00
														Deposit Total:	\$569.14	\$0.00
2033	4228	OLDN	CR0624													
FY24 Draws																
				2057	Credit	A	06/07/24	Check	1	M						
										Miscellaneous Customer						
							4228 R 01 005 000 000 425 400			FY24 FIN 425					1,050.59	0.00
														Receipt Total:	\$1,050.59	\$0.00
														Deposit Total:	\$1,050.59	\$0.00
2034	4228	OLDN	CR0624													
FY24 Draws																
				2058	Credit	A	06/07/24	Check	1	M						
										Miscellaneous Customer						
							4228 R 01 005 000 000 401 400			FY24 Title I					1,006.75	0.00
														Receipt Total:	\$1,006.75	\$0.00
														Deposit Total:	\$1,006.75	\$0.00
2035	4228	OLDN	CR0624													
FY24 Draws																
				2059	Credit	A	06/07/24	Check	1	M						
										Miscellaneous Customer						
							4228 R 01 005 000 012 169 400			FY24 FIN 169 CRS 012					559.25	0.00
														Receipt Total:	\$559.25	\$0.00
														Deposit Total:	\$559.25	\$0.00
2036	4228	OLDN	CR0624													
FY24 Draws																
				2060	Credit	A	06/14/24	Check	1	M						
										Miscellaneous Customer						
							4228 R 01 005 000 000 419 400			FY24 FIN 419					15,000.00	0.00
														Receipt Total:	\$15,000.00	\$0.00
														Deposit Total:	\$15,000.00	\$0.00
2037	4228	OLDN	CR0624													
FY24 Donations																
				2061	Credit	A	06/10/24	Check	1							
										DONATE Donations						
							4228 R 01 005 000 000 000 096			Mighty Cause donations					45.00	0.00
														Receipt Total:	\$45.00	\$0.00
														Deposit Total:	\$45.00	\$0.00

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
2038	4228	OLDN	CR0624													
6.12.24 Deposit																
			2062	Credit	A	06/12/24		Check	1	M						
										Miscellaneous Customer						
						4228	R 01 005 000 000 000 050			milk sales					2.25	0.00
						4228	R 01 005 000 000 000 621			yearbook fundraising					615.25	0.00
														Receipt Total:	\$617.50	\$0.00
														Deposit Total:	\$617.50	\$0.00
2039	4228	OLDN	CR0624													
FY24 June Bankcard rewards																
			2063	Credit	A	06/17/24		Check	1	M						
										Miscellaneous Customer						
						4228	R 01 005 000 000 000 099			bankcard rewards					100.00	0.00
														Receipt Total:	\$100.00	\$0.00
														Deposit Total:	\$100.00	\$0.00
2040	4228	OLDN	CR0624													
FY24 June Interest																
			2064	Credit	A	06/30/24		Check	1	I						
										Interest						
						4228	R 01 005 000 000 000 092			June interest					6,914.19	0.00
														Receipt Total:	\$6,914.19	\$0.00
														Deposit Total:	\$6,914.19	\$0.00
2041	4228	OLDN	CR0624													
FY24 i3Education																
			2065	Credit	A	06/04/24		Check	1	M						
										Miscellaneous Customer						
						4228	R 01 005 000 000 000 050			milk-June					10.00	0.00
														Receipt Total:	\$10.00	\$0.00
														Deposit Total:	\$10.00	\$0.00
2042	4228	OLDN	CR0624													
FY24 SERVS																
			2066	Credit	A	06/21/24		Check	1	M						
										Miscellaneous Customer						
						4228	R 02 005 770 000 701 300			FY24 State lunch					29,350.66	0.00
						4228	R 02 005 770 000 701 471			School Lunch-Fed					3,814.80	0.00
						4228	R 02 005 770 000 701 472			Free/Reduced Lunch					8,558.90	0.00
						4228	R 02 005 770 000 705 476			School Breakfast					5,891.84	0.00
						4228	R 02 005 770 000 701 471			HHFKA Lunch					762.96	0.00
														Receipt Total:	\$48,379.16	\$0.00
														Deposit Total:	\$48,379.16	\$0.00

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
2043	4228	OLDN	CR0624													
FY24 IDEAS				2067	Credit	A 06/20/24		Check	1	M						
						4228	R 01 005 000 000 348 300								309,867.43	0.00
										Miscellaneous Customer						
										Charter Sch Lease						
														Receipt Total:	\$309,867.43	\$0.00
														Deposit Total:	\$309,867.43	\$0.00
2044	4228	OLDN	CR0624													
FY24 IDEAS				2068	Credit	A 06/28/24		Check	1	M						
						4228	R 01 005 000 000 348 300								185,473.66	0.00
						4228	R 01 005 000 000 000 317								89,853.19	0.00
						4228	R 01 005 000 000 343 300								18,000.00	0.00
						4228	R 01 005 000 000 373 300								18,000.00	0.00
										Miscellaneous Customer						
										Charter sch lease						
										Long Term Facilities Maint.						
										FY24 Sch Library aid						
										FY24 Student Support						
														Receipt Total:	\$311,326.85	\$0.00
														Deposit Total:	\$311,326.85	\$0.00
														Report Total:	\$695,445.86	\$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
5357	202410	04/30/2024	P	JE		Rcls F740 Bene. to Max.F419	Rcls F740 Bene. to Max.F419	E	01	010	420	000	419	210	Fica/Medicare	15,000.00	0.00
							Rcls F740 Bene. to Max.F419	E	01	010	420	000	740	210	Fica/Medicare	0.00	15,000.00
																\$15,000.00	\$15,000.00



Meeting: Finance Committee Meeting Agenda/Minutes

Date: Wednesday July 10, 2024

Time: 10:00 am

Location: Virtual Meeting

Meeting Minutes

Meeting Call to Order and Roll Call -

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

Members not present -

WLA Mission & Vision – Jonas Beugen

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 June 2024 - [Dustin J. Reeves](#), Preliminary reports, on track for year end.
2. Employee Contract Ratifications - Jonas Beugen, review of positions filled and open, all within staffing budget. Contracts to be presented to BOD.
3. HVAC St.Cloud Refrigeration contract - Jonas Beugen, discussion to seek bids from other companies. Review again at next meeting.
4. Change regularly schedule meeting date/time. August 14 @10am - Jolene Skordahl

Housekeeping - Review use of CHAT GPT for meeting notes, HVAC contract review

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting -

Date: Wednesday, July 10 @ 10:00am

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

Adjournment @ 10:35



Meeting: Governance Committee

Date: Thursday, July 11, 2024

Time: 5:00 PM

Location: [Microsoft Teams - https://teams.live.com/meet/9353008778972?p=d6WmfLh7QvpkwJv5U](https://teams.live.com/meet/9353008778972?p=d6WmfLh7QvpkwJv5U)

AGENDA

Meeting Call to Order and Roll Call

Meeting Call to Order: **5:12PM**

Roll Call: **Micheal Reis, Jonas Beugen, Joe Valentine, Rich Washington, Carlye Sherrill**

WLA Mission and Vision

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

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

Development, Discussion, and Recommendations

- Annual Policy Review
 - Policy 410 – *No updates from the team.*
 - Policy 524 – *No updates as of today. May investigate AI and how it affects students in the future.*
- WLA Capital Asset Policy – *Jonas to meet with Kathy and provide feedback to team on next steps. Discuss in August meeting.*
 - *Reference policy 704*
- Policy 413 – HARASSMENT AND VIOLENCE – *Jonas to meet with Kathy and provide feedback to team on next steps. Discuss in August meeting.*
 - *Feedback needed from Kathy and Admin team.*
- Policy 533 - Wellness Policy – *Send to Casidee for website update.*

Future Discussions

- Annual Policy Reviews
- Review of 900 series
- WLA Capital Asset Policy
- Policy 413 – HARASSMENT AND VIOLENCE

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: August 8, 2024

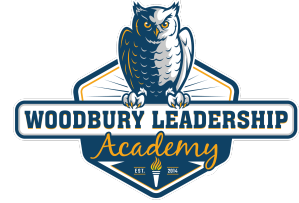
Time: 5:00 p.m.

Location: [Microsoft Teams - https://teams.live.com/meet/9353008778972?p=d6WmfLh7QvpkwJv5U](https://teams.live.com/meet/9353008778972?p=d6WmfLh7QvpkwJv5U)

Adjournment: 5:53PM

Adopted: July 25, 2024

Revised: NA



Woodbury Leadership Academy (the “Charter School”)

POLICY No. 701

PURCHASING, PROCUREMENT, AND CONTRACTING

I. PURPOSE

The purpose of this policy is to establish procedures for carrying out purchasing, procurement and contracting functions of the charter school, to provide efficient use of public monies, and to ensure compliance with all applicable state and federal laws, including Minn. Stat. 124E.26, Subd. 4, with respect to procurement using state funds.

II. GENERAL STATEMENT OF POLICY

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

III. CONFLICT OF INTEREST

Notwithstanding anything in this policy to the contrary, the Charter School shall not enter into any contract or agreement that does not align with the provisions of this Section III.

1. Minn. Stat. 124E.14:

- a. No member of the board of directors, employee, officer, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when:
 - i. the board member, employee, officer, or agent;
 - ii. the immediate family member of the board member, employee, officer, or agent;
 - iii. the partner of the board member, employee, officer, or agent; or
 - iv. an organization that employs, or is about to employ any individual in clauses (1) to (3),

has a financial or other interest in the entity with which the charter school is contracting. A violation of this prohibition renders the contract void. The foregoing does not apply to compensation paid to a teacher employed as a teacher by the charter school or a teacher

who provides instructional services to the charter school through a cooperative formed under chapter 308A when the teacher also serves on the charter school board of directors.

2. Minn. Stat. 124E.07, Subd. 3(e): A contractor providing facilities, goods, or services to a charter school must not serve on the board of directors. In addition, an individual is prohibited from serving as a member of the charter school board of directors if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities; or (2) an immediate family member is an employee of the school. An individual may serve as a member of the board of directors if no conflict of interest exists under this paragraph, consistent with this section.
3. Minn. Stat. 124E.10, Subd. 2(a): The charter school must disclose to the commissioner any potential contract, lease, or purchase of service from the school's authorizer or a current board member, employee, contractor, volunteer, or agent of the school's authorizer. The contract, lease, or purchase must be accepted through an open bidding process and be separate from the charter contract. The school must document the open bidding process. An authorizer must not enter into a contract to provide management and financial services to a school it authorizes, unless the school documents receiving at least two competitive bids. This paragraph does not apply to a charter school or an authorizer when contracting for legal services from a lawyer that provides professional services to the charter school or authorizer and who is subject to the Minnesota Rules of Professional Conduct.

IV. GENERAL PROCUREMENT PROVISIONS

1. **Authorization:** The charter school director or chief administrator (hereinafter referred to as the "director"), in conjunction with the board of directors (hereinafter referred to as the "board"), is responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, methods of greatest economy, and compliance with all applicable laws. To be valid, all contracts must be approved by the board.

Individual school employees may incur expenditures in the following amounts without prior board approval so long as such expenditures are consistent with the school's board-approved budget, provided that in all cases, the board retains authority to disapprove any expenditure for any reason at the sole discretion of the board:

- a. Any school employee may purchase goods (but not services) for use in connection with school operations where the expenditure is less than \$1,000. The school may issue credit or debit cards to individual employees for these expenditures.
- b. In addition to the foregoing, the following school employees (*the Executive Director, and/or the Accounts Payable Supervisor*) may execute a purchase or procurement that requires the expenditure of up to the following amounts:
 - i. Executive Director: Up to \$5,000 (*if already addressed within the line item in the approved budget; moving funds from one line item to another should be addressed by the Finance Committee prior to re-allocating any funds*)
 - ii. Accounts Payable Supervisor: Up to \$5,000 (*if already addressed within the line item in the approved budget; moving funds from one line item to another should be addressed by the Finance Committee prior to re-allocating any funds*)

2. **Scope:** Purchasing procedures apply to procurement of equipment, supplies, and services, including services provided by vendors and by individuals who are engaged by the charter school as independent contractors (i.e. – individuals who receive a form 1099 rather than form W-2). Purchasing procedures do not apply to hiring employees of the charter school (i.e. – individuals who receive a W-2).
3. **Documentation:** The director shall design and implement procedures to create and preserve documentation establishing that all procurement is implemented in accordance with this policy. The director will provide such documentation to the charter school board upon request by the board. The director will provide the Finance Committee with the proposed procedures prior to presenting the procedures to the board for approval.
4. **Economy:** Good business practice dictates that products will be purchased for the lowest price for acceptable quality. Lower prices can be achieved through researching prices, cultivating business relationships, negotiating price contracts, buying in quantity, competitive quotation, or formal bid process.
5. **Best Value:** The school shall endeavor in all cases to obtain the best value in all purchase or procurement decisions, taking into account the price, quality, and quantity of the goods or services being purchased or procured, along with consideration of other criteria, which may include, but are not limited to:
 - (i) the vendor's or contractor's knowledge or expertise with respect to services as evidenced by performance on previous projects;
 - (ii) the quality and timeliness of the vendor's or contractor's performance on previous projects;
 - (iii) the level of customer satisfaction with the vendor's or contractor's performance on previous projects;
 - (iv) the vendor's or contractor's record of performing previous projects on budget and ability to minimize cost overruns;
 - (v) the vendor's or contractor's ability to minimize change orders;
 - (vi) the vendor's or contractor's ability to prepare appropriate project plans;
 - (vii) the vendor's or contractor's technical capabilities;
 - (viii) the individual qualifications of the contractor's key personnel; or
 - (ix) the vendor's or contractor's ability to assess and minimize risks.

V. PURCHASES OF GOODS USING STATE FUNDS

The following will govern purchases of goods using state funds. The school shall not break up any purchase into smaller component purchases to avoid the threshold in this Section V. In all cases, the school shall endeavor to complete each purchase in a manner that obtains the best value for the charter school, taking into account the factors enumerated in Section IV, above.

1. **Capital Expenditures of \$5,000 or more.** In order for furnishings and/or technology equipment to be considered a “capitalized expenditure” it must meet the minimal threshold of \$5,000 per individual item, or \$5,000 if/as bundled with similar items.
2. **Purchases Less than \$25,000.** The director shall be responsible for implementing purchases within these limits. The director shall, when reasonably practicable, use processes to endeavor to

obtain competitive market rates or purchase at reasonably competitive available prices or rates.

3. **Purchases of \$25,000 Or More.** Prior to any purchase of \$25,000 or above, the director shall obtain bids or quotations from at least two sellers or vendors or, if market conditions for a purchase are such that sellers or vendors will not respond to a request for bids or quotations, shall otherwise endeavor to compare the prices of a least two sellers or vendors, in all cases endeavoring to ensure that each of the bids, quotes, or comparison prices reflects substantially equal quantity and quality.
 - a. To solicit bids or quotations the director (i) shall post a request for bids or quotations on a public portion of the charter school's web site, or utilize another public posting mechanism as reasonably determined by the director, and (ii) shall deliver solicitations to two or more potential vendors. The director shall provide a reasonable time period, and in no event fewer than five (5) business days, for response to any solicitation of or posting for bids or quotations.
 - b. If, after such reasonable time period, the director has not received two or more bids or quotations for the goods to be purchased, the director shall use reasonably prudent inquiry to ascertain the price for such goods from two or more vendors.
 - c. If, after complying with all of the foregoing, the director is able to locate only a single seller, vendor, or supplier from which to purchase any particular good, the director shall, to the extent reasonably practicable, endeavor to negotiate for the most favorable price that may be obtained from such vendor.

VI. **PROCUREMENT OF SERVICES USING STATE FUNDS**

The following will govern procurement of services using state funds. The school shall not break up any procurement into smaller component purchases to avoid the threshold in this Section VI. In all cases, the school shall endeavor to complete each purchase in a manner that obtains the best value for the charter school, taking into account the factors enumerated in Section IV, above.

In determining the amount of a contract for services, the total cost of the contract under its stated term shall apply. For contracts that have annual price but a multi-year term, or include an automatic annual renewal (or so-called "evergreen") provision, the total of all years shall apply. Under no circumstances will a charter school enter into a multi-year or automatic annual renewal agreement with an outside term greater than five (5) years; provided that the foregoing limit will not apply to a lease for school facilities.

1. **Procurement Less than \$25,000.** The director shall be responsible for implementing procurement within these limits. The director shall, when reasonably practicable, use processes to endeavor to obtain "best value" prices or rates and shall maintain records documenting efforts to obtain "best value". These bids shall be presented to the Finance Committee.

The foregoing shall apply to contracts for services where the total cost of services cannot be determined because the cost is dependent upon periodic or "as-needed" requests for services by the charter school, at its discretion, and the following are true: (a) the contract does not require an advance payment or deposit, and (b) the contract or the services may be terminated without cause at any time by the charter school. These bids shall be presented to the Finance Committee.

2. **Procurement of \$25,000 Or More.** Prior to entering into an agreement to procure a service of \$25,000 or more, the director shall obtain bids or quotations from at least two vendors or

contractors, if market conditions for acquiring a particular service are such that vendors or contractors will not respond to a request for bids or quotations, shall otherwise endeavor to compare the prices of a least two vendors or contractors, in all cases endeavoring to ensure that each of the bids, quotes, or comparison prices reflects substantially equal quantity and quality consistent with the “best value” factors outlined above in this Section VI. These bids shall be presented to the Finance Committee.

- a. To solicit bids or quotations the director (i) shall post a request for bids or quotations on a public portion of the charter school’s web site, or utilize another public posting mechanism as reasonably determined by the director, and (ii) shall deliver solicitations directly to two or more potential vendors or contractors,. The director shall provide a reasonable time period, and in no event fewer than five (5) business days for response to any solicitation of or posting for bids or quotations.
- b. If, after such reasonable time period, the director has not received two or more bids or quotations for the service to be procured, the director shall use reasonably prudent inquiry to ascertain the price for such goods from two or more vendors or contractors.
- c. If (i) after complying with all of the foregoing the director is able to locate only a single vendor or contractor from which to procure a particular service, or (ii) due to the nature of the services being procured, the market for such services is such that there is only one vendor or contractor to supply such service, the director shall, to the extent reasonably practicable, endeavor to negotiate for the most favorable price that may be obtained from such vendor or contractor.

VII. **USE OF FEDERAL FUNDS¹** [Effective October 1, 2024]

1. **Procurement Methods.** There are three types of procurement methods 1) informal (for micro-purchases and simplified acquisitions) 2) formal (through sealed bids or proposals) and 3) noncompetitive. For all of these methods, the recipient or subrecipient must maintain and use documented procurement procedures.

a. **Informal Procurement Methods for Small Purchases.**

- i. Micro-purchases: the aggregate amount of the procurement transaction does not exceed \$10,000, which may be increased to \$50,000 on an annual basis if the recipient or sub-recipient self-certifies and provides supporting documentation. Micro-purchases may be awarded without soliciting competitive price or rate quotes if the recipient or subrecipient considers the price reasonable based on research, experience, purchase history, or other information; and maintains documentation to support its conclusion.
- ii. Simplified Acquisitions: for procurement transactions in which the aggregate dollar amount of the procurement transaction is higher than the micro-purchase threshold (\$10,000, or \$50,000, if applicable), but lower than \$250,000. In simplified acquisitions, the price or rate quotes must be obtained from an adequate number of qualified sources. The recipient or subrecipient may exercise judgment in determining what number is adequate.

¹ All the regulations in this section take effect on October 1, 2024 and can be found under 2 C.F.R. § 200.317-327.

- b. **Formal Procurement Methods.** The recipient or subrecipient is required to use one of the following formal procurement methods when the value of the procurement transaction exceeds the simplified acquisition threshold of the recipient or subrecipient. This method requires competition and public notice.
- i. Sealed Bids. Preferred for procuring construction services. Bids are publicly solicited through an invitation and a firm fixed-priced contract (lump sum or unit price) is awarded to the responsible bidder whose bid conforms with all the material terms and conditions of the invitation and is the lowest in price.
- a. Sealed bids are appropriate when:
- i. A complete, adequate and realistic specification or purchase description is available;
 - ii. Two or more responsible bidders have been identified as willing and able to compete effectively for the business; and
 - iii. The procurement lends itself to a firm-fixed-price contract, and the selection of the successful bidder can be made principally on price
- b. If sealed bids are used, the following requirements apply:
- i. Bids must be solicited from an adequate number of qualified sources, providing them with sufficient response time prior to the date set for opening the bids. Unless specified by the Federal agency, the recipient or subrecipient may exercise judgment in determining what number is adequate;
 - ii. The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond;
 - iii. All bids will be opened at the time and place prescribed in the invitation for bids.
 - iv. A firm-fixed-price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation cost, and life-cycle costs must be considered in determining which bid is the lowest. Payment discounts must only be used to determine the low bid when the recipient or subrecipient determines they are a valid factor based on prior experience.
 - v. The recipient or subrecipient must document and provide a justification for all bids it rejects.

- ii. Proposals. Used when conditions are not appropriate for using sealed bids. This procurement method may result in either a fixed-price or cost-reimbursement contract. They are awarded in accordance with the following requirements:
 - a. Requests for proposals require public notice, and all evaluation factors and their relative importance must be identified. Proposals must be solicited from multiple qualified entities. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.
 - b. The recipient or subrecipient must have written procedures for conducting technical evaluations and making selections.
 - c. Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the recipient or subrecipient considering price and other factors; and
 - d. The recipient or subrecipient may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the offeror's qualifications are evaluated, and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used to procure architectural/engineering (A/E) professional services. The method may not be used to purchase other services provided by A/E firms that are a potential source to perform the proposed effort.

c. **Noncompetitive Procurement.** There are specific circumstances in which the recipient or subrecipient may use a noncompetitive procurement method. The noncompetitive procurement method may only be used if one of the following circumstances applies:

- i. The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);
- ii. The procurement transaction can only be fulfilled by a single source;
- iii. The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
- iv. The recipient or subrecipient requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or
- v. After soliciting several sources, competition is determined inadequate.

2. **Contracting with small and minority firms, women's business enterprises, and labor surplus area firms, pursuant to 2 CFR § 200.321.** Non-Federal entities will take all necessary affirmative steps to assure that small and minority firms and women's business enterprises are used when possible. Affirmative steps include:

- a. Placing qualified small and minority business and women's business enterprises on solicitation lists;
- b. Assuring that small and minority business and women's business enterprises are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
- e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.
- f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in a-e above.

3. **Contract Cost, Price, and Monitoring by the non-Federal Entity.**

- a. The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.
- b. The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- c. Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under federal regulations. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.
- d. The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.
- e. The non-Federal entity is responsible for oversight of the operations of the Federal award supported activities. The non-Federal entity must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring by the non-Federal entity must cover each program, function or activity. See also 2 C.F.R § 200.332.

VIII. RECORDS TO BE MAINTAINED

1. **Public Data.** All records of charter school expenditures are considered “public data” under Minn. Stat. Chapter 13 (the “**Minnesota Government Data Practices Act**” or the “**Act**”). The charter school will create, maintain, and preserve such records in accordance with the Act.
2. **Record Retention Requirements for Federal Awards.**² The recipient and subrecipient must retain all Federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the recipient and subrecipient must retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records. Federal agencies or pass-through entities may not impose any other record retention requirements except for the following:
 - a. The records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken if any litigation, claim, or audit is started before the expiration of the three-year period.
 - b. When the recipient or subrecipient is notified in writing by the Federal agency or pass-through entity, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs to extend the retention period.
 - c. The records for property and equipment acquired with the support of Federal funds must be retained for three years after final disposition.
 - d. The three-year retention requirement does not apply to the recipient or subrecipient when records are transferred to or maintained by the Federal agency.
 - e. The records for program income earned after the period of performance must be retained for three years from the end of the recipient's or subrecipient's fiscal year in which the program income is earned. This only applies if the Federal agency or pass-through entity requires the recipient or subrecipient to report on program income earned after the period of performance in the terms and conditions of the Federal award.
 - f. The records for indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates) must be retained according to the applicable option below:
 - i. If submitted for negotiation. When a proposal, plan, or other computation must be submitted to the Federal Government to form the basis for negotiation of an indirect cost rate (or other standard rates), then the three-year retention period for its supporting records starts from the date of submission.
 - ii. If not submitted for negotiation. When a proposal, plan, or other computation is not required to be submitted to the Federal Government to form the basis for negotiation of an indirect cost rate (or other standard rates), then the three-year retention period for its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

² These regulations take effect on October 1, 2024 and can be found under 2 C.F.R. § 200.334.

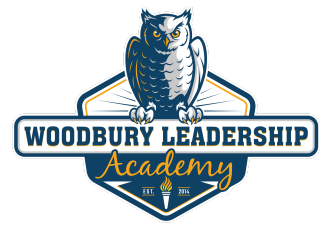
WLA Board Self-Evaluation

2023-2024



Individual Board Members should periodically assess their own performance as members of the WLA Board. Candid responses can help you rate your own performance on the Board and can help you formulate a personal development plan for the coming year.

How satisfied are you that YOU:	Not Satisfied	Fairly Satisfied	Satisfied	Very Satisfied	N/A
1. Believe in and be an active advocate for the values, mission, and vision of WLA.	1	2	3	4	N/A
2. Work with fellow Board members to fulfill the obligations of Board membership	1	2	3	4	N/A
3. Behave in ways that clearly contribute to the effective operations of the school Board members (focus on the good of WLA, support decisions once made, etc.)	1	2	3	4	N/A
4. Are knowledgeable about WLA's policies	1	2	3	4	N/A
5. Regularly attend Board and committee meetings and prepare for meetings by reviewing materials	1	2	3	4	N/A
6. Complete assignments and responsibilities in a responsible and timely matter	1	2	3	4	N/A
7. Keep informed about the school and its issues by reviewing materials, participating in discussions, and asking strategic questions	1	2	3	4	N/A
8. Inform the Board members of any potential conflicts of interests	1	2	3	4	N/A





Amended: 09.26.2017



ByLaws



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OFFICIAL BYLAWS of WOODBURY LEADERSHIP ACADEMY

I. PURPOSE

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

II. DEFINITIONS

A. Article of Incorporation

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

B. Principal Office

Refers to the school’s address

III. MINNESOTA LAW COMPLIANCE

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

IV. OFFICES

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

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

V. BOARD OF DIRECTORS

Section 1. General Duties

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

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

Section 2. Number, Tenure and Qualifications

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

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

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

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

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

Section 3. Resignation and Removal

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

Section 4. Filling Vacancies

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

Section 5. Training

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

Section 6. Regular Meetings

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

Section 7. Special and Emergency Meetings

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

Section 8. Quorum

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

Section 9. Voting

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

Section 10. Compensation

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

Section 11. Presence at Meetings

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

Section 12. Committees of the Board

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

A. Authority of Committees:

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

B. Procedures for Conducting Meetings:

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

C. Limitation on authority of committees:

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

VI. OFFICERS

Section 1. Election

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

Section 2. Vacancies

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

Section 3. Board Chair

The Board Chair shall:

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

Section 4. Secretary

The Secretary responsibilities are as follows:

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

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

Section 5. Treasurer

The Treasurer shall:

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

Section 10. Removal of Officer

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

Section 11. Resignation of Officer

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

VI. EMPLOYEES

Section 1. Management and Administrative Employees

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

Section 2. Compensation

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

Section 3. Bond

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

VII. DISTRIBUTION OF ASSETS

Section 1. Right to Cease Operations and Distribute Assets

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

Section 2. Cessation and Distribution

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

VIII. INDEMNIFICATION

Section 1. Indemnification

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

Section 2. Insurance

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

IX. AMENDMENTS

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

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

X. FINANCIAL MATTERS

Section 1. Contracts

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

Section 2. Loans and Pledges

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

Section 3. Authorized Signatures

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

Section 4. Deposits

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

Section 5. Corporate Seal

WLA shall not have a corporate seal.

Section 6. Documents Kept at Registered Office

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

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

Section 7. Accounting System and Audit

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

Employee Agreements to be Ratified in July 2024

- Jessica Arnoldi - Kindergarten Teacher
- Kara Hernandez - Paraprofessional
- Lexie Decker - 7th-9th Grade Social Studies
- Chelsey Mason - 7th-9th Grade Math
- Patrick Exner - Elementary Principal
- Elizabeth Everson - 2nd Grade Teacher