



Meeting: Board of Directors Regular Meeting

Date: Wednesday, May 27, 2020

Time: 5:30 P.M.

Location: Woodbury Leadership Academy 8089 Globe Dr. Woodbury, MN 55125- Gym

AGENDA

1. Meeting Call to Order and Roll Call (Mandi Folks)

- 1.1 Meeting Call to Order (Mandi Folks, Board Chair)
- 1.2 Roll Call (Mandi Folks, Board Chair)

2. WLA Mission and Vision (Claudia George)

- 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: Mandi Folks, Board Chair)

- 3.1 Approval of meeting agenda
Motion: _____ 2nd: _____ Vote: _____
- 3.2 Approval of April 22, 2020 Board Minutes
Motion: _____ 2nd: _____ Vote: _____

4. Conflict of Interest Declaration (Presenter: Mandi Folks, Board Chair)

5. Public Comment (Presenter: Mandi Folks, Board Chair)

- 5.1 Delegation of Public Comment Items (if necessary)

6. Board and Administration Reports

- 6.1 Board Report (Mandi Folks)
- 6.2 Executive Director Report (Kathleen Mortensen)
- 6.3 Financial Director Report (BKDV)
- 6.4 Finance Committee Report (Jolene Skordahl)

6.4.1 Accept April Financials and May Finance Committee Minutes

Motion: _____ 2nd: _____ Vote: _____

6.4.2 Discussion of Small Business Loan Funds

6.5 Governance Committee Report (Jess Erickson)

6.5.1 Accept May Governance Committee Minutes and Second Reading of Policies 102 and 103.

Motion: _____ 2nd: _____ Vote: _____

6.6 Facilities Committee Report (Jason Livingston)

7. Board Training, Discussion, and Business (Presenter: Mandi Folks, Board Chair)

7.1 WLA Budget model for 2020-2021

7.2 WLA employment agreements approval

7.3. Ratify contracted services agreement(s)

7.4. Update from Board of Directors Election Taskforce

7.5 Update on desire/need for Academic Committee

7.6 YMCA contract approval

8. Closed Meeting to Discuss Executive Director Annual Evaluation (Presenter: Mandi Folks, Board Chair) Minnesota Statute 13D.05 Subd.3a

9. Board Communication & Future Items (Presenter: Mandi Folks, Board Chair)

8.1. Board Communication/Future Agenda Items- Reflection

10. Housekeeping (Presenter: Mandi Folks, Board Chair)

Next Regularly Scheduled WLA Board of Directors Meeting

Date: Wednesday, June 24, 2020

Time: 5:30 P.M.

Location: Zoom 432-394-8884, password: WLAROCKS

11. Adjournment (Presenter: Mandi Folks, Board Chair)

Adjournment

Motion: _____ 2nd _____ Vote: _____

**Woodbury Leadership Academy
Board of Directors Meeting Minutes
Regular Meeting
April 22, 2020**



Directors Present: Mandi Folks

Directors Attending Virtually: Jessica Erickson, Claudia George, Shannon Kelly, Jason Livingston, Jolene Skordahl

Directors Absent: None

Administration/Advisors Attending Virtually: Dr Kathleen Mortensen (Executive Director)

Others in Attendance: None

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order

Ms Folks called the meeting to order at 5:48 PM.

1.2 Roll Call

Ms Baumann took roll call.

2. WLA Mission and Vision

Ms Kelly read the WLA Mission and Vision Statements.

3. Approval of Agenda/Meeting Minutes

3.1 Approval of Meeting Agenda

Ms Erickson moved "to approve the meeting agenda for April 22, 2020." Ms George seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

3.2 Approval of March 25, 2020 Board Minutes

Ms Erickson moved "to approve the March 25, 2020 Board minutes." Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

4. Conflict of Interest Declaration

Ms Folks 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

There was no public comment.

6. Board and Administration Reports

6.1 Board Report

Ms Folks presented a video walk-thru of the construction on 3rd floor.

6.2 Executive Director Report

Ms Mortensen highlighted several items in the Director's Report included in the Board Packet:

- There has been little enrollment activity. Administration is looking at marketing ideas. Expecting activity to increase in mid to late summer.
- Construction project is ahead of schedule. As soon as the governor announces students will not be returning to school this year, demolition will begin on 2nd floor.
- Ms Mortensen asked the Board to shorten the school year for students by 4 days, making May 29th the final day of school. 7 extra days are built in the calendar, but there were no snow days used this year. The last 4 days would be used to recover materials and technology that were distributed to homes, work on Spring Distance Learning (DL) assessments to measure effectiveness of DL, and to plan for fall assessments and remediation.
- WLA delivered a survey to families asking for feedback on DL. Approximately 50% of families responded, with overall feedback being positive. Teachers are making adjustments to address concerns identified in the responses.
- The Curriculum Committee is exploring three Math curriculums, taking into consideration the need to work in a DL environment, as well as have built in assessments.
- WLA is working with Monarch Transportation to resolve busing costs/fuel savings during DL.
- Some teachers have requested a change in policy to allow for PTO carryover. This was discussed at the Finance Committee meeting. Current policy is to pay out up to 5 unused PTO days for teachers and EA's. This payout is included in the current year's budget. Carryover would impact next year's budget and reduce dollars available for raises. There was discussion.
- Teachers have been hired for MS Social Studies, Grade 5, and Music. 2020-21 employment agreements for current staff will be sent after the Board approves next year's budget.
- The Crisis Plan is being revised to address pandemics and DL protocols.
- Mary Kelly, SpEd Director, is retiring at the end of the year. She is working on getting contracts in place for next year for all SpEd consultants, including a contracted director.

Ms Folks shared that she asked Judith Darling, WLA's previous Finance Manager, to join the WLA Board. Ms Darling, but agreed to continue on the Finance and Facilities Committees.

6.3 Financial Director Report

Ms Skordahl stated that overall finances look in line with budget. The current ADM is slightly below budget, which is offset by some expense items coming in under budget. WLA is in the process of applying for a Line of Credit. She shared that BerganKDV had completed the IRS Form 990 (informational tax return) and it was reviewed by the Finance Committee. Ms Folks will send the completed Form 990 to Board members to review.

6.4 Finance Committee Report

Ms Skordahl reported the Finance Committee met and discussed the impact of Covid-19 and DL on the financial statements. They discussed the busing contract for next year, noting that Monarch is unable to provide a 9th bus. They discussed the pros and cons of purchasing the building versus leasing, the YMCA contract, and changing the PTO policy to allow carryover as mentioned in the Director's report.

6.4.1 Accept March Financials and April Minutes

Ms Skordahl moved "to accept the March 2020 Financial Statements and the April 2020 Finance Committee minutes." Ms Kelly seconded. Ms Folks shared that a budget for 2020-21 will be presented for approval at the next board meeting. She shared that it is difficult to determine what assumptions to use in drafting the budget, given the current unknown impact of the Covid-19 pandemic. Ms Mortensen shared that this is the 3rd year in the process of adjusting teacher salaries to be competitive with surrounding schools. She shared that equitable staff salaries and new math curriculum are priorities. A roll call vote was taken on the motion: Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Mr Livingston moved “to appoint Judith Darling to WLA’s Finance and Facilities Committees.” Seconded by Ms Kelly. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

6.5 Governance Report

Ms Erickson reported that the Governance Committee meet to review the Transportation and the Access to Public Data policies, which are presented for 2nd reading. They will review policies 102 Equal Educational Opportunity and 103 Complaints next month.

6.5.1 Accept April Governance Committee Minutes and Second Reading of Policies 100 and 709

Ms Erickson moved “to accept the April 2020 Governance Committee minutes and second reading of Policy 100 Access to Public Data and 709 Student Transportation Safety Policy.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

6.6 Facilities Committee Report

Ms Folks reported that Facilities Committee met and discussed an update of the status of the construction project. 3rd floor is ahead of schedule and 2nd floor will likely start soon. Mr Livingston reported that the committee discussed potential bonding and sending a letter of intent to the landlord.

6.6.1 Accept April Facilities Committee Minutes

Ms Skordahl moved “to accept the April 2020 Facilities Committee minutes.” Ms Kelly seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7. Board Training, Discussion and Business

7.1 Purchase our current building

Mr Livingston reported that our landlord will likely not obtain tax exempt status for the building. Globe has asked for a letter of intent to purchase the building, if we are interested in doing so. Globe is in bankruptcy court and the letter would give them time to work with WLA and not be forced to sell to another party. Issuing this letter would be the first step in the process of potentially purchasing the building. Ms Folks shared that WLA would need to research options of financing a purchase. Globe has been good to work with and if we do not purchase the building, there is a possibility that the building be sold to new owners during the term of our current lease.

Ms Mortensen stated WLA currently pays about \$250,000 a year in taxes and that any action would be at least six months out. WLA would need to establish a building company and the purchase would require MDE review.

Ms Folks stated that the Board does not need to vote on anything at this time, but she was looking whether the Board had a consensus to move forward with looking at purchasing the building. Board members expressed interest in pursuing the option of purchasing the building. This topic will continue to be discussed at future meetings.

7.2 2019-2020 School Calendar Changes

Ms Mortensen referred to her discussion on calendar changes during the Director’s report and asked for Board feedback. Overall, board members felt that families would appreciate the shortened school year and teachers could utilize the extra days for assessments and planning time.

Ms Folks reminded the Board that Tuesday, March 17, 2020. the day before the mandatory school closure, was scheduled as a school day, but was changed to a Professional Development day.

Ms Erickson moved “to the revise 2019-2020 school calendar to change March 17 from a student contact day to a Professional Development day and to end the school year end on May 29, 2020 which would then make June 1-4 Professional Development days.” Ms Skordahl seconded. A roll call vote

was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, Mr Livingston and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

7.3 Executive Directors Performance Evaluation

Ms Folks shared that Ms Mortensen, Ms Erickson and herself discussed the process for the current year Executive Director performance evaluation. They plan to send out a survey to staff, to the board and select parents and other individuals Ms Mortensen interacts with to gather input for the review. The survey results will be summarized and used along with an evaluation based on her job description, which is required by VOA. Ms Mortensen shared that at the last meeting, the board had discussed using a different model for the review, but with everything going on, now is not a good time to change the model, so the process will be the same as last year.

Ms Folks asked Ms Mortensen if she would like the review in open or closed session at the next meeting and Ms Mortensen requested a closed session.

7.4 Upcoming Board Elections

Ms Mortensen shared that the board election requires a 30-day notice and must be held while school is in session. There are 2 options for the upcoming board election:

- Hold this Spring as is in the bylaws. The down side is that onboarding a new board member at this time using technology may be challenging.
- Defer the election until school resumes in the Fall, which would require a change in the bylaws to extend terms and change the timing of the election. It would also require a second change to revert back to a Spring election. If a parent new to the school is elected, this could also present challenges.

Mr Livingston left the meeting at 6:18 PM.

Ms Folks moved “to hold WLA Board elections the last week of school, May 26-29.” Ms Kelly seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

Ms Skordahl has investigated Election Runner, an online software which allows parents to vote remotely. Ms George, and Ms Skordahl will work with office staff to coordinate the online election.

8. Board Communication & Future Items

8.1 Board Communication/Future Agenda Items – Reflection

Items suggested for the May board meeting include approving the 2020-21 budget, closed session for the Director review, contracts to approve

9. Housekeeping

Next regularly scheduled WLA Board of Directors Meeting

Ms Folks stated the next regular meeting is scheduled for Wednesday, May 27, 2020 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN. Virtual participation will be available through Zoom.

10. Adjournment

Ms Skordahl moved “to adjourn.” Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms George, Ms Kelly, and Ms Skordahl voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 7:32 PM.

Minutes drafted by Nancy Baumann, Board Clerk (non-Board member); submitted by Jessica Erickson, Board Secretary.

WOODBURY LEADERSHIP ACADEMY
DIRECTOR REPORT, MAY 27, 2020

Dr. Kathleen Mortensen

I. Organizational Leadership

*Exercise strong leadership skills in promoting the mission and vision of the school
Work collaboratively with the School Board and staff to develop an ongoing strategic planning process to achieve the mission of Woodbury Leadership Academy. (WLA)*

- WLA enrollment update: As of 5/24/2020, we have 472 students enrolled.
- The Governance Committee met on May 13th.
- The Finance Committee met on May 14th, and 21st.
- The Facilities Committee met on May 12th.
- The monthly VOA School Leaders meeting was held on May 14th. (Weekly school leader meetings, and weekly meetings with our authorizer are also being held.)
- The construction project is ahead of schedule, and close to being on budget. 3rd floor is expected to be complete by the first week in June, with 1st and 2nd floors being completed by early to mid-July. Contractors are currently painting classrooms, installing flooring, and installing ceilings on 3rd floor. All demolition has been completed on 1st and 2nd floors, and work is being done in the main foyer vestibule, the music area, kindergarten area, and PLC rooms on 1st floor. In addition to regular weekly meetings with the Project Managers, and physically walk through the building 1-2 times per week, I have also been having meetings (on and off site) with our technology group to ensure that classrooms will be set up for the various equipment we have yet to install.

II. Instructional Leadership

Monitor the development, implementation and evaluation of curricular programs and ensure that all initiatives are student focused and aligned with the school's mission and vision. Provide leadership in the articulation among all instructional levels as well as special services within the school

- There are several plans for returning to school this Fall. At this point, the determining factors for how we will return to school, will be directed by the Governor, which depends on the status of COVID-19 in Minnesota, and bus company plans for transporting students. We sent out a parent survey and have completed survey analysis. (results attached) The survey demonstrates that about 1/3 of our stakeholders will be comfortable having their students return on-site, about 1/3 of our stakeholders will prefer to keep their children on-line regardless of the Governor re-opening on-site schools, and 1/3 of our stakeholders prefer a hybrid situation where their children would attend on-site for some days, and work on-line on other days. Also attached are definitions for various technology learning platforms.
- The Curriculum Committee met on April 23rd and May 14th and finalized their decision to move forward (pending Board approval) to purchase the "Ready Math" program. Representatives from all K-8 were unanimous in making this decision. The leading considerations for choosing Ready Math, was the ease in which it transfers back and forth to on-line and on-site settings, the manipulatives that are provided per grade level, and

the six professional development days that the vendor commits to in order to launch the program with fidelity. Because WLA specified in the founding documents that we would be using Saxon math, and because references to Saxon math are referenced in our authorizer agreement, the board will need to approved this change. Our authorizer has been informed of this pending change, and stated that it is fine to move forward.

- A course on “Cultural Competency” will be offered on-line, and facilitated by Ashley Barthel. Ashley needed the course for her teacher re-licensure, and WLA has paid for the course (\$250) with the agreement that she would then train other staff. About half of the staff has signed up to receive this training from Ashley during the month of June.
- WLA staff members will be working on a variety of tasks during the week of June 1-5 including:
 - Final grades
 - Data analysis comparing math and ready progress on the Distance Learning program as compared to previous year-end data where students were on-site all year
 - Plans for diagnostics and remediation for the Fall
 - Inventory and Ordering
 - Planning for Back to School night
 - Special events planning and how that might look for the 2020-2021 school year
 - Timecards, PARs reports, fobs, computers
 - Materials Recovery
 - Class lists
 - Contracts!

III. Financial Management

Exercise proactive leadership in organizing the school's resources to best meet the needs of all students.

- WLA participated with a group of others in sending a letter to the Governor’s office, letting him know that charter schools are in a different position than schools that run their own transportation departments, and asking that we receive some financial relief accordingly. The MN Attorney responded to the group stating that he agreed with the premises outlined in the correspondence, but that it wasn’t considered price gouging, so that their office would not be taking action. However, he did encourage all schools to re-negotiate their busing contracts. At WLA Nancy worked with Monarch to lower our final payment due to fuel cost savings, and the monthly charge for camera surveillance. (Just over \$5,000 in savings!)

IV. Human Resource Management

Provide staff supervision and conduct/oversee annual performance appraisals, which includes three formal observations, one per trimester, for each instructional staff member, including special education and educational assistants.

- An analysis of area contracts has been completed and WLA contracts have been prepared for board approval. There have been two finance meetings, and numerous work behind the scenes with the budget, to ensure that the proposed contracts are feasible. I am ready

to present contracts to individual staff members, pending the Board approval and the adoption of the 2020-2021 budget.

- We have offered contracts to new employees in the areas of Middle School Social Studies, (1 grade 6 position, one grades 7-8 position) Middle School Science/Math, 5th grade classroom teacher, Media Specialist, and a Special Education teacher.
 - Mallory Kaster Special Education 2 years teaching experience
 - Brianna Shirley Media Specialist New college graduate
 - Kalleigh May Social Studies Gr 6 2 years teaching experience
 - Jacob Schreiner Social Studies Gr 7-8 6 years teaching experience
 - Cecelia Laueremann Music Teacher 4 years teaching experience
 - John Owens Math/Science Gr 7-8 7 years teaching experience
 - Katie Morales Grade 5 8 years teaching experience
- We have posted for a new art teacher, as Sara Sampson, who has been commuting daily from Winona, and who has now accepted a position closer to home. Although excited about less windshield time, she clearly loves WLA, and the time she has been with us.

Oversee conflict resolution and all other personnel matters

- There are no issues at this time.

V. Provision for a Safe and Effective Learning Environment

Monitor reporting systems involving health and safety of students

- The Crisis Committee met on May 19th, continuing to review pandemic protocols, and the crisis manual.
- We held a meeting on May 11th with the security company, representatives of Globe, and our construction Project Manager, in order to make some changes to our door access and camera systems, while we are in the midst of this construction process.
- On May 18th, I sent out a staff memo to remind/update WLA employees regarding COVID-19 safeguards, conditions for quarantine, and reporting procedures. (attached)
- On May 20th, I prepared a memo which will be shared with all WLA staff on May 28th, regarding what school might look like come Fall in regard to safety protocols and general operations. (attached)

VI. Communications Management

Oversee communication system between school and parents through various means, including the WLA Family Newsletter, at minimum once a month, and oversee development and implementation of student/parent activities

- The year-end Band Concert will be held May 28th, with students performing a variety of pieces on-line. Although they will not perform in front of an audience, it is a wonderful opportunity to celebrate the hard work and accomplishments of these student musicians.
- The Kindergarten Graduation ceremony will be held Thursday, May 28th. We are looking forward to waving to our graduates and cars full of their proud families and friends! Our Kindergarten teachers have planned all details and as you can imagine, are looking forward to seeing their kiddos!

- The All-School “Reverse” Parade will be held Friday, May 29th. All staff members are super excited to reconnect with students and families. It’s been a tough spring for all of us and this will be an opportunity to engage!
- The APEX fun run has been re-scheduled for the spring of 2021
- Wolf Ridge has been re-scheduled for the spring of 2021
- During the current health emergency, WLA has implemented several communication protocols and plans for staff members and stakeholders which continue to include the following, some of which have been pared back from the April Director’s report:
 - Dr. Mortensen attends conference calls with the Commissioner of Education twice per week
 - Dr. Mortensen facilitates a conference call with seventeen other school leaders through the School Leadership Team, (SLT) once per week
 - Dr. Mortensen maintains close contact with the WLA authorizer, VOA
 - There are frequent updates between the Board Chair, Mandi Folks, and Dr. Mortensen
 - Administrative and/or office staff meetings are held four days per week.
 - Deans are required to meet frequently with their grade level and specialist teams
 - Various memos and announcements to staff members are sent out multiple times per week
 - Various memos and updates to families are sent out frequently to various stakeholder sub-groups.
 - Special education team meetings are being held weekly in order to complete evaluations for the current school year, plan for the coming school year, and keep team members moving forward in an orderly manner. Special education para professionals have been attending these meetings in addition to the regular team members. Special education contractors are being paid through the remainder of the school year, based on hours worked previously this school year. (as directed by MDE) Contractors are delivering their services through distance learning. All contractors and special education teachers are reporting that they are reaching all students and documenting their efforts. IEP meetings and evaluations are being held regularly. Some evaluations are at a standstill due to the Commissioner of Education requiring that any evaluations requiring classroom observations, must be postponed until school resumes on-site. Staffing and contractor plans and contracts are being solidified for the coming school year.



Meeting: Finance Committee Meeting Minutes

Date: Thursday, May 14, 2020

Time: 4:30 p.m.

Location: Virtual Meeting

AGENDA

Meeting Call to Order and Roll Call

Meeting Call to Order @ 4:30

Roll Call - Judith Darling, Steve Wruks, Mandi Folks, Kathy Mortensen, Jolene Skordahl

WLA Mission & Vision – Kathy Mortensen

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

Review April Financial Statements, within normal ranges.

Discussion of line of credit with Propel, will submit forms.

Discussion of Payroll Protection Plan, will ask BOD view on applying for.

Review Busing contract still in discussion.

Family Leave Act Laws, lengthy discussion.

ADM reviewed projections

Review 990, complete

Purchasing Building discussion ensued

YMCA recommend to approve contract for SY 2020/2021

Cleaning company, tabled awaiting a third bid.

Teacher contract model, tabled for next meeting 5/21.

Increase in expenses with benefits, Nancy Bauman explained details of packages. Finance Committee will recommend Preferred One asschool health insurance company.

2020-2021 budget, babled for next meeting 5/21.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: May 21,

Time: 1:00 pm

Location: Virtual / Woodbury Leadership Academy-Conference Room

8089 Globe Drive, Woodbury, MN 55125

Adjournment @ 5:49



Meeting: Finance Committee Meeting Minutes

Date: Thursday, May 21, 2020

Time: 1:00 p.m.

Location: Virtual Meeting

AGENDA

Meeting Call to Order and Roll Call

Meeting Call to Order -1:06 pm

Roll Call - Mandi Folks, Judith Darling, Steve Wruck, Kathy Mortensen

WLA Mission & Vision – Jolene Skordahl

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

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

Development, Discussion, and Recommendations

2020-2021 Teacher contract model, Dr. Mortensen reviewed current models, discussion ensued.

Recommend to approve new teachers agreement within limits recommended by Steve Wruck, BKDV to BOD.

2020-2021 Budget, Recommend approval by BOD.

2020-2021 Bonding Model, agreed to budget model to develop projections.

Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: June 11, 2020

Time: 4:30

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

Adjournment @ 2:04 pm



Woodbury Leadership Academy
Woodbury, MN
District 4228

Financial Statements

April 2020

bergankDV | **DO MORE.**

Prepared by:
Steve Wruck
Finance Manager

**Woodbury Leadership Academy
Woodbury, Minnesota
April 2020 Financial Statements**

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**Woodbury Leadership Academy
Woodbury, Minnesota
April 2020 Financial Statements**

Executive Summary

Balance Sheet

The beginning balances shown on the Balance Sheet are based on the preliminary ending information as of June 30, 2019 while the ending balances reflect the YTD balances.

Cash and Investments represent the amount of cash available to use for the operations of our school.

Accounts Receivable are amounts owed to the school by an outside vendor or parent.

PY State Aid Receivable represents the amount that the State owes the School for the prior year. This is directly related to the holdback. The majority of this was repaid by the state to the school during August, September, and October of 2019.

CY State Aid Receivable/ (Deferred Revenue) represents the estimated amount that the State owes the School for the current fiscal year.

Federal Aids Receivable represents the amount of federal funds that are owed to the School at this point in time.

Prepays represent items that have been paid for as of June 30th, but the expense will not be realized until after July 1.

Salaries and Wages Payable as well as Payroll Deductions and Contributions relate to salaries and benefits owed as of June 30th but will not be paid until after July. This primarily consists of the "summer paychecks" and related benefits for the teachers. Payroll Deductions and Contributions may have a debit balance at month end due to the timing of payments to the vendors.

Accounts Payable represent amounts due to vendors for invoices received but not yet paid as of the end of the period.

Our line of credit with Propel expired in February. At the current time Propel is working on applications and SBA loans for stimulus loans. They will work on LOC applications and prefer we wait to apply until we need one. We will need to monitor legislative issues and possible changes in revenue holdbacks that can impact our cash flow. We will know more after the session is over on May 18th or if a special session is held. The finance committee will need to review and discuss the need to renew the line of credit and make a recommendation to the board.

Summary of Key Indicators

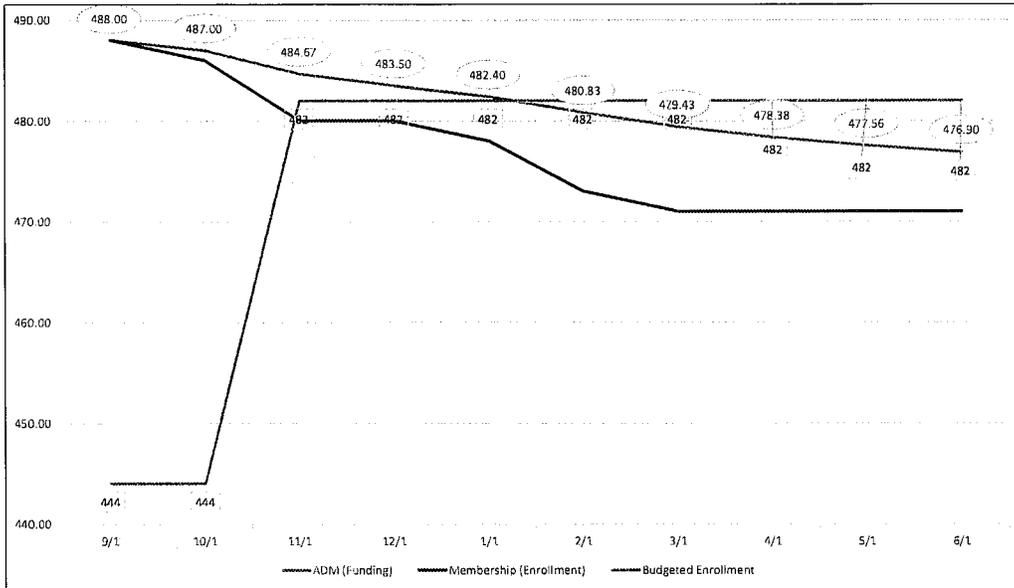
- Our cash balance as of April 30 was \$436K.
- Our current projected ADM is 478 which is four less than our budgeted ADM of 482.
- The recent April 30 enrollments are steady after the COVID impact. We update the ADM report and General Education revenue numbers on this finance report. The current model we have 489 WADM. The enrollment numbers are the same for April 30, so we should be at or near 485 WADM by year end which would have around a \$26,000 impact.
- We have started to work on the 2020-2021 budget.
- Other Items on the Radar:
 - Applying for renewal of the Line of Credit
 - Reviewing contracts to understand the impact of payments/impact on the budget with going to the new model of instruction.

Supplemental Information of April 2020

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during April 2020.

Please feel free to contact Steve Wruck at steve.wruck@bergankdv.com at 320-249-0753 should you have questions related to the financial statements.

**Woodbury Leadership Academy
Woodbury, Minnesota
Attendance / Enrollment Report
2019-2020**



Average Daily Membership (ADM)											
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30	
K	33	83	32	82	32	82	31	81	81	81	
1	67	67	66	66	66	65	65	65	64	64	
2	58	68	67	67	67	67	67	67	66	66	
3	65	65	65	65	65	65	65	65	65	65	
4	68	68	68	67	67	67	67	67	67	67	
5	66	66	66	66	66	65	65	65	64	64	
6	34	34	34	34	34	34	34	34	34	34	
7	21	21	21	21	21	21	20	20	20	20	
8	16	16	16	16	16	16	16	16	16	16	
Grand Total	488	487	485	484	482	481	479	478	478	477	

Membership (Enrollment) as of:											
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30	
K	33	32	31	31	31	31	30	79	79	79	
1	67	66	65	65	65	63	63	63	63	63	
2	68	68	66	67	66	65	66	66	66	66	
3	65	65	65	66	66	65	64	64	64	64	
4	68	68	67	66	66	66	66	66	66	66	
5	66	66	66	66	64	63	63	63	63	63	
6	34	34	34	33	34	34	33	34	34	34	
7	21	21	21	20	20	20	20	20	20	20	
8	16	16	15	16	16	16	16	16	16	16	
Grand Total	488	486	480	480	478	473	471	471	471	471	

Budgeted Enrollments as of:											
Grade	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/30	6/30	
K	60	60	75	76	76	76	76	76	76	76	
1	66	66	68	68	68	68	68	68	68	68	
2	66	66	68	68	68	68	68	68	68	68	
3	66	66	65	65	65	65	65	65	65	65	
4	66	66	66	66	66	66	66	66	66	66	
5	54	54	66	66	66	66	66	66	66	66	
6	35	35	40	40	40	40	40	40	40	40	
7	19	19	19	19	19	19	19	19	19	19	
8	13	13	14	14	14	14	14	14	14	14	
Grand Total	444	444	482								

Note: Enrollment figures are based upon information provided by the school.

Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.

**Woodbury Leadership Academy
Woodbury, Minnesota
Balance Sheet
April 30, 2020**

	Balance July 1, 2019	Balance April 2020
Assets		
Current assets		
Cash and investments	\$ 624,546	\$ 436,139
Accounts receivable	9,171	-
Due from Other Funds	-	-
PY state aid receivable	344,665	7,997
CY state aid receivable/(deferred rev)		438,736
Federal aids receivable	18,473	
Prepaid expenses and deposits	67,171	52,954
Total assets	\$ 1,064,025	\$ 935,826
Liabilities and Fund Balance		
Current liabilities		
Salaries and wages payable	\$ 99,592	\$ 77,552
Line of credit payable/loan payable	-	-
Accounts payable	82,427	163
Payroll deductions and contributions	74,506	44,906
Deferred revenue	-	-
Total current liabilities	256,524	122,621
Fund balance		
Fund balance 7-1-2019	807,501	807,501
Change in fund balance		5,704
Total fund balance	807,501	813,205
Total liabilities and fund balance	\$ 1,064,025	\$ 935,826

Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
April 30, 2020

		488.60	484.76		83%
	FY 2019	FY 2020 Amended Budget 482 ADM	FY 2020 Working Budget 477 ADM	April 2020 YTD Activity	Percent of Working Budget
General Fund - 01	Actual				
Revenues					
State revenues					
211 General education aid	\$ 2,724,265	\$ 3,434,175	\$ 3,407,760	\$ 2,745,279	80.6%
Literacy aid	23,584	23,594	41,412	-	-
348-300 Charter school lease aid	510,656	612,324	612,324	275,386	45.0%
Long-term facilities maintenance revenue	51,678	64,495	63,988	-	-
740-360 Special education aid	320,320	477,950	479,853	375,341	78.2%
PY over (under) accrual	9,513	20	20	-	-
201 Endowment aid	10,823	17,521	17,521	17,640	100.7%
342-300 Safe schools supplemental aid	-	9,020	9,020	9,020	100.0%
372-071 Medical assistance/third party billing	-	2,000	2,000	897	44.9%
CY estimated state aid receivable (deferred revenue)	-	-	-	438,736	-
Total state revenues	<u>3,650,839</u>	<u>4,641,099</u>	<u>4,633,898</u>	<u>3,862,299</u>	<u>83.3%</u>
Federal revenues					
Federal special education aid (FIN 419, 420, 425)	58,991	52,023	53,095	14,925	28.1%
Title I, II, V (FIN 401, 414, 433)	7,614	30,321	33,021	5,778	17.5%
Total federal revenues	<u>66,605</u>	<u>82,344</u>	<u>86,116</u>	<u>20,703</u>	<u>24.0%</u>
Local revenues					
092 Interest earnings	3,218	6,300	6,300	4,567	72.5%
96 Donations and grants	1,913	500	2,000	2,044	102.2%
200-096 Give to the Max (course 200)	6,291	5,000	6,372	6,372	100.0%
050 Fees from students (field trip, milk, pizza friday, other)	35,920	40,600	28,000	28,609	102.2%
096 Miscellaneous revenues	1,394	500	6,500	4,936	75.9%
619, 621 Sale of merchandise/fundraising - net	1,957	-	-	(2,710)	-
Total local revenues	<u>50,693</u>	<u>52,900</u>	<u>49,172</u>	<u>43,818</u>	<u>89.1%</u>
Total revenues	<u>\$ 3,768,137</u>	<u>\$ 4,776,343</u>	<u>\$ 4,769,186</u>	<u>\$ 3,926,819</u>	<u>82.3%</u>

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
April 30, 2020

	488.60	484.76	83%		
	FY 2020 Amended Budget 482 ADM	FY 2020 Working Budget 477 ADM	Percent of Working Budget		
Expenditures	3,768,137	4,776,343	4,769,186		
	FY 2019 Actual	April 2020 YTD Activity	3,926,819		
100's Salaries	\$ 1,232,897	1,632,715	\$ 1,595,134	1,255,649	78.7%
200's Benefits	308,056	427,837	424,301	364,515	85.9%
305 Contracted services	237,548	249,665	278,330	229,218	82.4%
315 Technology services	13,630	17,500	22,500	17,007	75.6%
320 Communications services	6,633	7,900	7,900	5,334	67.5%
329 Postage	2,439	2,900	2,900	173	6.0%
330 Utilities	59,231	91,733	92,613	80,823	87.3%
340 Property and liability insurance	12,035	13,000	15,070	15,120	100.3%
350 Repairs and maintenance	34,465	76,887	76,887	53,051	69.0%
360 Student transportation	315,595	348,004	348,004	308,912	88.8%
360 Transportation for field trips	5,970	8,887	9,450	11,331	119.9%
366 Travel, conferences, and staff training	18,094	30,000	30,000	22,148	73.8%
369 Field trips / registration fees	9,638	17,000	15,000	15,400	102.7%
370 Building lease	567,395	680,360	687,903	625,684	91.0%
370 Other operating rentals and leases	8,741	35,218	35,218	31,336	89.0%
401 Supplies - non instructional (455/465 NI tech supplies)	35,897	46,300	46,300	39,201	84.7%
401 Maintenance supplies	14,205	15,000	15,000	15,532	103.5%
405 Non-instructional software and licensing	9,084	13,000	13,000	13,280	102.2%
406 Instructional software	3,184	8,700	11,700	9,195	78.6%
430 Instructional supplies (456/466 inst. tech supplies)	46,908	56,400	53,400	57,454	107.6%
460 Textbooks and workbooks	25,561	34,900	38,500	39,459	102.5%
461 Standardized tests	3,621	8,100	8,100	5,013	61.9%
470 Media/library resources	-	2,000	-	-	-
490 Food purchased	6,986	9,000	2,000	2,223	111.1%
520 Building improvement	23,263	149,020	140,000	131,386	93.8%
530 Furniture and other equipment	35,883	20,000	20,065	20,065	100.0%
555 Technology equipment	1,354	6,000	6,000	-	-
556 Instructional technology equipment	-	7,000	7,000	-	-
580/581 Principal and Interest capital lease	9,273	13,659	13,659	10,205	74.7%
820 Dues and memberships, fees	31,171	28,500	28,500	27,523	96.6%
State special ed expenditures	344,430	513,925	515,971	443,319	85.9%
342 School Safety	-	-	9,020	5,248	-
372 Medical assistance/third party billing	-	2,000	2,000	-	-
Federal special education aid, FIN 419, 420, 425	58,991	52,023	53,095	39,635	74.6%

**Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
April 30, 2020**

	488.60	484.76	83%		
	FY 2019 Actual	FY 2020 Amended Budget 482 ADM	FY 2020 Working Budget 477 ADM	April 2020 YTD Activity	Percent of Working Budget
Title I, II, and V Directors discretionary fund	7,614	30,321	33,021	25,064	75.9%
	-	15,000	2,500	-	-
Total expenditures	\$ 3,489,794	\$ 4,670,453	\$ 4,660,040	\$ 3,919,502	84.1%
Changes in fund balance, General Fund	\$ 278,343	\$ 105,891	\$ 109,146	\$ 7,317	
Beginning fund balance, General Fund, July 1	\$ 436,065	\$ 714,408	714,408	\$ 714,408	
Projected fund balance, General Fund, June 30	714,408	820,299	\$ 823,555	721,726	
	20.5%	17.6%	17.7%		

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
April 30, 2020

	488.60	484.76	83%		
	FY 2019 Actual	FY 2020 Amended Budget 482 ADM	FY 2020 Working Budget 477 ADM	April 2020 YTD Activity	Percent of Working Budget
Community Services Fund - 04					
Revenues					
050 Registration revenue	\$ 360	\$ -	\$ -	\$ -	-
Total revenues	\$ 360	\$ -	\$ -	\$ -	-
Expenditures					
Purchased services	\$ -	-	\$ -	\$ -	-
Supplies and materials, snacks	-	-	-	288	-
Equipment	30,428	40,000	40,000	1,325	3.3%
Dues and memberships	-	-	-	-	-
Total expenditures	\$ 30,428	\$ 40,000	\$ 40,000	\$ 1,613	4.0%
Changes in fund balance, Community Services Fund:	\$ (30,068)	\$ (40,000)	\$ (40,000)	\$ (1,613)	-
Beginning fund balance, Community Services Fund, July 1	\$ 123,170	\$ 93,102	\$ 93,102	\$ 93,102	-
Projected fund balance, Community Services Fund, June 30	93,102	53,102	\$ 53,102	91,489	-
Total All Funds					
Revenues					
State revenues	\$ 3,650,839	\$ 4,641,099	\$ 4,633,898	\$ 3,862,299	83.3%
Federal revenues	66,605	82,344	86,116	20,703	24.0%
Local revenues	51,053	52,900	49,172	43,818	89.1%
Transfer in	-	-	-	-	-
Total revenues	\$ 3,768,497	\$ 4,776,343	\$ 4,769,186	\$ 3,926,819	82.3%
	<small>3,768,497</small>	<small>4,776,343</small>	<small>4,769,186</small>	<small>3,926,819</small>	
Expenditures					
Salaries and wages	\$ 1,232,897	\$ 1,632,715	\$ 1,595,134	\$ 1,255,649	78.7%
Employee benefits	308,056	427,837	424,301	364,515	85.9%
Purchased services	1,291,414	1,579,054	1,621,775	1,415,536	87.3%
Supplies and materials	145,447	193,400	188,000	181,645	96.6%
Equipment	100,202	235,679	226,724	162,981	71.9%

**Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
April 30, 2020**

	488.60	484.76	83%		
	FY 2019 Actual	FY 2020 Amended Budget 482 ADM	FY 2020 Working Budget 477 ADM	April 2020 YTD Activity	Percent of Working Budget
Other (fundraising, special ed, dues, etc.)	442,207	641,769	644,107	540,789	84.0%
Total expenditures	\$ 3,520,222	\$ 4,710,453	\$ 4,700,040	\$ 3,921,115	83.4%
	<small>3,520,222</small>	<small>4,710,453</small>	<small>4,700,040</small>	<small>3,921,115</small>	
Change in fund balance	\$ 248,276	\$ 65,891	\$ 69,146	\$ 5,704	
	<small>248,276</small>	<small>65,891</small>	<small>69,146</small>	<small>5,704</small>	
Beginning fund balance, all funds, July 1	\$ 559,234	\$ 807,510	807,510	\$ 807,510	
Projected fund balance, all funds, June 30	807,510	873,400	\$ 876,656	813,214	
	<small>807,510</small>	<small>873,400</small>	<small>876,656</small>	<small>813,214</small>	

Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.

**Woodbury Leadership Academy
Cash Flow Projection Summary
2019-2020**

Period Ending	Cash Inflows (Revenues)				Total Receipts	Cash Outflows (Expenditures)			Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts*	Prior Year State & Federal Holdback		Salaries	Other Expenses	Total Expenses	
								<i>Beginning Balance</i>	\$ 624,546
Jul 31	\$ 266,506	\$ -	\$ 4,840	\$ -	\$ 271,346	\$ 82,562	\$ 291,918	\$ 374,480	\$ 521,412
Aug 31	355,464	-	584	89,709	445,756	81,388	162,110	243,498	723,670
Sept 30	319,555	-	587	156,962	477,104	124,550	412,830	537,380	663,395
Oct 31	318,615	5,778	13,680	93,528	431,602	119,720	277,143	396,863	698,134
Nov 30	353,287	-	19,443	-	372,730	116,742	320,177	436,918	633,945
Dec 31	318,838	14,925	5,602	-	339,364	112,026	235,794	347,820	625,489
Jan 31	470,064	-	1,469	162	471,695	114,962	279,167	394,129	703,055
Feb 28	327,275	-	3,986	10,673	341,934	120,750	302,076	422,826	622,163
Mar 31	349,167	-	3,941	-	353,108	113,148	432,788	545,936	429,336
Apr 30	348,001	-	302	-	348,303	117,066	224,433	341,500	436,139
May 31	376,066	30,821	-	1,562	408,449	111,189	223,363	334,552	510,036
June 30	374,152	30,820	-	10,542	415,514	111,189	223,363	334,552	590,998
Total per Above	4,176,989	82,344	54,433	363,138	4,676,905			4,710,453	
Per Budget/Projection	4,176,989	82,344	52,900	363,138	4,675,371			4,710,453	
Difference	(0)	0	(1,533)	(0)	(1,533)			(0)	
Totals	4,176,989	82,344	54,433	363,138	4,676,905	1,325,292	3,385,161	4,710,453	590,998

Primary Assumptions: 10% State Aid Holdback

This cash flow projection is to be used only to show that if we follow our 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.

Management has elected to omit substantially all disclosures, government-wide financial statements, and required supplementary information. No CPA provides any assurance on these financial statements.



Woodbury Leadership Academy
Woodbury, MN
District 4228

Supplemental Information

April 2020

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Prepared by:
Steve Wruck
Finance Manager

WOODBURY LEADERSHIP ACADEMY
Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
4228	OLDN		6096		BP	1 1241		Sheila Merzer	No	Yes	No	USD	04/01/2020	500.00
4228	OLDN		6097		BP	1 1336		Hennepin Healthcare	No	Yes	No	USD	04/01/2020	825.00
4228	OLDN		6098		BP	1 1402		Kathleen Nilles	No	Yes	No	USD	04/01/2020	715.00
4228	OLDN		6099		BP	1 1481		Comcast	No	Yes	No	USD	04/01/2020	394.67
4228	OLDN		6100		BP	1 1541		Business Essentials	No	Yes	No	USD	04/01/2020	720.51
4228	OLDN		6108		BP	1 1557		Riverview Law Office PLLC	Yes	Yes	Yes	USD	04/02/2020	190.83
4228	OLDN		6108		BP	1 1557		Riverview Law Office PLLC	Yes	Yes	Yes	USD	04/06/2020	(190.83)
4228	OLDN		6109		BP	1 1095		NCS Pearson, Inc.	No	Yes	No	USD	04/09/2020	170.00
4228	OLDN		6110		BP	1 1140		Computer Integration Technologies	No	Yes	No	USD	04/09/2020	1,166.00
4228	OLDN		6111		BP	1 1150		JR Computer Associates	No	Yes	No	USD	04/09/2020	1,200.00
4228	OLDN		6112		BP	1 1261		State of Minnesota	No	Yes	No	USD	04/09/2020	25.00
4228	OLDN		6113		BP	1 1334		Mary Kelly	No	Yes	No	USD	04/09/2020	4,250.00
4228	OLDN		6114		BP	1 1461		Gamino's Cleaning Company LLC	No	Yes	No	USD	04/09/2020	6,691.00
4228	OLDN		6115		BP	1 1462		Monarch Bus Service Inc	No	Yes	No	USD	04/09/2020	33,670.72
4228	OLDN		6116		BP	1 1515		Minnesota Coaches Inc	No	Yes	No	USD	04/09/2020	3,840.00
4228	OLDN		6117		BP	1 1525		Raptor Technologies	No	Yes	No	USD	04/09/2020	50.00
4228	OLDN		6118		BP	1 1560		Language Banc	No	Yes	No	USD	04/09/2020	15.60
4228	OLDN		6119		BP	1 1572		Jill Van Koolwijk	No	Yes	No	USD	04/09/2020	22.50
4228	OLDN		6120		BP	1 1013		Region V Computer Services	No	Yes	No	USD	04/20/2020	1,400.75
4228	OLDN		6121		BP	1 1233		Reno Mothes	No	Yes	No	USD	04/20/2020	600.00
4228	OLDN		6122		BP	1 1241		Sheila Merzer	No	Yes	No	USD	04/20/2020	125.00
4228	OLDN		6123		BP	1 1336		Hennepin Healthcare	No	Yes	No	USD	04/20/2020	772.00
4228	OLDN		6124		BP	1 1457		MSB Holdings - Woodbury LLC	No	Yes	No	USD	04/20/2020	69,929.34
4228	OLDN		6125		BP	1 1492		Plainview Milk Products Cooperative	No	Yes	No	USD	04/20/2020	132.00
4228	OLDN		6126		BP	1 1508		First Bankcard	No	Yes	No	USD	04/20/2020	4,280.01
4228	OLDN		6127		BP	1 1518		Martin Law Firm	No	Yes	No	USD	04/20/2020	265.00
4228	OLDN		6128		BP	1 1539		Toshiba Business Solutions	No	Yes	No	USD	04/20/2020	1,964.56
4228	OLDN		6129		BP	1 1554		AmeriPride	No	Yes	No	USD	04/20/2020	82.95
4228	OLDN		6130		BP	1 1555		DHH Consulting LLC	No	Yes	No	USD	04/20/2020	1,253.38
4228	OLDN		6131		Wire	1 1003		Internal Revenue Service	No	Yes	No	USD	04/20/2020	184.85
4228	OLDN		6132		Wire	1 1391		Alerus	No	Yes	No	USD	04/20/2020	30.00
4228	OLDN		6133		Wire	1 1558		Bill.com	No	Yes	No	USD	04/20/2020	128.43
4228	OLDN		6134		Wire	1 1001		Public Employee Retirement Association	No	Yes	No	USD	04/20/2020	2,809.09
4228	OLDN		6135		Wire	1 1002		Teachers Retirement Association	No	Yes	No	USD	04/20/2020	9,815.63
4228	OLDN		6136		Wire	1 1003		Internal Revenue Service	No	Yes	No	USD	04/20/2020	17,985.04
4228	OLDN		6137		Wire	1 1004		MN Department of Revenue Service	No	Yes	No	USD	04/20/2020	2,886.36
4228	OLDN		6138		Wire	1 1128		AssociatedBank	No	Yes	No	USD	04/20/2020	600.00
4228	OLDN		6139		Wire	1 1417		VOYA	No	Yes	No	USD	04/20/2020	1,658.69
4228	OLDN		6140		BP	1 1573		Messerli & Kramer PA	No	Yes	No	USD	04/20/2020	150.78

WOODBURY LEADERSHIP ACADEMY
Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
4228	OLDN		6141		Wire	1 1064		HealthPartners - Group	No	Yes	No	USD	04/27/2020	15,910.70
4228	OLDN		6142		Wire	1 1097		Principal Life Insurance Company	No	Yes	No	USD	04/27/2020	1,602.64
4228	OLDN		6143		Wire	1 1441		Old National	No	Yes	No	USD	04/30/2020	152.60
4228	OLDN		6144		Wire	1 1001		Public Employee Retirement Association	No	No	No	USD	04/30/2020	2,570.26
4228	OLDN		6145		Wire	1 1002		Teachers Retirement Association	No	No	No	USD	04/30/2020	9,849.85
4228	OLDN		6146		Wire	1 1003		Internal Revenue Service	No	No	No	USD	04/30/2020	17,599.67
4228	OLDN		6147		Wire	1 1004		MN Department of Revenue Service	No	No	No	USD	04/30/2020	2,815.84
4228	OLDN		6148		Wire	1 1128		AssociatedBank	No	No	No	USD	04/30/2020	783.44
4228	OLDN		6149		Wire	1 1417		VOYA	No	No	No	USD	04/30/2020	1,647.75
4228	OLDN		6151		BP	1 1557		Riverview Law Office PLLC	Yes	Yes	Yes	USD	04/30/2020	0.00
4228	OLDN		6152		BP	1 1557		Riverview Law Office PLLC	No	Yes	No	USD	04/06/2020	190.83

Bank Total: \$224,433.44

Report Total: \$224,433.44

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
1603	4228	OLDN	CR0420													
FY20 IDEAS				1605	Credit	A 04/15/20		Check	1	1001	MN DEPT OF EDUCATION					
							4228	R 01 005 000 000 000	211	FY20 General Education Aid				3,596.52		0.00
							4228	R 01 005 000 000 740	360	FY20 Special Education				92,264.72		0.00
							4228	R 01 005 000 000 348	300	FY20 Charter School Lease				80,740.00		0.00
														Receipt Total:	\$176,601.24	\$0.00
														Deposit Total:	\$176,601.24	\$0.00
1604	4228	OLDN	CR0420													
FY20 MightyCause				1606	Credit	A 04/20/20		Check	1	M	Miscellaneous Customer					
							4228	R 01 005 000 000 000	096	FY20 MightyCause				20.00		0.00
														Receipt Total:	\$20.00	\$0.00
														Deposit Total:	\$20.00	\$0.00
1605	4228	OLDN	CR0420													
FY20 IDEAS				1607	Credit	A 04/30/20		Check	1	1001	MN DEPT OF EDUCATION					
							4228	B 01 121 000		FY19 Special Education				2,063.25		0.00
							4228	R 01 005 000 000 000	211	FY20 General Education				169,535.40		0.00
														Receipt Total:	\$171,598.65	\$0.00
FY20 IDEAS Adjustment				1608	Debit	A 04/30/20		Check	1	1001	MN DEPT OF EDUCATION					
							4228	B 01 121 000		FY19 Land Endowment				(198.75)		0.00
														Receipt Total:	(\$198.75)	\$0.00
														Deposit Total:	\$171,399.90	\$0.00
1606	4228	OLDN	CR0420													
FY20 Old National interest				1609	Credit	A 04/30/20		Check	1	1006	Old National					
							4228	R 01 005 000 000 000	092	FY20 Old National interest				91.02		0.00
														Receipt Total:	\$91.02	\$0.00
														Deposit Total:	\$91.02	\$0.00
1607	4228	OLDN	CR0420													
FY20 Riverview Void				1610	Credit	A 04/06/20		Check	1	M	Miscellaneous Customer					
							4228	B 01 215 004		Garnishment				190.83		0.00
														Receipt Total:	\$190.83	\$0.00
														Deposit Total:	\$190.83	\$0.00
														Report Total:	\$348,302.99	\$0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3721	202010	04/01/2020	P	AP	PAYME	04.01.20 Bill.Com	04.01.20 Bill.Com	B	01	101	003				Cash & Cash Equiv	0.00	3,155.18
							04.01.20 Bill.Com	B	01	206	000				Other Accts Payable	3,155.18	0.00
																\$3,155.18	\$3,155.18
3729	202010	04/02/2020	P	AP	PAYME	04.02.20 Bill.Com	04.02.20 Bill.Com	B	01	101	003				Cash & Cash Equiv	0.00	190.83
							04.02.20 Bill.Com	B	01	206	000				Other Accts Payable	190.83	0.00
																\$190.83	\$190.83
3731	202010	04/08/2020	P	JE		Moving A.Youngblood to Title	A.Youngblood Salary 7/1-12/31	E	01	010	203	000	000	140	Lic Classroom Tchr	0.00	14,470.92
							A.Youngblood FICA	E	01	010	203	000	000	210	Fica/Medicare	0.00	1,107.03
							A.Youngblood PERA	E	01	010	203	000	000	214	Pera	0.00	1,085.31
							A. Youngblood LIFE	E	01	010	203	000	000	230	Life Insurance	0.00	35.84
							A.Youngblood LTD/STD	E	01	010	203	000	000	240	Long Term Disability Insurar	0.00	104.90
							A.Youngblood	E	01	010	216	000	433	161	ParaProf/Personal Care Ass	10,000.00	0.00
							A. Youngblood	E	01	010	216	011	401	161	ParaProf/Personal Care Ass	1,109.34	0.00
							A.Youngblood	E	01	010	216	011	433	161	ParaProf/Personal Care Ass	3,361.58	0.00
							A.Youngblood FICA	E	01	010	216	011	433	210	Fica/Medicare	1,107.03	0.00
							A.Youngblood PERA	E	01	010	216	011	433	214	Pera	1,085.31	0.00
							A. Youngblood LIFE	E	01	010	216	011	433	230	Life Insurance	35.84	0.00
							A.Youngblood LTD/STD	E	01	010	216	011	433	240	Long Term Disability Insurar	104.90	0.00
																\$16,804.00	\$16,804.00
3732	202010	04/09/2020	P	AP	VOUCH	04.09.20 Bill.Com		B	01	131	000				Prepaid Expenditures	777.32	0.00
								B	01	206	000				Other Accts Payable	0.00	51,100.82
								E	01	005	108	000	000	405	Non-Instr Cmptr Sftwr/Lic	388.68	0.00
								E	01	005	110	000	000	305	Consult/Fees For Svc	75.00	0.00
								E	01	005	605	000	000	315	Technology Services	1,200.00	0.00
								E	01	005	760	000	720	360	Tran-Contract Priv/Pub Carr	33,670.72	0.00
								E	01	005	760	000	723	360	Tran-Contract Priv/Pub Carr	3,840.00	0.00
								E	01	005	810	000	000	305	Consult/Fees For Svc	6,691.00	0.00
								E	01	010	203	000	000	305	Consult/Fees For Svc	22.50	0.00
								E	01	010	420	000	419	303	Fed Sub Award SubCont <\$	4,250.00	0.00
								E	01	010	420	000	419	433	Sup/Mat Indiv Instr	170.00	0.00
								E	01	010	420	000	740	305	Consult/Fees For Svc	15.60	0.00
																\$51,100.82	\$51,100.82
3733	202010	04/09/2020	P	AP	PAYME	04.09.20 Bill.Com	04.09.20 Bill.Com	B	01	101	003				Cash & Cash Equiv	0.00	51,100.82
							04.09.20 Bill.Com	B	01	206	000				Other Accts Payable	51,100.82	0.00
																\$51,100.82	\$51,100.82
3734	202010	04/13/2020	P	JE		Moving PD into Title I	07.30.19 Books We Say	E	01	010	216	011	433	366	Trav/Conv/Conference	199.04	0.00
							07.30.19 Power of the Brain	E	01	010	216	011	433	366	Trav/Conv/Conference	134.64	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3734	202010	04/13/2020	P	JE		Moving PD into Title I	08.20.19 Books - Middle School	E	01	010	216	011	433	366	Trav/Conv/Conference	198.00	0.00
							08.20.19 books - Responsive C	E	01	010	216	011	433	366	Trav/Conv/Conference	412.50	0.00
							08.20.19 books - Responsive	E	01	010	216	011	433	366	Trav/Conv/Conference	108.00	0.00
							08.22.19 Books - K grader need	E	01	010	216	011	433	366	Trav/Conv/Conference	17.99	0.00
							08.22.19 Books - 3rd grader ne	E	01	010	216	011	433	366	Trav/Conv/Conference	16.93	0.00
							08.22.19 Books - 1st,2nd,5th	E	01	010	216	011	433	366	Trav/Conv/Conference	72.17	0.00
							10.17.19 Books - Velvet	E	01	010	216	011	433	366	Trav/Conv/Conference	43.93	0.00
							11.01.19 A Sharp	E	01	010	216	011	433	366	Trav/Conv/Conference	19.20	0.00
							02..20.20 Responsive Classroo	E	01	010	216	011	433	366	Trav/Conv/Conference	729.00	0.00
							Moving to Title	E	01	010	640	000	316	366	Trav/Conv/Conference	0.00	1,951.40
																\$1,951.40	\$1,951.40
3735	202010	04/15/2020	P	AR	RECEI	04.15.20 IDEAS		B	01	101	003				Cash & Cash Equiv	176,601.24	0.00
								R	01	005	000	000	000	211	General Education Aid	0.00	3,596.52
								R	01	005	000	000	348	300	State Aids & Grants	0.00	80,740.00
								R	01	005	000	000	740	360	State Aid for Spec Educator	0.00	92,264.72
																\$176,601.24	\$176,601.24
3736	202010	04/14/2020	P	JE		Moving PD to Title II	Responsive Classroom	E	01	010	204	000	414	366	Trav/Conv/Conference	249.00	0.00
							Amazon:Books - Staff and Cultu	E	01	010	204	000	414	401	Sup/Mat Non-Instr.	179.52	0.00
							Amazon: Book On Purpose	E	01	010	204	000	414	401	Sup/Mat Non-Instr.	7.12	0.00
							Amazon: Book On Purpose	E	01	010	204	000	414	401	Sup/Mat Non-Instr.	7.86	0.00
							Amazon: Book On Purpose	E	01	010	204	000	414	401	Sup/Mat Non-Instr.	5.98	0.00
							Amazon: Book On Purpose	E	01	010	204	000	414	401	Sup/Mat Non-Instr.	7.14	0.00
							Amazon: Book On Purpose	E	01	010	204	000	414	401	Sup/Mat Non-Instr.	5.11	0.00
							Amazon: Book On Purpose	E	01	010	204	000	414	401	Sup/Mat Non-Instr.	10.98	0.00
							Moving to Title II	E	01	010	640	000	316	366	Trav/Conv/Conference	0.00	472.71
																\$472.71	\$472.71
3737	202010	04/16/2020	P	AP	VOUCH			B	01	206	000				Other Accts Payable	190.83	0.00
								B	01	215	004				Garnishment	0.00	190.83
																\$190.83	\$190.83
3738	202010	04/16/2020	P	AP	PAYME			B	01	101	003				Cash & Cash Equiv	190.83	0.00
								B	01	206	000				Other Accts Payable	0.00	190.83
																\$190.83	\$190.83
3739	202010	04/15/2020	P	SHR	S20201	S2020190 - 4/15/2020		B	01	101	000				Cash & Cash Equiv	0.00	4,882.42
								B	01	101	003				Cash & Cash Equiv	0.00	105,969.89
								B	01	101	003				Cash & Cash Equiv	51,791.41	0.00
								B	01	215	004				Garnishment	0.00	150.78
								B	01	215	007				Payroll Deductions - Life	0.00	1,755.28

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3739	202010	04/15/2020	P	SHR	S20201	S2020190 - 4/15/2020		B	01	215	008				Payroll Deductions Health	0.00	13,217.95
								B	01	215	009				Payroll Deductions Dental	0.00	912.59
								B	01	215	010				Payroll Deductions FICA	0.00	12,512.68
								B	01	215	011				Payroll Deductions Fed Tax	0.00	5,472.36
								B	01	215	013				Payroll Deductions MN Tax	0.00	2,886.36
								B	01	215	017				Payroll Deductions PERA	0.00	2,809.09
								B	01	215	018				Payroll Deductions TRA	0.00	9,815.63
								B	01	215	021				TSA	0.00	1,658.69
								B	01	215	022				Payroll Deductions - HSA	0.00	600.00
								E	01	005	020	000	000	110	Sal-Adm/Supervision	4,830.00	0.00
								E	01	005	020	000	000	210	Fica/Medicare	365.63	0.00
								E	01	005	020	000	000	218	Tra	382.54	0.00
								E	01	005	020	000	000	220	Health Insurance	1,903.56	0.00
								E	01	005	020	000	000	230	Life Insurance	24.40	0.00
								E	01	005	020	000	000	235	Dental Insurance	64.14	0.00
								E	01	005	020	000	000	240	Long Term Disability Insurar	58.00	0.00
								E	01	005	105	000	000	170	N-Instr Support	3,173.97	0.00
								E	01	005	105	000	000	210	Fica/Medicare	235.83	0.00
								E	01	005	105	000	000	214	Pera	238.05	0.00
								E	01	005	105	000	000	220	Health Insurance	680.75	0.00
								E	01	005	105	000	000	230	Life Insurance	11.63	0.00
								E	01	005	105	000	000	235	Dental Insurance	48.93	0.00
								E	01	005	105	000	000	240	Long Term Disability Insurar	32.89	0.00
								E	01	005	110	000	000	110	Sal-Adm/Supervision	2,354.63	0.00
								E	01	005	110	000	000	210	Fica/Medicare	171.72	0.00
								E	01	005	110	000	000	214	Pera	176.60	0.00
								E	01	005	110	000	000	220	Health Insurance	693.06	0.00
								E	01	005	110	000	000	230	Life Insurance	6.10	0.00
								E	01	005	110	000	000	235	Dental Insurance	25.67	0.00
								E	01	005	110	000	000	240	Long Term Disability Insurar	31.47	0.00
								E	01	005	605	000	000	110	Sal-Adm/Supervision	5,039.68	0.00
								E	01	005	605	000	000	210	Fica/Medicare	379.44	0.00
								E	01	005	605	000	000	218	Tra	399.15	0.00
								E	01	005	605	000	000	220	Health Insurance	587.13	0.00
								E	01	005	605	000	000	230	Life Insurance	12.20	0.00
								E	01	005	605	000	000	235	Dental Insurance	51.34	0.00
								E	01	005	605	000	000	240	Long Term Disability Insurar	62.93	0.00
								E	01	005	620	000	000	144	N-Lic Instr Sup Pers	1,582.45	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3739	202010	04/15/2020	P	SHR	S20201	S2020190 - 4/15/2020		E	01	005	620	000	000	210	Fica/Medicare	117.97	0.00
								E	01	005	620	000	000	214	Pera	118.68	0.00
								E	01	005	620	000	000	220	Health Insurance	296.72	0.00
								E	01	005	620	000	000	230	Life Insurance	6.10	0.00
								E	01	005	620	000	000	235	Dental Insurance	25.67	0.00
								E	01	005	620	000	000	240	Long Term Disability Insurar	27.50	0.00
								E	01	010	201	000	000	140	Lic Classroom Tchr	5,611.34	0.00
								E	01	010	201	000	000	210	Fica/Medicare	415.29	0.00
								E	01	010	201	000	000	218	Tra	444.42	0.00
								E	01	010	201	000	000	220	Health Insurance	610.77	0.00
								E	01	010	201	000	000	230	Life Insurance	18.30	0.00
								E	01	010	201	000	000	235	Dental Insurance	51.34	0.00
								E	01	010	201	000	000	240	Long Term Disability Insurar	88.23	0.00
								E	01	010	203	000	000	140	Lic Classroom Tchr	30,112.68	0.00
								E	01	010	203	000	000	141	N-Lic Classroom Pers	1,353.10	0.00
								E	01	010	203	000	000	210	Fica/Medicare	2,352.10	0.00
								E	01	010	203	000	000	214	Pera	101.49	0.00
								E	01	010	203	000	000	218	Tra	2,384.89	0.00
								E	01	010	203	000	000	220	Health Insurance	3,828.78	0.00
								E	01	010	203	000	000	230	Life Insurance	109.56	0.00
								E	01	010	203	000	000	235	Dental Insurance	286.29	0.00
								E	01	010	203	000	000	240	Long Term Disability Insurar	488.69	0.00
								E	01	010	212	000	000	140	Lic Classroom Tchr	1,607.88	0.00
								E	01	010	212	000	000	210	Fica/Medicare	123.00	0.00
								E	01	010	212	000	000	218	Tra	127.34	0.00
								E	01	010	212	000	000	230	Life Insurance	6.10	0.00
								E	01	010	212	000	000	240	Long Term Disability Insurar	26.26	0.00
								E	01	010	219	000	317	140	Lic Classroom Tchr	83.34	0.00
								E	01	010	219	000	317	141	N-Lic Classroom Pers	357.00	0.00
								E	01	010	219	000	317	210	Fica/Medicare	33.45	0.00
								E	01	010	219	000	317	214	Pera	26.78	0.00
								E	01	010	219	000	317	218	Tra	6.60	0.00
								E	01	010	219	000	317	220	Health Insurance	14.16	0.00
								E	01	010	219	000	317	230	Life Insurance	2.53	0.00
								E	01	010	219	000	317	235	Dental Insurance	1.23	0.00
								E	01	010	219	000	317	240	Long Term Disability Insurar	8.87	0.00
								E	01	010	220	000	000	140	Lic Classroom Tchr - Englisl	1,607.88	0.00
								E	01	010	220	000	000	210	Fica/Medicare	119.95	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3739	202010	04/15/2020	P	SHR	S20201	S2020190 - 4/15/2020		E	01	010	220	000	000	218	Tra	127.34	0.00
								E	01	010	220	000	000	220	Health Insurance	292.85	0.00
								E	01	010	220	000	000	230	Life Insurance	6.10	0.00
								E	01	010	220	000	000	235	Dental Insurance	25.67	0.00
								E	01	010	220	000	000	240	Long Term Disability Insurar	26.26	0.00
								E	01	010	240	000	000	140	Lic Classroom Tchr	2,006.25	0.00
								E	01	010	240	000	000	210	Fica/Medicare	148.61	0.00
								E	01	010	240	000	000	218	Tra	158.90	0.00
								E	01	010	240	000	000	220	Health Insurance	483.95	0.00
								E	01	010	240	000	000	230	Life Insurance	6.10	0.00
								E	01	010	240	000	000	235	Dental Insurance	25.67	0.00
								E	01	010	240	000	000	240	Long Term Disability Insurar	30.22	0.00
								E	01	010	256	000	000	140	Lic Classroom Tchr	1,699.17	0.00
								E	01	010	256	000	000	210	Fica/Medicare	129.98	0.00
								E	01	010	256	000	000	218	Tra	134.57	0.00
								E	01	010	256	000	000	230	Life Insurance	6.10	0.00
								E	01	010	256	000	000	240	Long Term Disability Insurar	27.79	0.00
								E	01	010	258	000	000	140	Lic Classroom Tchr	1,101.81	0.00
								E	01	010	258	000	000	144	N-Lic Instr Sup Pers	1,425.00	0.00
								E	01	010	258	000	000	210	Fica/Medicare	190.27	0.00
								E	01	010	258	000	000	214	Pera	106.88	0.00
								E	01	010	258	000	000	218	Tra	87.26	0.00
								E	01	010	258	000	000	220	Health Insurance	291.57	0.00
								E	01	010	258	000	000	230	Life Insurance	11.58	0.00
								E	01	010	258	000	000	235	Dental Insurance	23.06	0.00
								E	01	010	258	000	000	240	Long Term Disability Insurar	46.89	0.00
								E	01	010	260	000	000	140	Lic Classroom Tchr	3,229.96	0.00
								E	01	010	260	000	000	210	Fica/Medicare	240.04	0.00
								E	01	010	260	000	000	218	Tra	255.81	0.00
								E	01	010	260	000	000	220	Health Insurance	712.12	0.00
								E	01	010	260	000	000	230	Life Insurance	12.20	0.00
								E	01	010	260	000	000	235	Dental Insurance	25.67	0.00
								E	01	010	260	000	000	240	Long Term Disability Insurar	56.74	0.00
								E	01	010	270	000	000	140	Lic Classroom Tchr - Social	1,724.83	0.00
								E	01	010	270	000	000	210	Fica/Medicare	129.35	0.00
								E	01	010	270	000	000	218	Tra	136.61	0.00
								E	01	010	270	000	000	220	Health Insurance	247.02	0.00
								E	01	010	270	000	000	230	Life Insurance	6.10	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3739	202010	04/15/2020	P	SHR	S20201	S2020190 - 4/15/2020		E	01	010	270	000	000	235	Dental Insurance	25.67	0.00
								E	01	010	270	000	000	240	Long Term Disability Insurar	28.20	0.00
								E	01	010	400	000	000	140	Lic Classroom Tchr	1,440.95	0.00
								E	01	010	400	000	000	210	Fica/Medicare	107.17	0.00
								E	01	010	400	000	000	218	Tra	114.12	0.00
								E	01	010	400	000	000	220	Health Insurance	294.56	0.00
								E	01	010	400	000	000	230	Life Insurance	6.10	0.00
								E	01	010	400	000	000	235	Dental Insurance	25.67	0.00
								E	01	010	400	000	000	240	Long Term Disability Insurar	26.26	0.00
								E	01	010	407	000	740	140	Lic Classroom Tchr	3,823.12	0.00
								E	01	010	407	000	740	210	Fica/Medicare	289.63	0.00
								E	01	010	407	000	740	214	Pera	36.17	0.00
								E	01	010	407	000	740	218	Tra	264.58	0.00
								E	01	010	407	000	740	220	Health Insurance	270.97	0.00
								E	01	010	407	000	740	230	Life Insurance	14.03	0.00
								E	01	010	407	000	740	235	Dental Insurance	25.67	0.00
								E	01	010	407	000	740	240	Long Term Disability Insurar	60.00	0.00
								E	01	010	408	000	740	140	Lic Classroom Tchr	482.36	0.00
								E	01	010	408	000	740	210	Fica/Medicare	36.90	0.00
								E	01	010	408	000	740	214	Pera	36.18	0.00
								E	01	010	408	000	740	230	Life Insurance	1.83	0.00
								E	01	010	408	000	740	240	Long Term Disability Insurar	5.38	0.00
								E	01	010	411	000	740	140	Lic Classroom Tchr	643.16	0.00
								E	01	010	411	000	740	210	Fica/Medicare	49.20	0.00
								E	01	010	411	000	740	214	Pera	48.24	0.00
								E	01	010	411	000	740	230	Life Insurance	2.44	0.00
								E	01	010	411	000	740	240	Long Term Disability Insurar	7.17	0.00
								E	01	010	420	000	740	161	ParaProf/Personal Care Ass	7,756.13	0.00
								E	01	010	420	000	740	170	N-Instr Support	218.75	0.00
								E	01	010	420	000	740	210	Fica/Medicare	586.03	0.00
								E	01	010	420	000	740	214	Pera	581.71	0.00
								E	01	010	420	000	740	218	Tra	17.33	0.00
								E	01	010	420	000	740	220	Health Insurance	752.79	0.00
								E	01	010	420	000	740	230	Life Insurance	38.75	0.00
								E	01	010	420	000	740	235	Dental Insurance	51.19	0.00
								E	01	010	420	000	740	240	Long Term Disability Insurar	125.39	0.00
								E	01	010	422	000	425	161	ParaProf/Personal Care Ass	454.75	0.00
								E	01	010	422	000	425	210	Fica/Medicare	34.78	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3739	202010	04/15/2020	P	SHR	S20201	S2020190 - 4/15/2020		E	01	010	422	000	425	214	Pera	34.10	0.00
								E	01	010	422	000	425	230	Life Insurance	2.85	0.00
								E	01	010	422	000	425	240	Long Term Disability Insurar	9.56	0.00
																\$162,643.72	\$162,643.72
3740	202010	04/20/2020	P	AP	VOUCH	04.20.20 Bill.Com		B	01	206	000				Other Accts Payable	0.00	116,710.58
								B	01	215	004				Garnishment	150.78	0.00
								B	01	215	010				Payroll Deductions FICA	12,512.68	0.00
								B	01	215	011				Payroll Deductions Fed Tax	5,472.36	0.00
								B	01	215	013				Payroll Deductions MN Tax	2,886.36	0.00
								B	01	215	017				Payroll Deductions PERA	2,809.09	0.00
								B	01	215	018				Payroll Deductions TRA	9,815.63	0.00
								B	01	215	021				TSA	1,658.69	0.00
								B	01	215	022				Payroll Deductions - HSA	600.00	0.00
								E	01	005	108	000	000	405	Non-Instr Cmptr Sftwr/Lic	1,400.75	0.00
								E	01	005	111	000	000	305	Consult/Fees For Svc	265.00	0.00
								E	01	005	810	000	000	330	Utility Services	6,815.38	0.00
								E	01	005	810	000	000	350	Repair & Maint Svc	4,945.14	0.00
								E	01	005	850	000	000	370	Op. Rentals & Leases	2,659.66	0.00
								E	01	005	850	000	348	370	Op. Rentals & Leases	55,592.11	0.00
								E	01	010	203	000	000	401	Sup/Mat Non-Instr.	807.91	0.00
								E	01	010	203	000	000	430	Sup/Mat N-Indiv Inst	4,280.01	0.00
								E	01	010	405	000	740	394	To Non-Ed Agency	1,253.38	0.00
								E	01	010	408	000	740	394	To Non-Ed Agency	125.00	0.00
								E	01	010	420	000	740	394	To Non-Ed Agency	1,144.00	0.00
								E	01	010	605	000	000	580	Principal Cap. Lease	1,288.65	0.00
								E	01	010	720	000	000	305	Consult/Fees For Svc	228.00	0.00
																\$116,710.58	\$116,710.58
3741	202010	04/20/2020	P	AP	PAYME	04.20.20 Bill.Com	04.20.20 Bill.Com	B	01	101	003				Cash & Cash Equiv	0.00	80,804.99
							04.20.20 Bill.Com	B	01	206	000				Other Accts Payable	80,804.99	0.00
																\$80,804.99	\$80,804.99
3742	202010	04/20/2020	P	AR	RECEI	Mightycasue		B	01	101	003				Cash & Cash Equiv	20.00	0.00
								R	01	005	000	000	000	096	Gifts And Bequests	0.00	20.00
																\$20.00	\$20.00
3743	202010	04/20/2020	P	AP	VOUCH	April Wires		B	01	206	000				Other Accts Payable	0.00	343.28
								E	01	005	110	000	000	305	Consult/Fees For Svc	158.43	0.00
								E	01	010	203	000	000	210	Fica/Medicare	184.85	0.00
																\$343.28	\$343.28

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3744	202010	04/20/2020	P	AP	PAYME	April Wires	April Wires	B	01	101	003				Cash & Cash Equiv	0.00	343.28
							April Wires	B	01	206	000				Other Accts Payable	343.28	0.00
																<u>\$343.28</u>	<u>\$343.28</u>
3745	202010	04/15/2020	P	AP	PAYME	04.15.20 Pr Payables	04.15.20 Pr Payables	B	01	101	003				Cash & Cash Equiv	0.00	35,905.59
							04.15.20 Pr Payables	B	01	206	000				Other Accts Payable	35,905.59	0.00
																<u>\$35,905.59</u>	<u>\$35,905.59</u>
3747	202010	04/27/2020	P	AP	VOUCH	april Wires		B	01	206	000				Other Accts Payable	0.00	17,513.34
								B	01	215	007				Payroll Deductions - Life	1,602.64	0.00
								B	01	215	008				Payroll Deductions Health	14,836.35	0.00
								B	01	215	009				Payroll Deductions Dental	1,074.35	0.00
																<u>\$17,513.34</u>	<u>\$17,513.34</u>
3748	202010	04/27/2020	P	AP	PAYME	april Wires	april Wires	B	01	101	003				Cash & Cash Equiv	0.00	17,513.34
							april Wires	B	01	206	000				Other Accts Payable	17,513.34	0.00
																<u>\$17,513.34</u>	<u>\$17,513.34</u>
3749	202010	04/30/2020	P	AR	RECEII	04.30.20 IDEAS		B	01	101	003				Cash & Cash Equiv	171,399.90	0.00
								B	01	121	000				Due Fm Mn Children	0.00	1,864.50
								R	01	005	000	000	000	211	General Education Aid	0.00	169,535.40
																<u>\$171,399.90</u>	<u>\$171,399.90</u>
3750	202010	04/30/2020	P	AP	VOUCH			B	01	101	003				Cash & Cash Equiv	0.00	0.00
								B	01	206	000				Other Accts Payable	0.00	0.00
								E	01	010	420	000	740	305	Consult/Fees For Svc	0.00	15.60
								E	01	010	420	000	740	394	To Non-Ed Agency	15.60	0.00
																<u>\$15.60</u>	<u>\$15.60</u>
3752	202010	04/30/2020	P	AR	RECEII	FY20 Old National interest		B	01	101	003				Cash & Cash Equiv	91.02	0.00
								R	01	005	000	000	000	092	Interest Earnings	0.00	91.02
																<u>\$91.02</u>	<u>\$91.02</u>
3753	202010	04/30/2020	P	AP	VOUCH	April Wires		B	01	206	000				Other Accts Payable	0.00	152.60
								E	01	005	110	000	000	305	Consult/Fees For Svc	152.60	0.00
																<u>\$152.60</u>	<u>\$152.60</u>
3754	202010	04/30/2020	P	AP	PAYME	April Wires	April Wires	B	01	101	003				Cash & Cash Equiv	0.00	152.60
							April Wires	B	01	206	000				Other Accts Payable	152.60	0.00
																<u>\$152.60</u>	<u>\$152.60</u>
3755	202010	04/30/2020	P	SHR	S20202	S2020200 - 4/30/2020		B	01	101	003				Cash & Cash Equiv	0.00	94,801.09
								B	01	101	003				Cash & Cash Equiv	36,795.77	0.00
								B	01	215	004				Garnishment	27.42	0.00
								B	01	215	007				Payroll Deductions - Life	0.00	169.48

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3755	202010	04/30/2020	P	SHR	S20202	S2020200 - 4/30/2020		B	01	215	008				Payroll Deductions Health	0.00	1,257.19
								B	01	215	009				Payroll Deductions Dental	0.00	129.71
								B	01	215	010				Payroll Deductions FICA	0.00	12,257.88
								B	01	215	011				Payroll Deductions Fed Tax	0.00	5,341.99
								B	01	215	013				Payroll Deductions MN Tax	0.00	2,815.84
								B	01	215	017				Payroll Deductions PERA	0.00	2,570.26
								B	01	215	018				Payroll Deductions TRA	0.00	9,849.85
								B	01	215	021				TSA	0.00	1,647.75
								B	01	215	022				Payroll Deductions - HSA	0.00	783.44
								E	01	005	020	000	000	110	Sal-Adm/Supervision	4,830.00	0.00
								E	01	005	020	000	000	210	Fica/Medicare	365.63	0.00
								E	01	005	020	000	000	218	Tra	382.54	0.00
								E	01	005	105	000	000	170	N-Instr Support	2,589.00	0.00
								E	01	005	105	000	000	210	Fica/Medicare	191.76	0.00
								E	01	005	105	000	000	214	Pera	194.18	0.00
								E	01	005	110	000	000	110	Sal-Adm/Supervision	2,354.63	0.00
								E	01	005	110	000	000	210	Fica/Medicare	171.73	0.00
								E	01	005	110	000	000	214	Pera	176.60	0.00
								E	01	005	605	000	000	110	Sal-Adm/Supervision	5,039.68	0.00
								E	01	005	605	000	000	210	Fica/Medicare	379.43	0.00
								E	01	005	605	000	000	218	Tra	399.15	0.00
								E	01	005	620	000	000	144	N-Lic Instr Sup Pers	1,582.45	0.00
								E	01	005	620	000	000	210	Fica/Medicare	117.98	0.00
								E	01	005	620	000	000	214	Pera	118.68	0.00
								E	01	010	201	000	000	140	Lic Classroom Tchr	5,611.34	0.00
								E	01	010	201	000	000	210	Fica/Medicare	415.29	0.00
								E	01	010	201	000	000	218	Tra	444.42	0.00
								E	01	010	203	000	000	140	Lic Classroom Tchr	30,009.19	0.00
								E	01	010	203	000	000	141	N-Lic Classroom Pers	221.00	0.00
								E	01	010	203	000	000	210	Fica/Medicare	2,261.26	0.00
								E	01	010	203	000	000	214	Pera	16.57	0.00
								E	01	010	203	000	000	218	Tra	2,376.69	0.00
								E	01	010	212	000	000	140	Lic Classroom Tchr	1,607.88	0.00
								E	01	010	212	000	000	210	Fica/Medicare	123.00	0.00
								E	01	010	212	000	000	218	Tra	127.34	0.00
								E	01	010	219	000	317	140	Lic Classroom Tchr	83.34	0.00
								E	01	010	219	000	317	141	N-Lic Classroom Pers	178.50	0.00
								E	01	010	219	000	317	210	Fica/Medicare	19.78	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3755	202010	04/30/2020	P	SHR	S20202	S2020200 - 4/30/2020		E	01	010	219	000	317	214	Pera	13.39	0.00
								E	01	010	219	000	317	218	Tra	6.60	0.00
								E	01	010	220	000	000	140	Lic Classroom Tchr - Englsl	1,607.88	0.00
								E	01	010	220	000	000	210	Fica/Medicare	119.96	0.00
								E	01	010	220	000	000	218	Tra	127.34	0.00
								E	01	010	240	000	000	140	Lic Classroom Tchr	2,006.25	0.00
								E	01	010	240	000	000	210	Fica/Medicare	148.60	0.00
								E	01	010	240	000	000	218	Tra	158.90	0.00
								E	01	010	256	000	000	140	Lic Classroom Tchr	1,699.17	0.00
								E	01	010	256	000	000	210	Fica/Medicare	129.99	0.00
								E	01	010	256	000	000	218	Tra	134.57	0.00
								E	01	010	258	000	000	140	Lic Classroom Tchr	1,646.00	0.00
								E	01	010	258	000	000	144	N-Lic Instr Sup Pers	550.00	0.00
								E	01	010	258	000	000	210	Fica/Medicare	166.71	0.00
								E	01	010	258	000	000	214	Pera	41.25	0.00
								E	01	010	258	000	000	218	Tra	130.36	0.00
								E	01	010	260	000	000	140	Lic Classroom Tchr	3,229.96	0.00
								E	01	010	260	000	000	210	Fica/Medicare	209.43	0.00
								E	01	010	260	000	000	218	Tra	255.81	0.00
								E	01	010	270	000	000	140	Lic Classroom Tchr - Social	1,724.83	0.00
								E	01	010	270	000	000	210	Fica/Medicare	129.34	0.00
								E	01	010	270	000	000	218	Tra	136.61	0.00
								E	01	010	400	000	000	140	Lic Classroom Tchr	1,440.95	0.00
								E	01	010	400	000	000	210	Fica/Medicare	107.17	0.00
								E	01	010	400	000	000	218	Tra	114.12	0.00
								E	01	010	407	000	740	140	Lic Classroom Tchr	3,823.12	0.00
								E	01	010	407	000	740	210	Fica/Medicare	289.63	0.00
								E	01	010	407	000	740	214	Pera	36.17	0.00
								E	01	010	407	000	740	218	Tra	264.58	0.00
								E	01	010	408	000	740	140	Lic Classroom Tchr	482.36	0.00
								E	01	010	408	000	740	210	Fica/Medicare	36.90	0.00
								E	01	010	408	000	740	214	Pera	36.18	0.00
								E	01	010	411	000	740	140	Lic Classroom Tchr	643.16	0.00
								E	01	010	411	000	740	210	Fica/Medicare	49.20	0.00
								E	01	010	411	000	740	214	Pera	48.24	0.00
								E	01	010	420	000	740	161	ParaProf/Personal Care Ass	8,693.36	0.00
								E	01	010	420	000	740	210	Fica/Medicare	651.50	0.00
								E	01	010	420	000	740	214	Pera	651.99	0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
3755	202010	04/30/2020	P	SHR	S20202	S2020200 - 4/30/2020		E	01	010	422	000	425	161	ParaProf/Personal Care Ass	582.25	0.00
								E	01	010	422	000	425	210	Fica/Medicare	44.55	0.00
								E	01	010	422	000	425	214	Pera	43.67	0.00
																<u>\$131,624.28</u>	<u>\$131,624.28</u>
3756	202010	04/30/2020	P	AP	VOUCH	04.30.20 PR Payables		B	01	206	000				Other Accts Payable	0.00	35,239.39
								B	01	215	004				Garnishment	0.00	27.42
								B	01	215	010				Payroll Deductions FICA	12,257.68	0.00
								B	01	215	011				Payroll Deductions Fed Tax	5,341.99	0.00
								B	01	215	013				Payroll Deductions MN Tax	2,815.84	0.00
								B	01	215	017				Payroll Deductions PERA	2,570.26	0.00
								B	01	215	018				Payroll Deductions TRA	9,849.85	0.00
								B	01	215	021				TSA	1,647.75	0.00
								B	01	215	022				Payroll Deductions - HSA	783.44	0.00
																<u>\$35,266.81</u>	<u>\$35,266.81</u>
3757	202010	04/30/2020	P	AP	PAYME	04.30.20 PR Payables	04.30.20 PR Payables	B	01	101	003				Cash & Cash Equiv	0.00	35,266.81
							04.30.20 PR Payables	B	01	206	000				Other Accts Payable	35,266.81	0.00
																<u>\$35,266.81</u>	<u>\$35,266.81</u>
3759	202010	04/30/2020	P	AP	PAYME	04.30.20 Payables	04.30.20 Payables	B	01	101	003				Cash & Cash Equiv	190.83	0.00
							04.30.20 Payables	B	01	206	000				Other Accts Payable	0.00	190.83
																<u>\$190.83</u>	<u>\$190.83</u>
3760	202010	04/30/2020	P	AP	VOUCH			B	01	206	000				Other Accts Payable	0.00	190.83
								B	01	215	004				Garnishment	190.83	0.00
																<u>\$190.83</u>	<u>\$190.83</u>
3761	202010	04/30/2020	P	AP	PAYME			B	01	101	003				Cash & Cash Equiv	0.00	190.83
								B	01	206	000				Other Accts Payable	190.83	0.00
																<u>\$190.83</u>	<u>\$190.83</u>
3762	202010	04/30/2020	P	AP	VOUCH	PR Payables Correction		B	01	206	000				Other Accts Payable	0.00	190.83
								B	01	215	004				Garnishment	190.83	0.00
																<u>\$190.83</u>	<u>\$190.83</u>
3763	202010	04/30/2020	P	AP	PAYME	PR Payables Correction	PR Payables Correction	B	01	101	003				Cash & Cash Equiv	0.00	190.83
							PR Payables Correction	B	01	206	000				Other Accts Payable	190.83	0.00
																<u>\$190.83</u>	<u>\$190.83</u>
3764	202010	04/30/2020	P	AR	RECEI	FY20 Riverview Void		B	01	101	003				Cash & Cash Equiv	190.83	0.00
								B	01	215	004				Garnishment	0.00	190.83
																<u>\$190.83</u>	<u>\$190.83</u>
3765	202010	04/30/2020	P	JE		Correct Covid Teacher Coding	Correct Covid Teacher Coding	B	01	101	000				Cash & Cash Equiv	4,882.42	0.00



Meeting: Governance Committee

Date: Wednesday, May 13, 2020

Time: 4:30 p.m.

Location: WLA School zoom.us account

Minutes:

The meeting was called to order by Jessica Erickson at 4:36 p.m.

Members Present: Jessica Erickson, Claudia George, Ro Krejci, Kathy Mortensen and Kylie Griffith

Members Absent: None

Development, Discussion, and Recommendations

102: Equal Education Opportunity

103: Complaints

Blended Learning Policy (Brainstorming ideas for next meeting)

Summer Governance Schedule

Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Tuesday, June 9, 2020

Time: 3:30 p.m.

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

Meeting adjourned at 6:03 p.m.

Adopted: _____
Revised: _____

Rev. 1999

102—103 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of Woodbury Leadership Academy.

II. GENERAL STATEMENT OF POLICY

- A. It is Woodbury Leadership Academy's (WLA) policy to provide equal educational opportunity for all students. WLA does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. WLA also makes reasonable accommodations for students with disabilities.
- B. WLA prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of WLA's policy on harassment and violence and WLA's procedures for addressing such complaints, refer to WLA's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school official ~~as provided by policy~~. In the absence of a specific designee, an inquiry or a complaint should be referred to the school administration.

Adopted: November 25, 2014

103104 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

Woodbury Leadership Academy (WLA) takes seriously all concerns or complaints by students, employees, parents, or other persons. ~~If a specific complaint procedure is provided within any other policy the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.~~

II. GENERAL STATEMENT OF POLICY

- ~~A. Students, parents, employees or other persons, may report concerns or complaints to Woodbury Leadership Academy WLA administration. While written reports are encouraged, a complaint may be made orally. Complaints can be submitted in writing or verbally. Any employee receiving a complaint shall advise the Director of the receipt of the complaint. The Director shall make an initial determination as to the seriousness of the complaint and whether the matter should WLA administration may refer the complaint to the Board of Directors (BOD). A person may file a complaint at any level of the Director or school board. However, persons are encouraged to file a complaint at the building level when appropriate. Any complaint involving the WLA Executive Director must be submitted to the BOD chairperson. The BOD chairperson may determine the nature and scope of the investigation or follow-up procedures.~~
- ~~B. Depending upon the nature and seriousness of the complaint, The Director or other administrators receiving the complaint shall WLA administration will determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the BOD, who shall determine whether an internal or external investigation should be conducted. In either case, The BOD shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.~~
- ~~C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The BOD shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party. All shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Government Data Practices Act or other law. All procedures and correspondence will follow state and federal laws.~~

TO: WLA STAFF MEMBERS
DA: MAY 18, 2020
FR: DR. MORTENSEN
RE: **COVID-19 UPDATE**

In order to ensure that all Woodbury Leadership Academy (WLA) employees understand the protocols for reporting and managing COVID-19 expectations, the Minnesota Department of Health (MDH), and the Center for Disease Control (CDC) have provided guidance. In addition to their guidance, there are specific processing details for WLA employees, as listed below. Our goal as a team is to stay safe, and look out for one another!

1. PREVENTION FOR SELF AND OTHERS

- a. wash your hands
- b. cover your cough
- c. wear a facemask
- d. maintain social distance
- e. If you are not feeling well, stay home

2. SYMPTOMS AND WHEN TO PURSUE TESTING

- a. coughing
- b. fever
- c. fatigue
- d. shortness of breath
- e. gastrointestinal issues
- f. headaches
- g. sneezing

3. WHEN TO QUARANTINE

- a. When you or someone in your household has symptoms
- b. If you have known exposure to someone that has a confirmed COVID-19 case
- c. When you or someone in your household has tested positive for COVID-19

4. WHEN TO END QUARANTINE

- a. Fourteen days after you have been confirmed to have COVID-19, or fourteen days after you have been exposed to a person with a confirmed COVID-19 case.

5. REPORTING A CONFIRMED COVID-19 CASE TO YOUR EMPLOYER

- a. Report to Amy Cahlander if you or someone in your household has a confirmed case of COVID-19
- b. Amy Cahlander manages the reporting to the state.

6. HOW WILL I KNOW IF OTHER COLLEAGUES HAVE TESTED POSITIVELY?

- a. Amy Cahlander will let staff members know if a staff member has tested positively for COVID-19. However, the person will not be identified per HIPPA, and data privacy.

7. HOW WILL I KNOW IF STUDENTS OR FAMILIES HAVE TESTED POSITIVELY?

- a. This information will not be shared with you unless the state contacts you due to contact tracing procedures.

8. HOW DO INSTANCES OF CONFIRMED COVID-19 TESTING and CASES AFFECT MY PTO BALANCE?

- a. If you have a confirmed COVID-19 case, or are taking care of a family member that has a confirmed COVID-19 case, and you are unable to work, there are special provisions in the *Families First Corona Virus Response Act*, that may qualify for additional PTO.

TO: WLA Governance Committee Members
WLA Board Members
DA: May 13, 2020
FR: Dr. Mortensen
RE: **Defining Distance, On-Line, e-Learning, and Blended Learning Platforms**

As we prepare to launch the 2020-2021 school year, it is important to understand the differences in various technology based learning platforms. The following definitions are meant to guide us as we create impactful and flexible programming for our WLA students. This information was provided to school leaders during the conference call held Wednesday, May 6th, with the Minnesota Commissioner of Education, and reiterated by the Minnesota Association of Charter Schools, (MACS) school leaders call held on May 8th. According to both of these sources:

Distance Learning – Distance Learning is currently mandated by the Governor of Minnesota. It requires that students receive an equitable educational experience across areas of disparity, including addressing the needs of various socio-economic levels, the need for special education services, and the need to address specific issues related to Indian education, rural education, suburban education, and urban center education programs. When the Governor lifts this portion of his executive order, schools will need to determine what other models they may want to utilize in addition to on-site programming. Distance Learning, as mandated by the Governor is fully funded.

E-Learning – E-Learning is largely to be used in short term, unpredictable circumstances such as for snow emergency days, and other similar types of school closures. The MDE allows for up to five E-Learning days per year, to be fully funded.

On-Line Learning – On-Line Learning is a technology based learning platform that is completely on-line. The application process for this program model takes between 18-24 months for MDE approval. With this model, students do not attend “brick and mortar” buildings for any parts of their educational experience. MDE funds on-line programs differently than other program models. (Lower ADM rates)

Blended Learning – Blended Learning is a combination of “brick and mortar”, on-site programming, combined with technology based, off-site, educational programming. It means that students need to be on-site part-time, but doesn’t define what part-time is. While the Blended Learning model does not require MDE approval, schools should have policies and/or protocols that determine the specifics for this model. For example, will your school allow students to attend on-site every other day, (due to social distancing needs) require them to attend on-site once per week, (parent preference) allow for extended lengths of time off-site but expect frequent check-ins and work completion standards (extended trips abroad) and so forth. Families can also be provided with “Family Plans” that specify that they request their child to work off-site due to health issues, such as concern with COVID-19, flu outbreaks and so forth. Students that are utilizing a blended Learning program are fully funded, as if they are on-site.

TO: All Staff and WLA Board Members
DA: May 20, 2020
FR: Dr. Mortensen
RE: **What will things potentially look like at WLA, come August?**

Greetings WLA Stakeholders,

We are all aware that it is difficult to predict what will transpire over the next few months, but let's make some assumptions about what school could look like if/as we re-open this August. Let's assume that there will be two situations, one being that the Governor continues Distance Learning in all MN schools, and the other, that schools may re-open under certain conditions, including a "Blended Learning" program model. If schools are permitted to open under a Blended Learning program model our assumptions can be narrowed down further to the following:

- We can assume that if Minnesota hits the COVID-19 peak in July, the Governor may allow schools to re-open on "blended learning" program models for the start of the school year.
- We can assume that some of our families will choose to keep their students at home until a vaccine comes out, and/or until they feel more comfortable returning to the "new normal". Based on the data gleaned from our parent surveys so far, we could have up to 30% of our families that choose to remain on WLA technology based instruction at home.
- We can assume that although our class sizes in general, range from 20-22, because some students will initially remain at home, working on-line, we can estimate that each class will be slightly less than that.
- We can assume that the MN Department of Education, (MDE) MN Department of Health, (MDH) and Center for Disease Control (CDC) will promote/expect businesses and schools to maintain social distancing and the wearing of face masks.

Based on the above assumptions, we will plan to potentially implement the following at WLA:

- **HEALTH AND SAFETY**
 - Control of building access and hours
 - When staff arrives they will enter in one of two doors, with other building access points being off limits. Staff members will then sign-in and ensure they have checked their temperature.
 - Students will have their temperature taken as they arrive at school, either outside in the car drop-off line, or as they enter the building from the buses.
 - We may consider limiting our building hours in order for the cleaning crew to work in the building unencumbered as they disinfect areas each evening.
 - We will be limiting the number of parents, vendors, and other stakeholders, from entering the building. This includes limiting the ability of parents to enter the building and escort their children to classrooms, or come in to have lunch with their children. There may be some circumstances when we allow parents into the building, such as assisting with Pizza Friday, when we resume that tradition.

- We are considering having appointments made for tours, to meet with teachers, to meet with administration, to hold IEP meetings and so forth.
 - We are looking into purchasing a software program that allows us to dismiss students at the end of the day, directly from each classroom, either to the parent pick-up line, or to the buses. This would eliminate the congregation of large numbers of students lining up or gathering in bus line groups.
- Staff Illness
 - We will follow the chain of command for informing supervisors and then entering absences into the AESOP system. We are still working on how to cover for staff illness, knowing that substitute teachers and para professionals are expected to be in short supply statewide.
 - Hygiene and Cleanliness
 - All staff members will disinfect workspace areas, and ensure that students are following community health expectations.
 - WLA will provide humidifiers for classroom areas as requested by staff members. Our building seems to run on the dry side, and evidently germs are carried further and longer, on dry air, verses when weighed down and falling to the floor and other surfaces in a more humid environment.
 - We will have Deans that office on each floor, and we will have staff members stationed outside of the 2nd and 3rd floor bathroom areas, to monitor use. Drinking fountains are being converted into water filling stations, and all new classroom sinks will have gooseneck faucets in order to fill water bottles easily. We will utilize these same staff members to assist with health office tasks on each floor, such as disseminating band-aides and ice packs, in order to minimize the traffic to the first floor nurse office space.
- **FACILITIES MANAGEMENT:**
 - All classrooms can seat 21-24 students, with 6' social distancing measures, and all students facing forward as outlined by the CDC. However, there is little room for bookshelves, teacher desks, "carpet spot" areas, and so forth. We will come up with creative ways to use space, and to plan for various activities. Being able to address space needs, combined with a significant number of our students continuing to work from home, may eliminate the need to have an alternating (hybrid) schedule.
 - Student traffic throughout the building will include some areas of "one way" traffic, and staggered schedules even across same grade level classrooms.
 - Recess will be staggered and the playset and Ga-Ga ball will be off limits.
 - Lunches will be staggered (as usual) across two lunchroom areas. (We have added a new cafeteria space on third floor. Students will be seated appropriate for social distancing.

- There will be printers, staff mailboxes, and resource materials located on each floor. Each group of staff that share those areas will need to ensure that they have a process for disinfecting surfaces.
- Field trips will likely not occur, due to anticipated busing shortages.
- Classroom supplies and resource sharing will look different, with a change in students sharing community resources and tools such as glue sticks, scissors, pens, pencils and so forth. Specialists will determine what supplies and equipment families will need to provide. (art class, music class, and P.E. supplies)
- Additionally, we will develop protocols for the use of shared technology and library books
- We will work with the Events Committee and PTO to determine what activities we will have this year

Everything is going to be fine. We have a beautiful building, solid curriculum, strong staff, and wonderful families and students.

Thank you~



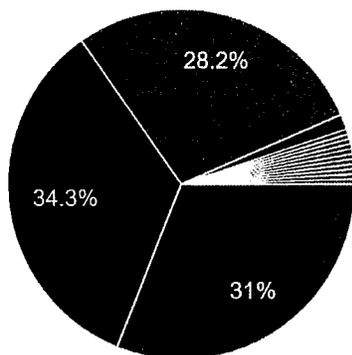
2020-21 Planning Survey Results

Results as of 12:00PM on 5/22/20

217 Responses, Representing ~300 students (64% of all school)

If school resumes on-site in the fall:

216 responses



- My student(s) will return on-site.
- I would prefer that my student(s) conti...
- I would prefer a hybrid option (part on-...
- My student(s) will not be returning to...
- I am comfortable with what the school...
- I would like our children to continue di...
- We are considering our options. If retu...
- See below

▲ 1/2 ▼

34.3% - I would prefer that my student(s) continue with distance learning until we are comfortable.

31% - My student(s) will return on-site.

28.2% - I would prefer a hybrid option (part on-site/part online) until we are comfortable.

10 chose "other" instead of one of the 3 main options.

"Actually all these are options I would consider. I am most comfortable with returning to on site learning however I have concerns about some of the new protocols being talked about."

"I am comfortable with what the school decides"

"I don't feel like we could possibly answer this yet."

"I truly don't know my preference at the moment, but whatever is decided we are STAYING with WLA. We have been, and continue to be, so impressed both in the classroom and with distance learning. Kudos to all!"

"I would like our children to continue distance learning but they need a lot more engagement with the teachers during each class. You all did a great job with the extremely short notice but the kids need to be able to interact and ask questions during each lesson to understand and fully comprehend the content."

"This is hard to determine now but I DEFINITELY want Erik to return to the building. I'm just not sure if I want full or part time. It depends on how things go."

"Undecided"

"We are considering our options. If returning we'd probably prefer online learning. But at this time are considering switching to homeschooling for next year."

"Will take decision based on COVID-19 situation"

"See below" > Will be returning if major changes do not go in place! Otherwise distant learning until normalcy is back!

Comments:

Which physical changes are being made in the classrooms and other parts of the building to ensure the health/safety of the students and staff? Are there any policies and procedures such as testing for COVID prior to the students returning to school? Will there be education provided to the families prior to the students returning to school on how to prepare the kids for the "new normal" and expectations at school? Will there be staggered school hours to minimize the amount of students for social/physical distancing? What will be the policy for disinfecting the facility and classroom supplies throughout the day? Will the teachers be expected to do additional cleaning or will there be dedicated staff for that as to not overwhelm the teachers and to allow them to focus on teaching? COVID-19 has affected all of us in some way. Some of your teachers might have their own challenges in returning to the WLA building for work. Will they be considered to do the remote learning teaching. If remote learning continues will there be more of a teacher/ student and teaching/ learning interaction? Knowing that things may change or stay the same by the fall, how are class sizes being determined at this point in time? I wish all of you good health and the strength to overcome these tough times and prosper in your personal life and within your WLA family. Thanks for all you've already done to attend to our kids and in planning ahead for their safe return.

Would be open to either on-site learning or a hybrid model

I respond thinking the situation will be better in fall.

My family will follow whatever the recommendations are for next school year and work with whatever format is best. We trust WLA to make good decisions regarding the health, safety and education of our children. Thank you for all you do!!!

Safety and health of my child and staff is my main priority. If it is not safe for staff and children, school should continue with distance learning model at least for grades that are mature enough to do the school work independently.

We don't feel comfortable sending them back until we sure there's not going to be a second wave of COVID-19.

If situation improves in coming months then I prefer a hybrid option which allows social distance possibility

I can't do online with Annalisa it is just way to hard with work and doing school

I like the detailed plan with screening, masks, and lots of routine hand washing.

The plan is very well done. Thank you.

I need further clarity on how the rotation would work to best assess. I don't think weekly rotations reduce risk. But less kids in classrooms would make me more comfortable so a rotation may be means to accomplish such.

I have read the proposed guidelines as to what the school is prepared to do. I have some concerns as of right now. One being the main symptoms of covid-19 are not just temperature. There are many other symptoms that are not presentable (loss of taste or smell) and children can be carriers and not even know it and spread to others in the family that are at higher risk. Working in healthcare I am seeing the other symptoms that would most likely not be caught on a school screening prior to entering the school. I feel that it would be a better option to remain home with distance learning until we have a better understanding of this disease. Also having children wear a mask all day is unreasonable. I have to wear a mask for 8 to 10 hours in Healthcare and it is the worst thing I've ever experienced but have to do it in order to help others. I would hate for children and staff to have to wear a restricting mask just to be on site. I also have a child with an IEP that has issues with things touching him and would never be able to wear a mask all day let alone 1 hr.

I am truly open to any learning scenario! We can be flexible to make anything work. 100% at school would be excellent but I do worry the (of course necessary!) safety protocols could be overwhelming for the kids. 50/50 learning set up might be a nice balance.

I have problems with at home learning simply because I would need day care

Vaccine projected efficacy is 40-60%, 70% max best case scenario. We would opt to do online or very small group (no greater than 4/5) until vaccine efficacy is enhanced or ensured to be at least 70%.

I don't want them to return we need Vaccine first

Thank you for all of your incredible work. We are truly blessed to have the WLA team through this difficult process

I already submitted once before, but am sending again after we talked about it with kids a bit. I just wanted to give some of my kids' responses. Tess said she just wasn't comfortable to go back and Henry said he understood everything, but said it would be easier for him to stay home because a mask on all day would really distract him. I know going back is ideal, but as a parent I just see so many challenges, especially with younger kids. For example, all the constant handwashing, not touching faces, trying to wear masks, staying apart from each other and missing so much school whenever any illness pops up! It seems too unrealistic at this point.

Based on the current situation, we are not sure which option would be best. But yes, in late summer will decide accordingly.

The biggest issue on-site will be her tolerating having to wear a mask all day. That alone might keep us needing to continue distance learning.

Thank you for all the work you are putting into this. My thoughts-- I don't see how children are suppose to wear masks for 6.5 hours. They are hot and kids will touch their face by readjusting them all the time. If you are able to go hybrid, shrinking class sizes thus eliminating the masks--that would be ideal. Also, 7th graders vs. Kindergarten is something to think about. Having different guidelines for the older kids.

Again, thank you for everything. I am not sure if I would want my child wearing a mask all day. Is this a government requirement??

One more thing....so, if my child has a slight temperature of 99.9 and cold symptoms he won't be able to come back to school for at least 14 days, more like 20? What will that look like? Thanks.

If you do distance learning again, I will un-enroll both my children from public school and find alternative learning. Distance learning isn't working and we won't have the funds for our children's spots in public school funded. Schools need to let the governor know that distance learning is not an education, especially when covid 19 is rarely life threatening or severe for children and is no more dangerous than the swine flu or other influenza's in healthy non-elderly adults.

Along with the list that prepared plan, I would like to add some more.

1. Which include daily family members survey (may be conducted by an App, traceable). If any of the family member is sick student will be following distance/zoom (like below point) education.
2. In order to follow 6 feet with current number of students/staff, it may be hard for the school to continue with the same pace. In this instance, half students attend at alternate days onsite and remaining half will be attending from home (at the same time, through zoom from the school. So that each student will get opportunity to meet the school and friends.
3. But, I am happy to send the students everyday.

Depending on the workload, distance learning is working great. If the workload increases, may have to have a hybrid.

Distance learning needs to have more structure. In a classroom for a longer period of time. After reading the C19 guidelines I definitely would send my son to school / part online. We truly believe in face masks and gloves. Washing hands is a must. Thank you.

Hard to decide between this and complete distance learning.

Kids need social interaction with friends. We are in favor of returning to school on-site.

Vishal really enjoys attending WLA, he loves his teachers and made some meaningful friendships. Unfortunately he will not be attending next year for reasons that have nothing to do with WLA. Vishal will be attending MSA where his siblings are, this arrangement just works best for our family. Thank you very much to all the staff at WLA.

Thank you so much for all of your hard work!

Distance learning is better.

Social distancing in the classroom is pointless for them after riding packed into a school bus. Forcing social distancing while at school is stressful and traumatic for children. We need to resume normal schooling. I fully intend to send my kids back to school. However... if there are changes made that affect their mental wellbeing or if I feel it promotes isolation or fear my kids will not be returning.

We would prepared my kid be on site.

We are open to all of the options and whatever the school decides!

Thanks for continuous improvements in system

I'm a solo parent and living off one income, mandatory hybrid doesn't work with families that work during the day.

The school must reopen. Distance learning is only a temporary, emergency substitute. In the fall you should cut gym and spread students out during lunch. Have students use a personal hand sanitizer each time they enter the school and each time they enter the class room. Also stagger the release time so students don't bunch up at 3:50.

I responded not sure cos of the challenges of transportation for the children due to the difference in school district..

I would prefer that my children do distance learning rather than have to wear a mask at school all day. With that being said, I feel as though we could increase the amount of coursework and make the specialists mandatory again. My children only spend the morning on their schoolwork and then they are done. I don't feel as though they have enough to do. It would also be nice if they could have more facetime with the teacher and do lives lessons more often rather than just the morning meeting and homework help.

Will be returning if major changes do not go in place! Otherwise distant learning until normalcy is back!

Appreciation all WLA teachers and management for quickly moving to virtual learning. Safety and being healthy is more important. May be try virtual learning with more lectures similar to class room. Fall season usually flu season better to stay remotely for young kids. I like the way Grade 3 class occurring virtual and grade 3 teacher very helpful also available 1-1 meeting

I think it would work well for both of my children to attend school onsite 2 days per week, do distance learning 2 days per week from home and allow 1 day a week for a combined teacher prep/training/student-catch-up day. If at all possible, I think it would be easiest on parents if student classes were aligned to accommodate children in the same family to attend school onsite on the same days each week. Not only does this provide consistency with schedules but it aligns better with bus stop pickups and school dropoffs. As a bonus, parents can count on 2 days/week to get caught up at home or at work.

I think there is no way to keep the younger kids 6' apart, but you could try to have them wear masks, although that's probably not practical either (based on personal experience). If budget permits, we think you should add more teachers/class rooms and reduce all the class sizes by 40-50% if possible. At least for the younger grades. Older children should be able to control their interactions better if they can comprehend why all these efforts are important. Maybe also make sure the kids in one class eat lunch together, play at recess together with their own specific toys, do art together etc. to limit exposure to

other groups. At least for the younger kids who can't keep their hands off everything, maybe instead of having a dedicated art, computer lab and music room, the specialist teachers come to each class room and do the lessons instead of the kids moving around the school. Some school districts in IA gave each of the kids laptops, if the kids had in-school dedicated laptops in their classes, that's one less thing to spread germs and media class could be in their rooms. I personally went to a tiny private grade school in Hastings, MN that had 30 kids grade K-8 and 3 teachers total. We did all our subjects in one room except for lunch and it worked fine. I don't recommend that many grades for 1 teacher, but doing our learning in one space was doable.

I'd definitely swap the coat room with one or the Kindergarten classes without windows. Daylight is extremely important if the kids aren't moving around the building and getting exposure to windows. You could look into circadian rhythm lighting systems if that is not possible. There are some really interesting studies out there about it as well as other studies about the importance of daylight in the education setting.

Now with this all said, group social distancing per class might all be for nothing if everyone gets back together in the after school program and I don't know how to solve that or the fact that student's siblings will be going to other daycares being exposed to other illnesses.

I think vigilant cleaning efforts, continued rigorous hygiene teaching efforts would also help. Having much more lenient policies with sick leave is a must. Let a sickness run its course at home without the pressure of the required several hundred dollar doctor's note, which then forces us parents and kids to go to the doctor and get exposed to god knows what else, when they have a cold/virus that there is no cure for and needs to run its course. Maybe use the class lessons from this year to help sick kids keep up with lessons at home when they need to miss. I think society in general needs to have a shift on its view of people taking sick leave from work and school and hopefully this pandemic will facilitate that. If you have a cold, it's okay to stay home, but do your lesson/required work online to keep up and parents should be allowed to work from home without being guilted or punished at work.

I would also like to not that we have impressed with the online program, but it's clear it's not nearly as effective as all day learning at school and all day learning at home is not practical either. Maybe it's just my kid, who is easily distracted and needs more one on one attention and responds best to the personal tutoring vs group setting. In the long run, being at school is best and if we know the risk and accept it, it is what it is and we just have to hope for the best, but implement best cleanliness practices.

Finally, I also heard there is talk to summer school in MN and I am not willing to participate in that option. I need a good long break mentally. It's hard to work full time at home and stay on top of lessons constantly and we will be a much happier and refreshed family when we get some time to enjoy each other without school work looming this summer.

Providing the workload is not what it was like the 1st week of distance learning in March. That was impossible to do with 2 other young children to care for and having Jackson on the Computer for hours. I will have Jackson and William to both help and only 1 slow computer and just myself as Josh works. So I know a lot of things need to be taken into consideration regarding all this, and it is a tough situation all around. But I truly believe good positive changes can be made in regards to all this. Even if it is radically

different than what "western schooling" has evolved into over the decades. We have 3 higher risk people in our family. Thank you. We love WLA and want to keep moving forward!

If there is going to be kids in masks all day and limiting interaction of 6 feet from their peers, I think both of those are going to be very difficult to control and implement, especially for the younger kids. Distance learning while it does have its challenges has worked out very well all things considered.

Hello, we'd prefer online until there's a vaccine and all WLA kids have taken it. Thank you!

Hi, we prefer distance learning until all kids are vaccinated! Thank you!

The current leaning is well thought through and great platform.

I would love my son to go back to school but for the safety of him and everyone around him I would prefer a hybrid option over just distance learning at home.

We are pretty flexible and will be happy to comply with whatever the school thinks is best. It's too hard to answer this now, in my opinion since I hear a second, worse wave might hit in the fall.

My second choice would be Hybrid Option, provided there are not local or school related outbreaks.

If it safe then will consider to send our kids to school

I would prefer the kids to be at home and continue Online Education until the situation gets better.

You guys are doing an amazing job facilitating online classes right now. I'm confident my kids will and are learning and whatever way we need to start 2020-21 will be great! During the time we have been distant learning we've started and completed so many units. I'm so impressed how we've been able to keep the learning going. :)

Seems the onsite plan is very exhaustive and still difficult to follow the social distancing norms, so we think a hybrid plan is something more suitable until we feel comfortable with the situation to reduce any kind of exposure.

We really like WLA and think they have handled distance learning very well. I would like Erik to have a little more screen time with teachers and students just for the mental health benefits of interacting with people.

I realize how complicated life has become with Covid-19 & I don't envy the decisions WLA needs to make.

Distance learning has been extremely difficult for John & James. They need constant 1:1 to be productive at home & I have struggled to keep them engaged & on task. Lots of tears .. LOTS. It has been hard for Ryan and I to keep up with everything (emails/links/programs to turn things in on/etc., the house & Ryan's job). On the flip side, Stephen has thrived with Distance Learning .. He has risen to the

occasion & has really enjoyed it. He actually prefers distance learning - hah! However, He is happy to go back onsite, too. :)

My 2 kids would prefer to come to school . If COVID doesn't permit , we are ok with distance learning also.

If there is anything but regular school without masks it is likely we will home school.

So hard to say for fall though yet

David needs supports throughout the day. eLearning is not sustainable for him.

Not really sure at this point. Also still uncomfortable, it really depends on what changes are implemented in the school.

I am choosing this option [to return on site] but I have a lot of concerns. Obviously I want my child to return to school because our family consists of 2 full time-working parents and I don't believe daycares are going to be available or helpful for helping with school work. Also, wearing a mask all day is going to be very hard, especially for the younger kids, not to mention the damage it can do to your skin. Also, I am very concerned with the consistent bleach use. Is the bleach residue going to be wiped off after the bleach has dried? Using that, especially on surfaces they will be eating off of, is concerning. I am also concerned about increased hand sanitizer use. The hand sanitizer is hard on my daughters skin and I would hope there would be an option to hand wash only when needing to be done so often. I understand the wellness checks but the mandatory 14 day rule seems too much. If a child is tested negative for COVID following a failing wellness check, they should be able to resume class once the fever is gone and symptom free for 24 hours like before. That is a lot of missed work and class time for a child if they have a different illness and recover much quicker.

As I'm sure can be said of so many teachers, I want to give a special shout out to both Ms. Iwasko and Mrs. Koerner for their excellence, accessibility and attention to detail all year!

I think having the availability to school from home in the event members of a family are sick while other classmates are onsite would help prevent students from falling too far behind. Live teacher cams could help students stuck at home feel like they are still in the classroom.

I am fine with on site or distance learning .

It really depends on the situation in September. But as this point, we are okay with hybrid option. Hybrid option is good too

Lot of uncertainty as of today (05/20) with regards to how COVID19 is spreading. Ideally I would like to send kids full time on-site but considering the current situation, we would like to take a intermediate option, that is the hybrid option.

We would love for our kiddos to be able to return to school. The only reason my kids may not be returning depends on what kind of school environment they would be returning to. If they are required to

wear masks at school I will not send them as I don't think that's healthy or safe. And honestly if social distancing is practiced strictly I may not send them either. I would love to send them back to WLA as it was before. I think there are natural ways to prevent sickness, like more outside time, sunshine, hand washing more often, etc

Hybrid option would be nice since you have the space to hold classes with precautions. 4 hours a day would be great for core classes and one specialist a day.

It depends on how the summer pans out, if the numbers reduce and there is a vaccine, we wouldn't mind sending our child to school.

if on-site would prefer social distancing

That is how we currently feel, but we might feel more comfortable sending him every day closer to September.

It is better to return on site, but it is hard to decide according to the situation over.

it's not good to start full onsite school without some medication approved by Govt. Hybrid also very limited members in class

First of all - Thank you for ALL you have done and are continuing to do to create an on going learning environment for our kids. So many parts of this situation were out of your control however, I feel that you did find some great ways show leadership and flexible thinking. One example would be the morning meeting. It provided some structure to our day and we enjoy seeing the teacher and classmates. Another example was the co-teaching model that the Kindergarten teachers implemented. I bet that the teachers appreciated sharing the work load.

Our Kindergartner has had a great experience thus far at WLA and I would like that to continue. I have some serious concerns that the Covid-19 protocols listed in the email will irreversibly change the environment of this school. The biggest challenge I have is with requiring masks for staff and students. I understand that it is necessary to quantify the complexities between positive and negative effects of wearing masks at a school level. Let's assume that you can implement effective temperature checks. That should mean that everyone in the school is healthy. Today, Friday May 22, the World Health Organization states that if you are healthy wearing a mask is only necessary if you are caring for someone with Covid-19 but the CDC recommends that you wear mask in public. This is conflicting information. What evidence are they using for these recommendations? I feel that now is not the time to implement face masks on healthy people. In addition, emotionally I do not want to put my child into an environment where they are blocked from seeing the expressions on her teachers' and peers' faces. I would rather continue distance learning if masking is a protocol you decide to move forward with. Another area of concern I have is what the social distancing protocols in the classroom and especially the playground will have on students social emotional health. Can we get more detailed information about what they will look like?

How do I get involved or learn more about how you are deciding on these protocols? I would welcome the opportunity to become involved with or starting a committee to research options and present the findings.

A suggestion that may not be feasible is to keep the same classmates and preferably the teacher, if distance learning is the only options offered at the beginning of the 2020-2021 school year. One the blessing of the timing of this shut down was that my student already knew her teacher and her classmates. It may be difficult to engage and build rapport with a new teacher and classmates if distance learning is the only option at the beginning of the school year.

Thank you for offering us this opportunity to give you our feedback.

Woodbury Leadership Academy

	Actual	Amended Budget	Proposed Budget
Enrollment	2018-2019	2019-2020	2020-2021
Students Grades K	58	81	80
Students Grades 1	65	65	76
Students Grades 2	64	66	68
Students Grades 3	65	65	66
Students Grades 4	56	67	66
Students Grades 5	38	64	66
Students Grades 6	20	34	66
Students Grades 7	14	20	40
Students Grades 8	7	16	19
Total Headcount (ADM)	387	477	547
Total WADM	392	485	559
	392	485	559

Revenues	2018-2019	2019-2020	2020-2021
General Education Revenue	\$2,725,527	\$3,407,395	\$4,002,254
Building Lease Aid	\$510,656	\$612,324	\$734,263
Long-term Facilities Maintenance	\$51,678	\$63,989	\$73,762
Special Education	\$379,311	\$532,948	\$553,738
Federal CSP Grant	\$0	\$0	\$0
Title II and Other Federal Aids	\$7,614	\$33,021	\$38,600
Other State Aids (Endowment, Literacy)	\$42,658	\$58,953	\$55,136
Other (Student Fees, Fundraising)	\$37,877	\$28,000	\$47,000
Donations, Give to the max	\$8,204	\$8,372	\$0
Miscellaneous Third Party	\$4,612	\$23,820	\$9,000
Total General Fund Revenues	\$3,768,137	\$4,768,822	\$5,513,753
	3,768,137	4,768,822	5,513,753

Expenditures	2018-2019	2019-2020	2020-2021
100's Salary	\$1,232,897	\$1,595,134	\$1,965,687
200's Benefits	\$308,056	\$424,301	\$558,017
370 Building Lease (Base Rent)	\$567,395	\$687,903	\$815,848
300's Purchased Services (Includes Transportation in 2018-2019 but less Janitorial)	\$724,019	\$933,872	\$999,799
400's Supplies	\$145,446	\$188,000	\$230,100
500's Capital & Technology	\$60,500	\$173,065	\$140,000

Woodbury Leadership Academy

	Actual	Amended Budget	Proposed Budget
Other (primarily Dues & Memberships School Safety 3rd Party)	\$31,171	\$42,020	\$37,500
Special Ed	\$403,421	\$569,066	\$591,300
Title II and Other Federal Aids	\$7,614	\$33,021	\$38,600
Federal CSP Grant	\$0	\$0	\$0
Capital Lease	\$9,273	\$13,659	\$20,000
Total General Fund Expenditures	\$3,489,792	\$4,660,041	\$5,396,851
	<small>\$3,489,792</small>	<small>\$4,660,041</small>	<small>\$5,396,851</small>
Changes in fund balance	\$278,345	\$108,781	\$116,901
Beginning fund balance	\$436,063	\$714,408	\$823,188
Ending fund balance	\$714,408	\$823,188	\$940,090
Fund Balance % - Gen Fund	20.5%	17.7%	17.4%
	<small>20.5%</small>	<small>17.7%</small>	<small>17.4%</small>

Community Services Fund - 04	2018-2019	2019-2020	2020-2021
Revenues/Transfers In	\$360	\$0	\$0
Expenditures/Transfers Out	\$30,428	\$40,000	\$20,000
Changes in fund balance	(\$30,068)	(\$40,000)	(\$20,000)
Beginning fund balance	\$123,171	\$93,103	\$53,103
Ending fund balance	\$93,103	\$53,103	\$33,103
	<small>\$93,103</small>	<small>\$53,103</small>	<small>\$33,103</small>

Budget Summary – All Funds	2018-2019	2019-2020	2020-2021
Revenues/Transfers In	\$3,768,497	\$4,768,822	\$5,513,753
Expenditures/Transfers Out	\$3,520,220	\$4,700,041	\$5,416,851
Changes in fund balance	\$248,277	\$68,781	\$96,901
Beginning fund balance	\$559,234	\$807,511	\$876,291
Ending fund balance	\$807,511	\$876,291	\$973,193
	<small>\$807,511</small>	<small>\$876,291</small>	<small>\$973,193</small>

**Woodbury Leadership Academy
Long-Range Budget Projection Model
May 20, 2020**

	<i>Working</i>				
	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
	Year 6	Year 7	Year 8	Year 9	Year 10
Enrollment Projections					
Number Students Grade HK					
Number Students Grade K	81	80	80	80	80
Number Students Grade 1	65	76	80	80	80
Number Students Grade 2	66	68	76	80	80
Number Students Grade 3	65	66	68	76	80
Number Students Grade 4	67	66	66	68	76
Number Students Grade 5	64	66	66	66	68
Number Students Grade 6	34	66	66	66	66
Number Students Grade 7	20	40	65	66	66
Number Students Grade 8	16	19	40	65	66
Enrollment totals by state pupil unit weighting category					
Total Number of Students Grade K - 6	441	488	502	516	530
Total Number of Students Grade 7-12	36	59	105	131	132
Total Number of Students/ADM	477	547	607	647	662
Total Number of Current Year Pupil Units	484.76	558.80	628.00	673.20	688.40

State Revenue Assumptions and Calculations					
	Estimated State Increases				
General Education Rev: State Averages Per Pupil Unit	\$6,438	\$6,567	\$6,632	\$6,699	\$6,766
Inflation Rate Assumption-Basic only	<u>2.0%</u>	<u>2.0%</u>	<u>1.0%</u>	<u>1.0%</u>	<u>1.0%</u>
Basic INCLUDING Transportation	\$6,438.00	\$6,566.76	\$6,632.43	\$6,698.75	\$6,765.74
Gifted and Talented	13.00	13.00	13.00	13.00	13.00
Sparsity	29.87	29.87	29.87	29.87	29.87
Operating Capital	226.51	226.51	226.51	226.51	226.51
Equity	118.98	118.98	118.98	118.98	118.98
Referendum	151.89	136.70	123.03	110.73	99.66
Transportation	0.00	0.00	0.00	0.00	0.00
Per Pupil Unit State Revenue	6,978.25	7,091.82	7,143.82	7,197.84	7,253.75
Pension Adjustment	0.00	0.00	0.00	0.00	0.00
Total Per Pupil Unit State Revenue	\$6,978.25	\$7,091.82	\$7,143.82	\$7,197.84	\$7,253.75
Total General Education State Revenue	3,382,790	3,962,910	4,486,318	4,845,586	4,993,485

Woodbury Leadership Academy
Long-Range Budget Projection Model
May 20, 2020

Working

	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
	Year 6	Year 7	Year 8	Year 9	Year 10
	8%	10%	10%	10%	10%
Compensatory Revenue	<u>per 3/25/19</u>	<u>per 1/23/20</u>	<u>estimate</u>	<u>estimate</u>	<u>estimate</u>
A: Number of Students prior yr. (current year for 1st year)	391	487	547	607	647
B: Number of Free Lunch Students prior yr. (or current year for 1st y	30	48	54	60	64
C: Number of Reduced Lunch Students prior yr. (current yr. for 1st y	2	11	12	14	15
D: Adjusted Counts = 100% Free, 50% Reduced - (A)	31.00	53.50	60.09	66.68	71.08
E: Concentration Portion	0.08	0.11	0.11	0.11	0.11
F: Concentration Factor (lesser of 1 or Conc. Portion/ .8)	0.10	0.14	0.14	0.14	0.14
G: PU = .6 * D * F	1.84	4.41	4.95	5.49	5.86
H: Initial Revenue	11,102	27,117	30,783	34,524	37,191
Miscellaneous Adjustment (Rounding)	(801)	(1,857)	0	0	0
I: Short Year Factor	1	1	1	1	1
Calculated Compensatory State Revenue ((A) x (B))	10,301	25,260	30,783	34,524	37,191

Building Lease Aid: Lesser of line a or b below:

Lease Aid Expense	687,903	815,848	828,563	948,563	1,088,013
a) Lease Aid Rev at \$1,314 per pupil unit as per state cap	636,977	734,263	825,192	884,585	904,558
b) Lease Aid Rev at Aid at 90% of Lease	619,113	734,263	745,707	853,707	979,212
Lesser of \$1,314.p.u. or 90% of lease payment	619,113	734,263	745,707	853,707	904,558
Estimated Proration of Lease Aid Revenue	100.0%	100.0%	100.0%	100.0%	100.0%
Total Prorated Building Lease Aid Revenue	619,113	734,263	745,707	853,707	904,558
Lease Aid Revenue per pupil unit (after proration)	1277	1314	1187	1268	1314

Building Lease Aid Analyticals:

Lease Aid Rev that would need to be generated to cover expense at 90%.					
Max per Statute is \$1,314	1277	1314	1187	1268	1422
How many more WADM would we need to maximize lease aid?	0	0	0	0	57

Long-Term Facilities Maintenance Revenue

Revenue per Adjusted Pupil Unit	132	132	132	132	132
Total Long-Term Facilities Maintenance Revenue	63,989	73,762	82,896	88,862	90,869

Special Education Revenue

State Special Education Aid and Tuition Billing	Estimate - 93%				
	479,853	499,038	519,033	539,772	561,348

**Woodbury Leadership Academy
Long-Range Budget Projection Model
May 20, 2020**

Working

	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
	Year 6	Year 7	Year 8	Year 9	Year 10
	0%	0%	0%	0%	0%
LEP (Limited English Proficiency) State Aid	Estimate	Estimate	Estimate	Estimate	Estimate
Prior Year LEP Eligible ADM	10	7	1	7	7
Current Year LEP Eligible ADM	7	1	7	7	7
ADM Served	477	547	607	647	662
Adjusted LEP ADM	8	2	7	7	7
LEP Marginal Cost Pupils	20	20	20	20	20
LEP Revenue	14,080	14,080	14,080	14,080	14,080
Concentration Portion	0.0147	0.0018	0.0115	0.0108	0.0106
Concentration Factor	0	0	0	0	0
LEP Pupil Units	1	0	1	1	1
LEP Concentration Revenue	223	4	175	165	161
Rounding Adjustment					
Total LEP Aid	14,303	14,084	14,255	14,245	14,241

General Fund Revenue Summary

State Aids					
General Education Revenue	3,382,790	3,962,910	4,486,318	4,845,586	4,993,485
LEP Aid	14,303	14,084	14,255	14,245	14,241
Extended Time Revenue	0	0	0	0	0
Declining Enrollment	0	0	0	0	0
TRA/Pension Adjustment	0	0	0	0	0
Compensatory Revenue	<u>10,301</u>	<u>25,260</u>	<u>30,783</u>	<u>34,524</u>	<u>37,191</u>
Subtotal	3,407,395	4,002,254	4,531,356	4,894,354	5,044,917
Building Lease Aid	612,324	734,263	745,707	853,707	904,558
Prior Year Over/Under accruals	20	0	0	0	0
Long-Term Facilities Maintenance Revenue	63,989	73,762	82,896	88,862	90,869
Special Education Aid	479,853	499,038	519,033	539,772	561,348
Endowment Aid	17,521	13,724	17,779	19,058	19,489
Literacy Aid	41,412	41,412	41,412	41,412	41,412
Safe schools supplemental aid	9,020	0	0	0	0
Medical assistance/third party billing	2,000	2,000	2,000	2,000	2,000
Total State Aids	4,633,534	5,366,453	5,940,183	6,439,166	6,664,592

Woodbury Leadership Academy
Long-Range Budget Projection Model
May 20, 2020

	<i>Working</i>				
	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
	Year 6	Year 7	Year 8	Year 9	Year 10
Federal Revenue					
Federal CSP Grant (Implementation 002 - 9/30/16)	0	0	0	0	0
Federal Special Ed and CEIS	53,095	54,700	56,300	58,000	59,700
PBIS Individuals with Disabilities Grant	0	0	0	0	0
Title I, II, IV	33,021	38,600	43,700	47,500	49,600
Total Federal Revenue	86,116	93,300	100,000	105,500	109,300
Other Revenue					
Interest Earnings	6,300	7,000	8,000	8,000	8,000
Donations and Grants	2,000	0	0	0	0
200 Give to the Max	6,372	0	0	0	0
Fees from Students (Field Trip, Milk Sales, Pizza Friday, Other)	28,000	47,000	53,200	57,800	60,300
Miscellaneous Revenue	6,500	0	0	0	0
Sale of Merchandise/Fundraising/Net	0	0	0	0	0
071 Third Party Billing	0	0	0	0	0
Total Other Revenue	49,172	54,000	61,200	65,800	68,300
Total Revenue	4,768,822	5,513,753	6,101,383	6,610,466	6,842,192
	4,768,822	5,513,753	6,101,383	6,610,466	6,842,192

Woodbury Leadership Academy
Long-Range Budget Projection Model
May 20, 2020

Working

2019-2020 2020-2021 2021-2022 2022-2023 2023-2024
Year 6 Year 7 Year 8 Year 9 Year 10

General Fund Expenditure Calculations

	2019-2020 Year 6	2020-2021 Year 7	2021-2022 Year 8	2022-2023 Year 9	2023-2024 Year 10
New Staff Calc - Staff increases based on enrollment increases					
Actual/projected enrollment change from prior year	90	70	60	40	15
Added new teacher FTE's - calculated at 22:1 ratio (rounded)			3.0	2.0	1.0
Manual Adjustment					
Other Teachers/Non-teachers Added					
Additional staff add (non teachers)			50,000	50,000	0
Projected new teacher (1FTE) Salary cost	37,000	45,000	45,900	46,818	47,754
Added salary cost - teachers (added FTE's times cost)	0	0	137,700	93,636	47,754
Added cost - others per above	0	0	50,000	50,000	0

Inflation Assumptions

		per payroll budget			
Salaries			2.0%	2.0%	2.0%
Other costs	2.0%	2.0%	2.0%	2.0%	2.0%

Budget Calculations

	26.6%	28.4%	28.9%	29.4%	29.9%
100's Salaries	1,595,134	1,965,687	2,192,700	2,380,200	2,475,600
200's Benefits	424,301	558,017	633,424	699,490	739,904
305 Contracted Services	278,330	295,987	335,000	364,200	380,100
315 Technology Services	22,500	26,300	29,800	32,400	33,800
320 Communications Services	7,900	8,650	9,800	10,700	11,200
329 Postage	2,900	3,400	3,800	4,100	4,300
330 Utilities	92,613	122,842	125,300	127,800	130,400
340 Property and Casualty Insurance	15,070	17,600	19,900	21,600	22,500
350 Repairs and Maintenance Services	76,887	127,564	132,029	136,650	141,433
360 Student Transportation	348,004	362,476	433,374	511,958	595,650
360 Field Trip Transportation	9,450	10,940	12,140	12,940	13,240
366 Travel and conferences	30,000	10,000	26,300	28,600	29,800
369 Field Trip Admissions/Registration Fees	15,000	12,040	13,240	14,040	14,340

Per Bond Run 10-23-19 Project Fund 13.9M

			828,563	948,563	1,088,013
Credit to Apply		-129,659	-49,275	-4,173	-3,119
Minimum Lease	687,903	945,507	966,155	987,045	1,008,183
370 Lease Expense	687,903	815,848	828,563	948,563	1,088,013

370 Other Rentals and Operating Leases	35,218	2,000	2,300	2,500	2,600
380 Computer and Tech Related Hardware Rental	0	0	0	0	0
401 Office Supplies/General Supplies/Marketing Materials	46,300	54,100	61,200	66,500	69,400

Woodbury Leadership Academy
Long-Range Budget Projection Model
May 20, 2020

	<i>Working</i>				
	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
	Year 6	Year 7	Year 8	Year 9	Year 10
401/455/465 Maintenance Supplies	15,000	17,500	19,800	21,500	22,400
405 Non-Instructional Software and Licensing	13,000	14,900	16,900	18,400	19,200
406 Instructional Software	11,700	13,700	15,500	16,900	17,600
430/456/466 Instructional Supplies/Classroom Supplies	53,400	62,400	70,600	76,800	80,200
460 Textbooks and Workbooks	38,500	50,000	56,600	61,500	64,200
461 Standardized Tests	8,100	9,500	10,800	11,700	12,200
470 Media/Library Resources	0	2,500	2,800	3,000	3,100
490 Food Purchased	2,000	5,500	6,200	6,700	7,000
520 Building Improvements	140,000	70,000	79,200	86,100	89,900
530 Furniture and Other Equipment	20,065	40,000	30,000	32,600	34,000
555/556 Technology Equipment	13,000	30,000	30,000	32,600	34,000
580/581 Principal and interest capital lease	13,659	20,000	22,600	24,600	25,700
820 Dues and memberships	28,500	30,500	32,600	34,900	37,300
State Special Ed Expenditures / ESY	515,971	536,600	558,100	580,400	603,600
342 School Safety	9,020	0	0	0	0
372 Medical assistance/third party billing	2,000	2,000	2,000	2,000	2,000
Federal CSP Grant (Implementation 002)	0	0	0	0	0
Federal Special Ed Expenditures, CEIS, PSI	53,095	54,700	56,300	58,000	59,700
PBIS Individuals with Disabilities Grant	0	0	0	0	0
Director's Discretionary Fund	2,500	5,000	15,000	15,000	15,000
Federal Title I, II and V	33,021	38,600	43,700	47,500	49,600
Give to the Max	0	0	0	0	0
Total Expenditures	4,660,041	5,396,851	5,927,570	6,492,441	6,928,980
General Fund Net Income	108,781	116,901	173,813	118,025	(86,788)
Beginning General Fund Balance	714,408	823,188	940,090	1,113,902	1,231,927
Ending General Fund Balance	823,188	940,090	1,113,902	1,231,927	1,145,140
<i>Fund Balance Percentage</i>	<i>17.7%</i>	<i>17.4%</i>	<i>18.8%</i>	<i>19.0%</i>	<i>16.5%</i>
<i>Target</i>	<i>17%</i>	<i>18.5%</i>	<i>20%</i>	<i>20%</i>	<i>20%</i>

Woodbury Leadership Academy
Long-Range Budget Projection Model
May 20, 2020

Working

<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Year 6	Year 7	Year 8	Year 9	Year 10

Community Service Revenue and Expenditure Summary

Fund 04 Program Revenue	0	0	0	0	0
Fund 04 Program Expenses	40,000	20,000	24,303	0	0
Community Services Fund Net Income	(40,000)	(20,000)	(24,303)	0	0
Beginning Community Service Fund Balance	93,103	53,103	33,103	8,800	8,800
Ending Community Service Fund Balance	53,103	33,103	8,800	8,800	8,800

Woodbury Leadership Academy
Long-Range Budget Projection Model
May 20, 2020

Working

<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Year 6	Year 7	Year 8	Year 9	Year 10

Schoolwide Activity

Total Revenues	4,768,822	5,513,753	6,101,383	6,610,466	6,842,192
Total Expenditures	4,700,041	5,416,851	5,951,873	6,492,441	6,928,980
Net Income - All Funds	68,781	96,901	149,510	118,025	(86,788)
Beginning Schoolwide Fund Balance	807,511	876,291	973,193	1,122,702	1,240,727
Ending Schoolwide Fund Balance	876,291	973,193	1,122,702	1,240,727	1,153,940
	876,291	973,193	1,122,702	1,240,727	1,153,940