

Meeting: Board of Directors Regular Meeting

Date: Thursday, June 22nd, 2023

Time: 5:30 P.M.

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

## AGENDA

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

1.1 Meeting Call to Order

1.2 Roll Call (Casidee Schrandt, Board Clerk)

### 2. WLA Mission and Vision (Mandi Folks)

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

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

3.1 Approval of meeting agenda

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

3.2 Approval of May 24<sup>th</sup>, 2023 Meeting Minutes

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

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

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

5.1 Delegation of Public Comment Items (if necessary)

### 6. Board and Administration Reports

6.1 Board Report (Shelbi Pool)

6.2 Director Report (Dr. Mortensen)

6.3 Financial Director Report (BerganKDV)

6.4 Finance Committee Report (Jolene Skordahl)

6.4.1 Approve May Financials and June Finance Committee Minutes

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

6.4.2 Approve the amended 2022-23 School Budget with revenues of \$7,866,481 and expenditures of \$7,602,983.

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

6.4.3 Approve Mandi Folks to remain on the Finance Committee after her Board role is complete.

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

#### 6.5 Governance Committee Report (Natalie Sjoberg)

6.5.1 Accept June Governance Committee Minutes, enter policies 524 and 522 into second reading, and enter policy 540 into first reading.

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

6.5.2 Discussion of committee membership and roles and accept new committee member Richard Washington

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

#### 6.6 Facilities Committee Report (Ryan Sheak)

### 7. Board Discussion and Business

7.1 Ratify Employment Agreements ( Dr. Mortensen)

7.2 Approve student trip to Boston for spring of 2024 (Dr. Mortensen)

7.3 Accept the Election Results (Mandi Folks)

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

7.4 Seat new Board Members (Shelbi Pool)

7.5 Set 2023-24 Board Meeting Calendar (Shelbi Pool)

### 8. Closed meeting to discuss Executive Director Annual Evaluation According to Minnesota Statute 13D.03 Subd. 3a (Presenter: Shelbi Pool, Board Chair)

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

#### 9.1 Future Agenda Items

9.1.1 Discuss Committee Assignments (Shelbi Pool)

9.1.2 Discuss roles of Board Chair, Secretary, and Treasurer (Shelbi Pool)

### 10. Housekeeping (Presenter: Shelbi Pool, Board Chair)

WLA Regular Board of Directors Meeting

Date: Thursday, July 27th, 2023

Time: 5:30pm

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

### 11. Adjournment (Presenter: Shelbi Pool, Board Chair)

Adjournment

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

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
May 24, 2023**



**Directors Present:** Mandi Folks, Julie Ohs, Shelbi Pool, Jolene Skordahl, Rich Washington

**Directors Absent:** Ryan Sheak, Natalie Sjoberg

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

**Advisors Virtual:** BerganKDV, VOA Representative

**Others in Attendance:** A few WLA parents.

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

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

**1.1 Meeting Call to Order**

Ms. Pool called the meeting to order at 5:32 PM.

**1.2 Roll Call**

Ms. Schrandt took roll.

**2. WLA Mission and Vision**

Ms. Pool read the WLA Mission and Vision Statements.

**3. Approval of Agenda/Meeting Minutes**

**3.1 Approval of Meeting Agenda**

Ms. Folks moved “to approve the May 24, 2023 meeting agenda.” Ms. Ohs seconded. Motion passed unanimously.

**3.2 Approval of April 27, 2023 Meeting Minutes**

Ms. Ohs moved “to approve the April 27, 2023 meeting minutes.” Ms. Folks seconded. Motion passed unanimously.

**4. Conflict of Interest Declaration**

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

**5. Public Comment**

**5.1 Delegation of Public Comment Items**

No comments.

**6. Board and Administration Reports**

**6.1 Board Report**

Ms. Pool noted that Dr. Mortensen’s feedback survey will be sent out tomorrow. Ms. Pool created a dashboard tool to keep the Board on track every year for different tasks.

## **6.2 Director Report**

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

- In the process of renewing employee agreements and filling positions for the next school year.
- New principal, Nick Rice, will be shadowing next week to see our school.
- Going forward with the perimeter fence, replacing the office carpet, new technology, and added curriculum to finish the financial year.

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

Ms. Kes reviewed the April 2023 Executive Summary in the Board packet, noting the actual ADM is 666. The school currently has 92 days' cash on hand which is well above the requirement. The year is 83.3% complete, revenues are at 82.7% and expenditures disbursed are at 78.6% of the reporting period. Ms. Kes reviewed the April Financial Dashboard, Financial Statements, Contracted Services Report, and Supplemental Reports, explaining significant items in each of the reports. Ms. Kes reviewed and explained the projected 23-24 budget.

## **6.4 Finance Committee Report**

Ms Skordahl reported that the Finance Committee met on May 10. During this meeting, the committee reviewed financial statements, the proposed budget for the 23-24 school year, and many contracts to be approved at the Board Meeting.

### **6.4.1. Accept April Financials and May Finance Committee Minutes**

Ms. Skordahl motioned "to approve April Financial Statements and May Finance Committee Minutes." Mr. Washington seconded the motion. Motion passed unanimously.

### **6.4.2 Approve the 2023-2024 Proposed School Budget**

Ms. Skordahl motioned "to approve the 2023-2024 School Budget." Ms. Folks seconded the motion. Motion passed unanimously.

### **6.4.3 Approve Transportation Contract - Monarch**

Ms. Skordahl motioned "to approve the Monarch Transportation Contract." Ms. Ohs seconded the motion. Discussion ensued. Motion passed unanimously.

### **6.4.4 Approve the Special Education Contracts**

Ms. Skordahl motioned "to approve the Special Education Contracts." Ms. Folks seconded the motion. Motion passed unanimously.

### **6.4.5 Approve the Food Service Contract**

Ms. Skordahl motioned "to approve the Food Service Contract." Ms. Folks seconded the motion. Discussion ensued. Motion passed unanimously.

### **6.4.6 Approve the Vendor Services and Contracts**

Ms. Skordahl motioned "to approve the Vendor Services and Contracts." Ms. Folks seconded the motion. Motion passed unanimously.

### **6.4.7 Accept Bruna Burns resignation from the Finance Committee due to moving out of state**

Ms. Skordahl motioned "to accept Bruna Burns resignation from the Finance Committee" Ms. Ohs seconded the motion. Motion passed unanimously.

## **6.5 Governance Committee Report**

Ms. Pool reported the Governance Committee met on May 18. During this meeting, there was discussion regarding a few policies and suggested that new Board Members would join the Governance Committee.

### **6.5.1. Accept May Governance Committee Minutes and enter policies 410 and 538 into second reading.**

Ms. Pool motioned “to approve May Governance Committee Minutes and enter policies 410 and 538 into second reading.” Mr. Washington seconded. Motion passed unanimously.

## **6.6 Facilities Committee Report**

Ms. Ohs reported that the Facilities Committee met on May 4. During this meeting, the committee discussed the playground purchase order and steps needed to get ready for the playground.

Ms. Ohs motioned “to approve the May Facilities Committee Minutes.” Ms. Skordahl seconded. Motion passed unanimously.

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

### **7.1 Elections Update**

Ms. Folks informed the Board that the Elections start next week and encouraged stakeholders to vote! Discussion ensued.

### **7.2 Ratify Employment Agreements**

Ms. Folks motioned “to ratify the list of employment agreements.” Ms. Ohs seconded. Motion passed unanimously.

### **7.3 Amend School Calendar to include snow days and added flex learning days**

Ms. Folks motioned “to approve the amended school calendar to include snow days and added flex learning days.” Ms. Ohs seconded. Motion passed unanimously.

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

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

Ms. Pool reported that the Board is excited for the Elections. At the next Board meeting, we will seat new members and unseat members that have an expiring seat. Discussion ensued regarding next month’s agenda.

## **9. Housekeeping**

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

Date: Thursday, June 22, 2023

Time: 5:30pm

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

## **10. Adjournment**

Ms. Folks motioned “to adjourn tonight’s meeting.” Ms. Folks seconded the motion. Motion passed unanimously. The meeting adjourned at 7:09 PM.

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

DRAFT

**WOODBURY LEADERSHIP ACADEMY**  
**DIRECTOR REPORT**  
**JUNE 22, 2023**

*Dr. Kathleen Mortensen*

**I. Organizational Leadership**

- The Facilities Committee was scheduled to meet on June 13<sup>th</sup>
- The Governance Committee met on June 8<sup>th</sup>
- The Finance Committee met on June 14<sup>th</sup>.
- ADM for the coming school year, as of June 15<sup>th</sup> is 763

**II. Instructional Leadership**

- As per our recent Strategic Planning session, *“WLA intends to become a respected destination school in the area, and known nationally as a Core Knowledge School of Distinction.”*
  - Staff workdays were held on June 8-9 which included reviewing end of year student assessment data
  - **WLA has won the Volunteers of America Academic Achievement Award**
  - Training from the national Responsive Classroom (RC) organization will be on-site at WLA August 7-11 to facilitate training regionally. RC is a partner with the Core Knowledge Foundation, and we are thrilled to have them conduct training on our WLA site.

**III. Financial Management**

- Another item that arose during our Strategic Planning session was to *“Exercise fiscal responsibility while maintaining quality facilities, ensuring competitive staff pay, and appropriating the necessary instructional and operational supplies.”*
  - We are continually adjusting our budget to meet our financial targets.
  - Dustin Reeves from BergenKDV has completed the final budget for the current school year, as well as developed the budget for the upcoming school year.
  - **WLA has won the Volunteers of America Finance Award**

**IV. Human Resource Management**

- We are continuing with the process of renewing employment agreements and filling positions. Signed agreements are listed herein for ratification.
  - Madi Goodman                      Grade 1 (returning)
  - Miranda Lemon                      Grade 2 (returning)
  - Sara Joslin                              Grade 2 (replacing Kat Jackson)
  - Allison Pint                              Grade 3 (replacing Amanda McGrane)
  - Amanda McGrane                      Grade 5 (returning but moving to grade 5)
  - Cecelia Lauermann                      Music (returning)
  - Harley Hazel                              P.E. (returning)
  - Mattea Sievert                              Art (returning)
  - Christina Burnett                              ELL (returning)
  - Ben Martinson                              ELL (returning but this is a new position)

- Alex Iwasko RTI (returning)
- Taylor Smith (Wallisch) RTI (returning, replacing Claudia Irina)
- Sandy Session Building Substitute (returning)
- Amy Sorenson Building Substitute/Para (returning)
- Emma Beck Special Education (FT coordinator)
- Pam Scheiffer Special Education (returning)
- Cassandra Christianson Special Education (replacing Taylor Smith)
- Luke Ekelund Counselor (returning)
- Roberto Martinez Custodial (returning)
- Norma Martinez Custodial (returning)

- Both of our principals, Mr. Nick Rice and Mr. Ben Broderick attended the VOA Annual Conference along with Dean Jess Erickson, and Board members Jolene Skordahl, Julie Ohs, and Rich Washington. Rich was hands-down, the karaoke star of the conference.

## **V. Provision for a Safe and Effective Learning Environment**

- EOY Field Day went smoothly due to the hard work that Jolene Skordahl and Harley Hazel put into logistics, as well as the large number of volunteers that assisted.
- Similarly, the WLA Carnival went smoothly due to the hard work that the WLA PTO, staff members, and many volunteers assisted with.
- The final walk through was conducted on June 15<sup>th</sup>. We will yet be addressing the sound system in the gym. Also, due to watering restrictions, we have some newly planted trees and plants that are under stress. We have applied for a permit from the City of Woodbury to water more frequently.
- With guidance from BerganKDV, there have been several construction projections underway as we spend down some of our year-end savings including:
  - Fresh carpeting in the main office area
  - Removal of wall between two first floor classrooms in order to have a one larger classroom
  - Removing the remaining worn out carpeting from second floor classrooms and replacing with vinyl tiles
  - Installing a fence around the front lot perimeter

## **VI. Communications Management**

- Yet another goal set during our Strategic Planning session was to *“Provide a safe and healthy learning environment that celebrates our diversity and builds community.”*
  - The student trip to D.C. was a success, and all returned safely to WLA late on June 11<sup>th</sup>. Thank you to Kalleigh Mayson and Autumn Handahl for leading that trip, and next year, we will set our sights on Boston!
  - Summer school started on June 12<sup>th</sup> and is serving approximately 90 students
  - We continue to host a number of events at WLA through the summer including music lessons, art classes, and sports opportunities.





Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Financial Report

May 31, 2023

Woodbury Leadership Academy  
Woodbury, MN  
Financial Report  
May 31, 2023

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

### Summary of Key Financial Indicators

- \* Average Daily Membership (ADM) Overview –
  - o Original Budget: 724 ADM
  - o Revised Budget: 669 ADM
  - o Working Budget: 672 ADM
  - o Actual: 669 ADM
  
- \* The school's budgeted surplus in General Fund for the year is \$255,630. The school is budgeting to spend \$7,500 out of the Community Service Fund. A projected cumulative fund balance of \$2,263,747 or 29% of expenditures at fiscal year-end.
  
- \* The School's Proposed Revised II Budget is projecting a surplus of \$255,998 at fiscal year-end, which would result in an ending fund balance of \$2,271,615 or 30% of total expenditures.
  
- \* Projected Days of Cash on Hand is 101 days of annual expenditures. This is above 45 days meets minimum bond covenants.

### Financial Statement Key Points

- \* As of month-end, 91.67% of the year was complete.
- \* Cash Balance as of the reporting period is \$2,029,157 and is down from \$2,169,016 in the previous month due to regular accounts payable processing.
- \* State Aids Receivable 21-22 balance is \$0 as of the reporting period. The final amounts will be reconciled this Spring.
- \* Revenues received at end of the reporting period – 91.6% of working budget.
- \* Expenditures disbursed at end of the reporting period – 89.6% of working budget.

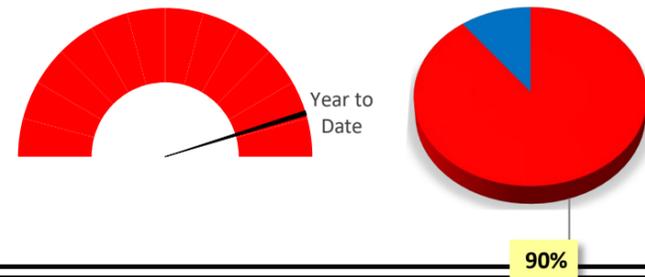
### Other Items

- \* The revised budget was approved at the March meeting and is reflected in the Financial Report.
- \* The 990-tax return was prepared and submitted by the May 15<sup>th</sup> Deadline.
- \* Legislative updates: The House and Senate have agreed upon a 4% increase to the General Education Formula for FY23-24. Free Meals for All has been approved and signed by the Governor; these will be effective as of July 1, 2023.

Woodbury Leadership Academy  
Woodbury, MN  
Financial Statements Dashboard  
May 31, 2023

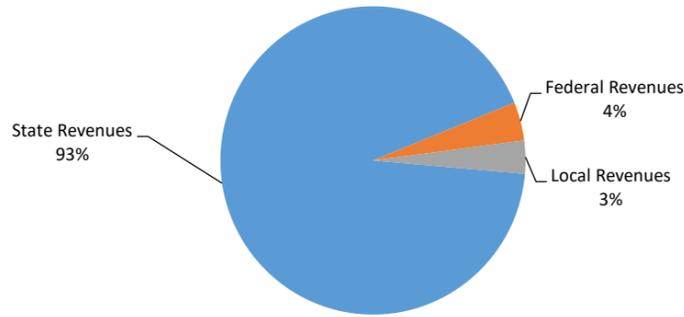
**Financial Summary - Budgeted Amounts and Year to Date Activity**

<i>Resources to Operate Programs (Revenues):</i>		<i>Funds Used to Provide Programs and Services (Expenses):</i>		<i>Excess / Deficit</i>		
Approved Budget	\$7,942,784	Approved Budget	\$7,694,654	\$248,130		
Revised Budget	\$7,884,401	Revised Budget	\$7,581,556	\$302,845		
Revised Budget II	\$7,866,481	Revised Budget II	\$7,610,483	\$255,998		
Year to Date	\$7,205,164	91.6%	Year to Date	\$6,819,412	89.6%	\$385,752

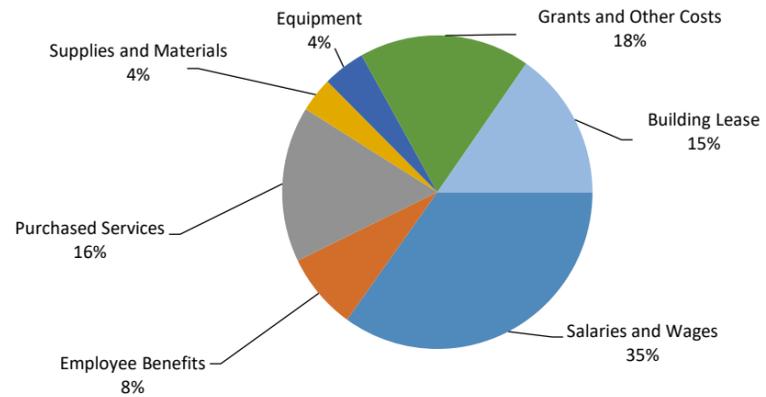


**Budgets for the Year**

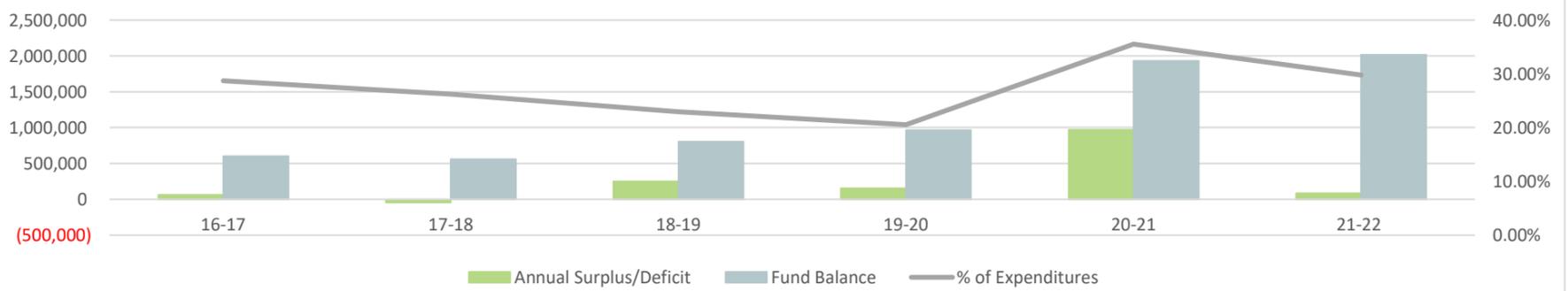
*Where funds will come from to operate the school:*

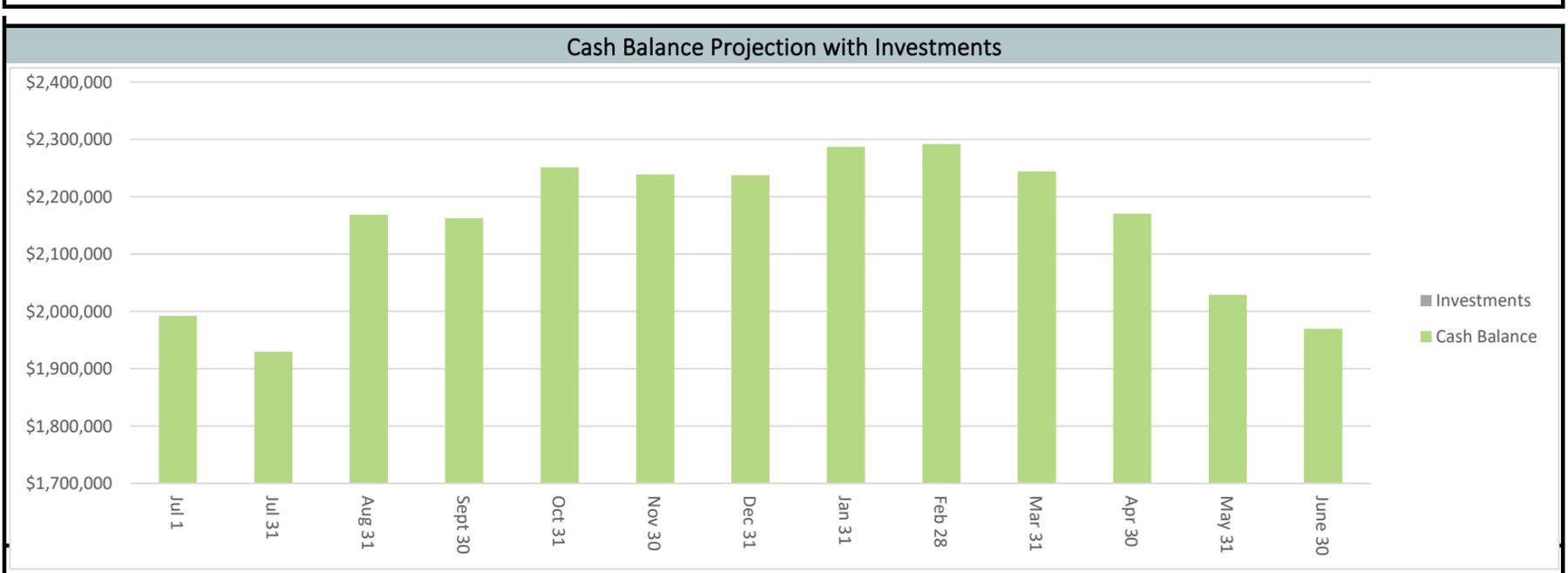
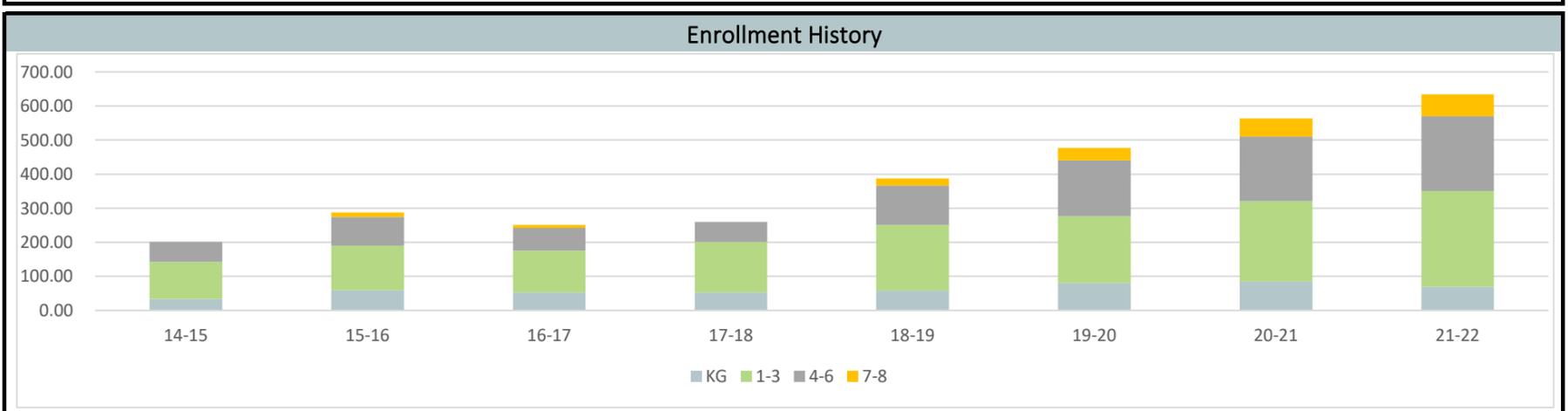
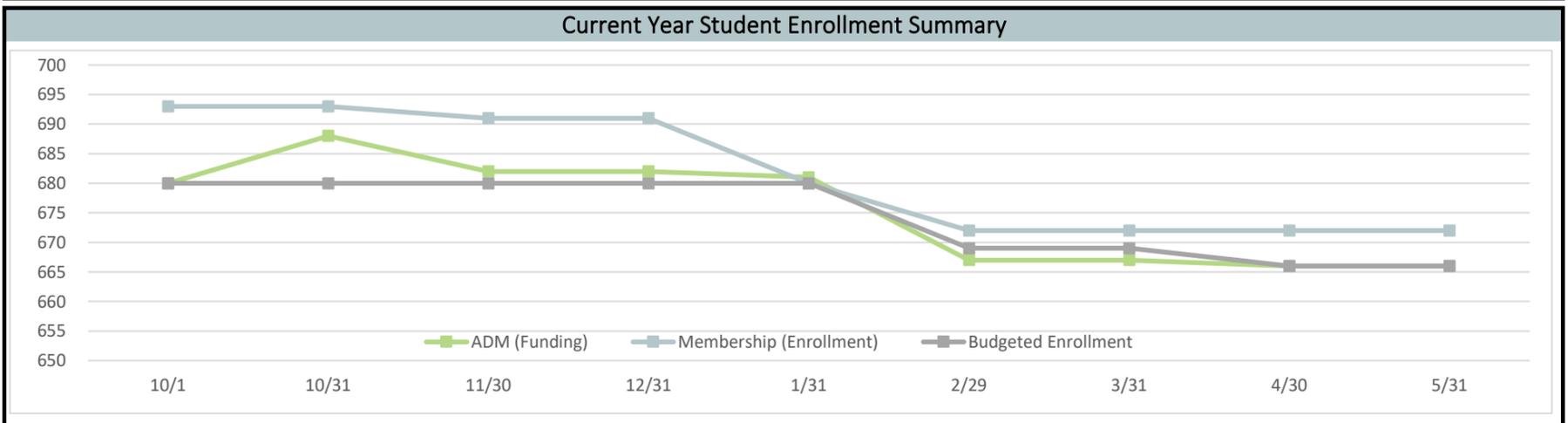
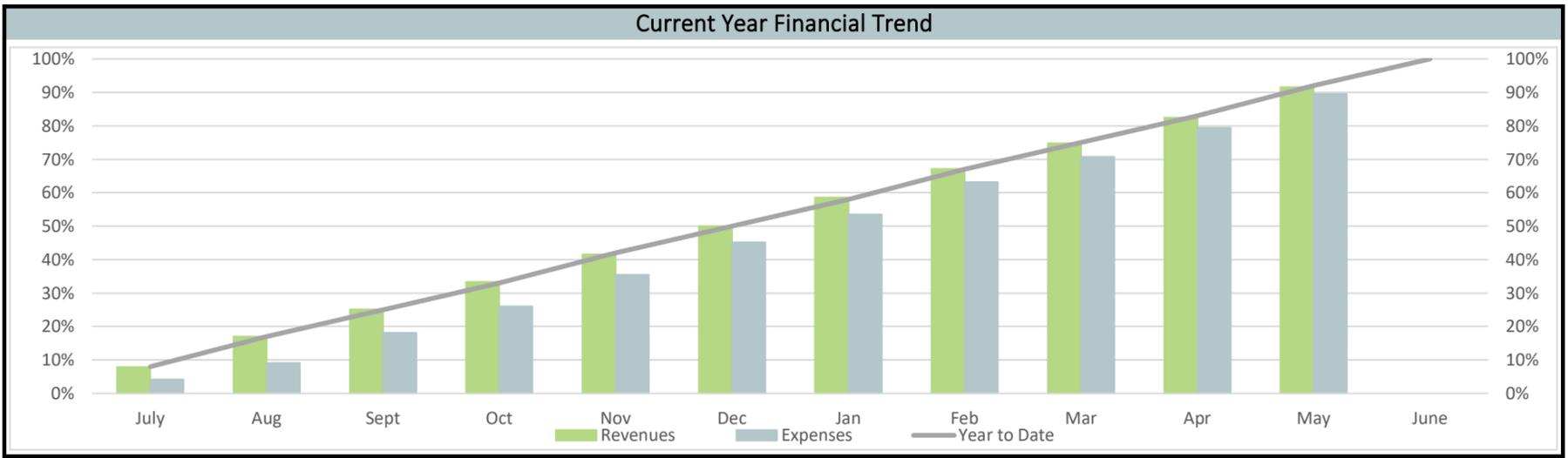


*How the money is budgeted to be spent:*



**Fund Balance History**





Woodbury Leadership Academy  
Woodbury, MN  
Balance Sheet  
May 31, 2023

	Audited Balance June 30, 2022	Ending Balance
<b>Assets</b>		
Cash and Investments	\$ 1,992,176	\$ 2,029,157
Accounts Receivable	-	-
Due from Other Funds	93,744	72,355
State Aids Receivable	301,277	-
Current Year State Holdback Receivable		295,900
Federal Aids Receivable	107,781	280,755
Prepaid Expenses and Deposits	24,228	8,586
Payroll Deductions and Contributions (Prepaid)	-	-
	<hr/>	<hr/>
<b>Total All Assets</b>	<b>\$ 2,519,206</b>	<b>\$ 2,686,753</b>
<b>Liabilities and Fund Balance</b>		
Current liabilities		
Salaries and Wages Payable	\$ 206,350	\$ 238,921
Accounts Payable	124,767	-
Payroll Deductions and Contributions (Owed)	172,473	46,463
Total current liabilities	503,589	285,384
Fund balance		
Fund balance 07-01-2022	\$ 1,932,193	\$ 2,015,617
Net income to date fy 22 & 23	83,424	385,752
Total fund balance	2,015,617	2,401,369
	<hr/>	<hr/>
<b>Total liabilities and fund balance</b>	<b>\$ 2,519,206</b>	<b>\$ 2,686,753</b>
		97
<i>Current Days of cash on hand</i>		45
<i>Days Cash on Hand Required</i>		

Woodbury Leadership Academy  
Woodbury, MN  
Statement of Revenues and Expenditures  
May 31, 2023

Months: 11      91.67%

	FY 2023 Original Budget 724 ADM 743 PU	FY 2023 Revised Budget 669 ADM 687 PU	FY 2023 Proposed Revised II Budget 666 ADM 684 PU	Year to Date Activity	Percent of Proposed Revised II Budget
<b>General Fund - 01</b>					
Revenues					
State Revenues					
General Education Aid	\$ 5,558,815	\$ 5,147,137	\$ 5,155,134	\$ 4,974,676	96.5%
Charter School Lease Aid	976,302	902,387	898,258	398,664	44.4%
Long Term Facilities Maintenance Aid	98,076	90,651	90,236	-	0.0%
Literacy Incentive Aid	51,336	64,307	64,307	57,877	90.0%
School Land Trust Endowment Aid	23,610	28,964	30,480	30,480	100.0%
Special Education Aid + Adsis	894,101	1,020,472	937,558	820,379	87.5%
Prior Year Adjustments	-	100,000	100,000	87,942	87.9%
Estimated State Holdback Amount	-	-	-	295,900	-
Total State Revenues	7,602,240	7,353,918	7,275,973	6,665,917	91.6%
Federal Revenues					
Federal Title I, II, V	31,055	38,062	43,678	41,708	95.5%
Federal Special Education	81,899	81,899	90,000	89,800	99.8%
Federal ARP Summer, 150	17,606	17,606	17,606	400	2.3%
Federal ESSER III, 160	11,521	11,521	11,521	11,225	97.4%
Federal ESSER III, 161	19,021	19,021	19,021	7,000	36.8%
Federal ESSER Summer Learning, 163	-	8,035	8,035	8,035	100.0%
Federal Testing Grant, 170	-	4,661	4,661	4,661	100.0%
Federal ESSER III, 169	122,442	122,442	122,442	122,302	99.9%
Total Federal Revenues	283,544	303,247	316,964	285,132	90.0%
Local Revenues					
Fees from Students	31,600	42,600	53,000	51,732	97.6%
Medical Assistance	2,400	7,075	8,500	8,294	97.6%
Interest Earnings	1,000	50,518	75,000	65,664	87.6%
Contributions and Gifts, Give to the Max	20,000	20,000	20,000	15,626	78.1%
Contributions PTO offset with expense	2,000	30,000	30,000	28,000	93.3%
Miscellaneous Revenues- excel, wexford	-	77,044	87,044	84,779	97.4%
Sale of Merchandise/Fundraising	-	-	-	20	-
Total local revenues	57,000	227,236	273,544	254,115	92.9%
<b>Total Revenues</b>	<b>\$ 7,942,784</b>	<b>\$ 7,884,401</b>	<b>\$ 7,866,481</b>	<b>\$ 7,205,164</b>	<b>91.6%</b>

Woodbury Leadership Academy  
Woodbury, MN  
Statement of Revenues and Expenditures  
May 31, 2023

Months: 11      91.67%

	FY 2023 Original Budget 724 ADM 743 PU	FY 2023 Revised Budget 669 ADM 687 PU	FY 2023 Proposed Revised II Budget 666 ADM 684 PU	Year to Date Activity	Percent of Proposed Revised II Budget
Expenditures					
Salaries and Wages	\$ 2,753,361	\$ 2,587,075	\$ 2,654,657	\$ 2,430,113	91.5%
Employee Benefits	730,641	633,431	603,431	553,412	91.7%
Contracted Services	248,643	240,643	278,063	255,536	91.9%
Technology Services	21,200	19,600	14,500	14,343	98.9%
Communication Services	10,400	9,600	9,500	6,439	67.8%
Postage	2,900	2,700	3,250	3,204	98.6%
Utilities	147,500	147,500	169,500	162,991	96.2%
Property and Casualty Insurance	25,000	23,100	23,300	23,281	99.9%
Repairs and Maintenance	110,425	65,425	85,425	79,509	93.1%
Student Transportation	533,350	586,960	586,960	580,353	98.9%
Field Trip Transportation	14,480	13,383	8,324	4,741	57.0%
Travel and Conferences	8,300	7,700	7,600	4,906	64.6%
Field Trip Admissions	25,400	31,800	31,800	29,997	94.3%
Building Lease	1,164,150	1,164,150	1,164,150	1,067,138	91.7%
Other Rentals and Leases	2,000	2,000	5,000	4,856	97.1%
Office Supplies/General Supplies	45,500	42,100	41,900	40,272	96.1%
Maintenance Supplies	53,800	49,700	39,500	39,115	99.0%
Non-Instructional Software	28,700	25,000	25,000	21,097	84.4%
Instructional Software	17,000	17,500	17,500	17,265	98.7%
Instructional Supplies	35,600	36,500	40,000	38,258	95.6%
Textbooks and Workbooks	73,100	67,600	67,300	66,448	98.7%
Standardized Tests	13,200	12,200	12,100	7,105	58.7%
Food	11,900	20,200	30,000	27,854	92.9%
Building Improvements	205,000	205,000	205,000	66,098	32.2%
Furniture and Other Equipment	50,575	46,735	46,530	10,048	21.6%
Technology Equipment	53,094	50,894	50,794	39,242	77.3%
Technology PTO Grant		12,000	12,000	-	0.0%
Principal and Interest - Capital Lease	26,600	24,500	14,400	7,605	52.8%
Dues and Memberships	34,900	34,900	34,900	28,021	80.3%
Third Party Expenditures	-	1,000	1,000	945	94.5%
Give to the Max, salaries	10,000	10,000	10,000	10,000	100.0%

Woodbury Leadership Academy  
Woodbury, MN  
Statement of Revenues and Expenditures  
May 31, 2023

Months: 11      91.67%

	FY 2023 Original Budget 724 ADM 743 PU	FY 2023 Revised Budget 669 ADM 687 PU	FY 2023 Proposed Revised II Budget 666 ADM 684 PU	Year to Date Activity	Percent of Proposed Revised II Budget
State Special Education	903,687	1,036,709	949,431	866,028	91.2%
ADSI	43,204	43,204	43,204	28,061	65.0%
Federal Title I, II, V	31,055	38,062	43,678	41,708	95.5%
Federal Special Education	81,899	81,899	90,000	89,800	99.8%
Federal ARP Summer, 150	17,606	17,606	17,606	400	2.3%
Federal ESSER III, 160	11,521	11,521	11,521	11,225	97.4%
Federal ESSER III, 161	19,021	19,021	19,021	7,000	36.8%
Federal ESSER Summer Learning, 163		8,035	8,035	8,035	100.0%
Federal Testing Grant, 170		4,661	4,661	4,661	100.0%
Federal ESSER III, 169 Pandemic Enrollment Loss	122,442	122,442	122,442	122,302	99.9%
<b>Total expenditures</b>	<b>\$ 7,687,154</b>	<b>\$ 7,574,056</b>	<b>\$ 7,602,983</b>	<b>\$ 6,819,412</b>	<b>89.7%</b>
<b>General fund net income</b>	<b>\$ 255,630</b>	<b>\$ 310,345</b>	<b>\$ 263,498</b>	<b>\$ 385,752</b>	
<b>Community Services Fund - 04</b>					
Revenues					
Registration Revenue	\$ -	\$ -	\$ -	\$ -	-
<b>Total revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Expenditures					
Purchased Services	\$ -	\$ -	\$ -	\$ -	-
Supplies and Materials, Snacks	-	-	-	-	-
Equipment	7,500	7,500	7,500	-	0.0%
Dues and Memberships	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Community Services Fund Net Income</b>	<b>\$ (7,500)</b>	<b>\$ (7,500)</b>	<b>\$ (7,500)</b>	<b>\$ -</b>	

Woodbury Leadership Academy  
Woodbury, MN  
Statement of Revenues and Expenditures  
May 31, 2023

Months: 11      91.67%

	FY 2023 Original Budget 724 ADM 743 PU	FY 2023 Revised Budget 669 ADM 687 PU	FY 2023 Proposed Revised II Budget 666 ADM 684 PU	Year to Date Activity	Percent of Proposed Revised II Budget
<b>Total All Funds</b>					
Revenues					
State Revenues	\$ 7,602,240	\$ 7,353,918	\$ 7,275,973	\$ 6,665,917	91.6%
Federal Revenues	283,544	303,247	316,964	285,132	90.0%
Local Revenues	57,000	227,236	273,544	254,115	92.9%
<b>Total Revenues</b>	<b>\$ 7,942,784</b>	<b>\$ 7,884,401</b>	<b>\$ 7,866,481</b>	<b>\$ 7,205,164</b>	<b>91.6%</b>
Expenditures					
Salaries and Wages	\$ 2,753,361	\$ 2,587,075	\$ 2,654,657	\$ 2,430,113	91.5%
Employee Benefits	730,641	633,431	603,431	553,412	91.7%
Purchased Services	2,313,748	2,314,561	2,387,372	2,237,293	93.7%
Supplies and Materials	278,800	270,800	273,300	257,415	94.2%
Equipment	342,769	346,629	336,224	122,993	36.6%
Grants and Other Costs	1,275,335	1,429,060	1,355,499	1,218,186	89.9%
<b>Total Expenditures</b>	<b>\$ 7,694,654</b>	<b>\$ 7,581,556</b>	<b>\$ 7,610,483</b>	<b>\$ 6,819,412</b>	<b>89.6%</b>
<b>Total Revenues All Funds</b>	<b>\$ 7,942,784</b>	<b>\$ 7,884,401</b>	<b>\$ 7,866,481</b>	<b>\$ 7,205,164</b>	<b>91.6%</b>
<b>Total Expenditures All Funds</b>	<b>\$ 7,694,654</b>	<b>\$ 7,581,556</b>	<b>\$ 7,610,483</b>	<b>\$ 6,819,412</b>	<b>89.6%</b>
<b>Net Income - All Funds</b>	<b>\$ 248,130</b>	<b>\$ 302,845</b>	<b>\$ 255,998</b>	<b>\$ 385,752</b>	

Beginning Fund Balance, All Funds, July 1, 2022	\$ 2,015,617	\$ 2,015,617	\$ 2,015,617
Projected Fund Balance, All Funds, June 30, 2023	\$ 2,263,748	\$ 2,318,462	\$ 2,271,615
Projected Fund Balance Percentage	29%	31%	30%
<i>Debt Service Coverage Ratio - Estimated</i>	125%	128%	125%
<i>Debt Service Coverage Ratio - Required</i>	125%	125%	125%

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

Woodbury Leadership Academy  
Cash Flow Projection Summary  
2022-2023 School Year

Period Ending	Cash Inflows (Revenues)				Total Receipts	Cash Outflows (Expenditures)				Cash Balance
	State Aid Payments	Federal Aid Payments	Other Receipts	Prior Year State and Federal Holdback		Salaries (Cash flow budgeted at Gross but updated at Net)	Other Expenses Actual Includes Benefits (Tax Payments, PERA, TRA) and AP	Payments made on behalf of the building company	Total Expenses	
									<i>Beginning Balance</i>	<b>\$ 1,992,176</b>
Jul 31	\$ 474,521	\$ -	\$ -	\$ -	\$ 474,521	\$ 163,022	\$ 373,919	\$ -	\$ 536,941	1,929,757
Aug 31	621,505	-	64,666	172,146	858,317	241,359	378,370	-	619,729	2,168,345
Sept 30	568,935	-	19,194	69,407	657,536	210,325	452,888	-	663,213	2,162,668
Oct 31	551,799	-	12,906	154,304	719,010	216,364	413,689	-	630,053	2,251,625
Nov 30	597,144	-	18,141	201	615,486	210,991	416,917	-	627,908	2,239,204
Dec 31	588,557	4,377	149,146	-	742,080	222,176	521,255	-	743,431	2,237,852
Jan 31	564,422	-	34,272	61,526	660,221	201,773	408,992	-	610,765	2,287,308
Feb 28	538,954	52,299	4,000	-	595,253	260,166	330,678	-	590,843	2,291,717
Mar 31	584,077	-	13,604	-	597,681	275,824	369,069	-	644,893	2,244,505
Apr 30	568,079	-	14,779	(19,971)	562,886	208,148	428,891	-	637,039	2,170,353
May 31	568,761	-	8,145	-	576,906	205,661	512,440	-	718,101	2,029,157
June 30	503,436	-	4,000	-	507,436	264,051	302,665	-	566,716	1,969,877
Projected	6,730,190	56,676	342,853	437,613	7,567,332	2,679,859	4,909,772	-	7,589,631	

Assumptions: 10% State Aid Holdback

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

Woodbury Leadership Academy  
Woodbury, MN  
Contracted Services & Maintenance Report  
May 31, 2023

305 - Contracted Services Detail	FY23			
	Original Budget	Revised Budget II	Actual	% spent
Advertising & Marketing	4,000	3,850	3,817	99.1%
Board Related Services	3,000	1,000	-	0.0%
Financial Management Services	77,112	77,112	72,000	93.4%
Time & Attendance Fees	9,300	4,370	4,368	100.0%
Audit & Tax Services	11,216	14,600	14,600	100.0%
Background Checks	2,100	-	-	0.0%
Bank Fees	3,850	7,850	6,919	88.1%
e-rate consulting	-	2,950	2,950	0.0%
Benefit Fees	700	700	591	84.4%
Strategic Planning Consultant	8,000	-	-	0.0%
Legal Services	15,000	6,180	4,570	74.0%
Substitutes/Student Services/ESL	15,000	30,900	30,830	99.8%
Nursing	7,200	7,200	4,570	63.5%
Janitorial Services- Robemy Cleaning	80,580	118,000	107,126	90.8%
Other Fees	11,585	3,351	3,194	95.3%
	<b>248,643</b>	<b>278,063</b>	<b>255,536</b>	<b>92%</b>



Woodbury Leadership Academy  
Woodbury, MN  
District 4228

Supplemental Reports

May 31, 2023

## WOODBURY LEADERSHIP ACADEMY Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
OLDN		8507		BP	1	1029	The Home Depot		No	Yes	No	05/05/2023	2,111.11
OLDN		8508		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	05/05/2023	2,096.50
OLDN		8509		BP	1	1098	Teachers on Call	C Corporation	No	Yes	No	05/05/2023	765.00
OLDN		8510		BP	1	1098	Teachers on Call	C Corporation	No	Yes	No	05/05/2023	1,275.00
OLDN		8511		BP	1	1150	JR Computer Associates		No	Yes	No	05/05/2023	1,200.00
OLDN		8512		BP	1	1233	Reno Mothes		No	Yes	No	05/05/2023	1,100.00
OLDN		8513		BP	1	1241	Sheila Merzer		No	Yes	No	05/05/2023	406.25
OLDN		8514		BP	1	1249	Designs for Learning		No	Yes	No	05/05/2023	1,274.00
OLDN		8515		BP	1	1249	Designs for Learning		No	Yes	No	05/05/2023	60,000.00
OLDN		8516		BP	1	1302	Toshiba Financial Services		No	Yes	No	05/05/2023	2,122.64
OLDN		8517		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	05/05/2023	57,331.12
OLDN		8518		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	05/05/2023	799.80
OLDN		8519		BP	1	1462	Monarch Bus Service Inc		No	Yes	No	05/05/2023	722.40
OLDN		8520		BP	1	1509	Colliers Architecture LLC		No	Yes	No	05/05/2023	2,500.00
OLDN		8521		BP	1	1515	Minnesota Coaches Inc		No	Yes	No	05/05/2023	12,073.36
OLDN		8522		BP	1	1541	Business Essentials		No	Yes	No	05/05/2023	820.00
OLDN		8523		BP	1	1555	DHH Consulting LLC	Ind/Sole Proprietor	No	Yes	No	05/05/2023	1,113.18
OLDN		8524		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	05/05/2023	437.53
OLDN		8525		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	05/05/2023	293.27
OLDN		8526		BP	1	1639	Navigate Care Consulting	Ind/Sole Proprietor	No	Yes	No	05/05/2023	765.00
OLDN		8527		BP	1	1644	Robemy Cleaning Services LLC	Ind/Sole Proprietor	No	Yes	No	05/05/2023	11,000.00
OLDN		8528		BP	1	1646	Washington County		No	Yes	No	05/05/2023	121.94
OLDN		8529		BP	1	1646	Washington County		No	Yes	No	05/05/2023	88.66
OLDN		8530		BP	1	1646	Washington County		No	Yes	No	05/05/2023	681.20
OLDN		8531		BP	1	1650	Cindy Harmer		No	Yes	No	05/05/2023	160.00
OLDN		8532		BP	1	1688	Sam Wakefield		No	Yes	No	05/05/2023	400.00
OLDN		8533		BP	1	1695	Jamey Strand		No	Yes	No	05/05/2023	1,500.00
OLDN		8534		BP	1	1700	Ann C Polachek		No	Yes	No	05/05/2023	2,000.00
OLDN		8535		BP	1	1701	Comcast Business #1073802		No	Yes	No	05/05/2023	255.38
OLDN		8536		BP	1	1702	Emerald Lawn & Landscaping Inc		No	Yes	No	05/05/2023	9,177.00
OLDN		8537		Wire	1	1099	MN UI Fund		No	Yes	No	05/16/2023	3,105.00
OLDN		8538		Wire	1	1369	BerganKDV Outsourced Services LLC		No	Yes	No	05/16/2023	432.00
OLDN		8539		Wire	1	1632	Xcel Energy		No	Yes	No	05/16/2023	51,963.72
OLDN		8540		Wire	1	1635	USBank		No	Yes	No	05/16/2023	97,012.50
OLDN		8542		Wire	1	1441	Old National		No	Yes	No	05/22/2023	597.69
OLDN		8543		Wire	1	1558	Bill.com		No	Yes	No	05/22/2023	123.36
OLDN		8544		Wire	1	1001	Public Employee Retirement Association		No	Yes	No	05/15/2023	3,825.93
OLDN		8545		Wire	1	1002	Teachers Retirement Association		No	Yes	No	05/15/2023	18,565.08
OLDN		8546		Wire	1	1003	Internal Revenue Service		No	Yes	No	05/15/2023	30,125.21

## WOODBURY LEADERSHIP ACADEMY Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
OLDN		8547		Wire	1	1004	MN Department of Revenue Service		No	Yes	No	05/15/2023	4,758.57
OLDN		8548		Wire	1	1128	AssociatedBank		No	Yes	No	05/15/2023	2,415.23
OLDN		8549		Wire	1	1417	VOYA		No	Yes	No	05/15/2023	1,739.90
OLDN		8550		Wire	1	1508	First Bankcard		No	Yes	No	05/17/2023	6,361.07
OLDN		8551		Wire	1	1609	GIS Benefits		No	Yes	No	05/30/2023	10,449.88
OLDN		8552		Wire	1	1632	Xcel Energy		No	Yes	No	05/30/2023	6,267.79
OLDN		8553		Wire	1	1632	Xcel Energy		No	Yes	No	05/30/2023	3,038.23
OLDN		8554		Wire	1	1632	Xcel Energy		No	Yes	No	05/30/2023	1,786.50
OLDN		8556		Wire	1	1001	Public Employee Retirement Association		No	No	No	05/31/2023	3,912.30
OLDN		8557		Wire	1	1002	Teachers Retirement Association		No	No	No	05/31/2023	19,147.92
OLDN		8558		Wire	1	1003	Internal Revenue Service		No	No	No	05/31/2023	31,172.98
OLDN		8559		Wire	1	1004	MN Department of Revenue Service		No	No	No	05/31/2023	4,998.19
OLDN		8560		Wire	1	1128	AssociatedBank		No	No	No	05/31/2023	2,467.23
OLDN		8561		Wire	1	1417	VOYA		No	No	No	05/31/2023	1,739.90
OLDN		8562		BP	1	1029	The Home Depot		No	Yes	No	05/23/2023	77.68
OLDN		8563		BP	1	1029	The Home Depot		No	Yes	No	05/23/2023	31.27
OLDN		8564		BP	1	1029	The Home Depot		No	Yes	No	05/23/2023	2,459.46
OLDN		8565		BP	1	1054	Integrative Therapy, LLC.		No	Yes	No	05/23/2023	4,010.16
OLDN		8566		BP	1	1116	Strategic Staffing Solutions		No	Yes	No	05/23/2023	594.00
OLDN		8567		BP	1	1240	Keys to Communication		No	Yes	No	05/23/2023	8,887.50
OLDN		8568		BP	1	1241	Sheila Merzer		No	Yes	No	05/23/2023	62.50
OLDN		8569		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	05/23/2023	303.12
OLDN		8570		BP	1	1594	InstantWhip- Minneapolis		No	Yes	No	05/23/2023	303.12
OLDN		8571		BP	1	1621	Cintas		No	Yes	No	05/23/2023	354.74
OLDN		8572		BP	1	1634	Nitti Sanitation		No	Yes	No	05/23/2023	590.84
OLDN		8573		BP	1	1639	Navigate Care Consulting	Ind/Sole Proprietor	No	Yes	No	05/23/2023	225.00
OLDN		8574		BP	1	1695	Jamey Strand		No	Yes	No	05/23/2023	800.00
OLDN		8575		BP	1	1700	Ann C Polachek		No	Yes	No	05/23/2023	1,800.00
OLDN		8576		BP	1	1702	Emerald Lawn & Landscaping Inc		No	Yes	No	05/23/2023	7,960.00
OLDN		8577		BP	1	1704	Paffy's Pest Control Inc		No	Yes	No	05/23/2023	2,435.44
OLDN		8578		BP	1	1705	Schindler Elevator Corporation		No	Yes	No	05/23/2023	581.00
OLDN		8541	6204	Check	1	1703	Towanna Napier		Yes	Yes	No	05/19/2023	367.85

Bank Total: \$512,440.20

Report Total: \$512,440.20

## 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	
1916	4228	OLDN	CR052														
FY23 May Donations				1936	Credit	A	05/04/23	Check	1	DONATE	Donations						
							4228	R	01	005	000	000	000	096	Amazon Smile	45.10	0.00
														Receipt Total:	\$45.10	\$0.00	
														<b>Deposit Total:</b>	<b>\$45.10</b>	<b>\$0.00</b>	
1917	4228	OLDN	CR052														
FY23 May Donations				1937	Credit	A	05/10/23	Check	1	DONATE	Donations						
							4228	R	01	005	000	000	000	096	Mighty Cause	20.00	0.00
														Receipt Total:	\$20.00	\$0.00	
														<b>Deposit Total:</b>	<b>\$20.00</b>	<b>\$0.00</b>	
1918	4228	OLDN	CR052														
FY23 IDEAS				1938	Credit	A	05/15/23	Check	1	M	Miscellaneous Customer						
							4228	R	01	005	000	000	000	211	FY23 Gen Ed Aid	284,380.45	0.00
														Receipt Total:	\$284,380.45	\$0.00	
														<b>Deposit Total:</b>	<b>\$284,380.45</b>	<b>\$0.00</b>	
1919	4228	OLDN	CR052														
FY23 May Square				1939	Credit	A	05/31/23	Check	1	M	Miscellaneous Customer						
							4228	R	01	005	000	000	000	050	Milk	42.00	0.00
														Receipt Total:	\$42.00	\$0.00	
FY23 May Square				1940	Debit	A	05/31/23	Check	1	M	Miscellaneous Customer						
							4228	E	01	005	112	000	000	305	Square fees	(1.65)	0.00
														Receipt Total:	(\$1.65)	\$0.00	
														<b>Deposit Total:</b>	<b>\$40.35</b>	<b>\$0.00</b>	
1920	4228	OLDN	CR052														
FY23 May Donations				1941	Credit	A	05/22/23	Check	1	DONATE	Donations						
							4228	R	01	005	000	000	000	096	Gifts And Bequests	113.01	0.00
														Receipt Total:	\$113.01	\$0.00	
														<b>Deposit Total:</b>	<b>\$113.01</b>	<b>\$0.00</b>	

## WOODBURY LEADERSHIP ACADEMY

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1921	4228	OLDN	CR0523													
FY23 May Interest																
				1942	Credit	A	05/31/23	Check	1	I						
							4228	R	01	005	000	000	000	092	Interest Earnings	
															7,926.31	0.00
Receipt Total:														\$7,926.31	\$0.00	
<b>Deposit Total:</b>														<b>\$7,926.31</b>	<b>\$0.00</b>	
1922	4228	OLDN	CR0523													
FY23 IDEAS																
				1943	Credit	A	05/30/23	Check	1	M						
							4228	R	01	005	000	000	000	211	General Education Aid	260,638.40
							4228	R	01	005	000	000	317	211	Eng Learner Cross Subs	237.21
							4228	R	01	005	000	000	348	300	Charter Sch Lease	23,504.83
Receipt Total:														\$284,380.44	\$0.00	
<b>Deposit Total:</b>														<b>\$284,380.44</b>	<b>\$0.00</b>	
Report Total:														\$576,905.66	\$0.00	

# WOODBURY LEADERSHIP ACADEMY

## Journal Entry Listing

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

**Date:** Wednesday, June 14, 2023

**Time:** 11:00 am

**Location:** Virtual Meeting

### Meeting Minutes

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

**Members present - Mandi Folks, Judith Darling, Dustin J. Reeves,**

**Members not present - Kathleen Mortensen, Jolene Skordahl**

### WLA Mission & Vision – Mandi Folks

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

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

### Development, Discussion, and Recommendations

1. Review financial statements for May 2023 - [Dustin J. Reeves](#)
2. Review proposed amended budget for 22-23 School year; increased teacher raises to 4% to be consistent with government funding increase, as discussed at last month's board meeting - [Dustin J. Reeves](#)
3. Review BKDV Employee Credit Refund paperwork - Dr. Mortensen, still waiting for approval.
4. Discussed updating committee charge; we skimmed it and acknowledged that it needs an update; sending charge out to committee members to make updates and bring to the committee meeting next month - Mandi Folks

### Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Wednesday, Jul 12, 2023 @ 11am

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

**Adjournment @ 11:38am**



**Meeting:** Governance Committee Minutes

**Date:** Thursday, June 8th, 2023

**Time:** 4:30 PM

**Location:** Zoom - ID 432 394 8884 Password: WLAROCKS

## AGENDA

### Meeting Call to Order and Roll Call

Meeting Call to Order at 4:33pm

Roll Call

**Members Present:** Natalie Sjoberg, and Erin Neumann

**Members in Absent:** Shelbi Pool, Kathy Mortensen, Jessica Erickson

**Non-Members Present:** Richard Washington, Sarah Werz

### Development, Discussion, and Recommendations

- Discussion of committee chair/members - add Sarah and Rich officially
- Handbook final review (Grading portion added)
  - Pushed to July
- Logo discussion for uniforms/spirit wear
  - Use regular logo for uniforms, owl logo for spirit wear
  - Full Uniform Policy discussion/updates in July
- 616 School District System Accountability
  - Need to create policy (Kathy and Nancy)
  - Tabled until July
- Annual policy review 522 and form
  - Ready for second reading
- Annual policy review 524
  - Ready for second reading

### Future Discussions

- Uniform Policy
- Continue review of 200s series: 210.1, 211, 214
- Edit 208 to reflect annual policies/procedures

### Housekeeping

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: July 13th, 2023

Time: 4:30 p.m.

Location: TBD

**Adjournment at 5:10pm**



# WOODBURY LEADERSHIP ACADEMY

*Adopted: July 8, 2014*

*Amended: ~~March 27, 2019~~ June 8, 2023*

## **522 STUDENT SEX NONDISCRIMINATION**

### **I. PURPOSE**

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

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

A. Woodbury Leadership Academy provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by Woodbury Leadership Academy on the basis of sex.

B. It is the responsibility of every school employee to comply with this policy.

C. The school board hereby designates the director as its Title IX coordinator. This employee coordinates Woodbury Leadership Academy's efforts to comply with and carry out its responsibilities under Title IX.

D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the director as the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the director.

### **III. REPORTING GRIEVANCE PROCEDURES**

A. Any student who believes ~~he or she has~~ **they have** been the victim of unlawful sex discrimination by a teacher, administrator or other school personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school official designated



by this policy or may file a grievance. Woodbury Leadership Academy encourages the reporting party or complainant to use the report form available from the director at the Woodbury Leadership Academy office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to the director.

B. The director is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student. Any adult school personnel who receives a report of unlawful sex discrimination toward a student shall inform the director immediately.

C. Upon receipt of a report or grievance, the director must notify Woodbury Leadership Academy's Chair of Board of Directors immediately, without screening or investigating the report. The director may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the director to the Chair of Board of Directors. If the report was given verbally, the director shall personally reduce it to written form within a timely manner and forward it to the Chair of Board of Directors. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the director. If the complaint involves the director, the complaint shall be made or filed directly with the Chair of Board of Directors by the reporting party or complainant.

D. The school board hereby designates the director as Woodbury Leadership Academy human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the Chair of the Board of Directors.

E. Woodbury Leadership Academy shall conspicuously post the name of the Title IX coordinator, including office mailing addresses and telephone numbers.

F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. Woodbury Leadership Academy will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Woodbury Leadership Academy's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

#### **IV. INVESTIGATION**



A. By authority of Woodbury Leadership Academy, the director as the Title IX coordinator, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school officials or by a third party designated by Woodbury Leadership Academy.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, Woodbury Leadership Academy may consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, Woodbury Leadership Academy may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.

E. The investigation will be completed as soon as practicable. Woodbury Leadership Academy's director as the Title XI coordinator shall make a written report to the Chair of the board of directors upon completion of the investigation. If the complaint involves the Chair of the Board of Directors, the report may be filed directly to the Vice President of the Board of Directors. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **V. SCHOOL ACTION**

A. Upon conclusion of the investigation and receipt of a report, Woodbury Leadership Academy may take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School action taken for violation of this policy will be consistent with requirements of Minnesota and federal law and school policies.

B. The result of Woodbury Leadership Academy's investigation of each complaint filed under these procedures will be reported in writing to the complainant by Woodbury Leadership Academy in accordance with state and federal law regarding data or records privacy.

## **VI. REPRISAL**



Woodbury Leadership Academy may discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

## **VIII. DISSEMINATION OF POLICY AND EVALUATION**

A. This policy shall be made available to all students, parents/guardians of students, staff members, and employee organizations.

B. Woodbury Leadership Academy shall review this policy and Woodbury Leadership Academy's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.



# WOODBURY LEADERSHIP ACADEMY

*Adopted: July 22, 2014*

*Amended: ~~January 23, 2019~~ June 8, 2023*

## 524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

### I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to Woodbury Leadership Academy's computer system and acceptable and safe use of the Internet, including electronic communications.

### II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to Woodbury Leadership Academy's computer system and the Internet, including electronic communications, Woodbury Leadership Academy considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to Woodbury Leadership Academy's computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Woodbury Leadership Academy expects that faculty will blend thoughtful use of Woodbury Leadership Academy's computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### III. LIMITED EDUCATIONAL PURPOSE

Woodbury Leadership Academy is providing students and employees with access to Woodbury Leadership Academy's computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. Woodbury Leadership Academy's system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of Woodbury Leadership Academy and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.



#### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of Woodbury Leadership Academy's system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of Woodbury Leadership Academy's system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

#### **V. UNACCEPTABLE USES**

A. The following uses of Woodbury Leadership Academy's system and Internet resources or accounts are considered unacceptable:

1. Users will not use Woodbury Leadership Academy's system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use Woodbury Leadership Academy's system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use Woodbury Leadership Academy's system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use Woodbury Leadership Academy's system to vandalize, damage, or disable the property of another person or organization, will not make



deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change Woodbury Leadership Academy's system software, hardware, or wiring or take any action to violate Woodbury Leadership Academy's security system, and will not use Woodbury Leadership Academy's system in such a way as to disrupt the use of the system by other users.

5. Users will not use Woodbury Leadership Academy's system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use Woodbury Leadership Academy's system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

a. This paragraph does not prohibit the posting of employee contact information on school webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related web pages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

1. such information is classified by Woodbury Leadership Academy as directory information and verification is made that Woodbury Leadership Academy has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information.

2. such information is not classified by Woodbury Leadership Academy as directory information but written consent for release of the information to be posted has been obtained from a



parent/guardian or eligible student. In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

c. These prohibitions specifically prohibit a user from utilizing Woodbury Leadership Academy's system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace", "Facebook", "Instagram", and "Twitter".

7. Users must keep all account information and passwords on file with the designated school official. Users will not attempt to gain unauthorized access to Woodbury Leadership Academy's system or any other system through Woodbury Leadership Academy's system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on Woodbury Leadership Academy's system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use Woodbury Leadership Academy's system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use Woodbury Leadership Academy's system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of Woodbury Leadership Academy. Users will not use Woodbury Leadership Academy's system to offer or provide goods or services or for product advertisement. Users will not use Woodbury Leadership Academy's system to purchase goods or services for personal use without authorization from the appropriate school official.

B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school premises also may be in violation of this policy as well as other school policies. Examples of such violations include, but are not limited to, situations where Woodbury Leadership Academy's system is compromised or if a school employee or student is negatively impacted. If Woodbury Leadership Academy receives a report of an unacceptable use originating from a non-school computer or resource, Woodbury Leadership Academy may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of



the use or access to Woodbury Leadership Academy's computer system and the Internet and discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. In the case of a school employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the director. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school employee, the director.

## VI. FILTER

A. With respect to any of its computers with Internet access, Woodbury Leadership Academy will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. An administrator, supervisor, or other person authorized by the **Superintendent Executive Director** may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

D. Woodbury Leadership Academy will educate students about appropriate online behavior,



including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of Woodbury Leadership Academy's computer system and use of the Internet shall be consistent with school policies and the mission of Woodbury Leadership Academy.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

A. By authorizing use of Woodbury Leadership Academy's system, Woodbury Leadership Academy does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on Woodbury Leadership Academy's system.

B. Routine maintenance and monitoring of Woodbury Leadership Academy's system may lead to a discovery that a user has violated this policy, another school policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.

D. Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.

E. School employees should be aware that Woodbury Leadership Academy retains the right at any time to investigate or review the contents of their files and email files. In addition, school employees should be aware that data and other materials in files maintained on Woodbury Leadership Academy's system may be subject to review, disclosure or discovery ~~under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act)~~.

F. Woodbury Leadership Academy will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through Woodbury Leadership Academy's system.

## **IX. INTERNET USE AGREEMENT**

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of Woodbury Leadership Academy.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian. The Internet Use Agreement form for employees must be signed by the



employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

## **X. LIMITATION ON SCHOOL LIABILITY**

Use of Woodbury Leadership Academy's system is at the user's own risk. The system is provided on an "as is, as available" basis. Woodbury Leadership Academy will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or non-deliveries of information or materials, regardless of the cause. Woodbury Leadership Academy is not responsible for the accuracy or quality of any advice or information obtained through or stored on Woodbury Leadership Academy's system. Woodbury Leadership Academy will not be responsible for financial obligations arising through unauthorized use of Woodbury Leadership Academy's system or the Internet.

## **XI. USER NOTIFICATION**

A. All users shall be notified of Woodbury Leadership Academy policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school policies.
2. Disclaimers limiting Woodbury Leadership Academy's liability relative to:
  - a. Information stored on school diskettes, hard drives, or servers.
  - b. Information retrieved through school computers, networks, or online resources.
  - c. Personal property used to access school computers, networks, or online resources.
  - d. Unauthorized financial obligations resulting from use of school resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though Woodbury Leadership Academy may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.



5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by other WLA policies.
7. Notification that, should the user violate Woodbury Leadership Academy's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of Woodbury Leadership Academy's system and of the Internet if the student is accessing Woodbury Leadership Academy's system from home or a remote location.

B. Parents will be notified that their students will be using school resources/accounts to access the Internet and that Woodbury Leadership Academy will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that Woodbury Leadership Academy's acceptable use policy is available for parental review.

## **XIII. IMPLEMENTATION; POLICY REVIEW**

A. Woodbury Leadership Academy's administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the



school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.

B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. Woodbury Leadership Academy internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.