



**Meeting:** Board of Directors Special Meeting

**Date:** Thursday, July 30, 2020

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

**Location:** Virtual Meeting on Zoom.us (Zoom ID: 432 394 8884; Password: WLAROCKS)

## **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 (Shannon Kelly)**

- 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 June 24, 2020 Board Minutes  
Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_ Vote: \_\_\_\_\_

### **4. Seating of New Board Members**

- 4.1 Seat new board members (Folks, Sjoberg, Kelly)
- 4.2 Elect Officers 2020-2021 (Board Chair, Secretary, Treasurer)
- 4.3 Committee Member Appointments (Finance, Facilities, Governance)

### **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 July Finance Committee Minutes

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

6.5 Governance Committee Report (Jess Erickson)

6.5.1 Accept June 23, 2020 and July 8, 2020 Governance Committee Minutes

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

6.6 Facilities Committee Report (Jason Livingston)

6.6.1 Accept May, June, and July Facility Committee Minutes

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

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

7.1 Ratify employment agreements

7.2 Board Orientation

- Code of Ethics
- Job Description
- Performance Expectations

## **8. Board Communication & Future Items (Presenter: Mandi Folks, Board Chair)**

8.1 Board Communication/Future Agenda Items- Reflection

## **9. Housekeeping (Presenter: Mandi Folks, Board Chair)**

Next Regularly Scheduled WLA Board of Directors Meeting

Date: August 26, 2020

Time: 5:30 P.M.

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

## **10. Adjournment (Presenter: Mandi Folks, Board Chair)**

Adjournment

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

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
June 24, 2020**



**Directors Onsite:** Jessica Erickson, Mandi Folks

**Directors Attending Virtually:** Claudia George, Shannon Kelly, Jolene Skordahl

**Directors Absent:** Jason Livingston

**Administration/Advisors Attending Virtually:** Dr Kathleen Mortensen (Executive Director), Steve Wruck (BerganKDV), Brenda Kes (BerganKDV)

**Others in Attendance:** WLA staff

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

**1.1 Meeting Call to Order**

Ms Folks called the meeting to order at 5:37 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission and Vision**

Ms Folks 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 Wednesday, June 24, 2020.” Ms Skordahl 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.

**3.2 Approval of May 27, 2020 Board Minutes**

Ms Skordahl moved “to approve the minutes from the May 27, 2020 Board meeting.” 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.

**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**

Mr Andy Sharp, WLA Dean and teacher, suggested WLA strategically engage in professional development for staff regarding Race and Equity issues. Given the recent George Floyd incident and Black Lives Matter movement, staff would benefit from knowing how to address student and parent concerns. He also suggested teaching students about differences between races and cultures, and being allies together. Ms Mortensen will work with Mr Sharp and report back with ideas to implement.

**6. Board and Administration Reports**

**6.1 Board Report**

Ms Folks stated that all items she would report on are otherwise addressed in the agenda.

## **6.2 Executive Director Report**

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

- Governance Committee is discussing a blended learning policy and technology needs for the fall.
- VOA Leaders Meetings (SLT) are being held weekly. School leaders anticipate lots of struggles and there is a fair amount of leadership turnover.
- Miss E is taking a course on meeting the needs of traumatized students and ways to engage in meaningful discussions about difficult topics.
- 2020-21 Employee agreements listed in the packet are presented to be ratified by the Board.
- SLT is expanding, adding a Special Education tier and a 2-day summer institute for directors.
- Distance Learning Effectiveness: Ms Mortensen reviewed the year end assessment included in the packet. Items of note from the analysis:
  - The level of intrinsic motivation and parental support was a big variable impacting the success of Distance learning.
  - Teachers K-8 covered most all Core Knowledge and State Standards, but not to the level of depth that they wanted.
  - All grades except 1<sup>st</sup> grade stated students performed at levels consistent across all 3 trimesters.

Overall, Ms Mortensen believes WLA students performed better than most schools she has been in contact with, primarily due to a strong teacher staff and curriculum.

- Program Models and Logistics for the 2020-21 School Year: Ms Mortensen reviewed the document included in the packet, noting that this is an evolving document. Plans include several scenarios:
  - On Site - students return to the classroom
  - Hybrid model – students onsite A/B alternating day schedule
  - Distance Learning – all students offsite
  - Blended – families choose between Hybrid or Distance

Plans include quick transitions between models, if needed. Teacher and family input was considered when drafting these plans. The status of opening school in the fall will be announced by the Governor in late July.

## **6.3 Financial Director Report**

Mr Wruck shared he enjoyed working with WLA as the interim Finance Director and introduced Brenda Kes from BerganKDV, who will serve as Finance Director for the school. He reviewed the May Financial statements, stating that revenues and expenses are tracking with budget.

## **6.4 Finance Committee Report**

Ms Skordahl reported the Finance Committee met during June to review the May Financials and discuss enrollment numbers for bonding and purchasing the building. Numerous Special Ed service contacts, the custodial services contract and office employee agreements were also reviewed.

### **6.4.1 Accept May Financials and June Finance Committee Minutes**

Ms Skordahl moved “to accept the May 2020 Financials and the June 11, 2020 Finance Committee meeting minutes.” 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.

## **6.5 Governance Committee Report**

Ms Erickson reported that the Committee met twice in June with a focus on plans for the potential learning scenarios for the 2020-21 school year. They discussed ideas for distance and blended learning expectations and communications with families.

### **6.5.1 Accept June Governance Committee Minutes and First Reading of Policy 540**

Ms Erickson moved “to accept the June Governance Committee minutes and first reading of Policy 540 Student Dress, Appearance and Uniform.” Ms Skordahl 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.

### **6.6 Facilities Committee Report**

Ms Folks reported the focus of the Facilities Committee has been on the current remodel and renovation, making sure the project is within budget, is meeting the timeline and will meet the needs of the school. As of July 1, the school will have been in operation for 6 years and will be eligible to establish an Affiliated Building Company (ABC). An email was sent to WLA staff for volunteers to serve on the ABC Board: teachers Monica Purinton and Ashley Barthel, and parent Diane Thiels have agreed to serve. The ABC Board will be working with the Facilities and Finance Committees to move forward with bonding and purchasing the Globe building.

#### **6.6.1 Accept May and June Facilities Committee Minutes**

Minutes will be included in the July board packet.

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

### **7.1 Ratify employment contracts**

Ms Mortensen referred to the list of Paras, Deans, office staff and a Special Ed teacher listed in the Director’s report. Ms Folks moved to “to ratify the 2020-2021 employment agreements for Administrative and Special Ed staff listed in the Director’s report.” Seconded by Ms Erickson. 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.

Employment agreements for remaining staff positions will be presented at the July meeting.

### **7.2 Ratify special education contracts for the following independent contractors**

Ms Mortensen reviewed the list of Special Education service providers recommended for approval: Keys for Communication, Reno Mothes, Strategic Staffing, Integrative Therapy, Sheila Merzer, DHH Consulting, Sentient Healthcare and Designs for Learning. Ms Folks moved to “to ratify the 2020-21 Special Ed service contracts listed.” Seconded by Ms Skordahl. 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.

### **7.3 Ratify Gamino’s for custodial services**

Ms Folks moved “to ratify the 2020-21 Gamino custodial services agreement.” Seconded by Ms Skordahl. 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.

### **7.4 Blended Learning Plan**

Item was previously discussed.

### **7.5 2020 Board Election Results**

Ms Skordahl reported that the online board election went well, with the use of ElectionRunner.com and support by office staff Jen Owens. Results were as follows:

- Teacher opening – Ms Sjoberg was elected.
- Parent opening – Ms Folks was reelected.
- Community Member opening – Ms Kelly was reelected.

At Ms Folks request, Ms Sjoberg introduced herself and shared information about her background. Ms Folks thanked Ms Erickson for her hard work and commitment to the board, sharing that she had a lot of responsibilities as the Board secretary and Governance committee chair.

Ms George announced that she has been in conversation with Ms Folks and has decided to resign from the Board. She shared that she was not ready to take on Ms Erickson’s responsibilities and her resigning

would allow the opportunity for Ms Erickson to be appointed to the Board and continue her service. Ms Folks thanked Ms George for her service and encouraged her to remain on the Governance Committee. Ms Folks moved “to accept the resignation of Ms George from the Board.” Seconded by Ms Skordahl. 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 George left the meeting.

Ms Folks moved “to appoint Ms Erickson to the now vacant teacher seat effective July 1, 2020.” Ms Kelly seconded. Ms Folks noted that there were no other teachers ran for the recent election, so she felt it unnecessary to ask if other teachers were interested. Also, appointing Ms Erickson to the vacant seat provides continuity in important roles on the board. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

#### **7.6 Conduct the board performance evaluation**

Ms Folks shared that each year, board members are asked to evaluate themselves as a board to ensure the board is improving. She will be sending an evaluation form to members and asked them to complete it and be ready for discussion at the next board meeting.

#### **7.7 Approve the Board Calendar for the next fiscal year**

Ms Folks shared that the board meets on the fourth Wednesday of the month, unless there is a calendar conflict. She suggested the July meeting be scheduled for the fifth Wednesday, so that it would be after the Governor’s planned announcement on schools reopening in the fall. Ms Folks moved “to approve the 2020-2021 Board calendar with the addition of a meeting on July 29, 2020.” Ms Erickson seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, and Ms Skordahl voted for the motion; there were no votes against. Motion passed.

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

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

Ms Kelly commented that she appreciated the public comment and was glad the board and staff will be discussing race and equity issues.

### **9. Housekeeping**

#### **Next regularly scheduled WLA Board of Directors Meeting**

Ms Folks stated the next regular meeting is scheduled for Wednesday, July 29, 2020 at 5:30 PM in the gym at 8089 Globe Drive, Woodbury, MN. Virtual participation will be available through Zoom.

### **12. Adjournment**

Ms Kelly moved “to adjourn.” Ms Skordahl seconded. A roll call vote was taken: Ms Erickson, Ms Folks, Ms Kelly, and Ms Skordahl voted for the motion; there were no votes against. Motion passed. The meeting adjourned at 7:30 PM.

**WOODBURY LEADERSHIP ACADEMY**  
**DIRECTOR REPORT, JULY 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 7/27/2020, we strong enrollment projections for the upcoming school year.
- The Governance Committee met on July 8th.
- The Finance Committee met on July 9<sup>th</sup>.
- The Facilities Committee met on July 14<sup>th</sup>.
- The monthly VOA School Leaders meeting continues to be held weekly to share ideas and problem solve for the upcoming school year.
- The construction project is largely complete. Jason and I attended the “Punch List” check-off on Monday, July 27<sup>th</sup>. There are some small issues outstanding, and the technology team is in the process of setting 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 is one COVID-19 draft policy, two parent letter versions, and three family handbooks attached herein, for each situation for returning to school this Fall. (See attached)
- The August Workshop agenda is drafted (See attached)

**III. Financial Management**

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

Brenda and Kathy met on July 10<sup>th</sup> to review the WLA staffing plan and ensure that the budget is correct and on track for the upcoming school year.

**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.*

- Contracts have been offered to all paras, Deans, and office personnel for renewal. All offers are within the Board approved budget. The contracts that have been reviewed by the Finance Committee, and signed by the returning employees are as follows:  
Amy Cahlander

(Kylie Griffith, Jess Graff, Katie Christoff, and Ben Martinson have signed their contracts but they haven't been reviewed by the Finance Committee yet.)

We have offered contracts to a final additional new employee in the area of Special Education.

- Julie Ohs                      Special Education      1 year subbing experience at WLA

*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*

- We are still making some changes with securing external doors.
- We have been doing extensive work preparing the building for safe COVID-19 practices based on requirements and recommendations from the MN Department of Health, MN Department of Education, Center for Disease Control, and American Pediatric Association.
- We have also managed to add sinks in some classrooms, and add some bottle filling stations.

## **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*

- We are in the process of creating a new version of our "Back to School Night". This event will likely be through appointments with individual families and teachers, rather than having large groups of people enter the building.
- During the current health emergency, WLA has implemented several communication protocols which continue to include the following:
  - Dr. Mortensen attends conference calls with the Commissioner of Education once per week
  - Dr. Mortensen facilitates a conference call with seventeen other school leaders through the School Leadership Team, (SLT) once per week expanding to Sped leadership team, training sessions and a summer institute. We will be adding a monthly call with board members, which Mandi Folks will be facilitating.
  - Dr. Mortensen maintains close contact with the WLA authorizer, VOA
  - There are updates between the Board Chair, Mandi Folks, and Dr. Mortensen
  - Various memos and updates to families are sent out to various stakeholder sub-groups.





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

**Date:** Thursday, July 16, 2020

**Time:** 4:33 p.m.

**Location:** Virtual Meeting

### Meeting Minutes

#### Meeting Call to Order and Roll Call

Meeting Call to Order @

Roll Call - Mandi Folks, Judith Darling, Brenda Kess, Jolene Skordahl Absent - Kathy Mortensen

#### 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

**\*June financial records not available for review.**

1. The contract for Hanover Insurance needs to be approved. (North Risk Partners) Coverage includes Directors and Officers liability insurance, commercial crime insurance, cyber bullying, pollution insurance, life insurance, equipment break down, and so forth. The rates are only going up slightly from \$25,292, to approximately \$28,000. **Approve upon confirmation that property casualty and workers comp. are included.**

2. Employment agreements for: Jess Graff (half para, half reception), Nic Bedard (para), Julie Ohs (sped teacher pending variance) and Kylie Griffith (dean), Amy Cahlander (school nurse/office staff) All of these people are returning, although Julie Ohs served as a long term sub last year, not a WLA employee. - **Approve, Brenda to follow up with variance application approval.**

3. JD - Lease aid application increase to 575 students.

#### Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: August 13, 2020

Time: 4:30

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

**Adjournment @ 5:30**



**Meeting:** Governance Committee

**Date:** Tuesday, June 23, 2020

**Time:** 2:30 p.m.

**Location:** WLA School zoom.us account

**Minutes:**

The meeting was called to order by Jessica Erickson at 2:50 p.m.

Members Present: Jessica Erickson, Ro Krejci, Kathy Mortensen

Non Members Present: Ben Broderick

Members Absent: Kylie Griffith and Claudia George

**Development, Discussion, and Recommendations**

Governance Meeting Goal: How families are going to request to partake in the blended learning program, and how we are going to take attendance?

- Attendance: Teachers will take attendance during the live morning meeting on Google Hangouts. Students will need to show their faces during the meeting, to make sure that students are present.
  - Questions we discussed with taking attendance
    - During hybrid learning if a student is not onsite (but should be), are they still marked absent if they are completing online learning for the day.
    - Middle school taking attendance each class period.
- Blended Learning: Families will be to complete a form stating why they want to be part of the blended learning program. All parties involved in blended learning will complete training that will review expectations and requirements for this learning.
  - Questions we discussed with blended learning
    - Will we allow or how often will we allow students to switch between learning platforms.
      - Are we going to allow students to bop back and forth from being onsite versus 100% online? We would like for families to give a two week notice when they are going to bop.
    - Technology:
      - Making sure we have enough and still are able to use it in school
      - Having students bring their own device (BYOD) and limiting what they can access via the internet. No cellphones allowed to be used as a device.
      - Modifying the current technology checkout out process.

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Tuesday, July 8, 2020

Time: 4:30 p.m.

Location: Woodbury Leadership Academy Zoom.us account

Meeting adjourned at 3:55 p.m.



**Meeting:** Governance Committee

**Date:** Wednesday, July 8, 2020

**Time:** 4:30 p.m.

**Location:** WLA School zoom.us account

**Minutes:**

The meeting was called to order by Jessica Erickson at 4:30 pm.

Members Present: Jessica Erickson, Claudia George, Kathy Mortensen

Members Absent: Kylie Griffith

**Development, Discussion, and Recommendations**

- Covid-19 Policy
- Blended Learning Plan

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

Date: Wednesday, August 19, 2020

Time: 4:30 p.m.

Location: Woodbury Leadership Academy Zoom.us account

Meeting adjourned at 5:47 p.m.



**Meeting:** Facilities Committee

**Date:** Thursday, May 12, 2020

**Time:** 4:30 p.m.

**Location:** Virtual Meeting

Zoom ID: 432 394 8884

Password: WLAROCKS

**Minutes:**

The meeting was called to order by Jason Livingson at 4:36 p.m.

Members Present: Jolene Skordahl, Judith Darling, Diane Thiels, Kathy Mortensen, Mandi Folks

Members Absent: none

Others in attendance: Shawn Smith, Steve Wruck, Craig Kepler

The meeting ended at 5:27 p.m.

**Development, Discussion, and Recommendations**

Construction Update: On time. On budget.

(We are 90% complete with drywall on 3rd Floor. There is one soffit left to frame and mechanical items will go in the soffits early next week. Drywall tapers started on Thursday and will have about 5 classrooms on the North side ready for paint by Wednesday of next week. Our Painter will start then prepping door frames and priming walls on Wednesday. Low voltage wiring is being completed at this time. We are starting Demolition on 2nd Floor on Wednesday of next week. Mechanical items will be removed starting Monday/Tuesday. Lockers are being removed from 2nd Floor on Monday and are being staged in the Cafeteria on 1st Floor. We will begin work on the new exterior doors on the West side of the building on Wednesday of next week. We also pulled mechanical components of the old server room off the roof. )

Draft LOI review with Shawn Smith

Draft ABC discussion with Craig Kepler

Schedule Next Facilities Meeting

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Tuesday, June 9, 2020

Time: 4:30 p.m.

Location: Virtual Meeting

Zoom ID: 432 394 8884

Password: WLAROCKS



**Meeting:** Facilities Committee

**Date:** Thursday, June 9, 2020

**Time:** 4:30 p.m.

**Location:** Virtual Meeting

Zoom ID: 432 394 8884

Password: WLAROCKS

**Minutes:**

The meeting was called to order by Jason Livingson at 4:33 p.m.

Members Present: Jolene Skordahl, Diane Thiegs, Kathy Mortensen, Mandi Folks

Members Absent: Judith Darling

Others in attendance: Shawn Smith

The meeting ended at 6:03 p.m.

**Development, Discussion, and Recommendations**

Construction Update:

**3<sup>rd</sup> Floor:** is all but complete – carpet is on order (some selections backordered, not to be installed until 7/21), room signage, installation of marker boards, tack boards, smart boards and lockers are all that's left – that being said WLA has the ability to move into the 3<sup>rd</sup> floor classrooms!

**2<sup>nd</sup> Floor:** is the process of being painted as shown with flooring to start soon.

**1st Floor:** plumbing is complete and waiting on flooring, painting, and cabinetry.

The final walkthrough has been scheduled for Monday 7/27.

As it relates to the purchase, Kathy is to finalize three enrollment scenarios with Judith: 1) conservative growth, 2) base line growth, and 3) aggressive growth. These three scenarios will be given to Bruce Sorenson to update his bonding figures. We are also to provide an explanation as to why two gyms are needed (as opposed to one). I have been in touch with Mike regarding our process and our recent discussion. To keep this moving forward, I will follow up with Kathy/Judith early next week!

Schedule Next Facilities Meeting

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Tuesday, July 14, 2020

Time: 4:30 p.m.

Location: Virtual Meeting

Zoom ID: 432 394 8884

Password: WLAROCKS



**Meeting:** Facilities Committee

**Date:** Thursday, July 14, 2020

**Time:** 4:30 p.m.

**Location:** Virtual Meeting

Zoom ID: 432 394 8884

Password: WLAROCKS

**Minutes:**

The meeting was called to order by Jason Livingson at 4:37 p.m.

Members Present: Jolene Skordahl, Judith Darling, Diane Thiels, Kathy Mortensen, Mandi Folks

Members Absent: none

Others in attendance: Shawn Smith

The meeting ended at 5:53 p.m.

**Development, Discussion, and Recommendations**

Construction Update:

Most of the work this month was focused on the 2<sup>nd</sup> and 1<sup>st</sup> floor. We're getting into the finishing stages where we'll be waiting for some of the materials to be finished and delivered (cabinets, lockers, and carpet). Change Order #4 was issued this week, which brings the total contract amount to \$1,159,628. Of this amount, WLA would be responsible to reimburse the landlord \$16,880.

We should have our information into Bruce Sorenson early next week for him to update our bonding numbers. Judith will take the lead to send into Bruce. Shawn has given a general update to Mike.

Schedule Next Facilities Meeting

**Housekeeping**

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: Tuesday, August 11, 2020

Time: 4:30 p.m.

Location: Virtual Meeting

Zoom ID: 432 394 8884

Password: WLAROCKS

**TO: WLA STAKEHOLDERS**  
**DA: JULY 30, 2020**  
**FR: DR. KATHLEEN MORTENSEN**  
**RE: DRAFT COVID-19 POLICY**

The purpose for the WLA COVID-19 policy is to support the overall health and wellbeing of our students and staff members, and to mitigate (not eliminate) risks. The Minnesota Department of Health (MDH), the Minnesota Department of Education (MDE), the Center for Disease Control. (CDC), and the American Association of Pediatricians (AAP) all have requirements and/or recommendations for what needs to be/should be included in policy. I have outlined the policy components as follows:

1. **Assign a COVID-19 Program Coordinator:** This person will identify or serve as, the district and building point of contact and collaborate with the building nurse and/or health services. This person will also communicate concerns, challenges, and lessons learned, as well as communicate preventative activities as needed with staff, students, families, leadership, and local health officials. (The WLA COVID-19 Program Coordinator will be Dr. Kathleen Mortensen, WLA Executive Director.)
2. **Social Distancing and Minimizing Exposure:** This refers to keeping space between yourself and others, and is critical for decreasing the spread of COVID-19. Schools should create as much space as possible while recognizing that it is not always feasible to have 6' of social distancing in the classroom.
  - a. Requirements:
    - i. Provide floor and seat markings in waiting and reception areas
    - ii. Review transportation capacity to create as much space between riders as possible
    - iii. Review classroom spaces with the goal of creating space between students, and recognizing that 6' social distancing is not always feasible. 3' for students is reasonable. (AAP)
    - iv. Mark 6' of spacing to remind staff and students to always stay apart from each other during lunch, arrival, dismissal, restroom use, locker rooms and so forth.
    - v. Have staff members monitor arrival and dismissal to curtail congregating and ensure that students go straight from vehicles to classrooms and vice versa.
    - vi. Nonessential visitors, volunteers, and activities involving external groups or organizations should be restricted.
    - vii. Discontinue self-service with meals and beverages
    - viii. Limit number of students on buses or in the building to 50%
    - ix. Implement contactless pick-up and delivery of instructional materials
    - x. Implement a school age program for critical care workers if possible
  - b. Recommendations:
    - i. Keep cohorts of students and staff together throughout the day as much as possible. Limit mixing of students in lunchrooms, bathrooms, arrival, dismissal and recess.
    - ii. Minimize opportunities for exposure by social distancing
      1. Arrange classroom seating so that students are 6' apart if possible, and consider facing all students in the same direction
      2. Consider the use of transparent dividers to separate individuals

3. If social distancing is not possible in the lunchroom, consider serving lunches in classrooms
  4. Use visual aids to illustrate traffic flow through the building
  5. Space out furniture in common areas
  - iii. Stagger arrival and dismissal times if possible
    1. Use visual cues, signage and barriers to direct traffic flow
    2. Consider using several entry points to avoid funneling students through one entry
  - iv. Place physical barriers such as plexiglass for protection at reception desk or similar areas
  - v. Hold physical education and music classes outside as much as possible
    1. Be aware that COVID-19 spreads rapidly among groups that are singing or physically exercising
  - vi. Discontinue activities that bring large groups of people together, including assemblies, field trips, and large group use of playground equipment.
  - vii. Consider having staff using alternative spaces for discretionary preparation time.
3. **Cloth Face Coverings:** These are recommended to protect other people in case the wearer doesn't know they are infected.
- a. Requirements:
    - i. Governor Walz has determined that all MN school children must wear masks in schools.
  - b. Recommendations for Scenarios 1 and 2
    - i. Use cloth masks and non-medical face shields if possible when on buses or school grounds, particularly when 6' social distancing isn't possible.
      1. Schools are recommended to maintain some stock of masks for people that have forgotten to bring a mask.
    - ii. Masks should not be worn by people who are having difficulty breathing, who is incapacitated and cannot remove the mask themselves, or anyone who cannot tolerate a cloth covering due to developmental, medical, or behavioral health needs.
4. **Protect Vulnerable Populations:**
- a. The CDC considers the following individuals to be of high risk:
    - i. Chronic lung disease, asthma, serious heart conditions, compromised immune system, severe obesity, diabetes, chronic kidney disease, liver disease, hemoglobin disorder
  - b. Requirements:
    - i. Create a process for students/families, and staff to self-identify, and have a plan to address requests for alternative learning arrangements, or work reassignments.
    - ii. Evaluate all current health plans (504's, IEPs) and update accordingly.
    - iii. Offer blended learning for students/families who are medically vulnerable or unwilling to return in-person to the school setting.
  - c. Recommendations:
    - i. When a student uses a nebulizer, staff should disinfect the area prior to having other children enter that area.
5. **Hygiene Practices:**
- a. Requirements:



- i. Ensure that appropriate supplies are available to support healthy hygiene, and develop a process for checking and refilling supplies
  - ii. Build routines for hand hygiene, teach and reinforce hand washing with soap and water for at least 20 seconds and/or the use of hand sanitizer with at least 60% alcohol content
  - iii. Supervise student hand washing
  - iv. Reinforce handwashing during key times throughout the day, such as before lunch, and whenever touching objects that others have touched.
- b. Recommendations:
- i. Use media and posters to reinforce health etiquette, in highly visible areas.

## 6. **Cleaning and Materials Handling:**

- a. Requirements:
- i. Establish a schedule for routine cleaning and disinfecting on high-touch surfaces and shared equipment. Increase the frequency of cleaning throughout the day.
  - ii. Do not use cleaning products near children, and ensure that there is adequate ventilation when using products. Securely store products away from children.
  - iii. Use diluted bleach to clean or disinfectants on the Environmental Protection Agency (EPA) list "N", for products that are safe for humans and safe for the environment.
  - iv. Ensure that adequate supplies are stocked, and minimize sharing of supplies and equipment
    - 1. Avoid sharing electronic devices, books, toys, and other games or learning aids, whenever possible.
    - 2. Have students keep personal items in individual cubbies or lockers.
    - 3. Handle non-disposable food service items minimally and wash with hot water and soap in a dishwasher.
- b. Recommendations:
- i. Discourage the use of items that are difficult to clean and disinfect.

## 7. **Monitoring and Excluding for Illness:** Regular screening and self-monitoring can help identify and reduce exposure. Staff or students who develop symptoms during the school day must notify health services immediately. The CDC does not recommend universal testing at this time.

- a. Requirements:
- i. Require that staff or students stay home if they have tested positive for, or are showing COVID-19 symptoms, until they meet the criteria to return.
  - ii. They have recently had close contact with a person who has tested positive with COVID-19, or until they meet the requirements to return. (follow the MDH Decision Tree for People with COVID-19 symptoms in Youth, Student, and Child Care Programs)
  - iii. Conduct symptom screening for every person entering the building, and communicate the expectations and process for entering the building.
  - iv. Establish action steps for students and staff that arrive to the school building with symptoms, and develop plans for back-filling positions of employees on sick leave.
- b. Recommendations:
- i. Conduct daily temperature checks with a fever defined as 100.4 or above.
  - ii. Determine any PPE needs
  - iii. Enforce sick policies for staff members
  - iv. Establish liberal use of sick days for students and staff members.

## 8. Handling Suspected or Confirmed Positive Cases of COVID-19:

### a. Requirements:

- i. Designate a staff member who will be responsible for responding to COVID-19 concerns (WLA will designate Amy Cahlander, Health Services) who will help coordinate with health authorities. All school staff and families should know who this person is, and how to contact them.
- ii. Put systems in place for staff and families to self-report COVID-19 symptoms, or a positive case, and ensure that FERPA and HIPAA are adhered to.
- iii. Post signage requesting that people with symptoms not enter the building. (Follow recommended guidance for return to school.)
- iv. Establish a dedicated space for symptomatic students to wait to go home and ensure that they are under visual supervision. Both students and staff should wear masks. The space should accommodate social distancing needs if possible, and there should be a cleaning process for this area.
- v. Develop a plan to transport staff or students to homes if necessary.
- vi. Notify MDH of confirmed COVID-19 cases as established by MN rule.
- vii. Develop a system for notifying families, staff, and the public as needed if a person with COVID-19 was on-site while infectious, while maintaining FERPA and all other state and federal laws.

## 9. Water and Ventilation Systems:

### a. Recommendations:

- i. Ensure that all water systems and features are safe to use after a prolonged building shut-down.
- ii. Ensure ventilation systems are working. Open windows and doors after a prolonged building shut-down.
- iii. Clean and sanitize drinking fountains and encourage staff and students to bring their own water bottles.

## 10. Transportation:

### a. Requirements:

- i. Review bus capacity with social distancing considerations.
- ii. Clean and disinfect vehicles regularly, focusing on touched surfaces, and keep doors and windows open when cleaning vehicles.
- iii. Follow symptom screening procedures for all people boarding the bus.
- iv. Require people who become ill during the day, to find alternative transportation home.
- v. Provide hand sanitizer and keep bus windows open if appropriate.

11. Support Mental Health and Wellness: The COVID-19 pandemic is causing stress, fear, and anxiety for many people. It's important that people have access to mental health resources as needed to stay healthy during this challenging time.

### a. Requirements:

- i. Provide staff and students with information on how to access resources for mental health and wellness.

### b. Recommendations:

- i. Increase capacity to offer social support services.
- ii. Encourage staff, students and families to talk with people they trust about their feelings and concerns regarding COVID-19.

**WOODBURY LEADERSHIP ACADEMY  
FAMILY HANDBOOK  
HYBRID LEARNING MODEL**

*Created by: Dr. Mortensen*

*Original: March 2020, Revision: July 2020*

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## **HYBRID LEARNING**

Definition: Hybrid Learning is the setting where students participate on-site for 50% of the time, and spend the other 50% of their educational program off-site, either on-line, through packets, or a combination thereof.

MDE Expectations: MDE expects that as schools implement Hybrid Learning programs, that all Federal and State requirements will be followed. This means that students need to have access to all relevant services and supports, and that each school should determine the most appropriate way to communicate and provide instruction for each student. According to the Minnesota Department of Education (MDE) teachers are required to conduct daily interactions with their students when their students are on-line, and cover all of the MN state standards per subject area. Additionally, WLA teachers are expected to deliver Core Knowledge curriculum and ensure that students are prepared for national academic assessments.

### WLA Format for When Students are on Their Alternate Off-Site Day:

- *Live Morning Meetings:* Classroom teachers have been directed to present a daily “live” Morning Meeting from 9:20-10:00. The purpose is to build community, allow students to interact with one another and interact with their teacher. Attendance is taken at this time for students in all grades K-8. If your child misses the Morning Meeting, please check in with the teacher at some point during the day by email or text and let them know that your child is active with school work for that day and should not be counted as absent.
- *Daily Lessons:* Additionally, classroom teachers will conduct daily “live” lessons, likely in the areas of math and reading or literature. The live lessons will be taped in the event that your child is unable to participate. We are looking forward to expanding times when students can interact in real time with their teachers and classmates. We understand and respect that not all students will be able to, (or choose to) attend all the live presentations, which is why we will have taped back-ups for later viewing. Additionally, teachers will provide instruction and educational programming across a variety of venues. (power points, and/or taped sessions, assigned work...) Para professionals will be assigned to grade levels to assist families and students.
- *Technology Platforms:* All students will be given an email address. We understand that some students are too young to manage email, however, we also understand that parents would prefer not to use their own email accounts, and instead, check into their child’s email address for assignments and information. The main platform for lessons school wide is Google Hang-outs. Some grade level teachers will add additional platforms such as See Saw, and will provide training to parents and students for the use of all platforms and software.
- *Academic Assessments:* WLA will be conducting formal, nationally normed assessments during the 2020-2021 school year. Information will be provided to families prior to the NWEA MAP testing in the fall, NWEA MAP testing in the spring and the MCAs in the spring.
- *Library:* At this time, the WLA library will remain closed.

## **GENERAL OPERATIONS**

Building Hours of Operations: WLA will continue to have main office hours from 8:00-4:30 Monday through Friday.

School Hours: WLA will continue to start school at 9:20, and conclude at 3:50. (Morning Meetings will run from 9:20-10:00, with academic presentations ending by 1:00, and afternoon student support ending by 3:50.)

School Calendar: WLA will follow the board approved school calendar.

Hybrid Rotation: Students with sir/last names starting with the letters A-L will attend on-site at WLA on Mondays, Wednesdays, and alternating Fridays. Students with sir/last names starting with the letters M-Z will attend on-site at WLA on Tuesdays, Thursdays, and alternating Fridays.

Extra-Curricular Activities: WLA has suspended all in-person after school activities.

The Parent-Teacher organization (PTO): The PTO will work with the WLA Events Committee to determine what activities we will have this year, and in which formats.

Field Trips: Field trips will likely not occur during the 2020-2021 school year.

Temporary School Closure: WLA will close down temporarily in several situations including a directive from the Governor's office, or a directive from the MDH, MDE, or CDC. The school will also close if the organization is unable to operate efficiently. In the event that the school closes, off-site learning will be fully implemented. Teachers will be communicating with families regarding what off-site learning will look and feel like according to their classroom grade level, and/or specialty area. Please be aware that such a closure could occur with little notice. Thus, families need to ensure that you have a plan in place for supervising your children.

Uniforms: While attending school on-site, students are required to adhere to the WLA uniform policy and expectations.

Staffing: Deans have moved their offices so that we have one Dean present on each floor. Paras and teachers have been assigned for supervision during arrival, dismissal, and transition times.

Building Health Protocols: WLA has implemented numerous measures to protect staff, students and others from the spread of COVID-19 such as, but not limited to, the following:

*Limited Building Access:* We will be limiting building access largely to students and employees. Parents, vendors, and other stakeholders, may enter the building through door "A", and into the main office area only. This means limiting the ability of parents to enter the building and escort their children to classrooms, or come in to have lunch with their children. Also, we are considering having appointments made for tours, to meet with teachers, to meet with administration, and so forth.

*Face Masks:* Governor Walz has signed an executive order requiring Minnesotans to wear a face covering in all public indoor spaces and indoor businesses beginning Saturday, July 25, 2020 to help prevent the spread of COVID-19. Accordingly, when students return to WLA, face coverings will be required for all students (in grades K-8), all staff, and anyone present at WLA. The Minnesota Department of Education (MDE) is also requiring all kindergarteners, to wear a face covering. Types of allowable face coverings include: paper, disposable, cloth, scarves, and/or religious face coverings. Bandanas are not allowed per the WLA uniform policy. Face coverings may be temporarily removed by students, staff and other people present in the school building in the following situations: Indoor physical activity where the level of activity (exertion) makes wearing a face covering difficult as long as social distancing is being followed. Face coverings may be temporarily removed to eat or drink, but care should be taken to maintain as much space as possible between people. When communicating with a person who is deaf or hard of hearing or has a disability, medical condition or mental health condition that makes communication with a face covering difficult, provided social distancing is maintained.

*Instructional Materials Drop-Off and Pick-Up:* *Instructional Materials Drop-Off and Pick-Up:* WLA will be utilizing school buses as needed, to deliver and pick-up instructional materials. This service will be available for those students who do not have access to the internet, or prefer to do hard copy packets rather than utilize technology. This service will also provide a means for delivering art, science, and other types of project kits that teachers would like delivered. Materials prepped for delivery to homes will be packaged by staff members who are following safety protocols, and packages will be dated. The materials that are picked up from homes will be sorted at WLA into the correct instructor bins, and will again be dated. WLA staff members will be directed not to immediately unpack materials received from homes. Families will be encouraged to follow similar health considerations as they receive materials from WLA. WLA will also offer the option for families to drop-off and pick-up materials at the school.

*Student arrival and departure from the building:*

*Bus and Car Drop-Off and Pick-Up:* We have purchased "Drive Line", 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 will eliminate the congregation of large numbers of students lining up or gathering in bus line groups.

*Health Checks:* 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.

*Entrances and stairwells:* Students will enter the building through doors that are based on their grade level, and use stairwells that are assigned to those grade levels.

Kindergarten and grade one should enter through the front, or main door "A". Kindergarten students will go directly to their classrooms and grade one students will use the central staircase up to the second floor, where the new grade one classrooms are located.



Grades two-four should enter the building through the west side door “B”, and use that staircase to go directly to their classrooms on second floor.

Grades five-eight should enter the building through door “C”, which opens to the front of the building, on the far east end. These grade levels will primarily use the east end stairwell throughout the school day.

*Clockwise hallway movement:* There will be one-way hallway directions on the second and third floors, moving in a clockwise direction.

*Recess:* Recess times will be staggered.

*Restrooms:* Restroom use will be staggered and the number of students using the restrooms at one time will be limited. There will also be staff members assigned to supervise the use and cleanliness of the restrooms.

*Drinking Fountains:* Several of the drinking fountains have been converted into water filling stations, and all new classroom sinks have gooseneck faucets in order to fill water bottles easily. (All kindergarten and grade one classrooms have now been outfitted with sinks.)

*Lunch Room:* Lunch will occur in one of the two lunchrooms, but classroom groups will sit with their group, wear masks except for when eating, and milk will be delivered to tables rather than students standing in line to get it.

*Nursing Stations:* The nurse’s office will continue to serve students from the main office area. However, in order to minimize traffic throughout the building, there will be staff assigned to posts on second and third floors to administer simple things such as ice packs. Finally, the main floor conference room will be converted to a space where students with flu like symptoms are waiting for their parent/guardian to pick them up.

*Cleaning Protocols:* All staff members will disinfect workspace areas, and encourage students to follow community health expectations. Upon arrival, staff members are provided with gloves, buckets, ammonia spray bottles, and cloths, to wipe down all surfaces, door knobs, and light switches in their work areas and that they come into contact with. Custodial staff frequently disinfect all common areas. Office staff members regularly disinfect surfaces, door knobs and light switches in that area. Furthermore, the building has been divided into access zones in order to better manage contact tracing if necessary. Finally, the building has been cleaned extensively including the ventilation system.

#### Classrooms:

*Capacity:* All classrooms can seat 21-24 students, with 6’ social distancing measures, and with all students facing forward as outlined by the CDC. However, with the Hybrid model, we expect that classrooms will serve 10-13 students each day, with the other half of the students working on-line with the alternate day schedule.

*Shared supplies:* Classroom supplies and resource sharing will look different this year, with a change from students sharing community resources and tools such as glue sticks, scissors, pens, pencils and so forth. Books and computers will also not be shared. Specialists will determine what supplies and equipment families will need to provide. (art class, music class, and P.E. supplies)

*Specialist Classes:* PE will be largely conducted outdoors. During inclement weather the PE teachers will conduct alternative programming (such as health) in the student's regular classroom setting, rather than having the students move to another room. Music and Art class are yet to be determined. Media Arts will not be offered this school year.

## **FAMILY SERVICES**

Childcare: If your family qualifies as being a critical health care worker, and you are in need of assistance with child supervision, contact the WLA Health Office for resources and information.

Health and Wellness: Talking to Children about COVID-19 - Concern over this new virus can make children and families anxious. It is very important to remember that children look to adults for guidance on how to react to stressful events. If adults seem overly worried, children's anxiety may rise. Adults should reassure children that health and school officials are working hard to ensure that people throughout the country stay healthy. Children also need factual, age appropriate information about the potential seriousness of disease risk, so the focus of conversation should focus on concrete instructions about how to avoid infections and the spread of disease. Teaching children positive measures, talking with them about their fears, and giving them a sense of some control over their risk of infections can help reduce anxiety. Additional information and specific guidelines can be found at: Talking to Children about COVID-19 ([https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/talking-to-children-about-covid-19-\(coronavirus\)-a-parent-resource](https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/talking-to-children-about-covid-19-(coronavirus)-a-parent-resource))

Families Reporting Homelessness: WLA will satisfy the Federal requirements of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as amended by the "Every Student Succeeds Act" of 2015, to support homelessness students throughout this crisis and promote the full participation of students in their education throughout the duration of the distance learning period. Contact the WLA Health Office for more information.

### Attendance, and Reporting Student Illness:

*Monitoring Attendance:* WLA will measure attendance by having teachers record attendance at the Morning Meeting, and/or by monitoring work completion on at least a three-day rotation. Attendance management will be communicated to families by teachers, and reiterated by office staff members via family memos that are sent out through email, social media, and posted on the website.

*Reporting Student Illness:* If your child is ill and unable to participate in programming, please email the classroom teacher. Also, the Minnesota Department of Health (MDH) would like families to alert the school if their child tests positive for COVID-19.

### **SPECIAL EDUCATION SERVICES AND 504 PLANS**

WLA will ensure that students with disabilities continue to receive specialized instruction and related services through the Hybrid Learning model that includes equitable access to specialized instruction and related services for students with disabilities so that they have access to general education standards and continue to demonstrate progress toward the general education standards and IEP goals. The school district will remain responsible for the free appropriate public education (FAPE) of its students eligible for special education services who have an individualized education program (IEP) or 504 plan.

Communications: The WLA special education department will communicate with parents and guardians regarding their child's services, which will include discussion regarding amending IEP's to address how best to meet the student's needs in a Hybrid Learning model. This includes direct specialized instruction, related services, and accommodations. WLA special education department staff members will consider what other IEP team members, agencies and organizations should be included in communications, including contracted providers and non-public agencies. Tele-related services can be used to address needs such as speech and language, and mental health services. WLA will address translation and interpreter needs for students and families when developing and providing instructional materials, as needed.

Amending IEPs: Per the MDE/OSEP guidelines IEPs WILL NOT NEED TO BE AMENDED IF THE ONLY CHANGE IS MOVING TO HYBRID LEARNING. Some IEPs will require an Amended IEP as service provision could change from the "frequency" if it is determined as an example that the student would go from 5x/week to 2x/week-if there are alternate materials being provided, and so forth. The PWN for those students whose services will be decreased/alternate format/changes will have wording that should include:

- The IEP Team Determined the following: School setting changes due to the COVID-19 outbreak has required \_\_\_\_\_ (student name) to receive his/her special education and related services through change in service minutes/other service changes
- The services will continue in the stated format as long as it is determined that schools are affected by the COVID-19 outbreak and all students will be having access to the general education curriculum
- Reflect dates of Hybrid Learning programming
- The LRE will not need to be changed

Evaluations: Students who are in evaluation/re-evaluation: Per MDE "Districts and charters could also move forward with assessments and evaluation available online. Conducting evaluations during Hybrid Learning Services Considerations.

- ACADEMIC GOALS/OBJECTIVES
  - Special Education services can be provided through an on-line method/flexible/distance learning plan/virtual learning model, instructional phone calls or other curriculum-based instructional activities
  - Special education teachers will consider co-teaching with the grade level teacher for their students; and at a minimum, be providing alternative/modified assignments per the student's IEP accommodations/modifications.
- SOCIAL/EMOTIONAL/BEHAVIORAL GOALS/OBJECTIVES
  - Consider all the above under Academic

- Continued use of whatever means that are described in current IEPs

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- RELATED SERVICES-Case Managers will need to collaborate and communicate
  - Consider home activities, instructional phone calls, tele commuting
  - Consider use of creative approaches to movement, etc. in the home
  - Consider 1x/week check-in with the student and parent (as appropriate)
- COMPENSATORY SERVICES DRAFT
  - If there are services that have not been provided, the student is not continuing to make progress towards their goals/objectives or the student loses skills over this period of time, compensatory services may need to be considered.

#### **ENGLISH LANGUAGE LEARNER (ELL) SERVICES**

WLA ELL staff members will continue to support ELL learners regardless of where the learning is happening. This will be done by working with teachers to modify assignments, as well as having school work completion and homework assistance access in person, email, or phone communication.

# WOODBURY LEADERSHIP ACADEMY

## PROFESSIONAL DEVELOPMENT

### AUGUST 2020

#### MONDAY, AUGUST 10

Time: 9:30-11:00 (90 minutes) & 12:00-1:30 (90 minutes)  
Topic and Trainer: Parts I & II, Intro to Ready Classroom Mathematics, the training facilitator is from the Ready Classroom Mathematics Corporation. Kylie is the contact for the facilitator and will introduce him/her, and will manage logistics.  
Platform: Virtual  
Participants: All K-5 classroom teachers, Jess E., James, John, and WLA special education teachers. Allison, Faith, and Ben M. should also attend for substitute teaching purposes.

#### TUESDAY, AUGUST 11

Time: 9:30-11:00 (90 minutes)  
Topic and Trainer: Part III, Review and Q & A for Ready Classroom Mathematics, the training facilitator is from the Ready Classroom Mathematics Corporation. Kylie is the contact for the facilitator and will introduce him/her, and will manage logistics.  
Platform: Virtual  
Participants: All K-5 classroom teachers, Jess E., James, John, and WLA special education teachers. Allison, Faith, and Ben M. should also attend for substitute teaching purposes.

#### MONDAY, AUGUST 17

Time: 8:30-4:30  
Agenda: 8:30-9:00 Introductions!  
9:00-11:30 Overview of WLA history, MN charter schools, Mission/Vision, Strategic Planning, CK Distinguished School status. COVID protocols (Kathy)  
11:30-12:00 Lunch on your own  
12:00-4:00 Core Knowledge (Kathy, Kylie, Ben B.)  
4:00-4:30 "Parking Lot"  
Platform: Virtual or on-site (participant choice)  
Participants: All new to WLA teaching staff: Heidi, Mallory & Julie (sped), Brianna (Gr 1), Katie M. (Gr 5), Jacob, John, Kalleigh (Middle School), Cecelia (Music). This training is optional for Taylor S., Lauren, Miranda, Kat, and Natalie since they did not receive in-depth training on Core Knowledge last summer.

## **TUESDAY, AUGUST 18**

Time: 8:30-4:30  
Agenda: 8:30-9:00 Overview for Day (Kathy)  
9:00-11:30 Core Knowledge (Kathy, Kylie, Ben B.)  
11:30-12:00 Lunch on your own  
12:00-4:00 Responsive Classroom (Kathy, Kylie, and larger group)  
4:00-4:30 "Parking Lot"  
Platform: Virtual or on-site (participant choice)  
Participants: All new to WLA teaching staff: Heidi, Mallory & Julie (sped), Brianna (Gr 1), Katie M. (Gr 5), Jacob, John, Kalleigh (Middle School), Cecelia (Music). This training is optional for Taylor S., Lauren, and Natalie since they did not receive in-depth training on the Responsive Classroom last summer.

## **WEDNESDAY, AUGUST 19**

Time: 8:30-4:30  
Agenda: 8:30-9:00 Overview for Day (Kathy)  
9:00-11:30 Distance Learning, Hybrid Learning, Blended Learning, and technology platforms (Kathy and Ben B.)  
11:30-12:00 Lunch on your own  
12:00-1:00 Synergy (Kylie, Ben, Andy)  
1:00-4:00 Personal planning time.  
4:00-4:30 "Parking Lot"  
Platform: Virtual or on-site (participant choice)  
Participants: All new to WLA teaching staff: Heidi, Mallory & Julie (sped), Brianna (Gr 1), Katie M. (Gr 5), Jacob, John, Kalleigh (Middle School), Cecelia (Music).

## **MONDAY, AUGUST 24**

Time: 8:30-4:30  
Agenda: 8:30-10:00 Welcome Back, Introductions, and Group Sharing! (Kathy)  
10:00-10:30 Check-off list for this week, org charts, general operations, COVID policy and procedures  
10:30-11:00 Health Office Procedures  
11:00-11:30 AESOP and Office Procedures  
11:30-12:00 Lunch on your own  
12:00-1:00 Review WLA Programming for Distance Learning, Hybrid Learning, Blended Learning, and the use of technology platforms.  
1:00-2:00 Review of CK (Kathy, Kylie, Ben)  
2:00-3:00 "Meeting the Needs of Traumatized Students" and ways to engage in meaningful discussion about difficult topics in light of community and world events. (Megan E.)  
3:00-4:00 "Cultural Diversity" overview/review from summer coursework (Ashley B.)

4:00-4:30 "Parking Lot"  
Platform: Virtual or on-site (participant choice)  
Participants: All WLA staff (teachers, paras, office and admin staff members)

## **TUESDAY, AUGUST 25**

Time: 8:30-4:30  
Agenda: 8:30-9:00 General Update (Kathy)  
10:00-11:30 Review of RC (Kathy, Kylie, and larger group)  
11:30-12:00 Lunch on your own  
12:00-1:00 Overview of Sped and Rtl (Kathy, Andy, Emma)  
1:00-4:00 Prep Time and Team Collaboration  
4:00-4:30 "Parking Lot"  
Platform: Virtual or on-site (participant choice)  
Participants: All WLA staff will follow the agenda from 8:30-1:00, then paras, office and admin staff members should report to the office for specialized work/training topics. (teachers will proceed from 1:00-4:00 with prep time and team collaboration), with all staff coming together again at 4:00 for "Parking Lot".

## **WEDNESDAY, AUGUST 26**

Time: 8:30-4:30  
Agenda: 8:30-9:00 General Update (Kathy)  
9:00-11:30 Prep Time and Team Collaboration  
11:30-12:00 Lunch on your own  
12:00-4:00 Prep Time and Team Collaboration  
4:00-5:00 Dinner provided by WLA  
5:00-7:30 Family Appointments  
Platform: Virtual or on-site (participant choice until 5:00, then on-site until 7:30)  
Participants: All WLA teaching staff will attend from 8:30-7:30, with paras coming in from 11:30-7:30. Paras, office and admin staff members should report to the office for specialized work/training topics.

## **THURSDAY, AUGUST 27**

Time: 8:30-4:30  
Agenda: 8:30-9:30 General Updates (Kathy)  
9:00-4:30 Personal planning time & Family Appointments  
Platform: Virtual or on-site (participant choice)  
Participants: All WLA staff with paras, office and admin staff reporting to the office for specialized work/training topics.

## **FRIDAY, AUGUST 28**

Time: 8:30-4:30  
Agenda: 8:30-9:30 General Updates (Kathy)  
9:00-4:30 Personal planning time & Family Appointments

Platform: Virtual or on-site (participant choice)  
Participants: All WLA staff with paras, office and admin staff reporting to the office for specialized work/training topics.

**Special Training/Meeting Sessions:**

Para Training: Tuesday, August 25<sup>th</sup>, 1:00-2:00  
PARS Reports & using the Time Card/KPay System (Andy, Ben, Kylie, Emma)

Sped Team Meeting: Wednesday, August 26<sup>th</sup>, 12:00-3:00 WLA will treat for lunches (Kathy, Emma, Jenny)  
Participants include all sped teachers, sped paras, Andy, Jenny, Kathy



**Woodbury Leadership Academy  
Board of Directors Code of Ethics**

**Purpose:** The purpose of this document is to assist WLA Board of Director members in recognizing the role of individual Board of Director members and the contribution that each must make to develop an effective and responsible Board of Directors.

Each WLA Board of Director member shall follow the code of ethics stated below.

- A. As a member of the WLA Board of Directors that person will:
1. Listen.
  2. Recognize the integrity of predecessors and associates.
  3. Appreciate the merit of their work.
  4. Be motivated by a desire to serve the students and families of the school.
  5. Attempt to be informed on the proper duties and functions of a Board of Director member.
  6. Recognize that it is a responsibility, together with other Board of Director members, to see that the school is properly run by qualified administrators.
  7. Work with the administration employees of the Board of Directors – not over or around them.
  8. Recognize that Board of Directors business may be legally transacted only in an open meeting of the Board of Directors and must follow all requirements of MN Open Meeting Law.
- B. In performing the proper functions of a Board of Director member that person will:
1. Adhere to education policies unless necessity requires otherwise.
  2. Meet the legal responsibility as part of a policy forming body and not as an administrative officer.
  3. Act as a trustee of public education and protect, conserve, and advance its progress.
- C. To maintain relations with other members of the Board of Directors that person will:
1. Respect the right of others to have and express opinions.
  2. Recognize that authority rests with the Board of Directors in legal session – not with the individual members of the Board of Directors except as authorized by law.
  3. Make no disparaging remarks, in or out of Board of Director meetings, about other members of the Board of Directors, Administration, Staff or their opinions.
  4. Make decisions in Board of Director meetings after all sides of debatable questions have been presented.
  5. Delegate details of Board of Directors action to administrative employees.

6. Insist that special committees be appointed to serve only in an advisory capacity to the Board of Directors

D. In meeting the responsibilities to the stakeholders that person will:

1. Attempt to appraise both the present and future educational needs of the school.
2. Attempt to obtain adequate financial support for the school.
3. Interpret the needs and attitudes of the stakeholders and translate them into the educational program of the school.
4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.
5. Insist that business transactions of the school be on an ethical, open, and above board basis and not place the school in undue financial risk for gain.

E. In working with the executive director/administration and staff that person will:

1. Hold the executive director responsible for the administration of the school.
2. Give the executive director authority commensurate with the responsibility.
3. Assure that the school is administered by the best professional personnel available.
4. Consider the recommendation of the executive director in the appointment of all employees.
5. Participate in Board of Director action after considering the recommendation of the executive director and only after the executive director has furnished adequate information supporting the recommendation.
6. Expect the executive director to keep the Board of Directors adequately informed at all times through both oral and written reports.
7. Spend adequate time in Board of Directors meetings setting educational policies.
8. Give the executive director counsel and advice when requested.
9. Recognize the status of the executive director as an ex officio member of the Board of Directors
10. Refer all complaints to the proper administrative representative or insist that they be presented in writing to the whole Board of Directors.
11. Present any personal criticisms of employees to the executive director unless they involve the executive director and then in such case may present to the Board Chair.
12. Provide support for the executive director and employees of the school so they may perform their proper functions on a professional level.

F. In fulfilling the legal obligations as a Board of Director Member that person will:

1. Comply with all federal, state, local laws, and school requirements relating to work as a Charter School Board of Directors.

2. Comply with all school policies as adopted by the Board of Directors
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over the school.
4. Recognize that official school business may be legally transacted only in an open meeting of the Board of Directors
5. Avoid conflicts of interest and refrain from using the position for personal gain.
6. Take no private action that will compromise the school, Board of Directors or administration.
7. Guard the confidentiality of information that is protected under applicable law or rule

**Woodbury Leadership Academy  
Individual Board Member Performance Expectations**

**General Responsibilities:**

Each board member is responsible for actively participating in the work of the WLA Board of Board members and the long-term sustainability of the school. Each board member is expected to affirm and strive to fulfill the performance expectations outlined below.

**Specific Responsibilities:**

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of WLA. This includes displaying leadership skills that are professional, ethical, and respectful of all individuals.
2. Work with fellow board members to fulfill the obligations of board membership.
3. Behave in ways that clearly contribute to the effective operations of the school board members:
  - Focus on the good of the organization and group, not on a personal agenda
  - Support board decisions once they are made (acting as one voice)
  - Participate in an honest appraisal of one's own performance and that of the board
  - Build awareness of and vigilance towards governance matters rather than management.
4. Regularly attend board and committee meetings in accordance with the absenteeism policy. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the directors and board or committee chair.
5. Be prepared to contribute approximately 3-5 hours per month toward board service which includes:
  - Attending a month board meeting (1 – 3.5 hours or more)
  - Participating on a board committee (2 hours) (as needed)
  - Reading materials, preparing for meetings (1 hour)
  - Attending events at the school and other ambassador tasks as needed (1-2 hours)
6. Keep informed about the school and its issues by reviewing materials, participating in discussions, and asking strategic questions.
7. Serve as a committee or task force chair or member.
8. Inform the board members of WLA of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.

**Woodbury Leadership Academy  
Board of Directors Job Description**

**General Responsibilities:**

- Responsible for ensuring that the academic program of Woodbury Leadership Academy is successful, that the school's program and operation are faithful to the terms of its charter, and that the school is a viable organization.

**Specific Responsibilities:**

1. Determine the mission and purpose of WLA and keep it clearly in focus.
  - Create and periodically review the mission statement which:
    - a. Serves as a guide to organizational planning, board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources.
    - b. Is used as the vehicle for assessing program activities to ensure that the organization is not drifting away from its original purposes.
  - Understand and support the mission statement.
2. Support and review the performance of the School Leader
  - Compliment for exceptional accomplishments.
  - Provide for an annual written performance review with a process agreed upon with the School Leader well in advance.
  - Oversee and approve contract negotiation and renewal.
3. Ensure effective organizational planning
  - Approve an annual organizational plan that includes concrete, measurable goals consistent with the charter and accountability plan.
4. Manage resources effectively
  - Approve the annual budget.
  - Monitor budget implementation through periodic financial reports.
  - Approve accounting and personnel policies.
  - Provide for an independent annual audit by a qualified CPA.
  - Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the school.

5. Determine, monitor and strengthen the programs and services
  - Assure programs and services are consistent with the mission and the charter.
  - Approve measurable organizational outcomes.
  - Approve annual, attainable board and management level goals.
  - Monitor progress in achieving the outcomes and goals.
  - Assess the quality of the program and services.
  
6. Enhance WLA's public standing
  - Serve as ambassadors, advocates and community representatives of the school.
  - Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.
  - Provide for a written annual report and public presentation that details WLA's mission, programs, financial condition, and progress made towards charter promises.
  
7. Ensure legal and ethical integrity and maintain accountability
  - Establish policies to guide the school's board members and staff.
  - Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
  - Adhere to the provisions of the school's bylaws and articles of incorporation.
  - Adhere to local, state and federal laws and regulations that apply to the school.
  - Ensure compliance with all federal state and local government regulations.
  
8. Recruit and orient new board members and assess board performance
  - Define board membership needs in terms of skill, experience and diversity.
  - Cultivate, check the credentials of and recruit prospective candidates.
  - Provide for new board member orientation.
  - Conduct an annual evaluation of the full board and individual board members.
  - Assist when board members overstep prerogatives or misunderstand their roles.