

Public Copy

# Board Packet

Woodbury Leadership Academy Board of Directors Meeting (Regular)

Thursday, July 26 2018

5:45 P.M.

RH Stafford Library

8595 Central Park Pl, Woodbury, MN 55125

Conference Room 1 & 2

**PLEASE LEAVE THIS BINDER ON THE BACK SIGN-IN TABLE AND DO NOT  
REMOVE ANY DOCUMENTS.**

**THANK YOU.**

**Property of: Woodbury Leadership Academy Board of Directors**

---

**Meeting:** Board of Directors Regular Meeting

**Date:** Thursday, July 26, 2018

**Time:** 5:45 P.M.

**Location:** RH Stafford Library - 8595 Central Park Pl Woodbury, Mn 55125 Conference Room 1 & 2

## AGENDA

1. **Meeting Call to Order and Roll Call**
  - 1.1. Meeting Call to Order (Mandi Folks, Board Chair)
  - 1.2. Roll Call (Mandi Folks, Board Chair & Nancy Baumann, Board Clerk)
  
2. **WLA Mission & Vision** (Presenter: Mary Hitzemann)

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.

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.
  
3. **Approval of Agenda/Meeting Minutes** (Presenter: Mandi Folks, Board Chair)
  - 3.1. Approval of Meeting Agenda  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
  - 3.2. Approval of June 26, 2018  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
  
4. **Conflict of Interest Declaration** (Presenter: Mandi Folks, Board Chair)
  - 4.1. Conflict of Interest Declaration
  
5. **Public Comment** (Presenter: Mandi Folks, Board Chair)
  
6. **Facilities Administrative Committee Report** (Presenter: Shawn Smith & Dr. Mortensen, Executive Director)
  
7. **Board and Administration Reports**
  - 7.1. Board Report (Presenter: Mandi Folks, Board Chair)
  - 7.2. Executive Director Report (Presenter: Mandi Folks)
  - 7.3. Finance Committee (Presenter: Jess Erickson, Treasurer)
    - 7.3.1. Accept Financial Statements and finance committee meeting minutes  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
  - 7.4. Governance Committee (Presenter: Ro Krejci, Governance Chair)
    - 7.4.1. Accept committee meeting minutes, revision to the governance committee charge and 2<sup>nd</sup> reading(s)  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
  
8. **Board Training/Discussion and Business** (Presenter: Mandi Folks, Board Chair)
  - 8.1. Board training - review Robert's rules of order, roles/responsibilities, trust and efficiency, board training calendar and public relations at the board level
  - 8.2. Approval of additional hiring based on increased projected enrollment
  - 8.3. 2018-2019 health/dental plan changes
  - 8.4. Employment agreement(s)
  - 8.5. Playground budget
  - 8.6. Revise 2018-2019 school calendar
  - 8.7. 2018-2019 board calendar review
  - 8.8. Annual designations

- 8.9. 2018-2019 board officer positions (board chair, secretary and treasurer)
  
- 9. **Board Communication & Future Items** (Presenter: Mandi Folks, Board Chair)
  - 9.1. Board Communication/Future Agenda Items - Reflection
  
- 10. **Housekeeping** (Presenter: Mandi Folks, Board Chair)
  - 10.1. Next Regularly Scheduled WLA Board of Directors Meeting and Training
    - Date:
    - Time:
    - Location:
  - 10.2. Delegation of Public Comment Items (if necessary)
  
- 11. **Adjournment** (Presenter: Mandi Folks, Board Chair)
  - 11.1. Adjournment
    - Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

**Woodbury Leadership Academy  
Board of Directors Meeting Minutes  
Regular Meeting  
June 25, 2018**



Draft

**Directors Present:** Jessica Erickson, Mandi Folks, Claudia George, Mary Hitzemann, Shannon Kelly, Ro Krejci, Jolene Skordahl

**Directors Absent:** Jason Livingston

**Administration/Advisors Present:** Dr Kathleen Mortensen (Executive Director), Judith Darling (BerganKDV)

**Others in Attendance:** WLA staff

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

**1.1 Call to Order**

Ms Folks called the meeting to order at 5:45 PM.

**1.2 Roll Call**

Ms Baumann took roll call.

**2. WLA Mission and Vision.**

Ms Hitzemann read the WLA Mission and Vision Statements.

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

**3.1 Approval of Agenda**

Ms Krejci moved "to amend the agenda to change item 3.2 to add "May 30" and the words "meeting minutes" and to remove "and 2<sup>nd</sup> reading policy notice" from item 7.5.1" Seconded by Ms Erickson. Motion passed unanimously.

**3.2 Approval of May 22, May 30 and June 13, 2018 Meeting Minutes**

Ms Hitzemann moved "to approve the minutes from the WLA Board of Directors regular meetings held on May 22, May 30 and June 13, 2018." Ms Krejci seconded. Motion passed unanimously.

**4. Conflict of Interest Declaration**

**4.1 Conflict of Interest Declaration**

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

**5. Public Comment**

There was none.

**6. Facilities Administrative Committee Report**

Ms Folks reported that the process for the zoning change for the Globe site is on schedule, with the first of 3 meetings scheduled for July 9, the second on July 16 and

Draft

the 3<sup>rd</sup> on July 25. Board members and WLA stakeholders will be notified if their attendance is requested at any of the meetings.

Ms Mortensen updated the Board on the progress in packing up the school in preparation for the move. The majority of WLA's furniture, books and supplies will be loaded into trailers on July 26. The trailers will be stored in the WLA parking lot until the move into the Globe building scheduled for July 30 and 31. Globe will be giving a large quantity of classroom furniture to WLA.

## **7. Board and Administration Reports**

### **7.1 Board Report**

Ms Folks reported that all items she had to report on were covered by items on the agenda.

### **7.2 Executive Director Report**

Ms Mortensen highlighted several items in her Board report: enrollment for 2018-19 remains strong and is expected to exceed 300, she and 3 other teachers attended Responsive Classroom training this past week, an offer has been made to hire a second licensed Special Ed teacher, in which case Ms Cappelen would return to a General Education classroom, the SEAC met and the school year ended with a lots of activity the last week, including the Art Fair/Carnival, Field Day and Kindergarten Graduation.

### **7.3 Finance Report**

Ms Darling stated that year-end financials appear to be in line with the budget revision adopted at the last meeting. She is completing the lease aid application for 2017-2018. A few minutes were taken for Board members to complete Conflict of Interest forms required for the application. The 2018-2019 lease aid application will be completed once the school is in the new facility and the requirements are met.

### **7.4 Finance Committee Report**

Ms Erickson reported the committee met on June 7. Kacie Paine presented marketing plans and Nancy Baumann presented moving bids. Next meeting is scheduled for July 12, 2018.

#### **7.4.1 Financial Statements**

Ms Erickson moved "to accept the May 2018 financial statements and Finance Committee minutes for June 7, 2018." Seconded by Ms Krejci. Motion passed unanimously.

### **7.5 Governance Committee**

Ms. Krejci reported the committee met on June 20, and continued review of the Family Handbook, the Employee Handbook and 500 series policies. The next regular meeting is scheduled for August 6. Kylie Griffith has requested to join the Governance Committee. She was previously on the committee and will be returning to work at WLA for the 2018-19 school year.

#### **7.5.1 Accept Committee Meeting Minutes**

Ms Krejci moved "to accept the June 20, 2018 Governance Committee minutes and appoint Kylie Griffith to join the Governance Committee." Ms Skordahl seconded the motion. Motion passed unanimously.

## **8. Board Training/Discussion and Business**

### **8.1 Employment agreement(s)**

Draft

Ms Mortensen presented a list of 3 teacher resignations: Coddington, Ebel and Cooper. She passed a binder of 3 teacher and 3 EA agreements for whom she had offered to return for the 2018-2019 school year. She explained the teachers had not been included with other teachers at the prior month meeting as she had not completed their performance reviews at that time. The binder was passed for Board members to review.

### **8.2 Uniform Policy**

Ms Krejci and Ms Erickson led a discussion on uniforms options for Middle School students which would differentiate them from younger grades. Options discussed included style, fabric, color, comfort and design ideas. Board feedback will be shared with the Governance Committee to consider as they make revisions to the Uniform Policy which will be brought to the Board at a future meeting.

After all Board members had the opportunity to review the binder of employment agreements, Ms Folks directed the discussion back to item 8.1 Employment Agreements.

Ms Hitzemann moved "to ratify the listed employment agreements and acknowledge the resignations as presented by the Executive Director." Seconded by Ms Erickson. Motion passed unanimously.

### **8.3 Board Member Recognition**

Ms Folks acknowledged that Ms Hitzemann's term ends at the end of June and thanked her for filling a vacant Community Member seat on the board when needed. Members expressed gratitude for her knowledge and advice. Ms Hitzemann stated she plans to continue committee involvement and volunteering at WLA.

### **8.4 Strategic Plan Update**

Ms Folks reported that the current Strategic Plan ends June 30, 2018. David DenHartog had worked with the Board to begin the process of building a framework for a new strategic plan and identify priorities. He will be returning in August to continue the process.

### **8.5 Compensatory Title Programming Progress**

Ms Darling and Ms Mortensen presented a training on funding streams other than General Education or Special Education funding. Federal sources discussed include Title I, Title II and Title III funding; State sources included Compensatory Revenue and Literacy Aid. Application criteria, use of the funds and reporting/audit requirements were discussed.

## **9. Board Communication and Future Items**

### **9.1 Board Communication/Future Agenda Items - Reflection**

Ms Folks shared that the July meeting is WLA's annual meeting, however, it will be held in the same format as other regular meetings. Board members expressed positive comments about the direction the school is moving.

Items requested by Board members for the upcoming meeting include new building plans, playground plans, open house and back to school night planning.

Ms Mortensen stated that the 2018-2019 employment agreements for office staff will be brought to the next meeting.

Draft

**10. Housekeeping Items**

**10.1 Next regularly scheduled WLA Board of Directors Meeting and Training**

Ms Folks reminded members that the next regular meeting is scheduled for Thursday, July 26 at 4:30 in the library of the new facility at 8089 Globe Drive, Woodbury, MN. The following meeting is scheduled for August 15, 2018.

**10.2 Delegation of Public Comment**

There was no public comment to delegate.

**11. Adjournment**

**11.1 Adjournment**

Ms Erickson moved "to adjourn." Ms Krejci seconded. Motion passed unanimously. The meeting adjourned at 7:45 PM.

Draft

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



**WOODBURY LEADERSHIP ACADEMY  
DIRECTOR REPORT, JULY 26, 2018**

*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) Provide leadership and monitor continuous school improvement

- WLA staff members (Nancy, Jess, Kelly and Chris) will be supervising the unloading of the semis full of furniture and resources on July 30-31<sup>st</sup>. (I'll be back at WLA on August 1<sup>st</sup> when the unpacking fun will begin!)
- The Governance Committee met on July 9, 2018
- Ongoing work on board policies, the employee handbook has been completed and the student handbook is forthcoming.
- Copies of the Minnesota PTA handbook will be made available at the July Board meeting for board members to take home and familiarize themselves with, prior to our PTA parents presenting their request to start-up a WLA PTA.
- Movers and Shakers Committees are completing work on:
  - uniforms (policy and handouts for families)
  - playground (see below in finance section)
  - website, signage and marketing (Kacie and Mandi are carrying the day!)
  - painting and décor (on a shoestring!)
  - pick-up lines and bus drop-off lines, and communications with families (mainly Amy, but now with the City of Woodbury has specified criteria)
- Reports due recently and upcoming:
  - The DIRS (discipline report due annually to MDE) has been completed and submitted on time
  - The Literacy Grant was completed and submitted on time (Expecting about \$26,000)
  - The Reading Well by Third Grant (RWBTG) report was completed and submitted on time
  - The "Assurances" for VOA was completed and submitted on time
  - The Annual Report, and the World's Best Work Force report are nearly completed (Due Nov. 1<sup>st</sup>)

**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

- Meeting with representatives from the YMCA on July 16<sup>th</sup> to discuss before and after school needs and space requirements.

- Meeting with ESCU on July 16<sup>th</sup>, to discuss English Language services for the upcoming school year.
- Meeting with MSA on July 18<sup>th</sup>, to continue discussions on partnering
- I am in the process of finalizing the plans for professional development for August Workshops. I was also able to meet with two of our new teachers the week of July 15<sup>th</sup> to preview curriculums.

### **III. Financial Management**

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

- The Finance Committee met on July 12th
- We have signed a contract with “Teachers on Call” to provide substitute coverage for WLA again this coming school year. Their rates have not increased.
- The technology budget and planning are on course.
- The Facilities Committee has been working with the Finance Committee to plan and finance the playground areas. (The Finance Committee will be asking the board to approve \$60,000 towards playground expenses.) Kudos to the Facilities Committee for all of their time spent so far with planning, gathering bids, and meeting to discuss the plan for the next couple of years, as well as the eventual plan for when a gymnasium is built.
- The Painting and Design Committee met to begin choosing paint colors and develop an overall design plan. However, with a budget of only \$2,000, and the property owner requiring that we hire professional painters, we will not do a lot of painting this current school year. (The property owners will be painting our reception and large conference room areas, and we'll then decide how to best hire out for another area. –Probably the “Commons” area)
- In the event of a windfall, (or increase in our maintenance budget) tiling the “Commons” area (since it will be used as the main lunchroom) and building a wall between the office and gym are priorities.
- We have been meeting with insurance representatives, and that information has been shared with the Finance Committee. In a nutshell, average costs for Health insurance were slated to increase 17% this year, and we budgeted for a 7% increase in these costs. By reducing the number of plan options we offer to staff members, (offering two plans rather than three plans) by excluding Mayo and Hazelton from the plans (staff members can still access those organizations, but they will be considered out of network) and by moving to a higher employee deductible, we are able to stay within the 7% budget we had anticipated. Our insurance agent assures us that health care costs will drop significantly next year, as Minnesota is allowing additional health care companies into the market. However, for the current year, WLA employees will be able to choose between an HSA and a Co-Pay plan that are similar to what WLA currently offers.
- In meeting with our insurance representatives, they recommended that we move from Delta Dental to Health Partners Dental for a \$2,500 cost savings. This shift provides savings to WLA, while providing staff members with better dental coverage.

- Finally, we renewed our property and liability insurance. We have agreed to move to the “hybrid” model that our broker recommended, using two companies for the best and most cost effective coverage option. However, the cost still increased 25% from \$15,000 per year to \$20,000 per 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

- There are currently three employment agreements to approve, two for office staff, and one for the second special education teacher. (see red folder)
- We have acquired three bids for cleaning services, and I plan to hire one of these services versus hiring a custodial employee. This does make it difficult for the cleaning of daily spills, but we can add a part-time day person as the year progresses, as needed, and as the budget allows.
- Due to increasing enrollment we will need to hire at least one additional teacher. At this time, with the month of August still open for families to enroll, I am recommending that we move forward to hire an additional teacher for grade one, and approve a budget that allows for potentially hiring another grade five teacher or a para professional to work with grade five. We also have the option of grouping grades seven and eight for some classes, and having the middle school teachers rotate into grade five to assist with coverage. I will continue to watch enrollment daily, and we can possibly wait to hire another teacher until after the school year starts, and begin the year with middle school teachers rotating into grade five to assist. So far, our staffing compliment is as follows:

	Currently <u>Registered</u>	80% <u>Budgeted</u>	Staff <u>Members</u>	Class Sizes
○ Kindergarten -	69	56	MP, AB, ME	18
○ GR 1	65	52	KN, CG	26
○ GR 2	63	51	CC, KC	25
○ GR 3	68	54	AK, KG, AI	19
○ GR 4	55	44	MW, CS	22
○ GR 5	39	31	SR	31
○ GR 6	27	22	ChL	22
○ GR 7	11	9	CoL	9
○ <u>GR 8</u>	<u>8</u>	<u>6</u>	<u>JE</u>	<u>6</u>
	<b>405</b>	<b>325</b>		

Oversee conflict resolution and all other personnel matters

- No issues at this time

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

Oversee operations for a safe school environment

- Shannon Kelly and I will be meeting in early August to review the WLA Crisis Plan
- The Fire Marshall conducted a walk-through of the new building the week of July 9<sup>th</sup> and suggested minor changes to the property owner such as cages over some items (thermostat, clock and so forth) in our gym area.

## **VI. Communications Management**

Oversee communication system between school and parents through various means, including the WLA Family Newsletter, at minimum once a month

- Comcast has been contracted to provide our internet service. They have been out to the new building and they are working with Justin Gehring on details. They will install service as soon as possible after August 1<sup>st</sup>.
- School Supply lists were compiled by teachers last June and turned into the main office at that time. Office staff has now communicated that information to the big box stores in Woodbury.
- Kacie Paine, parent volunteer, has been working especially hard to launch our new website. Significantly improving our website, as well as developing and/or improving other marketing materials was one of the highly suggested action steps that arose out of our “organizational assessment” last winter. (Drew’s work) Kacie is prepared to show off our new website at the July board meeting.
- The proposed new school calendar is being presented for approval by the board due to WLA not having to follow the Oakdale-Maplewood-North St. Paul school calendar. With WLA now being able to control which days we will be in session, some modifications have been made as outlined below, mostly affecting the spacing and timing for Teacher Workshop days. The proposed calendar maintains spring and winter breaks consistent with area schools. It also maintains 172 student contact days, and maintains 186 teacher contact days.
  - October 5, Teacher Workshop
  - October 17, No School, Morning Teacher-Parent Conferences
  - November 6 & 21, School in Session
  - November 30, No School, Teacher Grading Day
  - December 3, School in Session, December 10 being Teacher Workshop
  - February 1, Teacher Workshop, with February 16, being School in Session
  - April 8, Teacher Workshop
  - April 19 & 20, School in Session



**Meeting:** Finance Committee

**Date:** July 12, 2018

**Time:** 4:30 pm

**Location:** Woodbury Leadership Academy School – 8089 Globe Drive, Woodbury, MN 55125 – Conference Room

### MINUTES

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

Attendees: Jessica Erickson, Mandi Folks, Judith Darling, Kathy Mortensen, Nancy Baumann

Jessica Erickson read the WLA Mission & Vision.

#### Development & Discussion

- Enrollment numbers
  - Staffing needs
- Budgets
  - Playground
  - technology
- Insurance
  - Property insurance options and rates
  - Health insurance
  - Dental insurance
  -

#### Housekeeping

Next Regularly Scheduled WLA Board of Directors Finance Committee Meeting

Date: August 9, 2018

Time: 1:00 p.m.

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

Jessica Erickson adjourned the meeting at 6:24 pm

**Meeting:** Governance Committee Special Meeting  
**Date:** Monday, July 9, 2018  
**Time:** 9:30 A.M. - 11:00 A.M.  
**Location:** Woodbury Leadership Academy School – 600 Weir Drive, Woodbury,  
MN 55125 – Conference Room 1044/Main Office



## AGENDA

### **Meeting Call to Order and Roll Call at 9:50 a.m.**

Meeting Call to Order (Ro Krejci, Committee Chair)

**Present:** Jolene, Mary, Kathy and Ro

**Absent:** Claudia

Roll Call (Ro Krejci, Committee Chair)

### **WLA Mission & Vision**

**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 Action**

ALL 500 Series Policies - **Discussed working list of policies, recommendations policy 504 (renumber to 540), 531 and 541 to next board meeting.**

Governance Committee Charge - **Discussed recommendation to remove the number (4) members from the governance charge - all agreed - recommendation at the next board meeting.**

### **Status Update**

2018-2019 Student Handbook - **will be ready for August 2018**

Employee Handbook - **will be ready for August 2018**

Any and ALL Recommendation for Next WLA BOD meeting

### **Housekeeping**

Next Regularly Scheduled WLA Board of Directors Governance Committee Meeting

**Date: August 6th**

**Time: 9:30 A.M.**

**Location: 8089 Globe Dr. Woodbury, MN 55125 - Conference Room**

### **Adjournment**

Adjournment (Ro Krejci, Committee Chair) **11:13 a.m.**



*Adopted: May 24, 2016*

*Amended: March 1, 2017*

## **Woodbury Leadership Academy**

Board of Directors

Governance Committee Charge

### **Purpose:**

The Governance Committee is charged by the Board of Directors to

- Review WLA's governing documents including the bylaws, school policies, employee handbook, family handbook and other related governing documents. This includes ensuring governing documents are compliant with all related government statutes.
- Research and develop revisions and/or additions to WLA's governing documents.
- Provide guidance to administration and the board on issues related to organizational structure.
- Review and evaluate WLA's overall governance effectiveness and efficiency.

### **Membership:**

The governance committee shall be composed of ~~up to four (4)~~ members appointed by the WLA board. The School Director shall additionally serve as an ex-officio committee member. Membership shall be composed of at least one board member. Membership may include other WLA board members, WLA staff, WLA parents or community members. The chair of the committee shall be a board member appointed by the board or the chairperson of the board.

### **Products:**

The Governance Committee shall

- Produce proposed revisions to existing governing documents.
- Produce new school policies or related governing documents.
- Define roles and responsibilities of the board and the school administration.
- Recommend improvements, including improvements to the board's operations through the use of current best practices as well as board composition as a whole to identify qualifications and expertise needed by the board and the committees.

### **Accountability:**

The committee shall comply within the requirements of the MN Statute 13D (Open Meeting Law), WLA bylaws and Board Policies. The committee will follow the Policy Adoption Process. The committee will present the product(s) in a timely manner to all members of the WLA board with any other supporting documents in relation to any product(s) that is being presented for approval.

### **Duration:**

The Governance Committee shall be a standing committee. Members of the committee shall serve until resignation or removal by the board.



**Woodbury Leadership Academy**

Board of Directors

Governance Committee Charge

**Policy Adoption Process**

Step 1: 1<sup>st</sup> Reading of Policy

Policy is placed on the board agenda and this is notification to the board members and public that the policy is going to be worked on. Comments or input regarding the policy should be brought forward to the Governance Committee.

Step 2: Governance Committee

The Governance Committee works on the policy - edits are indicated clearly for the board members to see revisions (strike-thru, different font colors, etc).

Step 3: 2<sup>nd</sup> Reading of Policy

Policy is placed on the board agenda for approval by the full board. If policy is not passed, it goes back to the Governance Committee and will then be brought forward again for a 2<sup>nd</sup> reading until passed or until policy is dropped.



## WOODBURY LEADERSHIP ACADEMY

*Adopted: August 12, 2014*

### 540 STUDENT DRESS, APPEARANCE AND UNIFORM

#### I. PURPOSE

As a part of our focus on safety and academic excellence, students attending Woodbury Leadership Academy (WLA) are required to wear uniforms. The purpose of this policy is to minimize distraction, promote appropriate student behavior, alleviate peer pressure, and promote and encourage school spirit.

#### II. GENERAL STATEMENT OF POLICY

All WLA students are expected to be in school uniform each day, except for the designated “Free Dress Days” or spirit wear days. Neatness, cleanliness, and modesty should be observed at all times. This is a joint responsibility of the student and the student’s parent(s) or guardian(s). Please see the modesty guidelines detailed in this policy. WLA staff reserves the right to determine appropriateness of attire. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

#### III. DEFINITIONS

- A. “Free Dress Days” students are permitted to wear clothing other than their school uniform.
- B. “Appropriate” clothing appropriate for the weather, activity (i.e. physical education or the classroom) that does not create a health or safety hazard.
- C. “Inappropriate” Clothing bearing a message that is, suggestive, lewd, vulgar, or obscene. Apparel promoting products or activities that are illegal for use by minors is inappropriate. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Woodbury Leadership Academy’s Harassment and Violence Policy # 413 is inappropriate. Any apparel or footwear that would damage school property.
- D. “Gang,” as defined in this policy, means any ongoing organization, association, or

group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity.

- E. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- F. “Modesty” dress to prevent unintentional exposure of the body. It is recognized that there are varied opinions as to what constitutes modesty, therefore the following guidelines help define the expectations for students. Violations of these guidelines will be treated as a uniform violation.
- Shorts/jumpers/skirts/skortis must be no shorter than fingertip length with relaxed arms
  - No underwear showing, bottoms are to be worn at the natural waist.
  - No bra straps, or cleavage may be showing.
  - No midriff may be showing.
  - Outfits, both uniform or non-uniform, that are too tight and/or too revealing, including leggings, jeggings and other tight fitting spandex pants are not to be worn. The latest fashion or fad may not fit the dress code. Bike shorts, leggings, or tights under skirts are strongly encouraged

## School Uniform Information

### Grades K-8 Uniforms

**Pants/Capris/Shorts:** khaki or navy blue twill or corduroy

**Jumpers/Skirts/Skortis:** khaki or navy blue (jumpers must have school logo)

**Shirts:** Oxford cloth dress shirts, long or short sleeve—white or navy blue with school logo, “polo” shirts (with collar), long or short sleeve—white or navy blue with school logo

**Cardigans:** navy blue with school logo

**Sweater Vests:** navy blue with school logo crew-neck

**Pullovers (v-neck/fleece):** navy blue with school logo and WLA hooded sweatshirt

**Shoes:** Any dress shoe, casual shoe or athletic shoe that are closed toes are acceptable *No wedges/heels, flip flops, opened toed sandals, roller shoes, flashing lights or sounds.*

**Head coverings (i.e. hijab, head scarf)** solid color - navy blue, black and tan

#### WLA Middle School Students (Grades 6-8)

Middle school students at WLA are permitted to wear any uniform appropriate wear above, but will also gain the additional color options.

**Shirts:** light blue and heather gray

Additionally, WLA middle school students (grades 6-8) are permitted to wear school sponsored spirit wear (t-shirts, sweatshirts, etc.) on any Friday. WLA hooded sweatshirts are approved to wear on any school day, but other spirit wear t-shirts may only be worn on Fridays.

The following items may not be worn as part of the uniform.

- short shorts, athletic shorts, tennis shorts, or cut-offs
- sweatpants, jeans, leggings or jeggings
- sweatshirts/hoodies (WLA hooded sweatshirts are acceptable)

#### **IV. Miscellaneous**

When, in the judgment of the WLA staff, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications and parents/guardians will be notified.

Hats are not allowed to be worn in the building except with the approval of the administration.

Administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

## WOODBURY LEADERSHIP ACADEMY

*Adopted: April 22nd, 2014*

*Revised:*

### 531 THE PLEDGE OF ALLEGIANCE

#### I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

#### II. GENERAL STATEMENT OF POLICY

Students in this school shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher or the teacher's surrogate; or over a school intercom system by a person designated by the school administration or other person having administrative control over the school.

#### III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. **Any person(s) not participating shall stand quietly during the recitation of the pledge.** Students and school personnel must respect another person's right to make that choice.

#### IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

## WOODBURY LEADERSHIP ACADEMY

Adopted: July 22, 2014

### 541 CELL PHONES AND OTHER ELECTRONICS POLICY

#### I. PURPOSE

~~All types of electronic devices are a distraction to the learning environment.~~

While the school personnel understands that electronic devices, including cell phones, are prevalent, convenient and a part of day to day life for many students for social interaction and communication, their use by students during the school day is most often a distraction to the classroom, learning environment and the safe operation of the school. It is the intention of Woodbury Leadership Academy to maintain a safe and healthy learning environment for all students at all times.

#### II. GENERAL STATEMENT OF POLICY

A. Cell phones and other electronics ~~must be off and out of sight~~ **may be used at the teachers discretion** during school hours in the school building or at school related events. ~~unless given special authorization by administration Any staff member can confiscate them.~~

B. The following ~~procedures will~~ **disciplinary action may** be used for noncompliance:

1. First offense: device(s) confiscated for remainder of the day.
2. Second offense: device(s) confiscated and only returned to parent/guardian.
3. Repeated ~~infractions~~ **offense** or failure to comply with staff members ~~will~~ **may** result in further disciplinary action.

C. The school is not responsible if such items are lost, stolen, or damaged. We recommend that students not bring them to school.

Board training materials will be made  
available on Thursday, July 26, 2018



S	M	T	W	TH	F	S	
J	1	2	3	4	5	6	7
U	8	9	10	11	12	13	14
L	15	16	17	18	19	20	21
Y	22	23	24	25	26	27	28
	29	30	31				
S	M	T	W	TH	F	S	
S						1	
E	2	3	4	5	6	7	8
P	9	10	11	12	13	14	15
T	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						19
S	M	T	W	TH	F	S	
N				1	2	3	
O	4	5	6	7	8	9	10
V	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
							19
S	M	T	W	TH	F	S	
J		1	2	3	4	5	
A	6	7	8	9	10	11	12
N	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		21
S	M	T	W	TH	F	S	
M					1	2	
A	3	4	5	6	7	8	9
R	10	11	12	13	14	15	16
C	17	18	19	20	21	22	23
H	24	25	26	27	28	29	30
	31						15
S	M	T	W	TH	F	S	
M			1	2	3	4	
A	5	6	7	8	9	10	11
Y	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
							22

S	M	T	W	TH	F	S	
A			1	2	3	4	
U	5	6	7	8	9	10	11
G	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
S	M	T	W	TH	F	S	
O	1	2	3	4	5	6	
C	7	8	9	10	11	12	13
T	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			19
S	M	T	W	TH	F	S	
D						1	
E	2	3	4	5	6	7	8
C	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					14
S	M	T	W	TH	F	S	
F					1	2	
E	3	4	5	6	7	8	9
B	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28		18
S	M	T	W	TH	F	S	
A	1	2	3	4	5	6	
P	7	8	9	10	11	12	13
R	14	15	16	17	18	19	20
I	21	22	23	24	25	26	27
L	28	29	30				
							21
S	M	T	W	TH	F	S	
J						1	
U	2	3	4	5	6	7	8
N	9	10	11	12	13	14	15
E	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						4

**WOODBURY LEADERSHIP ACADEMY**  
**2018-2019 SCHOOL YEAR**  
**172 STUDENT CONTACT DAYS**  
*(Board approved on \_\_\_\_\_, 2018)*

**SCHOOL CALENDAR**

- Aug. 23-24 New Teacher Workshop
- Aug. 27-31 All Staff Workshop
- Aug. 29 Back to School 4-7 p.m.
- Sept. 3 Labor Day Holiday
- Sept. 4 First Day of School Gr 1-8
- Sept. 4-5 Kindergarten Conferences
- Sept. 6 First Day of School Gr K
- Oct. 5 All Staff Workshop, No School
- Oct. 16 Evening Conferences
- Oct. 17 Morning Conferences, No School
- Oct. 18-19 EM-No School or Staff
- Oct. 24-Nov. 2 NWEA MAP Fall Assessments
- Nov. 22 Thanksgiving Holiday
- Nov. 23 No School
- Nov. 29 End of Trimester I (57 days)
- Nov. 30 Teacher Grading Day, No School
- Dec. 10 Teacher Workshop Day, No School
- Dec. 24-31 Winter Break
- Jan. 1 New Year's Day Holiday
- Jan. 21 Martin Luther King Holiday
- Feb. 1 Teacher Workshop Day, No School
- Feb. 18 President's Day Holiday
- Feb. 28 Evening Conferences
- Mar. 1 Students Dismissed at 1:00, Afternoon Conferences
- Mar. 7 End of Trimester II (58 days)
- Mar. 8 Teacher Grading Day, No School
- Mar. 11-15 Spring Break
- Mar. 26-Apr. 5 NWEA MAP Spring Assessments
- Apr. 8 Teacher Workshop Day, No School
- Apr. 15-May 3 MN Comprehensive Assessments
- May 27 Memorial Day Holiday
- June 6 End of Trimester III (57 days)
- June 7 Teacher Grading Day

**Organizational Meeting Annual Designations – Woodbury Leadership Academy  
July 2018**

1. MDE Designations
  - Title Grant Authorized Representative (Kathy Mortensen)
  - MDE Identified Official With Authority (IOWA) (Kathy Mortensen)
  - Special Education Director (Mary Kelly)
2. Designation of Depositories
  - Old National Bank
3. Authorized signers at banks
  - Board Chair
  - Director
4. Authorize individuals to approve collateral Changes (Director, Finance Manager)
5. Delegation of Authority to Make Electronic Funds Transfers by the Board Chair, Executive Director, or Financial Manager
6. Granting of Administrative Authority: Judith Darling (Finance Manager) , Kathy Mortensen (Director), and Mandi Folks (Board Chair) are granted Administrative authority to execute and update any and all Cash Management Agreements with Old National Bank and to further grant authority to certain BerganKDV employees to perform activities necessary to carry out bank account-related functions and electronic transfers including, but not limited to:
  - Payment of: employee payroll; federal, state, and unemployment taxes (deductions and/or benefits); and other payroll related deductions and benefits (when appropriate)
  - Payment of contributions to the Teachers Retirement Associations (TRA) and to the Public Employee Retirement Association (PERA) for deductions and benefits.
  - Payments, including, but not limited to: building lease payments, credit card payments, and other vendor payments (when appropriate).
  - Other payments authorized by the board of directors
  - Monitoring, reconciliation, and management of bank transactional activity
  - Investment of excess funds
  - Execution and release of pledge agreements
  - Temporary and permanent ACH Limit changes
  - Management of Positive Pay system
7. Debit Card Authorization – Employees authorized to have school issued card and credit limits.
  - Nancy Baumann : \$1,000 per transaction, \$2,000 per day
8. Designation of Official Newspaper (required for posting of public notices)
  - Woodbury Bulletin