

TO: Woodbury Leadership Parents/Guardians/Families  
DA: March 16, 2020  
FR: Dr. Mortensen  
RE: **MONDAY, MARCH 16th, COVID-19 Update**

Greetings,

As I'm sure all of you are aware, the Governor did close all schools in Minnesota until Friday, March 27<sup>th</sup>. The closure is considered to be similar to snow day closures, in that educational services will ***not*** be provided for students. This time is intended for teacher planning in the area of the development with launching distance learning programs. ***Per the Governor's mandate, on Monday, March 30<sup>th</sup>, WLA (along with all other schools in Minnesota) will launch distance learning programs.*** You will begin receiving specific information from WLA classroom and subject area teachers tomorrow afternoon. ***At this time, it is unknown how long schools will utilize distance learning programs, and when Minnesota schools will be allowed to re-open.*** I know many of you have questions, and I have outlined below some general points of interest and the school closure/distance learning plan that our Board of Directors approved this morning.

#### **WLA Plan for Temporary Closure and Migration to a Distant Learning Program:**

Due to the Governor's mandatory COVID-19 school closure edict, the following plan was approved by the Woodbury Leadership Academy Board of Directors, at the March 16, 2020 Special Board Meeting. The plan has been developed according to the extensive and specific guidelines put forth by the Minnesota Department of Health, and the Minnesota Department of Education. Speaking in behalf of all staff members, even in this difficult situation, we will stand ready to serve the WLA families and students in a manner that promotes our mission and vision, and ensures that all students are acquiring a quality educational experience.

#### **COMMUNICATIONS**

- **STATE AND FEDERAL ORGANIZATIONS** – Dr. Mortensen will manage these communications which are occurring on a daily, and even hourly basis. Dr. Mortensen will summarize and share out key points to appropriate stakeholder groups.
- **VOLUNTEERS OF AMERICA** - Dr. Mortensen will manage these communications which are occurring on a daily, and even hourly basis. Dr. Mortensen will summarize and share out key points to appropriate stakeholder groups.
- **BOARD RELATIONS AND COMMITTEES** - Mandi Folks, Jessica Erickson, Jason Livingston, and Jolene Skordahl will determine when various board meetings will be held, re-scheduled for, and the manner in which meetings will be held. (virtual or face to face)
- **WLA PARENT TEACHER ORGANIZATION** – Mandi Folks and Dr. Mortensen will meet regularly (once per week) to touch base with any collaborative efforts, and will summarize and share out key points to appropriate stakeholder groups.
- **WLA CONTRACTED VENDORS** – Ben Broderick, Nancy Baumann, Mary Kelly and Dr. Mortensen will manage communications among various vendors and contracted employees.

- WLA PARENTS/GUARDIANS AND STUDENTS – Mandi Folks, Dr. Mortensen, and WLA staff members will regularly contact homes. Mandi and Dr. Mortensen with a weekly update, teachers with an update twice per week as we plan for distance learning, and then daily once our distance learning program is fully implemented.

## **CURRICULUM AND INSTRUCTION**

- DISTANCE LEARNING – Planning has already begun for the delivery of distance learning. According to the Minnesota Department of Education (MDE) teachers are required to conduct daily interactions with their students, covering the MN state standards per subject area. Additionally, WLA teachers are expected to deliver Core Knowledge curriculum and ensure that students are prepared for the upcoming MN Comprehensive Assessments. (MCAs) Classroom teachers have been directed to present a “live” lesson for at least one hour per day, on Google Hang-outs with a recording of the lesson available for those students who could not sign onto the live session. Ben Broderick will lead teachers in all things technology related, and coach them in using various technologies, and Andy Sharp will coach teachers how to set up their phones for Google calls. Additionally, teachers will provide three additional hours of instruction and educational programming across a variety of venues. (power points, and/or taped sessions, assigned work...) Thus, teachers will deliver curriculum for part of the day in a variety of formats, with the remainder of the day being available for student questions, corresponding with parents and students, and prepping materials. Packets will also be prepared for the families that prefer a non-technology based approach, or who do not have access to internet at home. Para professionals will be assigned to grade levels to assist teachers with copying and organizing resources.
- MN COMPREHENSIVE ASSESSMENTS – At this time MDE has not announced any changes to the testing schedule or requirement for students to test on-site at schools.
- CORE VIRTUES CURRICULUM PLANNING – Kylie Griffith has been tasked with developing and disseminating Core Virtue curriculum for grades K-8.
- SERVING SPECIAL POPULATIONS – Mary Kelly, Director of Special Education, will oversee the distance education program for special education students. IEP meetings will be held via conference calls, and special education teachers and para professionals will continue to make modifications per IEP plans, and to provide direct services via distance measures and/or hard copy packets.
- ENGLISH LANGUAGE LEARNERS – Working closely with Katie Christoff, Kylie Griffith will oversee the continuation of services for this group of learners.
- BUSING – Dr. Mortensen is making plans with MN Coaches to use their services twice per week, beginning on March 31<sup>st</sup>, to deliver and pick-up educational materials at pre-determined locations. Either a teacher, Dean, or para professional will ride along on the bus to make pick-ups and deliveries at various neighborhood locations.

## **GENERAL OPERATIONS**

- HUMAN RESOURCES – Dr. Mortensen and Nancy Baumann will manage HR questions and processes.
- SUPERVISING CRITICAL HEALTH CARE WORKER’S DEPENDENTS – Ben Broderick, with support from Amy Cahlander, is tasked with developing and supervising a program for the children of “essential” health care workers. The program will be modeled on “Y Care” and WLA para-professionals will work with these students on site, in the lunchroom and gym areas. The program will be open to WLA students whose parents qualify, up to age 12, and to their siblings

from ages 3-12. All questions pertaining to this service should be sent to Ben Broderick and/or Amy Cahlander.

- MANAGING FINANCES – Nancy Baumann will manage finances in the areas of unexpected reimbursements such as pizza Friday, milk accounts, after school clubs, and field trips.
- FACILITIES REMODELING PROJECT MANAGEMENT – Dr. Mortensen will continue to work with the Facilities Committee and Wexlar Project Managers, to move the remodeling and expansion process along in a timely manner.
- FACILITY HEALTH AND SAFETY – Amy Cahlander is tasked with daily checking in with each staff member as to any health concerns. Amy and Jenny Owens are tasked with setting up a system for office wipe downs with disinfectant spray hourly, and the documentation thereof. Teachers will be required to disinfect their classroom surfaces, doorknobs and light switches on a daily basis. Custodial staff will disinfect similarly, multiple times per day in common areas. They will also set up a system for limiting access to the building by non-employees.

### **Additional Points of Information for Families:**

#### **Extracurricular Activities and Events**

At this time, per the Governor's mandate, all extra-curricular activities and WLA events are cancelled or postponed. Furthermore, all after school clubs at WLA are postponed until further notice.

#### **Access to Building**

All non-employees will be met and served within the main office area. If you need to retrieve items from classrooms we will provide an escort to do so.

#### **Student Illness**

As we launch our distance learning program, 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 is experiencing flu-like symptoms.

#### **In Closing**

I will keep families updated if/as situations change, and all memos will be emailed to homes and posted on our website. Also, I am very grateful that so many of our parents/guardians have stepped up to ask how they can help. I appreciate this learning community! Finally, let's stay positive and keep personal safety in the forefront of our minds.