

Board Packet

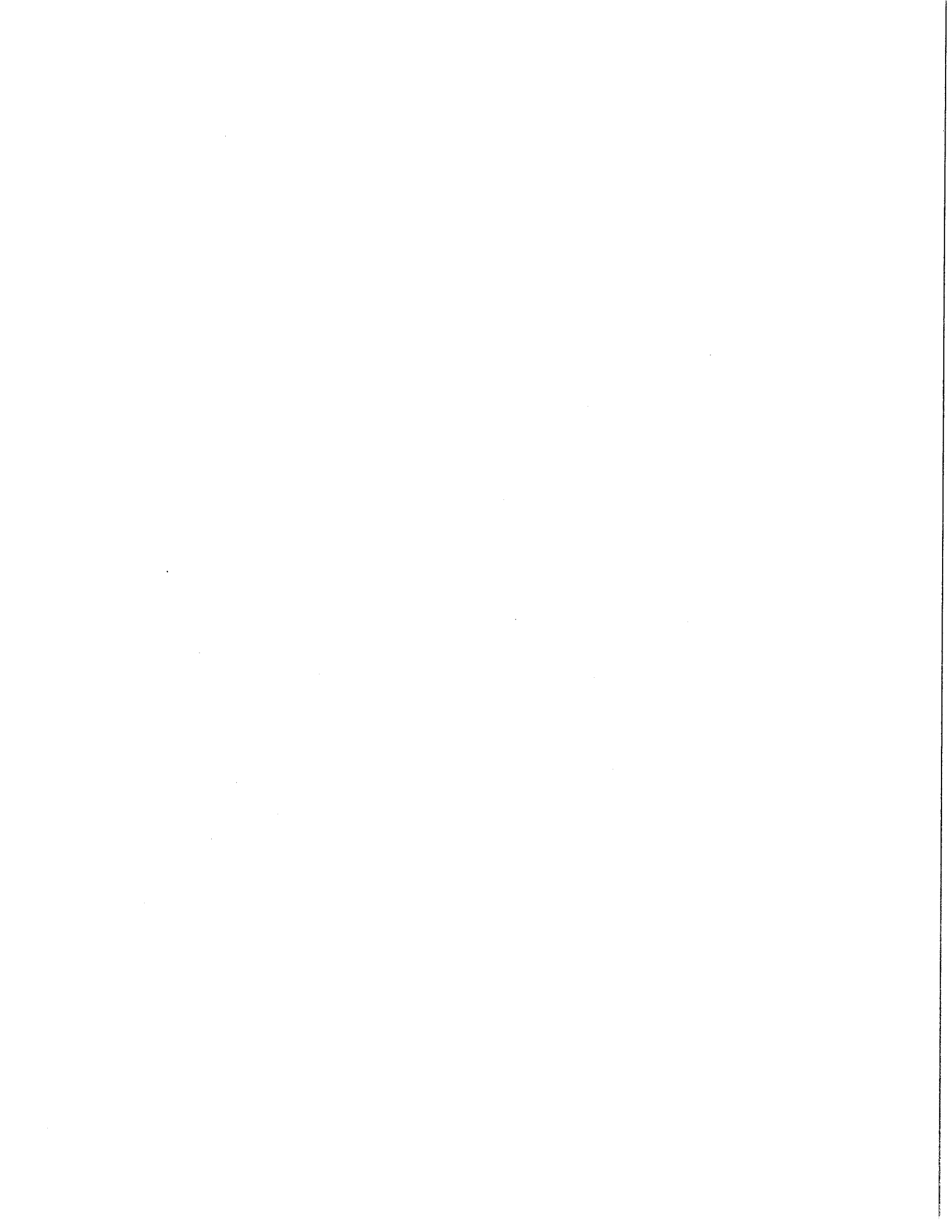
Woodbury Leadership Academy Board of Directors Meeting (Regular)

Tuesday, July 11, 2017

6:00 P.M.

Woodbury Leadership Academy School

600 Weird Drive, Woodbury, MN – Room 1500 (1st Grade Pod Area)





District and School Site Verification

The District and School Site Verification System is a web-accessible collection tool that enables updates to the Minnesota Department of Education (MDE) master directory of organizational units, which controls the processing of data on other MDE major systems such as MARSS, STAR, UFARS, FNS, IDEAS, LEVIES and the AYP Report Card.

It is essential that contact information be kept up to date. Districts are asked to update changes to contact information whenever necessary throughout the year. [Download a memo from May 17, 2017, about annual verification of district and school site information.](#)

> [Enter the District and School Site Verification system](#)

For access to this secure system, please contact the Identified Official with Authority (IOwA) for your district and request a Pre-Authorization for the District and School Site Verification System. For a current listing of the IOwAs by district, go to "About MDE," Schools and Organizations (MDE-ORG), "Enter MDE-ORG site to get started," and on the left menu, select "Contact Lists."

The system allows you to update the following information:

- Location Address
- Mailing Address
- Phone and Fax Numbers
- Name of Superintendent, Principal, or Lead Administrator
- Title of Lead Administrator
- E-mail Address of Lead Administrator
- Grades Served
- Web Site Address
- School Site Verification Coordinator and other contacts
- How to Process Other Changes

To add or close sites, or make adjustments to other information, such as classifications or learning year, please complete the "FORM: Site Change Request Form" found below and e-mail it to mde.school-verify@state.mn.us. To determine the classification of an educational site, please refer to the two documents below entitled "Determining the Classification for a Standard Educational Site" and "Determining the Classification for a Special Education Site."

Your request may be reviewed by department staff, or be referred to the Directory System Policy Committee for approval. A detailed description of the policy committee is found below.

- [MDE Site Request or Change Form - 4/11/13](#)
Save this form to your computer, complete it and return it as instructed on the form. For School Districts:

Use this request form to open a school site, close a school site, change grades offered or change school classification. For All Other Types of Organizations: please fill out the MDE Site Request or Change form with the name of your organization, address, contact information and the name and contact information of the person submitting the request. An organization site number will be assigned. You do not need to fill out the section for assigning numbers or classifications.

- School Site: Determining Classification for a Standard Education Site - 11/18/11

Woodbury Leadership Academy

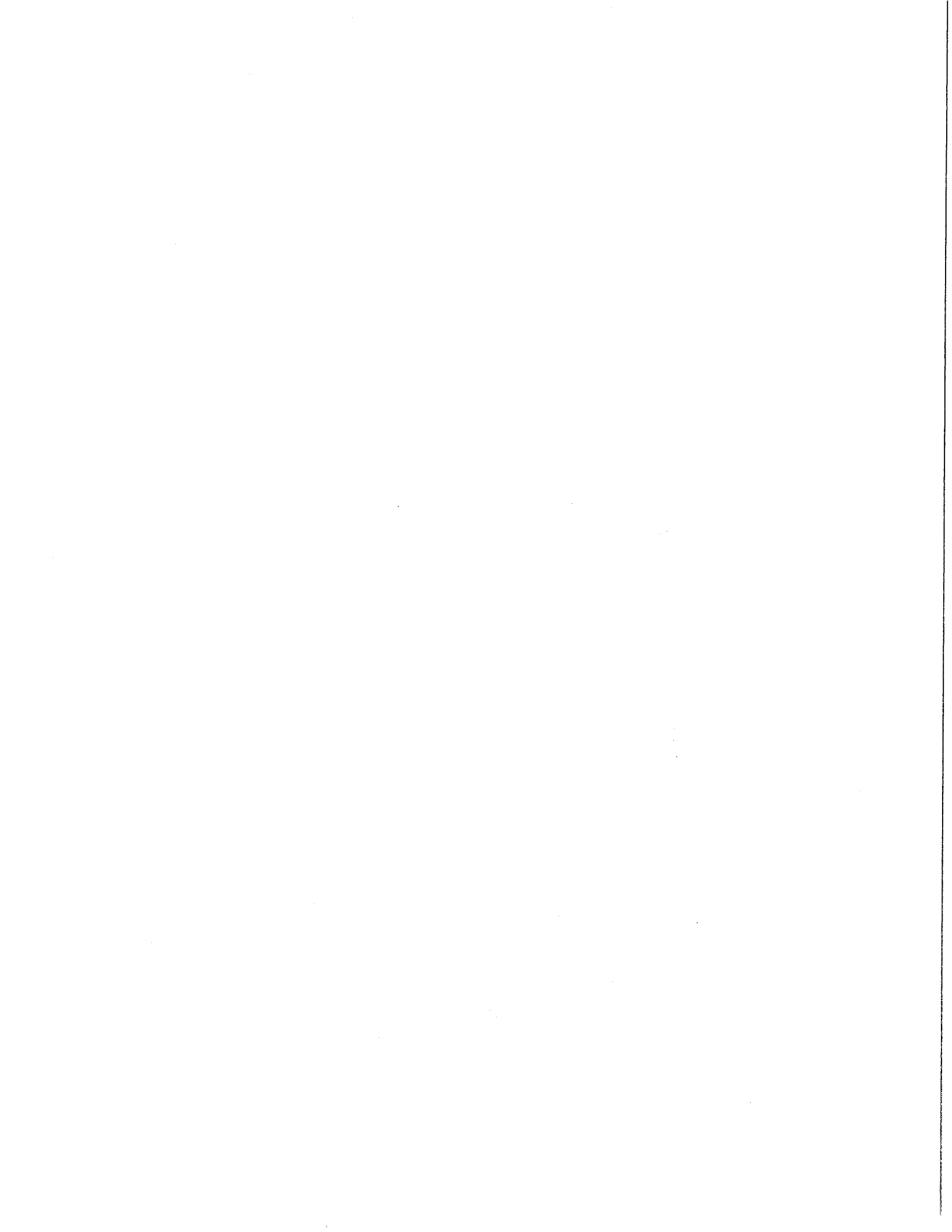
Enrollment numbers

As of 7/10/2017

2016-17	
<u>Grade</u>	<u>Students</u>
K	57
1	59
2	37
3	31
4	36
5	25
6	6
7	7
	<hr/>
	258

2017-18			
<u>Grade</u>	<u>Returning*</u>	<u>New</u>	<u>Students</u>
K	-	60	60
1	52	11	63
2	48	7	55
3	29	10	39
4	26	4	30
5	27	6	33
6	4	1	5
	<hr/>		
	186	99	285

* Assumes all students are returning to WLA, unless they have notified WLA of withdrawal or have had a records request from another school



WOODBURY LEADERSHIP ACADEMY

Adopted: _____, 2017

908 WEBSITE ACCESSIBILITY

I. PURPOSE

The purpose of this policy is to ensure the school operates in compliance with federal and state laws including Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA) regarding being accessible to persons with disabilities.

II. GENERAL STATEMENT OF POLICY

- A. The school is committed to ensuring accessibility of its website for students, parents, staff, and members of the community with disabilities. All pages on the school's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.
- B. The Executive Director is directed to establish procedures whereby students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 and Title II related to the accessibility of any official school web presence which is developed by, maintained by, or offered through the school or third party vendors and open sources.

III. WEBSITE ACCESSIBILITY

- A. With regard to the school's website and any official school web presence which is developed by, maintained by, or offered through third party vendors and open sources, the school is committed to compliance with the provisions of Title II of the Americans with Disabilities Act (ADA) and Section 504 so that students, parents, and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any school programs, services, and activities delivered online.
- B. All existing web content produced by the school, and new, updated and existing web content provided by third-party developers, will conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents, by June 1,

2019. This Regulation applies to all new, updated, and existing web pages, as well as all web content produced or updated by the school or provided by third-party developers.

- C. The school has contracted with a website consultant who is responsible for reviewing and evaluating new material that is published by school staff and uploaded to the website for accessibility on a periodic basis. The Executive Director will be responsible for reviewing all areas of the school's website and evaluating its accessibility based on the website consultant's review on a periodic basis, and at least once per quarter. Any department with non-conforming webpages will be asked to correct the problem in a timely manner.

V. WEBSITE ACCESSIBILITY CONCERNS, COMPLAINTS AND GRIEVANCES

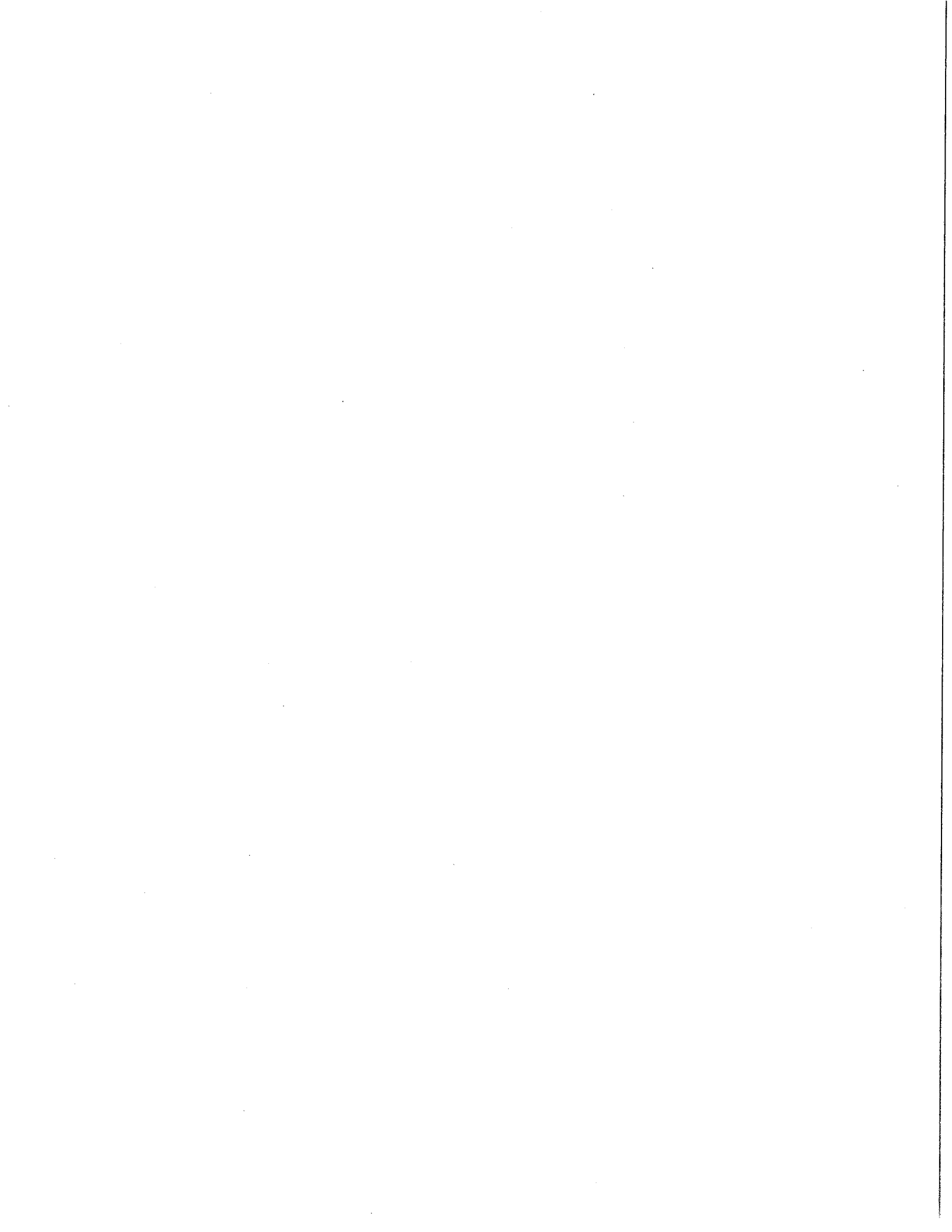
- A. A student, parent, staff member or member of the public who wishes to submit a complaint or grievance regarding a violation of Title II of the Americans with Disabilities Act (ADA) or Section 504 related to the accessibility of any official school's web presence that is developed by, maintained by, or offered through the school, third party vendors and/or open sources may complain either to directly to the Executive Director or the Executive Director's designee. The initial complaint or grievance should be made using Form Frm-908, however, a verbal complaint or grievance may be made.
- B. Whether or not a formal complaint or grievance is made, once the school has been notified of inaccessible content, effective communication shall be provided as soon as possible to the reporting party to provide access to the information. The Complainant should not have to wait for the investigation of the complaint to be concluded before receiving the information that he/she was unsuccessful in accessing.
- C. Complaints should be submitted in writing, via email, or by completing Frm-908. To file a complaint or grievance regarding the inaccessibility of the school public website content, the Complainant should submit a description of the problem, including:
- Name
 - Address
 - Date of the Complaint
 - Description of the problem encountered
 - Web address or location of the problem page
 - Solution desired
 - Contact information in case more details are needed (email and phone number)

The complaint or grievance will be investigated by the Executive Director or the Executive Director's designee. The student, parent, staff or member of the public shall be contacted no later than ten (10) school days following the date the website accessibility

compliance coordinator receives the information for an initial response. The procedures to be followed are:

1. An investigation of the complaint shall be completed within fifteen (15) school days. Extension of the time line may only be approved by the Executive Director.
2. The investigator shall prepare a written report of the findings and conclusions within five (5) school days of the completion of the investigation.
3. The investigator shall contact the Complainant upon conclusion of the investigation to discuss the findings and conclusions and actions to be taken as a result of the investigation.
4. A record of each complaint and grievance made pursuant to Board Policy 908 shall be maintained at the school's office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.

Legal References: Minn. Stat. Ch. 124E (Charter Schools)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 173)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
42 U.S.C. § 2000, Civil Rights Act of 1964, Title VI



WOODBURY LEADERSHIP ACADEMY

Adopted: _____

WEBSITE ACCESSIBILITY COMPLAINT AND GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Woodbury Leadership Academy is committed to ensuring accessibility of its website for students, parents, staff, and members of the community with disabilities. All pages on the school's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.

Website address (or location) of accessibility problem: _____

Description of the problem encountered: _____

Solution desired: _____

Complainant Name: _____

Home address: _____

Email: _____ Phone: _____

Complainant Signature: _____ Date: _____

Thank you for bringing this matter to the school's attention. You may be contacted if more information is needed to process your complaint/grievance. The investigation process is typically completed within fifteen (15) working days from the date it was received.

Received by: _____ Date: _____

