



WOODBURY LEADERSHIP ACADEMY

ANNUAL SCORECARD REPORT

PUBLISHED WINTER 2026 for FY25

REPORT CONTRIBUTORS: Stephanie Olsen, Senior Program Manager; Phillip Morris, Academic Performance Analyst; Rochel Perna, Financial Analyst; Terri Anderson, Board Governance Analyst; Roderick Haenke, Board Governance Analyst / Constituent Services

2021-2022 VOA-MN SCHOOL SITE VISIT DATES: November 19, 2021; May 12, 2022

2022-2023 VOA-MN SCHOOL SITE VISIT DATES: October 13, 2022; March 24, 2023

2023-2024 VOA-MN SCHOOL SITE VISIT DATES: November 29, 2023; May 23, 2024

2024-2025 VOA-MN SCHOOL SITE VISIT DATES: September 20, 2024; April 16, 2025

2025-2026 VOA-MN SCHOOL SITE VISIT DATES: October 28, 2025

2021-2022 VOA-MN SCHOOL BOARD OBSERVATION DATES: August 25, 2021; April 27, 2022

2022-2023 VOA-MN SCHOOL BOARD OBSERVATION DATES: February 27, 2023; April 27, 2023

2023-2024 VOA-MN SCHOOL BOARD OBSERVATION DATES: July 27, 2023; May 23, 2024

2024-2025 VOA-MN SCHOOL BOARD OBSERVATION DATES: September 26, 2024, March 27, 2025

Volunteers of America of Minnesota Accountability Plan

According to Minnesota Statute 124E.01, subd.1, *The primary purpose of mission-driven charter schools is to improve the learning, achievement, and success of all students.* VOA-MN holds the schools it authorizes accountable in five major areas: academic performance, fiscal management, board governance, management and operations, and legal compliance. Each area may have multiple indicators of success and the charter school's performance on each indicator will be rated.

Rating Scale: For each standard, a school earns points for contract renewal as follows:

2 = Meets Standard

1 = Partially Meets Standard

0 = Does Not Meet Standard

Weighting of Performance Measures used during the contract renewal process is as follows:

50% weighting: Academic Program (statutory purposes, including primary purpose)

20% weighting: Financial Sustainability

30% weighting: Organization

15% governance

15% management & compliance

Combining Data Over the Contract Term

Annual school performance results will be combined each successive year of the contract term wherever possible so that fluctuation due to small group size will be minimized and overall performance is accurately reflected.

Contract Renewal Eligibility

VOA-MN schools must achieve at least a Satisfactory Rating (70% of points possible) in the Performance Framework overall and meet the majority of standards in each performance area (Academic, Financial, Organizational Performance)

to be eligible for a three-year contract renewal and at least an Exemplary Rating (80% of points possible) in the Performance Framework overall and meet the majority of standards in each performance area to be eligible for a five-year contract renewal. All contract renewals will be for either three or five years. Fewer than three years does not provide enough information on which to make a renewal decision.

Renewal contract length is based on an average of school's performance over the term of the contract. Renewal decisions for a three-year or five-year contract term will be based on two and four fiscal years of data respectively.

If a school is performing below standard to receive a three-year renewal contract, but has agreed to the authorizer terms and conditions set forth in the School Improvement Plan to correct areas of deficiency, VOA-MN may agree to extend a school's contract (not to exceed five years) to provide additional time for a school to improve performance as an alternative to termination. If sufficient school improvement is not being made by the end of the 1st year of the extension, termination proceedings will commence.

Intervention and Corrective Action

VOA-MN schools that, prior to their year of contract renewal, fall below a Satisfactory Rating in the Performance Framework overall and/or in any performance area (Academic, Finance, Governance, Management/Operations) must enter into a School Improvement Plan that addresses the specific standards in the Performance Framework where the school performance is below Satisfactory.

Closure Plan

If the school does not meet the terms of the School Improvement Plan and attain a Satisfactory Rating by the end of the contract term, the school is a candidate for nonrenewal. If the school's contract is not renewed, the school must implement the Closure Plan as described in the school's charter contract.

Three essential questions guide our VOA-MN authorizer oversight and charter school accountability plan.

- **Academic Program Performance** - Is the school's Learning Program a Success?
- **Financial Sustainability** – Does the School Exhibit Strong Financial Health?
- **Board Governance & Management/Operations** - Is the organization effective and well run?

In addition to VOA-MN defined "performance standards," a charter school must also be meeting their statutory purposes which are measured as part of Academic Performance Oversight.

REPORT PURPOSE: The Annual School "Scorecard" Report is the VOA-MN Authorizing Program's official communication to the school on performance meeting statutory purposes and VOA-MN Performance Standards. The report is comprised of three sections aligned to the three essential questions that guide our authorizer oversight and charter school accountability plan.

SECTION ONE

Academic Program Performance - Is the school's Learning Program a Success?

All public schools, including charters, must fully participate in the state assessments - Minnesota Comprehensive Assessments. Data from state assessments and Title 1 Designation consistent with the state North Star system will be compiled and evaluated in the Annual VOA-MN Authorized Charter Schools Academic Performance Report by the authorizer. Charter schools are required to meet the academic performance standards for which they agree to be held accountable in their charter contract. The extent to which a school is meeting their Comprehensive Achievement and Civic Readiness requirements and additional statutory purposes are also measured in the Learning program section.

The VOA-MN Charter School Authorizing Program publishes annually an Academic Performance Report on their network of authorized charter schools. The report serves as a single annual source of academic program and performance information for all of our VOA-MN operational charter schools. The report contains an analysis of annual and cumulative academic program, performance, and professional development data for each school.

Content from the annual Academic Performance Report also serves as the basis for the school academic performance analysis contained in the statutorily required Contract Renewal Evaluation Reports, including evaluation of the extent to which the school has met their primary purpose during the contract term.

The VOA-MN determined academic performance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school academic performance and contract renewal determinations. VOA-MN’s academic performance standards/expectations are scored below.

SCHOOL STATUTORY PURPOSES:

- ❑ **PRIMARY PURPOSE (M.S. 124E.01):** The primary purpose of mission-driven charter schools is to improve the learning, achievement, and success of all students.
PERFORMANCE STANDARDS / EXPECTATIONS: VOA-MN Academic Performance Standards 1-3.
MEASURE: MCA exams and locally determined supplemental data based on nationally normed assessments.
REPORTING: Progress meeting these expectations is a required element of the Annual Report and Comprehensive Achievement and Civic Readiness Plan.

- ❑ **STATUTORY PURPOSE II (MS 124E.01):** Increase quality learning opportunities for all students.
PERFORMANCE STANDARD / EXPECTATIONS: VOA-MN Academic Performance Standard 5. Locally determined, board approved annually.
MEASURE: Locally determined, board approved annually.
REPORTING: Progress meeting these expectations is a required element of the Annual Report and Comprehensive Achievement and Civic Readiness Plan.

- ❑ **ADDITIONAL PURPOSE (M.S. 120B.11):** The school is to meet the outcomes adopted by the Commissioner for all public school students under Minnesota Statutes § 120B.11 (Comprehensive Achievement and Civic Readiness), applicable to K-12 school students. Specifically: all children are ready for school; all racial and economic achievement gaps between students are closed; all students are ready for career and college; all students graduate from high school.
PERFORMANCE STANDARD / EXPECTATIONS: VOA-MN Academic Performance Standard 6. Locally determined, board approved annually.
MEASURE / GOALS: locally determined, board approved annually for each of the outcomes.
REPORTING: Element of the Annual Report and Comprehensive Achievement and Civic Readiness Plan.

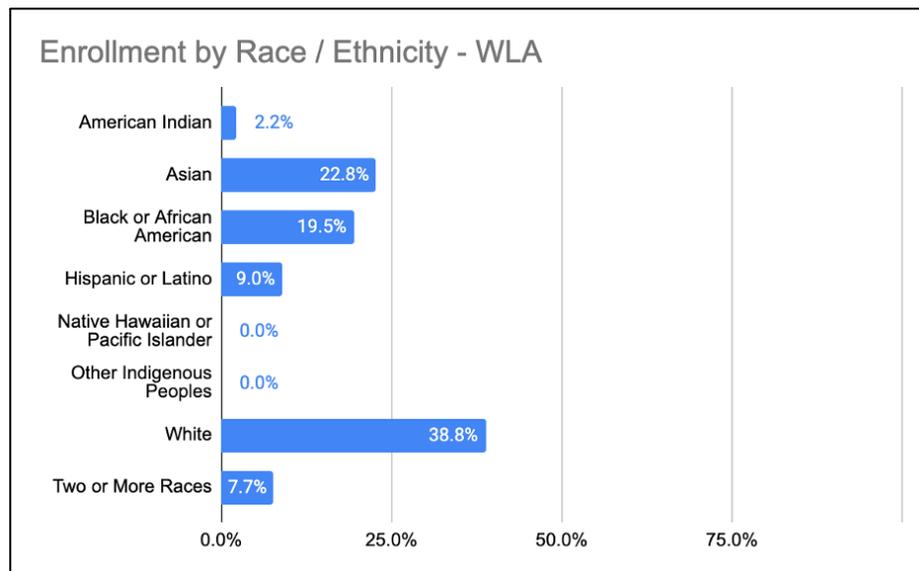


Figure 1 – Enrollment by Race/Ethnicity (Federal Definition)

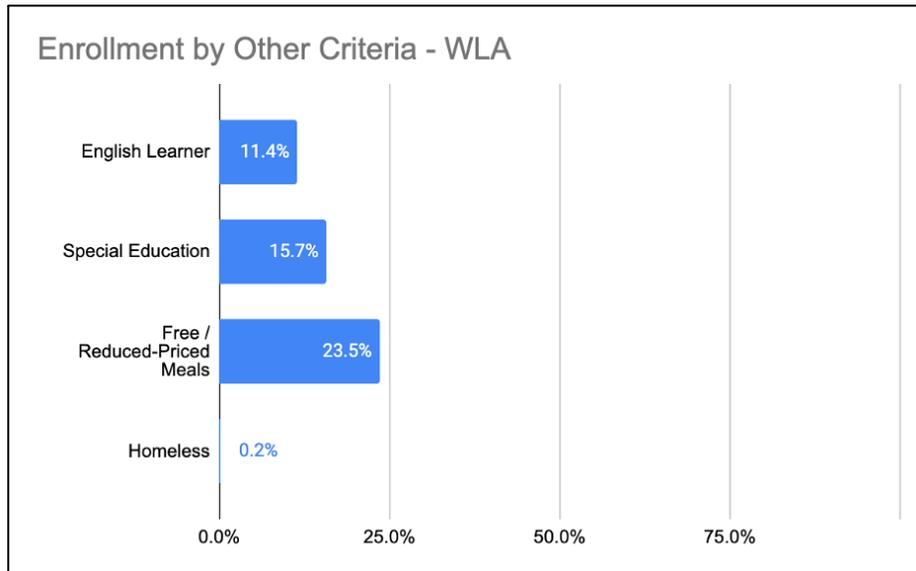


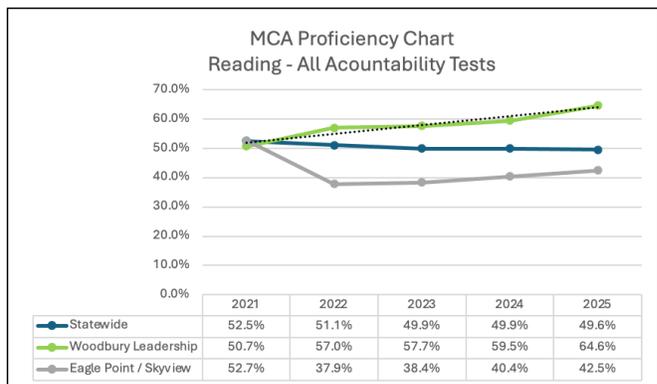
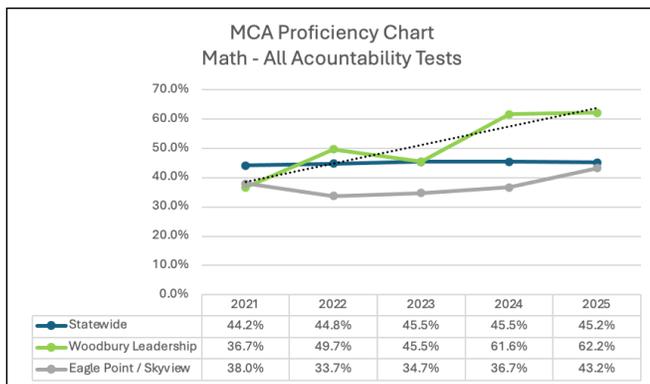
Figure 2– Enrollment by Other Criteria

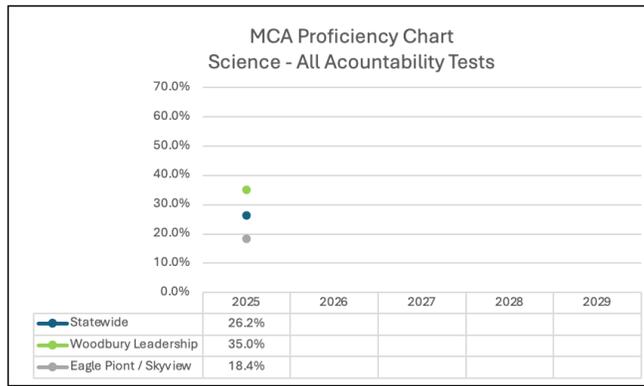
Academic Performance Standard 1 - Students are performing well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students. A school may also use a nationally normed exam as a supplemental indicator.

X	2: Meets - School’s average proficiency rate exceeds the average performance of students in schools they might otherwise attend.
	1: Partially Meets - School’s average proficiency rate meets or exceeds the average performance of students in schools they might otherwise attend in one or two subjects (math, reading and science) but not all three.
	0: Does Not Meet - School’s average proficiency rate is less than the average performance of students in schools they might otherwise attend.

Data Source: Minnesota Department of Education

Analysis: For the purpose of this report, proficiency results from Eagle Point Elementary, grades 3-5, and Skyview Community Middle School, grades 6-8, were combined to create a comparison score for WLA. WLA is outperforming the combined comparison school in math, reading, and science.



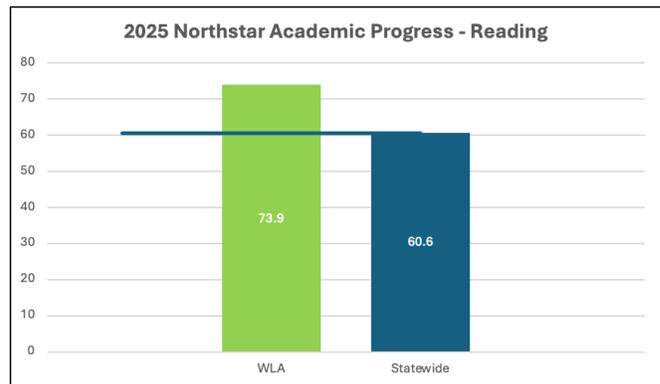
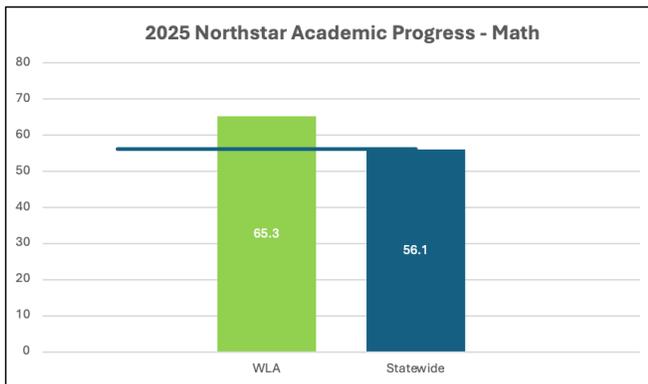


Academic Performance Standard 2 - Over the term of the contract, the school will maintain a combined average state-determined minimum achievement level of (Improved + Maintained) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students. (In 2025, the combined statewide average was 56.1% in math and 60.6% in reading.)

X	2: Meets - School's achievement level of "improved and maintained" is equal to or higher than the statewide average in both math and reading.
	1: Partially Meets - School's achievement level of "improved and maintained" is equal to or higher than the statewide average in either math or reading but not both.
	0: Does Not Meet - School's achievement level of "improved and maintained" is below the statewide average in both math and reading.

Data Source: North Star Academic Progress. A school may also use a nationally normed exam as a supplemental indicator.

Analysis: The school's achievement level (improved + maintained) was 65.3% for math and 73.9% for reading.

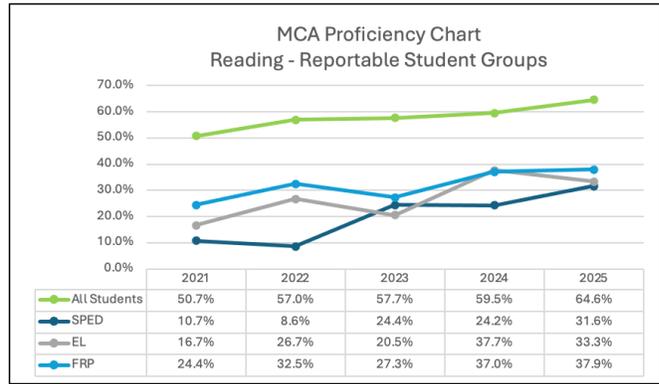
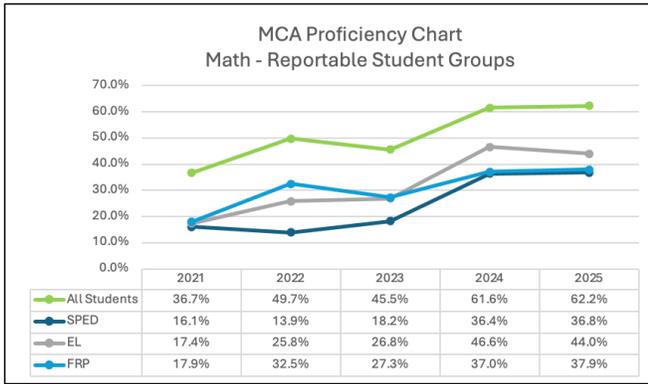


Academic Performance Standard 3 - The difference between the "all-students" proficiency rate in the School and any reportable student group proficiency rate will be reduced over the term of the contract in both reading and math using state examination data as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students. Imbedded CACR Standard: all racial and economic achievement gaps between students are closed.

	2: Meets - The difference between the "all-students" proficiency rate and all student group proficiency rates has been reduced.
X	1: Partially Meets - The difference between the "all-students" proficiency rate and at least one student group proficiency rate has been reduced.
	0: Does Not Meet - The difference between the "all-students" proficiency rate and all reportable student group proficiency rates has increased.

Data Source: Minnesota Department of Education. A school may also use a nationally normed exam as a supplemental indicator.

Analysis: A score of partially meets was awarded because WLA reduced the achievement gap in two out of the six possible areas from 2024 to 2025. (Free and Reduced math, SPED reading)



Academic Performance Standard 4 - All teachers are supported through a school-wide professional development plan that is based on analysis of assessment data and directly linked to improving the learning, achievement, and success of all students.

X	2: Meets - The school has adopted and followed a school-wide, data-driven professional development plan.
	1: Partially Meets - The school has a school-wide professional development plan, but the reviewer could not conclude that the plan was tied to data-driven decision-making.
	0: Does Not Meet - The school has not adopted a school-wide professional development plan.

Data Source: School Annual Report

Analysis: WLA has implemented a school-wide, data-driven professional development plan that is shaped by teacher needs, as evidenced by formal teacher evaluations, observation from instructional coaches, as well as student assessment data. The school's professional development plan for the 2024-2025 school year was composed of four areas: Friday Training topics, Health and Safety topics, Professional Learning Community (PLC) topics, and Staff Workshop topics. Topics included but were not limited to the following: understanding diversity, math and reading benchmarks, teaching self-discipline, and Responsive Classroom.

Academic Performance Standard 5 - The school is meeting their additional statutory purposes (MS 124E.01, Subd 1; Charter Contract Addendum B).

X	2: Meets - The school has a plan and is meeting their additional statutory purposes.
	1: Partially Meets - The school has a plan for meeting their additional statutory purposes and is partially meeting them.
	0: Does Not Meet - The school does not have a plan for meeting their additional statutory purposes and measuring progress.

Data Source: School Annual Report

Analysis: WLA has increased quality learning opportunities for all students through the following initiatives and programs. Core Knowledge, an integrated hands-on approach to learning, student government, leadership training and enrichment opportunities. Core Knowledge Sequence is the cornerstone of WLA. This comprehensive sequence includes literature, history and geography, science, math, art, physical education, and music. Students received weekly instruction from certified specialists in art, physical education, music, and leadership. Furthermore, Core Knowledge Art Prints with descriptions are posted around the building for exposure. In addition, Woodbury Leadership Academy has provided an integrated hands-on approach through science projects, social studies projects, core virtues programming and service-learning projects. The school also offered a student parliament experience through an election process. During the 2024-2025 school year, the student council was active in the school community. The school addresses the leadership component through the use of a modified approach to Responsive Classroom in conjunction with a core virtues curriculum. Teacher standards and teaching objectives include specific learning goals related to leadership development. In addition to the school's core virtues curriculum, WLA refined leadership classes during the 24-25 year. These classes were led by a specialized leadership teacher using social emotional curriculum. Enrichment opportunities were available to students such as art clubs, science club, drama club, and band.

Academic Performance Standard 6 - The school is meeting the Comprehensive Achievement Civic Readiness goals (MS 120B.11; Charter Contract Addendum B). Refer to VOA Standard #3 for Achievement Gap goals.

	2: Meets - The school has a plan for meeting their Comprehensive Achievement and Civic Readiness (CACR) goals. The school met all its CACR goals as reported in the annual summary report submitted to MDE by the deadline established by MDE.
X	1: Partially Meets - The school has a plan for meeting their CACR goals. The school met some, but not all its CACR goals as reported in the annual summary report submitted to MDE by the deadline established by MDE.
	0: Does Not Meet - The school does not have a plan for meeting their CACR goals. The school did not meet any of its Comprehensive Achievement and Civic Readiness goals as reported in the annual summary report submitted to MDE by the deadline established by MDE; or did not submit the annual summary report to VOA-MN.

Data Source: School Annual Report / CACR Summary Report

Analysis:

Goal #1 All Students Ready for School

100% of Kindergarten students will be screened with a kindergarten readiness assessment prior to starting school.

Results: Goal Met

All students were screened prior to the start of the year.

Goal #2 All Students are Ready for Career and College

Goal not submitted

Result: Goal Not Met

Goal #3 All Students Graduate from High School

Goal not submitted

Result: Goal Not Met

Goal #4 All Students Prepared to be Lifelong Learners

100% of students will participate in service learning projects.

Results: Goal Met

- K - Pick Up Pollution
- 1 - Comfort Animal for EMS
- 2 - Letters to seniors
- 3 - Toy Drive
- 4 - Support Animal Rescue
- 5 - Food Collection
- 6 - Veteran's Day
- 7-9 - Food Drive

SECTION TWO

FINANCIAL SUSTAINABILITY – Does the School Exhibit Strong Financial Health?

Charter schools receive public funds and must meet generally accepted standards of fiscal management. It is VOA-MN's duty to ensure that the schools are responsible stewards of public funds. The charter school shall provide VOA with a copy of its draft and final annual budgets and monthly cash flow projections for each fiscal year by July 1 of each fiscal year. VOA-MN shall use submitted budget and cash flow statements, along with any other relevant information, to determine if the charter school has a realistic balanced budget plan for the current year. VOA-MN shall use the financial statements presented in the charter school's annual financial audit, along with any other relevant information, to determine if the charter school maintained a balanced budget during the prior year. Schools are expected to have audits that are free of all findings.

The VOA-MN Charter School Authorizing Program publishes annually a School Financial Oversight Report on their network of authorized charter schools. The parties acknowledge that the Minnesota Charter Schools Law requires a charter school to meet generally accepted standards of fiscal management. This requirement has two underlying purposes: to monitor the financial health of the school and compliance with state and federal laws, including proper use of public funds. The report will contain an evaluation of school performance meeting the VOA-MN financial standards.

The VOA-MN determined school financial standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school financial health and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Finance Report. The standards also serve as the criteria for contract renewal determinations. VOA-MN’s school financial standards/expectations are scored below.

Financial Standard 1 - The School maintains a balanced budget (not including a board-approved General Fund balance spend down).	
X	2: Meets - Surplus position
	1: Partially Meets - N/A
	0: Does Not Meet - Deficit position
Data Source: Original and revised budgets, annual financial audit report, monthly income statements.	
Analysis: The FY 2025 original General Fund budget approved in May 2024 was based on 847 ADM with a projected surplus of \$238,463. The budget was revised in June 2025 to reflect an increase in student enrollment to 880 ADM resulting in a year-end surplus of \$334,390.	
The school ended FY 2025 with 877 ADM and a surplus of \$483,373. The school has maintained a balanced budget for FY 2025.	

Financial Standard 2 - The school is compliant with state and federal financial reporting deadlines and laws (including the proper use of public funds) and the submission of financial items on the VOA-MN Annual Submissions Calendar, excluding the financial audit covered in Standard Three.	
X	2: Meets - 2 = Never missed
	1: Partially Meets – Missed one time
	0: Does Not Meet - Missed > 1 time
Data Source: Preliminary UFARS data, ADM report, final UFARS data.	
Analysis: The VOA-MN financial analyst did not discover any missed state or federal financial reporting deadlines through June 2025.	

Financial Standard 3 - The School’s financial audit is submitted to the Minnesota Department of Education, Office of the State Auditor and the authorizer by December 31.	
X	2: Meets - Submitted
	1: Partially Meets – N/A
	0: Does Not Meet - Not submitted
Data Source: Email and attached MDE documentation from the School confirming the submission of the audit report.	
Analysis: The school submitted its financial audit to the MDE by December 31, 2025.	

Financial Standard 4 - Schools are expected to have audits that are free of all findings. (If the school receives a legal compliance finding for late payment of bills that is also uncovered in the financial analyst’s review of the check registers, it will be rated in Standard Four and noted in Standard Five.)	
X	2: Meets – No findings
	1: Partially Meets - 1 or more “significant deficiency” finding(s)
	0: Does Not Meet - 1 or more “material weakness” or legal compliance finding(s)
Data Source: The School’s financial audit report.	
Analysis: The school’s FY 2025 financial audit contained no findings as stated on pages 73-74 of the audit.	

Financial Standard 5 - The School is current on all financial obligations, including, but not limited to: pension payments, payroll taxes, insurance coverage and loan payments. The school reports late payments in the monthly financial reports. Data	
X	2: Meets - Never late
	1: Partially Meets - Late 1-2 times
	0: Does Not Meet - Late > 3 times

Data Source: Monthly check registers, cash flow projections, board meeting agendas and minutes.

Analysis: The VOA-MN financial analyst did not discover any delinquent or late payments to vendors of the school through June 2025.

Financial Standard 6 - The school provides VOA-MN and school board members with monthly financials. June financial reports may be delayed until year-end journal entries are completed. Monthly financials include at least the following: 1) detailed income/expense report, 2) cash flow projection, 3) check register, and 4) current enrollment (Average Daily Membership). The board should review and approve the financials at each board meeting. (The school is responsible for including a description for each item on the check register and an explanation for any check sequence gaps.)

X	2: Meets - Never missed
	1: Partially Meets - Missed 1-2 times
	0: Does Not Meet - Missed > 2 times

Data Source: Board packets.

Analysis: The school provided monthly financial information to the school board and VOA-MN consistently in FY 2025.

Financial Standard 7 - The School develops and maintains a targeted General Fund balance determined by the School Board. For the finance report, VOA-MN also determines a standard for fund balance annually based on items such as school funding trends and funding holdbacks.

X	2: Meets - 20% or >
	1: Partially Meets - 15-20%
	0: Does Not Meet - < 15%

Data Source: The school's General Fund balance policy, monthly financial reports, board meeting agendas and minutes.

Analysis: The table below contains the history of the school's General Fund balance/SOD calculation:

FOUR YEAR FUND BALANCE HISTORY				
	FY 2022	FY 2023	FY 2024	FY 2025
Fund Balance Amount	\$1,960,288	\$2,128,984	\$2,305,939	\$2,789,312
Fund Balance Percent	29.1%	27.2%	26.1%	27.2%

The school has been able to maintain the General Fund balance above the VOA-MN standard of 20% for the past four years. The school's General Fund balance target has also been reached in FY 2025. The school's policy states:

It will be the policy of Woodbury Leadership Academy to budget towards maintaining a 20% general fund unreserved fund balance as a percentage of yearly general fund expenditures.

The school does a good job at managing public funds and attaining the school's General Fund balance goal.

Financial Standard 8 - The School Board has a finance committee that meets regularly to review financial reports.

X	2: Meets - 8-12 meetings/year
	1: Partially Meets - 5-7 meetings/year
	0: Does Not Meet - 0-4 meetings/year

Data Source: Board meeting agendas and minutes.

Analysis: The school's finance committee meets on a regular basis (eleven times in FY 2025) to review financial information including reports, policies, and procedures.

Financial Standard 9 - All finance committee members exhibit working knowledge of financial oversight.

X	2: Meets - All committee members have received formal/informal training during the year relating to their roles and responsibilities on the finance committee.
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	1: Partially Meets – N/A
	0: Does Not Meet - Some committee members have not received formal/informal training during the year relating to their roles and responsibilities on the finance committee.
Data Source: Query school board members, board meeting agendas and minutes.	
Analysis: The executive director provided evidence that all finance committee members received training in FY 2025. The following is the information provided:	
<i>The Woodbury Leadership Academy Finance Committee were given an overview of the ABDO annual audit and trained on the various financial topics that pertain to the school at the November 2024 board meeting.</i>	
<i>Finance Committee Members: Jolene Skordahl, Colleen Lautenbach, Judith Darling, Jonas Beugen, Dustin Reeves Nicole Link</i>	

Financial Standard 10 - The school is not in Statutory Operating Debt (SOD).	
X	2: Meets - The school is not in SOD
	1: Partially Meets – N/A
	0: Does Not Meet – The school is in SOD
Data Source: The School’s budget, board meeting agendas and minutes, financial audit.	
Analysis: The school is not in Statutory Operating Debt.	

SECTION THREE
SCHOOL BOARD GOVERNANCE & OPERATIONS - Is the organization effective and well run?

PART ONE: SCHOOL BOARD GOVERNANCE

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of VOA-MN authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer monitors school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations. VOA-MN’s school board governance standards are scored below.

Governance Standard 1 - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute.	
X	2: Meets - The board structure meets bylaws and state statute.
	1: Partially Meets - The board did not meet requirements for the entire fiscal year.
	0: Does Not Meet - The board's structure does not meet bylaws and/or state statute.
Data Source: School Annual Report, School Website, Bylaws	
Analysis: The school met this standard. The Board structure meets bylaws and state statute.	

Governance Standard 2 - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
X	2: Meets - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	1: Partially Meets - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	0: Does Not Meet - The board does not implement a plan to ensure board members have the necessary knowledge.
Data Source: The school submits a completed Board Roster Table twice a year that includes information confirming that new board members received orientation. The first is submitted by January 15. The second is sent at the end of the fiscal year by June 30.	
Analysis: The school met this standard. The Board had a training plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education. A board development plan was submitted to VOA-MN.	

Governance Standard 3 - The board adheres to an orientation process for bringing on new members.	
X	2: Meets - The board adheres to a thorough process for the orientation of new board members.
	1: Partially Meets - The board has a process for the orientation of new board members, but it is not consistently followed.
	0: Does Not Meet - The board does not have a membership orientation process for new board members.
Data Source: Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
Analysis: The school met this standard. The Board adheres to a thorough process for the orientation of new board members as outlined in the school's Annual Report.	

Governance Standard 4 - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
X	2: Meets - All board members comply with Minnesota law regarding board training requirements.
	1: Partially Meets - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	0: Does Not Meet - More than one board member did not fully comply with Minnesota law regarding board training requirements.
Data Source: Annual Report, School Website, Board Minutes and Documents	
Analysis: The school met this standard. The school provided evidence that all ongoing and new board members received required training on pages 6 and 7 of the school's Annual Report.	

Governance Standard 5 - The Board of Directors completes a self-evaluation each year.	
X	2: Meets - The board completes a formal self-evaluation each year.
	1: Partially Meets - The board competes informal self-evaluations during one or more board meeting(s).
	0: Does Not Meet – The board did not complete a self-evaluation.
Data Source: Board Minutes, Board Development Committee Minutes	
Analysis: The school met this standard. The Board completed a formal self-evaluation and discussed the results at the June 26, 2025 board meeting.	

Governance Standard 6 - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.	
X	2: Meets - The board has no infractions of MN Open Meeting Law.
	1: Partially Meets - The board has 1 infraction of MN Open Meeting Law.
	0: Does Not Meet - The board has 2 or more infractions of MN Open Meeting Law.
Data Source: Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	
Analysis: The school met this standard. The Board was compliant with MN Open Meeting Law. The date, time, and location of all meetings are listed on the website. Links for agendas and up-to-date minutes are on the school’s website. An opportunity for the public to address the Board is provided during all Board meetings. Meetings are held in person.	

Governance Standard 7 - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
X	2: Meets - Bylaws are consistent with state law and the board reviews them regularly.
	1: Partially Meets - Bylaws are consistent with state statute but are not reviewed regularly.
	0: Does Not Meet - Bylaws are inconsistent with state statute.
Data Source: School Website, Board Minutes, Bylaws, Interview	
Analysis: The school met this standard. Bylaws are consistent with state law and the board reviewed them at the July board meeting.	

Governance Standard 8 - The Board of Directors adheres to board member election requirements set forth by state statute.	
X	2: Meets - All requirements were met.
	1: Partially Meets – N/A
	0: Does Not Meet - Election requirements were not met.
Data Source: Board Minutes, Bylaws, Board Policies, Interview	
Analysis: The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was scheduled for more than 30 days after the election was announced.	

Governance Standard 9 - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
X	2: Meets - The board completed a formal evaluation of the school leader including all aspects of the job description.
	1: Partially Meets - The board completed an evaluation of the school leader but not on all aspects of the job description.
	0: Does Not Meet - The board did not complete an annual evaluation of the school leader.
Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation	

Analysis: The school met this standard. The Board conducted an evaluation of the school leader at the June 26, 2025 board meeting.

Governance Standard 10 - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2).

X **2: Meets** - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.

1: Partially Meets - N/A

0: Does Not Meet - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.

Data Source: Annual Report, Board Minutes, Board Chair Communication.

Analysis: Jonas Beugen is a licensed administrator.

Governance Standard 11 - The board of directors monitors the organization's adherence to school board policies.

X **2: Meets** - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.

1: Partially Meets - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.

0: Does Not Meet - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.

Data Source: Board Meeting Minutes, Interview

Analysis: The school met this standard. Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies, such as ensuring the school follows policies in the 100 and 200 series (including Policies 104 and 210), leadership and administrative policies such as Policy 303, and key student-focused policies such as 533 and 538.

Governance Standard 12 - The board of directors provides ongoing oversight of school academic performance.	
X	2: Meets - Meeting minutes include evidence of regular oversight of school academic performance.
	1: Partially Meets - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	0: Does Not Meet - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.
Data Source: Board Meeting Minutes	
Analysis: Board minutes provide evidence of 9/12 regular meetings where the school reviewed academics: July, August, September, October, November, December, January, February, and March.	
Some academic performance data shared include:	
<ul style="list-style-type: none"> • Using Bullseye to organize classroom observations and feedback • LETRS training • Completion of teacher observations • Review of report card data • Annual Report and WBWF Summary • PSEO for all students by Junior year • iReady scores • Special Education • Class sizes and common prep time for teachers. 	

Governance Standard 13 - The school maintains a high level of parent, teacher and student satisfaction rates based on school-conducted surveys and student/faculty retention rates.	
X	2: Meets - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	1: Partially Meets - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	0: Does Not Meet - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
Data Source: School Annual Report, Board Minutes, School Data, Interview	
Analysis: The school met this standard. The school met all three criteria.	
<ol style="list-style-type: none"> 1. Staff retention rate was 84%. 2. Student retention rate was 82.8%. 3. Parent survey satisfaction rate was 95.2%. 	

Governance Standard 14: Board documents are distributed to all board members and VOA-MN at least 3 days prior to a board meeting.	
X	2: Meets - Board documents were distributed to all Board members and VOA-MN at least 3 days prior to each board meeting.
	1: Partially Meets - Board documents were not distributed to all Board members and VOA-MN one or two times.
	0: Does Not Meet - Board documents were not distributed to all Board and VOA-MN members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement	
Analysis: The school met this standard. VOA-MN records show Board documents were distributed to all Board members and VOA-MN at least 3 days prior to each board meeting.	

Governance Standard 15 - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website.	
X	2: Meets - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
	1: Partially Meets - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	0: Does Not Meet - Information is incomplete in the binder or on the school's website.
Data Source: School Website, Board Documents Binder	
Analysis: The school met this standard. Board documents are organized and stored in the school's office. A review of the school's website demonstrated that the statutory requirements for posting board-related information was present.	

Governance Standard 16 - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
X	2: Meets - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	1: Partially Meets - The board has a policy review calendar/plan but policies were not regularly reviewed.
	0: Does Not Meet - The board did not have a calendar/plan for policy review and/or reviewed just a few policies during the year.
Data Source: School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
Analysis: The school met this standard. The Board had a thorough policy review calendar and reviewed policies as a regular component of regular board meetings. Policies have been reviewed in August, September, October, November, December, January, February, March, May, and June.	
Some of the policies reviewed include:	
<ul style="list-style-type: none"> • 900 series • 100 series • Policy 104 • Policy 303 • 200 series • 806 • 533 • 538 • 210 • 413 • 540 • 809 	

SECTION PART TWO: SCHOOL MANAGEMENT AND OPERATIONS

Effective day-to-day operations of a charter school support the Learning Program. A well-run school provides an environment in which staff and students can perform at the highest possible level and more effectively reach the school's goals. Management and operations of the school will be monitored and reported by the authorizer using the Formal Site Visit Rubric. The standards also serve as the criteria for contract renewal determinations. Authorizer standards for school management and operations are scored below.

M/O Standard 1 - Mission and vision are central to the school's identity and inform all decision-making processes. The school's learning program exemplifies the mission and vision of the school.	
X	2: Meets - Mission and vision are central to the school's identity and inform all decision-making processes. The school's learning program exemplifies the mission and vision of the school.
	1: Partially Meets - Mission and vision are displayed in the facility, on website and in annual report, but evidence that they guide decision-making and programming are missing.
	0: Does Not Meet - Mission and vision are not used to guide school's decision-making.
Data Source: Annual school site visits, annual submission calendar document review, discussions with school leadership	
Analysis: SCHOOL MISSION: The Mission of Woodbury Leadership Academy 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. SCHOOL VISION: The Vision of Woodbury Leadership Academy 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. DESCRIPTION OF HOW SCHOOL IS MEETING MISSION AND VISION: The organization is driven by its M/V statements. WLA continually reviews the statements in Board meetings, strategic planning meetings, all board committee meetings, PLCs, and teacher workshops. Furthermore, they are posted throughout the building including every classroom. The school also highlights they are meeting their mission and vision in their Annual Report.	

M/O Standard 2 - The school has a plan for Service Learning that connects classroom learning with real life lessons that come through service.	
X	2: Meets - The school has a plan for Service Learning that connects classroom learning with real life lessons that come through service.
	1: Partially Meets - The school has a service-learning plan, but without evidence of a connection between the plan and service activities.
	0: Does Not Meet - The school does not have a plan for service learning. School does not engage in service.
Data Source: Annual school site visits, annual submission calendar, document review, discussions with school leadership	
Analysis: BRIEF DESCRIPTION OF SCHOOL'S SERVICE-LEARNING PLAN: Service learning is a crucial element of the school leadership program, as it nurtures the core virtues of respect, humanity, perseverance, responsibility, and gratitude. Through hands-on community service, students practice respect and empathy for others, deepening their sense of humanity. These projects challenge students to persevere in the face of real-world problems, while taking responsibility for both their actions and the well-being of their community. Moreover, service learning cultivates gratitude, as students gain a greater appreciation for the impact they can have as leaders dedicated to making a positive difference in the world. Service Learning Plan 2025-2026	

M/O Standard 3 - The school maintains a safe and healthy environment per state and federal guides and board policy. (e.g., facility /ADA, building inspections, school liability insurance, student medical / health matters, school drills).	
X	2: Meets - The school can provide evidence that it complies with health and safety requirements for public schools.
	1: Partially Meets - The school is making progress approaching standard.
	0: Does Not Meet - The school could not provide evidence of compliance with health and safety requirements for public schools.
Data Source: Annual school site visits, annual submission calendar, document review, discussions with school leadership	
Analysis: 807 Health & Safety Policy Faculty have received required back-to-school training on health and safety procedures. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No List of present school year back-to-school health and safety related professional development training: <ul style="list-style-type: none"> ● Heat Emergency (scheduled) ● Bus Evacuation (scheduled) ● Interaction Guide (complete 8/27) ● Evacuation Guide (complete 8/26) 	

- Reunification (complete 8/26)
- Fires (complete 8/26)
- Lockdowns ((complete 8/26)
- De-briefs (complete 8/26)
- Hazardous Materials (complete 8/26)
- Anti-bullying (2/20/26)
- Mental Health (10/5/25)
- Kidnapping (complete 8/29)
- Missing Student (complete 8/29)
- Bomb Threat (complete 8/29)
- Grief Support (complete 8/29)
- Winter Weather (complete 10/24)
- Personal Safety (Ongoing 8/26)
- Shooting (policy read, scheduled)
- Hostage Situation (policy read, scheduled)
- Terrorism (policy read, scheduled)
- Weapons (policy read, scheduled)
- Suicide (2/6/26)
- Tornados (scheduled)
- OSHA (Complete Workshop sign off)
- Bloodborne Pathogens (Complete Workshop sign off)
- Confidentiality (Complete Workshop sign off)
- Mandatory Reporting (Complete Workshop sign off)
- Parking Lot Safety (Ongoing 8/29, 9/2)

The school provides evidence of incorporating facility design elements, technology, and modifications in classroom practices and policies aligned to ADA requirements. Yes No

School provides evidence that educational opportunities, extracurricular activities, and facilities are open and accessible to all students. Yes No

School complies with MS 121A.035 – Crisis Management Policy. Yes No

Policy # - Policy Title: 806 CRISIS MANAGEMENT POLICY

[Policy 806](#)

Number of fire drills completed the previous school year: 5. (req. five annually)

Number of lockdown/safety drills completed previous school year: 5. (req. five annually)

WLA follows the I love you Guys Foundation guidance.

Number of tornado drills completed previous school year: 1. (req. one annually)

Number of bus evacuation drills completed previous school year: 1. (req. one annually)

Designated crisis management person / team members: Superintendent, Lower School Principal, Assistant Principals, Facilities & Operations Director, Admissions & Student Data Manager, Office Staff

Classrooms & shared spaces contain evacuation plans / procedures. Yes No

NOTE: Drill logs reviewed by authorizer representative

Location of emergency drill log: Main Office

School complies with MS 299F.47 - School Inspections. Yes No

Date of most recent facility inspection by fire department: 2/23/24 (building a/b), 10/20/25 (building c) (must be a minimum of every three years)

The school maintains a log of all visitors. Yes No Location of visitor log: Online via raptor system, Raptor.

School complies with MS 144.29 Health Records; Children of School Age. Yes No

Responsible employee: Contracted School Nurse, Health Services & Receptionist/Nurse in Secondary and Elementary Principal Navigate Care Consulting - Erika Ann Sixl, license #726313 (fourth year with Erika Sixl)

The system for immunizations is Synergy.

School complies with MS 121A.15 - Health Standards; Immunizations; School Children. Yes No
 Designated responsible employee: Contracted School Nurse, Health Services & Receptionist/Nurse in Secondary and Elementary
 Principal
 Navigate Care Consulting
 School Nurse and License Number: Erika Ann Sixl
 License # 726313
 Frequency of school visits: One time per month, more if necessary like for vision. Also available daily via phone.

School complies with MS 121A.21 and 121A.22 (1,000 pupils) – Administration of Drugs and Medicine.
 Yes No NA

Designated responsible health aid/employee: Brianna Klein (lower school), Dee Larios (upper school)
 School Nurse License #726313

The authorizer representative verified that the school has a system by which to record and store medicine and medical supplies.

School complies with MS 121A.21 – School Health Services (if applicable). Yes No NA

The school contracts with a licensed school nurse or organization. Yes No NA
 Name/Organization: Navigate Care Consulting - Erika Ann Sixl, license #72631

School has a designated 504 Coordinator: Yes No

504 Coordinator Name & Position: Madi Goodman K-4 (teacher,) Ellen Pappas 5-10 (counselor)

The school has a process to ensure that student accommodations are consistent with 504 Plans. Yes No

Number of enrolled students during the 2025-2026 school year on a 504 plan: 47

M/O Standard 4 - The School complies with state and federal laws pertaining to data collection, storage, distribution, and privacy. (Minn. Stat. Chapter 13 and Family Educational Rights and Privacy Act (FERPA), and Contract Article 8).

X	2: Meets - The school has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following state and federal data practices policies and privacy laws.
	1: Partially Meets - The school has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with state and federal data practices policies and privacy laws.
	0: Does Not Meet - The school does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There has been two or more incidence of noncompliance with federal data practices law and the Minnesota Data Practices Act.

Data Source: annual school site visits, annual submission calendar, document review, discussions with school leadership.

Analysis:

School Appointed DPA Responsible Authority (RA): Jonas Beugen
 School Appointed DPA Designated Authority (DA): Nicole Link - November 20, 2025 board meeting
 School Data Practices Compliance Official (DPCO): board chair - November 20, 2025 board meeting

APPLICABLE BOARD POLICIES: (Titles and Numbers)

- Policy 101 - Access to Public Data 101 public data
- 406 public and private

Board minutes contain evidence of board appointment of RA/DA/DPCO? Yes No
https://files.smartsites.parentsquare.com/6483/final_20240926_board_meeting_minutesdocx_1.pdf

Authorizer representative verified that the school has a data retention plan: Yes No

Date of board approval: 2/12/23

Date of Historical Society Approval: 12/12/23 [DOC092024.pdf](#)

Authorizer representative verified that Student academic records are filed in a separate locked cabinet.

Yes No Location: Back of main office locked.

Authorizer representative verified that Student / Employee legal records are filed in a separate locked cabinet. Yes No
Location: HR Office

Authorizer representative verified that Student/Employee health records are filed in a separate locked cabinet. Yes No
Location: Health office.

School verified that only designated school employees have access to files containing student/employee records.
 Yes No
Maintained in Nicole Link's office.

Authorizer representative verified that the school has Tennessee Warnings for both the enrollment and employment process.
 Yes No Partial

School has a board approved Data Request Policy / Procedures. Yes No
School policy name(s) and number(s): Policy #101 Access to Public Data These get logged in a binder.
Responsible Employee: Casidee Schrandt, Admissions & Student Data Manager

Authorizer representative verified that the school maintains a detailed register/log of all data requests. (Raptor System)
 Yes No Partial
A sample Tennessee for Raptor was shared with the school.

M/O Standard 5 - Evidence suggests that the school engages parents and students in ways that build positive relationships and engages them as partners in their child's learning.

X	2: Meets - The school provides ample evidence that the organization engages parents and students in ways that build positive relationships and engages them as partners in their child's learning.
	1: Partially Meets - The school is making progress approaching standard.
	0: Does Not Meet - The school could not provide evidence that it has a plan or activities to engage parents and students in ways that build positive relationships and engages them as partners in their child's learning.

Data Source: Annual school site visits, annual submission calendar document review, discussions with school leadership

Analysis:

WLA holds two Parent-Teacher conferences per year (October and February). WLA holds a "Back to School Open House" in late August. This year the school moved to a whole day event. This allowed increased interaction between families and teachers. However, the school identified a loss in the interaction between students that normally occurs at back to school. Each grade has at least one event that families are invited to attend. K-7 Principal has Donates with Dads gathering monthly. Parents also serve on the school board, on the strategic planning committee and participate in school committees, such as the finance, governance and facilities committees. WLA has a very active Parent-Teacher Organization (PTO) that hosts a number of fundraisers, and activities such as dances, the school carnival, and the annual end of school parade.

Authorizer was updated on the school communication study that is occurring this year. This will advise a redesign of school communication systems both internal and external. During the 2024-2025 school year, WLA started a group called "Dads and Donuts" which meets monthly for the purpose of being involved in and supporting WLA.

Evidence suggests that the school maintains and distributes annually a student/ family handbook. Yes No

[Lower School Family Handbook](#) and [Upper School Family Handbook](#)

M/O Standard 6 - Evidence suggests that the schoolteachers are covering the scope and sequence of the state academic standards and engaging in data-driven decision-making.

X	2: Meets - Evidence suggests that the school has established a uniform system to ensure that the schoolteachers are covering the scope and sequence of the state academic standards and monitoring student progress toward comprehension.
	1: Partially Meets - The school leadership provided some examples of how he/she provides oversight that schoolteachers are covering the scope and sequence of the state academic standards, but systemic plan for monitoring progress and data-driven decision-making was lacking.

	0: Does Not Meet - The school does not have a system established to ensure that schoolteachers are covering the scope and sequence of the state academic standards &/or does not engage in data-driven decision-making.
Data Source: Annual school site visits, annual submission calendar document review, discussions with school leadership	
Analysis: WLA employee Megan Nafe (Teaching and Learning Coordinator - PLC lead, instructional coach, curriculum coordinator, DAC) is lead on this area. Most recent curriculum standards alignment review for language arts: annually built into PLC meetings Most recent curriculum standards alignment review for math: annually built into PLC meetings Most recent curriculum standards alignment review for science: annually built into PLC meetings Most recent curriculum standards alignment review for social studies: annually built into PLC meetings NOTE: 25/26 Copy of WLA Grade Level Curriculum Maps: 2025-2026 Curriculum mapping done during back-to-school workshops and monitored during PLC's. Management requires that lesson plans and student learning targets are aligned to the state standards. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Description of school requirement as provided by the school: School has a well-defined plan for ensuring that teachers engage in data-driven instruction to ensure student mastery of state standards. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Description of school plan provided by the school: <ul style="list-style-type: none"> ● MN Standards ● WLA Data Driven Instruction Plan 25-26 ● WLA 2025-2026 Professional Development Plan W/Narrative, Staff PD 2025-2026 	

M/O Standard 7 - The school employs highly qualified, appropriately licensed teachers.	
X	2: Meets - The school provides evidence of exemplary hiring processes that ensure teachers are properly credentialed. There have been no license infractions.
	1: Partially Meets - The school has had two or fewer teacher license infractions and they were swiftly resolved. Evidence suggests that the school has systems to recruit quality licensed teachers.
	0: Does Not Meet - The school has had multiple license infractions.
Data Source: Annual site visits, annual submission calendar document review, discussions with school leadership	
Analysis: Coordinator of Administrative Services, Nicole Link, met with VOA-MN on this standard. VOA-MN oversees teacher license compliance twice annually as part of the VOA-MN Submission Calendar. WLA monitors teacher license renewal and what teachers still need. The school offers training to teachers on needed topics twice annually. The school is working to establish a CEU committee.	

M/O Standard 8 - The school has adopted a formal teacher evaluation process and adheres to the requirements set forth in Minnesota Statute 122A.40.	
X	2: Meets - Meets all criteria and is adhered to.
	1: Partially Meets - Meets some of the criteria, but no evidence that process is followed.
	0: Does Not Meet - School has not adopted a teacher evaluation process.
Data Source: The teacher evaluation plan submitted to VOA-MN by September 1	
Analysis: The primary objective of performance evaluation is to provide information to employees concerning their success in accomplishing the responsibilities of their jobs. To meet this objective, we need open and ongoing communication between supervisors and staff members. In general, our goals are to conduct a performance review of each employee at least one time per year and some positions may require additional evaluations. The last two school years we have been using " Bullseye ." Sample evaluations were shared with authorizer.	

M/O Standard 9 - Criminal background checks are conducted on all persons per the board policy and Minn. Stat. 123B.03, Subd.1.	
X	2: Meets - The school provided evidence that it adheres to statute and policy pertaining to conducting criminal background checks on employees and school volunteers.

	1: Partially Meets – N/A
	0: Does Not Meet - The school could not provide evidence that it adheres to statute and policy pertaining to conducting criminal background checks on employees and school volunteers.
Data Source: Annual site visits, annual submission calendar document review, discussions with school leadership	
Analysis: Coordinator of Administrative Services, Nicole Link, met with VOA-MN on this standard. Background Check Policy #303 Background Check Policy 303 Policy will be reviewed and updated to match current practices in October. Frequency of background checks on volunteers: Annually for volunteers Frequency of background checks on employees: Upon hire and annually thereafter (school reimburses)	

M/O Standard 10 - The school meets / maintains its enrollment goals.	
X	2: Meets - The school could provide evidence that it is meeting its annual student enrollment goals.
	1: Partially Meets – N/A
	0: Does Not Meet - The school is not meeting its student enrollment goals.
Data Source: Annual site visits, annual submission calendar document review, discussions with school leadership	
Analysis: The school is experiencing high growth. Number of students (head count) served in current year: 1,106 budget set on 1,110 A few more students moving into the area that are in the process of enrolling. Present School Year Student Enrollment / Headcount by Grade: K - 138 (2 openings), 7 sections 1 - 127 (8 openings), 6 sections 2 - 135 (13 waitlist), 6 sections 3 - 133 (2 openings), 6 sections 4 - 136 (6 openings), 6 sections 5 - 138 (8 openings), 6 sections 6 - 116 (6 openings), 5 sections 7 - 99 (13 waitlist), 4 sections 8 - 47 (17 waitlist), 2 sections 9 - 18, 1 section 10 - 19, 1 section Number of students (head count) served in previous year: 885 Number of students (head count) served in second previous year: 760 Building A = K-5 Building B = K, 6-7 Building C = 8-10 (this year); next year 7-11.	

M/O Standard 11 - The school institutes a fair and open student admission process that complies with Minnesota law.	
X	2: Meets - The school provides evidence of adherence with state laws and guidelines pertaining to student admission.
	1: Partially Meets - The school provides evidence of adherence with state laws and guidelines pertaining to student admission with 1-2 findings.
	0: Does Not Meet - The school could not provide evidence of adherence with state laws and guidelines pertaining to student admission.
Data Source: Annual site visits, annual submission calendar document review, discussions with school leadership, website.	
Analysis: Admissions Policy Number: Policy 538 Authorizer Verifies that Student Application Form is Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial Application The authorizer representative verified that the school has Tennessee Warnings for enrollment process. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial Tennessee Warning - Employees	

[Tennesen Warning - Student Enrollment](#)

M/O Standard 12 - The school's employment process complies with state and federal law.

X	2: Meets - The school provides evidence that its employment process complies with state and federal law.
	1: Partially Meets - The school is making progress meeting standard.
	0: Does Not Meet - The school could not provide evidence that its employment process complies with state and federal law.

Data Source: Annual site visits, annual submission calendar document review, discussions with school leadership

Analysis:

Post job openings on EdPost, MN School Jobs, Handshake, Indeed. Coordinator of Administrative Services, Nicole Link, met with VOA-MN on this standard. Her position is responsible for reviewing resumes, collecting and filing interview materials, coordinating the interview process, and is responsible for the offer paperwork as well. Her position also offers training to hires that are onboarded after back-to-school workshops.

RELEVANT POLICY NUMBERS: [Policy page on website](#)

- Policy 103 – [Equal Education Opportunity](#)
- Policy 303 – [Background Checks](#)
- Policy 401 – [Equal Employment Opportunity](#)
- Policy 402 – [Disability Non-Discrimination Policy](#)
- Policy 406 – [Public and Private Personnel Data](#)
- Policy 410 – [Family and Medical Leave Policy](#)
- Policy 418 – [Drug-Free Workplace/Drug-Free School](#)
- Policy 419 – [Tobacco Free Environment](#)
- Policy 425 – [Nepotism in Employment - Charter Schools](#)
- Policy 521 – [Student Disability Nondiscrimination](#)
- Policy 522 – [Student Sex Nondiscrimination](#)

Authorizer representative verified that the school has Tennesen Warnings for employment process. Yes No Partial
[Tennesen Sample](#)

Evidence suggests that the school maintains and distributes annually an employee handbook Yes No
[Employee Handbook](#)

M/O Standard 13 - The school has defined job descriptions and defined evaluation process for all personnel.

X	2: Meets - The school could provide evidence of job descriptions for all employee positions and aligned to an evaluation process.
	1: Partially Meets - The school could provide evidence of job descriptions for most employee positions but did not have a defined evaluation process.
	0: Does Not Meet - The school could not provide evidence of job descriptions for all employee positions and aligned to an evaluation process.

Data Source: Annual site visits, annual submission calendar document review, discussions with school leadership

Analysis:

Coordinator of Administrative Services, Nicole Link, met with VOA-MN on this standard. This position is responsible for updating job descriptions annually. The position has access to the files where evaluations and background checks are maintained and then files them in their employee folder. Job performance concerns are brought to her separately. This position also sits in on performance related meetings and monitors that due process and policies are adhered to and takes notes. In the event of job leave/termination, this position is also responsible for wrap up activities.

[Job Description Folder](#)

M/O Standard 14 - The school complies with IDEA, special education laws and school's TSES plan, including "Child Find." Applicable training is provided to faculty annually.

X	2: Meets - The school could provide evidence of compliance with IDEA, special education laws and school's TSES plan, including "Child Find."
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	1: Partially Meets - The school could provide evidence of compliance with IDEA, special education laws and school's TSES plan, including "Child Find." However, the school has been the subject of MDE complaint investigation with findings.
	0: Does Not Meet - The school could not provide evidence of compliance with IDEA, special education laws and school's TSES plan, including "Child Find."
Data Source: School site visits, interviews with school faculty, document review.	
Analysis: Brief description of school Child Find/Study Process: The school has a defined child-find / child-study process. Students are first discussed in PLCs or a referral is made through a Google form, after which they may progress to the Student Assistance Team. The team plans and implements interventions. If warranted, the student then progresses into Child Study following the Child Study Checklist. Child Study Team Members: Paula Krippner (Special Education Director), Emma Beck (Special Education Coordinator), all sped teachers, School Psychologist, Ellen Papas (counselor), Patrick Exner (principal K-7). Speech pathologists, Occupational Therapists, Developmentally Adapted Physical Education Teacher, Audiologist come to every other meeting.	
Name of special education teachers & license/file number: Morgan Seegeret 1011403 ABS Mallory Greenwood 1004740 LD (Assistant Coordinator) Marshall Ramsay 486002 ABS Natalie Arnold 1019535 ABS Allison Youngblood 491510 ABS Sandra Session 1008156 ECSE Kaylee Muenzhuber 1033761 ABS Denise Plappert 1030206 ABS Jacquelyn Roots 427089 ABS Jaclyn Broderick 1033580 ABS Emma Beck 510701 LD (Coordinator)	
Number of special education paraprofessionals: 16.5 FTE	
Faculty Training Topic(s) and Dates(s): Writing IEPs and using Sped Forms (8/21/2025) Special Education and Disabilities - All Staff (10/24/2025) Crisis Prevention and Interventions - All Administration, Behavior Support Team and Special Education Staff (10/15/2025) 10/2: Data Collection and Progress Reports Multi Tiered System of Supports at WLA- All Staff (10/3/2025) Data Collection and Progress Reporting- All Special Education Staff (10/2/2025) Paraprofessional Training Requirements- All Paraprofessionals (8/27/2025-8/28/2025) Evaluations and IEPs - All Special Education Staff (8/26/2025)	
School retains the students with disabilities that are enrolled: Percent of special education students served in 2025-2026: 171 <u>15.5%</u> Percent of special education students served in 2024-2025: <u>18%</u>	

M/O Standard 15 - The school is not subject to special education investigations by MDE and is not in Corrective Action.	
X	2: Meets - The school is not subject to special education investigations by MDE and is not in corrective action or is adhering to their plan to resolve concerns.
	1: Partially Meets - The school has been the subject of MDE investigations with findings. Progress has been observed to resolve findings.
	0: Does Not Meet - The school has been the subject of MDE investigations with findings. Findings have not been resolved.
Data Source: Annual site visits, annual submission calendar document review, discussions with school leadership, MDE communications.	
Analysis: The school is not subject to special education investigations by MDE and is not in Corrective Action.	

If yes,
 Isolated incident/complaint:
 Program systems complaint:
 Resolved: Yes / No
 School Evidence for Authorizer Review:

ROUTINE SPECIAL EDUCATION AUDITS –

Date of last special education program audit: May 2019
 CAP Items:

Date of last special education financial audit: June 2019
 CAP Items:

Current audit stage: Program monitoring audit spring 2024-2025 risk assessment and assignment postponed. TBD

Woodbury Leadership Academy 4228-07 will not be scheduled for a comprehensive special education program monitoring review during the 2024-25 school year. (Per letter from MDE.)

Fiscal Audit SFY25 Self-Assessment completed and submitted.

2024-25 TRR (Topical Record Review) in process.

M/O Standard 16 - The school is compliant with laws pertaining to special education directors and Advisor Council (SEAC).	
X	2: Meets - The school could provide evidence that it is compliant with laws pertaining to special education directors and Advisor Council (SEAC).
	1: Partially Meets - The school contracts with a special education director but could not provide evidence that it has a SEAC that meets at least annually.
	0: Does Not Meet - The school could not provide evidence that it is compliant with laws pertaining to special education directors and Advisor Council (SEAC).
Data Source: Annual site visits, annual submission calendar document review, discussions with school faculty.	
Analysis: Name of director <u>and</u> organization: Paula Krippner, Designs for Learning Special Education Director License Number: 286623 FY26 meeting date(s): October 14, 2025 FY25 meeting date(s): October 15, 2024 FY24 meeting date(s): October 17, 2023	

M/O Standard 17 - The charter school disseminates information about the school's offerings and enrollment procedures in accordance with Minn. Stat. 124E.17. The school documents its dissemination activities in the school's annual report and in their VOA-MN compliance binder.	
X	2: Meets - The school could provide evidence of compliance with laws and documentation regarding dissemination of information
	1: Partially Meets - The school could partially provide evidence of compliance with laws and documentation regarding dissemination of information.
	0: Does Not Meet - The school could not provide evidence of compliance with laws and documentation regarding dissemination of information.
Data Source: Annual site visits, annual submission calendar document review, discussions with school faculty.	
Analysis: WLA mails marketing materials to every mailing address (including houses and apartments) with children the ages WLA serves in both District #622 and #833. The diversity of WLA's enrollment is reflective of the efforts the school makes to reach all families. WLA also participates in the Woodbury Expo.	

MISCELLANEOUS CHARTER CONTRACT COMPLIANCE ITEMS

Provisions not included in M/O Standards but required by law or charter contract thus verified by authorizer annually. These items are not included in the annual and renewal evaluations and ratings.			
ITEM	CONTRACT PROVISION	YES	NO
I	Evidence suggests that the school is adhering to their plan for standardized interim assessments and utilizing that student performance data (contract Article 7).	X	
School Evidence Provided for Authorizer Review: 2025-2026 School Plan for Standardized Assessments: Authorizer representative was able to verify that the testing calendar is on website per state statute <u> X </u> Yes <u> </u> No SCHOOL WEBSITE URL CODE FOR CALENDAR: Calendar Evidence suggests that the school has designated an Assessment Coordinator and process for ensuring compliance with state examination administration <u> X </u> Yes <u> </u> No Megan Nafe is DAC.			
II	Evidence suggests that the Board of Directors maintains at least the amount and types of insurance coverage up to the applicable tort liability limits under Chapter 466.04 and Article six of the contract – Types and Amounts of Insurance. The School provided the Authorizer with certificates of insurance at least annually (contract Article 6).	X	
Insurance Policy Renewal Date: Proof of Insurance			
III	Evidence suggests that the school is only serving their authorized grades and approved school sites (contract Article 4 and 5).	X	
School Evidence Provided for Authorizer Review: Grades Served Present School Year: K-10 Grades Served Past School Year: K-9 State Approved Grades: PK - 12 Number of Approved School Sites/Buildings: Two Number of School Sites/Buildings Operated: Two Evidence Provided by the School for Authorizer Review: walk through of the facility.			
IV	Evidence suggests that the school is non-sectarian in its program, admission policies, and employment practices, and for all other purposes (contract Article 4 and 6).	X	
School Evidence Provided for Authorizer Review: LIST OF APPLICABLE SCHOOL POLICY TITLES AND NUMBERS: Policy 609 – Religion, nondiscrimination clause on student and employment applications. Religion DOC082624_copy.pdf			
V	The school’s VOA-MN Compliance Binder is complete (contract Addendum B). <i>NOTE: The school should obtain a copy of their Renewal Notice from the MN Office of the Attorney General.</i>	X spreadsheet	
VI	Evidence suggests that the school adheres to their human resources policies and procedures (contract Article 6 and Article 8).	X	
Explanation: The school has added a position that oversees human resources HR training and seminars to develop expertise and stay knowledgeable about legal aspects and changes of human resources related laws. Position title: Coordinator of Administrative Services, Nicole Link.			
VII	Evidence suggests that the school complies with the Minnesota Human Rights Act, Chapter 363A, which prohibits unfair discriminatory practices in employment, public accommodations, public service, or education (contract Article 8).	X	
School Evidence Provided for Authorizer Review: LIST OF APPLICABLE SCHOOL POLICY TITLES AND NUMBERS:			

- [Equal Employment Opportunity - Policy 401](#)
- [Disability Non-Discrimination Policy - Policy 402](#)

School Designated Human Resources Person: Nicole Link
 EEO Grievance Designee: Nicole Link
 School District Human Rights Officer: Nicole Link

VIII	Evidence suggests that faculty performance observations and evaluations are conducted according to established policy/manual and consistent with state law, including director evaluation (contract Article 6 and Addendum A).	X	
School Evidence Provided for Authorizer Review: Jonas provided an overview of how WLA utilizes Bullseye for instructional staff observations during site visit, which the school uses for instructional staff.			
IX	A review of extra-curricular activities verifies school compliance with Minn. Stat. 121A.04, equal opportunities for members of both sexes to participate in athletics (contract Article 8).	X	
School Evidence Provided for Authorizer Review: Principal for Facilities, Operations, and Activities Ben Broderick was responsible for demonstrating compliance with this standard. Extra-Curriculars			
X	Evidence suggests that the school complies with laws pertaining to student discipline and Pupil Fair Dismissal Act (121A.40)	X	
Copy of fair dismissal is sent with every suspension. Sample suspension letter includes all required elements of compliance. CM - Suspension Letter 01/30/2025			

School Website Content Requirements <i>(School will walk through website with a during visit to verify compliance)</i>		URL
Provisions not included in M/O Standards but required by law or charter contract, thus verified by authorizer annually.		
a.	Current Annual Report (required components in MS 124E.16, Subd 2)	Annual Report
b.	Comprehensive Achievement and Civic Readiness Report (MS 120B.11)	Annual Report
c.	Identity of and contact information for the authorizer (MS 124E.07, Subd 8)	VOA-MN on Website
d.	Directory information for board <u>and</u> committee members (name, phone, email, affiliation) (MS 124E.07, Subd 8)	Directory Information
e.	Board and committee meeting minutes (if authority) for at least one calendar year. (MS 124E.07, Subd 8)	Board Minutes on Website
f.	Literacy plan including English Learners (for schools with grades K-3) (MS 120B.12, Subd 4)	Local Literacy Plan
g.	Collaborative Agreements (if they exist) (MS 124E.08)	Not applicable
h.	Wellness Policy / Plan (if applicable) (MS 121A.215)	Wellness Policy
i.	Lottery and enrollment policy and process (MS 124E.11, Subd. (b))	Enrollment Policy
j.	Calendar of standardized tests to be administered during the year (with rationales) (MS 120B.301)	Standardized Testing Calendar
k.	School Bullying Policy (MS 121A.031) Policy 514	Bullying Policy
l.	Policy for group health (if applicable) (MS 124E.12, Subd 5)	Employee Health Insurance Policy
m.	Early admission policy (if applicable for admission of kindergarteners and/or first grade students at an earlier age than the age(s) required by statute) (MS 124E.11, Subd. (d))	Enrollment Policy
n.	PSEO Dissemination of Information (124D.09, Subd 7)	Upper School Info / PSEO
o.	Name, mailing address, bylaws, minutes of board meetings, names of the current board of directors of the affiliated nonprofit building corporation (if exists) (MS 124E.13)	ABC Company

p.	A link to information on how to obtain an application and application assistance for Minnesota health care programs (MS 256.962. subd. 6)	Mental Health Information webpage
q.	School's restrictive procedures plan for children with disabilities (if applicable) (MS 125A.0942, subd. 1)	TSES Page 6

Legal and Contractual Compliance - Charter schools are required to follow many state and federal laws pertaining to all public schools and are expected to uphold all provisions of the charter school contract. VOA-MN expects compliance with legal and contractual obligations. Each VOA-MN authorized charter school shall maintain a Compliance Binder on site that includes VOA-MN defined evidence of compliance with state and federal statutes organized in the manner prescribed by VOA-MN. Additionally, VOA-MN authorized charter schools shall submit information to the authorizer in accordance with the VOA-MN prescribed Annual Submission Calendar. The school's management and operations will be monitored by the authorizer and reported in the Formal Site Visit Report and additionally as needed. This section is not scored individually. The compliance binder and submission calendar are systems for ongoing monitoring of school performance, and compliance and compliance requirements are imbedded in previous sections.

CONTRACT RENEWAL CALCULATION

VOA-MN schools must achieve at least a Satisfactory Rating (70% of points possible) in the Performance Framework overall and meet the majority of standards in each performance area (Academic, Financial, Organizational Performance) to be eligible for a three-year contract renewal and at least and an Exemplary Rating (80% of points possible) in the Performance Framework overall and meet the majority of standards in each performance area to be eligible for a five-year contract renewal. All contract renewals will be for either three or five years. Fewer than three years does not provide enough information on which to make a renewal decision.

2024 - 2025 SCHOOL YEAR PERFORMANCE (FY25)						
	Meets Standard Points 2	Partially Meets Standard Points 1	Does Not Meet Standard Points 0	Total Points	Weight	Percent
Academic	8	2	0	10/12	.50	42%
Finance	20	0	0	20/20	.20	20%
Governance	32	0	0	32/32	.15	15%
Mgmt/Operations	34	0	0	34/34	.15	15%
Grand Total					1.00	92%

CONTRACT RENEWAL CALCULATIONS CHARTER CONTRACT TERM: July 1, 2022 - June 30, 2027					
	YR 1 Rating FY23	YR 2 Rating FY24	YR 3 Rating FY25	YR 4 Rating FY26	Average Rating
ACADEMIC (50%)	43%	39%	42%	%	41%
FINANCE (20%)	20%	20%	20%	%	20%
ORGANIZATION (30%)					

	BOARD GOVERNANCE (15%)	15%	13%	15%	%	14%
	MANAGEMENT OPERATIONS (15%)	14%	15%	15%	%	15%
	TOTAL	92%	87%	92%	%	90%
CUMULATIVE AVERAGE 90%						

CONTACT INFORMATION:

Stephanie Olsen, Senior Program Manager
Phillip Morris, Academic Performance Analyst
Rochel Perna, Financial Analyst
Terri Anderson, Board Governance Analyst
Roderick Haenke, Board Governance Analyst / Constituent Services

solsen@voamn.org
phillip.morris@voamn.org
rochel.perna@voamn.org
terri.anderson@voamn.org
roderick.haenke@voamn.org