



KALEIDOSCOPE CHARTER SCHOOL

ANNUAL SCORECARD REPORT

PUBLISHED WINTER 2026 for FY25

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2021-2022 VOA-MN SCHOOL SITE VISIT DATES: November 15, 2021; April 1, 2022

2022-2023 VOA-MN SCHOOL SITE VISIT DATES: October 14, 2022; May 23, 2023

2023-2024 VOA-MN SCHOOL SITE VISIT DATES: November 16, 2023

2024-2025 VOA-MN SCHOOL SITE VISIT DATES: October 11, 2024; April 2, 2025

2025-2026 VOA-MN SCHOOL SITE VISIT DATES: November 10, 2025;

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

2022-2023 VOA-MN SCHOOL BOARD OBSERVATION DATES: July 14, 2022; April 27, 2023

2023-2024 VOA-MN SCHOOL BOARD OBSERVATION DATES: August 24, 2023; April 25, 2024

2024-2025 VOA-MN SCHOOL BOARD OBSERVATION DATES: December 19, 2024; April 24, 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.

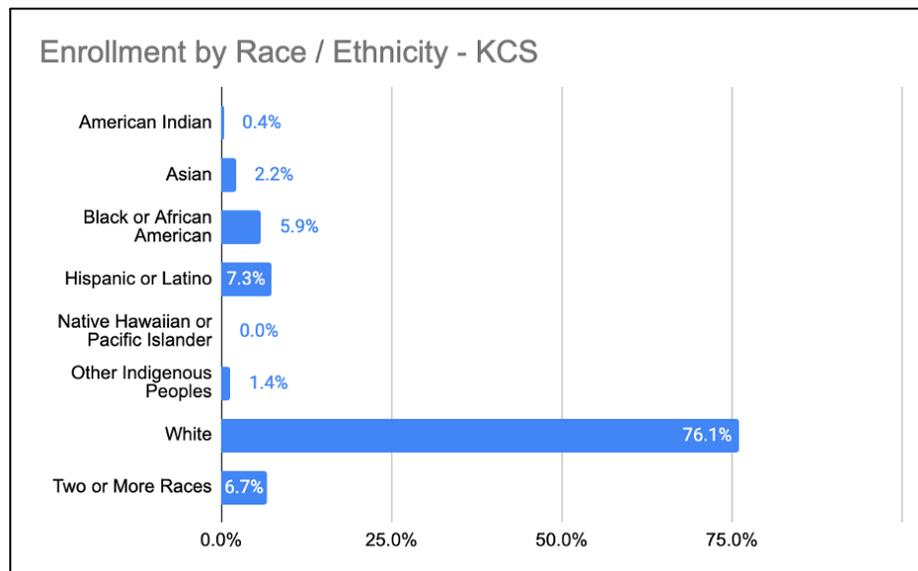


Figure 1 – Enrollment by Race/Ethnicity (Federal Definition)

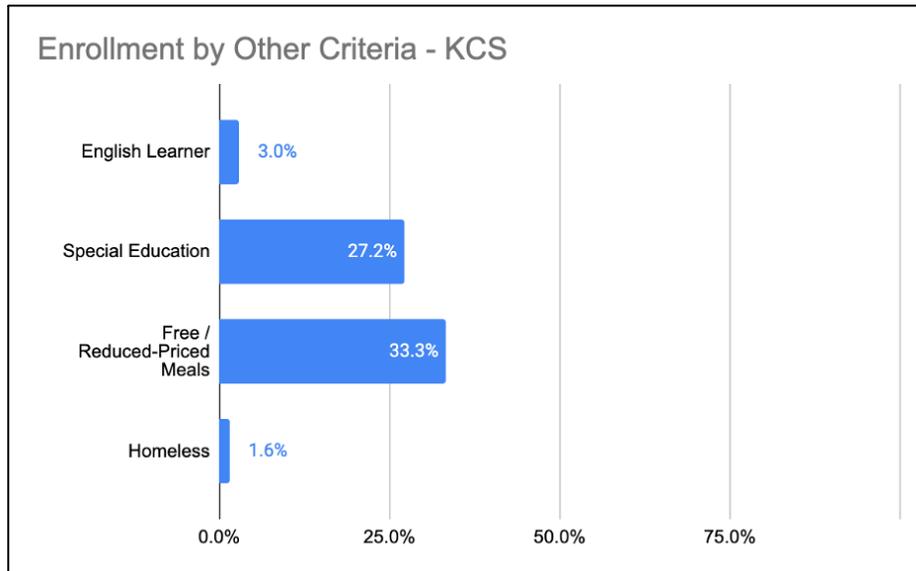


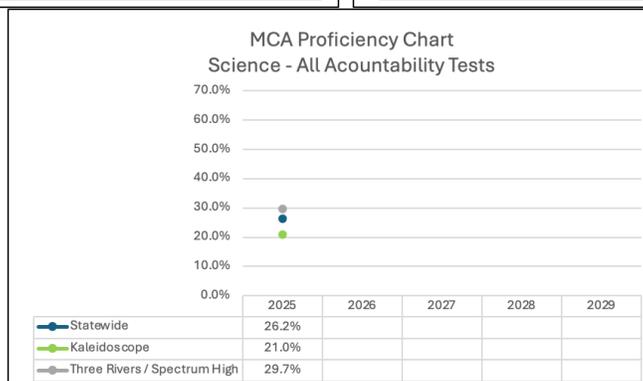
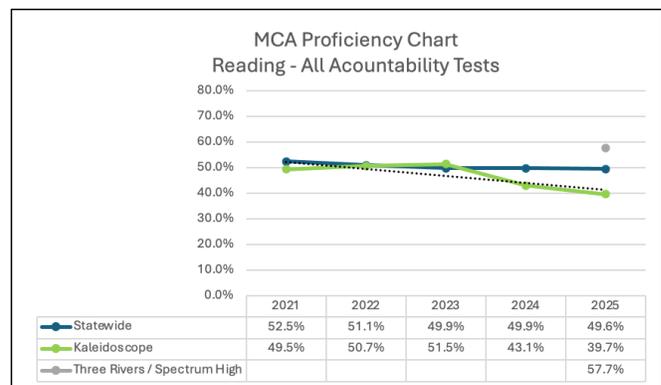
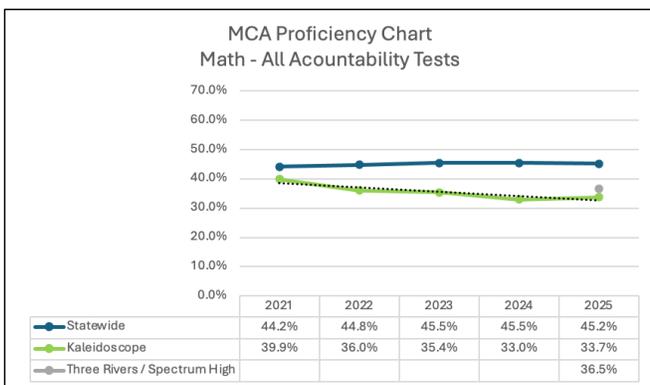
Figure 2– Enrollment by Other Criteria

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.

	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.
X	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: Kaleidoscope Charter School performed below the combined comparison schools, Three Rivers Montessori (3-6) and Spectrum High School (7-12), in math, reading and science.

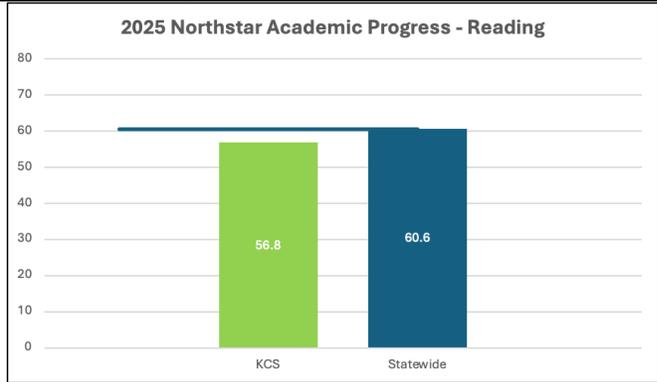
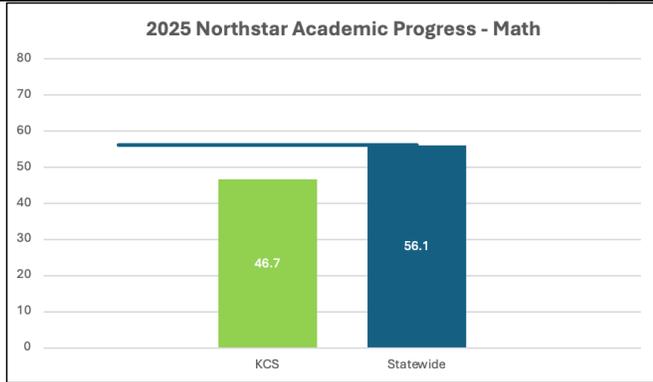


Academic Performance Standard 2 - Over the term of the contract, the school will maintain a combined average state-determined minimum achievement level of (Improved + Maintained) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement,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

	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.
X	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 academic achievement level (improved + maintained) was 46.7% for math and 56.8% for reading.

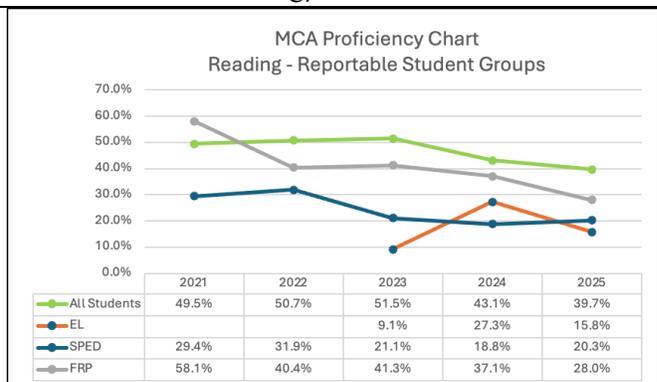
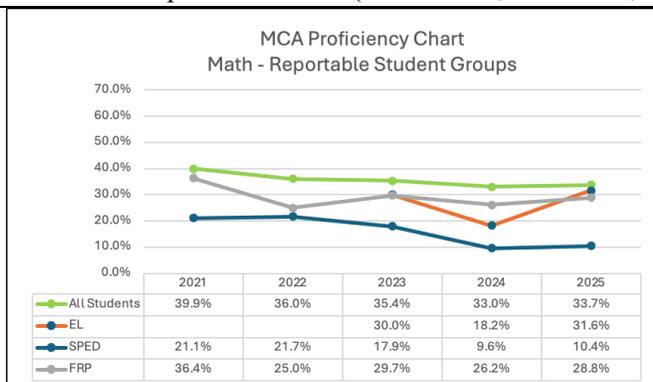


Academic Performance Standard 3 - The difference between the "all-students" proficiency rate in the School and any reportable student group proficiency rate will be reduced over the term of the contract in both reading and math using state examination data as evidence of meeting the statutory purpose 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 Kaleidoscope Charter School reduced the achievement gap in four out of the six possible areas. (SPED math, FRP math, EL math and 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: KCS developed a school-wide, data-driven professional development for the 2024-2025 school year that focused on raising the academic achievement of students and a sense of belonging at school. Teachers were provided a total of 13 work and professional development days, and paraprofessionals 9 total days (some full/some half days) throughout the school year. Professional development focused on the following areas:

- Leader in Me - 8 Habits Training - Core 1
- PBIS Training
- New Social Studies Curriculum (K-5, MS, and HS)
- De-escalation (all teachers and paraprofessionals) and CPI training (team)
- Adaptations, Modifications of Curriculum
- READ Act (Science of Reading - OL & LA) - K-3 core teachers and elementary special education teachers
- MTSS Framework - MDE Cohort

Kaleidoscope has created the following teams of teachers who have input on professional development opportunities that align with their team's purpose and work. Teams for the 2024-25 school year are as follows:

- Lighthouse Team - Leadership
- Lighthouse Team - Student & Staff Culture
- Lighthouse Team - Academics
- MTSS - Leadership/Culture/Academics
- Student Assistance Team (Elementary & Secondary) - Academics
- Curriculum - Spanish, K-12 Physical Education and Health
- PBIS Team - Culture (student & staff behavior)

Academic teams met with administration biweekly to discuss student data and interventions.

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: In addition to its rigorous academic curriculum, KCS has increased quality learning opportunities for all students by aspiring to cultivate community while inspiring students to grow and develop a curiosity in life and learning. In order to achieve these goals, the school has implemented programs that are relationship focused, socially and emotionally aware, community driven, and leadership driven.

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.
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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

At least 80% of families with an incoming KCS kindergartner for the 2024-2025 school year will participate in a Kindergarten Readiness Program/Event in April 2025.

Result: Goal Not Met

For 2024-25 KCS had a participation rate of 73% toward its school readiness goal.

Goal #2 All Students Ready for Career and College

The average ACT composite score for KCS students will increase from 17.52 in 2022 to 19.0 by 2025.

Result: Goal Met multi-year goal

For 2024-25, KCS's ACT composite score was 24.7

Goal #3 All Students Graduate

The four-year graduation rate for KCS will be at least 90%.

Result: Goal Met

For 2024-25, the graduation rate was 96.5%.

Goal #4a All Students Prepare to be Lifelong Learners

The percentage of seniors in the KCS building receiving an individual career/college planning meeting with a school counselor or administrative designee will be 100% during the school year.

Result: Goal Met

For 2024-25, 100% of KCS Seniors met with school administration.

Goal #4b All Students Prepare to be Lifelong Learners

The number of post-secondary options highlighted for students, through visits from various organizations or field trips to colleges, will be 7 in 2024-25.

Result: Goal Met

For 2024-25, KCS students attended 8 events.

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 school board approved the original FY 2025 budget based on 526 ADM in April 2024 projecting a surplus of \$124,604 and revised the budget in February 2025 with a decrease in enrollment to 488 ADM and a deficit of \$1,091,843 that is considered a controlled spend down approved by the board. The school ended with actual results of 492 ADMs and a deficit of \$301,905.	
The school has maintained a balanced budget for FY25.	

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.	

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 board receives a finance committee report at each board meeting which includes a review of monthly financial statements. The school has consistently provided required monthly financial reports to VOA-MN and the board through June 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	\$2,970,127	\$3,375,081	\$4,386,997	\$4,085,092
Fund Balance Percent	40.6%	48%	56%	48%

As the table indicates, the school has maintained a healthy General Fund balance over the past four years. The school’s FY 2025 unassigned General Fund balance of over 48% is well above the range of the school board policy which states:

KCS will strive to maintain a minimum unassigned general fund balance of 25 percent of budgeted expenditures. The projected budget shall also maintain 25 percent of budgeted expenditures. This fund balance is needed for emergencies, unforeseen events, new program initiatives or capital improvements not covered by the landlord. The minimum unassigned fund balance target will be reviewed annually and during the setting of a subsequent operational year budget.

An excerpt from the audit report, page 22, states:

The fund balance of the Charter School's General fund decreased during the current fiscal year. The decrease in fund balance was due the decrease in revenues due to the receipt of the employee retention credit in prior year and an increase in expenditures mainly related to elementary and secondary instruction salaries.

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 has a finance committee that met twelve times in FY25 and has been using this committee appropriately.	

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.
	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 finance committee members received financial training in FY 2025. An email from the director stated: <i>The KCS Finance Committee scheduled ... Finance Training on 10.21.24 (see attached Finance Committee minutes). However, due to the absence of a few members, and in consideration that some had participated in the training the prior month at the board meeting, the attached training presentation was sent to the absent members, asking them to review it and follow-up with the school accountant (Dozier), with any questions they had. Attending that meeting were Sellner, Foss, Suess (left early), Nordmann, Dozier, Langer. Absent were Banick, Schweninger (parent), & Mullen.</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/training plan has been 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.

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 per page 11 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 May 2025, board meeting and the results were reported on page 12 of the Annual Report.	

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 meets this requirement because the board complied with Minnesota's Open Meeting Law, Subdivision 3, when closing a meeting on 4/24/25 to review the Executive Director's FY25 evaluation. The board properly identified the individual to be evaluated before closing the meeting and summarized its conclusions at the next open meeting, as required	

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 October 2024 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 held more than 30 days after the election was announced and occurred on a day when the school was in session.	
<ol style="list-style-type: none"> 1. Election Dates: May 12-16, 2025 2. Date of Election Announcement: January board meeting 3. Was the election held on a day school was in session? Yes 	

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 May 24, 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: The school met this standard. Brad Sellner is a licensed administrator. The Board had a board-approved professional development plan for the School Director	

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 on school-sponsored student publications and activities, equal educational opportunity, student medication, and the use of school credit cards practices.

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: The school has met this standard. The board minutes and directors’ reports provide evidence of 9/11 regular meetings where the school reviewed academics: August, September, October, December, January, February, March, April and May.

Some academic performance data shared include:

- Charter School Curriculum and Instructional Goals Policy review
- Instructional Services for Special Education Policy review
- Literacy plan review
- E-learning day 2024-24 plan
- MCA Results
- World’s Best Workforce/Comprehensive Achievement and Civic Readiness Report
- MTSS modifications to support staff
- Interventions
- NWEA and DIBELS
- Leader in Me
- Interventions
- READ Act

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.

1. Staff retention rate was 88%.
2. Student retention rate was 83%.
3. Parent survey satisfaction rate was 89.5%.

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	
<p>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 at the following meetings: July, August, September, October, November, December, January, February, April, May and June board meetings.</p> <p>Some of the policies reviewed include:</p> <ul style="list-style-type: none"> • Personal Electronic Device • Student Medication • Equal Educational Opportunity • Mission statement • Public Hearings • Legal status of charter schools • Charter School Administration • Service Animals in Schools • Organization of School Calendar and School Day • Religion and Religious and Cultural Observances 	

- Mandated Reporting of Child
- Employee-Student Relations
- Hazing Prohibition
- School-Sponsored Student Publications and Activities
- Title IX
- Library Materials
- Development of Parent and Family Engagement Policies for Title 1 Programs
- Uniform Grant Guidance Policy Regarding Federal Revenue Sources
- Use of School Credit Card.

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: At Kaleidoscope Charter School we cultivate community while inspiring students to grow and develop a curiosity in life and learning.	
SCHOOL VISION: At Kaleidoscope Charter School, we develop well-rounded individuals who achieve personal excellence through our inclusive community, family involvement, and service learning. Kaleidoscope empowers our students to be engaged learners and citizens.	
DESCRIPTION OF HOW SCHOOL IS MEETING MISSION AND VISION:	
Kaleidoscope Charter School continues to strive to achieve the school mission and vision with the following:	
At the heart of the educational philosophy of Kaleidoscope Charter School is the firm belief that all students can learn through developmentally appropriate inquisitive investigation. Students come to Kaleidoscope with varying abilities, passions, intelligences, interests, and skills. Curricular units are carefully designed to engage students in multi-disciplinary activities encouraging each child to discover and develop their own strengths.	
Students at Kaleidoscope all take courses in the four core content areas (Math, Language Arts, Science, and Social Studies). In addition, students in grades K-8 take Physical Education, Art, and Music. Students in grades 1-8 also take Spanish. High school students at Kaleidoscope select from a range of elective courses such as Guitar for Beginners, Mythology, and Ceramics. All high school students learn about Real World Ready concepts in their core academic courses at each high school grade level (started this integration in 2024-25; prior to that it was a separate course). Teachers created a map for placement of this content. In lieu of this, KCS was able to hire an additional art teacher for the elementary.	
At Kaleidoscope, class sizes target approximately 24 students per classroom, far lower than their comparison schools. Because of the small class sizes, KCS teachers are able to build strong relationships with their students. They provide tailored instruction and regular, personalized feedback to all of their students.	
KCS teachers understand that all students learn in different ways. Some students learn best by reading material in a textbook, but this is not the most effective instructional strategy for many of their students. Many students learn best by participating in hands-on activities, while others learn best by singing songs about the material they are covering or when they are able to move around or work with	

classmates. Beginning in FY25, KCS began a 3-year spend down of its fund balance, which includes added teaching positions to lower class sizes even further, to allow for more enrollment to come into KCS and ensure the school is not exceeding its 24 limit (16 at K).

The talented staff members at Kaleidoscope can utilize the knowledge they have of their students to select the strategies they feel will work the best with each student. We also work to emphasize hands-on learning when possible. Our service-learning program ensures that students in K-12 engage with multiple lessons that help them understand the positive impact they can have on the world.

As a public charter school, Kaleidoscope implements the Minnesota State Academic Standards. Kaleidoscope has developed a six-year cycle for curriculum review and implementation to ensure Kaleidoscope students are receiving a rigorous and relevant education. In addition to the six-year curriculum review cycle, Kaleidoscope implements a two-year review process following any adoption of new standards by the Minnesota Department of Education, ensuring alignment of curriculum and resources to new standards.

Finally, Kaleidoscope is always engaged in reflection and review of resources and practices. This year was the third year using Benchmark Education (reading), and it was also the third year of AVID implementation in the secondary program. New science and math curricula were implemented in 2023-24, and teachers implemented a new social studies curriculum as well in 2024-25. KCS believes that by empowering teachers and parents to have a voice, KCS is better able to implement the best instruction for students.

Developing well-rounded individuals:

- 1) implementing PBIS - 2 year process with PBIS team through MDE (completed training in 2024-25)
- 2) expanding on school activity offerings both within the MSHSL as well as in-house
- 3) recognizing students for behavior and achievements (student of the month, Comet Card drawing, PBIS, etc.)
- 4) implementation of an SEL curriculum based upon the Leader in Me (Covey’s 8 Habits of Highly Effective People) - Year 3 in 2025-26.

Family Engagement and Volunteering:

In alignment with VOA-MN, families with students attending Kaleidoscope are asked to complete 10 hours of volunteering service each school year. KCS has many opportunities for family involvement by hosting a variety family events:

- 1) grandparent's day
- 2) family picnic
- 3) literacy, math, and STEM nights
- 4) music programs
- 5) drama (Polar Express & Matilda - musical)
- 6) color run
- 7) coordination of events with the KPTO and Comet Boosters:
 - a) Walk at School
 - b) Holiday workshop
 - c) Trunk or Treat

Mission/Vision	Mission/Vision on Board Agenda 2024-25	Mission/Vision on Board Agenda 2025-26
	Authorizer Info	
	Annual Report 2024-25	Annual Report 2024-25 - October 23 Board Meeting
	MSHSL Agreement 2024-25	MSHSL Agreement 2025-26
	Website	Website

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:

Service Learning is an important part of the Kaleidoscope Charter School approach to education. This is true not only because it aligns with the philosophy of VOA-MN, but also because it aligns the KCS belief in the importance of strong relationships with the local community. In a typical school year, all students participate in at least one, and often multiple, service-learning projects that connect

students to others outside of the school. Often Kaleidoscope Charter School students take their service learning out into the community. Students in grades 9-12 are required to complete 15 hours on their own each year.

The school has engaged in service projects / activities. The board approved an update to the service-learning plan in February 2025. KCS looks to faculty to find their niche in implementing and developing more service-learning opportunities.

Service Learning 2024-25:

KCS recruited, collected, and donated 128 new stuffed animals to Alexa’s Altruistic Stuffed Animal Charity to help provide every child and teen staying in the hospital with a special stuffed animal.

KCS raised \$6,803.35 for the American Heart Association/Kids Heart Challenge.

KCS gathered 4,611 items during its annual Food Drives. This was also used as a learning opportunity utilizing Math skills and learning about Nutrition for students. These items were donated to a local food bank.

Grade 9-12 students and Grade 6-8 students learned about and packaged food at Feed My Starving Children.

Students developed real life skills through serving the school food service program by helping with laundry.

Grades 8-12 Art students completed the Memory Project. The Memory Project creates portraits for students in third world countries. Portraits were sent to India and Cameroon this year.

Seniors assisted KCS staff and students in a variety of tasks:

- Set up for quarterly student of the month breakfasts.
- Assisted custodial staff, teachers and office staff in set up for projects and activities.
- Wrote encouraging notes to elementary students as they prepared to take the MCAs.
- Wrote notes for Valentine’s Day to senior citizen residents at the Guardian Angels resident home.
- Inventoried items for the physical education and science departments.

3rd Grade students planted a garden at KCS.

For 2025-26, KCS continued to implement the service-learning projects from 2024-25. KCS continues with its implementation of student action teams as part of the **Leader in Me**. One of the student action teams is “Service Learning.” This involves students (representative of all grade levels 3-12) to meet monthly with teacher oversight, to plan and come up with ideas for advancing service-learning opportunities, creating more ownership on the part of students. With updates to the service learning plan, a concerted effort to ensure that content learning/skills are being incorporated in the service-learning projects is the goal.

Service Learning	Service Learning Plan 2024-25	Service Learning Plan 2025-26
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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:

Faculty have received required back-to-school training on health and safety procedures. X Yes ___ No

List of present school year back-to-school health and safety (Safe Schools website) related professional development training:

- Bloodborne Pathogen Exposure Prevention
- AED (Automated External Defibrillators)
- Child Abuse: Mandatory Reporting
- Sexual Harassment: Staff-to-Staff
- FERPA: Confidentiality of Records
- Health Emergencies: Seizures
- Medication Administration: Epinephrine Auto-Injectors

Opioid Overdose Awareness (Naloxone)
Youth Suicide
Bullying
Special Education: Lifts and Transfers & Evacuation of Special Needs Students (select staff)
Spam, Malware, Internet Safety, and Password Safety
Title IX

These courses are completed by every employee using the Vector Online Safety Training Video System. Each employee takes the online course, must pass a quiz at the end, and then can print a certificate of completion. KCS has a record of who has completed their courses to ensure compliance.

It should also be noted that KCS has had a contract with Resource Training and Solutions (RT& S - educational cooperative) for consultation on health and safety items (OSHA, Fire Marshal, General Safety, etc.) The school meets on a quarterly basis with a committee of staff and the consultant from RT&S, to review and ensure compliance of all safety and work environment standards.

School complies with MS 121A.035 – Crisis Management Plan. Yes No
Policy [#806 – Crisis Management](#) [Emergency Plan 2025-26](#) [Emergency Drills Details 2024-25](#)

*Every staff member has a paper and electronic copy of the school's Emergency Plan along with a [cheat sheet](#) for the plan, in their room. This year that was updated based on the I Love You Guys guidance that Wright County is using with all schools. (All schools in Wright County follow I Love You Guys. Also have two designated reunification sites.)

Number of fire drills completed in the previous school year 7. (req. five annually)
[Fire/Lockdown/Tornado Drills 2024-25](#)

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

Number of tornado drills completed in the previous school year 1. (req. one annually) April

Number of bus evacuation drills completed in the previous school year: 1. (req. one annually)
September 9, 2024; September 8, 2025

Designated crisis management person / team members: 2025 - 26

Brad Sellner, Executive Director
Chris Nordmann, Secondary Director
Allison Jepson, Dean of Students
Stacy Dorry, Elementary SPED Coordinator
Nickey Inglis, Health Clerk
Sara Fix-Davison, Secretary
Wendi Foss, Director of Business Operations
Sophia Faber, Counselor

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

NOTE: Drill logs reviewed by authorizer representative

Location of emergency drill log: Main Office – Front Desk

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

Date of most recent facility inspection by fire department: August 21, 2023 (must be a minimum of every three years)

School maintains a log of all visitors. Yes No Location of visitor log: Front Desk (Health Clerk)

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

Responsible employee: Nickey Inglis (Health Clerk, employee/everyday)

School complies with MS 121A.15 - Health Standards; Immunizations; School Children. Yes No

Designated responsible employee: Nickey Inglis (Health Clerk)

School Nurse and License Number: Bridget Kzaley, 2471180 (contracted RN); 27937 (PHN)

Frequency of school visits: Health clerk is on-site every school day; Registered nurse is on-site for trainings, subbing, and as needed (also available remotely for consultation). 180 total hours - 2 days a month approximately.

School complies with MS 121A.22 – Administration of Drugs and Medicine. Yes No

Designated responsible health aid/employee: Nickey Inglis (Health Clerk)

School Nurse License Number: Bridget Kzaley, 2471180 (RN); 27937 (PHN)

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: Bridget Kzaley, 2471180 (RN); 27937 (PHN)

School has a designated 504 Coordinator: X Yes ___No
 504 Coordinator Name & Position: Allison Jepson; Dean of Students
 School has a process to ensure that student accommodations are consistent with 504 Plans. X Yes ___No
 Number of enrolled students during the 2024-25 school year on a 504 plan: 20; 2025-26 :16

Staff Health and Safety PD	Professional Development Plan 2024-25	Professional Development Plan 2025-26
Emergency Action Plan	Emergency Action Plan 2024-25, Confidential	Emergency Action Plan 2025-26, Confidential
Emergency Drills	Emergency Drills Details 2024-25	
	Fire Drill Record 2024-25	Fire/Lock Down/Weather Drill Record 2025-26 (as of 10.30.2025)
	Bus Evacuation 2024-25 Elementary & Secondary 9.9.24	Bus Evacuation 2025-26 Elementary & Secondary 09.08.25
	Lockdown Drill Record 2024-25	
	Fire Inspection 08.21.23	
Visitors Log	Detailed in rubric	
Health records	Detailed in rubric	
Administration of Drugs and Medication	Policy 516 - Student Medication	
	504 Referral Form	
MS 121A.15 - Health Standards; Immunizations	LSN Contract 2024-25	RN/PHN 2025-26
	Non-Profit 12.31.25 KCS	N/A
	Insurance Policy 2024-25	Insurance Policy 2025-26

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): Wendi Foss, Director of Business Operations School Appointed DPA Designated Authority (DA): Brad Sellner, Executive Director School Data Practices Compliance Official (DPCO): Deby Ziesmer, School Board Chair APPLICABLE BOARD POLICIES: (Titles and Numbers) #722 - Public Data Requests	

[#406 - Public and Private Data](#)
[#515 - Protection and Privacy of Pupil Records](#)

Board minutes contain evidence of board appointment of RA/DA/DPCO? Yes No

[December 21, 2023](#) Policy 722 was updated and approved as part of the consent agenda.
 October 24, 2024 (*only change is Board Chair, Jason Banick*)
 October 23, 2025 (*only change is Board Chair, Deby Ziesmer*)

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

Date of board approval: 07/28/2020 [Records Retention Policy - 735.0](#); [Records Retention Schedule - 735.1](#)

- Link to board minutes approving the RRP: [12.18.2025 Minutes](#)
- Date of Historical Society Approval: 07/28/2020 [09.12.2012](#) [12.31.2025](#)

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

Yes No Location: Records room or online in a separate drive (inactive students); Infinite Campus (active students)

Authorizer representative verified that Student / Employee legal records are filed in a separate locked cabinet. Yes No
 Location: Director of Business Operations office - only access to office is the Director of Business Operations and Executive Director

Authorizer representative verified that Student/Employee health records are filed in a separate locked cabinet. Yes No
 Location: Student (paper copies in records room; electronic in Infinite Campus); Employee (paper copies in Director of Business Operations office; electronic in Ease)

School verified that only designated school employees have access to files containing student/employee records.

Yes No

Authorizer representative verified that the school has Tennessee Warnings for both the enrollment and employment process.

Yes No Partial Employee TW on application shared below; Student enrollment application shared below.

School has a board approved Data Request Policy / Procedures. Yes No

School policy name(s) and number(s): [#722 Data Request](#)

Authorizer representative verified that the school maintains a detailed register/log of all data requests.

Yes No Partial

Have not had any requests in recent history; future requests would be filed in the Executive Director's office. MSBA created.

Detailed in rubric	
Student and Family Handbook 2024-25	Student and Family Handbook 2025-26
KCS School Board Goals 2024-25	
Executive Director Goals 2024-25 approved 7.25.24	Executive Director Goals 2025-26 approved 7.24.25
Lottery Application - Tennessee Notice (link)	
Enrollment Application - Tennessee Notice (link)	
Tennessee Notice LINK	
Employment Application (full) - Tennessee Notice	
Employment Application (cut) - Tennessee Notice	

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: Description of school plan for student / parent engagement and supporting evidence: The following is a list of events to engage families: Family Picnic (August 15, 2024) Back-to-School Open House (August 27, 2024) Conferences (2x per year - October 14 & 15, 2024; March 13, 2025) Walk at School (September 27, 2024) Fine Arts Night (May 1, 2025) Book Bingo (February 20, 2025) Grandparents Day (October 22, 2024 & March 11, 2025) Messy Art Night (March 27, 2025) Literacy Night (April 17, 2025) Science/Engineering Night (March 12, 2025) Family Dance Night (January 25, 2025) Math Night (November 14, 2024) KPTO Trunk or Treat (October 24, 2024) KPTO Holiday Workshop (December 7, 2024) Interested Family Open House (November 4, 2024, December 9, 2024 & January 6, 2025) Kindergarten Roundup (April 10, 2025) KPTO (monthly committee meetings) Comets Booster (monthly committee meetings) Parents serve on the board and on the various board committees (District Advisory, Finance, Governance, and KCS Building Company). They also serve as chaperones on field trips, as volunteers in the lunchroom and classrooms, and as judges and concession workers at events. KCS families like to be involved. Evidence suggests that the school maintains and distributes annually a student/ family handbook. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Events	Detailed in rubric	
	Student and Family Handbook 2024-25	Student and Family Handbook 2025-26
	KCS School Board Goals 2024-25	KCS School Board Goals 2025-26
	Executive Director Goals 2024-25 approved 7.25.24	Executive Director Goals 2025-26 approved 7.24.25

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: Most recent curriculum standards alignment review for language arts: 2021-22 Most recent curriculum standards alignment review for math: 2022-23 Most recent curriculum standards alignment review for science: 2022-23 Most recent curriculum standards alignment review for social studies: 2023-24	

Management requires that lesson plans and student learning targets are aligned to the state standards. Yes No

Description of school requirement as provided by the school: [#616 - System of Accountability](#)

School has a well-defined plan for ensuring that teachers engage in data-driven instruction to ensure student mastery of state standards. Yes No

The authorizer verified the school's plan for data-driven instruction and decision-making.

Data-Driven Planning	KCS and the PLC Process Presentation	
	KCS 2024-25 Teams Meeting Schedule	KCS 2025-26 Committees/Teams Schedule
	MCA Scores 2024-25 (2023-24 results)	MCA Scores 2025-26 (2024-25 results)
	Assessment Plan 2024-2025 (is updated LIVE yearly)	
	Elementary Assessment Calendar, 2024-25	Elementary Assessment Calendar, 2025-26
	Secondary Assessment Calendar, 2024-25	Secondary Assessment Calendar, 2025-26
	DAC Team	
	Professional Development Plan 2024-25	Professional Development Plan 2025-26
	PD Calendar 2024-25	PD Calendar 2025-26
	Literacy Plan 2024-25	Literacy Plan 2025-26
	Executive Director Goals 2024-25 approved 7.25.24	Executive Director Goals 2025-26 approved 7.24.25
	Annual Report 2024-25	

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: The authorizer verifies teacher licensure twice per year as part of the VOA-MN Submission Calendar. The school also provides the chart for fall site visits.

Teacher Licensure	Teacher Licensure List 2024-25	Teacher Licensure List 2025-26
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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: Teacher Evaluation Plan approved by KCS School Board on 07.24.25 and submitted to VOA-MN. Principal Evaluation Plan and Executive Director Evaluation Plan approved by KCS School Board on 09.25.25

Staff Evaluation	Teacher Evaluation 2024-25	Teacher Evaluation 2025-26
	Principal Evaluation 2024-25	Principal Evaluation 2025-26
	Staff Evaluation 2024-25	Staff Evaluation 2025-26

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:
 School Evidence Provided for Authorizer Review:
 Background Check Policy #404 - [Employee Background Checks](#)
 Frequency of background checks on volunteers: 3 years (if an overnight, then every year)
 Frequency of background checks on employees: Employee handbook outlines all staff every 3 years.

Background Checks	KCS Background Check Policy	
	Employee Handbook 2024-25	Employee Handbook 2025-26
	Employment Application (full) - Tennessen Notice	
	Employment Application (cut) - Tennessen Notice	

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:
 Number of students (head count) served in current year: 512 as of 11/03/2025, budget based on 462.

Transportation issues continue to plague school enrollment from a late-notification standpoint. Elk River (ISS doing the transportation) revamped their system in 2023-24, where now all KCS students come to school on the “early bus routes.” They also implemented hubs for the morning (a.m.) routes, so KCS students who may only live one or two miles from KCS take their bus to one of Elk River’s High Schools, then get on the KCS shuttle, and then come all the way back to KCS. Many families are not appreciative of finding out the week before school that their child has a 1+ hour bus route.

Present School Year Student Enrollment / Headcount by Grade: October 27, 2025.

K – 41; 1 – 46
 2 – 41; 3 – 53
 4 – 61; 5 – 47
 6 – 38; 7 – 49
 8 – 41; 9 – 43
 10 – 26 (5 PT PSEO)
 11 – 17 (2 PT PSEO)
 12 – 5 (1 PT; 1 FT PSEO)

Number of students (head count) served in 2024-2025: 493 (October 2024)
 Number of students (head count) served in 2023-2024: 476

Enrollment	SY24-25 Enrollment	SY25-26 Enrollment
	Enrollment History	

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: [538 - Enrollment](#)

Authorizer Verifies that Student Application Form is Compliant: Yes No Partial

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

Lottery/Admissions	Policy 509 Lottery/Enrollment	
	Admissions	
	Student and Family Handbook 2024-25	Student and Family Handbook 2025-26
	Tennessee Warning Notice	
	Policy 514 - Bullying Prohibition	
	Policy 521 - Student Disability Non-Discrimination	
	Policy 522 - Student Sex Non-Discrimination	
	Policy 102 - Equal Educational Opportunity	
	Policy 506 - Student Discipline	
	Policy 533 - Wellness	
	Lottery Application - Tennessee Notice (link)	
	Enrollment Application - Tennessee Notice (link)	
Tennessee Notice LINK		

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:

The school posts its positions on the school website, Indeed, K-12 Jobs website, and EdPost (St. Cloud State) and if needed, on the School's Facebook page. Interviews are overseen by the KCS hiring administrator. Interview questions are developed from a pool of potential questions from HR. Interviews are arranged by the hiring administrator and/or HR. Reference checks are done via phone call and also an anonymous survey. All documentation of notes from the interviews are filed with HR. When an offer for a position is made, it comes from the hiring administrator or HR after a review by the Executive Director. Offers are made pending background checks and board approval.

RELEVANT POLICY NUMBERS:

- Policy 401 – Equal Employment Opportunity
- Policy 404 – Employee Background Checks
- Policy 407 – Employee Right to Know
- Policy 410 – Family Medical Leave Act
- Policy 426 – Nepotism and Anti-Nepotism
- Policy 428 – Employee Use of Social Media
- Employee Handbook

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

Evidence suggests that the school maintains and distributes annually an employee handbook. X Yes No

HR Policies/Procedures	Policy 401 - Equal Employment Opportunity	
	Policy 404 - Employee Background Checks	
	Policy 407 - Employee Right to Know	
	Policy 410 - Family Medical Leave Act	
	Policy 426 - Nepotism and Anti-Nepotism	
	Policy 411 - Employee Health Insurance	
	Policy 428 - Employee Use of Social Media	
	Tennessee Warning - Employees	
	Employee Handbook 2024-25	Employee Handbook 2025-26

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: Hourly employees all receive an annual evaluation, by either the Sped Coordinator, Food Service Coordinator or Director of Business Operations. [Link to job descriptions](#)

Job Descriptions	Job Descriptions	
	Teacher Evaluation 2024-25	Teacher Evaluation 2025-26
	Principal Evaluation 2024-25	Principal Evaluation 2025-26
	Staff Evaluation 2024-25	Staff Evaluation 2025-26

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.”
	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: MTSS (Multi -Tiered System Support) teams (six K-2 both academic and behavior, K-2 both academic and behavior, 3-5 and 3-5 both academic and behavior, and 6-8/9-12 have one combined team for academic and behavior)
 Student concerns are first discussed in PLCs or biweekly data meetings. If concerns persist, students may be brought to the SAT. If warranted, the student then progresses into Child Study following the Child Study Checklist (additional documents available).
 Child study packet (upfront information and then documentation of interventions). Meet twice a month for elementary and once a month for secondary.

SAT Team Members:

Secondary: Stacy (Dorry) Maisch (K-12 SPED Coordinator), Jeremy Maisch (MS Teacher), Brad Sellner (Executive Director), Chris Nordmann (K-12 Director), Sophia Faber (K-12 Counselor), Melissa Manday (HS Teacher), Allison Jepson (Dean of Students), Shanda Cooper (6-8 Interventionist), Alison Belford (HS SPED Teacher), Sandy Skon (5-12 Art Teacher), Amanda Kleinhans (School Psychologist).

Elementary: Stacy (Dorry) Maisch (K-12 SPED Coordinator), Brad Sellner (Executive Director), Chris Nordmann (K-12 Director), Amanda Kleinhans (School Psychologist), Emily Schaeffer (4th Grade Teacher), Jamie Betts (2nd Grade Teacher), Allison Jepson (Dean of Students), Jericho Croyle (K-12 Speech Teacher), Dianne Omoth (Title 1 Teacher), Lauren Feldick (K-4 Art Teacher), Kelsey Nelson (K-5 SPED Teacher), Amy Huck (K-12 Social Worker).

Name of special education teachers & license/file number:

Stacy (Dorry) Maisch, Elementary SPED Coordinator, K-12 EBD, 1-6 Elementary Ed/392959

Kelsey Nelson, K-12 ABS/1015067

Jodi Maxey, K-6 Elementary Ed, 5-8 Social Studies, OFP/404532

Jericho Croyle, PreK-12 SLP/417623

Sarah Gaebler, Academic and Behavior Strategist/1026642

Allison Belford, K-6 Elementary Education, Autism Spectrum Disorders/389112

Jasmine Faddler, K-12. Developmental Disabilities/1045057

Noah Patterson, K-12 Academic and Behavior Strategist/1030390

Deborah Kopitzke, K-12 Academic and Behavioral Strategist/1037364

Alyssa Freichels K-6 Elementary Education, K-12 Developmental Disabilities, B-Grade 3 Early Childhood Education/1014315

Linda Wharram, B-12 Blind or Visually Impaired, K-12 Moderate to Severe Mentally HDCP, 1-6 Elementary Education/328970

Number of special education paraprofessionals: 25 FTE

Percent of special education students served in 2025-26 157; 31%

Percent of special education students served in 2024-25 134; 27.6 %

Monthly INDIGO Education Newsletters are provided to Special Education Coordinators, case managers, finance managers as appropriate, and district administration

INDIGO Education provides Resource Guides regarding changings in practice by the Department of Education and/or changes in MN rules, statutes, and laws regarding or impacting students with disabilities

Child Find	SAT Process	
TSES	TSES TSES Appendices	
	Special Education Child Count FY25	Special Education Child Count FY26
SPED Teacher Licensure	Special Education Teacher Licensure 2024-25	Special Education Teacher Licensure 2025-26

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: There is currently one pending investigation by MDE or any current corrective action applicable.

If yes,

Isolated incident/complaint: There was one complaint in October of 2025. KCS submitted a response to MDE. On December 11, 2025, KCS received a decision from MDE stating that MDE determined that the district is not in violation of the Individuals with Disabilities Education Act.

Resolved: X Yes No

School Evidence for Authorizer Review: Discussion

ROUTINE SPECIAL EDUCATION AUDITS –

Date of last special education program audit: 2024-25 School Year

CAP Items: **None**

Date of last Indicator Data Collection (IDC): 2024-25 School Year

CAP Items: **None**

Next Scheduled Program Monitoring: 2029-30 School Year – Cohort 1 (program monitoring)

MDE Special Education Program Monitoring Kaleidoscope Charter School 4118-07 is in Cohort 1. The lead program monitor assigned to Kaleidoscope Charter School 4118-07 is Rachael Arndt.

Date of last special education financial audit: 2024-25 School Year

CAP Items: **None**

Current audit stage: None

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 and organization: GiGi Krause; Indigo Education

Special Education Director License Number: 345228

SEAC Meeting Dates:

FY26 meeting date(s): January 8, 2026

FY25 meeting date(s): November 21, 2024

FY24 meeting date(s): April 11, 2024

FY23 meeting date(s): May 30, 2023

FY22 meeting date(s): December 13, 2021

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:

The school undertakes a comprehensive plan to conduct outreach to community members. Outreach occurs in natural places where people gather, making an effort to include all communities. Board members and founding members have specific networks that will be communicated with about the vision and mission.

The school will communicate with community members in languages other than English to translate flyers and materials. The school will use community organizers who are fluent in one or more prevalent languages (Spanish, Hmong, Somali, for example) to communicate with prospective parents and grandparents. Community organizers will attend community events, festivals, etc. The school has both paid and earned media and sends out press releases to local media outlets and taking out ads in many localized neighborhood publications.

KCS markets and promotes the school across a wide area including the communities of Monticello, Big Lake, St. Michael, Albertville, Rogers, Elk River, and Otsego, MN, both via social media and marketing mailings.

The KCS lottery post card is delivered to over 12,000 homes in the following zip codes: 55374, 55330, 55301, 55362 and 55309. The schools in those communities represent the following ethnic and socio-economic diversity (2024 data):

	<u>Ethnic %</u>	<u>FRM %</u>
Rogers	23%	18.5%
St. Michael/Albertville	19%	19%
Elk River	19%	22%
Otsego	31%	21%
Monticello	21%	34%
Big Lake	24%	37%

Some of these zip codes reflect higher ethnic diversity and lower socio-economic populations. KCS enrollment reflects an ethnic diversity of approximately 20% and a 35% free-reduced meal population.

KCS also attends several summer community festivals to promote the school. These communities include Big Lake, Otsego, and Elk River. This allows KCS the opportunity to speak with and share its message with a variety of people from all different backgrounds.

MISCELLANEOUS CHARTER CONTRACT COMPLIANCE ITEMS

ITEM	CONTRACT PROVISION	MEETS	PARTIALLY MEETS	DOES NOT MEET
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		
2024-2025 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 This year started with Fastbridge vs. NWEA-MAP. SCHOOL WEBSITE URL CODE FOR CALENDAR: https://www.kcsmn.org/apps/pages/assessment				
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		
School Provided Authorizer with Proof of Insurance / Insurance Certificate <u> X </u> Yes <u> </u> No Insurance Policy Renewal Date: 9/5/2025 Insurance Policy 2025-26				
III	Evidence suggests that the school is only serving their authorized grades and approved school sites (contract Article 4 and 5).	X		
Grades Served Present School Year: K-12 Grades Served Past School Year: K-12 State Approved Grades: K-12 Number of Approved School Sites/Buildings: 3 (KCS Elementary, KCS Middle School, KCS High School; 1 building) Number of School Sites/Buildings Operated: 3 (KCS Elementary, KCS Middle School, KCS High School; 1 building) Evidence Provided by the School for Authorizer Review: Walkthrough of 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		
<p>LIST OF APPLICABLE SCHOOL POLICY TITLES AND NUMBERS: Religion - 609 Enrollment - 538 Equal Employment Opportunity - 401 Nepotism & Anti-Nepotism - 426 Employee Background Checks - 404</p>				
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 electronic		
	Non-Profit Status Filing Details			
VI	Evidence suggests that the school adheres to their human resources policies and procedures (contract Article 6 and Article 8).	X		
<p>Explanation: All human resources are handled by the Director of Business Operations. In regard to any potential Title IX issues, policy #522 outlines the process for staff claims. Staff were trained in the process on September 24, 2024 and again on November 3, 2025.</p>				
VII	Evidence suggests that the school complies with the Minnesota Human Rights Act, Chapter 363, which prohibits unfair discriminatory practices in employment, public accommodations, public service, or education (contract Article 8).	X		
<p>LIST OF APPLICABLE SCHOOL BOARD POLICIES: (Name and Number) Equal Educational Opportunity - 102 Harassment and Violence - 413 Bullying Prohibition - 514 Equal Employment Opportunity- 401 Student Sex Nondiscrimination/Title IX - 522 Employee Handbook</p> <p>School Designated Human Resources Person: Sophia Faber, K-12 School Counselor EEO Grievance Designee: Wendi Foss, Director of Business Operations School District Human Rights Officer: Brad Sellner, Executive Director</p> <p>School Evidence Provided for Authorizer Review: Policies listed</p>				
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		
<p>School Evidence Provided for Authorizer Review: The KCS School Board evaluates the Executive Director. A rubric is used as well as the ED's goals which are set each year. Sample feedback is also collected from random staff members that represent different employment groups. The evaluation is done in March and final scores are approved in April, and shared in closed session with the ED.</p>				
IX	Evidence suggests that the school complies with state and federal laws pertaining to data collection storage, and distribution (contract Article 8).	X		
<p>FY24 School Appointed DPA Responsible Authority (RA): Wendi Foss, Director of Business Operations FY24 School Appointed DPA Designated Authority (DA): Brad Sellner, Executive Director FY24 School Data Practices Compliance Official (DPCO): Jason Banick, School Board Chair</p>				

NOTE: Authorizer provided sample VOA-MN school policies to the Head of School.

APPLICABLE BOARD POLICIES: (Titles and Numbers)

[#722 - Public Data Requests](#)

[#406 - Public and Private Data](#)

[#515 - Protection and Privacy of Pupil Records](#)

Board minutes contain evidence of board appointment of RA/DA/DPCO? Yes No

[October 24, 2024](#)

[October 23, 2025](#)

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

Date of board approval? 07/28/2020 [Records Retention Policy - 735.0](#)

Date of Historical Society Approval: 07.28.2020 [Records Retention Schedule - 735.1](#)

LINK FOR HISTORICAL SOCIETY SIGNED FORM

[09.12.2012](#)

[12.31.2025](#)

LINK TO BOARD MINUTES APPROVING THE RRS [12.18.2025 Minutes](#)

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

Yes No Location: Records room or online in a separate drive (inactive students); Infinite Campus (active students)

Authorizer representative verified that Student / Employee legal records are filed in a separate locked cabinet.

Yes No Location: Director of Business Operations office - only access to office is the Director of Business Operations and Executive Director.

Authorizer representative verified that Student/Employee health records are filed in a separate locked cabinet.

Yes No Location: Student (paper copies in records room; electronic in Infinite Campus); Employee (paper copies in Director of Business Operations office; electronic in Ease)

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

School verified that only designated school employees have access to files containing student/employee records.

Yes No Administration and SPED secretary have a key to the records room.

School has a board approved Data Request Policy / Procedures. Yes No

School evidence provided for Authorizer Review: Policy [#722 Data Request](#)

Policy Name: Public Data Requests

Authorizer representative verified that the school maintains a detailed register/log of all data requests.

Yes No Have not had any requests in recent history; future requests would be filed in the Executive Director's office.

X. School Website Content Requirements

(School will walk through website during visit to verify compliance)

URL

I	Current Annual Report (required components in MS 124E.16, Subd 2)	https://www.kcsmn.org/apps/pages/academic-resources
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II	CACR Report (using MDE template) (MS 120B.11)	https://www.kcsmn.org/apps/pages/annual-reports
III	Identity of and contact information for the authorizer (MS 124E.07, Subd 8)	https://www.kcsmn.org/apps/pages/who-we-are
IV	Directory information for board <u>and</u> committee members (name, phone, email, affiliation) (MS 124E.07, Subd 8)	https://www.kcsmn.org/apps/pages/meet-our-board
V	Board and committee meeting minutes (if authority) for at least one calendar year. (MS 124E.07, Subd 8)	https://www.kcsmn.org/apps/pages/committees-members
VI	Literacy plan including English Learners (for schools with grades K-3) (MS 120B.12, Subd 4)	https://www.kcsmn.org/apps/pages/academic-resources
VII	Collaborative Agreements (if they exist) (MS 124E.08 (c))	N/A
VII I	Wellness Policy / Plan (MS 121A.215)	https://docs.google.com/document/d/1LOvkSUC9bhCYoH_MreD4chOyZDkZBe2qgYBAGvxINSw/edit?usp=sharing
IX	Lottery and enrollment policy and process (MS 124E.11)	https://docs.google.com/document/d/187lMSzISEceoTk5JCPZGcIVMo9njij-AAxzbTXNIUo/edit?usp=sharing
X	Calendar of standardized tests to be administered during the year (with rationales) (MS 120B.301)	https://www.kcsmn.org/apps/pages/assessment
XI	School Bullying Policy (MS 121A.031)	https://docs.google.com/document/d/1fDIaKYqKk_59ZddKnA02yxZJ_e0kvUnP2ZpUMUTyYxg/edit
XII	Policy for group health (MS 124E.12, Subd 5)	https://docs.google.com/document/d/1LVkgKl_6TG0oZTIkok0merri2wbZ3zdFcd4bJ-IVBdM/edit
XII I	Early admission policy (comprehensive evaluation needed for under age 5 to kindergarten) (MS 124E.11)	N/A
XI V	PSEO Dissemination of Information (124D.09, Subd 7)	https://www.kcsmn.org/apps/pages/pseo
XV	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)	https://www.kcsmn.org/apps/pages/meetings-agendas-minutes
XV I	A link to information on how to obtain an application and application assistance for Minnesota health care programs (MS 256.962. subd. 6)	https://www.kcsmn.org/apps/pages/index.jsp?uREC_ID=3047928&type=d&pREC_ID=2716174
XV II	School's restrictive procedures plan for children with disabilities (if applicable) (MS 125A.0942, subd. 1)	Restrictive Procedures 2025-26

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 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	4	2	0	6/12	.50	25%
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	75%

CONTRACT RENEWAL CALCULATIONS						
CHARTER CONTRACT TERM: July 1, 2021 - June 30, 2026						
		YR 1 Rating FY22	YR 2 Rating FY23	YR 3 Rating FY24	YR 4 Rating FY25	Average Rating
ACADEMIC (50%)		32%	36%	36%	25%	33%
FINANCE (20%)		18%	20%	20%	20%	20%
ORGANIZATION (30%)						
	BOARD GOVERNANCE (15%)	14%	15%	15%	15%	15%
	MANAGEMENT OPERATIONS (15%)	15%	14%	14%	15%	15%
	TOTAL	79%	85%	85%	75%	81%
CUMULATIVE AVERAGE 81%						

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