



TREKNORTH JUNIOR & SENIOR HIGH SCHOOL

ANNUAL SCORECARD REPORT

PUBLISHED WINTER 2026 for FY25

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2021-2022 VOA-MN SCHOOL SITE VISIT DATES: September 30, 2021, and April 26, 2022

2022-2023 VOA-MN SCHOOL SITE VISIT DATES: September 28, 2022, and March 14, 2023

2023-2024 VOA-MN SCHOOL SITE VISIT DATES: September 27, 2023; May 21, 2024

2024-2025 VOA-MN SCHOOL SITE VISIT DATES: October 2, 2024; May 20, 2025

2025-2026 VOA-MN SCHOOL SITE VISIT DATES: September 23, 2025

2021-2022 VOA-MN SCHOOL BOARD OBSERVATION DATES: August 10, 2021, and May 10, 2022

2022-2023 VOA-MN SCHOOL BOARD OBSERVATION DATES: August 9, 2022, and June 13, 2023

2023-2024 VOA-MN SCHOOL BOARD OBSERVATION DATES: August 15, 2023; May 21, 2024

2024-2025 VOA-MN SCHOOL BOARD OBSERVATION DATES: August 20, 2024; May 20, 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 6-12 school students. Specifically: all racial and economic achievement gaps between students are closed; all students are ready for career and college; all students graduate from high school.
PERFORMANCE STANDARD / EXPECTATIONS: VOA-MN Academic Performance Standard 6. Locally determined, board approved annually.
MEASURE / GOALS: locally determined, board approved annually for each of the outcomes.
REPORTING: Element of the Annual Report and Comprehensive Achievement and Civic Readiness Plan.

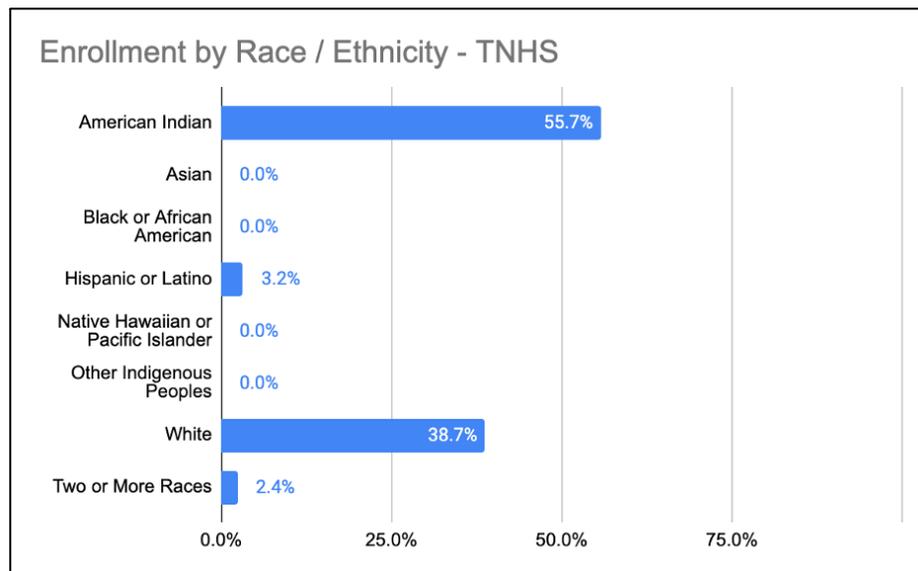


Figure 1 – Enrollment by Race/Ethnicity (Federal Definition)

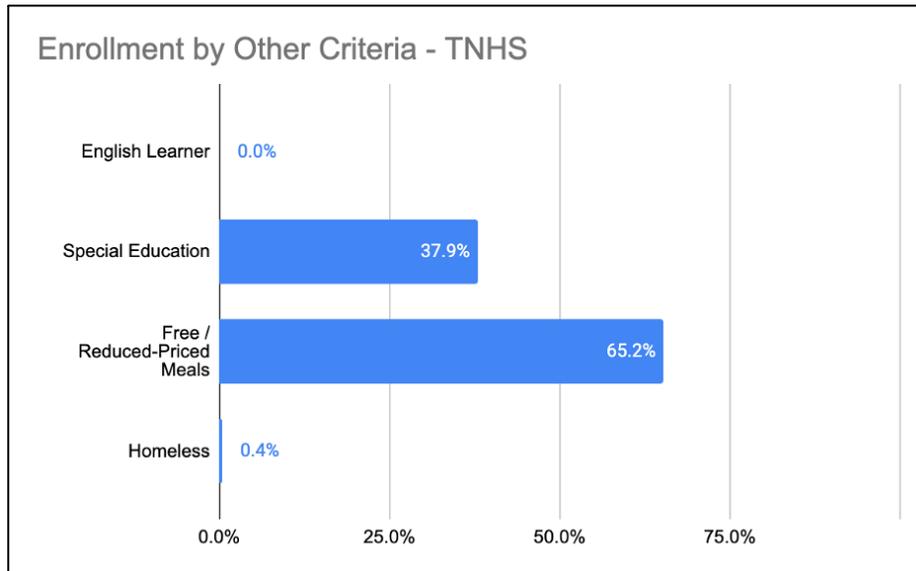


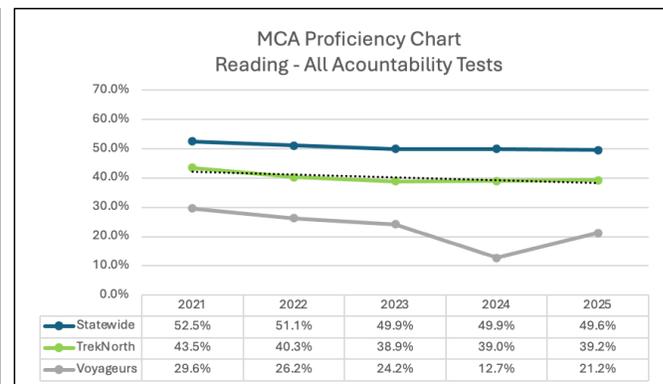
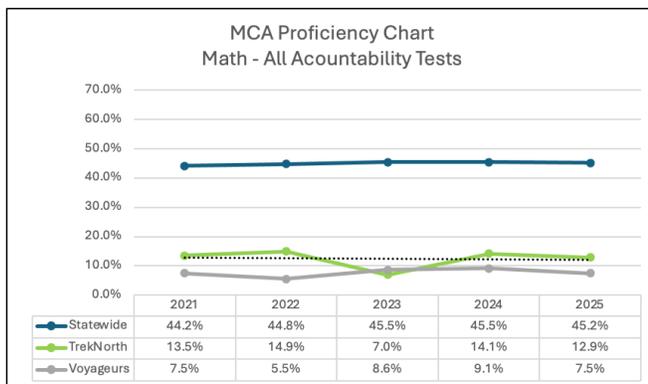
Figure 2– Enrollment by Other Criteria

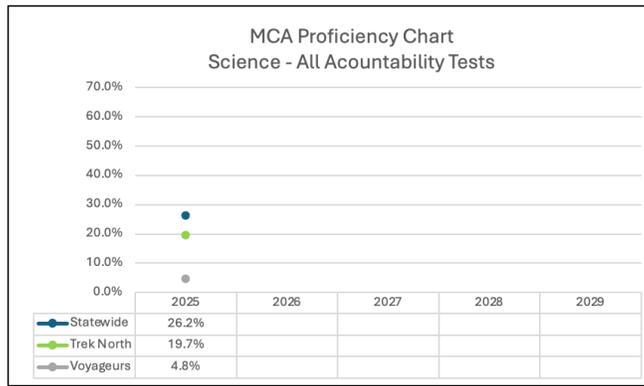
Academic Performance Standard 1 - Students are performing well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement,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

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

Data Source: Minnesota Department of Education

Analysis: TNHS is outperforming the comparison school, Voyageurs Expeditionary School, in math, reading and science.



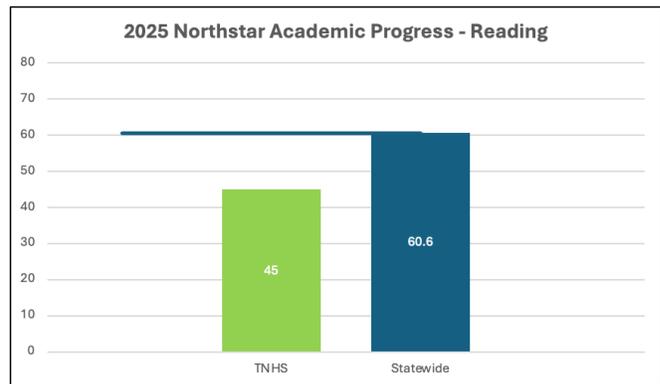
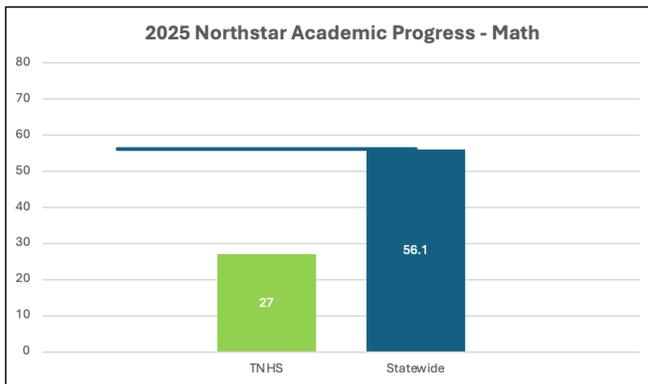


Academic Performance Standard 2 - Over the term of the contract, the school will maintain a combined average state-determined minimum achievement level of (Improved + Maintained) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement,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

	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 achievement level (improved + maintained) was 27.0% for math and 45.0% for reading.

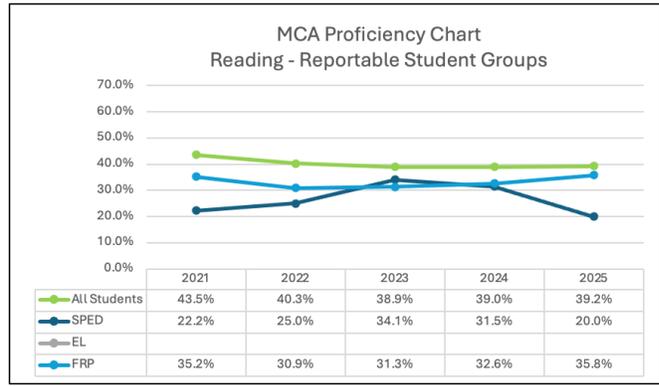
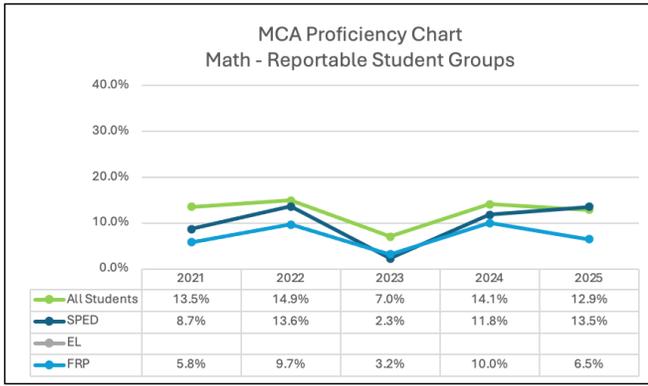


Academic Performance Standard 3 - The difference between the "all-students" proficiency rate in the School and any reportable student group proficiency rate will be reduced over the term of the contract in both reading and math using state examination data as evidence of meeting the statutory purpose 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 the achievement gap was reduced in two out of the four reportable subgroups. (Special Education math and Free and Reduced 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: TNHS has implemented a school-wide, data-driven professional development plan that is in direct correlation with trends in staff development needs as learned through the evaluation process and student data analysis. Professional development that was provided or attended during the 2024-2025 school year includes but was not limited to the following: crisis management and school safety, mental health, data and assessment review, cultural competency training, and PBIS training.

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 program, TNHS has increased quality learning opportunities for all students through an experiential education program as well as an advisory program. The school's experiential education program provides both service-learning experiences and outdoor adventure programs for students. The school's advisory program, consisting of small groups of multi-age students, has the goal of creating a connection to the school community, ensuring student academic success, and ensuring seniors are on track to graduate.

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.

X	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.
	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
Seventy percent of students will meet or exceed grade-level goals.

Result: On Track – multi-year goal

TrekNorth has not met the 70% goal, but there has been an increase in proficiency goals. For Math, the percentage of students proficient increased in grades 7 and 8. For Reading, the percentage of students proficient increased in grades 7, 8, and 10.

Goal #2 All Students Ready for Career and College

As a school with a focus on college readiness, 100% of our students will be exposed to various items needed to be accepted into a post-secondary option of their choice.

Result: Goal Met

In 2024-2025, 100% of our students are placed in a small group advisory, with a special advisory for seniors. TrekNorth shared information via social media and parent/guardian meetings regarding Financial Aid for students and parents. Administration met with all juniors to ensure they are on track for graduation and post-secondary plans.

Goal #3 All Students Graduate

100% of TrekNorth 12th grade students will graduate in 2024-2025.

Result: On Track – multi-year goal

Graduation data is always reported one year behind. In 2024, 94.6% of students graduated with their 4-year cohort.

Goal #4 All Students Prepared to be Lifelong Learners

Per graduation requirements, 100% of graduating seniors will be involved with three Experiential Education Service-Learning Trips while in high school.

Result: On Track – multi-year goal

Experiential Education Service-Learning trips at TrekNorth include outdoor education experiences or community service projects. This is a continuous goal as students change each year. 35% of 2024-2025 Seniors attended 3 or more trips. However, as trips are completed throughout their entire high school career, it is important to observe that some students have already met this requirement: 33% of juniors, 45% of sophomores, and 5% of freshmen in 2024-2025 have attended a minimum of 3 Experiential Education trips. Each year more students will be encouraged to attend these trips, leading to us closing the gap or meeting 100% of students meeting this graduation requirement.

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 FY 2025 budget in June 2024 based on 245 ADM, projecting a surplus of \$58,733. The board revised the budget in June 2025 based on 240 ADM and increasing the estimated surplus to \$101,540.	
The school ended FY 2025 with 239 ADM and a deficit of \$785,952 which was a controlled spend down of the General Fund balance used for a building down payment and salary adjustment for staff. The school has maintained a balanced budget for FY 2025.	

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

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

Financial Standard 4 - Schools are expected to have audits that are free of all findings. (If the school receives a legal compliance finding for late payment of bills that is also uncovered in the financial analyst’s review of the check registers, it will be rated in Standard Four and noted in Standard Five.)	
	2: Meets – No findings
	1: Partially Meets - 1 or more “significant deficiency” finding(s)
X	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 two findings considered to be material weaknesses: Limited Segregation of Duties and Annual Financial Reporting Under Generally Accepted Accounting Principles. More information is available in the audit report on pages 61-62. As noted in the Views of Responsible Officials on these pages, the school will make improvements to its internal controls on an ongoing basis and continue to rely on the audit firm for preparation of the financial statements, while reviewing them prior to issuance of the audit report.	

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

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

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

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

Data Source: Board packets.

Analysis: The school 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	\$2,184,775	\$3,083,757	\$3,554,966	\$2,769,014
Fund Balance Percent	53.52%	75.69%	83.33%	61.51%

As the table indicates the school has a strong General Fund balance ending the past four years with over an 61% fund balance. The school's fund balance policy states in part:

To ensure the financial strength and stability of the District, the Board will endeavor to maintain at least 25% of the District's General Fund operating budget, excluding those accounts associated within the Restricted category, in the combined total of the General Fund Committed, Assigned and Unassigned fund balances.

The school has a healthy fund balance that meets its General Fund balance policy target and the VOA-MN standard.

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

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

Data Source: Board meeting agendas and minutes.

Analysis: The school's finance committee meets prior to the regular monthly meeting to review the school's financial reports in detail. The committee met nine times in FY 2025.

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: All members received training in FY 2025 as is evidence in an email from the school director: <i>Finance Committee Training: Starting in January 2025, Finance committee meeting agenda/ minutes show that training takes place monthly. Each month, a different document/ process/protocol is reviewed and training takes place on how to read, what questions to ask, etc.</i> <i>Committee Members: Lydia Pietrewzewski, Chance Adams, Hillary Anderson</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. There were no new board members seated in FY25.	

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 in the school's Annual Report that all ongoing and new board members received required training.	

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 20, 2025 board meeting.	

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

Governance Standard 7 - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
X	2: Meets - Bylaws are consistent with state law and the board reviews them regularly.
	1: Partially Meets - Bylaws are consistent with state statute but are not reviewed regularly.
	0: Does Not Meet - Bylaws are inconsistent with state statute.
Data Source: School Website, Board Minutes, Bylaws, Interview	
Analysis: The school met this standard. Bylaws are consistent with state law, and the Board reviewed them at the August board meeting and provided an update during the September meeting. They were again reviewed at the May 20, 2025 meeting.	

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

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 April 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: Erica Harmsen is a licensed administrator. A professional development plan was approved at the June 2024 board meeting. Erica Harmsen completed professional development hours that were reported in the school’s Annual Report.	

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 its Nepotism Policy, Treatment of Students Policy, and Global Ends Policy.	

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 board minutes and director's reports provide evidence of 7/10 regular meetings where the school reviewed academics: August, September, October, January, February, March, and June. Some academic performance data shared include: <ul style="list-style-type: none"> • Curriculum maps • Student performance and achievement • PLCs • Personal finance curriculum • Class trips • E-Learning Plan • Winter STAR 	

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.	
	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.
X	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 partially met this standard. The school met all two of the three criteria. <ol style="list-style-type: none"> 1. Staff retention rate was 100%. 2. Student retention rate was 95.63%. 3. Parent survey satisfaction rate was 78.6%. 	

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

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

Governance Standard 16 - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
X	2: Meets - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	1: Partially Meets - The board has a policy review calendar/plan but policies were not regularly reviewed.
	0: Does Not Meet - The board did not have a calendar/plan for policy review and/or reviewed just a few policies during the year.
Data Source: School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
Analysis: The school meets this standard as policy review is a regular part of every meeting.	
Some of specific policies that reviewed and approved:	
<ul style="list-style-type: none"> • Nepotism Policy • Treatment of Students • Global Ends Policy 	

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: Empowering young people to be healthy, critical thinkers who engage meaningfully in their communities.	
SCHOOL VISION: Providing Outdoor Education, Service Learning, AP Programming in a rigorous, relevant environment.	

DESCRIPTION OF HOW SCHOOL IS MEETING MISSION AND VISION: TrekNorth meets the mission and vision through small class sizes, robust programming for outdoor education and service learning, and strong academic programming to prepare students for AP level work.

TrekNorth was granted the DOL's YST Grant this year and is creating and implementing a youth skills training program.

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:
 Dedication to service is embedded in the mission and program of TrekNorth. The school requires SLP credits for graduation.
[Service Learning Strategic Plan Guide](#)

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. Yes No

List of present school year back-to-school health and safety related professional development training:

- [Standard Response Protocol and Crisis Management](#)
- Mental Health and Suicide Prevention (Sanford Health provided training August 2025)
- [Employee Right to Know](#)
- [Bloodborne Pathogens](#)
- [Science Classroom Specific](#)
- Vehicle Safety: [Training Document 1](#), [Training Document 2](#)
- [Seizure First Aid](#)
- [FERPA Guide for Teachers](#)

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

ADA-regulation entries to rooms, handicapped stalls in bathrooms, and adaptive technology is available if/when needed.

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

Book club, mountain biking, flag football, cc skiing, track, photography, etc. all with no limitations on who can participate. If IEP support is needed, it is provided.

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

Policy # - Policy Title

[Policy #806 Crisis Management Plan \(on website\)](#). Standard Response Protocol (I Love You Guys) coordinated districtwide. Shelter in place. Reunification is at the Sanford Center coordinated by Principal/Director, Assist. Director, Office Manager. Reunification will be aided by the technology application, "Crisis Go."

Number of fire drills completed 2024-2025 school year 5. (req. five annually) [Record](#)

Number of lockdown/safety drills completed 2024-2025 school year 5. (req. five annually) [Record](#)

Number of tornado drills completed 2024-2025 school year 1 . (req. one annually) [Record](#)

Number of bus evacuation drills completed 2024-2025 school year: 1 . (req. one annually)
Completed through an advisory slide show during the second week of school.

Designated crisis management person / team members: Director/Assistant Director (*leads*)
Crisis Team Members: School Leader, Assistant Director, School Social Worker, Operations Manager, Business Manager, and teacher, and Crisis Prevention Intervention (CPI) trained faculty as needed.

Classrooms & shared spaces contain evacuation plans / procedures. Yes No
NOTE: Drill logs ([Record](#)) reviewed by authorizer representative

Location of emergency drill log: [Link to SY 24-25 Drill Record](#)

- Current drill log located on wall in main office
- Drill Plan: Reviewed with staff during in-service: *First drill of the year held on Thursday, September 4th. Remaining drills will be scheduled: 2 more in the fall, then 2 more in the spring for a minimum of the following through the 2025-26 school year.*
 - Hold: 2 (students in classrooms, clear halls)
 - Secure: 2 (outside threat, hold inside)
 - Lockdown: 5
 - Evacuate (fire): 5
 - Shelter (Severe Weather): 2

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

Date of most recent facility inspection by fire department: November 20, 2025 (must be a minimum of every three years)

School maintains a log of all visitors. Yes No Location of visitor log: [Vestibule Area](#)

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

Responsible employee: Kirby Ganske *Health records are maintained online.*

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

Designated responsible employee: Kirby Ganske

School Nurse and License Number: Contract through Beltrami Public Health Office

License # N/A

Frequency of school visits: annually

School complies with MS 121A.21 and 121A.22 (1,000 pupils) – Administration of Drugs and Medicine.

Yes No NA

Designated responsible health aid/employee: Kirby Ganske

School Nurse License # N/A Beltrami Public Health

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: Beltrami Public Health

School has a designated 504 Coordinator: Yes No

504 Coordinator Name & Position: Leslie Arndt, School Social Worker

School has a process to ensure that student accommodations are consistent with 504 Plans.

Number of enrolled students during the 2025-2026 school year on a 504 plan: 24 *Some students transition from 504 to IEP depending on the outcome of the Child Study process.*

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.	
<p>Analysis: School Appointed DPA Responsible Authority (RA): Erica Harmsen School Appointed DPA Designated Authority (DA): Kirby Ganske School Data Practices Compliance Official (DPCO): Dave Vanengelenhoven <i>All appointed annually at August board meeting.</i></p> <p>APPLICABLE BOARD POLICIES: (Titles and Numbers) <u>Policy 406: Public and Private Data Policy</u></p> <p>Board minutes contain evidence of board appointment of RA/DA/DPCO? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Annually at August Board Meeting</u></p> <p>Authorizer representative verified that the school has a data retention plan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date of board approval: August 19, 2020 Date of Historical Society Approval: <u>October 2020</u></p> <p>Authorizer representative verified that Student academic records are filed in a separate locked cabinet. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Location: Student: Records Room; Employee: Business Office</p> <p>Authorizer representative verified that Student / Employee legal records are filed in a separate locked cabinet. <input checked="" type="checkbox"/> Yes Location: Employee - Business Office; Student - Records Room; <i>Student discipline records are maintained in PowerSchool.</i></p> <p>Authorizer representative verified that Student/Employee health records are filed in a separate locked cabinet. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Location: Student medical records are maintained online (PowerSchool). Employee: Business Office 504 related medical data is stored online with supervision of the school social worker.</p> <p>School verified that only designated school employees have access to files containing student/employee records. <input checked="" type="checkbox"/> Yes No (Director, Assist Director, Office Manager, social worker, and Sped Secretary.)</p> <p>Authorizer representative verified that the school has Tennessee Warnings for both the enrollment and employment process. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial</p> <ul style="list-style-type: none"> ● Collected annually as part of the contract signature page. ● Student Enrollment application <p>School has a board approved Data Request Policy / Procedures. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No School policy name(s) and number(s): <u>#722 Data Request Policy</u></p> <p>Authorizer representative verified that the school maintains a detailed register/log of all data requests. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial Business Manager provides oversight of data requests and log.</p>	

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: TrekNorth encourages parents and guardians to participate in school life and be actively involved in the educational experience of their students. TrekNorth works collaboratively with parents/guardians to make TrekNorth a place of success for students. TrekNorth holds teacher conferences twice a year; has an American Indian Parent Advisory Committee; SEAC meetings 1-2 times a year; and Title 1 Parent/Guardian Advisory meetings. School uses email and social media for parent notifications and distribution of information. Evidence suggests that the school maintains and distributes annually a student/ family handbook. X Yes No	

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: August 2025 Most recent curriculum standards alignment review for math: August 2025 Most recent curriculum standards alignment review for science: August 2025 Most recent curriculum standards alignment review for social studies: August 2025 <i>NOTE: Each department updates their curriculum map online each August, and shares with school leaders. The school leader reviews this and sends feedback, requests additional clarification, etc.</i> Management requires that lesson plans and student learning targets are aligned to the state standards. <input checked="" type="checkbox"/> X Yes <input type="checkbox"/> No <ul style="list-style-type: none"> Description of school requirement as provided by the school: Lesson plans are checked during teacher classroom observations by Leadership Team members and school director. Classroom pop-ins occur approximately monthly. More formal evaluations occur twice annually (teachers between 1-3 years) and once annually for 3 plus years of experience. School has a well-defined plan for ensuring that teachers engage in data-driven instruction to ensure student mastery of state standards. <input checked="" type="checkbox"/> X Yes <input type="checkbox"/> No <ul style="list-style-type: none"> Description of school plan provided by the school: TrekNorth uses the STAR assessments, MCA scores, and soon Capti Read Basix. TrekNorth uses formative and summative assessments to inform instruction. TrekNorth's DAC is creating a new system to share information with staff and for reports. TrekNorth Admin meets with departments twice a year to discuss current instruction and planning; student needs; student progress and goals. Each teacher set a goal for the 25-26 school year rooted in one of the state's education priorities as well as advanced placement programming (if applicable). Teachers will also participate in PLCs. 	

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: Authorizer verifies this twice annually through the data submission calendar. Link also contained below. (link to teacher roster with file numbers)	

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: Classroom pop-ins occur approximately monthly. More formal evaluations occur twice annually (teachers between 1-3 years) and once annually for 3 plus years of experience. <ul style="list-style-type: none"> ● Observation Rubric ● APR Rubric 	

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 # 403.1 and 403.2 LINK to policy Frequency of background checks on volunteers: Before volunteering and as needed thereafter. Frequency of background checks on employees: Background checks are run every year for all staff.	

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 2025-2026: 257 (Sept. 1) Budget based on 240 ADM Present School Year Student Enrollment / Headcount by Grade: 6: 38; 7: 38; 8: 40; 9: 40 10: 39; 11: 36; 12: 27 2024-25 = 245.18 2023-24 = 254.58	

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:	

The application form and admissions form were reviewed and determined to be compliant.

Admissions Policy Number:

[509: TrekNorth Admissions and Enrollment Policy \(google.com\)](#)

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

Student and Family Handbook: [TrekNorth Student Family Handbook - Google Docs](#)

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:

RELEVANT POLICY NUMBERS:

- [Policy 401-Equal Employment Opportunity](#)
- [Policy 410- Family Medical Leave](#)
- [Policy 418 Drug Free Workplace](#)
- [Hiring Policy](#)
- [Nepotism Policy](#) (Found in TrekNorth Staff Handbook Section 3.25)
- [Staff Handbook](#)
- Handbook Acknowledgement Form signed with contract and located in the business manager's office.
- Jobs are posted on social media, TrekNorth website, and Edpost

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 Yes No

[Link to Staff Handbook](#)

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

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

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

Analysis:

[Link to job descriptions](#)

School explanation of employee evaluation process:

Admin Observation Documents: [Observation Form \(gen ed\)](#) [Observation Form \(SPED\)](#)

Folder for [general APR documents](#)

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:

Either the school staff or a parent has a concern about a student's progress, they can request an evaluation. The teacher contacts parents to discuss concerns and identify plans for improvement. If concern persists, the teacher can email the name of the student and a description of the concern to the intervention team. The intervention team collects 360 data, the intervention team meets to discuss possible interventions, and the team communicates intervention to parents and teachers. If interventions are not successful, then the intervention team may refer a student to the child study team. The child study team reviews data to determine possible interventions. Try intervention #1 for 2 weeks. If that intervention is not successful, try a 2nd intervention for 2 weeks. If the desired intervention results are not obtained, then a student is referred for either the 504 process or the special education evaluation process starts.

Child Study Team Members: SPED Director/Assistant Director, Social Worker, Interventionist, 3-4 teachers, school psychologist.

Name of special education teachers & license/file number:

- Andrew Berube, 1032731
- Lisa Fisher, 435261
- Amy Frank, 479044
- Julie Ueland, 515813
- Alex Whitlow, 1033681
- Daniel Landgrebe, 518576
- Jacqueline Dotson, 1044608

Number of special education paraprofessionals: 8 FTE

Faculty Training Topic(s) and Dates(s):

- Intervention Team (Child Find): August Staff Inservice: Review with team second week of September; Meet Bi-weekly and as needed throughout the year.
- Special Education Laws: August 2024 during staff in-service: also updates shared with staff throughout the year at weekly special education meetings

School retains the students with disabilities that are enrolled:

Percent of special education students served in 2025-2026: 39.7%

Percent of special education students served in 2024-2025: 41.1%

M/O Standard 15 - The school is not subject to special education investigations by MDE and is not in Corrective Action.

X	2: Meets - The school is not subject to special education investigations by MDE and is not in corrective action or is adhering to their plan to resolve concerns.
	1: Partially Meets - The school has been the subject of MDE investigations with findings. Progress has been observed to resolve findings.
	0: Does Not Meet - The school has been the subject of MDE investigations with findings. Findings have not been resolved.

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

Analysis:

The school is not subject to special education investigations by MDE and is not currently in any Corrective Action.

If yes,

Isolated incident/complaint:

Program systems complaint:

Resolved: Yes / No

School Evidence for Authorizer Review:

ROUTINE SPECIAL EDUCATION AUDITS –

TrekNorth went through an initial review of due process Spring 2025 with MDE and no findings were reported so TrekNorth will not have to go through a comprehensive review during Cohort 2 in the 2025-26 school year; however, TrekNorth will begin a topical review October 2025. At this time, no concerns or findings are being investigated or under corrective action with MDE.

CAP Items: N/A

Date of last special education financial audit: N/A: Fiscal audit is now rolled into the topical review. MDE changed the audit process after the fiscal audit prior to COVID (2019).

CAP Items: N/A

Current audit stage: Refer to above narrative.

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: Mark Larson
 Special Education Director License Number: 438274

FY26 meeting date(s): October 2025
 FY25 meeting date(s): October 2024
 FY24 meeting date(s): October 2023

M/O Standard 17 - The charter school disseminates information about the school's offerings and enrollment procedures in accordance with Minn. Stat. 124E.17. The school documents its dissemination activities in the school's annual report and in their VOA-MN compliance binder.

X	2: Meets - The school could provide evidence of compliance with laws and documentation regarding dissemination of information
	1: Partially Meets - The school could partially provide evidence of compliance with laws and documentation regarding dissemination of information.
	0: Does Not Meet - The school could not provide evidence of compliance with laws and documentation regarding dissemination of information.

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

Analysis:

Social media marketing targets low-income families. The school also has a table at various city celebrations, like the Pride Festival and the Nature Education Festival.

MISCELLANEOUS CHARTER CONTRACT COMPLIANCE ITEMS

Provisions not included in M/O Standards but required by law or charter contract thus verified by authorizer annually. These items are not included in the annual and renewal evaluations and ratings.

ITEM	CONTRACT PROVISION	YES	NO
I	Evidence suggests that the school is adhering to their plan for standardized interim assessments and utilizing that student performance data (contract Article 7).	X	

School Evidence Provided for Authorizer Review:

[Link to Testing Page](#)

2025-2026 School Plan for Standardized Assessments: Yes No

Authorizer representative was able to verify that the testing calendar is on website per state statute Yes No

SCHOOL WEBSITE URL CODE FOR CALENDAR: <https://www.treknorth.org/page/testing-calendar>

Evidence suggests that the school has designated an Assessment Coordinator and process for ensuring compliance with state examination administration Yes No DAC: Ryan Webber

II	Evidence suggests that the Board of Directors maintains at least the amount and types of insurance coverage up to the applicable tort liability limits under Chapter 466.04 and Article six of the contract – Types and Amounts of Insurance. The School provided the Authorizer with certificates of insurance at least annually (contract Article 6).	X	
Insurance Policy Renewal Date: August 2025 Term: 8/8/2025 - 8/8/2026			
III	Evidence suggests that the school is only serving their authorized grades and approved school sites (contract Article 4 and 5).	X	
School Evidence Provided for Authorizer Review: School Tour Grades Served Present School Year: 6-12 Grades Served Past School Year: 6-12 State Approved Grades: 6-12 Number of Approved School Sites/Buildings: 2 Number of School Sites/Buildings Operated: 1 Evidence Provided by the School for Authorizer Review: walk through of the facility.			
IV	Evidence suggests that the school is non-sectarian in its program, admission policies, and employment practices, and for all other purposes (contract Article 4 and 6).	X	
LIST OF APPLICABLE SCHOOL POLICY TITLES AND NUMBERS: Policy 609 SY 24-25 Assurances Form Language is also included in other policies like enrollment, employment, and handbooks.			
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> LINK TO COMPLIANCE BINDER	X	
VI	Evidence suggests that the school adheres to their human resources policies and procedures (contract Article 6 and Article 8).	X	
Explanation: <ul style="list-style-type: none"> ● Policy 401-Equal Employment Opportunity ● Policy 410- Family Medical Leave ● Policy 418 Drug Free Workplace ● Hiring Policy ● Nepotism Policy (Found in TrekNorth Staff Handbook Section 3.25) ● Staff Handbook 			
VII	Evidence suggests that the school complies with the Minnesota Human Rights Act, Chapter 363A, which prohibits unfair discriminatory practices in employment, public accommodations, public service, or education (contract Article 8).	X	
School Evidence Provided for Authorizer Review: LIST OF APPLICABLE SCHOOL POLICY TITLES AND NUMBERS: <ul style="list-style-type: none"> ● Policy 401-Equal Employment Opportunity ● Policy 509: TrekNorth Admissions and Enrollment Policy € Policy 102: Equal Education Opportunity - Google Docs School Designated Human Resources Person: Nicole Thompson EEO Grievance Designee: Erica Harmsen School District Human Rights Officer: Erica Harmsen			
VIII	Evidence suggests that faculty performance observations and evaluations are conducted according to established policy/manual and consistent with state law, including director evaluation (contract Article 6 and Addendum A).	X	
School Evidence Provided for Authorizer Review: Teacher Observation Rubric			

Description of the school administration evaluation process: Link to Document			
IX	A review of extra-curricular activities verifies school compliance with Minn. Stat. 121A.04, equal opportunities for members of both sexes to participate in athletics (contract Article 8).	X	
School Evidence Provided for Authorizer Review: Authorizer/school discussion.			
X	Evidence suggests that the school complies with laws pertaining to student discipline and Pupil Fair Dismissal Act (121A.40)	X	
Policy 506- Student Discipline and Notice of Suspension			

XI. School Website Content Requirements <i>(School will walk through website with a during visit to verify compliance)</i>		URL
Provisions not included in M/O Standards but required by law or charter contract, thus verified by authorizer annually.		
a.	Current Annual Report (required components in MS 124E.16, Subd 2)	Annual Report
b.	Comprehensive Achievement and Civic Readiness Report (MS 120B.11)	Annual Report
c.	Identity of and contact information for the authorizer (MS 124E.07, Subd 8)	Authorizer Information TrekNorth Junior & Senior High School
d.	Directory information for board <u>and</u> committee members (name, phone, email, affiliation) (MS 124E.07, Subd 8)	https://www.treknorth.org/page/board
e.	Board and committee meeting minutes (if authority) for at least one calendar year. (MS 124E.07, Subd 8)	https://www.treknorth.org/page/board
f.	Literacy plan including English Learners (for schools with grades K-3) (MS 120B.12, Subd 4)	N/A
g.	Collaborative Agreements (if they exist) (MS 124E.08)	N/A
h.	Wellness Policy / Plan (if applicable) (MS 121A.215)	Link to Policy
i.	Lottery and enrollment policy and process (MS 124E.11, Subd. (b))	Link to Policy 509
		Link to Policy 509.1
		https://www.treknorth.org/page/enrollment-information
j.	Calendar of standardized tests to be administered during the year (with rationales) (MS 120B.301)	https://www.treknorth.org/page/testing-calendar
k.	School Bullying Policy (MS 121A.031) Policy 514	Link to Policy 514
l.	Policy for group health (if applicable) (MS 124E.12, Subd 5)	Employee Handbook
m.	Early admission policy (if applicable for admission of kindergarteners and/or first grade students at an earlier age than the age(s) required by statute) (MS 124E.11, Subd. (d))	N/A
n.	PSEO Dissemination of Information (124D.09, Subd 7)	https://www.treknorth.org/page/pseo-information
o.	Name, mailing address, bylaws, minutes of board meetings, names of the current board of directors of the affiliated nonprofit building corporation (if exists) (MS 124E.13)	https://www.treknorth.org/page/board
p.	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.treknorth.org/page/families
q.	School's restrictive procedures plan for children with disabilities (if applicable) (MS 125A.0942, subd. 1)	https://www.treknorth.org/page/policies

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	8	1	0	9/12	.50	38%
Finance	18	0	0	18/20	.20	18%
Governance	30	1	0	31/32	.15	15%
Mgmt/Operations	34	0	0	34/34	.15	15%
Grand Total					1.00	86%

CONTRACT RENEWAL CALCULATIONS							
CHARTER CONTRACT TERM: July 1, 2024 - June 30, 2029							
		Renewal YR 1 Rating FY24	YR 2 Rating FY25	YR 3 Rating FY26	YR 4 Rating FY27	YR 5 Rating FY28	Average Rating
ACADEMIC (50%)		39%	38%	%	%	%	39%
FINANCE (20%)		18%	18%	%	%	%	18%
ORGANIZATION (30%)						%	
	BOARD GOVERNANCE (15%)	15%	15%	%	%	%	15%
	MANAGEMENT OPERATIONS (15%)	15%	15%	%	%	%	15%
	TOTAL	87%	86%	%	%	%	87%
CUMULATIVE AVERAGE 87%							

CONTACT INFORMATION:

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