



TREKNORTH JUNIOR & SENIOR HIGH SCHOOL

ANNUAL SCORECARD REPORT

PUBLISHED WINTER 2025 for FY24

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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

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

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 and May 21, 2024

2024-2025 VOA-MN SCHOOL BOARD OBSERVATION DATE: August 20, 2024

Volunteers of America of Minnesota Accountability Plan

According to Minnesota Statute 124E.01, subd.1, *The primary purpose of charter schools is to improve all pupil learning and all student achievement.* 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)

15% 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?

Academic Performance- All public schools, including charters, must fully participate in the state assessments - Minnesota Comprehensive Assessments. Data from state assessments as well as 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 World's Best Workforce 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, “to improve all pupil learning and all student achievement” 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:

- ❑ **SCHOOL PRIMARY PURPOSE (M.S. 124E.01):** The primary purpose of the charter school is to improve all pupil learning and all student achievement.
MEASURE: MCA exams
PERFORMANCE STANDARDS / EXPECTATIONS: Academic Performance Standards section below.
REPORTING: The extent to which the school is meeting this purpose will also be measured in the VOAMN Annual Network Academic Performance Report.
- ❑ **SCHOOL STATUTORY PURPOSE II (MS 124E.01):** Increase learning opportunities for all pupils.
PERFORMANCE EXPECTATIONS – The school will incorporate project-based and services learning into the school program. Project-based and service learning will include locally determined specific learning outcomes students are to achieve.
REPORTING: The extent to which the school is meeting this purpose will also be measured in the VOAMN Annual Network Academic Performance Report.
- ❑ **ADDITIONAL PURPOSE (M.S. 120B.11) WBWF:** The school is to meet the outcomes adopted by the Commissioner for all public-school students under Minnesota Statutes, section 120B.11 (“World’s Best Workforce”), applicable to elementary schools. Specifically, that 1) all racial and economic achievement gaps between students are closed; 2) all children are ready for school, 3) all third graders can read at grade level.
GOALS: locally determined, board approved annually for each of the outcomes.
REPORTING: Element of the Annual Report and “World’s Best Workforce” Plan and will be evaluated in the annual Authorizer Network Academic Performance Report.

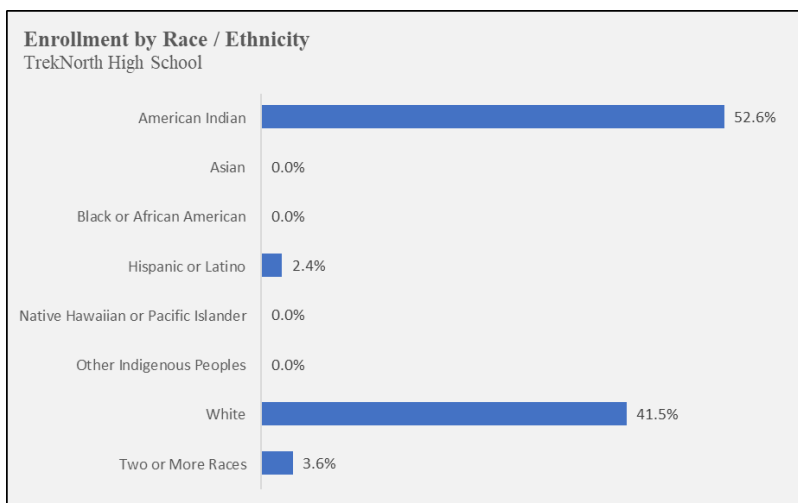


Figure 1 – Enrollment by Race/Ethnicity (Federal Definition)

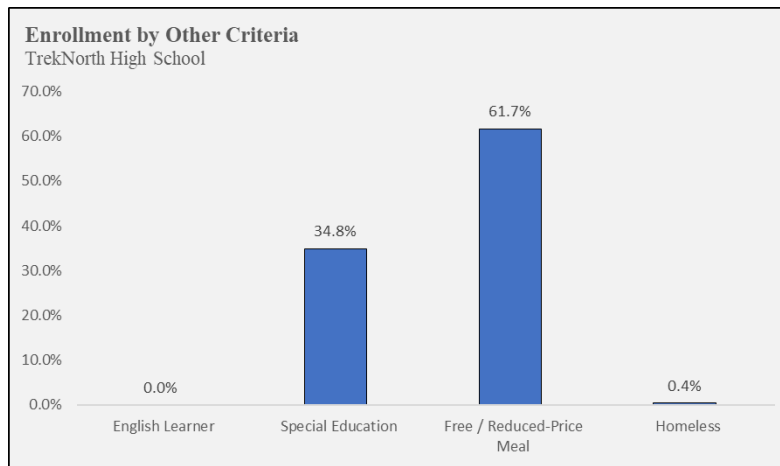


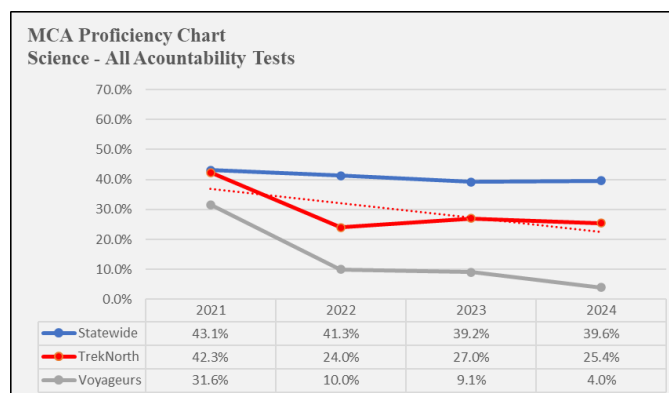
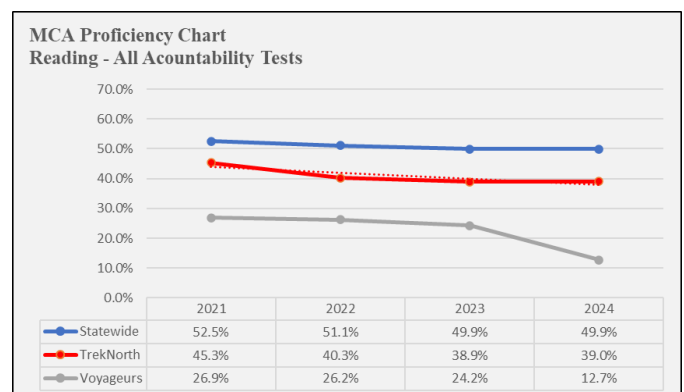
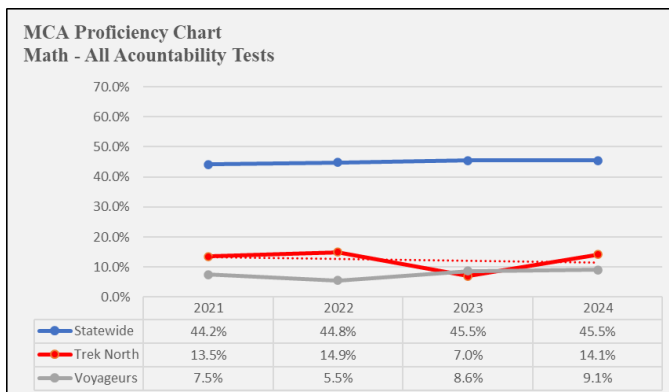
Figure 2 - Enrollment by Other Criteria

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. Imbedded WBWF. 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.

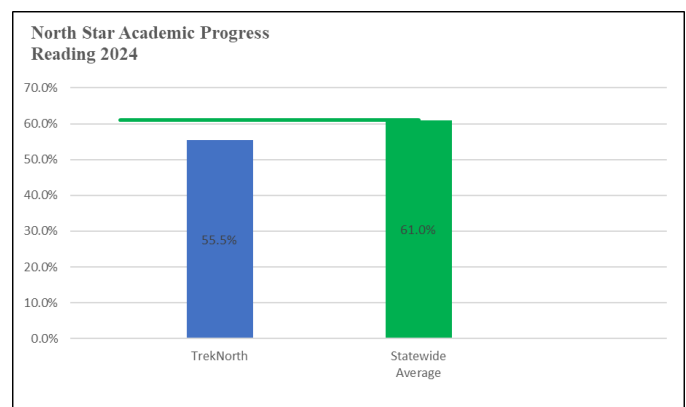
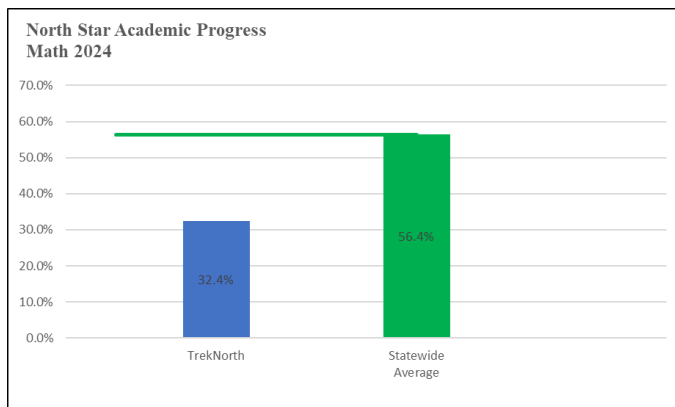


Academic Performance Standard 2 - Over the term of the contract, the school will maintain a combined average state-determined minimum achievement level of (improved + maintained) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students. (In 2024, the combined statewide average (math + reading) was 58.7%. This score was calculated by adding the statewide math and reading results and then dividing by two.)

	2: Meets - School's achievement level of "improved and maintained" is 58.7% or higher.
X	1: Partially Meets - School's achievement level of "improved and maintained" is between 58.7% and 43.7%.
	0: Does Not Meet - School's achievement level of "improved and maintained" is below 43.7%.

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 32.4% for math and 55.5% for reading. A score of partially meets was awarded because the school's combined score was 44.0%.

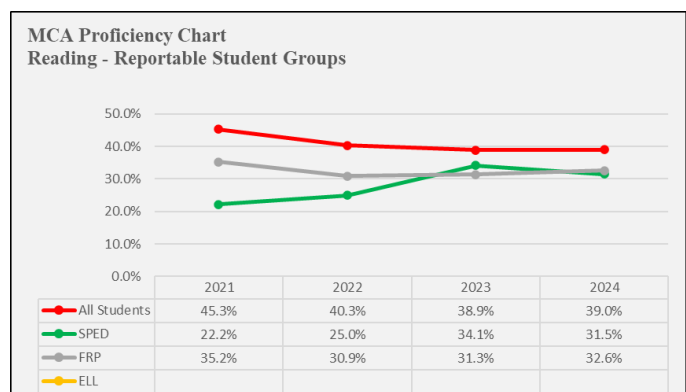
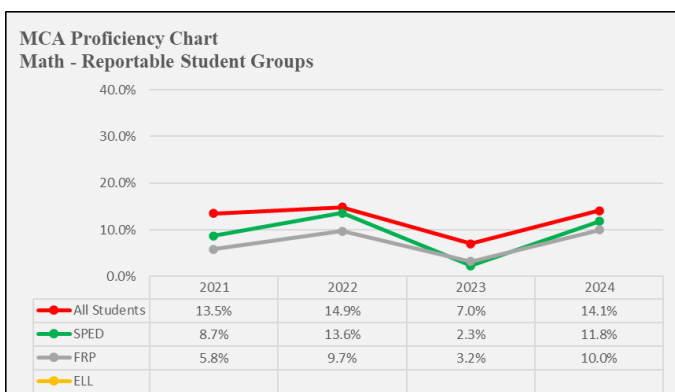


Academic Performance Standard 3 - The difference between the “all-students” proficiency rate in the School and any reportable student group proficiency rate will be reduced over the term of the contract in both reading and math using state examination data as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students. Imbedded WBWF 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 the four reportable subgroups. (Special Education math and Free and Reduced reading)



Academic Performance Standard 4 - 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: School Annual Report	
Analysis: TNHS has developed a rigorous, effective, practical, and mission-driven approach to teacher evaluation. The school's teacher evaluation process is composed of four components. A formative assessment of teaching performance that takes advantage of the school's pop-in coaching system, a summative assessment of teaching performance conducted by the Executive Director, the development of a professional development plan by each teacher, as well as participation in professional learning communities.	

Academic Performance Standard 5 - All teachers are supported through a school-wide professional development plan that is based on analysis of assessment data and directly linked to improving all pupil learning and all student achievement.	
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 professional development plan that is in direct correlation with trends in staff development needs as learned through the evaluation process. Professional development that was provided or attended during the 2023-2024 school year includes but was not limited to the following: crisis management and school safety, mental health, reading instruction, cultural competency training, and PBIS training.	

Academic Performance Standard 6 - 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 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 7 - The school is meeting the World's Best Workforce goals (MS 120B.11; Charter Contract Addendum B). Refer to VOA Standard #3 for Achievement Gap goals.	
	2: Meets - The school has a plan and is meeting their WBWF goals.
X	1: Partially Meets - The school has a plan for meeting their WBWF goals and measuring progress.
	0: Does Not Meet - The school does not have a plan for meeting their WBWF goals and measuring progress.
Data Source: School Annual Report	
Analysis:	
Goal #1 All Students Career and College Ready by Graduation	
The percentage of all students enrolled in grade 8 at TrekNorth Sr High who are proficient on the Reading MCA and MTAS will increase from 20.5% in 2022 to 40.0% in 2024 during their 10th grade reading exam.	
Results: Goal Met	
The percentage of all students enrolled in grade 10 at TrekNorth Sr High who are proficient on the Reading MCA and MTAS increased from 20.5% in 8th grade to 43.3% in 10th grade.	
Goal #2 All Students Graduate	
TrekNorth will graduate 100% of the 39 seniors that started the 2023-2024 school year.	

Results: Goal Not Met

TrekNorth graduated 37 of the 39 seniors who started the school year.

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.	
X	2: Meets - Surplus position
	1: Partially Meets - NA
	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 2024 budget in June 2023 based on 245 ADM and projecting a surplus of \$19,661. The board revised the budget in June 2024 based on 247 ADM's and increased the estimated surplus to \$290,593. The school ended FY 2024 with 254 ADM's and a surplus of \$446,199. The school has maintained a balanced budget for FY 2024.	

Financial Standard 2 - The School is compliant with state and federal financial reporting deadlines and laws, including the proper use of public funds.	
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 2024.	

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, 2024.	

Financial Standard 4 - Schools are expected to have audits that are free of all findings.	
	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 2023 financial audit contained two findings considered to be material weaknesses; Limited Segregation of Duties and Annual Financial Reporting. More information is available in the audit report on pages 60-61. As noted in the school’s corrective actions to the findings 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.	
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 2024.	

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. Packets 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.	
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 2024.	

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 2021	FY 2022	FY 2023	FY 2024
Fund Balance Amount	\$2,053,434	\$2,184,775	\$3,083,757	\$3,554,966
Fund Balance Percent	57.45%	53.52%	75.69%	83.33%
As the table indicates, the school has a strong General Fund balance ending the past four years with over a 83% 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 2024.

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: Per the school director, all members have had training in FY24.

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 the nineteen 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. 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: Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
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. There were no new board members in FY24.	

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 documented board training in the 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 completes 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 reviewed the results at the May 23, 2024, 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 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 June 18, 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 Board of Directors adhered to board member election requirements set forth by state statute. Elections were not held in FY24 as no seats were vacant.

Governance Standard 9 - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.

X	2: Meets - The board completed a formal evaluation of the school leader including all aspects of the job description.
	1: Partially Meets - The board completed an evaluation of the school leader but not on all aspects of the job description.
	0: Does Not Meet - The board did not complete an annual evaluation of the school leader.

Data Source: Annual Report, Board Minutes, Committee Minutes, Board Documentation

Analysis: The school met this standard. The Board conducted an evaluation of the school leader at the June 18, 2024, 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. A professional development plan is not required as the school director, Erica Harmsen, is a licensed administrator.

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

X	2: Meets - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	1: Partially Meets - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	0: Does Not Meet - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.

Data Source: Board Meeting Minutes, Interview

Analysis: The school met this standard. Meeting minutes document that the Board regularly monitors the organization's adherence to school board policies.

Governance Standard 12 - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.

X	2: Meets - The board 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 data practice policies.
	1: Partially Meets -The board 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 federal data practices law and the Minnesota Data Practices Act
	0: Does Not Meet - The board 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 have been two

	or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.
Data Source: Board Minutes, VOA-MN Visit Review	
Analysis: The school met this standard. The Board of Directors complied with Federal data practices law and the Minnesota Data Practices Act. They have been trained, and the appropriate roles have been assigned.	

Governance Standard 13 - 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 met this standard. The Board of Directors provided ongoing oversight of the school's academic performance at 9 of the regular board meetings.	

Governance Standard 14 - 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. <ul style="list-style-type: none"> • Staff retention rate was 85%. • Student retention rate was 99.6%. • Parent survey satisfaction rate was 80.8%. 	

Governance Standard 15 - Board documents are distributed to all board members at least 3 days prior to a board meeting.	
X	2: Meets - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	1: Partially Meets - Board documents were not distributed to all board members one or two times.
	0: Does Not Meet - Board documents were not distributed to all board members three or more times.
Data Source: Monthly Board Minute Review Logs, Board Chair Statement	
Analysis: The school met this standard. VOA records show Board documents were distributed to all Board members and VOA-MN at least 3 days prior to each board meeting.	

Governance Standard 16 - 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*.	
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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	
Analysis: The school met this standard. The school leader confirmed the Board Documents Binder is kept in the business office as well as online. A review of the school's website demonstrated that the statutory requirements for posting board-related information was present.	

Governance Standard 17 - 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 and reviews policies at half or fewer of the regular board meetings.
	0: Does Not Meet - The board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings.
Data Source: School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
Analysis: The school met this standard. The Board had a thorough policy review calendar and reviewed policies as a regular component at 6 of the regular board meetings.	

○ 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.	
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.	

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: TrekNorth is dedicated to service and it is embedded in the mission and program of TrekNorth. The school requires SLP credits for graduation. Service Learning Program Plan Service Learning Strategic Plan Guide Schoolwide project for National Youth Homeless month in November 2024.	

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. <u>X</u> Yes ___No List of present school year back-to-school health and safety related professional development training: <ul style="list-style-type: none"> • Standard Response Protocol and Crisis Management • Mental Health and Suicide Prevention • Employee Right to Know • Bloodborne Pathogens • Science Classroom Specific • Vehicle Safety: Training Document 1, Training Document 2 • Additional Trainings <ul style="list-style-type: none"> ○ Seizure First Aid ○ FERPA Guide for Teachers School complies with MS 121A.035 – Crisis Management Plan. <u>X</u> Yes ___No Policy #806 Crisis Management Plan (on website) Number of fire drills completed in the 2023-2024 school year <u>5</u> . (req. five annually) Number of lockdown/safety drills completed in the 2023-2024 school year <u>5</u> . (req. five annually) Number of tornado drills completed in the 2023-2024 school year <u>1</u> . (req. one annually) April Number of bus evacuation drills completed in the 2023-2024 school year: <u>1</u> . (req. one annually 123B.90 SCHOOL BUS SAFETY TRAINING.) Completed through advisory slide show during the second week of school because high school level students. Designated crisis management person / team members: Mark Larson (lead) / Assistant Director 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 reviewed by authorizer representative

Location of emergency drill log: [Link to SY 23-24 Drill Record](#)

Current drill log located on wall in main office

Drill Plan: August 26th, Staff training: all drills; September 5, 2nd hour: Hold, Lockdown: Fire; October 10th during 4th Hour; March 18, 2025 : April 11, 2025

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

Date of most recent facility inspection by fire department: November 2022 (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

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

Frequency of school visits: annually

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

Designated responsible health aid/employee: Kirby Ganske

School Nurse License Number: N/A

Authorizer representative verified that the school has a system by which to record and store medicine and medical supplies: Beltrami Public Health

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

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. ☒ Yes ☐ No

Number of enrolled students during the 2024-2025 school year on a 504 plan: 25

Number of enrolled students during the 2023-2024 school year on a 504 plan: 16

M/O Standard 4 - The School complies with state and federal data practices and privacy laws (Minn. Stat. Chapter 13 and Family Educational Rights and Privacy Act (FERPA)).

X	2: Meets - There were zero incidents of not following state and federal data practices policies and privacy laws.
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	1: Partially Meets - There was one incident of noncompliance with state and federal data practices policies and privacy laws.
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	0: Does Not Meet - There have been two or more incidences of noncompliance with state and federal data practices policies and privacy laws.
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Data Source: Annual school site visits, policy review, discussions with school leadership

Analysis:

FY 24 School Appointed DPA Responsible Authority (RA): Erica Harmsen

FY 24 School Appointed DPA Designated Authority (DA): Kirby Ganske

FY24 School Data Practices Compliance Official (DPCO): Dave Vanengelenhoven

APPLICABLE BOARD POLICIES: (Titles and Numbers)

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

Board minutes contain evidence of board appointment of RA/DA/DPCO? X Yes No[Annually at August Board Meeting](#)Authorizer representative verified that the School has a data retention plan: X Yes No

- Date of board approval: 2020
- [Retention Schedule](#)
- Date of Historical Society Approval: October 2020

Authorizer representative verified that Student academic records are filed in a separate locked cabinet. X Yes No Location: Student: Records Room; Employee: Business OfficeAuthorizer representative verified that Student / Employee legal records are filed in a separate locked cabinet. X Yes No Location: Employee - Business Office; Student - Records Room; Student discipline records are maintained in PowerSchool.Authorizer representative verified that Student/Employee health records are filed in a separate locked cabinet. X Yes No Location: Student - Records Room; Employee: Business Office

504 related medical data is stored online with supervision of school social worker.

Authorizer representative verified that the school has Tennessee Warnings for both the enrollment and employment process X Yes No Student: Records Room; Employee: Business Office

- Collected annually as part of the contract signature page.
- Student Enrollment application

School verified that only designated school employees have access to files containing student/employee records. X Yes NoSchool has a board approved Data Request Policy / Procedures. X YesSchool evidence provided for Authorizer Review: Policy # 722Policy Name: [#722 Data Request Policy](#)

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

 X Yes No Business Manager provides oversight of data requests and log.**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 your student.
TrekNorth holds teacher conferences twice a year; has an American Indian Parent Advisory Committee; SEAC meetings 1-2 times a year; Title 1 Parent/Guardian Advisory meetings.
School uses social media for parent notifications and distribution of information.
American Indian Education Coordinator has hosted two events fall 2024 and will facilitate AIPC mtg in October 2024.
Evidence suggests that the school maintains and distributes annually a student/ family handbook. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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: September 30, 2024	
Most recent curriculum standards alignment review for math: September 30, 2024	
Most recent curriculum standards alignment review for science: September 30, 2024	
Most recent curriculum standards alignment review for social studies: September 30, 2024	
Management requires that lesson plans and student learning targets are aligned to the state standards. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> Description of school requirements as provided by the school: Lesson plans are checked during teacher classroom observations by Leadership Team members and school director. 	
School has a well-defined plan for ensuring that teachers engage in data-driven instruction to ensure student mastery of state standards. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> Description of school plan provided by the school: TrekNorth uses the STAR assessments, MCA scores, and formative and summative assessments to inform instruction. TrekNorth also uses Viewpoint for data dissemination. 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 24-25 school year rooted in one of the state's education priorities as well as advanced placement programming (if applicable). After teachers wrote their 24-25 goals, they met in small groups to create Action Plans, and these goals/action plans will inform PD activities throughout the year. The PD activities will be in small groups (PLCs) on early out days during the 24-25 SY. 	

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 licensure compliance annually as part of the VOA-MN Submission Calendar.	

M/O Standard 8 - 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:

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:

- Most recent background check for all employees: August/September 2024
- Staff needing driver's records: September 2024
- Background checks are run every year for all staff

M/O Standard 9 - 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 24-25: 253

Budgeted enrollment FY25: 245

Present School Year Student Enrollment / Headcount by Grade:

6 - 36 10 - 38
7 - 35 11 - 31
8 - 38 12 - 35
9 - 40

Number of students (head count) served 2024-25: 253

Number of students (head count) served in 2023-2024 school year: 255

Number of students (head count) served in 2022-2023 school year: 248

M/O Standard 10 - 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. The school has been the subject of state investigation with findings.
	0: Does Not Meet - The school could not provide evidence of adherence with state laws and guidelines pertaining to student admission.

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

Analysis:

Admissions Policy Number: Policy 509

[509: TrekNorth Admissions and Enrollment Policy \(google.com\)](#)Authorizer Verifies that Student Application Form is Compliant: ☒ Yes ☐ No ☐ PartialAuthorizer representative verified that the school has Tennessee Warnings for enrollment process. ☒ Yes ☐ No**M/O Standard 11 - 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 ☐ PartialEvidence suggests that the school maintains and distributes annually an employee handbook. ☒ Yes ☐ No[Link to Staff Handbook](#)**M/O Standard 12 - 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:** During the school site visit, the authorizer representative verified that the school has job descriptions and evaluation process of all employment positions.[Link to Job Audit Process](#) (completed SY 23-24)[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 13 - 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:	
<p>Brief description of school Child Find/Study Process: Either the school staff or a parent has a concern about a student's progress. The teacher contacts parents to discuss concerns and identify plans for improvement. If concern persists, email the name of the student and a description of the concern to the intervention team. 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. 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.</p> <p>Child Study Team Members: SPED Director/Assistant Director, Social Worker, Interventionist, 3-4 teachers, school psychologist.</p> <p>Name of special education teachers & license/file number: (see file numbers on teacher verification table)</p> <ul style="list-style-type: none"> • Andrew Berube • Lisa Fisher • Amy Frank • Julie Ueland • Alex Whitlow • Jodie Olson <p>Number of special education paraprofessionals: 7 FTE (6 full time paras, 1 part time para)</p> <p>Faculty Training Topic(s) <u>and</u> Dates(s):</p> <ul style="list-style-type: none"> • Intervention Team (Child Find): August 26th, 2024 Staff Inservice: Review with team on Sept 19th: Meet Bi-weekly and as needed throughout the year. • Special Education Laws: August 2024 during staff inservice: also updates shared with staff throughout the year at weekly special education meetings <p>Percent of special education students served in 2024-25 est: 38.74% (98/253) Percent of special education students served in 2023-2024: 34.90% (89/255) Percent of special education students served in 2022-2023: 34.27% (85/248)</p> <p>Faculty Training Topic(s) <u>and</u> Dates(s): Paraprofessional Training:</p>	

M/O Standard 14 - 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: To the best of the authorizer's knowledge, TrekNorth has not been subject to special education investigations by MDE and is not in Corrective Action.	
Date of last special education program audit: MDE transitioned to their new procedure utilizing data collection and Stepwell system. The last program audit was during the 2022-23 school year and had to do with transitional services. No findings were found; therefore, no CAP's.	

M/O Standard 15 - The school is compliant with laws pertaining to special education directors and Advisor Council (SEAC).	
X	2: Meets - The school could provide evidence that it is compliant with laws pertaining to special education directors and Advisor Council (SEAC).
	1: Partially Meets - The school contracts with a special education director but could not provide evidence that it has a SEAC that meets at least annually.
	0: Does Not Meet - The school could not provide evidence that it is compliant with laws pertaining to special education directors and Advisor Council (SEAC).
Data Source: Annual site visits, annual submission calendar document review, discussions with school faculty.	
Analysis:	
Name of director <u>and</u> organization: Mark Larson, TN Employee Special Education Director License Number: 438274	
SEAC Meeting Dates FY25 meeting date(s): November 6, 2024 FY24 meeting date(s): November 2, 2023 FY23 meeting date(s): March 8, 2023 FY22 meeting date(s): October 3, 2021; April 7, 2022	

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.

2023 - 2024 SCHOOL YEAR PERFORMANCE (FY24)						
	Meets Standard Points 2	Partially Meets Standard Points 1	Does Not Meet Standard Points 0	Total Points	Weight	Percent
Academic	8	3	0	11/14	.50	39%
Finance	18	0	0	18/20	.20	18%
Governance	34	0	0	34/34	.15	15%
Mgmt/Operations	30	0	0	30/30	.15	15%
Grand Total	90	0	0	90/98	1.00	87%

CONTRACT RENEWAL CALCULATIONS							
CHARTER CONTRACT TERM: July 1, 2022 - June 30, 2027							
		Renewal YR Rating FY23	YR 2 Rating FY24	YR 3 Rating FY25	YR 4 Rating FY26	YR 5 Rating FY27	Average Rating
ACADEMIC (50%)		32%	39%	%	%	%	36%
FINANCE (20%)		18%	18%	%	%	%	18%
ORGANIZATION (30%)							
	BOARD GOVERNANCE (15%)	15%	15%	%	%	%	15%
	MANAGEMENT OPERATIONS (15%)	15%	15%	%	%	%	15%
	TOTAL	80%	87%	%	%	%	84%
CUMULATIVE AVERAGE 84%							

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