



WOODBURY LEADERSHIP ACADEMY

ANNUAL SCORECARD REPORT

PUBLISHED WINTER 2025 for FY24

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

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

2023-2024 VOA-MN SCHOOL SITE VISIT DATES: March 24, 2023; November 29, 2024

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

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

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

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

2024-2025 VOA-MN SCHOOL BOARD OBSERVATION DATE: September 26, 2025

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.

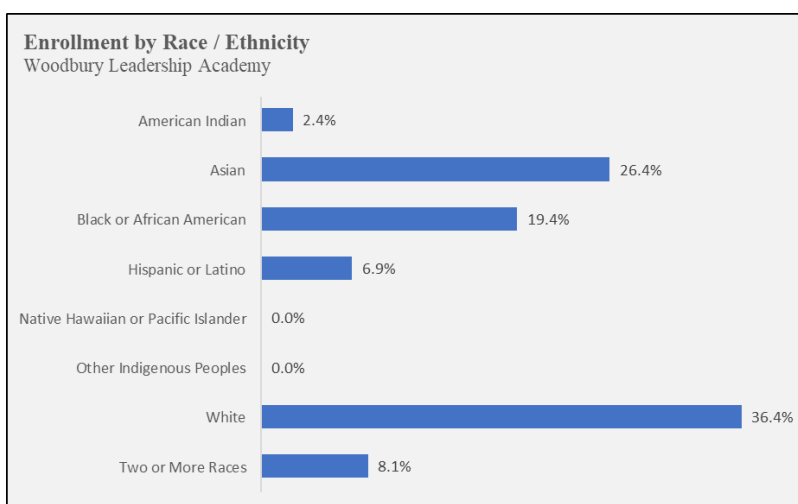


Figure 1 – Enrollment by Race/Ethnicity (Federal Definition)

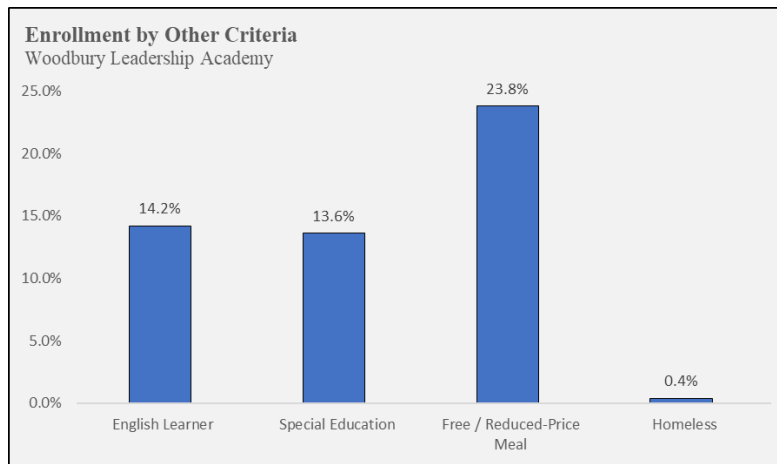


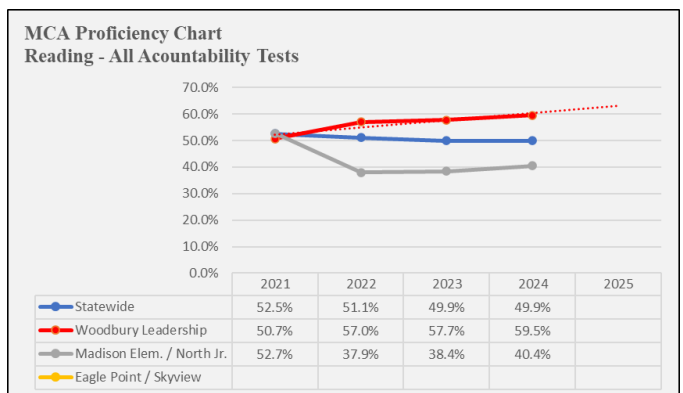
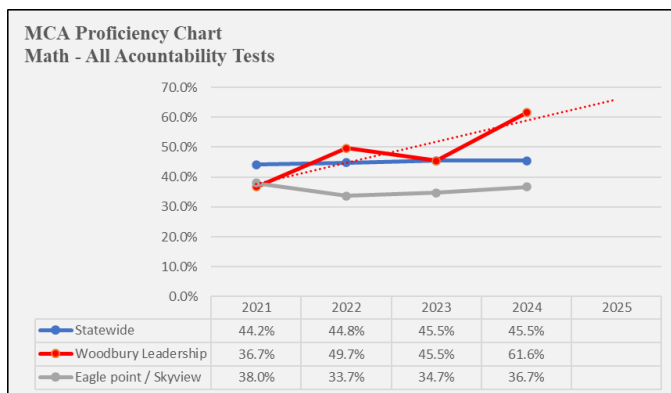
Figure 2 - Enrollment by Other Criteria

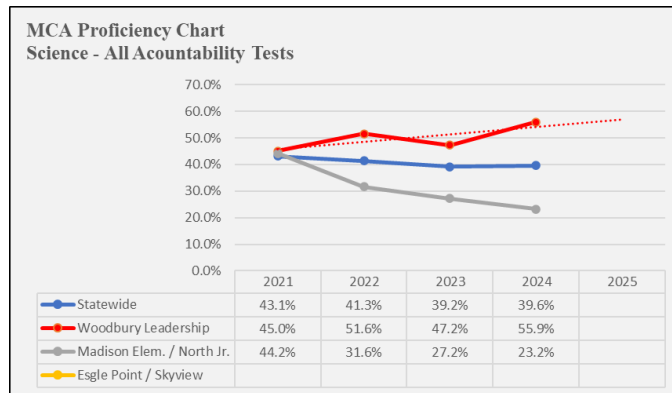
Academic Performance Standard 1 - Students are performing well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, 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: For the purpose of this report, proficiency results from Eagle Point Elementary, grades 3-5, and Skyview Community Middle School, grades 6-8, were combined to create a comparison score for WLA. WLA is outperforming the combined comparison school in math, reading, and science.



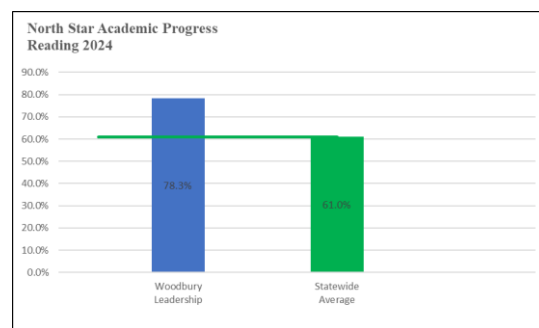
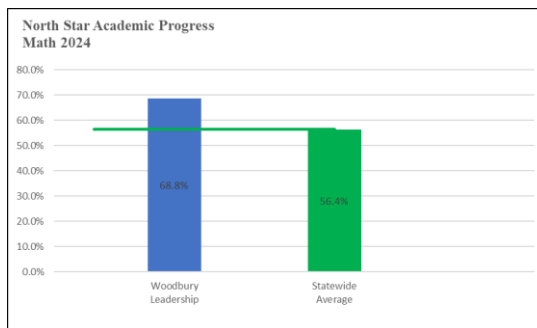


Academic Performance Standard 2 - Over the term of the contract, the school will maintain a combined average state-determined minimum achievement level of (improved + maintained) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students. (In 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.)

X	2: Meets - School's achievement level of "improved and maintained" is 58.7% or higher.
	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 68.8% for math and 78.3% for reading. A score of meets was awarded because the school's combined score was 73.6%.

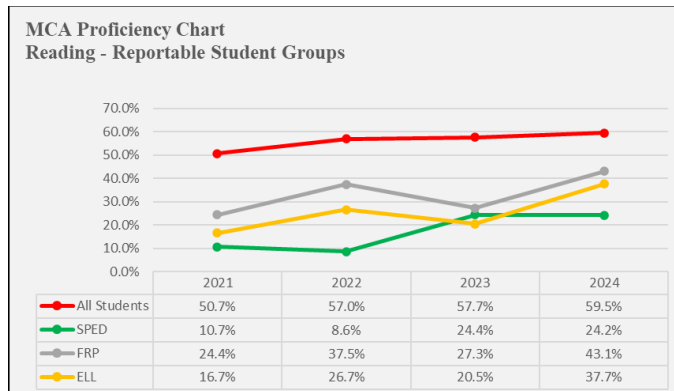
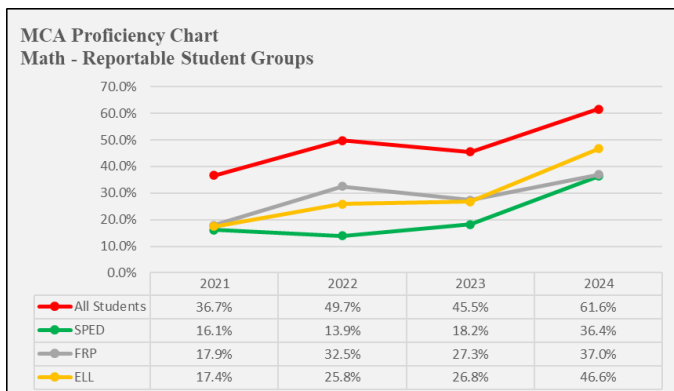


Academic Performance Standard 3 - The difference between the "all-students" proficiency rate in the School and any reportable student group proficiency rate will be reduced over the term of the contract in both reading and math using state examination data as evidence of meeting the statutory purpose 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 WLA reduced the achievement gap in four out of the six possible areas from 2023 to 2024.



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: WLA has adopted a formal teacher evaluation process that is based on Charlotte Danielson's framework for effective teaching. There are multiple targets under each domain that the observer looks for during the observation. Each target is given a performance level of; needs improvement, developing, or proficient. After the evaluation there are multiple questions to guide the conversation with the administrator and to facilitate learning for the teacher. Teachers are observed between one and three times per year.

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: WLA has implemented a school-wide professional development plan that is shaped by teacher needs, as evidenced by formal teacher evaluations, observation from instructional coaches, as well as student assessment data. The school uses professional learning communities that meet weekly, data-driven instruction procedures that are reviewed monthly and regular curriculum team meetings to review and evaluate the effectiveness of instruction and curriculum.

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: WLA has increased learning opportunities for all students through the following initiatives and programs. Parental and community involvement are crucial to the success of Woodbury Leadership Academy. WLA recognizes that it is only as strong as its supporters and has made parental and community involvement a key piece of the school's mission. Each Thursday, teachers create Thursday Newsletters that provide parents with a detailed update of what knowledge their child(ren) gained that week. WLA has a PTO who solicits parent involvement and matches parents with teacher and student needs. PTO also works closely with WLA to meet goals, such as academic strategic goals.

In addition, teachers are encouraged to celebrate the end of domains, or units, with a fun activity that wraps up what students learned. Finally, teachers work with the surrounding communities to address one of WLA's core goals of

leadership. Students participated in several service-learning projects, such as a gift drive during the holiday for the Children's Hospital, Feed My Starving Children, the Leukemia Foundation, and other causes. In addition to our leadership program, WLA operates using a core virtues curriculum that focuses on the development of democratic, strong, ethical and caring global leaders. Assemblies are held where students celebrate accomplishments and learn a core virtue of the month. Staff extend this learning into the classroom and make connections between home and school for additional emphasis, understanding and involvement.

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.
	1: Partially Meets - The school has a plan for meeting their WBWF goals and measuring progress.
X	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 Ready for School

No goal established

Result: Goal Not Met

Goal #2 All Students Career and College Ready by Graduation

No goal established

Result: Goal Not Met

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 FY 2024 original General Fund budget approved in May 2023 was based on 754 ADMs with a projected surplus of \$238,570. The budget was revised in May 2024 to reflect a decrease in student enrollment to 735 ADMs resulting in a year end surplus of \$207,645.

The school ended FY 2024 with 735 ADM's and a surplus of \$176,957. 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.

X	2: Meets – No findings
	1: Partially Meets - 1 or more “significant deficiency” finding(s)
	0: Does Not Meet - 1 or more “material weakness” or legal compliance finding(s)

Data Source: The School's financial audit report.

Analysis: The school's FY 2024 financial audit contained no findings.

Financial Standard 5 - The School is current on all financial obligations, including, but not limited to: pension payments, payroll taxes, insurance coverage and loan payments.

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 provided monthly financial information to the school board and VOA-MN consistently in FY 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 hold-backs.

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	\$1,840,705	\$1,960,288	\$2,128,984	\$2,305,941
Fund Balance Percent	33.9%	29.1%	27.2%	26.1%

The school has been able to maintain the General Fund balance above the VOA-MN standard of 20% for the past three years. The school's General Fund balance target has also been reached in FY 2024 and the school's policy states:

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

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

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

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

Data Source: Board meeting agendas and minutes.

Analysis: The school's finance committee meets on a regular basis, ten times in FY 2024 to review financial information including reports, policies, and procedures.

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

X	2: Meets - All committee members have received formal/informal training during the year relating to their roles and responsibilities on the finance committee.
	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 executive director, all finance committee members have received training in school finance oversight in FY 2024.

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. 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: 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. A Board development plan/training plan was submitted to VOA-MN.	

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

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

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. A board self-evaluation was conducted at the July board meeting for FY24.	

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 bylaws at the January 25, 2024, board meeting.

Governance Standard 8 - The board of directors adheres to board member election requirements set forth by state statute*.

X **2: Meets** - All requirements were met.

1: Partially Meets – N/A

0: Does Not Meet - Election requirements were not met.

Data Source: Board Minutes, Bylaws, Board Policies, Interview

Analysis: The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was held more than 30 days after the election was announced and occurred on a day when the school was in session.

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 in October of 2023.

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. The school director, Kathleen Mortensen, held an administrative license so a professional development plan was not required.

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 more than three examples of the Board monitoring 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)*.	
	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 the 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
X	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 does not meet this standard. Data practice officials in FY24 were not named and/or trained.	

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. Board minutes have documented that academics and academic data have been reviewed or discussed at the following board meetings: August, September, October, November, January, February, March, April, and May. Some academic oversight topics included: <ul style="list-style-type: none"> ● MCA data ● WBWF summary ● Annual report ● iReady ● PLCs ● Professional development 	

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.	
	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.
X	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 does not meet this standard. The school met 1 out of the 3 criteria: <ul style="list-style-type: none"> • The Annual Report documented the staff retention rate was 78%. • The school's student retention rate was 83%. • The School Director confirmed a parent survey was completed in FY24 but results were not reported to VOA-MN. 	

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 indicate 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*.	
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's website includes all statutory requirements for posting board-related information. The school leader confirmed the Board Documents Binder is kept online and also in the board filing cabinet in the boardroom. A review of the school's website demonstrated that the statutory requirements for posting board-related information were 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 reviews policies as evidenced by policy reviews and revisions noted in meeting minutes. Policies have been reviewed at the following meetings: August, September, October, November, December, January, February, March, and April. Some of the policies reviewed include: 902, 208, 418, 522, 526, 538, 41, 418, and the 700 series.	

○ SECTION PART TWO: SCHOOL MANAGEMENT AND OPERATIONS

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

M/O Standard 1 - Mission and vision are central to the school's identity and inform all decision-making processes. The school's learning program exemplifies the mission and vision of the school.	
X	2: Meets - Mission and vision are central to the school's identity and inform all decision-making processes. The school's learning program exemplifies the mission and vision of the school.
	1: Partially Meets - Mission and vision are displayed in the facility, on website and in annual report, but evidence that they guide decision-making and programming are missing.
	0: Does Not Meet - Mission and vision are not used to guide school's decision-making.
Data Source: Annual school site visits, annual submission calendar document review, discussions with school leadership	
Analysis:	
SCHOOL MISSION: The Mission of Woodbury Leadership Academy is to utilize leadership-based programs and strategies grounded in solid research, combined with the demonstrated success of Core Knowledge Curriculum as a basis of a rigorous overall educational program that builds strong skills in math, reading, literature, writing, music, science, and technology.	
SCHOOL VISION: The Vision of Woodbury Leadership Academy is to be a school where students and graduates become exceptional leaders and are prepared to take on the academic and leadership challenges they will face in high school and beyond.	
DESCRIPTION OF HOW SCHOOL IS MEETING MISSION AND VISION: The WLA organization is driven by their M/V statements. The school continually reviews the statements in Board meetings, strategic planning meetings, all board committee meetings, PLCs, and teacher workshops. Furthermore, they are posted throughout our building and including every classroom. The school also highlights how they are meeting their mission and vision in their Annual Report.	

M/O Standard 2 - The school has a plan for Service Learning that connects classroom learning with real life lessons that come through service.	
X	2: Meets - The school has a plan for Service Learning that connects classroom learning with real life lessons that come through service.
	1: Partially Meets - The school has a service-learning plan, but without evidence of a connection between the plan and service activities.
	0: Does Not Meet - The school does not have a plan for service learning. School does not engage in service.
Data Source: Annual school site visits, annual submission calendar, document review, discussions with school leadership	

Analysis:

BRIEF DESCRIPTION OF SCHOOLS SERVICE-LEARNING PLAN: Service Learning is planned by grade level and tied to a Core Virtue. For example, second grade students write letters to senior citizens as part of the Gratitude virtue. Another example is that the fifth grade volunteers at Feed My Starving Children/Food Shelf Work where students and families participate and students return to school and share with their class what they did as an exercise in the virtue of Respect.

[Service Learning Plan 2024-2025](#)

M/O Standard 3 - The school maintains a safe and healthy environment per state and federal guides and board policy. (e.g., facility /ADA, building inspections, school liability insurance, student medical / health matters, school drills).

X	2: Meets - The school can provide evidence that it complies with health and safety requirements for public schools.
	1: Partially Meets - The school is making progress approaching standard.
	0: Does Not Meet - The school could not provide evidence of compliance with health and safety requirements for public schools.

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

Analysis:

[807 HEALTH AND SAFETY POLICY 10/2022 Final \(wlamn.org\)](#)

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:

- Heat Emergency (scheduled)
- Bus Evacuation (scheduled)
- Interaction Guide
- Evacuation Guide (complete 8/30)
- Reunification (complete 8/30)
- Fires (Complete 8/30)
- Lockdowns (complete 8/30)
- De-briefs (complete and practiced 8/30)
- Hazardous Materials (scheduled)
- Anti-bullying (Scheduled)
- Mental Health (scheduled)
- Kidnapping
- Missing Student (ongoing 8/30)
- Bomb Threat
- Grief Support
- Winter Weather (scheduled)
- Personal Safety (Ongoing 8/27)
- Shooting (policy read, scheduled)
- Hostage Situation (policy read, scheduled)
- Terrorism (policy read, scheduled)
- Weapons (policy read, scheduled)
- Suicide (scheduled)
- Tornados (scheduled)
- OSHA
- Bloodborne Pathogens (Complete Workshop sign off)
- Confidentiality (Complete Workshop sign off)
- Mandatory Reporting (Complete Workshop sign off)
- Parking Lot Safety (Ongoing 8/30, 9/3)

School complies with MS 121A.035 – Crisis Management Plan. ☒ Yes ☐ No

Director of Operations and Activities (Ben Broderick) is the designated employee to oversee school health and safety compliance.

Policy 806 - Policy Title CRISIS MANAGEMENT POLICY [Policy 806](#)

Number of fire drills completed in the previous school year (23-24): 5. (req. five annually)

Number of lockdown/safety drills completed in the previous school year (23-24): 5. (req. five annually)

Number of tornado drills completed in the previous school year (23-24): 1. (req. one annually) April

Number of bus evacuation drills completed in the previous school year (23-24): 1. (req. one annually)

Designated crisis management person / team members: Superintendent, Elementary Principal, Secondary Principal, Administrative Assistant, Building Manager, HR Coordinator, and BOD Executive Member (chair, secretary, or treasurer) Executive Director, Principals, Dean, Health Office, Special Education Coordinator, EL Services Coordinator, and office staff.

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

NOTE: Drill logs reviewed by authorizer representative

Location of emergency drill log: Main Office_____

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

Date of most recent facility inspection by fire department: 2/23/24 (must be a minimum of every three years)

School maintains a log of all visitors. ☒ Yes ☐ No Location of visitor log: Main Office _____

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

Responsible employee: Contracted School Nurse, Health Services and Office Manager

Navigate Care Consulting - Erika Ann Sixl, license #726313 (third year with Erika Sixl)

The system for immunizations is Synergy.

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

Designated responsible employee: Contracted School Nurse and Health Services

School Nurse and License Number: Navigate Care Consulting - Erika Ann Sixl, license #726313

Frequency of school visits: One time per month, more if necessary like for vision. Also available daily via phone.

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

Designated responsible health aid/employee: Brianna Klein

School Nurse License Number: Navigate Care Consulting - Erika Ann Sixl, license #726313

Authorizer representative verified that the school has a system by which to record and store medicine and medical supplies. ☒ Yes ☐ No

- *Authorizer suggests the school develop a plan for an additional satellite health office to serve the secondary grades (bed, supplies, first aid, supervision plan, etc. for future years)*

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

The school contracts with a licensed school nurse or organization. ☒ Yes ☐ No ☒ NA

Name/Organization: Navigate Care Consulting - Erika Ann Sixl, license #726313

School has a designated 504 Coordinator: ☒ Yes ☐ No

504 Coordinator Name & Position: Madi Goodman K-4 (teacher) Sydney Streeter 5-9 (teacher)
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: 30__

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. |
| | 1: Partially Meets - There was one incident of noncompliance with state and federal data practices policies and privacy laws. HISTORICAL SOCIETY DATA RETENTION APPROVAL |
| | 0: Does Not Meet - There have been two or more incidences of noncompliance with state and federal data practices policies and privacy laws. |

Data Source: Annual school site visits, policy review, discussions with school leadership

Analysis:

FY 2025 School Appointed DPA Responsible Authority (RA): Nicole Link
FY 2025 School Appointed DPA Designated Authority (DA): Jonas Beugen
FY 2025 School Data Practices Compliance Official (DPCO): Jonas Beugen

APPLICABLE BOARD POLICIES: (Titles and Numbers)

- Policy 101 - Access to Public Data [101 public data](#)
- [406 public and private](#)

https://www.wlamn.org/files/7616/7597/6145/Policy_101_04-22-2020.pdf

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

- Draft September 2024 Board Agenda

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

- Date of board approval? Policy 510 - passed 2/12/23
- [DOC092024.pdf](#) _ Historical Society Approval 12/12/2023

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

☒ Yes ☐ No Location: Back of main office locked. Verified.____

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

☒ Yes ☐ No Location: Executive Director's office. Verified.

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

☒ Yes ☐ No Location: Health office. Authorizer verified.

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

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

☒ Yes ☐ No

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

School evidence provided for Authorizer Review: Policy #101

Policy Name: Access to Public Data

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

☒ Yes ☐ No Verified and maintained in the Office Manager's office.

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

X **2: Meets** - The school provides ample evidence that the organization engages parents and students in ways that build positive relationships and engages them as partners in their child's learning.

1: Partially Meets - The school is making progress approaching standard.

0: Does Not Meet - The school could not provide evidence that it has a plan or activities to engage parents and students in ways that build positive relationships and engages them as partners in their child's learning.

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

Analysis:

Description of school plan for student / parent engagement and supporting evidence: WLA holds two Parent-Teacher conferences per year. (October and February) WLA holds a "Back to School Open House" in late August. This year the school moved to a whole day event. This allowed increased interaction between families and teachers. However, the school identified a loss in the interaction between students that normally occurs at back to school. The school plans to address this by having an additional social event for families in August to address this concern. Parents also serve on the school board, on the strategic planning committee and participate in school committees, such as the finance, governance and facilities committees. WLA has a very active Parent-Teacher Organization (PTO) who hosts a number of fundraisers, and activities such as dances, the school carnival, and the annual end of school parade.

Authorizer was updated on the school communication study that is occurring this year. This will advise a redesign of school communication systems both internal and external.

Evidence suggests that the school maintains and distributes annually a student/ family handbook. ☒ 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: annually built into PLC meetings
Most recent curriculum standards alignment review for science: annually built into PLC meetings
Most recent curriculum standards alignment review for social studies: annually built into PLC meetings
Most recent curriculum standards alignment review for math: annually built into PLC meetings

NOTE:

[Copy of WLA Grade Level Curriculum Maps: 2024-2025](#)

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

- Description of school requirement as provided by the school:

School has a well-defined plan for ensuring that teachers engage in data-driven instruction to ensure student mastery of state standards. X Yes ___No

- [MN Standards](#)
- [WLA Data Driven Instruction Plan 24-25](#)

M/O Standard 7 - The school employs highly qualified, appropriately licensed teachers.

X	2: Meets - The school provides evidence of exemplary hiring processes that ensure teachers are properly credentialed. There have been no license infractions.
	1: Partially Meets - The school has had two or fewer teacher license infractions and they were swiftly resolved. Evidence suggests that the school has systems to recruit quality licensed teachers.
	0: Does Not Meet - The school has had multiple license infractions.

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

Analysis: This authorizer verifies teacher license 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 #303 [Background Check Policy](#)

The policy will be reviewed and updated to match current practices in October.

Frequency of background checks on volunteers: Annually for volunteers

Frequency of background checks on employees: Upon hire and annually thereafter

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:

Present School Year Student Enrollment / Headcount by Grade:

K - 102	6 - 96
1 - 107	7 - 49
2 - 112	8 - 53
3 - 106	9 - 24
4 - 123	10- adding 2025
5 - 117	11 -adding 2026
	12- adding 2027

Number of students (head count) served in 2024-2025: 889

Number of students (head count) served in 2023-2024: 760

Number of students (head count) served in 2022-2023: 663

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:

Authorized representative verified via a checklist (newly created) of 14 items.

Admissions Policy Number: [Policy 538](#)

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

[Application](#)

Authorizer representative verified that the school has Tennessee Warnings for enrollment process. ☒ Yes ☐ No ☐ Partial <file:///C:/Users/WLA%20Staff/Desktop/Tennessee.pdf>

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

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

Evidence suggests that the school maintains and distributes annually an employee handbook. ☒ Yes ☐ No [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: The authorizer representative verified on Executive Director and HR Coordinator's computer: job position descriptions, sample evaluation, and signed work agreements/contracts.	

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: The school has a defined child-find / child-study process. Students are first discussed in PLC's, after which they may progress to the Student Assistance Team. If warranted, the student then progresses into Child Study following the Child Study Checklist.</p> <p>Child Study Team Members: Paula Krippner, Emma Beck, all sped teachers, School Psychologist, Caroline Ryan, (counselor) Patrick Exner (principal K-5) and Nick Rice (principal 6-9), Speech pathologist, Occupational Therapist, Developmentally Adapted Physical Education Teacher, Audiologist come to every other meeting.</p> <p>Name of special education teachers & license/file number:</p> <ul style="list-style-type: none"> • Morgan Seegereet 1011403 ABS • Cassandra Christiansen 504371 ABS • Mallory Kaster Greenwood 1004740 LD • Marshall Ramsay486002 LD • Natalie Arnold 1019535 LD • Allison Youngblood 491510 ABS • Ryan Zamzow 1009170 LD • Emma Beck 510701 LD <p>Contracted to Designs for Learning for ECSE - DD IEPs</p> <p>Number of special education paraprofessionals:16.5 FTE</p> <p>Percent of special education students served in 2024-2025: <u>18% est.</u></p> <p>Percent of special education students served in 2023-2024: <u>13.6 %</u></p> <p>Percent of special education students served in 2022-2023: <u>15.2 %</u></p> <p>Percent of special education students served in 2021-2022: <u>15.6 %</u></p> <p>Special Education Related Faculty Training Topic(s) <u>and</u> Dates(s):</p> <p>9/1/23 - CPI (Crisis Prevention Intervention) Focus on the prevention interventions and de-escalation strategies for staff to implement. (A mix of general education and special education staff.)</p>	

3/1/23 - Presented on parent discussion regarding evaluation/re-evaluation outcome. Presented information about Third Party Billing and the discussion with parents at the IEP meeting. (special ed. licensed staff)
4/5/23 - Presented about brain-based approaches to utilize as interventions addressing SEL needs prior to referral for potential special education eligibility. (All school staff)
5/13/23 - Presented information about OHD eligibility and the data needed to show student needs related to a medical diagnosis. Presented Sped Forms 2.0 to licensed special ed. teachers.
10/27/23 - Special Education Disability Awareness, Referral Process, Evaluation, Retention (All school staff)
1/26/24 - Special Education Behavior Prevention and De-escalation (All school staff)
8/21/24 - Presented updates and changes for the school year. Changes in DAPE evals, SLD eligibility determination, day treatment and 22 yrs. age out.
8/30/24 - CPI (Crisis Prevention Intervention) Focus on the prevention interventions and de-escalation strategies for staff to implement. (A mix of general education and special education staff.
8/30/24- Student Service Meetings (All school staff)
9/11/2024 & 9/18/2024- MTSS Process and Student Referrals (All school staff)
10/11/24 - Special Education Disability Awareness, Referral Process, Evaluation, Retention (All school staff)
Fall 2024 - SABERS training for all staff
Fall 2023 - Spring 2024 - MDE MN MTSS training monthly training (WLA MTSS Team)

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 authorizer's knowledge, WLA has not been subject to special education investigation by MDE and is not in Corrective Action.	
Date of last special education program audit: May 2019 Favorable outcome	
Date of last special education financial audit: June 2019 Favorable outcome	
Current audit stage: Program monitoring audit spring 2023-2024 risk assessment and assignment postponed. TBD	

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: Paula Krippner, Designs for Learning (sixth year serving WLA) Special Education Director License Number: 286623 SEAC Meeting Dates: FY25 FY24 meeting date(s): October 15, 2024 FY24 meeting date(s): Tuesday, October 17, 2023 FY23 meeting date(s): Thursday, August 25, 2022 FY22 meeting date(s): Tuesday, Oct 19, 2021	

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 management and operations of the school 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	Partially Meets Standard Points	Does Not Meet Standard Points			
	2	1	0	Total Points	Weight	Percent
Academic	10	1	0	11/14	.50	39%
Finance	20	0	0	20/20	.20	20%
Governance	30	0	0	30/34	.15	13%
Mgmt/Operations	30	0	0	30/30	.15	15%

Grand Total	90	1	0	91/98	1.00	87%

CONTRACT RENEWAL CALCULATIONS							
CHARTER CONTRACT TERM: July 1, 2022 - June 30, 2027							
		Renewal YR Rating FY22	YR 2 Rating FY23	YR 3 Rating FY24	YR 4 Rating FY25	YR 5 Rating FY26	Average Rating
ACADEMIC (50%)		43%	43%	39%	%	%	41%
FINANCE (20%)		20%	20%	20%	%	%	20%
ORGANIZATION (30%)							
	BOARD GOVERNANCE (15%)	14%	15%	13%	%	%	14%
	MANAGEMENT OPERATIONS (15%)	15%	14%	15%	%	%	15%
	TOTAL	92%	92%	87%	%	%	90%
CUMULATIVE AVERAGE 90%							

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