



Volunteers of America-Minnesota Annual Formal Site Visit Rubric

School Name: Southside Family Charter School

Formal Site Visit Date: September 20, 2021

Report Prepared By: Stephanie Olsen

School Participants & Titles: Henry Schantzen (Director)

Program Mission: Volunteers of America—Minnesota (VOA-MN) Charter School Authorizing Program guides its authorized charter schools to improve all pupil learning and all student achievement with service to others.

Program Vision: Volunteers of America-Minnesota (VOA-MN) Charter School Authorizing Program envisions a society composed of all students achieving maximum learning while serving others

One of the most important ways VOA-MN gathers information about the schools it authorizes is through on-site visits. Site visits allow the authorizer to observe the school, hear directly from key stakeholders, and corroborate school-reported information and data. VOA-MN conducts two different types of site visits: Formal and Informal. School site visits help inform the extent to which the school is meeting the charter school contract provisions contained in the body of the contract as well as contract Addendum B. Formal Site Visits are typically conducted once per year by a member of the VOA-MN Authorizing Program Leadership Team who interviews key stakeholders and conducts observations. Written feedback is provided to the Board of Directors and school leadership using the Formal Site Visit rubric. The Formal Site Visit rubric follows the same standard scale as the School Accountability and Authorizer Oversight System:

- Meets standard
- Partially Meets standard
- Does Not Meet standard

***BOARDS OF DIRECTORS ARE STRONGLY ENCOURAGED TO REVIEW FORMAL SITE VISIT REPORTS DURING A
REGULAR BOARD MEETING.***

Formal School Site Visit Rubric				
Scale		Meets Standard	Approaching Standard	Does Not Meet Standard
Section I	School Mission and Vision: <ul style="list-style-type: none"> • Mission and vision are central to the school's identity and inform all decision-making processes. d • The school's learning program exemplifies the mission and vision of the school. 			
Evidence suggests that the school's mission and vision are central to the school's learning program and decision-making process (contract Article 6 and 9).				
<p>SCHOOL MISSION:</p> <p>SCHOOL VISION: Empowered learners unfolding their full potential as whole and unique persons in a global community.</p> <p>DESCRIPTION OF HOW MEETING THE MISSION/VISION:</p> <p>School Evidence Provided for Authorizer Review:</p>				
Section II	School Culture & Learning Environment	YES		NO
School provides evidence of meeting its primary statutory purpose to improve all pupil learning and all student achievement.		X		
<p>2020-21 Percent of Students Proficient (schoolwide) on MCA Exams –BMS & Comparison School</p> <p>Math: %</p> <p>Reading: %</p> <p>Science: %</p> <p>NOTE: There were no state exams administered during the 2019-2020 school year due to the COVID Pandemic.</p> <p>2018-19 Percent of Students Proficient (schoolwide) on MCA Exams</p> <p>Math: % (Math Corp person added this year 30-35 hours a week to focus on intervention in math)</p> <p>Reading: %</p> <p>Science: %</p>				
Scale		Meets Standard	Approaching Standard	Does Not Meet Standard
Observations indicate that classrooms are clean and conducive to learning. (Contract Article 8 and Addendum B).				
Observations indicate that shared spaces like hallways, gym, cafeteria, and bathrooms, are clean and safe (contract Article 8).				

Evidence suggests that the school complies with state and federal health and safety laws (e.g., facility /ADA, building inspections, school liability insurance, student medical / health matters, school drills) (contract Article 8).

2021-2022 faculty have received required training on health and safety procedures. ____ Yes ____ No

List of 2021-2022 health and safety related professional development training topics:

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

Number of fire drills completed 2020-2021 school year _____. Number of fire drills completed 2020-2021 school year _____. (req. five annually)

Number of lockdown/safety drills completed 2020-2021 school year _____. Number of lockdown/safety drills completed 2021-2022 school year _____. (req. five annually)

Number of tornado drills completed 2020-2021 school year _____. Number of tornado drills completed 2021-2022 school year _____. (req. one annually)

Number of bus evacuation drills completed 2020-2021 school year _____. Number of bus evacuation drills completed 2021-2022 school year: _____. (req. one annually)

Designated crisis management person / team members:

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

- NOTE: Drill logs reviewed by authorizer representative
 - Authorizer representative verified that each classroom contained the emergency procedure manual. _____ (2021-2022)
- Authorizer representative verified that the school maintains an emergency drill log _____ (2021-2022)
- Location of emergency drill log _____

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

Date of most recent facility inspection by fire department: _____ (must be a minimum of every three years)

SCHOOL DOCUMENTATION PROVIDED:

School maintains a log of all visitors. ____ Yes ____ No

- Location of visitor log: _____

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

Responsible employee:

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

Designated responsible employee:

School Nurse License # _____ (if applicable)

Frequency of school visits:

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

Designated responsible health aid/employee:

School Nurse License # _____ (if applicable)

Authorizer representative verified that the school has a system by which to record and store medicine and medical supplies. _____ (2021-2022)

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:

School has a designated 504 Coordinator _____ Yes _____ No

504 Coordinator Name & Position:

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

Number of enrolled students during the 2021-2022 school year on a 504 plan: _____

School Evidence Provided for Authorizer Review:

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 (contract Addendum B).

School Evidence Provided for Authorizer Review:

Evidence suggests that the school teachers are covering the scope and sequence of the state academic standards (contract Article 7).

Most recent curriculum standards alignment review for language arts:

Most recent curriculum standards alignment review for math:

Most recent curriculum standards alignment review for science:

Most recent curriculum standards alignment review for social studies:

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. _____ Yes _____ No

- Description of school plan provided by the school:

School Evidence Provide for Authorizer Review:

Evidence suggests that the school has a plan for meeting their primary purpose to improve all pupil learning and all student achievement, as well as how they are preparing students to meet or exceed standards on the Minnesota Comprehensive Assessments (contract Article 1 and 7).

School Evidence Provided for Authorizer Review:

Evidence suggests that the school has designated an Assessment Coordinator and process for ensuring compliance with state examination administration (contract Article 7).				
School DAC Name:				
School Explanation of State Assessment Compliance Oversight:				
Evidence suggests that the school is adhering to their plan for standardized interim assessments and utilizing that student performance data (contract Article 7).				
2021-2022 School Plan for Standardized Assessments:				
Authorizer representative was able to verify that the testing calendar is on website per state statute ____ Yes ____ No				
SCHOOL WEBSITE URL CODE FOR CALENDAR:				
Section III	Compliance			
III. A	Documents and Processes	Meets Standard	Approaching Standard	Does Not Meet Standard
The school's VOA-MN Compliance Binder is complete (contract Addendum B).				
Evidence suggests that the school adheres to their human resources policies and procedures (contract Article 6 and Article 8).				
Evidence suggests that the school complies with the Minnesota Human Rights Act, Chapter 363, which prohibits unfair discriminatory practices in employment, public accommodations, public service, or education (contract Article 8).				
LIST OF APPLICABLE SCHOOL BOARD POLICIES: (Name and Number)				
<ul style="list-style-type: none"> 				
School Designated Human Resources Person:				
EEO Grievance Designee:				
School District Human Rights Officer:				
School Evidence Provide for Authorizer Review:				
Evidence suggests that staff and volunteers have completed criminal background checks per state law and school policy (contract Article 6).				
School Evidence Provided for Authorizer Review:				
Evidence suggests that faculty have current job descriptions delineating roles, responsibilities, and qualifications (contract Article 6 and Addendum B).				
School Evidence Provided for Authorizer Review:				
Evidence suggests that the school only employs and contracts with teachers, as defined by Minn. Stat. 122A.15, Subd. 1,				

who hold valid teaching licenses issued by the State to perform the particular service for which they are employed at the school (contract Article 6).			
School Evidence Provided for Authorizer Review:			
Evidence suggests that faculty performance observations and evaluations are conducted according to established policy/manual and consistent with state law, including director evaluation (contract Article 6 and Addendum A).			
School Evidence Provided for Authorizer Review:			
Evidence suggests that the school complies with state and federal laws pertaining to data collection storage, and distribution (contract Article 8).			

2021-22 School Appointed DPA Responsible Authority (RA):
2021-22 School DPA Designated Authority (DA):
2021-22 School Data Practices Compliance Official (DPCO):

APPLICABLE BOARD POLICIES: (Titles and Numbers)

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

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

- Date of board approval? _____
- Date of Historical Society Approval: _____

Authorizer representative verified that Student academic records are filed in a separate locked cabinet.
____ Yes ____ No Location: _____

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

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

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

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 provide for Authorizer Review:

Authorizer representative verified that the school maintains a detailed register/log of all data requests.
____ Yes ____ No

- School evidence provided for Authorizer Review:

Evidence suggests that the school complies with laws pertaining to student application process and enrollment (contract Article 6 and Addendum A).			
School Evidence provided for Authorizer Review:			
Evidence suggests that the school is meeting its enrollment goals with stable to growing enrollment (contract Addendum A).			
Number of students (head count) served in 2021-2022: Number of students (head count) served in 2020-2021: Number of students (head count) served in 2019-2020: 2021-2022 Student Enrollment / Headcount by Grade: K- 1- 2- 3- 4- 5- 6- 7- 8-			
Evidence suggests that the school complies with laws pertaining to student discipline and Pupil Fair Dismissal Act (contract Article 8).			
School Evidence Provided for Authorizer Review:			
Evidence suggests that the school maintains and distributes annually a student/ family handbook <u>and</u> employee handbook (contract Addendum A).			
School Evidence Provided for Authorizer Review:			
Evidence suggests that the school complies with statute regarding use of the authorizer's name (contract Article 3).			
School Evidence Provided for Authorizer Review:			
Evidence suggests that the Board of Directors maintains at least the amount and types of insurance coverage up to the applicable tort liability limits under Chapter 466.04 and Article six of the contract – Types and Amounts of Insurance. The School provide the Authorizer with certificates of insurance at least annually (contract Article 6).			
School Provided Authorizer with Proof of Insurance / Insurance Certificate ____ Yes ____ No Insurance Policy Renewal Date:			
Evidence suggests that the school is only serving their authorized grades and approved school sites (contract Article 4 and 5).			
Grades Served 2021-22: Grades Served 2020-2021: State Approved Grades:			

Number of Approved School Sites/Buildings: Number of School Sites/Buildings Operated: Evidence Provide by the School for Authorizer Review:				
Evidence suggests that the school is non-sectarian in its program, admission policies, and employment practices, and for all other purposes (contract Article 4 and 6).				
LIST OF APPLICABLE SCHOOL POLICY TITLES AND NUMBERS: • • •				
Evidence suggests that the school has a plan for Service Learning (contract Article 7 and Addendum A).				
School Evidence Provided for Authorizer Review:				
A review of extra-curricular activities verifies school compliance with Minn. Stat. 121A.04, equal opportunities for members of both sexes to participate in athletics (contract Article 8).				
School Offered Extra-Curricular Activities: School Evidence for Authorizer Review:				
III. B	School Website Content Requirements <i>(School will walk through website with a during visit to verify compliance)</i>	Present/ Compliant Website URL	N/A	Not Present/ Compliant
Current Annual Report (required components in (MS 124E.16, Subd 2) <i>(NOTE: title of document on website should be amended to include reference to both required documents since combined.)</i>				
World's Best Workforce Annual Report (using MDE template) (MS 120B.11) <i>(NOTE: title of document on website should be amended to include reference to both required documents since combined.)</i>				
Identity of and contact information for the authorizer (MS 124E.07, Subd 8)				
Directory information for board <u>and</u> committee members (name, phone, email, affiliation) (MS 124E.07, Subd 8) <i>NOTE: Directory information includes postal mailing address and telephone number. This should be included on the board contact information page – can be school phone and address.</i>				
Board and committee meeting minutes (if authority) for at least one calendar year. (MS 124E.07, Subd 8)				
Literacy plan including English Learners (for schools with grades K-3) (MS 120B.12, Subd 4)				
Collaborative Agreements (if they exist) (MS 124E.08 (c))				
Wellness Plan (MS 121A.215)				
Lottery and enrollment policy and process (MS 124E.11)				
Calendar of standardized tests to be administered during the year (with rationales) (MS 120B.301)				
School Bullying Policy (MS 121A.031) POLICY 514				

Policy for group health (MS 124E.12, Subd 5)				
Early admission policy (comprehensive evaluation needed for under age 5 to kindergarten) (MS 124E.11) POLICY # 590 – should be linked to the admissions page of website.				
PSEO Dissemination of Information (124D.09, Subd 7)				
Name, mailing address, bylaws, minutes of board meetings, names of the current board of directors of the affiliated nonprofit building corporation (if exists) (MS 124E.13)				
Section IV	Special Populations Evidence suggests that the school is adhering to special education laws / IDEA. (Contract Article 8)	Meets Standard	Approaching Standard	Does Not Meet Standard
Evidence suggests the school has a Total Special Education System (TSES) plan and adheres to their defined “Child Find” process.		X		
School Evidence Provided for Authorizer Review:				
Evidence suggests the school trains employees on provisions pertaining to IDEA, special education laws and school’s TSES plan, including “Child Find.”				
Faculty Training Topic(s) <u>and</u> Dates(s): <ul style="list-style-type: none"> • • • • 				
Additional School Evidence Provided for Authorizer Review:				
Evidence suggests the school consistently follows its own policies regarding special education and Child Find.				
Brief description of school Child Find/Study Process: This process is outlined in the school TSES. The Student Intervention Team (SIT) supports teachers in identifying and implementing focused interventions to meet specific individual needs.				
School Evidence Provided for Authorizer Review:				
Evidence suggests the school employs special education teachers with the necessary license to provide services in accordance with IEP’s. Number of special education teachers is consistent with caseload requirements.				
Name of special education teachers & license/file number: <ul style="list-style-type: none"> • • • • 				
Number of special education paraprofessionals: _____ FTE				
Percent of special education students served in 2020-21: Percent of special education students served in 2019-2020: Percent of special education students served in 2018-19:				
Evidence suggests the school has <u>not</u> been the subject of any investigations by the MDE Monitoring and Compliance or				

Program Finance Divisions related to special education services delivery or procedures in the past 12 months.	None		
If yes, Isolated incident/complaint: Program systems complaint: Resolved: Yes / No School Evidence Provided for Authorizer Review:			
Evidence suggests that routine school special education audits (program and financial) are free of findings or has corrected findings.			
Date of last special education program audit: Date of last special education financial audit: Current audit stage: School Evidence Provided for Authorizer Review:			
Evidence suggests the school contracts with a special education director and is in "good standing."			
Name of director <u>and</u> organization: Special Education Director License Number: School Evidence Provided for Authorizer Review:			
Evidence suggests school enrollment of students with disabilities does not lag behind that of the local school district.			
School percentage: Resident ISD percentage:			
School retains the students with disabilities that are enrolled.			
FY21 Student retention rate (all students): % FY21 Student retention rate (special education students): %			
Evidence suggest that the school has Special Education Advisory Committee (SEAC) meetings.			
FY22 meeting date(s) - anticipated: FY21 meeting date(s): FY20 meeting date(s): FY19 meeting date(s): FY18 meeting date(s):			

Authorizer signature _____

Date _____