



Volunteers of America-Minnesota Annual Formal Site Visit Rubric

School Name: Woodbury Leadership Academy

Visitation and Board Meeting Date: November 2, 2016

Report Prepared By: Stephanie Olsen

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. • 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).		X		
Section Comments: The mission is on the walls throughout the facility and evidence of expectations for student leadership development was observed in classrooms.				
Section II	School Culture & Learning Environment			
Observations indicate that classrooms are clean and conducive to learning. (Contract Article 8 and Addendum B).		X		
Observations indicate that shared spaces like hallways, gym, cafeteria, and bathrooms, are clean and safe (contract Article 8).		X		
Evidence suggests that the school complies with state and federal health and safety laws (e.g., facility /ADA, building inspections, school liability		X		

insurance, student medical / health matters, school drills) (contract Article 8).			
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).	X		
Evidence suggests that the school teachers are covering the scope and sequence of the state academic standards (contract Article 7).	X		
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).	X		
Evidence suggests that the school has designated an Assessment Coordinator and process for ensuring compliance with state examination administration (contract Article 7).	X		
Evidence suggests that the school is adhering to their plan for standardized interim assessments and utilizing that student performance data (contract Article 7).	X		
<p>During the walk through the facility was very clean and organized. Classroom expectations were observed through the uniformity between classrooms. Students were observed to be on task learning. State standards based learning objectives are posted in classrooms. Student work is displayed with evidence of quality. The school has conducted two fire drills thus far this year in collaboration with Crosswinds school. This year, Crosswinds and WLA have been working to better collaborate on the uniformity of drill expectations. Authorizer suggests that the school conduct a “lockdown” drill in the near future. Tornado drills are scheduled for spring. The fire marshal comes annually to inspect the facility and proof of inspections will hence forward be contained in the compliance binder.</p> <p>The school engages parents and students through weekly newsletters from teachers and bi-weekly from the school director. The school has parent teacher conferences twice per year. Parents are also welcome to attend monthly schoolwide assemblies on leadership and Core Values (the school’s character education program). A grade level will lead each meeting.</p> <p>The school welcomes parent volunteers. All school volunteers (in school or on field trips) must have completed criminal background checks.</p> <p>The school’s Executive Director, Mr. Strassburg, ensures that the school is covering the required state standards and Core Knowledge Sequence through the establishment of a Curriculum Institute (teacher professional development specific to curriculum understanding and utilizing instructional materials to engage students in higher level thinking) on site. The objective is to increase teacher compressive understanding of the curriculum and ensure that students are on track for meeting standards on the state exams. State standards based learning objectives are required in all classrooms and this practice was observed by the authorizer. Teachers also engage in pre and post tests for each unit as a formative assessment, which is reviewed in grade level teams. These practices also help ensure that the school is meeting their primary purpose, which is to increase all pupil learning and all student achievement.</p> <p>Mr. Strassburg also serves as the school’s District Assessment Coordinator (DAC). The school is adhering to their required plan for assessments: NWEA-MAP fall and spring and MCA’s.</p>			
Section III	Compliance		
The school’s VOA-MN Compliance Binder is complete (contract Addendum B).		X	
Evidence suggests that the school adheres to their human resources policies and procedures (contract Article 6 and Article 8).	X		

Evidence suggests that staff and volunteers have completed criminal background checks per state law and school policy (contract Article 6).	X		
Evidence suggests that faculty have current job descriptions delineating roles, responsibilities, and qualifications (contract Article 6 and Addendum B).	X		
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).	X		
Evidence suggests that faculty performance observations and evaluations are conducted according to established policy and consistent with state law, including director evaluation (contract Article 6 and Addendum A).	X		
Evidence suggests that the school complies with laws pertaining to student data – collection, storage, and distribution (contract Article 8).	X*		
Evidence suggests that the school complies with laws pertaining to student application process and enrollment (contract Article 6 and Addendum A).	X		
Evidence suggests that the school is meeting its enrollment goals with stable to growing enrollment (contract Addendum A).	X		
Evidence suggests that the school complies with laws pertaining to student discipline and Pupil Fair Dismissal Act (contract Article 8).	X		
Evidence suggests that the school maintains and distributes annually a student/ family handbook and employee handbook (contract Addendum A).	X		
Evidence suggests that the school complies with statute regarding use of the authorizer’s name (contract Article 3).	X		
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).	X		
Evidence suggests that the school is only serving their authorized grades and approved school sites (contract Article 4 and 5).	X		
Evidence suggests that the school is non-sectarian in its program, admission policies, and employment practices, and for all other purposes (contract Article 4 and 6).	X		
Evidence suggests that the school has a plan for Service Learning (contract Article 7 and Addendum A).	X		
Evidence suggests that the school complies with the Minnesota Human Rights Act, Chapter 363, which prohibits unfair discriminatory practices in employment, public accommodations, public service, or education (contract Article 8).	X		
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).	NA		
<p>Section Comments: * Though the school maintains a “VOA-MN Compliance Binder,” it presently only contains statutes. Further development of the VOA-MN Compliance Binder is needed – must include evidenced of compliance. This was a topic of conversation during the management meeting and the authorizer further explained binder expectations.</p> <p>Nancy Baumann is the new Office Manager for WLA and she provides oversight of Human Resources – policies and procedures. Ms. Strassburg is the school’s designated Human Rights Officer. Both management team members were well prepared for discussions with articulated thorough responses.</p> <p>* With regard to data collection and storage, the school is in need of developing a Tennessee Warning for employment and enrollment forms. A resource for sample Tennessee Warnings was provided to the Executive Director. The school will submit this documentation to the authorizer once board approved. Interviews confirm that the school complies with laws pertaining to the filing/storage of data. The Executive Director provides oversight of</p>			

any legal records and are on file in his office, student records and medical records are filed separately in the main office. All records are contained in locked cabinets and access is only permitted per state and federal law.

The school now contracts with a nurse, Amy Block, who will be at the school 2-4 hours a month and provide any needed training and oversight of immunizations.

The board is presently in the process of revisiting their volunteer and employee background check policies.

WLA management was able to verify the existence of job descriptions and plans to update them in the future now that an entirely new management team is in place.

The school application process was verified to be compliant, but the school is not meeting enrollment goals. The school enrolled 296 in FY16 and 245-250 for FY17.

The school has not had any suspensions thus far this school year and the Executive Director provided a document for review.

*The school should add the authorizer’s name and contact information to their Family and Employee handbook.

The school still needs to designate a bulletin board to display examples of their service learning activities per their service learning plan.

Section III	Special Populations			
Evidence suggests that a “Child Find Process” is in place and adhered to (Contract Article 8).		X		
Evidence suggests that the school is adhering to special education laws / IDEA (contract Article 8).		X		
Evidence suggest that the school has a Special Education Advisory Committee (SEAC) meetings (contract Article 8).		X		
Evidence suggests that the school has a contract with a special education director (contract Article 8).		X		

Section Comments:

Teachers document interventions individually in consultation with the special education teacher. Intervention documentation is then reviewed approximately every 6-8 weeks. Collaboration is also occurring in grade level team meetings. After two interventions are tried and documented, a student is referred to special education for evaluation, which is preceded by a preplanning team meeting to discuss the testing that will be done and with parent and teacher input.

The school employs one licensed special education teacher licensed EBD and LD and has posted for a second special education teacher. The school has two contracted consultants for ASD. The school has also contracted for services for DD and DCD, and visual impairment.

The school has plans to revise the TSES this year and is in the process of further defining their RTI process. had not been following TSES. Child Find / Child Study is in the process of being created. and is now in the process of establishing an RTI.

The FY17 percent of special education students served at the school is approximately ten percent. Students fall into the category of level 1 or 2. There are three students on 504 plans. Mr. Strassburg provides oversight of 504 plans which will be in consultation with the new contracted school nurse. 504 plans are on file in Mr. Strassburgs’s office.

The school has a SEAC and had their first meeting for FY17 two weeks ago.

The school does not currently have any employees with special needs or accommodations under IDEA.

The school is willing to invite the authorizer to return mid-winter to participate in a joint meeting with the new special education director, special education teachers, and Mr. Strassburg. The purpose of the meeting is for the school to share with the authorizer its progress updating special education policies and procedures, including the TSES.

NOTE: Executive Director/Principal Bert Strassburg planned a well-organized site visit schedule. The authorizer had the opportunity to observe morning student drop off prior to the beginning of the site visit and the process was organized and safe. The student crossing guards did a very nice job helping to manage cars and pedestrians.

Authorizer signature and date: *Stephanie Olsen* 11/09/2016

School Director's Response to Authorizer Site Visit Report:

School director signature and date: _____

Date of Board of Director's Review _____