

Gordon Parks Elementary School
Charter Goals and Objectives
Drafted 2-8-2022

Table of Contents

Background and Purpose: [Click here to view](#)

Annual Oversight Review Explanation: [Click here to view](#)

Annual Oversight Review Summary	2
Part 1: Academic Achievement Review	6
Part 2: Data Collection, Analysis and Maintenance Review	9
Part 3: Curriculum Review	11
Part 4: Plans for Student Success Review	14
Part 5: Board Governance Review	18
Part 6: Board Policy Review	22
Part 7: Financial Operations Review	25
Part 8: Facilities Review	29
Part 9: Personnel and Payroll Review	33
Part 10: Required Training and Drills Review	35
Part 11: Student Enrollment and Records Review	38
Part 12: Special Education Review	41
Part 13: Social Emotional Learning Review	47

Annual Oversight Review Summary				
School:		Gordon Parks Elementary		
School Year:		2021-2022		
Academic Performance PART 1 Academic Achievement	Not Met	Partially Met	Met	Not Applicable / Required
1.1 The school meets MSIP 5 annual performance indicators (APR) (1)				
1.2 Student Achievement Levels Over Time – Status (7)				
1.3 School Improvement Over Time – Progress (1)				
1.4 Student Achievement Over Time - Growth (3)				
1.5 Student Engagement (4)				
PART 2 Data Collection, Analysis, and Maintenance	Not Met	Partially Met	Met	Not Applicable / Required
2.1 The school effectively collects, analyzes and stores data. (8)				
Part 3 Curriculum	Not Met	Partially Met	Met	Not Applicable / Required
3.1 Vertical Curriculum Continuity (7)				
3.2 Horizontal Curriculum Continuity (10)				
3.3 Instruction Based on Curriculum (11)				
3.4 Curriculum Priority (4)				
3.5 Positive Human Relations (6)				
3.6 Planned Change (3)				
3.7 High School Information (2)				
Part 4 Plans for Student Success	Not Met	Partially Met	Met	Not Applicable / Required

4.1 Strategic/School Improvement Plan (8)				
4.2 Professional Development Plan (9)				
4.3 Technology Plan (7)				
4.4 Title Plans (3)				
4.5 Facilities Maintenance Plan (4)				
4.6 Assessment Plan (5)				
School Governance Part 5 Board Governance	Not Met	Partially Met	Met	Not Applicable / Required
5.1 The School Board operates legitimately and in the best interest of its students and mission. (9)				
5.2 Meetings are regularly scheduled and appropriately conducted. (9)				
5.3 Governance records and documentation are appropriately kept and maintained.(6)				
5.4 School business is conducted in a transparent manner, free of conflict of interest, and models best practices regarding governance roles and responsibilities. (4)				
Part 6 Board Policy	Not Met	Partially Met	Met	Not Applicable / Required
6.1 Board policy deficits from last year have been developed or revised as needed. (1)				
6.2 Policies required by statutes or UCM have been developed and are followed. (12)				
6.3 Board policies are reviewed annually, communicated, and easily accessible. (4)				
Financial Operations Part 7 Financial Operations	Not Met	Partially Met	Met	Not Applicable / Required
7.1 Fiscal records are appropriately				

maintained.(4)				
7.2 The school operates in a fiscally sound and appropriate manner.(9)				
7.3 Required fiscal reports and audits are completed appropriately and timely submitted. (9)				
7.4 School business and expenses are made free of conflict of interest and directed toward meeting the mission of the school. (7)				
School Administration and Operations Part 8 Facilities	Not Met	Partially Met	Met	Not Applicable / Required
8.1 Proper planning and inspections are in place to ensure long-term safety and functionality. (7)				
8.2 The interior of the building is clean, properly maintained and designed in an effort to support the instructional process. (16)				
8.3 The exterior of the building is easily recognizable, free of clutter and properly maintained in an effort to promote safety for students and the community. (9)				
8.4 Procedures are in place to ensure safety. (11)				

Part 9 Personnel and Payroll	Not Met	Partially Met	Met	Not Applicable / Required
9.1 Personnel policies and procedures are appropriately conducted in a manner that promotes the recruitment and retention of an effective instructional staff. (12)				
Part 10 Required Training and Drills	Not Met	Partially Met	Met	Not Applicable / Required
10.1 Students and/or staff participate in appropriate drills and training. (23)				

Part 11 Student Enrollment and Records	Not Met	Partially Met	Met	Not Applicable / Required
11.1 Student enrollment procedures and recording keeping are appropriately conducted and maintained. (23)				
Part 12 Special Education	Not Met	Partially Met	Met	Not Applicable / Required
12.1 Initial File Review (15)				
12.2 Reevaluation File Review (7)				
12.3 Individual Education Plan (IEP) (15)				
12.4 Transfer File Review (6)				
12.5 Transition (12)				
12.6 Discipline (3)				

Part 1: Academic Achievement Review			
Reviewed by:			
Review Date(s):			
Section	1.1 Annual Performance Report (APR)	Status	Comments/Recommendations
1.1	The school meets MSIP 5 annual performance indicators (APR). Met: 70% to 100% Partially Met: 50% to 69% Not Met: 49% or below	Not Applicable /Required	
Section	1.2 Student Achievement Levels Over Time - Status	Status	Comments/Recommendations
1.2.1	Students will generate a higher MAP Index score than the KCPS on a majority of the required assessments.		
1.2.2	Students will generate a higher MAP Index score than KCPS peer schools on a majority of the required assessments.		
1.2.3a	Students will show proficiency in MAP ELA. Met: 50% or greater Partially Met: 35-49% Not Met: 34% or lower		
1.2.3b	Students will show proficiency in MAP Mathematics. Met: 50% or greater Partially Met: 35-49% Not Met: 34% or lower		
1.2.3c	Students will show proficiency in MAP Science. Met: 50% or greater Partially Met: 35-49% Not Met: 34% or lower		
1.2.3d	Students will show proficiency in MAP Social Studies. Met: 50% or greater Partially Met: 35-49% Not Met: 34% or lower		

1.2.4	Students met target on in-house measures of achievement as per contract goals.		
Section	1.3 School Improvement Over Time - Progress	Status	Comments/Recommendations
1.3.1	Students will generate "Progress Points" within the building APR calculations.		
Section	1.4 Student Achievement Over Time - Growth	Status	Comments/Recommendations
1.4.1	School will earn "Growth" points as calculated for MSIP 5 APR. Met: 70% to 100% Partially Met: 50% to 69% Not Met: 49% or below		
1.4.2a	Students will improve in ELA as measured by nationally normed assessment. Met: 70% to 100% Partially Met: 50% to 69% Not Met: 49% or below		
1.4.2b	Students will improve in Math as measured by nationally normed assessment. Met: 70% to 100% Partially Met: 50% to 69% Not Met: 49% or below		
Section	1.5 Student Engagement	Status	Comments/Recommendations
1.5.1	Students will meet established attendance goals.		
1.5.2	School will meet established student retention goals.		
1.5.3	School will meet established graduation rate.		
1.5.4	School will meet established goals for post-secondary indicators.		
	Part 1 General Comments/Recommendations:		

Part 2: Data Collection, Analysis and Maintenance Review			
Reviewed by:			
Review Date(s):			
Section	2. 1 The School has effectively and systematically gathered student achievement data applicable to the academic performance indicators outlined in the agreement.	Status	Comments/Recommendations
2.1.1	Are the data appropriately disaggregated and analyzed to determine the degree the school has achieved the academic performance indicators outlined in the charter agreement?		
2.1.2	What longitudinal data are being collected, analyzed, and maintained?		
2.1.3	Provide evidence that student specific data are being collected, analyzed, and maintained.		
2.1.4	Provide evidence that academic performance data and results are presented in a straightforward and logical manner.		
2.1.5	Describe the process that performance data are shared with staff.		
2.1.6	What curriculum or instructional revisions have been made over the past year due to the school's performance data?		

2.1.7	<p>Provide evidence the data are collected and maintained as institutional data for the school.</p> <p>a. Data collection and analysis are components of a board approved position with written job description.</p> <p>b. Data collection is maintained on an institutional computer with appropriate backup and security components in place</p> <p>c. Data analyses are regularly submitted to and reviewed by the governing board</p>		
2.1.8	<p>Data are submitted to Core Data/MOSIS by due dates.</p> <p>(1 report missing the due date = Partially Met, >1 report missing the due date = Not Met.)</p>		
	Part 2 General Comments/Recommendations:		

Part 3: Curriculum Review			
Reviewed by:			
Review Date(s):			
Section	3.1 Vertical Curriculum Continuity	Status	Comments/Recommendations
3.1.1	Curriculum Housing		
3.1.2	Curriculum Map Use		
3.1.3	Vertical Articulation		
3.1.4	Priority Standards		
3.1.5	Curriculum Overlap and Gaps		
3.1.6	Missouri Learning Standards or Common Core State Standards		
3.1.7	Unpacking Standards		
Section	3.2 Horizontal Curriculum Continuity	Status	Comments/Recommendations
3.2.1	Curriculum Appropriateness		
3.2.2	High Expectations for Students		
3.2.3	Alignment of Curriculum, Assessment and Pedagogy		
3.2.4	Depth of Knowledge		
3.2.5	Lesson Objectives (I Can Statements)		
3.2.6	Student Skills		
3.2.7	Rigor of Assessments		
3.2.8	Use of Data		
3.2.9	Cross-Curricular Components		
Section	3.3 Instruction Based on Curriculum	Status	Comments/Recommendations
3.3.1	Lesson Planning		
3.3.2	Lesson Structure		
3.3.3	Lesson Activities Aligned to Learning Objectives		

3.3.4	Demonstrations of Learning (DOLs)/Checks for Understanding		
3.3.5	Quality of Learning Experiences		
3.3.6	Activities and Materials		
3.3.7	Differentiation		
3.3.8	Cultural Awareness		
3.3.9	Instructional Grouping		
3.3.10	Community Connections		
3.3.11	Technology Integration		
Section	3.4 Curriculum Priority	Status	Comments/Recommendations
3.4.1	Providing Resources		
3.4.2	Resource Training		
3.4.3	Budget Allocation for Instructional Resources		
3.4.4	Curriculum Development		
Section	3.5 Positive Human Relations	Status	Comments/Recommendations
3.5.1	Internal Feedback to Staff		
3.5.2	Stakeholder Engagement		
3.5.3	Staff Collaboration		
3.5.4	Staff Collaboration Expectations		
3.5.5	School Professional Development Plans		
3.5.6	Teacher Professional Development Plans		
Section	3.6 Planned Change	Status	Comments/Recommendations
3.6.1	School/LEA Improvement Plan or Action Plan with Goals		
3.6.2	Data Driven Decision Making		
3.6.3	Monitoring of Curriculum at Site Level		
Section	3.7 High School Curriculum Requirements	Status	Comments/Recommendations

3.7.1	The charter school ensures that all pupils (during the pupil's four years of high school) receive 30 minutes of cardiopulmonary resuscitation instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. Instruction is to be included in the charter school's existing health or physical education curriculum.		
3.7.2	The charter school ensures that each high school distributes to its students the information on critical need occupations as provided by the Missouri Department of Elementary and Secondary Education each year before November 1st.		
	Part 3 General Comments/Recommendations:		
	2020-2021 self evaluation.		

Part 4: Plans for Student Success Review			
Reviewed by:			
Review Date(s):			
Section	4.1 Strategic/School Improvement Plan	Status	Comments/Recommendations
4.1.1	A Strategic / School Improvement Plan is in place.		
4.1.2	All appropriate stakeholders were involved in the development of the strategic plan.		
4.1.3	The plan was built on a multiple year implementation (3-5 years).		
4.1.4	The mission/vision was revisited and approved by the Board at the time of the plan.		
4.1.5	A SWOT analysis or improvement assessment was completed to help drive the plan.		
4.1.6	The plan uses SMART goals: Specific, Measurable, Attainable, Relevant, and Time-Bound.		
4.1.7	A process for implementing the plan is in place.		
4.1.8	Your goals/milestones are well defined and have indicators that measure your degree of completion.		
Section	4.2 Professional Development Plan	Status	Comments/Recommendations
4.2.1	There is a Professional Development Plan in Place.		
4.2.2	The Professional development plan is an outgrowth of the strategic plan.		
4.2.3	The charter school ensures that all educators complete a minimum of 15		

	contact hours of professional development annually.		
4.2.4	The development of the professional development plan had input from stakeholders and uses data from student learning.		
4.2.5	There are provisions in your Professional Development plan for meeting the needs of individual teachers.		
4.2.6	The Professional Development Plan supports the need to scaffold learning for teachers over time.		
4.2.7	Adequate funding has been set aside in the annual budget to support Professional Development.		
4.2.8	The elements of the plan are based on best practice.		
4.2.9	A separate and specific Dyslexia Plan exists and is in compliance with state statutes and regulations.		
Section	4.3 Technology Plan	Status	Comments/Recommendations
4.3.1	A Technology Plan is in place.		
4.3.2	The technology plan is an outgrowth of the strategic plan.		
4.3.3	Appropriate stakeholders were involved in creating the plan and there is teacher buy-in into the goals set up in the plan.		
4.3.4	The budget adequately supports the technology plan.		
4.3.5	There is an evaluation of software and hardware usage by both students and teachers.		
4.3.6	Training for technology is included in your Professional Development Plan.		
4.3.7	The school utilizes e-rate as a funding source when appropriate.		

Section	4.4 Title Plans	Status	Comments/Recommendations
4.4.1	Appropriate Title Plan(s) are in place.		
4.4.2	Title plans are filed online with DESE.		
4.4.3	One person is responsible for submitting each plan to DESE.	Met	Kirsten Lipari-Braman
Section	4.5 Facilities Maintenance Plan	Status	Comments/Recommendations
4.5.1	There is a Facilities Maintenance Plan in place.		
4.5.2	A building assessment is conducted on a regular basis.		
4.5.3	There is a plan for anticipated growth or decline in student enrollment.		
4.5.4	The facilities plan reviews and analyzes the following: 1. Building Site (Topography, drainage, retaining walls, paving, curbing, lighting) 2. Building Envelope (Windows and Walls) 3. Structural (Foundation and Framing) 4. Interior Elements (Stairways, hallways, common areas) 5. Roofing Systems.		

	6.Mechanical Systems (Heating, Ventilation, and Air Conditioning) 7. Plumbing.		
Section	4.6 Assessment Plan	Status	Comments/Recommendations
4.6.1	There is an Assessment Plan in place.		
4.6.2	The assessment plan outlines the dates and times for all testing.		
4.6.3	The assessment plan reflects the goals of the strategic plan.		
4.6.4	The assessment plan details how data is used by staff.		
4.6.5	Assessments are aligned to the school's curriculum and to MO standards.		
	Part 4 General Comments/Recommendations:		

Part 5: Board Governance Review			
Reviewed by:			
Review Date(s):			
Section	5.1 The School Board operates legitimately and in the best interest of its students and mission.	Status	Comments/Recommendations
5.1.1	Throughout the calendar year, attendance rate at individual board meetings is at a minimum rate of 75%.		
5.1.2	The proper number of members are on the board as noted in the bylaws/policies/contract with the University of Central Missouri.		
5.1.3a	There is documentation that the board reviews its strategic plan annually, which includes evidence of evaluating each overarching goal and either maintaining current goals or making revisions as the board deems necessary.		
5.1.3b	There is documentation that the board receives input from entities beyond the board itself when reviewing the strategic plan.		
5.1.4	Written statement from lead school administrator that during the past 12 months the school has been in compliance with all state and federal school law. Documentation of any areas of noncompliance must be provided.		
5.1.5	Documentation provided for board member training: 8 hours for 1st-year board members and 4 hours for all others during the past 12 months.		
5.1.6	The board received 2 ½ hours of initial training (one hour training in subsequent years) on identifying signs of sexual abuse in children and danger signals of potentially abusive		

	relationships between children and adults.		
5.1.7	Board actively seeks and includes parental and community involvement in its governance according to charter. Documentation of a minimum of three instances of actively seeking this involvement must be provided.		
5.1.8	School board members' Family Care Safety Registry reports and Background Checks are complete and kept on file.		
Section	5.2 Meetings are regularly scheduled and appropriately conducted.	Status	Comments/Recommendations
5.2.1	There are at least 10 regular meetings of the Board.		
5.2.2	Board meeting are posted in sufficient time and include a tentative agenda. (Dated notice of meeting and agenda for each of the past 12 months should be provided as documentation.)		
5.2.3	The president of the board and the executive are both involved in board meeting planning.		
5.2.4	Minutes include a record of names of board members attending and names of board members absent.		
5.2.5	Action is taken with motions, seconds and votes.		
5.2.6	There is a roll-call vote to enter a closed session and a roll call vote to return to open meeting.		
5.2.7	Minutes for closed sessions are kept, are confidential, and are securely maintained separate from the open session minutes.		
5.2.8	The board conducts business in		

	compliance with Missouri Sunshine Law.		
5.2.9	A quorum is present for all Board Meetings. (No meeting was cancelled for lack of a quorum without rescheduling.)		
Section	5.3 Governance records and documentation are appropriately kept and maintained.	Status	Comments/Recommendations
5.3.1	The school has made board minutes available to the public. (If not available on their website, list where they are available.)		
5.3.2a	Board minutes are developed by a staff member or consultant (not a board member)		
5.3.2b	Board minutes are maintained in an organized, consistent manner by the same individual.		
5.3.3	Board minutes are current.		
5.3.4	Board minutes are complete.		
5.3.5	Deficient findings from last years' UCM review have been corrected.		
Section	5.4 School business is conducted in a transparent manner, free of conflict of interest, and models best practices regarding governance roles and responsibilities.	Status	Comments/Recommendations
5.4.1	There is specific evidence in board agendas and minutes that the board has focused on the governance of the school. The following items will be used as documentation as found in the minutes: a. overall goal discussion; b. overall outcomes monitoring; c. evaluation of the lead administrator; d. long-term planning; e. budget discussion and approval; f. ongoing fiscal updates; g. ongoing personnel		

	updates; and h. instruction /student achievement reports.		
5.4.2	There is no evidence of any conflict of interest in board decisions.		
5.4.3	If applicable, staff and teacher salary schedules or guidelines are approved by the board.		
5.4.4	The board approves school staffing as per the annual organizational chart.		
	Part 5 General Comments/Recommendations:		

Part 6: Board Policy Review			
Reviewed by:			
Review Date(s):			
Section	6.1 Board policy deficits from last year have been developed or revised as needed.	Status	Comments/Recommendations
6.1.1	Policies marked as Partially Met or Not Met from last year have been reviewed or revised and approved by the board, as documented in board minutes.		
Section	6.2 Policies required by statutes or UCM have been developed and are followed.	Status	Comments/Recommendations
6.2.1a	A policy for bid process exists.		
6.2.1b	The policy regarding a bid process is followed, as exhibited in documentation provided for each level identified in the policy.		
6.2.2a	A policy regarding borrowed funds exists.		
6.2.2b	The policy regarding borrowed funds is followed, as exhibited in documentation provided for the 2020 calendar year of showing any funds borrowed for any reason.		
6.2.3a	A policy for personnel evaluations, certified and support staff, if applicable, exists.		
6.2.3b	The policy for personnel evaluations is followed, as exhibited in documentation provided. Documentation provided should include an evaluation schedule and three sample, current, completed evaluations for the current school year with all personal details removed.		
6.2.4a	A policy for writing checks and paying bills exists.		

6.2.4b	The policy for writing checks and paying bills is followed, as exhibited in documentation provided of five actual transactions of the purchase order, invoice, and bill payment process.		
6.2.4c	The school uses a bank account(s) controlled by the charter board of directors. If there is more than one bank account, list each account that exists for the school.		
6.2.5a	The board has adopted a written policy relating to information that the charter school will provide about former employees (certified and non-certified) to other public schools (Section 162.068, RSMo).		
6.2.5b	The policy for providing information about school employees is followed, exhibited in a written document containing the language used in the communication with other public schools.		
6.2.6	The charter school has adopted a policy consistent with the Missouri Student Religious Liberties Act (Section 160.2500, RSMo).		
Section	6.3 Board policies are reviewed annually, communicated, and easily accessible.	Status	Comments/Recommendations
6.3.1	The Board has a process in place for reviewing board policies and completes a review of all board approved policies annually, as documented in board minutes.		
6.3.2	Documentation that policy changes affecting staff have been communicated to appropriate personnel.		
6.3.3	The school has made policies available to the public. (If not available on their website, list where they are available.)		

6.3.4	All policies revised, deleted, and/or added by the board during the 2020 calendar year have been added to the current policy manual with appropriate notation: reviewed, revised or adopted (for new policies) and the date of revision.		
	Part 6 General Comments/Recommendations:		

Part 7: Financial Operations Review			
Reviewed by:			
Review Date(s):			
Section	7.1 Fiscal records are appropriately maintained.	Status	Comments/Recommendations
7.1.1	Each month's financial report from 2020 calendar year, up through the current years' review, is available, user friendly, and organized.		
7.1.2	School budget and year-to-date expenditures for Federal Programs documentation is in place.		
7.1.3	Software program, external company, or other means of bill pay is provided and can be accessed upon site visit.		
7.1.4	Documentation of a searchable expenditure and revenue document or database detailing actual income, expenditures, and disbursements for the current calendar or fiscal year is on the school's website, which may be in the format of a searchable PDF, document, or spreadsheet. If not, then a direct link to the department of elementary and secondary education's website, which has detailed financial and budgetary information about the public school district or charter school, shall be provided on the district's website.		
Section	7.2 The school operates in a fiscally sound and appropriate manner.	Status	Comments/Recommendations
7.2.1	The annual independent audit is available for review and is free of findings. (Findings local admin/state – transportation or attendance.)		
7.2.2	Minimum of three-year budget plan beyond the current school year is provided.		

7.2.3	Reserves as reported on the most recent ASBR are above 10%.		
7.2.4	The school participates in the E-Rate program.		
7.2.5	The school receives Medicaid funds.		
7.2.6	The school has current liability insurance coverage and it is approved by the board annually.		
7.2.7	The monthly check register/payment of bills is approved at the regular board meeting.		
7.2.8	The school participates in the Kansas City School District Retirement System.		
7.2.9	Current fiscal year budget is complete with detailed revenues and expenditures, and there is documentation in board minutes that it is reviewed and revised at least two times per fiscal year.		
Section	7.3 Required fiscal reports and audits are completed appropriately and timely submitted.	Status	Comments/Recommendations
7.3.1	Current financial reports are provided monthly to the board and can be documented in board minutes.		
7.3.2	Financial reports at each board meeting include a balance sheet showing assets and liabilities and current financial standing of the school.		
7.3.3	Financial reports to the board include an Income and Expense statement.		
7.3.4	Financial reports to the board include a budget versus actual report.		
7.3.5	Audit prepared by an independent company was sent to UCM and DESE and was published in a local paper. (copy of emails or copy of what was sent)		
7.3.6	The audit was accepted by the Board (in minutes with related vote).		

7.3.7	The school uses different persons/companies to prepare the ASBR and the audit. If a school employee prepares the ASBR, the employee has signed a conflict of interest statement.		
7.3.8	Previous year's ASBR was submitted to DESE.		
7.3.9	If ASBR report had exceptions from DESE they were corrected in a timely manner.		
Section	7.4 School business and expenses are made free of conflict of interest and directed toward meeting the mission of the school.	Status	Comments/Recommendations
7.4.1	Written procedures/internal controls for the handling of charitable gifts and incoming monies are clear. (Procedures for mail, events, cafeteria, uniforms, etc.)		
7.4.2	There is a board approved Whistleblower policy identified as such in the policy manual.		
7.4.3	Written procedure for budget development is available and includes communication with a variety of appropriate stakeholders.		
7.4.4	The final budget for the upcoming fiscal year is approved by the board prior to July 1.		
7.4.5	There is a board approved, written document available identifying who must approve contracts of various dollar amounts.		
7.4.6	There is a board approved policy that is specifically identified and addresses nepotism in hiring and the awarding of contracts.		
7.4.7	Amount spent annually by LEA on professional development.		

	Part 7 General Comments/Recommendations:		

Part 8: Facilities Review			
Reviewed by:			
Review Date(s):			
Section	8.1 Proper planning and inspections are in place to ensure long-term safety and functionality.	Status	Comments/Recommendations
8.1.1	There is a clear procedure for initiating a work order request for building and/or equipment. (i.e., examples of what has been repaired this month from a work order).		
8.1.2	Current Fire Department Safety Certificate is posted.		
8.1.3	Current Health Department Food Service Certificate is posted.		
8.1.4	Deficiencies on Food Services Audits have been addressed as per the required corrective actions.		
8.1.5	Fire extinguisher inspections are posted and up-to-date.		
8.1.6	Elevator is available and inspection is posted.		
8.1.7	HVAC is in good repair.		
Section	8.2 The interior of the building is clean, properly maintained and designed in an effort to support the instructional process.	Status	Comments/Recommendations
8.2.1	GFCI are installed where an electrical source is within 6 feet of a water source.		
8.2.2	All observed electrical boxes/switches are covered.		
8.2.3	EXIT signs are prominent and lighted.		
8.2.4	Stair treads and railings are secure and safe.		

8.2.5	Classrooms are of adequate size for their purpose.		
8.2.6	Bathrooms are clean.		
8.2.7	Toilets are operational.		
8.2.8	Bathrooms have sinks with hot and cold water.		
8.2.9	Bathrooms provide soap and towels for hand washing.		
8.2.10	Hallways have an unobstructed clearance of 8 feet.		
8.2.11	Storage areas are in good order.		
8.2.12	Schools maintain appropriate entrance signs and directions. (Need to check into the office and how to get there.)		
8.2.13	All classroom doors can be locked/secured from the inside.		
8.2.14	First floor classrooms should have a means to block sight from those outside the building.		
8.2.15	Paper artwork and teaching materials cover less than 20% of a wall area.		
8.2.16	The interior of the building is clean.		
Section	8.3 The exterior of the building is easily recognizable, free of clutter and properly maintained in an effort to promote safety for students and the community.	Status	Comments/Recommendations
8.3.1	Handicapped parking is provided and marked.		
8.3.2	Curb cuts are in an appropriate proximity to handicapped parking.		
8.3.3	Exterior signage is prominent and adequate for emergency vehicles to identify the school.		
8.3.4	Exterior door security is in place at every entry while allowing people to exit whenever the building is occupied.		
8.3.5	Playground equipment is inspected on a regular schedule and a written process is in place to denote possible		

	safety problems. (Must be documented- checklist).		
8.3.6	The main entrance to the school has an electronic system that controls entry to visitors.		
8.3.7	Shrubs around the building are trimmed within 3' to allow for a good line of sight.		
8.3.8	Exterior lighting is appropriate around entrances, parking and walkways.		
8.3.9	The charter school ensures that an American Flag is displayed in front of each school building.		
Section	8.4 Procedures are in place to ensure safety.	Status	Comments/Recommendations
8.4.1	Emergency exit maps are posted in every occupied room.		
8.4.2	Breaker boxes are kept locked and do not allow child access.		
8.4.3	Material Safety Data Sheets are posted where chemicals are stored.		
8.4.4	There were no observed permanent extension cords.		
8.4.5	There is a working system of communication between classrooms and the office.		
8.4.6	There is an appointed district Safety Coordinator.		
8.4.7	A copy of the floor plan is on file with the local police department.		
8.4.8	An alternate building evacuation site is known to adults and parents.		
8.4.9	Visitors are required to check in at the office and receive a visitor name badge.		
8.4.10	Science teachers and administrators are aware of the special safety requirements of science labs and the proper safety equipment is in place.		
8.4.11	All bathrooms have the child abuse hotline poster in both Spanish and		

	English.		
	Part 8 General Comments/Recommendations:		

Part 9: Personnel and Payroll Review			
Reviewed by:			
Review Date(s):			
Section	9.1 Personnel policies and procedures are appropriately conducted in a manner that promotes the recruitment and retention of an effective instructional staff.	Status	Comments/Recommendations
9.1.1	A Teacher Salary Schedule is in place or a process that uses experience and degrees, with consideration given to other charter schools' salary structures to determine salary.		
9.1.2	Yearly board approved contracts are provided.		
9.1.3	Classified/Support Staff Salary Schedules or a written letter of employment that includes salary and benefits is provided at time of employment.		
9.1.4	The school demonstrates proactive staff recruitment that promotes quality instruction.		
9.1.5	At least 80% Position Code 60 educators are certified. All employees paid with federal funds are certified.		
9.1.6	A master schedule is in place and available.		
9.1.7	Family Care Safety Registry reports and fingerprint background checks for all employees are complete, less than five years old, and kept on file.		

9.1.8	Payroll summaries and personnel rosters were compatible.		
9.1.9	Administrators have appropriate certifications for their roles.		
9.1.10	School demonstrates stability with its instructional staff (recruitment, hiring, salary and benefits, and mentoring practices). For two out of the last three years the school has met: (85-100%=Met, 70-84%=Partially Met, <70%=Not Met)		
9.1.11	The school uses a teacher evaluation system based on the 7 Essential Principles of the Missouri Teacher Evaluation System.		
9.1.12	Current and historic H.R. records are maintained in a secure location.		
	Part 9 General Comments/Recommendations:		
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Part 10: Required Training and Drills Review			
Reviewed by:			
Review Date(s):			
Section	10.1 Students and/or staff participate in appropriate drills and training.	Status	Comments/Recommendations
10.1.1	All staff is trained annually in/on bullying recognition and response.		
10.1.2	All staff is trained annually in/on Sexual Harassment: Staff to Staff.		
10.1.3	All staff is trained annually in/on Restraint & Seclusion.		
10.1.4	All staff is trained annually in/on FERPA/HIPAA.		
10.1.5	All staff is trained annually in/on bloodborne pathogens.		
10.1.6	Appropriate personnel are trained in how to respond to bomb threats. (Every 2 Years).		
10.1.7	Persons responsible for first aid are trained and given proper equipment and supplies.		
10.1.8	Youth suicide prevention training for middle and High School staff. (Once plus every year thereafter with new staff.)		
10.1.9	Regular fire drills are held with a record of date, time, and observations (min 5).		
10.1.10	Regular tornado drills are held with a record of date, time, and observations (a minimum of 2).		
10.1.11	Regular intruder drills are held with a record of date, time, and observations (at least 1/yr.).		
10.1.12	All staff participated in active shooter training. (In person or online annually.)		
10.1.13	A crisis plan is in place and reviewed with staff annually.		

10.1.14	Bus evacuation drills for students K – 6 are conducted at least once each semester.		
10.1.15	Two hours of Dyslexia training for all teachers.		
10.1.16	Appropriate school personnel attend meetings offered by DESE and other resources to keep up-to-date on Federal programs (i.e., Title, SPED, 504, Homeless, ELL, Food Service, etc.).		
10.1.17	A safety committee meets at least two times each year (administrator(s), teacher(s), nurse, parent(s), etc.).		
10.1.18	Administrative procedures encourage staff to report suspected child abuse and neglect.		
10.1.19	A student code of conduct is made available to students, staff and parents.		
10.1.20	Notifications of the following documents are available to parents: ESEA Complaint Procedure, Certification and/or qualifications of teachers, Identification for a Language Program, Individual Student Outcomes, and DESE Tests (Purpose and Use).		
10.1.21	All staff is trained annually in accordance with Title IX of the Education Amendments of 1972.		

10.1.22	The school has designated a person for each of the 4 Title IX required roles.	Met	Title IX Coordinator - Kirsten Lipari-Braman; Title IX Facilitator - Jennifer Clay; Title IX Investigator - Pam Justus; Title IX Decision Makers - Kirsten Lipari-Braman, Moira Mulhern, Greg Fowler, Pam Justus, and Jennifer Clay
10.1.23	Training materials used for annual training in accordance with Title IX of the Education Amendments of 1972 are posted on the school's website.	Met	MOCAP information is featured on all schools webpages. (Met or not Met only.)
	Part 10 General Comments/Recommendations:		

Part 11: Student Enrollment and Records Review			
Reviewed by:			
Review Date(s):			
Section	11.1 Student enrollment procedures and recording keeping are appropriately conducted and maintained.	Status	Comments/Recommendations
11.1.1	The school has enrollment policies and practices which include a stated open enrollment period, grade level capacities, lottery process, and waiting list.		
11.1.2	Efforts to recruit and serve a diverse population are evident.		
11.1.3	The school is at or above 90% of enrollment targets (State % of capacity).		
11.1.4	Lotteries are conducted appropriately and school requests attendance by UCM personnel.		
11.1.5	Waiting lists are maintained by grade level and appropriate documentation is readily available.		
11.1.6	MOSIS number is on file on all records (permanent, Special Ed, 504, etc.).		

11.1.7	Birth Certificate/Proof of Birth is on file for kindergarten and first grade.		
11.1.8	A completed student application is on file.		
11.1.9	The date of admission is noted.		
11.1.10	Records/transcripts from previous school are on file.		
11.1.11	There is proof of residence for the current year (i.e., lease, utilities, etc.).		
11.1.12	Immunization records are on file.		
11.1.13	Parent and emergency contact information is on file.		
11.1.14	A clear process is in place to up-date parent contact information.		
11.1.15	There is a record of grades earned.		
11.1.16	Discipline records are on file.		
11.1.17	There is a cumulative record of test results.		
11.1.18	Attendance records are on file.		
11.1.19	Records are well organized and consistently updated.		
11.1.20	Schools keep student records in accordance with the general record retention schedule.		
11.1.21	Requests for records are dealt with by one person and are sent in a timely manner.		

11.1.22	The charter school reports school dropouts to the Missouri Literacy Hotline.		
11.1.23	MOCAP information is included in parent handbook, registration documents, and “featured” on home page of website (Required by Missouri statutes).		
	Part 11 General Comments/Recommendations:		

Part 12: Special Education Review			
Reviewed by:			
Review Date(s):			
Section	12.1 Initial File Review	Status	Comments/Recommendations
12.1.1	Referral form is present and dated.		
12.1.2	Name(s) and role(s) of individual(s) making the referral is documented.		
12.1.3	Reason(s) for referral and description of concern(s) which describes why the child is suspected of having a disability is present.		
12.1.4	Date when Procedural Safeguards were presented to parents is present. (5 school days)		
12.1.5	Review of Existing Data form is in file and dated.		
12.1.6	Prior Written Notice (PWN) for evaluation was provided with date of delivery documented.		
12.1.7	Consent is obtained prior to administration of any tests or assessment instruments, if applicable, with name(s) and description(s) of area(s) of functioning to be assessed.		
12.1.8	Parent(s) was/were notified of the Eligibility Staffing (Notification of Meeting) with date notified documented.		
12.1.9	Evaluation was completed within 60 calendar days of PWN. (Date documented)		
12.1.10	Evaluation report contains the names and roles of the individuals making the eligibility determination.		

12.1.11	Statements including exclusionary factor specific to - SLD, Autism, SSD, LI-are documented.		
12.1.12	Prior Written Notice for initial services is present and dated.		
12.1.13	Documentation is present that a copy of the evaluation results and eligibility determination was provided to parent with date of provision of the copy (m/d/y).		
12.1.14	The evaluation report addresses the results of assessments conducted in all areas generally related to the suspected disability.		
12.1.15	Evaluation information draws upon information from a variety of sources and is sufficiently comprehensive to identify all of the student's special education and related services needs.		
Section	12.2 Reevaluation File Review	Status	Comments/Recommendations
12.2.1	Review of Existing Data (RED) form is present and dated.		
12.2.2	Reevaluation is within three years of the last Evaluation Report (ER).		
12.2.3	Written Notice, when no additional assessment is needed, is completed, dated and provided to parents.		
12.2.4	Date when the parent(s) was/were notified of the Eligibility Staffing is present when additional data was collected.		
12.2.5	Evaluation report is present, if additional data were collected, and contains the names and roles of the individuals making the continued eligibility determination.		
12.2.6	Statement including exclusionary factor specific to-SLD, Autism, SSD, LI-are documented.		
12.2.7	Dated copy of the evaluation report was provided to the parent(s). (Not applicable if no assessments required		

	and eligibility category remains the same as previous eligibility determination.)		
Section	12.3 Individual Education Plan (IEP)	Status	Comments/Recommendations
12.3.1	IEP is current.		
12.3.2	Initial IEP meeting is held within 30 days of the eligibility determination staffing.		
12.3.3	The IEP team meets to review/revise, if necessary, the IEP at least on an annual basis (meetings no more than 365 calendar days apart).		
12.3.4	Notification of meeting is documented and dated.		
12.3.5	Present Level contains all required components.		
12.3.6	The IEP team considered all special factors and determined services, strategies, supports or devices, as appropriate (communication needs, assistive technology and/or devices, limited English proficiency and behaviors that impede the learning of the child or others).		
12.3.7	Present Level drives the goals.		
12.3.8	IEP includes goals that are written in terms that are in SMART format (Specific, measurable, attainable, results oriented and time bound).		
12.3.9	Specific Special Education Services are listed and location of services is documented.		
12.3.10	If student receives related services, they are listed.		
12.3.11	If student requires accommodations and/or modifications, they are noted on the IEP with frequency and location noted.		
12.3.12	IEP addresses the extent of non-participation in regular education and for any child not participating 100% in the regular education		

	environment, including a description of the extent that the student will not participate and why full participation is not appropriate.		
12.3.13	Selected placement is noted.		
12.3.14	Parent provided a dated copy of the IEP (generally 20 days).		
12.3.15	Special education services and goals match.		
Section	12.4 Transfer File Review	Status	Comments/Recommendations
12.4.1	Enrollment date is noted.		
12.4.2	Documentation, if appropriate, is present and dated that Agency Officials conducted interviews with sending school.		
12.4.3	Agency acceptance or rejection of the IEP is noted.		
12.4.4	If IEP was rejected; the date new IEP was developed is documented.		
12.4.5	Agency acceptance or rejection of the Evaluation Report is noted.		
12.4.6	If Evaluation Report was rejected date of initiation of new evaluation and date completed is documented.		
Section	12.5 Transition	Status	Comments/Recommendations
12.5.1	For students beginning not later than the first IEP to be in effect when the child is 16, post- secondary transition is stated as a purpose of the meeting.		
12.5.2	Notification of meeting includes post-secondary transition as one of the purposes.		
12.5.3	Evidence exists that the student was invited to the IEP Team meeting where transition services were discussed.		
12.5.4	If the student was age 16+ and did not attend any meeting where the purpose is the consideration of post-secondary goals, documentation must be present that the student's preference and interests related to transition services		

	were considered at the IEP meeting.		
12.5.5	Evidence exists, where appropriate, that a representative of any participating agency was invited to attend the IEP Team meeting with the prior consent of the parent or student who has reached the age of majority.		
12.5.6	Appropriate measurable postsecondary goals are noted.		
12.5.7	Post-secondary goals are updated annually.		
12.5.8	Evidence exists that measurable post-secondary goals were based on age appropriate transition assessment.		
12.5.9	Transition services in the IEP reasonably enable the student to meet his/her postsecondary goals.		
12.5.10	IEP includes multiple year courses of study that will reasonably enable the student to meet his/her post-secondary goals.		
12.5.11	Annual IEP goals relate to the student's post-secondary transition goals.		
12.5.12	No later than the student's 17th birthday, the IEP includes a statement that the child has been informed of the rights under IDEA that will transfer to the student upon her/his 18th birthday.		
Section	12.6 Discipline	Status	Comments/Recommendations
12.6.1	Documentation exists within the file that the student was suspended in excess of 10 consecutive school days or 10 cumulative school days where a pattern of suspension is created.		
12.6.2	Documentation is present that indicates appropriate disciplinary procedures were followed.		
12.6.3	Prior Written Notice was provided if a disciplinary change of placement was		

	determined.	/Required	
	Part 12 General Comments/Recommendations:		

Part 13: Social Emotional Learning Review			
Reviewed by:			
Review Date(s):			
Section	13.1 Initial File Review	Status	Comments/Recommendations
13.1.1	70% of our interactions (CARE Team) will be proactive focused on assessment and building skills rather than reactive.		
13.1.2	Students will show a 30 % increase in awareness of strategies to regulate emotions and emotion identification.		
13.1.3	70% of students will be in the "At or Above" and "On Watch" sections of the GPES Resilience Board		
Part 13 General Comments/Recommendations:			