

Annual Oversight Review	
School Name:	Allen Village
School Year:	2023-2024

Part 1: Academic Achievement Review			
Reviewed by:		Allyson Hile	
Review Date(s):		Feb. 2024-Sept. 2024	
Section	1.1 Annual Performance Report (APR)	Status	Comments/Recommendations
1.1	The school meets the current MSIP annual performance indicators (APR). Met: 70% to 100% Partially Met: 50% to 69% Not Met: 49% or below	Met	80.50%
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.	Met	Allen Village generated a higher MAP Index score than KCPS in all 4 content areas.
1.2.2	Students will generate a higher MAP Index score than KCPS peer schools on a majority of the required assessments.	Not Applicable/Required	
1.2.4	In 3 of next 5 years, Allen Village School will rank among top 25% of all LEAs in Kansas City Public School boundaries in average proficient/advanced in Math and ELA based on state standardized testing.	Partially Met	Met in 2021-2023 in ELA
1.2.3a	Students will show proficiency in MAP ELA. Met: 50% or greater Partially Met: 35-49% Not Met: 34% or lower	Not Met	25.20%
1.2.3b	Students will show proficiency in MAP Mathematics. Met: 50% or greater Partially Met: 35-49% Not Met: 34% or lower	Not Met	18.30%

1.2.3c	Students will show proficiency in MAP Science. Met: 50% or greater Partially Met: 35-49% Not Met: 34% or lower	Not Met	28.70%
1.2.3d	Students will show proficiency in MAP Social Studies. Met: 50% or greater Partially Met: 35-49% Not Met: 34% or lower	Partially Met	37.10%
Section	1.3 Student Achievement Over Time - Growth	Status	Comments/Recommendations
1.3.1	School will earn "Growth" points as calculated for MSIP 6 APR. Met: 70% to 100% Partially Met: 50% to 69% Not Met: 49% or below	Met	
1.3.2	Students will improve in ELA as measured by nationally normed assessment. Met: 70% to 100% Partially Met: 50% to 69%	Partially Met	In 3 of next 5 years, Allen Village School will have an average increase of 5% for students in grades 3-12 in meeting proficiency benchmark score from Fall to Spring according to STAR testing in reading.
1.3.3	Students will improve in Math as measured by nationally normed assessment. Met: 70% to 100% Partially Met: 50% to 69%	Partially Met	In 3 of next 5 years, Allen Village School will have an average increase of 5% for students in grades 3-12 in meeting proficiency benchmark score from Fall to Spring according to STAR testing in math.
Section	1.5 Student Engagement	Status	Comments/Recommendations
1.4.1	Students will meet established attendance goals.	Met	proportional attendance for 23-24 was 92.3%
1.4.2	School will meet established student retention goals.	Met	Allen Village retained 93.6 % of rising K-11 students from SY 23-24
1.4.3	School will meet established graduation rate.	Met	100%
1.4.4	90% of Allen Village School graduates will be accepted to 2 or 4 year colleges, military, non-college post secondary school or be competitively employed	Met	
	By June 30, 2026, 70% of Allen Village School graduating students will have taken either a Dual Credit or CTE course during high school. Part 1 General Comments/Recommendations:	Met	

Part 2: Data Collection, Analysis and Maintenance Review

Reviewed by:		Allyson Hile	
Review Date(s):		Feb.- June 2024	
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?	Met	
2.1.2	What longitudinal data are being collected, analyzed, and maintained?	Met	
2.1.3	Provide evidence that student specific data are being collected, analyzed, and maintained.	Met	
2.1.4	Provide evidence that academic performance data and results are presented in a straightforward and logical manner.	Met	
2.1.5	Describe the process that performance data are shared with staff.	Met	
2.1.6	What curriculum or instructional revisions have been made over the past year due to the school's performance data?	Met	
2.1.7	Provide evidence the data are collected and maintained as institutional data for the school. a.Data collection and analysis are components of a board approved position with written job description. b.Data collection is maintained as an institutional component with	Met	
2.1.8	Data are submitted to Core Data/MOSIS by due dates. (1 report missing the due date = Partially Met, >1 report missing the due date = Not Met.)	Met	
<p>Part 2 General Comments/Recommendations:</p> <hr/>			
<p>Part 3: Curriculum Review</p>			

Reviewed by:		Allyson Hile	
Review Date(s):		Spring 2024	
Section	3.1 Curriculum Continuity	Status	Comments/Recommendations
3.1.1	Curriculum is housed in an easily accessible manner	Met	
3.1.2	Curriculum maps established for each core subject	Met	
3.1.3	Curriculum is vertically aligned	Met	
3.1.4	Priority standards are identified for each grade level	Met	
3.1.5	Curriculum holds high expectations for students as evidenced by ties to Missouri Learning Standards or Common Core State Standards	Met	
3.1.6	Clear Alignment of Curriculum, Assessment and Pedagogy	Met	
3.1.7	Curriculum includes a range of Depth of Knowledge	Met	
Section		Status	Comments/Recommendations
3.1.8	Curriculum is culturally responsive to students' needs	Met	
3.1.9	Lesson Objectives (I Can Statements) identified and posted for each grade level	Partially Met	
3.1.10	Assessments meet the rigor of the identified standards.	Met	
3.1.11	Established curriculum review and approval process	Met	
Section		Status	Comments/Recommendations
3.2.1	Lesson Plans are submitted and housed in an easily accessible manner	Met	

3.2.2	Lesson structures are consistent for each grade span	Not Met	
3.2.3	Lesson Activities Aligned to Learning Objectives	Met	
3.2.4	Lessons include multiple Demonstrations of Learning (DOLs)/Checks for Understanding	Met	
3.2.5	Lessons require students carry the cognitive load	Met	
3.2.6	Data is used to improve and differentiate instruction	Met	
3.2.7	Lessons are culturally relevant to students	Met	
3.2.8	Curriculum includes Real World Learning opportunities	Met	
3.2.9	Curriculum includes meaningful technology integration	Met	
3.2.10	The charter school ensures that all high school pupils receive 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 health or physical education curriculum.	Met	
3.2.11	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.	Met	
<p>Part 3 General Comments/Recommendations:</p> <hr/>			

<p>Part 4: Plans for Student Success Review</p>
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Reviewed by:		Allyson Hile	
Review Date(s):		Feb.-June 2024	
Section	4.1 Strategic/School Improvement Plan	Status	Comments/Recommendations
4.1.1	A Strategic / School Improvement Plan is in place.	Met	
4.1.2	All appropriate stakeholders were involved in the development of the strategic plan.	Met	
4.1.3	The plan was built on a multiple year implementation (3-5 years).	Met	Presently in __2nd__ year of the plan.
4.1.4	The mission/vision was revisited and approved by the Board at the time of the plan.	Met	
4.1.5	A SWOT analysis or improvement assessment was completed to help drive the plan.	Met	
4.1.6	The plan uses SMART goals: Specific, Measurable, Attainable, Relevant, and Time-Bound.	Met	
4.1.7	A process for implementing the plan is in place.	Met	
4.1.8	Your goals/milestones are well defined and have indicators that measure your degree of completion.	Met	
Section	4.2 Professional Development Plan	Status	Comments/Recommendations
4.2.1	There is a Professional Development Plan in Place.	Met	
4.2.2	The Professional development plan is an outgrowth of the strategic plan.	Met	
4.2.3	The charter school ensures that all educators complete a minimum of 15 contact hours of professional development annually.	Met	
4.2.4	The development of the professional development plan had input from stakeholders and uses data from student learning.	Met	
4.2.5	There are provisions in your Professional Development plan for meeting the needs of individual teachers.	Met	

4.2.6	Adequate funding has been set aside in the annual budget to support Professional Development.	Met	
4.2.7	A separate and specific Dyslexia Plan exists and is in compliance with state statutes and regulations.	Met	
Section	4.3 Technology Plan	Status	Comments/Recommendations
4.3.1	A Technology Plan is in place.	Met	
4.3.2	The technology plan is an outgrowth of the strategic plan.	Met	
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.	Met	
4.3.4	The budget adequately supports the technology plan.	Met	
4.3.5	Training for technology is included in your Professional Development Plan.	Met	
4.3.6	The school utilizes e-rate as a funding source when appropriate.	Met	
Section	4.4 Title Plans	Status	Comments/Recommendations
4.4.1	Appropriate Title Plan(s) are in place.	Met	
4.4.2	Title plans are filed online with DESE.	Met	
4.4.3	One person is responsible for submitting each plan to DESE.	Met	
Section	4.5 Facilities Maintenance Plan	Status	Comments/Recommendations
4.5.1	There is a Facilities Maintenance Plan in place.	Met	
4.5.2	A building assessment is conducted on a regular basis.	Met	
4.5.3	There is a plan for anticipated growth or decline in student enrollment.	Met	

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.	Met	
Section	4.6 Assessment Plan	Status	Comments/Recommendations
4.6.1	There is an Assessment Plan in place.	Met	
4.6.2	The assessment plan outlines the dates and times for all testing.	Met	
4.6.3	The assessment plan reflects the goals of the strategic plan.	Met	
4.6.4	The assessment plan details how data is used by staff.	Met	
4.6.5	Assessments are aligned to the school's curriculum and to MO or Common Core standards.	Met	
<p>Part 4 General Comments/Recommendations:</p> <hr/>			

Part 5: Board Governance Review			
Reviewed by:		Allyson Hile	
Review Date(s):		Feb.-June 2024	
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%.	Met	
5.1.2	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.	Met	Recommend reviewing the CSIP during board meetings
5.1.3	There is documentation that the board receives input from entities beyond the board itself when reviewing the strategic plan.	Met	
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.	Met	(assurance checklist)- compliance section 1
5.1.5	Documentation provided for board member training: 3 hours for 1st-year board members and 1 hour for all others during the past 12 months.	Met	Board Policy 0370
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.	Met	Board Policy 0370
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.	Met	
5.1.8	School board members' Family Care Safety Registry reports and Background Checks are complete and kept on file.	Met	
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.	Met	
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.)	Partially Met	Next meeting date on website is April 5th and there is no agenda
5.2.3	The president of the board and the executive are both involved in board meeting planning.	Met	
5.2.4	Minutes include a record of names of board members attending and names of board members absent.	Met	
5.2.5	Action is taken with motions, seconds and votes.	Met	

5.2.6	There is a roll-call vote to enter a closed session and a roll call vote to return to open meeting.	Met	
5.2.7	Minutes for closed sessions are kept, are confidential, and are securely maintained separate from the open session minutes.	Met	
5.2.8	The board conducts business in compliance with Missouri Sunshine Law.	Met	
5.2.9	A quorum is present for all Board Meetings. (No meeting was cancelled for lack of a quorum without rescheduling.)	Met	
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.)	Met	
5.3.2a	Board minutes are developed by a staff member or consultant (not a board member)	Met	
5.3.2b	Board minutes are maintained in an organized, consistent manner by the same individual.	Met	
5.3.3	Board minutes are current.	Partially Met	
5.3.4	Board minutes are complete.	Met	
5.3.5	Deficient findings from last years'review have been corrected.	Met	Can only be met or not met. Deficit findings from last year:
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.	Partially Met	Minutes should reflect superintendent evaluation
5.4.2	There is no evidence of any conflict of interest in board decisions.	Met	
5.4.3	If applicable, staff and teacher salary schedules or guidelines are approved by the board.	Met	

Part 5 General Comments/Recommendations:

Part 6: Board Policy Review

Reviewed by:

Allyson Hile

Review Date(s):

Feb. - June 2024

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.	Met	Can only be met or not met.
Section	6.2 Policies required by statutes or UCM have been developed and are followed.	Status	Comments/Recommendations
6.2.1	A policy for a bid process exists and is followed, as exhibited in documentation provided for a recent bid.	Met	
6.2.2	A policy regarding borrowed funds exists and is followed as exhibited in documentation provided for the calendar year of showing any funds borrowed for any reason.	Met	
6.2.3	A policy for personnel evaluations exists and is followed as evidenced by an evaluation schedule and three sample, current, completed evaluations for the current school year with all personal details removed.	Met	
6.2.4	A policy for writing checks and paying bills exists and is followed as exhibited in documentation provided of five actual transactions of the purchase order, invoice, and bill payment process.	Met	
6.2.5	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.	Met	

6.2.6	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). The policy is followed as exhibited in a written document containing the language used in the communication with other public schools.	Met	
6.2.7	The charter school has adopted a policy consistent with the Missouri Student Religious Liberties Act (Section 160.2500, RSMo).	Met	
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.	Met	
6.3.2	Documentation that policy changes affecting staff have been communicated to appropriate personnel.	Met	
6.3.3	The school has made policies available to the public. (If not available on their website, list where they are available.)	Not Applicable/Required	
<p>Part 6 General Comments/Recommendations:</p> <hr/>			

Part 7: Financial Operations Review			
Reviewed by:		Allyson Hile	
Review Date(s):		Feb.-Aug. 2024	
Section	7.1 Fiscal records are appropriately maintained.	Status	Comments/Recommendations
7.1.1	Each month's financial report up through the current years', is available, user friendly, and organized.	Met	

7.1.2	School budget and year-to-date expenditures for Federal Programs documentation is in place.	Met	
7.1.3	Software program, external company, or other means of bill pay is provided and can be accessed upon site visit.	Met	Software Unlimited is used
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.	Met	
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.)	Met	
7.2.2	Minimum of three-year budget plan beyond the current school year is provided.	Not Met	
7.2.3	Reserves as reported on the most recent ASBR are above 10%.	Met	2022-2023
7.2.4	The school participates in the E-Rate program when applicable.	Met	Can only be Met or Not Met. In Tech Plan
7.2.5	The school receives Medicaid funds when applicable.	Not Met	
7.2.6	The school has current liability insurance coverage and it is approved by the board annually.	Met	
7.2.7	The monthly check register/payment of bills is approved at the regular board meeting.	Met	
7.2.8	The school participates in the Kansas City School District Retirement System.	Met	
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.	Met	
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.	Met	

7.3.2	Financial reports at each board meeting include a balance sheet showing assets and liabilities and current financial standing of the school.	Met	
7.3.3	Financial reports to the board include an Income and Expense statement.	Met	
7.3.4	Financial reports to the board include a budget versus actual report.	Met	
7.3.5	Audit prepared by an independent company was sent to KCPS and DESE and was published in a local paper. (copy of emails or copy of what was sent)	Met	
7.3.6	The audit was accepted by the Board (in minutes with related vote).	Met	
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.	Met	
7.3.8	Previous year's ASBR was submitted to DESE.	Met	
7.3.9	If ASBR report had exceptions from DESE they were corrected in a timely manner.	Met	
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.)	Met	
7.4.2	There is a board approved Whistleblower policy identified as such in the policy manual.	Met	
7.4.3	Written procedure for budget development is available and includes communication with a variety of appropriate stakeholders.	Met	
7.4.4	The final budget for the upcoming fiscal year is approved by the board prior to July 1.	Met	
7.4.5	There is a board approved, written document available identifying who must approve contracts of various dollar amounts.	Met	
7.4.6	There is a board approved policy that is specifically identified and addresses nepotism in hiring and the awarding of contracts.	Met	
7.4.7	School spends at least 1% of its annual budget on professional development.	Not Applicable/Required	Select Not Applicable and list amount here.

Part 7 General Comments/Recommendations:

Part 8: Facilities Review			
Reviewed by:		Allyson Hile	
Review Date(s):		Feb- Mar. 2024	
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).	Met	
8.1.2	Current Fire Department Safety Certificate is posted.	Met	
8.1.3	Current Health Department Food Service Certificate is posted.	Met	
8.1.4	Deficiencies on Food Services Audits have been addressed as per the required corrective actions.	Met	
8.1.5	Fire extinguisher inspections are posted and up-to-date.	Met	
8.1.6	Elevator is available and inspection is posted.	Met	
8.1.7	HVAC is in good repair.	Met	
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.	Met	

8.2.2	All observed electrical boxes/switches are covered.	Met	
8.2.3	EXIT signs are prominent and lighted.	Met	
8.2.4	Stair treads and railings are secure and safe.	Met	
8.2.5	Classrooms are of adequate size for their purpose.	Met	
8.2.6	Bathrooms are clean.	Met	
8.2.7	Toilets are operational.	Met	
8.2.8	Bathrooms have sinks with hot and cold water.	Met	
8.2.9	Bathrooms provide soap and towels for hand washing.	Met	
8.2.10	Hallways have an unobstructed clearance of 8 feet.	Met	
8.2.11	Storage areas are in good order.	Met	
8.2.12	Schools maintain appropriate entrance signs and directions. (Need to check into the office and how to get there.)	Met	
8.2.13	All classroom doors can be locked/secured from the inside.	Met	
8.2.14	First floor classrooms should have a means to block sight from those outside the building.	Met	
8.2.15	Paper artwork and teaching materials cover less than 20% of a wall area.	Met	
8.2.16	The interior of the building is clean.	Met	
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.	Met	

8.3.2	Curb cuts are in an appropriate proximity to handicapped parking.	Met	
8.3.3	Exterior signage is prominent and adequate for emergency vehicles to identify the school.	Met	
8.3.4	Exterior door security is in place at every entry while allowing people to exit whenever the building is occupied.	Met	
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).	Met	
8.3.6	The main entrance to the school has an electronic system that controls entry to visitors.	Met	
8.3.7	Shrubs around the building are trimmed within 3' to allow for a good line of sight.	Met	
8.3.8	Exterior lighting is appropriate around entrances, parking and walkways.	Met	
8.3.9	The charter school ensures that an American Flag is displayed in front of each school building.	Met	
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.	Partially Met	missing from a few elementary rooms
8.4.2	Breaker boxes are kept locked and do not allow child access.	Met	
8.4.3	Material Safety Data Sheets are posted where chemicals are stored.	Met	
8.4.4	There were no observed permanent extension cords.	Met	
8.4.5	There is a working system of communication between classrooms and the office.	Met	
8.4.6	There is an appointed district Safety Coordinator.	Met	
8.4.7	A copy of the floor plan is on file with the local police department.	Met	
8.4.8	An alternate building evacuation site is known to adults and parents.	Met	

8.4.9	Visitors are required to check in at the office and receive a visitor name badge.	Met	
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.	Met	
8.4.11	All bathrooms have the child abuse hotline poster in both Spanish and English.	Met	
<p>Part 8 General Comments/Recommendations:</p> <hr/>			

Part 9: Personnel and Payroll Review			
Reviewed by:		Allyson Hile	
Review Date(s):		Feb.-June 2024	
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.	Met	
9.1.2	Yearly board approved contracts are provided.	Met	
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.	Met	
9.1.4	School has a staff/talent recruitment and retention plan on file.	Met	
9.1.5	At least 80% Position Code 60 educators are certified. All employees paid with federal funds are certified.	Met	

9.1.6	A master schedule is in place and available.	Met	
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.	Met	All employees are part of MACHS Rap-back program until termination
9.1.8	Payroll summaries and personnel rosters were compatible.	Met	
9.1.9	Administrators have appropriate certifications for their roles.	Met	
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)	Met	90% over last 5 years
9.1.11	The school uses a teacher evaluation system based on the 7 Essential Principles of the Missouri Teacher Evaluation System.	Met	
9.1.12	Current and historic H.R. records are maintained in a secure location.	Met	
<p>Part 9 General Comments/Recommendations:</p> <hr/>			

Part 10: Required Training and Drills Review			
Reviewed by:		Allyson Hile	
Review Date(s):		Feb.-June 2024	
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.	Met	

10.1.2	All staff is trained annually in/on Sexual Harassment: Staff to Staff.	Met	
10.1.3	All staff is trained annually in/on Restraint & Seclusion.	Met	
10.1.4	All staff is trained annually in/on FERPA/HIPPA.	Met	
10.1.5	All staff is trained annually in/on bloodborne pathogens.	Met	
10.1.6	Appropriate personnel are trained in how to respond to bomb threats. (Every 2 Years).	Met	
10.1.7	Persons responsible for first aid are trained and given proper equipment and supplies.	Met	
10.1.8	Youth suicide prevention training for middle and High School staff. (Once plus every year thereafter with new staff.)	Met	
10.1.9	Regular fire drills are held with a record of date, time, and observations (min 5).	Met	
10.1.10	Regular tornado drills are held with a record of date, time, and observations (a minimum of 2).	Met	
10.1.11	Regular intruder drills are held with a record of date, time, and observations (at least 1/yr.).	Met	
10.1.12	All staff participated in active shooter training. (In person or online annually.)	Met	
10.1.13	A crisis plan is in place and reviewed with staff annually.	Met	
10.1.14	Bus evacuation drills for students K – 6 are conducted at least once each semester.	Met	
10.1.15	Two hours of Dyslexia training for all teachers.	Met	
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.).	Met	Title - SPED - 504 - Homeless -
10.1.17	A safety committee meets at least two times each year (administrator(s), teacher(s), nurse, parent(s), etc.).	Met	
10.1.18	Administrative procedures encourage staff to report suspected child abuse and neglect.	Met	

10.1.19	A student code of conduct is made available to students, staff and parents.	Met	
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).	Met	
10.1.21	All staff is trained annually in accordance with Title IX of the Education Amendments of 1972.	Met	
10.1.22	The school has designated a person for each of the 4 Title IX required roles.	Met	Title IX Coordinator - Title IX Facilitator - Title IX Investigator -
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	
<p>Part 10 General Comments/Recommendations:</p> <hr/>			

Part 11: Student Enrollment and Records Review			
Reviewed by:		Allyson Hile	
Review Date(s):		Feb.-June 2024	
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.	Met	
11.1.2	Efforts to recruit and serve a diverse population are evident.	Met	

11.1.3	The school is at or above 90% of enrollment targets (State % of capacity).	Partially Met	Per Performance Contract Goals: In 3 of next 5 years, Allen Village School shall increase its student enrollment by 3%. In 2020-2021, Allen Village School had 505 students.
11.1.4	Lotteries are conducted appropriately and school requests attendance by KCPS personnel.	Not Applicable/Required	
11.1.5	Waiting lists are maintained by grade level and appropriate documentation is readily available.	Not Applicable/Required	
11.1.6	MOSIS number is on file on all records (permanent, Special Ed, 504, etc.).	Met	
11.1.7	Birth Certificate/Proof of Birth is on file for kindergarten and first grade.	Met	
11.1.8	A completed student application is on file.	Met	Google form
11.1.9	The date of admission is noted.	Met	
11.1.10	Records/transcripts from previous school are on file.	Met	
11.1.11	There is proof of residence for the current year (i.e., lease, utilities, etc.).	Met	
11.1.12	Immunization records are on file.	Met	
11.1.13	Parent and emergency contact information is on file.	Met	
11.1.14	A clear process is in place to up-date parent contact information.	Met	
11.1.15	There is a record of grades earned.	Met	
11.1.16	Discipline records are on file.	Met	
11.1.17	There is a cumulative record of test results.	Met	
11.1.18	Attendance records are on file.	Met	
11.1.19	Records are well organized and consistently updated.	Met	

11.1.20	Schools keep student records in accordance with the general record retention schedule.	Met	
11.1.21	Requests for records are sent in a timely manner.	Met	
11.1.22	The charter school reports school dropouts to the Missouri Literacy Hot Line.	Met	use Scribbles
11.1.23	MOCAP information is included in parent handbook, registration documents, and "featured" on home page of website (Required by Missouri statutes).	Met	MOCAP information is already featured on all schools webpages. (Indicator is met or not met only.)

Part 11 General Comments/Recommendations:

Part 12: Special Education Review			
Reviewed by:		Allyson Hile	
Review Date(s):		Feb.- Mar. 2024	
Section	12.1 Initial File Review	Status	Comments/Recommendations
12.1.1	Referral form is present and dated.	Met	
12.1.2	Name(s) and role(s) of individual(s) making the referral is documented.	Not Applicable/Required	
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.	Not Applicable/Required	
12.1.4	Date when Procedural Safeguards were presented to parents is present. (5 school days)	Not Applicable/Required	

12.1.5	Review of Existing Data form is in file and dated.	Not Applicable/Required	
12.1.6	Prior Written Notice (PWN) for evaluation was provided with date of delivery documented.	Not Applicable/Required	
12.1.7	Consent is obtained prior to administration of any tests or assessment instruments, if applicable, with name(s) and description(s) of	Not Applicable/Required	
12.1.8	Parent(s) was/were notified of the Eligibility Staffing (Notification of Meeting) with date notified documented.	Not Applicable/Required	
12.1.9	Evaluation was completed within 60 calendar days of PWN. (Date documented)	Not Applicable/Required	
12.1.10	Evaluation report contains the names and roles of the individuals making the eligibility determination.	Not Applicable/Required	
12.1.11	Statements including exclusionary factor specific to - SLD, Autism, SSD, LI- are documented.	Not Applicable/Required	
12.1.12	Prior Written Notice for initial services is present and dated.	Not Applicable/Required	
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).	Not Applicable/Required	
12.1.14	The evaluation report addresses the results of assessments conducted in all areas generally related to the suspected disability.	Not Applicable/Required	
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.	Not Applicable/Required	
Section	12.2 Reevaluation File Review	Status	Comments/Recommendations
12.2.1	Review of Existing Data (RED) form is present and dated.	Met	
12.2.2	Reevaluation is within three years of the last Evaluation Report (ER).	Met	
12.2.3	Written Notice, when no additional assessment is needed, is completed, dated and provided to parents.	Not Met	received feedback from RPDC Specialist
12.2.4	Date when the parent(s) was/were notified of the Eligibility Staffing is present when additional data was collected.	Met	
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.	Not Applicable/Required	

12.2.6	Statement including exclusionary factor specific to-SLD, Autism, SSD, LI-are documented.	Met	
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.)	Met	
Section	12.3 Individual Education Plan (IEP)	Status	Comments/Recommendations
12.3.1	IEP is current.	Met	
12.3.2	Initial IEP meeting is held within 30 days of the eligibility determination staffing.	Met	
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).	Met	
12.3.4	Notification of meeting is documented and dated.	Met	
12.3.5	Present Level contains all required components.	Met	
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).	Met	
12.3.7	Present Level drives the goals.	Met	It was suggested to provide additional data in this part of the IEP.
12.3.8	IEP includes goals that are written in terms that are in SMART format (Specific, measurable, attainable, results oriented and time bound).	Met	
12.3.9	Specific Special Education Services are listed and location of services is documented.	Met	
12.3.10	If student receives related services, they are listed.	Met	
12.3.11	If student requires accommodations and/or modifications, they are noted on the IEP with frequency and location noted.	Met	
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.	Met	
12.3.13	Selected placement is noted.	Met	

12.3.14	Parent provided a dated copy of the IEP (generally 20 days).	Met	
12.3.15	Special education services and goals match.	Met	
Section	12.4 Transfer File Review	Status	Comments/Recommendations
12.4.1	Enrollment date is noted.	Met	
12.4.2	Documentation, if appropriate, is present and dated that Agency Officials conducted interviews with sending school.	Met	
12.4.3	Agency acceptance or rejection of the IEP is noted.	Met	
12.4.4	If IEP was rejected; the date new IEP was developed is documented.	Not Applicable/Required	
12.4.5	Agency acceptance or rejection of the Evaluation Report is noted.	Met	
12.4.6	If Evaluation Report was rejected date of initiation of new evaluation and date completed is documented.	Not Applicable/Required	
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.	Met	
12.5.2	Notification of meeting includes post-secondary transition as one of the purposes.	Met	
12.5.3	Evidence exists that the student was invited to the IEP Team meeting where transition services were discussed.	Met	
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	Not Applicable/Required	
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.	Met	
12.5.6	Appropriate measurable postsecondary goals are noted.	Not Met	received feedback from RPDC Specialist
12.5.7	Post-secondary goals are updated annually.	Met	

12.5.8	Evidence exists that measurable post-secondary goals were based on age appropriate transition assessment.	Not Met	received feedback from RPDC Specialist
12.5.9	Transition services in the IEP reasonably enable the student to meet his/her postsecondary goals.	Not Met	received feedback from RPDC Specialist
12.5.10	IEP includes multiple year courses of study that will reasonably enable the student to meet his/her post-secondary goals.	Not Met	received feedback from RPDC Specialist
12.5.11	Annual IEP goals relate to the student's post-secondary transition goals.	Not Met	received feedback from RPDC Specialist
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.	Met	
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.	Not Applicable/Required	
12.6.2	Documentation is present that indicates appropriate disciplinary procedures were followed.	Not Applicable/Required	
12.6.3	Prior Written Notice was provided if a disciplinary change of placement was determined.	Not Applicable/Required	
<p>Part 12 General Comments/Recommendations:</p> <hr/>			

Part 13: Human Relations	
Reviewed by:	Allyson Hile
Review Date(s):	

Section		Status	Comments/Recommendations
13.1.1	School has mechanism for consistent and regular staff feedback	met	
13.1.2	School has mechanism for consistent and regular parent feedback	met	
13.1.3	School has mechanism for consistent and regular student feedback	met	
13.1.4	Staff satisfaction survey is conducted at least annually	met	
13.1.5	Parent satisfaction survey is conducted at least annually	met	
13.1.6	Student satisfaction survey is conducted at least annually	met	
13.1.7	School has mechanism for consistent and regular staff collaboration and celebrations	met	