



DCSD Charter School Annual Site Visit

School Name - North Star Academy

Date of Visit - 10-9-23

Visiting Team - Gordon Mosher, Kristin Schmidt - DCSD Choice Programming

The purpose of site visits is to serve as a tool to inform continuous improvement for charter schools and to provide data points in determining a charter school's standing relative to the authorizer's compliance and performance requirements. Authorizers conduct site visits on an annual basis, though some review topics and criteria may not apply under certain conditions on a given year.

The site visit will include areas of safety evaluation, observation of culture, review of the school's educational program, board governance, and other items. Following the site visit, the DCSD Choice Programming Office will share the outcomes of the site visit, as well as any next steps related to non-compliance/low scores, as needed, that the District will take.

Areas of this document:

[Section 1 - Required Submissions](#)

[Section 2 - Board Governance](#)

[Section 3 - District Review of Health, Safety, and Operational Requirements](#)

Thank you for all that you do for students in Douglas County. We appreciate your collaboration.
DCSD Choice Programming

Section 1 - Required Submissions

Site visit submissions - Please have the following documents linked in this document or added to this [SHARED FOLDER](#) to review during the Annual Site Visit.

Item	Verified	Notes
Completion of ELD , SPED , and GT plans/ checklist (Google Form)		I uploaded them on the google doc for charter renewal.
QPR and district threat Assessment training- Please submit the names and dates taken for School administrators and mental health professionals in the notes column.		<p><u>Threat Assessment Training:</u> Kendra Hossfeld - 3/22 Mary Clarke - 3/22 Kyle Roberts - 9/22</p> <p>School administrators and mental health professionals in the notes column.</p> <p>Don Johnson - 9/22 Holly Eshmeyer- 9/22</p> <p><u>QPR List of Staff and Dates:</u></p> <p>ASSIST Training: Holly Eschmeyer -4/22</p>

<p>Satisfaction Survey results. The school shall conduct regular staff, parent, and student satisfaction surveys and shall share de-identified, aggregated results with the School Community and the District's Choice Programming Office.- How this was shared to your community.</p>		<p>GM - Surveys linked in shared folder</p> <p>GM - Were there any themes that came up in your surveys to students, staff, and/or parents? -SAC surveys were very lengthy - the first 15 questions are examined for themes. Having a full time SRO was a great strength. Student to student interactions used to be a growth point, but scores have been rising. We have a culture push based on this point. Weekly, there is a video shown on character - teachers, leadership develop these. Lots of focus on staff and community sense of belonging - focused on retention.*Culture is a big focus to keep teachers*</p> <p>GM - Was there any action taken by the Board or your leadership team in response to survey data? Culture was definitely something we valued the most, and positions were formed due to this focus. New staff.</p> <p>GM - What is your leadership transition plan at this time? Kendra is planning to stay through the 20th anniversary of NSA (25-26 school year is planned to be her last). Additional leaders have been hired and will be in place for the succession plan.</p>
<p>Transparency: The school shall make charter Board adopted policies, meeting agendas, and minutes, Charter School's School Accountability Committee meeting agenda and minutes.</p>		<p>Found all on their website easily Board policy handbook in file</p> <p>Found easily on their website</p>

<p>Information about charter board members,</p> <p>Financial information</p> <p>School's process for resolving public complaints</p>		<p>Found easily on their website</p> <p>Found easily on their website communication pathway saved in file</p>
<p>Websites will be reviewed to ensure the following are conspicuously posted and maintained:</p> <p>The School's Communications Pathway or Complaint Process</p> <p>School's Articles of Incorporation and Bylaws</p> <p>Information about Charter Board members and their job descriptions, including their roles and responsibilities to the school and public</p> <p>Notice of Charter Board Meetings, including date, time and location for the meetings</p> <p>Minutes of Charter Board Meetings</p>		<p>Found easily on website</p> <p>Found easily on website</p> <p>Found easily on website</p> <p>Found easily on website posted on overview page</p> <p>Found easily on website</p> <p>Found easily on website</p>

Student/Parent/Family Handbooks		Found easily on website on board overview page
School's current and applicable Strategic Plan		

Section 2 - Board Governance

Item	Verified	Notes
Bylaws in place that outline board role and legal obligation	X	Found in board handbook on website
Articles of incorporation in place that indicate current nonprofit status	X	Found in Board handbook on website
Board handbook in place that outlines board member expectations	X	On website
Financial transparency compliance	X	On website
Financial reporting compliance	X	On website
Board complies with open meetings requirements	X	Posted on website
Board holds meetings (at least quarterly)	X	Meeting dates on website

Regular revision and approval of key policies (employment, enrollment, etc.)	X	Posted on website
Approval of annual audit	X	Posted on website
Approval of annual budget	X	Posted on website
Board meets authorizer deadlines and requirements	X	
The charter school has adopted and implemented conflict of interest policies that prevent real or apparent conflicts of interest.	X	I do not see policy linked on the website, there are policies within the board hand book that covers conflicts.
The charter school administration provides monthly financial reports to its governing board for review and approval.		Did not find monthly reports or info about them on website
All board members must file an oath with the local County Clerk's Office by August 3, 2023, and within 80 days of becoming a board director thereafter.	X	This has been done

Section 3 - District Review of Health, Safety, and Operational Requirements

Item	Verified	Notes
Safety: There is a sign-in and sign-out process for visitors, including volunteers and outside staff	X	No Raptor Physical Sign in
Safety: There is documentation that all volunteers have been properly screened and cleared to work with students	X	Volunteer visit system Form
Safety: There is a procedure in place to ensure that all non-screened visitors are supervised by authorized staff at all times during student hours	X	
Safety: There is a sign-in procedure for students arriving late to school and sign-out procedure for early dismissal students	X	Parent sign in if late Same with sign out
Safety: There is a procedure for verifying the identification of adults authorized to pick-up students from school	X	Carpool #'s assigned Sign at beginning
Safety: Evacuation routes are posted in all rooms	X	
Safety: Emergency contact numbers for the health department, fire department, police department, etc. can be immediately accessed within the building. There is a procedure for accessing emergency assistance from outside the building in cases of evacuation	X	In emergency folders Programming in phones
Safety: All appropriate drills have been scheduled and conducted according to the approved schedule	X	

Safety: Employees are easily identifiable by first responders	X	Badges
Safety: School knows and can explain their reunification plan and site for reunification, and this has been shared with staff.	X	SEC
Safety: Building keys are accessible and easily identifiable by law enforcement and District security.	X	
Safety: School has identified an Incident Command Team	X	
Safety: There is a District (Large) radio on site, and there is a clear understanding of what to do with the radio in response to an emergency situation.	X	
Nutrition Services: The school provides food services that complies with state and federal regulations in order to meet all student food service needs	X	District (New Kitchen in process)
Transportation: If the school provides transportation, the school ensures that any transportation services provided comply with state and federal regulations for all transportation needs	X	No buses
Transportation: The school has an adequate plan for how transportation will be provided to include field trips, before and after school, and extracurricular activities (e.g. through the district, private transportation service, school-purchased buses, etc.	X	Charter buses. Washington DC trip - handled through an outside vendor. Send form for Parent transportation
Health Services: Current emergency contact information	X	

for a student is on file, and it includes medical information, medical provider preferences, and authorized adult contact persons		
Health Services: There is documentation that the staff member(s) assigned to administer medications and/or nursing procedures have been trained and delegated by a licensed professional school nurse	X	Nurse and one front office staff
Health Services: There is documentation that all students with health concerns, allergies, etc. have been identified, confidentiality has been maintained, and all staff who have a need to know have been informed	X	Located in Sub folder