

# 2020 Response to Report



**SCHOOL NAME**  
**CITY**

# Annual Progress Report Scoring Rubric

## Introductory Materials: The Cover Form and Executive Summary

| Indicator   | Not in Compliance   | Compliance   |
|---|---|--|
| <p><i>(Was the Cover Form included?)</i><br/>Cover Form is provided.</p>  | <p><input type="checkbox"/> The Cover Form provided by MNSAA was <u>not</u> included in the annual progress report or was not complete.</p>   | <p><input type="checkbox"/> The <b>Cover Form</b> provided by MNSAA was completed and included in the APR report with end of the academic year enrollment.</p>   |
| <p><i>(Was an Executive Summary included?)</i><br/>Provides an Executive Summary that identifies any unique situations encountered, and if applicable – any additional improvements and/or any major revisions to the strategic plan.<br/><br/><i>(Any unexpected circumstances the school encountered during the academic year are delineated in this letter.)</i></p> | <p><input type="checkbox"/> An Executive Summary is <u>not</u> enclosed.</p> <p><input type="checkbox"/> The summary <u>does not meet</u> MNSAA quality expectations as defined. <i>(See Reviewer's Comments for additional information.)</i></p> | <p><input type="checkbox"/> An <b>Executive Summary</b> is enclosed.</p> <p><input type="checkbox"/> The summary provides an executive overview of any <b>unique situations encountered</b> during the year.</p> <p><input type="checkbox"/> If applicable, the Executive Summary includes <b>major improvement accomplishments</b> not included in the strategic plan.</p> <p><input type="checkbox"/> If applicable, the Executive Summary <b>specifies major revisions made</b> to the school strategic plan.</p> |
| <p><b>Reviewer Comments and/or Recommendations</b></p>  |   |  |
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# Annual Progress Report Scoring Rubric

## The School Strategic Plan for Improvement (SSP)

| Indicator  | Not in Compliance   | Compliance  |
|--|---|---|
| <p><i>(What initiatives were planned for implementation this past year?)</i></p> <p><b>Provides the <u>School Strategic Plan</u> for the current school year with evidence of the previous year's progress report on the required ongoing MNSAA template.</b></p> <p><i>(Action steps that have been completed and reported to MNSAA for two or more years are considered annually practiced/institutionalized and no longer need an annual progress report posted.)</i></p> | <p><input type="checkbox"/> Some or the entire strategic plan is <u>not</u> included or not completed on the <u>required template</u>.</p> <p><input type="checkbox"/> The progress report is <u>not</u> identified for the year with a superscript date and/or does not utilize the defined color. <i>(2019-20 Green in June 2020)</i></p> <p><input type="checkbox"/> The plan <u>does not include</u> the previous years' progress narrations and/or does not specify when and why previous progress reports were removed.</p> | <p><input type="checkbox"/> The <b>required MNSAA template</b> for strategic planning is utilized with progress on action steps reported.</p> <p><input type="checkbox"/> The progress report is identified for the year with a <b>superscript date</b> and utilizes the <b>defined color</b>. <i>(2019-20 Green in June 2020)</i></p> <p><input type="checkbox"/> The plan includes the <b>previous years' progress</b> narration and/or identifies actions that are annually practiced.</p> |
| <p><i>(What did you accomplish this year?)</i></p> <p><b>In the <u>Progress Report</u> column, a written description of the specific actions taken during the current year to implement the planned improvement targets is provided.</b></p>   | <p><input type="checkbox"/> Written description of improvement efforts is <u>not reported</u> on the template or is <u>vague</u>.</p> <p><input type="checkbox"/> Information is <u>not provided</u> as to why a goal was not addressed as planned for the year.</p> <p><input type="checkbox"/> <u>Progress is predicted</u> or projected before real action has been taken.</p>   | <p><input type="checkbox"/> <b>A written description</b> of the specific actions taken to implement the planned action steps is provided.</p> <p><input type="checkbox"/> The written description includes information advising <b>why the goal was not addressed</b> as planned and timelines adjusted if necessary.</p>   |
| <p><i>(What do you plan to do next year and into the future?)</i></p> <p><b>The <u>School Strategic Plan</u> details strategies and action steps to guide future improvement efforts.</b></p>  | <p><input type="checkbox"/> The plan <u>does not</u> detail improvement strategies and action steps for the next year and beyond.</p> <p><input type="checkbox"/> Descriptions of "completed," "annually" or "ongoing" are pervasive in the report. <i>(Calls into question the visionary nature of the plan.)</i></p>  | <p><input type="checkbox"/> The School Strategic Plan details improvement strategies and action steps for <b>the next year and beyond</b>. <i>(Schools in Year 6 or beyond of the accreditation cycle will be bringing their existing plan to a close and limited action steps for the future will be named.)</i></p>   |

### Reviewer Comments and/or Recommendations

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# Annual Progress Report Scoring Rubric

## Communicating School Strategic Plan (SSP) Progress to Stakeholders

| Indicator   | Not in Compliance   | Compliance  |
|---|---|---|
| <p><i>(How did you communicate the SSP with stakeholders?)</i></p> <p><b>Provides a written description of how the School Strategic Plan (SSP) was communicated to stakeholders.</b></p>  | <p><input type="checkbox"/> Written description of how the school communicated the SSP and progress achieved meeting defined improvement initiatives with stakeholders is <u>not included</u> or is <u>incomplete</u>.</p>  | <p><input type="checkbox"/> Written description of how the school communicated the SSP and its defined improvement initiatives with stakeholders is included.</p>   |
| <p><i>(Provide evidence to support the written description of communication of the SSP progress with stakeholders.)</i></p> <p><b>Include your State-of-the-School report as evidence that stakeholders were advised of progress achieved on strategically planned improvement initiatives and the plan for future improvement.</b></p> | <p><input type="checkbox"/> The school's "State of the School" is <u>not provided</u> or <u>does not demonstrate communication of the SSP</u> and related progress toward achieving defined objectives, strategies, and action steps.</p> <p><input type="checkbox"/> A <u>plan for future improvement</u> is not included in the State-of-the-School Report.</p> | <p><input type="checkbox"/> <b>The State of the School Report clearly demonstrates communication of the SSP</b> to stakeholders, the school's <u>progress</u> toward achieving defined improvement initiatives, and the school's plan for future improvement.</p> |

### Reviewer Comments and/or Recommendations:

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# Annual Progress Report Scoring Rubric

## Supporting Professional Excellence

| Indicator  | Not in Compliance  | Compliance   |
|--|--|--|
| <p><i>What was the school's professional development plan?</i></p> <p>Provides a <b>written description</b> of your school's professional development plan that supported on-going training in areas such as curriculum, instruction, and assessment strategies.</p> | <p><input type="checkbox"/> The written description does not describe <b>the school's professional development plan</b> that supported on-going training in areas such as curriculum, instruction, and/or assessment strategies.</p> | <p><input type="checkbox"/> <b>Written description of the school's professional development plan</b> this year was provided indicating on-going training in areas such as curriculum, instruction, and assessment strategies.</p> <p><b>OR</b></p> <p><input type="checkbox"/> <b>Written description</b> of how the school collaboratively <b>responded to distance learning in 2020</b>.</p> |
| <p><i>What have you learned?</i></p> <p>What was learned from this year's professional development activities that will inform your decisions supporting professional excellence in the future.</p>  | <p><input type="checkbox"/> The written reflection does not advise how this year's professional development activities will inform decisions supporting professional excellence in the future.</p>                                   | <p><input type="checkbox"/> A written reflection is provided advising how the professional development activities that occurred in 2019-20 will inform decisions for future professional excellence.</p>   |
| <p><i>Verification that the school has a plan.</i></p> <p>Provides verification of a written professional development plan that supported ongoing training in areas such as curriculum, instruction, and assessments strategies.</p>                                 | <p><input type="checkbox"/> Verification is not provided by checking the box provided.</p>   | <p><input type="checkbox"/> Verification indicates there is a written professional development plan that supports ongoing training in areas such as curriculum, instruction, and assessment strategies.</p>  |

**Reviewer Comments and/or Recommendations**

• [Redacted]

# Annual Progress Report Scoring Rubric

## Summary of Findings and Recommendations for Future

The 2019-20 Annual Progress Report is in compliance with all MNSAA requirements and no further action is needed.

**Required Response** is due on or before **October 15, 2020** in the following areas:

- Introductory Materials – *Cover Form and Cover Letter***
  - By October 15<sup>th</sup>: [REDACTED]
- The School Strategic Plan (SSP)***
  - By October 15<sup>th</sup>: [REDACTED]
- Communicating School Strategic Plan (SSP) Progress to Stakeholders***
  - By October 15<sup>th</sup>: [REDACTED]
- Supporting Professional Excellence***
  - By October 15<sup>th</sup>: [REDACTED]

## Additional Comments from the Reviewer:

- [REDACTED]

Signature \_\_\_\_\_ Date:

Reviewed by: **Reviewer's Name**