

Start-Up Monitoring & Oversight

After new school applicants are approved by MDE, the Guild will monitor school start-up progress through monthly evaluations of the School Launch Process, which details deliverables, timing and accountability. This tracking template aids in ensuring that all essential components are identified, implemented and communicated. Key elements include:

Purpose & Metrics	People	Place
<ul style="list-style-type: none">▪ Learning program▪ Fiscal management▪ Governance & Compliance	<ul style="list-style-type: none">▪ Teachers/Leadership▪ Students▪ Families & Communities	<ul style="list-style-type: none">▪ Facilities▪ Operations▪ Transportation

Critical Milestones

The School agrees to the following significant target dates effective for the months immediately preceding school opening:

March 1st: Facility secured

May 1st: Database of interested students/families that is 125% of budgeted enrollment

May 10th: Significant renovations/buildout to facility have begun

May 31st: 75% of projected budgeted students officially enrolled

June 1st: 75% teaching staff hired

July 1st: 125% of projected budgeted students officially enrolled

Where a significant target date is not met, the School will submit a written plan to The Guild detailing how the condition will be remedied within thirty (30) days of the significant target date. If requested by The Guild, due to the School's failure to meet a significant target date or comply with Applicable Law or other grounds, the School will delay opening of the School one academic year.

Monthly financial reporting to the Guild is initiated when the school begins receiving funds.

School Oversight

After a school has met rigorous requirements for authorization, the Guild initiates an ongoing system of oversight to monitor and review the accountabilities the school must fulfill to meet its performance goals and commitments. These accountabilities are defined by statute and in the contract the school signed with the Guild, which will perform the monitor/review function as follows:

Guild Oversight Accountability Review	
Governance Performance	<ul style="list-style-type: none"> ▪ Attend at least two charter school board meetings annually. ▪ Review the School Annual Report for compliance with the Contract Agreement.
Student/Professional/School Performance	<ul style="list-style-type: none"> ▪ Review the School Annual Report for compliance with the Contract Agreement specifically for data that may provide insights on progress, potential issues or trends relative to student, professional & school performance. ▪ Review the MDE School Report Card for student performance information, identify & discuss any potential areas of concern relative to the Contract.
Fiscal Performance	<ul style="list-style-type: none"> ▪ Review monthly financial statements provided to the school's board & comment as necessary. ▪ Review the school's annual budget and provide comments as necessary. ▪ Review the school's Annual Financial Audit and identify any areas of concern based on the provisions of the Contract Agreement. ▪ Review the reserves plan compared to actual performance.
Operations Performance	<ul style="list-style-type: none"> ▪ Review school board meeting minutes to monitor policy compliance & identify areas requiring policy revisions. ▪ Review school compliance with required state reporting deadlines & all applicable laws including student admissions, teacher licensing & special education requirements. Identify any concerns relative to the Contract Agreement. ▪ Conduct an annual site visit using the Annual Site Visit form to review operations, interview stakeholders (students, staff, parents, community members) & discuss school/authorizer issues. ▪ Visit the school at least one additional time during the school year & attend a sampling of school student activities.

School Readiness Plan

School:

Governance and Management

	Task	Person Responsible	Requisite Resources	Status	% Completed	Targeted Completion Date	Actual Completion Date
1.	Ensure that a contract is signed with Minnesota Guild of Public Charter Schools within 45 business days of the commissioner's approval of the authorizer's affidavit (Subd. 6)						
2.	Review Minnesota Open Meeting Law (Statute 13D)						
3.	Establish governance structure consistent with Application						
4.	Recruit board members with expertise (e.g., education, legal, fiduciary, real estate)						
5.	Develop bylaws and obtain approval from MN Guild						
6.	Distinguish roles and responsibilities of the board						
7.	Write job descriptions for the Board of Directors and the Officers						

8.	Define committees and write descriptions						
9.	Write articles of incorporation						
10.	Establish legal status with the Minnesota Secretary of State						
11.	Secure a federal EIN – Employee Identification Number						
12.	Apply for recognition of exemption under Section 501(c)(3) of the Internal Revenue Code (f1023)						
13.	Attend MDE-approved training on board governance, the board's role and responsibilities, employment policies and practices, and financial management, commencing within six months of being seated and completed within 12 months of being seated on the board (Subd. 4 (f))						
14.	Develop a board manual						
15.	Establish a board calendar						
16.	Set up and perform ongoing process for board evaluation; Plan for board development						
17.	Establish board policy for conflict of interest; have board members sign a conflict of interest form annually						
18.	Plan for transition to a permanent board						
19.	Develop performance evaluation for administrative, supervisory, and instructional leaders according to MN§124E.12 subd. 2						
20.	Establish nexus of communication tools and methods to board members, school staff, families, community, etc.						
21.	Designate IOwA (Identified Official with Authority)						
22.	Review MDE Charter School Submissions Calendar (found at https://education.mn.gov/MDE/dse/chart/screst/)						

23.	Review the MN state charter school law						
24.	Review civil rights/equity issues						
25.	Develop a health and safety policy handbook						
26.	Review contract with board						

Personnel and Policy Development

27.	Establish hiring policies and procedures in accordance with fair and open hiring practices						
28.	Determine staffing needs						
29.	Create timeline for hiring staff						
30.	Advertise/solicit potential candidates in accordance with equitable and diverse hiring best practices						
31.	Write personnel policies/handbook						
32.	Establish terms of employment, employment contracts and job descriptions						
33.	Define expectations and protocols for pre-operational/start-up staff						
34.	Establish the process for evaluating pre-operational/start-up staff prior to the school opening						
35.	Hire pre-operational/start-up staff						
36.	Write student and parent handbook/policy manual						
37.	Create benefit packages (health, dental, etc.), vacation policies, pension policies, workers compensation, etc.						

38.	Establish process for complaints (i.e. parents, teachers, board members)						
39.	Conduct background/reference/MN license checks (this will be submitted to the Guild via Epicenter)						
40.	Create personnel and student files						
41.	Design teacher evaluation tools and systems in accordance with MN §124E.03 subd. 2 (i) and MN §122A.40 subd. 8						
42.	Design professional development and onboarding processes for staff (prior to the start of the school year, as well as throughout)						
43.	Establish enrollment and lottery policy that is consistent with both state statute and contract guidelines						
44.	Establish attendance, transportation, food services, dress code, and harassment policies						
45.	Acquire medical forms (for students and staff)						
46.	Develop a school calendar						

Learning Program

47.	Develop the scope and sequence of learning outcomes aligned to the State Standards						
48.	Develop methods and tools to monitor and track student progress in reference to stated goals (academic, attendance, social, etc.)						
49.	Develop calendars that maximize common planning, student conferencing, parental involvement, etc.						
50.	Purchase/acquire requisite learning materials (e.g., curricula, technology, etc.)						

51.	Identify and purchase appropriate standardized assessments						
52.	Develop MN Common Course Catalog						
53.	Ensure the learning plan is equitable, accessible and anti-racist						
54.	Apply to MDE as appropriate for Online Learning, Project-based Learning and Work-based learning programs						

Special Education

55.	Identify and hire Special Education Director in accordance with fair and open hiring practices						
56.	Identify and hire Special Education Teacher(s) in accordance with fair and open hiring practices						
57.	Create a system for identifying special needs students						
58.	Fulfill Special Education Assurances checklist						
59.	Identify contractors for supplemental services (speech, psychologist, etc.)						
60.	Identify staff member (or contract service) responsible for Special Education record keeping procedures and district bill--back						

School Culture

61.	Develop a school disciplinary policy that is compliant with the MN Pupil Fair Dismissal Act (Statute 121A.40 to 121A.56)						
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62.	Develop a student handbook that includes discipline policies, code of ethics, and student responsibility expectations						
63.	Train staff in the implementation of discipline policies and student conduct						
64.	Develop an intake process for students and families that is consistent with the enrollment and lottery policies						
65.	Convey school culture via communication tools						

Community Relations/Media/Marketing

66.	Establish a committee for marketing and community/media relations						
67.	Develop a marketing plan						
68.	Identify appropriate communities, venues, events, conduits, etc. to market the school						
69.	Identify specific strategies to reach and recruit a diverse student body						
70.	Delineate opportunities for parents, community members, volunteers, etc. during and after recruitment						
71.	Continuously update databases and reconnect with prospective students, families, volunteers, community partners, etc.						

Community and Business Partnerships

72.	Identify potential partners in the community and develop plan to build relationships						
73.	Identify potential funding/grant opportunities						

Facilities

74.	Conduct needs assessment						
75.	Evaluate/inspect potential sites; consider how the facility supports the curriculum and program						
76.	Submit Facility Inspection Report to Guild						
77.	Review codes/ordinances/regulations						
78.	Obtain resources for financing a facility						
79.	Select site --- considering expansion potential and any needed changes to facility and/or site						
80.	Negotiate lease for site						
81.	Acquire site and secure letter of intent						
82.	Enlist facility design help						
83.	Address building security issues						
84.	Secure renovation financing if necessary						
85.	Make necessary repairs/installations						
86.	Arrange for any necessary custodial/maintenance services						
87.	Establish insurance policies; See MN §124E.09 (c) and § 466.04						

88.	Initiate lease aid application						
89.	Furnish and appoint building						

Systems/Financial Management/Business Plan

90.	Purchase system to manage financials						
91.	Purchase system to manage student information						
92.	Create a comprehensive business plan which includes a 3-year budget projection and 3-year market analysis						
93.	Identify a (potential) board member/s with financial experience/background						
94.	Designate financial manager for the school						
95.	Hire/contract auditor						
96.	Establish financial policies (authorities, approvals, access, etc.)						
97.	Establish separation of duties						
98.	Develop fiscal policies and internal controls						
99.	Meet with MDE re: MARSS, UFARS, ADMWE (review MDE page), lease aid and IDEAS payment system						
100.	Designate and train person in charge of MARSS reporting						
101.	Apply for planning grant						
102.	Track planning grant activities; refine grant budget if necessary						

103.	Establish relationship and open account with local banking institution						
104.	Establish a line of credit						
105.	Establish sales tax exemption						
106.	Set up finance committee; Schedule monthly board financial reviews						
107.	Establish transportation program						
108.	Establish food service program						
109.	Set up CLICS						
110.	Establish TRA, PERA						

Accountability

111.	Set ongoing schedule to review ready to open status with the MN Guild						
112.	Get set up in Epicenter						
113.	Review MDE Charter School Website Requirements and ensure all criteria are met (https://education.mn.gov/MDE/dse/chart/scres/)						

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