

**Google Classroom Submissions for Fiscal Year (FY) 24
(July 1, 2023 – June 30, 2024)**

NOTE: File Submissions require a document upload, whereas a Checkbox only requires checking a box to certify that the item was completed.

For all file submissions, please check the date of each file before submitting to ensure that it is the correct file for the submission you are making.

Table of Contents

Monthly..... 7

- 1. [Month] Board Meeting Agenda and Packet including Financials 7**
- 2. [Month] Board Meeting Approved Minutes (from prior month)..... 7**

July 7

- 3. DIRS Disciplinary Incident Submission (Due 7/31/23)..... 7**
- 4. FY23 Facility Lease-aid Application (Due 7/31/23) 8**

August..... 8

- 5. Requirement: FY23 Board Meeting Schedule (Due 8/23/23) 8**
- 6. Requirement: FY23 Board Roster (Due 8/23/23) 8**

September 9

- 7. Financial Communication Release (Due 9/1/23)..... 9**
- 8. Annual Secretary of State Registration (Due 9/1/23) 9**
- 9. Charter School Website Compliance (Due 9/30/23) 10**
- 10. Licensure Verification (Due 9/30/23)..... 13**
- 11. Updated Certificate of Insurance (Due 9/30/23) 13**
- 12. Background Check Certification (Due 9/30/23) 13**
- 13. District and School Site Verification (Due 9/30/23)..... 14**

October..... 14

- 14. Seclusion Reporting Submission 1 (Due 10/15/23)..... 14**
- 15. Assurances for Charter Schools and Authorizers Relating to Leases with Sectarian Organizations and Other Matters Regarding the Accommodation of Religion in Public Schools (Due 10/30/23) 15**

November 15

- 16. Assurance of Compliance with State & Federal Laws Prohibiting Discrimination (Due 11/15/23) 15**
- 17. STAR Submission (Due 11/20/23)..... 18**

18.	Fiscal Compliance Table (Due 11/30/23)	18
<i>December</i>		<i>18</i>
19.	Annual Immunization Status Report (Due 12/1/23)	18
20.	Minnesota Common Course Catalog (Due 12/8/23).....	19
21.	Annual Report and WBWF Summary (Due 12/15/23)	15
22.	Financial Audit for 2021-2022 (Due 12/31/23).....	19
<i>January</i>		<i>20</i>
23.	Seclusion Reporting Submission 2 (Due 1/15/24)	20
<i>April</i>		<i>21</i>
24.	Seclusion Reporting Submission 3 (Due 4/15/24)	21
<i>May</i>		<i>21</i>
25.	IRS Form 990 (Due 5/15/24).....	21
<i>June</i>		<i>21</i>
26.	Statement of Assurances - Application for Special Education Funds (Due 6/1/24)	21
27.	Seclusion Reporting Submission 4 (Due 6/15/24)	22
28.	FY23 (2022-2023) Board-Approved Budget (Due 6/30/24)	22
29.	FY23 (2022-2023) School Calendar (Due 6/30/24).....	22

Monthly

1. [Month] Board Meeting Agenda and Packet including Financials

Due Date: End of Month

File Submission

Description: Necessary for ongoing monitoring and oversight.

Instructions: Please submit the board packet, including all items listed below. If you did not have a board meeting, please notify MN GUILD by uploading a word document stating “there was no board meeting” in place of the packet. Please include:

1. Board Meeting Agenda
2. Draft Minutes for Approval (to be approved at that month’s meeting)
3. Monthly Financial Statements including:
 - a. Current and Budgeted ADM/Pupil Units
 - b. Annual Cash Flow
 - c. Budget to Actual Comparison
 - d. Check Register/Bank Reconciliation
4. All Policies being reviewed and/or approved by the board at the meeting.
5. All other documentation reviewed and/or approved at the board meeting

*Please also submit the board meeting agenda and packet including financials to MN Guild when sent to the school board **prior to each month’s board meeting**. If sending via email, this can be done by CC’ing jim.zacchini@guildschools.org and buddy.ferrari@guildschools.org.*

Please do likewise for electronic calendar invites to officially include the MN GUILD in all board meetings, regular, standing committee, special, emergency, etc.

2. [Month] Board Meeting Approved Minutes (from prior month)

Due Date: Posted on the website monthly, the month after each board meeting.

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Necessary for MN GUILD to be able to verify compliance with Minn. Stat. § 124E.07, Subd. 8(b): A charter school shall publish and maintain on the school's official Web site: (1) the minutes of meetings of the board of directors, and of members and committees having any board-delegated authority, for at least one calendar year from the date of publication.

Instructions: Please post board meeting minutes to your website after they are approved by the board by the end of the month of approval. Check the box after the minutes have been posted.

July

3. DIRS Disciplinary Incident Submission (Due 7/31/23)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Provides advanced notification of upcoming MDE due date. The Disciplinary Incident Reporting System (DIRS) enables both the department and school districts to comply with state and federal reporting requirements for suspensions, expulsions, special education and dangerous weapons. DIRS is a web-based, password-protected system where all public school districts must report disciplinary incidents that result in suspension or expulsion. Necessary for MN GUILD to be able to monitor on-time submissions (check box to certify).

Minnesota Statutes, section 121A.06, Subdivision 3, requires the Minnesota Department of Education (MDE) to annually report on disciplinary incidents, and incidents involving dangerous weapons, that occur in Minnesota public schools. Data for this report is obtained from MDE's Disciplinary Incident Report System (DIRS). Copies of past reports are available below.

Instructions: Your role must be listed as Superintendent in order to certify the report. The Disciplinary Incident Submission is to be completed with the MN Department of Education by July 31st each year. After completion, please certify that the Disciplinary Incident Submission was completed by checking the certification box.

4. FY23 Facility Lease-aid Application (Due 7/31/23)

File Submission

Description: MDE requires Authorizers to oversee compliance concerning leases with sectarian organizations and other matters regarding the accommodation of religion in public schools. MN GUILD must review leases and policies in order to oversee compliance.

Instructions: Upload the annual lease aid application, including the lease agreement.

August

5. Requirement: FY23 Board Meeting Schedule (Due 8/23/23)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Necessary to verify compliance with MN Open Meeting Law 13D for MN GUILD to be aware of board meeting schedule.

Instructions: Post and maintain a list of regularly scheduled board meeting dates for the fiscal year on your website, in order to ensure that your board meetings are public in accordance with MN Open Meeting Law 13D. By checking the certification box, the school assures that the board meeting schedule is posted and up to date on the school's website.

Updated board meeting schedule: If your board updates its annual board meeting schedule, please include the updated schedule in that month's Board Packet submission.

6. Requirement: FY23 Board Roster (Due 8/23/23)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Necessary to help MN GUILD verify compliance with Minn. Stat. § 124E.07 Subd. 3(a):

The charter school board of directors shall be composed of at least five non-related members and include: (1) at least one licensed teacher employed as a teacher at the school or providing instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; (3) at least one interested community member who resides in Minnesota and is not employed by the charter school and does not have a child enrolled in the school. The board may include a majority of teachers describe in this paragraph or parents or community members, or it may have no clear majority. The chief financial officer and the chief administrator may only serve as ex-officio nonvoting board members. No charter school employees shall serve on the board other than teachers under clause (1). Contractors providing facilities, goods, or services to a charter school shall not serve on the board of directors of the charter school.

Minn. Stat. § 124E.07 Subd. 3(b): An individual is prohibited from serving as a member of the charter school board of directors if the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities. An individual is prohibited from serving as a board member if an immediate family member is an employee of the school. A violation of this prohibition renders a contract voidable at the option of the commissioner or the charter school board of directors. A member of a charter school board of directors who violates this prohibition is individually liable to the charter school for any damage caused by the violation.

Instructions: School assures that the board directory is up-to-date and accurate on the school's website, including email contacts for each board member. By checking the Certification Box, the board also assures that the board has completed and reviewed Background Checks on all current board members, and that all current board members are in compliance with State Board Member Training Requirements per Minn. Stat. § 124E.07, Subd. 7.

September

7. Financial Communication Release (Due 9/1/23)

Checkbox (Checking the box serves as an assurance of completion)

Description: Per MN Guild contract section 6.11, "The School will execute a release to enable The Guild to discuss the School's financial matters with both its external auditor and accounting service provider if any. The School will submit the release to The Guild no later than September 1 of each school year."

Instructions: By checking the certification box, the school enables The Guild to discuss its financial matters with its external auditor and/or accounting service provider.

8. Annual Secretary of State Registration (Due 9/1/23)

Checkbox (Checking the box serves as an assurance of completion)

Description: Per MN Guild contract section 5.1 and Minnesota Statutes, section 124E.06, schools are required to maintain an "Active" nonprofit status with the State of Minnesota at all times.

Instructions: Please check the box to verify that your school's Secretary of State registration is active.

9. Charter School Website Compliance (Due 9/30/23)

Checkbox (*Checking the box serves as an assurance of completion*)

Note: All of the information below can be found on MDE's official website checklist, a current copy of which can be found on their Charter School Resources page:

<https://education.mn.gov/MDE/dse/chart/scres/>

*Items in bold are newly added as of 2023

Description: Necessary for MN GUILD to be able to verify compliance with the MDE Charter School Website Compliance Checklist, including MN Statute 124E.07 Subd. 8(b): A charter school shall publish and maintain on the school's official Website:

(1) The minutes of meetings of the board of directors, and of members and committees having any board-delegated authority, for at least one calendar year from the date of publication

(2) Directory information for members of the board of directors and committees having board-delegated authority; and

(3) Identifying and contact information for the school's authorizer. Identifying and contact information for the school's authorizer must be included in other school materials made available to the public.

(4- if applicable) 124E.08 (C): Charter School and District Collaboration

Districts, authorizers, or charter schools entering into a collaborative agreement are equally and collectively subject to the same state and federal accountability measures for student achievement, school performance outcomes, and school improvement strategies. The collaborative agreement and all accountability measures must be posted on the district, charter school, and authorizer websites.

(5) 124E.11(b): A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish, including on its website, a lottery policy and process that it must use when accepting pupils by lot. A charter school must post the annual report on the school's official website.

(6- if applicable) 124E.11(d): A person shall not be admitted to a charter school (1) as a kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences; or (2) as a first grade student, unless the pupil is at least six years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten; except that a charter school may establish and publish on its website a policy for admission of selected pupils at an earlier age, consistent with the enrollment process in paragraphs (b) and (c).

(7- if applicable) 124E.12 Subd. 5(2): A charter school board or cooperative of teachers that provides group health insurance coverage must establish and publish on its website the policy for the purchase of group health insurance coverage. A charter school board policy must include a sealed proposal

process, which requires all proposals to be opened at the same time. Upon the openings of the proposals in accordance with the school or cooperative policy, the proposals become public data under chapter 13.

(8- if applicable) 124E.14 Subd. 3(b): An affiliated nonprofit building corporation must post on the school website the name, mailing address, bylaws, minutes of board meetings, and the names of current board of directors of the affiliated nonprofit building corporation.

(9) 124E.16 Subd. 2(a): A charter school must publish an annual report approved by the board of directors. The annual report must at least include information on school enrollment, student attrition, governance and management, staffing, finances, academic performance, innovative practices and implementation, and future plans. A charter school may combine this report with the reporting required under section 120B.11 (WBWF). A charter school must post the annual report on the school's official website. A charter school must also distribute the annual report by publication, mail, or electronic means to its authorizer, school employees, and parents and legal guardians of students enrolled in the charter school.

(10- if applicable) Minn. Stat. 124D.231, subd. 2 (2022) as amended by the Laws of Minnesota 2023, chapter 55, article 2, section 51: The school's full-service community school annual report

(11- if applicable) Minn. Stat. 124E.16 (2022) as amended by the Laws of Minnesota 2023, chapter 55, article 6, section 14: The final proposed management contract or agreement between a charter school and a charter management organization (CMO) or educational management organization (EMO). (Note: The contract or agreement must be posted for at least 20 business days for a public review and comment period before the charter school board can adopt the contract or agreement.)

(12- If applicable) Minn. Stat. 124E.16 (2022) as amended by the Laws of Minnesota 2023, chapter 55, article 6, section 14: Any changes made to the posted contract or agreement described above during the public review and comment period. (Note: The changes to the posted agreement must be posted for at least 20 business days for a public review and comment period before the charter school board can adopt the contract or agreement.)

(13- If applicable) Minn. Stat. 124E.16 (2022) as amended by the Laws of Minnesota 2023, chapter 55, article 6, section 14: Any proposed amendment to an adopted management contract or agreement. (Note: The amendment must be posted for at least 20 business days for a public review and comment period before the charter school board can adopt the amendment.)

(14) 120B.301(c): A comprehensive calendar of standardized tests to be administered in the charter school during the school year (Note: This must be posted before the first day of school each year).

(15- if applicable) 124E.03, Subd. 3: The school's local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners

(16- if applicable) 124D.231, subd. 3 (2022) as amended by the Laws of Minnesota 2023, chapter 55, article 2, section 51: the school's full-service community school review report describing efforts to integrate

community school programming at each covered school site and the effect of the transition to a full-service community school on participating children and adult

(17) 124E.03, Subd. 4(c): The school's policy to prevent and prohibit bullying

(18- if applicable) 124E.03, Subd. 3: The school's restrictive procedures plan for students with disabilities

(19 if applicable) 121A.215: The school's wellness policy

(20) Minn. Stat. § 256.962, Subd. 6 (c): If a school district or charter school maintains a district website, the school district or charter school shall provide on its website a link to information on how to obtain an application and application assistance [for the Minnesota Health Care Programs]

(21) Minn. Stat. 121A.55 (2022) as amended by the Laws of Minnesota 2023, chapter 55, article 2, section 35: Information on accessing mental health services, including any free or sliding fee providers in the community

(22) Minn. Stat. 121A.335, subd. 5 (2022) as amended by the Laws of Minnesota 2023, chapter 70, article 4, section 13: Lead testing and remediation information

Instructions: Ensure the following information and documents are uploaded to and updated on School website:

1. Authorizer Name and Contact Information
2. Board Member Directory Information
3. Board Meeting Minutes and Posting of Upcoming Meetings as well as minutes from board committees with board delegated authority
4. WBWF Plan and WBWF Summary/Annual Report
5. Admission and Lottery Policies including an Early Admission Policy if the school permits early entrance to kindergarten
6. Literacy Plan (if serving grades K-3)
7. Anti-bullying Policy
8. Wellness Policy
9. A link to information on how to obtain an application and application assistance for Minnesota Health Care Programs
10. A link to information on accessing mental health services, including any free or sliding fee providers in the community
11. Lead testing and remediation information
12. If applicable, the management contract between the school and its CMO/EMO, including any proposed amendments or changes made during public review
13. If applicable, the school's Full Service Community Review Report (every 3 years) and Full Service Community Annual Report

Recommended: Updated Bylaws, Student Handbook, Employee Handbook, Language Instruction Educational Program for Serving English Language Learners (LIEP), Conflict of Interest Policy, Nepotism Policy, Fund Balance Policy, Complaint Policy/Procedure

By checking the checkbox, you certify that the required information and documents are up-to-date on the school's website.

10. Licensure Verification (Due 9/30/23)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Necessary for MN GUILD to be able to verify compliance with Minn. Stat. § 124E.12 Subd. 1: A charter school must employ or contract with necessary teachers, as defined by section 122A.15, subdivision 1, who hold valid licenses to perform the particular service for which they are employed in the school. The charter school's state aid may be reduced under section 127A.43 if the school employs a teacher who is not appropriately licensed or approved by the board of teaching (check box to certify).

Instructions: Please check the box to verify that you maintain an up-to-date folder including the appropriate license, community expert permission, or variance (printed from the MDE website) for the work that each teacher performs. MDE monitors licensure as well and it is critical to keep the folder updated to verify that all teachers are appropriately licensed for their work at your school. As you know, licensure violations are a very serious issue. Licensure violations can result in loss of funds for your school. Also, by checking the box you are verifying that your teacher information and assignments are up-to-date on your website, as this can often be a source of confusion with visitors to your website. Please remember that a paraprofessional or a teacher finalizing licensure or a permission must be supervised by a licensed teacher at all times (100% of the time) if assisting with instruction of students.

11. Updated Certificate of Insurance (Due 9/30/23)

File Submission

Description: Necessary for MN GUILD to be able to verify compliance with Minn. Stat. § 124E.09(c): The commissioner, an authorizer, members of the board of an authorizer in their official capacity, and employees of an authorizer are immune from civil or criminal liability with respect to all activities related to a charter school they approve or authorize. The board of directors shall obtain at least the amount of and types of insurance up to the applicable tort liability limits under chapter 466. The charter school board must submit a copy of the insurance policy to its authorizer before starting operations. The charter school board must submit changes in its insurance carrier or policy to its authorizer within 20 business days of the change.

Instructions: Provide Certificate of Insurance. The Acord form is sufficient. The actual policy does not need to be submitted. The certificate should clearly show coverages to meet current statutory requirements.

12. Background Check Certification (Due 9/30/23)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Necessary for MN Guild to be able to verify compliance with Guild Contract section 6.22: The School agrees to obtain background checks, at the School's or the individual's expense (whichever is allowed by Applicable Law), on all potential board members before such members are added to the School Board.

Instructions: By checking the box, you certify that background checks have been completed, and no adverse findings discovered, for each board member prior to the start of their first term.

13. District and School Site Verification (Due 9/30/23)

Checkbox *(Checking the box serves as an assurance of completion)*

Description: The District and School Site Verification System is a web-accessible collection tool that enables updates to the Minnesota Department of Education (MDE) master directory of organizational units, which controls the processing of data on other MDE major systems such as MARSS, STAR, UFARS, FNS, IDEAS, LEVIES and the Report Card.

Instructions: It is essential that contact information be kept up to date through this system as well as MDE-ORG. Please update changes to contact information whenever necessary throughout the year. By checking the box, you are certifying that all of your contact information is updated with the Minnesota Department of Education master directories. If your school contracts with an external service provider, including a management organization (CMO, EMO) the Identified Official with Authority (IOWA) must be a board member or employee of the school and cannot be an employee of the external service provider.

October

14. Seclusion Reporting Submission 1 (Due 10/15/23)

Checkbox *(Checking the box serves as an assurance of completion)*

Description: Seclusion means confining a child alone in a room from which egress is barred. Before using a room for seclusion, a school must "receive written notice from local authorities that the room and the locking mechanisms comply with applicable building, fire, and safety codes" and register the room (Minn. Stat. § 125A.0942, Subd. 3(a)(7)). Districts are required to report all seclusion uses.

Instructions: Each quarter, districts must report the number of seclusion uses and the specific details about each use to the Minnesota Department of Education (MDE) using the Quarterly Seclusion Reporting Form located at the link below. Upload the completed form in Excel format on the Special Education Document Upload page to this link:

<https://education.mn.gov/MDE/dse/datasub/SpecEdCompDocUpload/index.html>

By checking the box, you are certifying that you have reported all seclusions uses to MDE for the current quarter. If your school does not use seclusions, please indicate that in the "private comment" section in the upper right, in addition to checking the box.

15. Assurances for Charter Schools and Authorizers Relating to Leases with Sectarian Organizations and Other Matters Regarding the Accommodation of Religion in Public Schools (Due 10/30/23)

File Submission

Description: MDE requires Authorizers to oversee compliance and sign Assurances relating to leases with sectarian organizations and other matters regarding the accommodation of religion in public schools. In addition, MDE requires Authorizers to collect and maintain these signed Assurances and related policies from authorized schools. Charter schools must fill out the assurances form, sign it, return it to their authorizer and copy the Minnesota Department of Education (MDE) at mde.charterschools@state.mn.us by October 30, 2021.

Instructions: Each charter school operating must sign and submit the Assurances form and requested policies. Complete and sign the Charter School Assurances document and upload to Google Classroom along with the 5 required policies (religious accommodation policy, equal access, data practices, lottery, dress code/uniform) and provide a copy of all documents to MDE at mde.charterschools@state.mn.us no later than October 30. If you submitted policies to MDE with your previous Assurances and those policies have not changed, you do not need to resubmit them to MDE, **but you still must upload all five required policies to Google Classroom so that the Guild can verify the submission.**

November

16. Annual Report and WBWF Summary (Due 11/01/23)

File Submission

[See the attached Annual Report Instructions file for more guidance on the Annual Report and WBWF]

Upload the Annual Report, as well as the WBWF Summary if not already included in the Annual Report. Ensure the report includes information on school charter contract goals, enrollment, student attrition, governance and management, staffing, finances, academic performance, innovative practices and implementation, and future plans (per the statute below) and ensure that the report includes information on the training each board member attended during the previous year. This information is often included in the form of a table.

Your school's board must approve the school's annual charter school report and WBWF report (if separate reports) **before**: 1) posting on the school's website; 2) submitting to the Guild via Google Classroom; and 3) submitting the report to MDE. ***These requirements were also clarified in the state's recent legislative session.***

I. Annual report:

General Instructions for FY23 Reports:

1. Verify, throughout your report, the data you are providing is for the 2022-23 school year (FY23).

2. Include a table of contents at the beginning of your report.
3. Remove hyperlinks that direct the reader to website sources of data/information as those links can change, expire, etc. The school's website/location of annual report and the Guild's website are likely the only hyperlink(s) you'll use in your report. Instead of using a hyperlink, provide a concise summary of the data in the report narrative or, if necessary, add it to the end of your report as an attachment.
4. Make sure all data charts have a clear key and the header (type of data) and X/Y axes are clarified.
5. Spell out full words before using abbreviations for them. For instance, statutory operating debt (SOD). Then use SOD for the rest of your report.
6. Verify your school's contact information and the Guild's contact information is correct as of the date of your report.
7. Present your school's mission, vision, etc. at the beginning of your report – this information should match what's on your school's website.
8. Include the Guild's current mission and vision statements ([from the Guild's website.](#)) This will help your school become more familiar with the Guild's mission and vision, which was an area for improvement in the Guild's recent MAPES evaluation.
9. Use statutory/contract compliance headings to clearly organize your information.
10. When posting your report(s) to your website, make sure the full report is easily accessible to the public and all information is available *without* having to go to different documents/files/links or locations that require permission to access.

Applicable Statutes:

Minn. Stat. §124E.16 Subd. 2(a): A charter school must publish an annual report approved by the board of directors. The annual report must at least include information on school enrollment, student attrition, governance and management, staffing, finances, academic performance, innovative practices and implementation, and future plans. A charter school may combine this report with the reporting required under section 120B.11 (WBWF Summary Report). A charter school must post the annual report on the school's official website. A charter school must also distribute the annual report by publication, mail, or electronic means to its authorizer, school employees, and parents and legal guardians of students enrolled in the charter school.

Minn. Stat. §124E.07 Subd. 7: Training. Every charter school board member shall attend annual training throughout the member's term. All new board members shall attend initial training on the board's role and responsibilities, employment policies and practices, and financial management. A new board member who does not begin the required initial training within six months after being seated and complete that training within 12 months after being seated is automatically ineligible to continue to serve as a board member. The school shall include in its annual report the training each board member attended during the previous year.

124E.12 §Subd. 2(b): Administrators. (b) The board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school's annual report must include public personnel information documenting the professional development plan.

II. World's Best Workforce:

Minn. Stat. §124E.03 Subd. 2(i): A charter school must adopt a policy, plan, budget and process, consistent with 120B.11, to review curriculum, instruction, and student achievement and strive for the world's best workforce.

WBWF Summary: As a result of reviewing student achievement data from the prior year (unless there are special circumstances such as COVID and no testing), school boards are to complete a WBWF Summary each fall. Reviewing student data, determining best practices to meet the goals, setting dates for the Parent Advisory Committees to meet, planning public meetings and setting school board meeting dates to approve the final plan for the next year are all activities that district leadership should be involved with.

Reporting of the Annual Report and WBWF Summary: The two documents can be embedded into one report (WBWF into the Annual Report) or can be reported separately. A WBWF Summary report template is available on the MDE website. This Summary should document the WBWF student achievement goals that were established last year, the strategies and initiatives that the district engaged in to meet the goals, and the subsequent progress made on those goals by the end of the school year. As outlined in the WBWF statute, after three years of districts submitting summaries, the commissioner of education will determine if a district is making appropriate progress towards improving teaching and learning in the district.

17. Assurance of Compliance with State & Federal Laws Prohibiting Discrimination (Due 11/15/23)

File Submission

Description: All school districts must complete the Assurance of Compliance with state and federal law and verify Mandated Reporting training by November 15 each year.

By completing all sections of the Assurance of Compliance and Mandated Reporting, school districts provide written assurance that they do not discriminate in their use of funds provided through the Minnesota Department of Education and that they have informed all mandated reporters of their reporting duties.

As part of the Assurance of Compliance, each district must verify that there is a copy of these laws in all buildings in the district.

The assurance of compliance is due annually by **November 15** (Minnesota Rules 3535.2500).

MN GUILD also requires submission to the authorizer because this assurance is one way that MN GUILD meets requirements to oversee the charter school compliance with the following:

- I assure that MN GUILD (authorizer) will oversee (charter school) with compliance with Minn. Stat. §124E.03 Subd. 5 and the state data practices law, including allowance for staff members to report unethical or fraudulent actions in the workplace.
- I assure that MN GUILD (authorizer) will oversee (charter school) compliance with Minn. Stat. §124E.11(b) requiring that if oversubscribed, a lottery be conducted for admission to the school that does not select students based on religious preference, and that the lottery otherwise complies with applicable law.

Instructions: Please complete both the documentation required on the assurance of compliance page at the MDE website AND upload the "Certificate of Assurance of Compliance" to Google Classroom. As part of the Assurance of Compliance, each district must verify that there is a copy of required laws related to prohibiting discrimination in all buildings in the district.

18. STAR Submission (Due 11/20/23)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Staff Automated Report (STAR) is the reporting of Licensed and Non-Licensed staff employment and assignment data from all public districts and charter schools. Minnesota Statutes, section 125B.07, Subdivision 6 requires the Department of Education to collect, maintain, and store data about licensed and non-licensed staff from each district and charter school.

- For the foreseeable future, there will be only one submission each year - the fall report.
- Snapshot Date = October 1
- System Opens = October 1
- Due date = November 20 by 3:00pm

Note from MDE: Due date may change by a few days and extension may be available if needed. Please note, STAR reporting is through PELSB.

Instructions: Please complete the STAR submission and check the box to certify completion.

19. Fiscal Compliance Table (Due 11/30/23)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Provides advanced notification of upcoming MDE due date. Necessary for MN GUILD to be able to monitor on-time submissions (check box to certify). This UFARS data submission is required for the MDE Finance Awards.

Instructions: Please check the box to certify completion. The Fiscal Compliance Table is completed annually, on behalf of each school district or charter school, by the organization's independent auditor. The report is used by districts, schools, auditors, bond rating agencies, financial advisors, and units within the Minnesota Department of Education. The data must be submitted, error free, no later than November 30 of each reporting year. The purpose of the report is to validate and confirm that UFARS balance sheet data, submitted electronically by the district or school, matches exactly to the balance sheet results of the independent audit. On-time and accurate submission to MDE is required for the MDE Finance Award and for the school's independent audit.

December

20. Annual Immunization Status Report (Due 12/1/23)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Provides advanced notification of upcoming MDE due date. Every year the school is required by the state of Minnesota to complete a report summarizing the immunization status of all students K-12 enrolled. It is the responsibility of the school administrator (or designee) to complete and submit the AISR by December 1 of each year. Necessary for MN GUILD to be able to monitor on-time submissions (check box to certify).

Instructions: The AISR is to be submitted to the MN Department of Health by December 1, 2022. After completion, please certify that the upload of Immunization records to MN Dept. of Health website as required by MN Statute 121A.15 was completed by checking the certification box.

21. Minnesota Common Course Catalog (Due 12/8/23)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: The [Minnesota Common Course Catalogue \(MCCC\)](#) is a course classification and data collection system intended to provide uniform information about courses that are taught by Minnesota teachers and completed by Minnesota students. It is being implemented to meet state and federal requirements. The four data collections associated with the MCCC include: Local Course Index, Calendar Information, Staff Course Records, and Student Course Records.

- Reporting Year **2022-23 (2023)** opens Monday, April 3, 2023.
 - **Early Education** includes School Readiness (SR), Early Childhood Special Education (ECSE) and Early Childhood Family Education (ECFE).
 - **K-8** includes English Language Arts, Mathematics, Science, Social Studies, Arts, World Languages, Physical Education (Phy.Ed.) and Health.
 - **9-12** includes all courses, including PSEO courses according to agreement by course.
 - Early Education is due Wednesday, **July 26, 2023**.
 - Final Birth-12 MCCC will close Friday, December 8, 2023.
- Reporting Year **2023-24 (2024)** will open Monday, April 1, 2024, and close Wednesday, December 11, 2024.

Instructions: The MCCC Submission is to be completed with the MN Department of Education by December 9 each year. Click [this link](#) to enter the MCCC reference page, where you will find a link titled "Enter the Minnesota Common Course Catalogue (MCCC)" to login and complete the submission. After completion, please certify that the Minnesota Common Course Catalogue was completed by checking the certification box.

22. Financial Audit for 2021-2022 (Due 12/31/23)

File Submission

Description: Necessary for MN GUILD to be able to verify compliance with Minn. Stat. §124E.16 Subd. 1(a): A charter school is subject to the same financial audits, audit procedures, and audit requirements as a district, except as required under this subdivision. Audits must be conducted in compliance with generally accepted governmental auditing standards, the federal Single Audit Act, if applicable, and section 6.65. A charter school is subject to and must comply with sections 15.054; 118A.01; 118A.02; 118A.03; 118A.04; 118A.05; 118A.06; 471.38; 47.391; 471.425. The audit must comply with the requirements of sections 123B.75 to 123B.83, except to the extent deviations are necessary because of

the program at the school. Deviations must be approved by the commissioner and authorizer. The Department of Education, state auditor, legislative auditor, or authorizer may conduct financial, program, or compliance audits. A charter school determined to be in statutory operating debt under sections 123B.81 to 123B.83 must submit a plan under section 123B.81, subdivision 4.

Minn. Stat. 124E.16 Subd. 1(b): The charter school must submit an audit report to the commissioner and its authorizer by December 31 each year.

Minn. Stat. 124E.16 Subd. 1(c): The charter school, with the assistance of the auditor conducting the audit, must include with the report, as supplemental information, a copy of management agreements with a charter management organization or an educational management organization and service agreements or contracts over the lesser of \$100,000 or ten percent of the school's most recent annual audited expenditures. The agreements must detail the terms of the agreement, including the services provided and the annual costs for those services.

Minn. Stat. 124E.16 Subd. 1(d): A charter school independent audit report shall include audited financial data of an affiliated building corporation or other component unit.

Minn. Stat. 124E.16 Subd. 1(e): If the audit report finds that a material weakness exists in the financial reporting systems of a charter school, the charter school must submit a written report to the commissioner explaining how the material weakness will be resolved. An auditor, as a condition of providing financial services to a charter school, must agree to make available information about a charter school's financial audit to the commissioner and authorizer upon request.

Instructions: Provide the Financial Audit report and all Required Supplemental Information (including Management Agreements) and letters from the auditor to the Board. For example, these items may be referred to as the 1) Management Report, 2) the Financial Statements and Supplemental Information and 3) letter from the auditor to the board.

January

23. Seclusion Reporting Submission 2 (Due 1/15/24)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Seclusion means confining a child alone in a room from which egress is barred. Before using a room for seclusion, a school must “receive written notice from local authorities that the room and the locking mechanisms comply with applicable building, fire, and safety codes” and register the room (Minn. Stat. § 125A.0942, Subd. 3(a)(7)). Districts are required to report all seclusion uses.

Instructions: Each quarter, districts must report the number of seclusion uses and the specific details about each use to the Minnesota Department of Education (MDE) using the Quarterly Seclusion Reporting Form located at the link below. Upload the completed form in Excel format on the Special Education Document Upload page to this link:

<https://education.mn.gov/MDE/dse/datasub/SpecEdCompDocUpload/index.html>

By checking the box, you are certifying that you have reported all seclusions uses to MDE for the current quarter. If your school does not use seclusions, please indicate that in the submission notes in addition to checking the box.

April

24. Seclusion Reporting Submission 3 (Due 4/15/24)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Seclusion means confining a child alone in a room from which egress is barred. Before using a room for seclusion, a school must “receive written notice from local authorities that the room and the locking mechanisms comply with applicable building, fire, and safety codes” and register the room (Minn. Stat. § 125A.0942, Subd. 3(a)(7)). Districts are required to report all seclusion uses.

Instructions: Each quarter, districts must report the number of seclusion uses and the specific details about each use to the Minnesota Department of Education (MDE) using the Quarterly Seclusion Reporting Form located at the link below. Upload the completed form in Excel format on the Special Education Document Upload page to this link:

<https://education.mn.gov/MDE/dse/datasub/SpecEdCompDocUpload/index.html>

By checking the box, you are certifying that you have reported all seclusions uses to MDE for the current quarter. If your school does not use seclusions, please indicate that in the "private comment" section in the upper right, in addition to checking the box.

May

25. IRS Form 990 (Due 5/15/24)

File Submission

Description: Form 990 must be submitted annually by nonprofit organizations, and is due on the 15th of the 5th month after the fiscal year, with the option of a 6-month extension (26 CFR § 1.6033-2).

Instructions: Please upload your completed Form 990. Completing this submission also serves as an assurance that your Form 990 was submitted to the IRS.

June

26. Statement of Assurances - Application for Special Education Funds (Due 6/1/24)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Provides advanced notification of upcoming MDE due date. The application for Special Education funds must be submitted before June 1, for the upcoming fiscal year. Necessary for MN GUILD to be able to monitor on-time submissions (check box to certify). MDE contacts MN GUILD when submissions are late.

Instructions: Check box to certify the Application for Special Education Funds was submitted to MDE accurately and on-time.

27. Seclusion Reporting Submission 4 (Due 6/15/24)

Checkbox (*Checking the box serves as an assurance of completion*)

Description: Seclusion means confining a child alone in a room from which egress is barred. Before using a room for seclusion, a school must “receive written notice from local authorities that the room and the locking mechanisms comply with applicable building, fire, and safety codes” and register the room (Minn. Stat. § 125A.0942, Subd. 3(a)(7)). Districts are required to report all seclusion uses.

Instructions: Each quarter, districts must report the number of seclusion uses and the specific details about each use to the Minnesota Department of Education (MDE) using the Quarterly Seclusion Reporting Form located at the link below. Upload the completed form in Excel format on the Special Education Document Upload page to this link:

<https://education.mn.gov/MDE/dse/datasub/SpecEdCompDocUpload/index.html>.

By checking the box, you are certifying that you have reported all seclusions uses to MDE for the current quarter. If your school does not use seclusions, please indicate that in the "private comment" section in the upper right, in addition to checking the box.

28. FY23 (2022-2023) Board-Approved Budget (Due 6/30/24)

File Submission

Description: The School Board is responsible for establishing, approving, and amending an annual budget in accordance with Applicable law. By June 30 of each year, The School Board shall submit to the MN GUILD a copy of its final budget for the following school year.

Instructions: The School will provide the Authorizer a copy of the annual budget in .XLS (spreadsheet) or .PDF format. Please adopt and upload the approved FY22 budget by June 30th.

29. FY23 (2022-2023) School Calendar (Due 6/30/24)

File Submission

Description: Necessary for MN GUILD to verify compliance with Minn. Stat. §124E.25 Subd. 2(a): Note in addition, to receive state aid payments under this section, a charter school **in its first three years of operation** must submit a school calendar in the form and manner requested by the department *and a quarterly report to the Department of Education*. The report must list each student by grade, show the student's start and end dates, if any, with the charter school, and for any student participating in a learning year program, the report must list the hours and times of learning year activities. The report must be submitted not more than two weeks after the end of the calendar quarter to the department. A charter school **in its fourth and subsequent year of operation** must submit a school calendar and enrollment information to the department in the form and manner requested by the department.

Instructions: Submit the board-approved school calendar that includes a list of all assessments given throughout the school year. School Calendar must be established by April 30th each year and **must show**:

1. Adequate number of instructional hours (include the number of instructional hours, excluding lunch and recess over 30 minutes)
2. List of All Assessments given throughout the school year
3. Date of the WBWF meeting