



Rolling Due-Date Requirements

The following submission requirements are not associated with a specific date, but rather have specific conditions for when their submission is required. Without a specific date these submissions cannot be posted as tasks in Google Classroom. Therefore, please submit any rolling due-date items via email attachment to buddy.ferrari@guildschools.org.

Submission Type	Due:
Any amendments to board-approved budget	Within 10 days of approval
Notice of Lease Termination	Within 5 business days of receipt
Updated/Amended Board Roster	Within 10 days of any change
Board Member Oaths of Office	Within 10 days of signing
Board Member Background Checks	Within 10 days of receipt
Policy for Compensating/Reimbursing Board Members (if applicable)	September 1 of the first year of the contract term
Notice of Arrangement- Administrator Serving as Paid Consultant at Another Charter School (if applicable)	Within 10 days of approval
Notice of Change to Insurance Policy	At least 20 days prior to the effective date of the change
Insurance Policy Termination Notice Provision	When starting any insurance policy
Notice of Special Board Meeting or Board Meeting Schedule Change	At least 20 days prior to any affected board meeting

1. Any Amendments to Board-Approved Budget

Due: Within 10 days of execution

File Submission

Description: Per contract section 6.11, any amendments or revisions to the board-approved budget must be submitted to MN GUILD within ten (10) business days of being made.

Instructions: Please upload the amended or revised budget via email to buddy.ferrari@guildschools.org.

2. Notice of Lease Termination

Due: Within 5 days of receipt

File Submission

Description: Per MN Guild contract requirements, “The school will provide to The Guild any notice of lease termination within five (5) business days of receipt.”

Instructions: Please submit a copy of the Notice of Lease Termination via email to buddy.ferrari@guildschools.org.

3. Updated/Amended Board Roster (if changes were made since the prior year, and when changes are made during the school year)

Due: Within 10 days of any change

File Submission

Description: Per MN Guild contract requirements, “The School agrees to notify The Guild of any resignations or additions to its School Board within ten (10) days of such change.”

Instructions: Please submit a copy of the updated board roster via email to buddy.ferrari@guildschools.org.

4. Board Member Oaths of Office

Due: Within 10 days of signing

File Submission

Description: Per MN Statute 124E.07 subd. 5 (f), initial and elected board members must file a written oath of office with the school’s authorizer.

Note: This requirement applies to any board members seated on or after July 1, 2025.

Instructions: Please submit a copy of each board member’s oath of office via email to buddy.ferrari@guildschools.org. The school may create its own form for the oath, or use [this template](#) which was graciously shared by Friends of Education and adapted for Guild Schools.

5. Board Member Background Checks

Due: Within 10 days of receipt

File Submission

Description: Per MN 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 and provide copies of the background checks(s) to the Guild within ten (10) days of receipt."

Instructions: Please submit a copy of the background check(s) to the Guild via email to buddy.ferrari@guildschools.org.

6. Policy for Compensating/Reimbursing Board Members (if applicable)

Due: September 1 of the first year of the contract term (only applies to new contracts implementing board member compensation/reimbursement)

File Submission

Description: Per MN Guild contract section 5.1, "If the School intends to compensate board members' out-of-pocket expenses incurred by them in rendering services to the School, the School agrees to submit its plan to the Guild by September 1 [of the first year of the contract term] specifically describing the School's policy for compensating or reimbursing board member expenses."

Instructions: Please submit a copy of the school's plan for compensating/reimbursing board members via email to buddy.ferrari@guildschools.org.

7. Notice of Arrangement- Administrator Serving as Paid Consultant at Another Charter School (if applicable)

Per MN Guild Contract Section 6.17, "No School administrator may serve as a paid administrator or consultant with another charter school without the knowledge and a two-thirds vote of approval of the School Boards of Directors of the other charter schools involved in such an arrangement. The School's notice of this arrangement must be submitted to the Guild within ten (10) business days of approval of this arrangement. No School Administrator may serve on the Board of Directors of another charter school, except that of an individual serving as an administrator serving more than one school may serve on each board as an ex-officio member."

Instructions: Please submit documentation of the arrangement via email to buddy.ferrari@guildschools.org.

8. Notice of Change to Insurance Policy

Description: Per Guild contract section 11.2, "Notwithstanding anything to the contrary in this Contract, the School will be considered a school district for the purposes of tort liability under Minnesota Statutes chapter 466 The School will acquire and keep in full force the types and amounts of insurance coverage required by Applicable Law, including but not limited to:

- a) Workers' Compensation Insurance, covering claims from employees for compensation or benefit in respect of injury, sickness, disease or death, in the minimum limit required by Applicable Law.
- b) Unemployment insurance as required by state
- c) Employer's liability insurance for employee bodily injury or death arising out of the employer-employee relationship, with a limit of not less than One Million Dollars (\$1,000,000).
- d) Education and general liability insurance, including contractual liability and completed operations coverage, with limits in each case of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence, and not less than Two Million Dollars (\$2,000,000) general aggregate, for personal injury (including death) and property damage.
- e) Automobile Liability Insurance, with minimum limits of not less than One Million Dollars (\$1,000,000) combined single limit or One Million Dollars (\$1,000,000) bodily injury and One Million Dollars (\$1,000,000) property damage, all per accident and irrespective of whether vehicles are owned, hired or non-owned.'
- f) Umbrella/Excess liability, with minimum limits of not less than Two Million Dollars (\$2,000,000) per occurrence and annual aggregate limit.

The Guild will be named as an additional insured on such policies. The School agrees to provide the Guild with certificates of insurance. **The School Board must provide written notice of changes in its insurance carrier or coverage to the Guild at least 20 business days prior to the effective date of the change.**

Instructions: Send written notice of the change in coverage or carrier via email to buddy.ferrari@guildschools.org. Please provide the new or updated certificate of insurance too, if applicable.

9. Insurance Policy Termination Notice Provision

Description: Per Guild Contract Section 11.2, "The School shall have a provision included in all policies requiring notice to the Guild, at least thirty (30) days in advance, upon termination or non-renewal of the policy."

Instructions: When starting an insurance policy, please instruct the carrier to include a provision requiring notice to the Guild at least thirty (30) days in advance, upon termination or non-renewal of the policy.

10. Notice of Special Board Meeting or Board Meeting Schedule Change

Description: Per Guild Contract section 6.22, "The School further agrees to notify the Guild of the School Board meeting schedule at least twenty (20) days in advance of meeting dates. If a special or emergency meeting is scheduled, then notice shall be provided to the Guild per statutory notification requirements."

Instructions: Schools submit the board meeting schedule for the upcoming school year annually in August via Google Classroom. If this schedule is changed or updated please notify the Guild ASAP, at least twenty (20) days prior to any affected meeting (include the updated board meeting schedule if applicable). If a special or emergency board meeting is scheduled, please notify the Guild as well. These notifications can be made via email to buddy.ferrari@guildschools.org.