



Annual Submission Calendar 2023-2024 (FY24)

Below is an outline of expected due dates for regular reporting to VOA-MN.

Submissions should ONLY be sent to the voamncharterschools@voamn.org email account. Furthermore, contract provisions related to each submission are included in the table for increased transparency.

VOAMN CHARTER CONTRACT PROVISION: 6.18 Reporting to the Authorizer. (a) Reports. The School will file reports with the Authorizer regarding the program and financial status of the school according to the terms of this Contract and the Volunteers of America of Minnesota Annual Submission Calendar.

Items included are requested to serve multiple purposes:

- Monitor progress on the school's charter contract and accountability plan;
- Monitor compliance with law; and
- Evaluate the school for contract renewal.

Please note that the Minnesota Department of Education (MDE) also has reporting requirements, some of which are separate from those listed below. The MDE requirements can be found on its website <https://education.mn.gov/mde/index.html>.

PLEASE SUBMIT ALL DOCUMENTS TO: VOAMNCHARTERSCHOOLS@VOAMN.ORG		
Item Due	Date Due	Responsible Party
GOVERNANCE/FINANCE Complete Monthly Board Packets (include Committee Reports / Minutes) • VOAMN Governance Standard 15: Board documents are distributed to all board members at least 3 days prior to a board meeting. • VOAMN Governance Standard 6: The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings. • VOAMN Finance Standard 6: The School provides VOAMN and school board members with monthly financials. June financial reports may be delayed until year-end journal entries are completed. Packets include at least the following: 1) detailed income/expense report, 2) cash flow projection, 3) check register, and 4) current enrollment (Average Daily Membership). The board should review and approve the financials at each board meeting. • VOAMN Finance Standard 8: The school board has a finance committee that meets regularly to review financial reports.	3-5 days before meeting (to VOAMN)	Board Chair/Board Sec./Treasurer

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ACADEMIC Reading Well by Third Grade Data • <i>Contract Provision Addendum B: Additional Purpose (M.S. 120B.11): The school is to meet the outcomes adopted by the Commissioner for all public-school students under Minnesota Statutes, section 120B.11 (“World’s Best Workforce”), applicable to elementary and high schools, including all third graders can read at grade level.</i>	August 1 (to VOAMN)	Director
OPERATIONS Signed Annual VOAMN School Pledge of Compliance FY24 • <i>VOAMN Charter School Authorizing Program Manual: Charter schools are required to follow applicable state and federal laws and are expected to uphold all provisions of the charter school contract. VOA-MN expects compliance with legal and contractual obligations.</i>	August 30 (to VOAMN)	Director

ACADEMIC 2023-24 teacher professional development plan linked to charter contract goals academic performance outcomes / standards • <i>VOAMN Academic Standard 5: All teachers are supported through a school-wide professional development plan that is based on analysis of assessment data and directly linked to improving all pupil learning and all student achievement.</i> • <i>VOAMN Charter Contract Provision 7.3 <u>Professional Development</u>. The School will ensure that each teacher at the School has a professional development plan that focuses in part on developing quality assessments, measures of student outcomes, and effective teaching strategies. The School will provide the Authorizer with a calendar for planned staff development according to the Volunteers of America-Minnesota Annual Submission Calendar.</i>	September 1 (to VOAMN)	Director
ACADEMIC School’s 2023-24 Teacher Evaluation Plan / Explanation • <i>VOAMN Academic Standard 4: School has adopted a formal teacher evaluation process and adheres to the requirements set forth in state statute (Minn. Stat. 122A.40).</i> • <i>Charter Contract Provision: 6.8 <u>Board Responsibilities</u>. The board of directors shall decide and be responsible for policy matters related to the operation of the school, including budgeting, curriculum programming, personnel, and operating procedures Charter Law requires that the board maintain personnel evaluation policies and practices that, at a minimum: (1) carry out the school's mission and goals; (2) evaluate the execution of charter contract goals and commitments; (3) evaluate student achievement, postsecondary and workforce readiness, and student engagement and connection goals; (4) establish a teacher evaluation process; and (5) provide professional development related to the individual's job responsibilities.</i>	September 1 (to VOAMN)	Director

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ACADEMIC 2023-24 Teacher Licensure Verification Table (include teacher name, subject taught, license file number, license expiration date) • <i>Charter Contract Provision 6.11 <u>Authorization of Employment</u>. The Charter School Board will employ and contract with necessary teachers, as defined by Minnesota Statutes § 122A.15. 1, who hold valid teaching licenses issued by the State to perform the service for which they are employed at the School.</i>	September 15 (to VOAMN)	Director
FINANCE Preliminary UFARS Data. Send copy of MDE report titled “UFARS TURNAROUND EDIT REPORT” • <i>VOAMN Finance Standard 2: The school is compliant with state and federal financial reporting deadlines laws, including the proper use of public funds.</i>	September 15 (to VOAMN)	Director/Business Mgr.
FINANCE FY24 ADM estimates entered into “ADMWE” system. Send copy of MDE report titled, “ADM AND EL ESTIMATES FOR 23-24” • <i>VOAMN Finance Standard 2: The school is compliant with state and federal financial reporting deadlines and laws, including the proper use of public funds.</i>	September 30 (to VOAMN)	Director/Business Mgr.
ACADEMIC Board Approved 2022-23 Annual Report / WBWF Report Submitted to VOA and Posted to Website • <i>VOAMN Academic Standard 7: The school is meeting the World’s Best Workforce goals.</i> • <i>VOAMN Contract Provision: 8.1 State Laws. (7) Annual Report. The School will publish an Annual Report approved by the Board. The report will contain all information required by the Authorizer and the Education Commissioner consistent with the provisions of the Charter Law at § 124E.16, subd.2. The Annual Report will be filed in a timely manner. The School may include other information in the Annual Report. The School will distribute the Annual Report by publication, mail, or electronic means to the Authorizer, school employees, and parents and legal guardians of students enrolled in the charter school and must also post the report on the charter school's official Web site. The reports are public data under Chapter 13.</i>	November 1 (to VOAMN)	Director
FINANCE Final UFARS Data. Send copy of MDE report titled “UFARS TURNAROUND EDIT REPORT” • <i>VOAMN Finance Standard 2: The school is compliant with state and federal financial reporting deadlines and laws, including the proper use of public funds.</i>	November 30 (to VOAMN)	Director/Business Mgr.
ACADEMIC Send a copy of MDE report titled “2022-23 Combined World’s Best Workforce (WBWF) Summary and Achievement Integration (A&I) Progress Report” • <i>VOAMN Academic Standard 7: The school is meeting the World’s Best Workforce goals.</i>	December 15 (to VOAMN)	Director

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FINANCE FY23 Financial Audit • <i>VOAMN Finance Standard: The school's financial audit will be submitted to the Minnesota Department of Education, Office of the State Auditor, and the authorizer by December 31.</i> • <i>VOAMN Contract Provision: 6.19 (c) Audits. The School will comply with the same financial audits, audit procedures, and audit requirements of school districts required in Minnesota Statutes §§ 123B.75-83. The School will be audited annually by a public accounting firm hired by the Charter School Board and the annual audit will be submitted to the Department and Authorizer no later than December 31 of each year. The School will make available for review by the Authorizer all financial records at such times as requested by the Authorizer.</i>	December 15 (to VOAMN)	Director/Business Mgr.
GOVERNANCE A draft calendar for ongoing board training/board development plan. • <i>VOAMN Governance Standard 2: The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.</i>	January 1 (to VOAMN)	Board Chair/Secretary
FINANCE FY24 ADM estimates entered into “ADMWE (prior EDRS)” system for schools in <u>1-3 years of operation</u>. Send copy of MDE report titled, “ADM AND EL ESTIMATES FOR 23-24” • <i>VOAMN Finance Standard 2: The school is compliant with state and federal financial reporting deadlines and laws, including the proper use of public funds.</i>	MDE deadline – roughly May 21 (to VOAMN)	Director/Business Mgr.
FINANCE FY24 ADM estimates entered into “<u>ADMWE</u> (prior EDRS)” system for schools operating for <u>four or more years</u>. Send copy of MDE report titled, “<u>ADM AND EL ESTIMATES FOR 23-24</u>” • <i>VOAMN Finance Standard 2: The school is compliant with state and federal financial reporting deadlines and laws, including the proper use of public funds.</i>	MDE deadline – roughly June 10 (to VOAMN)	Director/Business Mgr.
ACADEMIC 2023-2024 List of Completed Professional Development (final) Tied to Goals Specific Outcomes • <i>VOAMN Academic Standard 5: All teachers are supported through a school-wide professional development plan that is based on analysis of assessment data and directly linked to improving all pupil learning and all student achievement.</i>	June 30 (to VOAMN)	Director
FINANCE The board approved FY25 budget and 16-month cashflow projection with corresponding board date of approval. • <i>VOAMN Contract Provision: 6.19 Financial Management. (a) Financial Reports. The School will provide the Authorizer with a copy of the annual budget for review and comment prior to its approval by</i>	June 30 (to VOAMN)	Director/Business Mgr.

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<i>the Charter School Board, if requested by the Authorizer. The School also will provide the Authorizer periodic reports of the financial status of the School.</i>		
FINANCE Finance Committee Training Confirmation. • <i>VOAMN Finance Standard 9: All finance committee members exhibit working knowledge of financial oversight. All committee members have received formal/informal training during the year relating to their roles and responsibilities on the finance committee.</i> <i>The school should submit the following via email:</i> ▫ <i>Description of the training</i> ▫ <i>Date of the training</i> ▫ <i>A list of board finance committee member names that attended the training</i>	June 30 (to VOAMN)	Director/Business Mgr.
GOVERNANCE Board Self-Evaluation Documentation (date, brief summary of results) • <i>VOAMN Governance Standard 5: The Board of Directors completes a self-evaluation each year.</i>	June 30 (to VOAMN)	Board Chair/Secretary
GOVERNANCE Board Election Documentation (key dates, brief summary of results) • <i>VOAMN Governance Standard: Standard 6: The Board of Directors adheres to board member election requirements set forth by state statute.</i> • <i>VOAMN Contract Provision: 6.2 <u>Charter School Board Election</u>. Charter School Board elections will be conducted as provided in the Charter Law. Board elections must be held during the school year but may not be conducted on days when the school is closed for holidays, breaks, or vacations. The charter school will notify eligible voters of the school board election dates at least 30 days before the election.</i>	June 30 (to VOAMN)	Board Chair/Secretary

GOVERNANCE Documentation of annual evaluation of school leader (date, brief summary of results) • <i>VOAMN Governance Standard 9: The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.</i> • <i>VOAMN Contract Provision: 6.13 Administrative Leadership. A person, without holding a valid administrator's license, may perform administrative, supervisor, or instructional leadership duties. The Charter School Board will establish and maintain qualifications for people that hold administrative, supervisory or instructional leadership roles. The qualifications will include at least the following areas: instruction and assessment; human resource and personnel management; financial management; legal and compliance management; effective communication; and board, authorizer, and community relationships. The Charter School Board will use those qualifications as the basis for job descriptions, hiring, and annual performance evaluations of those who hold administrative, supervisory, or instructional</i>	June 30 (to VOAMN)	Board Chair/Secretary
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leadership roles.		
GOVERNANCE Documentation of Professional Development Plan for the school director. • <i>VOAMN Governance Standard 10: The Board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).</i> • <i>VOAMN Contract Provision: 6.13 Administrative Leadership. A person without holding a valid administrator's license may perform administrative, supervisor, or instructional leadership duties. The Charter School Board will establish and maintain qualifications for people that hold administrative, supervisory or instructional leadership roles. The qualifications will include at least the following areas: instruction and assessment; human resource and personnel management; financial management; legal and compliance management; effective communication; and board, authorizer, and community relationships. The Charter School Board will use those qualifications as the basis for job descriptions, hiring, and annual performance evaluations of those who hold administrative, supervisory, or instructional leadership roles. The Charter School Board and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop and maintain a professional development plan. Documentation of the implementation and maintenance of the professional development plan of these people shall be included in the school's Annual Report.</i>	June 30 (to VOAMN) and Annual Report	Board Chair/Secretary

GOVERNANCE Results of Parent and Faculty Satisfaction Surveys, and Student Retention Data • <i>VOAMN Governance Standard 14: The school maintains a high level of parent, teacher and student satisfaction rates based on school surveys conducted and student/faculty retention rates.</i>	June 30 (to VOAMN) and Annual Report	Board Chair/Secretary
FINANCE The board approved FY25 revised budgets with corresponding board date of approval • <i>VOAMN Finance Standard 1: The School maintains a balanced budget.</i>	As revised (to VOAMN)	Director/Business Mgr.

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OPERATIONS Verification of current insurance • <i>VOAMN Operations Standard 3: The school maintains a safe and healthy environment per state and federal guides and board policy. (e.g., facility /ADA, building inspections, school liability insurance, student medical / health matters, school drills). (Data source: annual school site visits, annual submission calendar, document review, discussions with school leadership).</i> • <i>Contract Provision: 6.21 Insurance. Notwithstanding anything to the contrary in this Charter Contract, the School is considered a school district for the purposes of tort liability under Minnesota Statutes Chapter 466. The School Board of Directors shall acquire and maintain at least the amount and types of insurance coverage up to the applicable tort liability limits under Chapter 466.04. The School agrees to provide the Authorizer with certificates of insurance at least annually or as otherwise requested by the Authorizer. The board must submit changes in its insurance carrier or policy to its Authorizer within 20 business days of the change.</i>	As renewed (to VOAMN)	Board/Business Mgr.
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