



Annual Submission Calendar 2024-2025 (FY25)

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. *Clearly label the email as an Annual Submission (except for board packets).* 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
<p style="text-align: center;">GOVERNANCE/FINANCE</p> <p>Complete Monthly Board Packets (include Committee Reports / Minutes) • <i>VOAMN Governance Standard 15: Board documents are distributed to all board members at least 3 days prior to a board meeting.</i></p> <ul style="list-style-type: none"> • <i>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.</i> • <i>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. Monthly financials include at least the following: 1) detailed income/expense report, 2) cash flow projection, 3) check register (including description and explanation for any check sequence gaps), 4) current enrollment (Average Daily Membership). The board should review and approve the financials at each board meeting.</i> • <i>VOAMN Finance Standard 8: The school board has a finance committee that</i> 	<p>3 days before meeting (to VOAMN)</p>	<p>Board Chair/Board Sec./Treasurer</p>

meets regularly to review financial reports.		
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<p style="text-align: center;">OPERATIONS</p> <p>Signed Annual VOAMN School Pledge of Compliance FY25</p> <ul style="list-style-type: none"> • <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
<p style="text-align: center;">ACADEMIC</p> <p>2024-25 teacher professional development plan linked to charter contract goals academic performance outcomes / standards</p> <ul style="list-style-type: none"> • <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
<p style="text-align: center;">ACADEMIC</p> <p>School's 2024-25 Teacher Evaluation Plan</p> <ul style="list-style-type: none"> • <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
<p style="text-align: center;">ACADEMIC</p> <p>2024-25 Teacher Licensure Verification Table (include teacher name, subject taught, license file number, license expiration date). The names on the roster should match the names on the faculty directory on the school website.</p> <ul style="list-style-type: none"> • <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

<p style="text-align: center;">FINANCE</p> <p>Preliminary UFARS Data. Send copy of MDE report titled “UFARS TURNAROUND EDIT REPORT”</p> <ul style="list-style-type: none"> • <i>VOAMN Finance Standard 2: The school is compliant with state and federal financial reporting deadlines laws, (including the proper use of public funds) and the submission of financial items on the VOA-MN Annual Submissions Calendar, excluding the financial audit covered in Standard Three.</i> 	September 15 (to VOAMN)	Director/Business Mgr.
<p style="text-align: center;">FINANCE</p> <p>FY25 ADM estimates entered into “ADMWE” system. Send copy of MDE report titled, “ADM AND EL ESTIMATES FOR 24-25”. See ADMWE for the MDE calendar and other optional reporting dates.</p> <ul style="list-style-type: none"> • <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) and the submission of financial items on the VOA-MN Annual Submissions Calendar, excluding the financial audit covered in Standard Three.</i> 	September 30 (to VOAMN)	Director/Business Mgr.
<p style="text-align: center;">FINANCE</p> <p>Final UFARS Data. Send copy of MDE report titled “UFARS TURNAROUND EDIT REPORT”</p> <ul style="list-style-type: none"> • <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) and the submission of financial items on the VOA-MN Annual Submissions Calendar, excluding the financial audit covered in Standard Three.</i> 	November 30 (to VOAMN)	Director/Business Mgr.
<p style="text-align: center;">ACADEMIC</p> <p>A copy of MDE report titled “2023-24 Combined World’s Best Workforce (WBWF) Summary and Achievement Integration (A&I) Progress Report” needs to be sent to VOA-MN in order to assess Standard 7. A score of 0 will be applied to this standard if VOA-MN cannot review this document.</p> <ul style="list-style-type: none"> • <i>VOAMN Academic Standard 7: The school is meeting the World’s Best Workforce goals.</i> 	December 15 (to VOAMN)	Director
<p style="text-align: center;">FINANCE</p> <p>FY24 Financial Audit</p> <ul style="list-style-type: none"> • <i>VOAMN Finance Standard 3: 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 31 (to VOAMN) Or sooner	Director/Business Mgr.

<p style="text-align: center;">ACADEMIC</p> <p>2024-25 Teacher Licensure Verification Table (include teacher name, subject taught, license file number, license expiration date). The names on the roster should match the names on the faculty directory on the school website. School should highlight mid-year hires.</p> <p>• <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></p>	By January 5 (to VOAMN)	Director
<p style="text-align: center;">GOVERNANCE</p> <p>The VOA-MN Board Development/Training Plan Template including summary of a needs assessment and a calendar of training planned to meet the needs submitted to VOA-MN by January 5.</p> <p>• <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></p>	January 5 (to VOAMN)	Board Chair/Secretary
<p style="text-align: center;">GOVERNANCE</p> <p>The school submits a completed VOA-MN Board Roster Table Template twice a year to demonstrate compliance with statute and bylaws. The first is submitted by January 15. The second is sent at the end of the fiscal year by June 30. (See attached template MN Board Roster Template).</p> <p>• <i>Governance Standard 1 - The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.</i></p>	January 15 June 30	
<p style="text-align: center;">GOVERNANCE</p> <p>The school submits a completed VOA-MN Board Roster Table Template twice a year that includes information that provides evidence of board training. The first is submitted by January 15. The second is sent at the end of the fiscal year by June 30.</p> <p>• <i>Governance Standard 4 - The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.</i></p>	January 15 June 30	
<p style="text-align: center;">FINANCE</p> <p>FY25 ADM estimates entered into “ADMWE (prior EDRS)” system for schools in 1-3 years of operation. See ADMWE for the MDE calendar and other optional reporting dates.</p> <p>Send copy of MDE report titled, “ADM AND EL ESTIMATES FOR 24-25”</p> <p>• <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 and the submission of financial items on the VOA-MN Annual Submissions Calendar, excluding the financial audit covered in Standard Three.</i></p>	MDE deadline – roughly May 19 (to VOAMN)	Director/Business Mgr.
<p style="text-align: center;">FINANCE</p> <p>FY25 ADM estimates entered into “ADMWE (prior EDRS)” system for schools operating for four or more years. See ADMWE for the MDE calendar and other optional reporting dates.</p> <p>Send copy of MDE report titled, “ADM AND EL ESTIMATES FOR 24-25”</p>	MDE deadline – roughly June 10 (to VOAMN)	Director/Business Mgr.

<ul style="list-style-type: none"> • <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 and the submission of financial items on the VOA-MN Annual Submissions Calendar, excluding the financial audit covered in Standard Three.</i> 		
<p style="text-align: center;">ACADEMIC</p> <p>2024 – 25 Local Literacy Plan</p> <ul style="list-style-type: none"> • <i>Minnesota districts and charter schools are required to annually submit a local literacy plan to MDE, and data on student performance in kindergarten, grade 1, 2 and 3 on foundational reading skills including phonemic awareness, phonics, decoding, fluency and oral language; students who demonstrate characteristics of dyslexia; and students in grades 4 to 12 who are identified as not reading at grade level. Minnesota Statutes, section 120B.12, subd. 4a (2023) (This Submission replaces the Reding Well by Third Grade Data.)</i> 	MDE deadline – roughly June 15 (to VOAMN)	Director
<p style="text-align: center;">ACADEMIC</p> <p>2024-2025 List of Completed Professional Development (final) Tied to Goals Specific Outcomes</p> <ul style="list-style-type: none"> • <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
<p style="text-align: center;">FINANCE</p> <p>The board approved FY26 budget and 16-month cashflow projection with corresponding board date of approval.</p> <ul style="list-style-type: none"> • <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 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> 	June 30 (to VOAMN)	Director/Business Mgr.
<p style="text-align: center;">FINANCE</p> <p>Finance Committee Training Confirmation.</p> <ul style="list-style-type: none"> • <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> <p><i>The school should submit the following via email:</i></p> <ul style="list-style-type: none"> ▫ <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.
<p style="text-align: center;">GOVERNANCE</p> <p>The results of the board's formal self-evaluation is submitted to VOA-MN by June 30.</p> <ul style="list-style-type: none"> • <i>Governance Standard 5 - The Board of Directors completes a self-evaluation</i> 	June 30 (to VOAMN)	Board Chair/Secretary

<i>each year.</i>		
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<p style="text-align: center;">FINANCE</p> <p>The board approved FY25 revised budgets with corresponding board date of approval.</p> <ul style="list-style-type: none"> • <i>VOAMN Finance Standard 1: The School maintains a balanced budget.</i> 	As revised (to VOAMN)	Director/Business Mgr.
<p style="text-align: center;">OPERATIONS</p> <p>Verification of current insurance</p> <ul style="list-style-type: none"> • <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.

GOVERNANCE TEMPLATES

VOA-MN Board Roster Table Template

FY25

The school submits a completed VOA-MN Board Roster Table twice a year that includes information to demonstrate compliance with statute and bylaws, confirming that new board members received orientation and all board members met training requirements. The first is submitted by January 15, 2025. The second is sent at the end of the fiscal year by June 30, 2025.

School Name:

Name	Seat Type (teacher, parent, community)	Officer (e.g. chair) or Member	Term Start	Term End	If new, received orientation?

Board Training for FY25 for New Board Members

Initial Training Completed by Any New Board Members in FY25

Board Member Name	Governance Basic Training Completed (Topic, trainer and date)	Finance Basic Training Completed (Topic, trainer and date)	Employment Basic Training Completed (Topic, trainer and date)

Board Training for FY25 for Ongoing Board Members

Annual Training Completed by Board Members in FY25

Board Member Name	Training Topic	Date of Training	Trainer

VOA-MN Board Development/Training Plan Template

School Name:

Board self-evaluation process and date(s):

Description of training needs:

Other areas for board development:

Training Calendar: