



Annual Submission Calendar 2025-2026 (FY26)

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 (including Committee Reports / Minutes)</p> <p>CONTEXT:</p> <ul style="list-style-type: none"> • 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. Monthly financials include at least the following: 1) detailed income/expense report, 2) cash flow projection, 3) check register (including description, invoice number, and explanation for any late payments), 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 days before meeting (to VOAMN)	Board Chair/Board Sec./Treasurer
<p style="text-align: center;">GOVERNANCE</p> <p>2025 Election Results</p>	July 1	

2025-2026 Board Roster 2025-2026 Bylaws CONTEXT: <ul style="list-style-type: none"> • VOAMN Governance Standard 8. The board of directors adheres to election requirements set forth by state statute... • 124E.07 BOARD OF DIRECTORS. The terms of board members shall begin on July 1. The bylaws shall set the number of terms an individual may serve on the board and may not be conducted on days when the school is closed. • The board structure must be defined in the bylaws. The board structure may (1) be a majority of teachers under paragraph (b), (2) be a majority of parents, (3) be a majority of community members, or (4) have no clear majority. 	July 1 July 1	
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<p style="text-align: center;">OPERATIONS</p> <p>Signed Annual VOAMN School Pledge of Compliance FY26</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>2025-26 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 2025-26 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>	September 1 (to VOAMN)	Director

<p>Results of fall, winter and spring nationally normed testing from the 2024-2025 school year</p> <ul style="list-style-type: none"> • <i>VOAMN Academic Standard 1: Students are performing well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students. Imbedded WBWF. A school may also use a nationally normed exam as a supplemental indicator.</i> • <i>VOAMN Academic Standard 2: Over the term of the contract, the school will maintain a combined average state-determined minimum achievement level of (improved + Maintained) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students.</i> • <i>VOAMN Academic Standard 3: The difference between the “all-students” proficiency rate in the School and any reportable student group proficiency rate will be reduced over the term of the contract in both reading and math using state examination data as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students.</i> 		
<p style="text-align: center;">ACADEMIC</p> <p>2025-26 Teacher Licensure Verification Table <u>IN EXCEL FORMAT</u> (including teacher name, subject taught, license file number, license expiration date). The names on the roster should match the names in 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 FY25 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>FY26 ADM estimates entered into “ADMWE” system. Send copy of MDE report titled, “ADM AND EL ESTIMATES FOR 25-26”. See <u>ADMWE</u> 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;">ACADEMIC</p> <p>Board Approved 2024-25 Annual Report / CACR Report Submitted to VOA and Posted to Website</p> <ul style="list-style-type: none"> • <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 Website. The reports are public data under Chapter 13.</i> 	<p>November 1 (to VOAMN)</p>	<p>Director</p>
<p style="text-align: center;">ACADEMIC</p> <p>Results of nationally normed testing (other than state required testing)</p> <ul style="list-style-type: none"> • <i>VOAMN Academic Standard 1: Students are performing well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students. Imbedded WBWF. A school may also use a nationally normed exam as a supplemental indicator.</i> • <i>VOAMN Academic Standard 2: Over the term of the contract, the school will maintain a combined average state-determined minimum achievement level of (improved + Maintained) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students.</i> • <i>VOAMN Academic Standard 3: The difference between the "all-students" proficiency rate in the School and any reportable student group proficiency rate will be reduced over the term of the contract in both reading and math using state examination data as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students.</i> 	<p>November 1 (to VOAMN)</p>	<p>Director</p>
<p style="text-align: center;">FINANCE</p> <p>Final FY25 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> 	<p>November 30 (to VOAMN)</p>	<p>Director/Business Mgr.</p>
<p style="text-align: center;">ACADEMIC</p> <p>2024-25 Comprehensive Achievement and Civic Readiness Summary Report (CACR), that contains both goals and results, 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> <p><u>Annual Summary Report Template</u></p> <ul style="list-style-type: none"> • <i>VOAMN Academic Standard 7: The school is meeting their Comprehensive Achievement and Civic Readiness goals.</i> 	<p>December 15 (to VOAMN)</p>	<p>Director</p>

<p style="text-align: center;">FINANCE</p> <p>FY25 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)	Director/Business Mgr.
<p style="text-align: center;">ACADEMIC</p> <p>2025-26 Teacher Licensure Verification Table <u>IN EXCEL FORMAT</u> (including teacher name, subject taught, license file number, license expiration date). The names on the roster should match the names in the faculty directory on the school website. The school should clearly indicate changes from the original table submitted by September 15, with new hires in yellow highlights and terminations with text strikethroughs.</p> <ul style="list-style-type: none"> • <i>Charter Contract Provision 6.11 Authorization of Employment. 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> 	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.</p> <ul style="list-style-type: none"> • <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 5 (to VOAMN)	Board Chair/Secretary
<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 July 1. (See attached template MN Board Roster Template).</p> <ul style="list-style-type: none"> • <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> 	July 1	
<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> <ul style="list-style-type: none"> • <i>Governance Standard 4 - The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7</i> 	January 15 June 30	

<i>(Training): governance, financial, and employment policies and practices.</i>		
<p style="text-align: center;">ACADEMIC</p> <p>Results of nationally normed testing (other than state required testing)</p> <ul style="list-style-type: none"> • <i>VOAMN Academic Standard 1: Students are performing well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students.</i> • <i>VOAMN Academic Standard 2: Over the term of the contract, the school will maintain a combined average state-determined minimum achievement level of (improved + Maintained) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students.</i> • <i>VOAMN Academic Standard 3: The difference between the “all-students” proficiency rate in the School and any reportable student group proficiency rate will be reduced over the term of the contract in both reading and math using state examination data as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students.</i> 	February 1 (to VOAMN)	Director
<p style="text-align: center;">ACADEMIC</p> <p>Preliminary state test results (MCA)</p> <ul style="list-style-type: none"> • <i>VOAMN Academic Standard 1: Students are performing well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students. Imbedded WBWF. A school may also use a nationally normed exam as a supplemental indicator.</i> • <i>VOAMN Academic Standard 2: Over the term of the contract, the school will maintain a combined average state-determined minimum achievement level of (improved + Maintained) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students.</i> • <i>VOAMN Academic Standard 3: The difference between the “all-students” proficiency rate in the School and any reportable student group proficiency rate will be reduced over the term of the contract in both reading and math using state examination data as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students.</i> 	May 15 (to VOAMN)	Director
<p style="text-align: center;">FINANCE</p> <p>FY26 ADM estimates entered into “ADMWE (prior EDRS)” system for schools in 1-3 years of operation. See <u>ADMWE</u> for the MDE calendar and other optional reporting dates.</p> <p>Send copy of MDE report titled, “ADM AND EL ESTIMATES FOR 25-26”</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> 	MDE deadline – roughly May 19 (to VOAMN)	Director/Business Mgr.

<p style="text-align: center;">ACADEMIC</p> <p>Results of nationally normed testing (other than state required testing)</p> <ul style="list-style-type: none"> • <i>VOAMN Academic Standard 1: Students are performing well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students. Imbedded WBWF. A school may also use a nationally normed exam as a supplemental indicator.</i> • <i>VOAMN Academic Standard 2: Over the term of the contract, the school will maintain a combined average state-determined minimum achievement level of (improved + Maintained) as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students.</i> • <i>VOAMN Academic Standard 3: The difference between the “all-students” proficiency rate in the School and any reportable student group proficiency rate will be reduced over the term of the contract in both reading and math using state examination data as evidence of meeting the statutory purpose of mission-driven charter schools, which is to improve the learning, achievement, and success of all students.</i> 	June 1 (to VOAMN)	Director
<p style="text-align: center;">FINANCE</p> <p>FY26 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 25-26”</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> 	MDE deadline – roughly June 10 (to VOAMN)	Director/Business Mgr.
<p style="text-align: center;">ACADEMIC</p> <p>2025-2026 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> 	June 30 (to VOAMN)	Director/Business Mgr.

<p>The school should submit the following via email:</p> <ul style="list-style-type: none"> ▫ Description of the training ▫ Date of the training ▫ A list of board finance committee member names that attended the training 		
<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"> • Governance Standard 5 - The Board of Directors completes a self-evaluation each year. 	<p>June 30 (to VOAMN)</p>	<p>Board Chair/Secretary</p>

<p style="text-align: center;">FINANCE</p> <p>The board approved FY26 revised budgets with corresponding board date of approval.</p> <ul style="list-style-type: none"> • VOAMN Finance Standard 1: The School maintains a balanced budget. 	<p>As revised (to VOAMN)</p>	<p>Director/Business Mgr.</p>
<p style="text-align: center;">OPERATIONS</p> <p>Verification of current insurance</p> <ul style="list-style-type: none"> • 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). • 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. 	<p>As renewed (to VOAMN)</p>	<p>Board/Business Mgr.</p>

GOVERNANCE TEMPLATES

VOA-MN Board Roster Table Template

FY26

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, 2026. The second is sent at the end of the fiscal year by June 30, 2026.

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 FY26 for New Board Members

Initial Training Completed by Any New Board Members in FY26

Board Member Name	Governance Basic Training Completed	Finance Basic Training Completed	Employment Basic Training Completed
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Description of training needs:

Other areas for board development:

Training Calendar: