

**Volunteers of America of Minnesota
Charter Schools Authorizing Program**



2017-2018 Charter School Annual Report

**Required and Suggested Narrative Elements
Revised June 2018**

The development of an Annual Report for a charter school is guided by Minnesota Statutes 124E.16, Subd 2, authorizer requests and information deemed necessary by a particular school. All charter schools are required by law to distribute the annual report to their authorizer, school employees, and parents and legal guardians of students enrolled in the charter school. Annual Reports must also be posted on the charter school's official Web site. As an outcome of the 2013 Minnesota Legislative Session, charter school Annual Reports are no longer required to be submitted to the Minnesota Department of Education. Therefore, Annual Report oversight responsibility was transferred to charter authorizers. This document outlines the required and suggested elements to include when to publish an Annual Report as set forth by authorizer VOA-MN, Minnesota statutes and charter contract provisions for school year 2016-2017.

A school may combine its Annual Report and World's Best Workforce Report. If the school decides to combine the reports into one document, the title and statutory purpose should be properly stated to clearly communicate that intent.

Relevant Statutory References

Minnesota Statute 124E.16, Subd. 2. Annual Public Reports.

*Subd. 2. Annual public reports. (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 governing the world's best workforce. A charter school must post the annual report on the school's official Web site. A charter school also must 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. The reports are public data under chapter 13.*

Minnesota Statute 124E.12, Subd. 2. Administrators.

(a) A person, without holding a valid administrator's license, may perform administrative, supervisory, or instructional leadership duties. The board of directors shall establish qualifications for all persons who hold administrative, supervisory, or instructional leadership roles. The qualifications shall cover at least: instruction and assessment; human resource and personnel management; financial management; legal and compliance management; effective communication; and board, authorizer, and community relationships. The board of directors shall use those qualifications as the basis for job descriptions, hiring, and performance evaluations of those who hold administrative, supervisory, or instructional leadership roles.
(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.

Minnesota Statute 124E.07, Subd. 7. Training.

Every charter school board member shall attend annual training throughout the member's term on the board. 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 of being seated on the board is automatically ineligible to continue to serve as a board member. The school shall include in its annual report the training attended by each board member during the previous year.

Timeline for Report Submission and Board Action

It is the expectations of Authorizer VOA-MN that:

- The 2017-2018 Annual Report must be formally reviewed and approved during a regular board of directors meeting prior to submission to the authorizer.
- No later than November 1, 2018, the school will have an electronic copy (Word version preferred) of the final, board approved, 2017-18 Annual Report submitted electronically to the authorizer at: voamncharterschools@gmail.com Do not mail hard copies.
- The final board approved, 2017-2018 Annual Report is posted to the school’s website by **November 1, 2018**. Reports are no longer required to be submitted to MDE.

Authorizer VOA-MN expectations coincide with MDE expectations and authorizer evaluation conducted for the three Authorizer Annual Performance Reports.

VOA-MN Annual Report Outline and Narrative Content

- I. **Verification of Statutory Compliance:** The report should contain a “Statutory Compliance Verification Table” in the beginning of the Annual Report with the corresponding page(s) within in the report that specifically address each of the eight required elements in state statute. The table supports verification of compliance with state statute.

Statutory or Contract Required Annual Report Element	Page(s)
School Statutory Purposes <i>and</i> Outcomes	
School Enrollment	
Student Attrition Rates	
Board Governance: Elections, Roster, Training	
Employment: Administration and Staffing	
Academic Performance: state exams and local assessments	
School Annual Plan for Assessments	
Charter Contract Defined Academic Performance Standards / Goals and Performance Outcomes	
School Finances	
Service Learning Plan and Outcomes	
Innovative Practices and Implementation	
Future Plans	

- II. **Report Introduction** – The school should include an introduction section to its Annual Report which would contain:
- Statement of the statutory purpose of the report [Minnesota Statutes, section 124E.16 Subd 2 (2015)] and WBWF statute if report is combined,

- *Statement of the school’s statutory primary purpose and other statutory purposes as contained in the introduction section of the charter contract (contract provision).*
- School mission/vision and a brief history of the school.

III. **Authorizer** – The report must contain the authorizer name and contact information as stated below. The school is encouraged to provide additional information in this section, including: a description of authorizer oversight (e.g., site visits, board meetings attended, other monitoring efforts), as well as reporting/ accountability requirements of the school (charter contract Addendum B) and charter contract execution and end dates.



Volunteers of America of Minnesota

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IV. **School Board Governance** - The report must contain information on school governance. The school is encouraged to provide details such as: 2016-17 board election date, 2016-17 school board member names and directory contact information, board member positions and the group they represent (i.e. teacher, parent, community), teacher file folder number (when applicable), and board attendance data.

This section **must** also include evidence of board compliance with statutory board training requirements. This could be a table containing board member names, training dates, components and provider. The section must include training attended by each board member during the previous year (both the required for those newly elected and “annual training” for all members per statute and charter contract provision (6.4 Training). A sample governance table can be found in the report template section. Please include a discussion on any strategic planning the charter school board has engaged in over the past school year.

The section should also include the results of any family or employee satisfaction surveys and board/management plan for improving upon any areas of weakness identified from the survey results (VOAMN Governance Standard 12).

V. **School Management** - The report must contain information on school management. The school is encouraged to include details such as: names and file folder numbers, when applicable, for each member of the school management team. A sample table entitled “Management and Faculty” can be found in the report template section. Reports should include a brief description of the basic roles/responsibilities or structure of the school management team including: director(s)/principal(s), assistant director(s), deans, business manager, administrative assistants and/or a faculty flow chart. Content should also include a description of the professional background of the school director(s)/principal. The report should describe the process and schedule the board has adopted for evaluating the school leader. Tools and procedures used to evaluate the leader may be attached. This section must include an explanation of the results of a professional development plan of any individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position. **This requirement is for any faculty member who**

serves in an administrative, supervisory or instructional leadership role at the school (Minnesota Statute 124E.12, Subd 2 and charter contract 6.13).

- VI. **School Faculty Information and Professional Development.** The report must contain information on school staffing. The school is encouraged to include in this section: a list of faculty and corresponding job assignments, retention rates, and a description of the need for any changes or restructuring of faculty. A sample table entitled “Faculty” is included in the report template section. Include records of all teachers for the reporting year, as well an indication of the status of the teachers—if teachers left during the year, returned for following year, or did not return. The school is encouraged to include an explanation of school faculty professional development that occurred during the 2016-17 school year and how it correlated with faculty professional growth and student and school performance goals. Finally, this section should briefly describe the teacher evaluation program.
- VII. **School Enrollment and Student Attrition.** The report must contain information regarding School Enrollment, and Student Attrition. The school is encouraged to include an explanation of school admissions procedures in order to verify school compliance with Minnesota Statute 124E.11, including the student application, lottery, and enrollment procedures. This section should include a table containing actual and projected enrollment information, student demographics and any notable trends. A sample table can be found in the report template section.
- VIII. **School Academic Performance.** The report must contain information on student academic performance.

[Charter Contract Provision 7.4 Annual Report. The Annual Report shall include an analysis of how the school is meeting its primary purpose which is to improve all pupil learning and all student achievement, including meeting their annual academic and nonacademic performance standards/goals contained in Addendum B (“School Accountability & Authorizer Oversight System”) of the Contract.

Charter Contract Provision – Addendum B, Reporting. This section should state all of the school’s contract defined statutory purposes and include a detailed account of corresponding school performance results. It must also include school progress meeting the WBWF outcomes in Addendum B of the charter contract]

The school is also encouraged to include an explanation of the school academic program, including an overview of the academic program model (e.g., project-based, curriculum, instructional philosophy) and an explanation with supporting evidence regarding the success of the school learning program. Include school data that will help explain performance utilizing one or all of the following: the PDFs provided on the Minnesota Department of Education's website School Report Card section, the Annual Academic Report provided by VOA-MN, and/or data and charts created by individual schools.

The discourse might also include how assessment data informs instructional practices, professional development, and drives decision making. Describe the school’s annual process for reviewing curriculum, instruction, and student achievement, including progress toward improving teaching and learning. This section could also include a public account of the school’s adopted assessment plan – see below).

[Charter Contract 7.2 Methods of Assessment - District Assessment Plan. The School will annually adopt a Board-approved Assessment Plan. The Plan will utilize a variety of assessment techniques to

measure student progress towards state standards. These measures include internal and external assessments. The School will submit the board-approved school Assessment Plan to the authorizer by September 1st annually.]

IX. **Finances** – The report must contain financial performance information. The school is encouraged to include a discussion of the financial health and stability of the school during the 2017-18 school year (FY18), including any goals, improvements, and/or challenges. The school is also encouraged to include a copy of the school’s FY18 school budget and a preliminary (unaudited) set of financial statements (Balance Sheet and Statement of Revenues and Expenditures). Discussion should include an explanation of the school’s internal controls used during board oversight of financial matters.

X. **Service Learning** – The report must contain information on how the school adhered to their School Service Learning Plan. The report should include service projects and activities the school’s students participated in during the 2017-18 school year and evaluation results of the level of student and community engagement and benefit from service learning.

[7.6 Service Learning. The Authorizer requires that the School annually engage in planned and meaningful service learning activities. The school will have a Service Learning Plan. The school reserves the right to amend the annual plan as needed. The school should develop a corresponding locally determined method of evaluation to measure the level of student and community engagement and benefit from each service learning opportunity. The school shall include their annual plan for service learning and related evaluation results in the school Annual Report of the following year.]

XI. **Innovative Practices**– The report must contain information on school innovative practices. The school is encouraged to include in this section, a discussion of innovative/best practices implemented by the school during the 2016-2017 school year, with corresponding data as evidence when applicable. The discussion could also include mention of any awards received by the school from the state, authorizer or other outside organizations.

XII. **Future Plans** - Reports must include a discussion of future plans. Discussion might include: future facility needs, anticipated expansions, program changes, and anticipated new accountability measures, staff restructuring and future goals.

OPTIONAL: World’s Best Workforce Report (WBWF) The school **MAY incorporate its WBWF report into the annual report.** The WBWF requirements are contained in Minnesota Statute 120B.11). There is overlap between WBWF elements and those of the Annual Report.

**** Suggested Report Templates ****

2017-2018 School Year Charter Public School Board
This table contains information for ALL board members.

2017-18 Election Date: _____

Name	Board Position	Group Affiliation (if teacher, file folder #)	Date Elected	Date Seated	Term Expiration	Phone Number	E-Mail Address	Member Meeting Attendance Rate (percent)

Annual Training Completed by Board Members in 2017-2018

Member Name note "full board" where applicable	Type of Activity	Date	Location

**REQUIRED STATUTORY TRAINING
 COMPLETED BY SEATED BOARD MEMBERS**

Board Member Name	Governance Basic Training Completed	Finance Basic Training Completed	Employment Basic Training Completed	Dates, locations and trainers

201-18 School Management / Administrative Team Information

This table contains information for ALL members of the school management/administrative team and also includes faculty employed by the school who did not serve as a classroom teacher (e.g. curriculum coordinators, social workers, counselors, administrative assistance, paraprofessionals, custodial, technology and librarians.). Symbol = Y or N

Name	Admin License Yes/No	File Folder Number	Position	Years Employed by the School	Left During 17/18	Not Returning 18/19
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

2017-18 Faculty Information

This table contains information for faculty, including ALL teachers employed by the school or providing services contractually (e.g., special education teacher, reading specialist, speech therapist). Symbol = Y or N.

Name	File Folder Number	Assignment/ Subject	Left During 17/18	Not Returning 18/19
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Student Enrollment and Attrition

This table identifies the number of students enrolled at the school.

Data should be based on end of year Average Daily Membership (ADM) and September 2018 estimates.

School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Attrition / Retention Rates
2015-16															
2016-17															
2017-18															
2018-19 est.															