



**MINNESOTA**  
**Volunteers of America-Minnesota**  
**Annual Submission Calendar**  
**2018-2019 (FY2019)**

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

**FY19 CHANGES:** Submissions must only be made to the [voamncharterschools@gmail.com](mailto:voamncharterschools@gmail.com) email account. Furthermore, contract provisions related to each submission are now 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.

\* Denotes that the item is to be completed using the VOA-provided template.

<b>Item Due</b>	<b>Date Due</b>	<b>Responsible Party</b>
<p><b>Complete Monthly Board Packets (include Committee Reports / Minutes)</b></p> <ul style="list-style-type: none"> <li>• VOAMN Governance Standard: <i>Board documents are distributed to all board members at least 3 days prior to a board meeting.</i></li> <li>• <i>The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all board meetings.</i></li> <li>• VOAMN Governance Standard: <i>The Board of Directors monitors the organization's adherence to school board policies.</i></li> <li>• VOAMN Governance Standard: <i>The Board of Directors provides ongoing oversight of school academic performance.</i></li> <li>• VOAMN Finance Standard: <i>The School provides VOA-MN and school board members with monthly financials at least three days prior to board meetings. Authorizer will allow June financial statements to be delayed until fiscal year-end journal entries are completed. Packets include at least the following: 1) detailed income/expense report (income statement), 2) cash flow projection, 3) check register, and 4) current enrollment (ADM).</i></li> <li>• <i>VOAMN Finance Standard: The School maintains a balanced budget.</i></li> <li>• <i>The School board has a finance committee that meets regularly to review school finances.</i></li> <li>• <i>VOAMN Finance Standard: The school board has a finance committee that meets monthly to review financial reports.</i></li> <li>• <i>VOAMN Finance Standard: All Board members exhibit working knowledge of financial oversight.</i></li> </ul>	3-5 days before meeting	Board Chair/Board Sec./treasurer
<p><b>Updated Board Information: member roster with contact information and include election date, term, and position held (eg. parent/treasurer), area of expertise. Include mandated training records for each member, and draft calendar for ongoing board training.</b></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Governance Standard: The Board of Directors meets its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute. It will maintain a balance of skills and expertise among members including business, marketing, legal, accounting, fundraising, human resources, and</i></li> </ul>	August 5 and December 1	Board Chair / Secretary

<p><i>education.</i></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Contract Provision: 6.1 Governance Structure. The School shall be governed by a Board of Directors. The School will file changes in the membership of the Board with the Authorizer and Department. The Board will be composed of at least five nonrelated members and include: (1) at least one licensed teacher employed as a teacher at the school or providing instruction under a contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school; and (3) at least one interested community member who resides in Minnesota and is not employed by the charter school and does not have a child enrolled in the school.</i></li> </ul>		
<p><b>Board and Committee Meeting Schedule for 2018-19 (FY19)</b></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Governance Standard: The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all board meetings.</i></li> </ul>	August 1	Board Chair / Secretary
<p><b>Records of completed mandatory training records for each member, and draft calendar for ongoing board training.</b></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Governance Standard: The Board of Directors complies with Minnesota law regarding board training requirements and institutes / follows an orientation process for bringing on new members.</i></li> </ul>	August 1	Board Chair / Secretary
<p><b>Signed Annual VOAMN School Pledge of Compliance</b></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Operations Standard: 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></li> </ul>	August 1	Exec. Director (Director)
<p><b>Reading Well by Third Grade Data</b></p> <ul style="list-style-type: none"> <li>• <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></li> </ul>	August 1	Exec. Director (Director)
<p><b>School Board Approved 2018-19 Plan for Academic Assessments</b></p> <ul style="list-style-type: none"> <li>• <i>Contract Provision: 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.</i></li> </ul>	September 1	Exec. Director (Director)
<p><b>2018-19 teacher professional development plan linked to charter contract goals academic performance outcomes / standards</b></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Academic Standard: 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></li> <li>• <i>VOAMN Charter Contract Provision 7.3 Professional Development. 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></li> </ul>	September 1	Exec. Director (Director)
<p><b>MCAII Test Results (final)</b></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Academic Standard: Students are performing well on state examinations in comparison to students at schools they might otherwise attend (with similar demographics) as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement.</i></li> <li>• <i>VOAMN Academic Standard: The School will maintain a state-determined minimum growth score of -0.5 as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement.</i></li> <li>• <i>VOAMN Academic Standard: The difference between the “all-students” proficiency rate in the School and any reportable subgroup proficiency</i></li> </ul>	September 1	Exec. Director (Director)

<p><i>rate will be reduced each year in both reading and math using state examination data as evidence of meeting their primary statutory purpose of improving all pupil learning and all student achievement.</i></p>		
<p><b>School's 2018-19 Teacher Evaluation Plan / Explanation</b></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Academic Standard: School has adopted a formal teacher evaluation process and adheres to the requirements set forth in state statute (Minn. Stat. 122A.40).</i></li> <li>• <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></li> </ul>	September 1	
<p><b>Teacher Licensure Verification Table (include teacher name, subject taught, license file number, license expiration date)</b></p> <ul style="list-style-type: none"> <li>• <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, subd. 1, who hold valid teaching licenses issued by the State to perform the particular service for which they are employed at the School.</i></li> </ul>	September 15	Director
<p><b>Preliminary UFARS Data</b></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Finance Standard: The school is compliant with state and federal financial reporting deadlines.</i></li> </ul>	September 15	Director / Business Mgr
<p><b>Board plan for Annual board member training</b></p> <ul style="list-style-type: none"> <li>• <i>Contract Provision: 6.4 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. The Charter School Board will submit its plan for training to the Authorizer annually, and attend additional training reasonably required by the Authorizer.</i></li> </ul>	September 15	Board / Director
<p><b>FY19 ADM estimates entered into "ADMWE (prior EDRS)" system. Send copy of MDE report titled, "ADM AND EL ESTIMATES FOR 18-19"</b></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Finance Standard: The school is compliant with state and federal financial reporting deadlines.</i></li> </ul>	September 30	Director/Business Manager
<p><b>Board Approved Annual Report / WBWF Report Submitted to VOA and Posted to Website</b></p> <ul style="list-style-type: none"> <li>• <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></li> </ul>	November 1	Board / Director
<p><b>Final UFARS Data</b></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Finance Standard: The school is compliant with state and federal financial reporting deadlines.</i></li> </ul>	November 30	Director/Business Mgr.
<p><b>Financial Audit</b></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Contract Provision 6.19 (c) Audits. The School will comply</i></li> </ul>	December 30	Director/Business Mgr.

<p><i>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></p>		
<p><b>FY20 ADM estimates entered into “ADMWE (prior EDRS)” system for schools in <u>1-3 years of operation.</u></b>  Send copy of MDE report titled, “ADM AND EL ESTIMATES FOR 18-19”</p> <ul style="list-style-type: none"> <li>• <i>VOAMN Finance Standard: The school is compliant with state and federal financial reporting deadlines.</i></li> </ul>	May 21	Director / Business Mgr.
<p><b>FY20 ADM estimates entered into “ADMWE (prior EDRS)” system for schools operating <u>four or more years.</u></b>  Send copy of MDE report titled, “ADM AND EL ESTIMATES FOR 18-19”</p> <ul style="list-style-type: none"> <li>• <i>VOAMN Finance Standard: The school is compliant with state and federal financial reporting deadlines.</i></li> </ul>	June 10	
<p><b>Results of Parent and Faculty Satisfaction Surveys</b></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Governance Standard: The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.</i></li> </ul>	May 1 – June 15	Director
<p><b>2018-2019 List of Completed Professional Development (final) Tied to Goals-Specific Outcomes</b></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Academic Standard: 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></li> </ul>	May 1	Director
<p><b>Board Self-Evaluation Documentation (date, brief summary of results)</b></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Governance Standard: The Board of Directors completes a self-evaluation each year.</i></li> </ul>	May – June 15	
<p><b>Board Election Documentation (key dates, brief summary of results)</b></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Governance Standard: Standard 6: The Board of Directors adheres to board member election requirements set forth by state statute.</i></li> <li>• <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></li> </ul>	May – June 15	
<p><b>Documentation of Professional Development Plan for the school director (if applicable as required by Minn. Stat. 124D.10, Subd. 11(b)).”</b></p> <ul style="list-style-type: none"> <li>• <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 persons 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 persons shall be included in the school's Annual Report.</i></li> </ul>	May – June 15	
<p><b>Documentation of annual evaluation of school leader (date, brief summary of results)</b></p> <ul style="list-style-type: none"> <li>• <i>VOAMN Contract Provision: 6.13 Administrative Leadership. A person, without holding a valid administrator's license, may perform</i></li> </ul>	May – June 15	

