

Date: July 1, 2014

To: Charter School Directors and Authorizers

From: Minnesota Department of Education (MDE) Charter Center

RE: 2013-2014 Charter School Annual Report

This memo addresses annual report requirements for charter schools set forth in Minnesota Statutes, section 124D.10, Subdivisions 4, 11 and 14. While an annual report may include additional information, state law requires specific data elements and recipients to whom report distribution is expected. Schools are expected to confer with their authorizer regarding additional annual reporting requirements and deadlines.

TIP: While a deadline is not explicitly provided by statute, MDE strongly suggests publishing the annual report by October 1 for the previous school year.

TIP: Charter schools do **not** submit annual reports to the commissioner.

Annual Report Elements Required by Statute

A. Minnesota Statutes, section 124D.10, Subdivision 14:

“A charter school must publish an annual report approved by the board of directors. The annual report must at least include information on:

1. *School enrollment,*
2. *Student attrition,*
3. *Governance and management,*
4. *Staffing,*
5. *Finances,*
6. *Academic performance,*
7. *Innovative practices and implementation, and*
8. *Future plans.*

A charter school must post the annual report on the school’s official website. A charter school must also 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.”

TIP: While these elements must be included in the annual report, how the information is presented is to be determined by the charter school and authorizer. A helpful resource for annual report preparation is the [Data Center on the MDE website, Data Reports and Analytics](http://w20.education.state.mn.us/MDEAnalytics/Data.jsp) (<http://w20.education.state.mn.us/MDEAnalytics/Data.jsp>). For example, under the heading *Student Data*, users can click on *Student* to access reports for elements such as

enrollment and mobility (attrition). The *Help* files that are accessible upon choosing the desired reports provide definitions for the various Excel column headings.

B. Minnesota Statutes, section 124D.10, Subdivision 4(f):

*10. "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.**"*

TIP: As of August 1, 2012, board training providers are not approved by MDE.

C. Minnesota Statutes, section 124D.10, Subdivision 11(b):

*11. "...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. **Documentation of the implementation of the professional development plan of these persons shall be included in the school's annual report.**"*

TIP: It is helpful to include a "Table of Contents" at the beginning of the annual report, which includes the page(s) that specifically address each of the 11 required elements (per state statute as outlined above).

If you have questions or comments regarding your 2013-2014 charter school annual report (deadlines, specifications, required data), please contact your authorizer.