

<b>Planning Period Checkpoint Standard</b>	<b>Checkpoint 1 July</b>	<b>Checkpoint 2 December</b>	<b>Checkpoint 3 February</b>	<b>Checkpoint 4 April</b>	<b>Checkpoint 5 May/June</b>	<b>Category</b>
The school's application is approved by the Commissioner of Education	x				x	Governance
Planning Grant budget (federal application) is submitted and/or approved by the Board and MDE	x				x	Governance
The Board participates in training conducted by MDE or other approved organization.	x	x	x	x	x	Governance
At least five members are on the Board	x	x	x	x	x	Governance
Voting interim board members may not be independent contractors for the school	x	x	x	x	x	Governance
At least one board member has expertise regarding the school mission and program concepts	x	x	x	x	x	Governance
Meetings are held regularly and comply with Open Meeting Law.		x	x	x	x	Governance
A written agenda for each meeting is published for public inspection and posted in the administrative offices and provided to the sponsor.		x	x	x	x	Governance
School board meeting minutes recorded, approved, on file for public inspection in the administrative offices, and distributed to the sponsor, MDE, and any other organizations requesting them; updated board rosters and contact information distributed as well.		x	x	x	x	Governance
Sponsor has a place on the agenda for "board/sponsor discussion." Sponsor attends meetings regularly		x	x	x	x	Governance
Review of monthly fiscal reports and approval of the payment of bills		x	x	x	x	Governance
Hear monthly reports on school development progress to assure school is being developed consistent with the charter's mission and contract with sponsor.		x	x	x	x	Governance
Hold the director accountable.		x	x	x	x	Governance
Submit monthly financial reports for revenues and expenditures to the Board and the sponsor for review. Reports should include:		x	x	x	x	Governance
The director participates in training conducted by MDE or other approved organization		x	x	x	x	Management Goals & Challenges

<b>Submit required state reports to MDE and sponsors consistent with MDE and sponsor timelines</b>		<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	Management Goals & Challenges
<b>Provide opportunities for discussion with the parents, students if applicable and the public</b>		<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	Marketing & Outreach
<b>The program model is developed consistent with the application and contract with sponsor</b>		<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	Purpose
<b>The Sponsor participates in training conducted by MDE or other approved organization</b>		<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	Sponsor
<b>Complete Certificate of Incorporation as a non-profit entity with the Minnesota Secretary of State's Office and submit to the MDE</b>		<b>x</b>			<b>x</b>	Governance
<b>Establish a checking account with duplicate signatures</b>		<b>x</b>			<b>x</b>	Governance
<b>Establish direct deposit (EFT Authorization) with the Minnesota Department of Finance</b>		<b>x</b>			<b>x</b>	Governance
<b>File with the I.R.S. for an Federal Employer Identification Number (FEIN).</b>		<b>x</b>			<b>x</b>	Governance
<b>File for a sales tax exempt number with the State. Make copies and file as you will need them to send to vendors.</b>		<b>x</b>			<b>x</b>	Governance
<b>If Articles and By-laws have not been developed as a part of the application, they must be developed prior to contract approval.</b>		<b>x</b>			<b>x</b>	Governance
<b>Articles and By-laws are reviewed and approved by members during a board meeting</b>		<b>x</b>			<b>x</b>	Governance
<b>The board secures legal counsel through contract or other means.</b>		<b>x</b>			<b>x</b>	Governance
<b>A board member with a finance background or expertise is designated as Treasurer</b>		<b>x</b>			<b>x</b>	Governance
<b>A criminal background check is conducted on each board member</b>		<b>x</b>			<b>x</b>	Governance
<b>Set the objectives for the school consistent with the accountability goals in the contract with the sponsor</b>		<b>x</b>			<b>x</b>	Governance
<b>Provide policy direction to the director</b>		<b>x</b>			<b>x</b>	Governance

<b>Policy Development: 1) identify a policy development schedule to ensure necessary policies are developed, implemented, and reviewed in a timely manner; 2) develop policies warranting immediate attention (e.g., conflict of interest, procurement, etc.) and 3) board approves policies at a board meeting. Organizations such as MSBA and MACS provide helpful resources and guidance in this area.</b>		<b>x</b>			<b>x</b>	Governance
<b>Board considers securing a bank line of credit</b>		<b>x</b>			<b>x</b>	Governance
<b>Develop an admissions and lottery process that provides equal access to all and is in compliance with Minn. Stat. § 124D.10 subd. 9 (2006).</b>		<b>x</b>			<b>x</b>	Governance
<b>Develop open and fair employment practices that are in compliance with Minn. Stat. ch. 363A.08 (2006).</b>		<b>x</b>			<b>x</b>	Governance
<b>Develop a conflict of interest policy that avoids apparent and actual conflicts of interest when administering grants and entering into contracts for equipment and services that is in compliance with Minn. Stat. § 124D.10 subd. 4a to 4e (2006) and Federal Charter Schools Program requirements.</b>		<b>x</b>			<b>x</b>	Governance
<b>Board of directors is trained on how to proactively assess opportunities for a charter school to maximize all available revenue sources</b>		<b>x</b>			<b>x</b>	Governance
<b>Board of directors is trained on how to establish and maintain complete, auditable records for the charter school</b>		<b>x</b>			<b>x</b>	Governance
<b>Board of directors is trained on how to establish proper filing techniques</b>		<b>x</b>			<b>x</b>	Governance
<b>Board of directors is trained on how to document formal actions of the charter school, including meetings of the charter school board of directors</b>		<b>x</b>			<b>x</b>	Governance
<b>Board of directors is trained on how to properly manage and retain charter school and student records</b>		<b>x</b>			<b>x</b>	Governance
<b>Board of directors is trained on how to comply with state and federal payroll record-keeping requirements</b>		<b>x</b>			<b>x</b>	Governance
<b>Board of directors is trained on how to address other similar factors that facilitate establishing and maintaining complete records on the charter school's operations</b>		<b>x</b>			<b>x</b>	Governance
<b>Outreach plan for informing students of the school is developed</b>		<b>x</b>			<b>x</b>	Marketing & Outreach
<b>The Charter Agreement Contract between the sponsor and operator must be finalized and filed with the commissioner within 90 days of commissioner approval of the sponsor's intent to grant a charter. Contract meets statutory and sponsor requirements. (Refer to sample contract)</b>		<b>x</b>			<b>x</b>	Sponsor

<b>Contract includes: insurance such as liability, errors &amp; omissions, workers compensation, health insurance and/or property &amp; casualty.</b>		<b>x</b>			<b>x</b>	Sponsor
<b>Projected enrollment and budget are consistent</b>			<b>x</b>	<b>x</b>	<b>x</b>	Marketing & Outreach
<b>Regular communication is initiated with parents of students to be enrolled</b>			<b>x</b>	<b>x</b>	<b>x</b>	Marketing & Outreach
<b>Preliminary 5 year budget properly includes major revenue components: General education, Lease aid, and Federal &amp; state start up</b>			<b>x</b>		<b>x</b>	Budget & Financial
<b>Preliminary 5 year budget properly includes major expenditures: Staffing &amp; benefits, Lease costs, Other fixed costs, and Start up costs</b>			<b>x</b>		<b>x</b>	Budget & Financial
<b>Board provides financial oversight: Attends appropriate training on financial management and Establishes policies on internal control, contract approval, purchasing &amp; financial reporting</b>			<b>x</b>		<b>x</b>	Budget & Financial
<b>The facility should be selected by mid-winter with the remodeling completed and ready to move in not later than July 1</b>			<b>x</b>		<b>x</b>	Facility
<b>Inspectors report is free of issues</b>			<b>x</b>		<b>x</b>	Facility
<b>Facility meets accessibility requirements</b>			<b>x</b>		<b>x</b>	Facility
<b>The lease is affordable and includes appropriate lease termination and renewal language</b>			<b>x</b>		<b>x</b>	Facility
<b>The space is adequate for the program model</b>			<b>x</b>		<b>x</b>	Facility
<b>Appropriate insurance is purchased</b>			<b>x</b>		<b>x</b>	Facility
<b>Prior to signing the lease, evidence that an adequate student marketing plan is implemented and recruitment results indicate a sufficient enrollment will result thereby making the lease affordable</b>			<b>x</b>		<b>x</b>	Facility
<b>Before signing the lease, it should be reviewed by the school's legal counsel and should be reviewed by an appropriate person at MDE.</b>			<b>x</b>		<b>x</b>	Facility
<b>Applied for lease aid to MDE (should be submitted by June 1 for lease aid to be included in first metered payment in July).</b>			<b>x</b>		<b>x</b>	Facility
<b>A transportation plan is developed independently or with another entity</b>			<b>x</b>		<b>x</b>	Facility
<b>File with the I.R.S. for Section 501(c)3 status</b>			<b>x</b>		<b>x</b>	Governance
<b>Outreach plan for informing students of the school is implemented by January</b>			<b>x</b>		<b>x</b>	Marketing & Outreach

<b>Special Education and Federal Title Program staff are entered into the Dept. of Education EDRS system</b>				<b>x</b>	<b>x</b>	Budget & Financial
<b>Recruitment plan is being implemented: Registrations are being submitted and 50% of budgeted enrollment registered &amp; verified</b>				<b>x</b>	<b>x</b>	Budget & Financial
<b>Preliminary 5 year budget updated to properly include: Special education, Federal &amp; NCLB, Transportation, and Food service</b>				<b>x</b>	<b>x</b>	Budget & Financial
<b>Staff establishes business practices: Staff attends appropriate training on UFARS, MARSS, STARS &amp; year end financial reporting and Establishes business processes to meet board policies &amp; financial reporting needs</b>				<b>x</b>	<b>x</b>	Budget & Financial
<b>Recruitment plan is verified successful and is continuing: 80% of budgeted enrollment registered &amp; verified</b>				<b>x</b>	<b>x</b>	Budget & Financial
<b>Budget updated to reflect current data for: Enrollment, Legislative changes, and Other changes</b>				<b>x</b>	<b>x</b>	Budget & Financial
<b>Budget updated to reflect current data for: Staffing needs, Salaries &amp; benefits, and Lease &amp; other costs</b>				<b>x</b>	<b>x</b>	Budget & Financial
<b>Board has identified expenditures that will remain uncommitted until enrollment projections are met</b>				<b>x</b>	<b>x</b>	Budget & Financial
<b>Staff provides appropriate, regular, and timely financial information to board: Detailed cash disbursements data, Detailed revenue &amp; expenditure budgets, and Cash flow projections</b>				<b>x</b>	<b>x</b>	Budget & Financial
<b>If the school district is to transport students, notice must be given to that district not later than July 1. Note: This notice should be given to the district as early as possible.</b>				<b>x</b>	<b>x</b>	Facility
<b>The annual budget and budget amendments are approved by the school board</b>				<b>x</b>	<b>x</b>	Governance
<b>Approve the hiring of all employees. Criminal background checks. All employees are appropriate.</b>				<b>x</b>	<b>x</b>	Governance
<b>If the board chooses not to employ staff but rather contracts with another entity for professional services, this contract is developed and approved by the board</b>				<b>x</b>	<b>x</b>	Governance
<b>Criminal background checks conducted on all staff</b>				<b>x</b>	<b>x</b>	Governance
<b>A special education director is hired or contracted</b>				<b>x</b>	<b>x</b>	Learning Program, Student Achievement, & Accountability
<b>Professional development plan is developed</b>				<b>x</b>	<b>x</b>	Learning Program, Student Achievement, & Accountability
<b>The evaluation design is developed.</b>				<b>x</b>	<b>x</b>	Learning Program, Student Achievement, & Accountability

<b>Textbooks, materials, computers, supplies, etc. are ordered and received</b>				<b>x</b>	<b>x</b>	Learning Program, Student Achievement, & Accountability
<b>Capital equipment is ordered and received</b>				<b>x</b>	<b>x</b>	Learning Program, Student Achievement, & Accountability
<b>Special education, LEP etc. program developed</b>				<b>x</b>	<b>x</b>	Learning Program, Student Achievement, & Accountability
<b>Staff development is conducted for all staff prior to the start of school so that staff are ready to start school with students</b>				<b>x</b>	<b>x</b>	Learning Program, Student Achievement, & Accountability
<b>Set up unemployment compensation option with the State</b>				<b>x</b>	<b>x</b>	Management Goals & Challenges
<b>Set up PERA with the State</b>				<b>x</b>	<b>x</b>	Management Goals & Challenges
<b>Set up TRA with the State</b>				<b>x</b>	<b>x</b>	Management Goals & Challenges
<b>Director is employed and has a position description approved by the board</b>				<b>x</b>	<b>x</b>	Management Goals & Challenges
<b>Teachers should be employed by July 1 or plan to have them employed by August 1</b>				<b>x</b>	<b>x</b>	Management Goals & Challenges
<b>Teachers are appropriately licensed, are approved community experts or a variance has been obtained from the commissioner</b>				<b>x</b>	<b>x</b>	Management Goals & Challenges
<b>Compensation plans for all staff are reasonable</b>				<b>x</b>	<b>x</b>	Management Goals & Challenges
<b>Staff reduction provisions are included in contracts for lack of enrollments/funding to maintain expenditures as projected</b>				<b>x</b>	<b>x</b>	Management Goals & Challenges
<b>Student selection is ongoing. If oversubscribed, a lot must be used to select students</b>				<b>x</b>	<b>x</b>	Marketing & Outreach
<b>Student enrollment includes student names</b>				<b>x</b>	<b>x</b>	Marketing & Outreach
<b>Submit the school's Federal CSP Implementation Grant continuation request</b>					<b>x</b>	Budget & Financial
<b>Roster of registered &amp; verified students submitted to MDE by June 15 and Approved MARSS software has been obtained</b>					<b>x</b>	Budget & Financial
<b>Board approved complete, detailed FY 2009 budget by June 30</b>					<b>x</b>	Budget & Financial
<b>Access to approved software verified, Auditor contracted for FY08, Line of credit established, and Business Administration Policy/Procedures Manual developed</b>					<b>x</b>	Budget & Financial

<b>Building lease should be compared to the Building Lease Levy maximum for appropriateness. Leasehold improvements should be included in the lease payment</b>					<b>x</b>	Facility
<b>Develop a scope &amp; sequence for the school's academic program</b>					<b>x</b>	Learning Program, Student Achievement, & Accountability
<b>Develop an academic program consistent with state academic standards</b>					<b>x</b>	Learning Program, Student Achievement, & Accountability
<b>Develop an assessment system that align with the curriculum</b>					<b>x</b>	Learning Program, Student Achievement, & Accountability
<b>Identify student graduation/grade progression criteria</b>					<b>x</b>	Learning Program, Student Achievement, & Accountability