

AUDUBON CENTER OF THE NORTH WOODS - SPONSORSHIP MONITORING
Mission / Governance / Finance / Performance / General Operations & Follow-through

| | Document | What is it? | Dates due, if applicable | School Initiated | Sponsor Initiated | Checklist |
|--------------------------------|--|--|---|--|-------------------------------|-----------|
| Mission: References | Audubon Center of the North Woods -- Assurances Regarding Intent to Charter | Initial Proposal | When Submitted to MDE | Provide copy | Audubon Sponsorship file | |
| | Sponsored School Proposal w/ Budget | Initial Proposal | When Submitted to MDE | Provide copy | Audubon Sponsorship file | |
| | Audubon / Charter School Contract | Contract between school & sponsor | When Submitted to MDE | Provide copy | Audubon Sponsorship file | |
| | Charter School Grant Agreements i.e.. Walton FF & Center for School Change | Significant grant plans | When Submitted | Provide copy | Audubon Sponsorship file | |
| | Charter School Grant Agreements--Federal Charter School Grant Program | Plans to utilize Federal Charter funding (planning & 1st two yrs) | At Each Submission and At Final Report Submissions | Provide copy | Audubon Sponsorship file | |
| | Consolidated Title Grant Application, if submitted. MDE feedback & Amended Application | Plans to utilize Federal funds on an annual basis | October 30th first year Following years: Spring submission | Provide copy | Audubon Sponsorship file | |
| | Q Comp Plan, if submitted. MDE feedback & Amended Application | Teacher assessment/professional development compensation plan | October 1st | Provide copy | Audubon Sponsorship file | |
| Governance: | Charter School By-Laws | Operating procedures re: membership, elections and Board authority | When Submitted And upon revision | Provide copy & updates | Audubon Sponsorship file | |
| | Board Membership | Roster w/ board member notes on re: diversity & expertise | Upon annual elections & when changes occur | Board Secretary | Audubon Sponsorship file | |
| | Board Meeting Agenda Package including monthly financials | Agenda and supporting material | Prior to Board Meeting | Board President | Reviewed by Sponsorship Com. | |
| | Board Meeting Minutes | Copies of draft minutes and Approved Board minutes | Draft: 2 weeks after Board Meeting/Approved | Board Secretary | Reviewed by Sponsorship Com. | |
| | Attend Three Board meetings (minimum) | | Board meeting schedule | Board President | Audubon Center Representative | |
| | Quarterly reports of school to sponsor | Questions posed to the Board of the school by the Sponsor. | Timely Board responses as requested by the Sponsor | School Board of Directors submits response | Reviewed by Sponsorship Com. | |
| | Annual Report | Details of what the report should minimally contain from MDE | By September 15th | Provide copy | Reviewed by Sponsorship Com. | |

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| Financial: | Annual Budget: Board Approved Fund Balance Goal (Policy) | Annual budget followed by an annual cash flow analysis & a Board identified fund balance goal | First year - Revised Oct. 15th Following years: May 30th | Board Treasurer | Reviewed by Sponsorship Com. | |
| | Financial Management Documents | Narrative, Balance Sheet, Income Statement w/ updated Budget, mo - Monthly updated Cash Flow Analysis | Monthly - Expected to be included in the Board Meeting Agenda packet | Board Treasurer | Reviewed by Sponsorship Com. | |
| | Unaudited & Audited Financial Data MDE Uploads | UFARS Uploads required by MDE | By Sept. 15th (unaudited) & Nov. 30th (audited) | School Business Mgr or Contractor | Audubon Sponsorship file | |
| | Annual School District Audit | Independent audit to MDE guidelines submitted by Dec. 31st . | Fall. Audit report following Board receipt & review | School selected Audit Firm - provide copy to Audubon | Attend auditor Board report mtg | |
| Performance: | State testing requirements | Assessment and analysis of student achievement | When test results are received & when follow-up analysis is done (also, in annual report) | School Director and/or leadership team | Reviewed by the Sponsorship Committee | |
| | Charter School Student /School Achievement Goals | Assessment and analysis on school selected student testing & progress on goals | When test results are received & when follow-up analysis is done (also, in annual report) | School Director and/or leadership team | Reviewed by the Sponsorship Committee | |
| General Operations & Follow-through | Three School Visits: interaction with staff, students, parents, & community members | One day visits gathering data and information related to school operations and to interact with the school constituency | [Determine dates] | All | Audubon Representative | |
| | Review MDE reporting including MARRS, STARRS & Financial (UFARS) reporting deadlines | Sponsor reviews reporting to and from MDE by checking with the school &/or MDE | MARRS - Sept. 30 & quarterly STARRS - late Fall Financial (UFARS) - as scheduled | School Director and/or leadership team | Audubon Representative | |
| | Sponsor requests | Response by the school is expected | When a request is made | To the Director or Board Chair | Audubon Board & Designated Representative | |
| | School Initiated Improvement Plan | As needed | when prepared | Board of Directors | Audubon | |
| | MDE Initiated Improvement Plan | As needed | by date requested | Board of Directors | MDE & Audubon | |
| | Sponsor Requested Improvement Plan | As needed | by date requested | Board of Directors | Audubon | |

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| Sponsor Action Items - Annual | Training of Charter School on sponsorship role and related school responsibilities | Late Summer Conference & with the Board as needed | August and if needed during the year for Board enlightenment | Team from School | Audubon Representatives; Sponsor Network | |
| | Sponsor initiated suggestions | Assist the school with the Annual Report including providing suggestions for continued progress | End of school year & Summer | School Director and/or leadership team | Audubon Board & Designated Representative | |
| | Contract Renewal Year | Discussion with school and request for 3 year strategic plan needed to consider contract renewal | By February 30th or earlier, particularly if challenges to charter renewal exist | Board of Directors | Audubon Board & Designated Representative | |