



City of  
**Indianapolis**  
*Greg Ballard, Mayor*

**CHARTER SCHOOL  
GOVERNANCE AND COMPLIANCE HANDBOOK**  
*for Mayor-Sponsored Charter Schools*

**1<sup>st</sup> Edition  
Winter 2006**

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## I. Introduction

The purpose of this handbook is to provide Mayor-sponsored charter schools with an understanding of how the Mayor's Office oversees each school's governance, operational management, and legal compliance matters. The areas covered by governance and compliance oversight include a number of non-academic aspects of school operations, including: reporting requirements, financial management, board governance, school policies, legal documentation, staffing, and facilities. The Mayor's Office designed this system of oversight to be as unintrusive as possible, while ensuring that charter schools comply with their charter agreements and applicable laws. It is our belief that regular oversight should lead to early identification and resolution of problems. Information collected as part of governance oversight will be incorporated into the Annual Accountability Report and annual governance reports for each school, made available to the public on request, and will be used in mid-charter reviews and renewal decision-making.

### **Compliance Binders**

Prior to opening, the Mayor's Office will work with each charter school to create two compliance binders to organize all governance and compliance related items. One copy will remain at the school site, the second at the Mayor's Office. Each school should regularly add documents to the school's binder and update information as necessary. For each item added to or updated in the school's binder, the school should **include a second copy of those documents for the Mayor's Office.**

### **Governance Review Visits**

A representative of the Mayor's Office will visit each school monthly to discuss new developments in governance and compliance issues, and to collect any new or updated documents for the copy of the compliance binder that resides at the Mayor's Office. In addition, the Mayor's Office is in contact with state regulatory agencies, especially the Indiana Department of Education (IDOE), during the school year to remain informed of any schools that are not fulfilling their obligations to meet reporting deadlines.

## II. Annual Timeline

Charter schools are required to report on various aspects of operation throughout the school year. The Master Calendar of Reporting Requirements outlines all charter school reporting requirements to the Mayor's Office, state regulatory agencies and other important dates. While the Master Calendar of Reporting Requirements provides an overall summary of all charter school reporting requirements, charter schools also have the compliance binder table of contents to inform schools of the information they must maintain in the binder and specific deadlines. Because the Mayor's Office does not require charter schools to include copies of all state reports in the compliance binder, it is important that schools refer to the Master Calendar of Reporting

Requirements and the IDOE's Student Test Number (STN) website for all state regulatory agencies reporting requirements and deadlines throughout the year.

### III. Reporting Requirements

#### **Monthly Report to the Mayor's Office**

*Tab 1 in the Compliance Binder*

*Due by the 15<sup>th</sup> of each month*

The charter school agreement between the Mayor and each charter school requires schools to submit a monthly report to the Mayor's Office (Section 17.3). This report serves to inform the Mayor's Office of any material changes in eight areas of the school's operations and governance. The report must include:

1. List of students expelled during the month;
2. Documentation of changes in (i) the Organizer's certificate of occupancy for the Charter School's physical plant or (ii) other health and safety-related certifications or permits;
3. Applications, filings, or Internal Revenue Service determinations related to seeking and maintaining the Organizer's tax-exempt status;
4. Applications, filings or state determinations related to seeking and maintaining the Organizer's not-for-profit corporation status;
5. Lists and contact information of any individuals leaving or joining the Board;
6. Lists and contact information of any individuals who are resigning from or expecting to hold a leadership position in the operation of the Charter School, including any administrative position;
7. Documentation of any non-compliance by Organizer with the Charter or applicable law in connection with the operation of the Charter School; and
8. Any conflict of interest issues that arose under Paragraph 3.4 [of the charter school agreement] and the resolution of such issue, if any.

In addition to these 8 items, the Mayor's Office also requires that each school report its current enrollment as of the 15<sup>th</sup> of each month on the monthly report.

If any of the reportable items occurred in the previous month, the school should provide an explanation of the item.

A copy of this report should be included in the school's compliance binder and a copy should be submitted to the Mayor's Office at the monthly compliance meeting.

## **Quarterly Compliance Certification Letter**

*Tab 3 in the Compliance Binder*

*Due November 15, February 15,  
May 15, and August 15*

Section 17.4.b of the charter school agreement requires each charter school to submit to the Mayor's Office a quarterly letter certifying that the school is in compliance with the charter agreement and applicable law during the previous quarter. Charter schools must submit the certification letter within 45 days of the end of the quarter. If the school was not in compliance, the letter should note in what manner the school was out of compliance.

A copy of this letter should be included in the school's compliance binder and a copy should be submitted to the Mayor's Office at the monthly compliance meeting.

## **IDOE Enrollment Counts (DOE-ME and DOE-SR reports)**

*Tab 18 in the Compliance Binder*

*ADM Count on Second Friday After Labor Day  
ADM Count on December 1*

Charter schools are required to conduct and report Average Daily Membership (ADM) counts of the total number of students enrolled in the school on the second Friday after Labor Day and on December 1 annually. These reports include identifying the students' school corporations of residence. This data must be submitted electronically to the IDOE via the STN Application Center on the DOE-ME Membership and DOE-SR Student Residence reports. Each school should also print copies of the reports, which must then be signed by the principal or school director and the school's treasurer and mailed to the IDOE. The ADM count is used to generate the general tuition support dollars schools receive, as well as the State's Prime Time grants.

Additional information about ADM reporting can be found in the *Charter Schools Guidebook for Mayor-Sponsored Charter Schools*, section V.

A copy of the printed and signed reports for both ADM counts should be included in the school's compliance binder and a copy should be submitted to the Mayor's Office at the monthly compliance meeting. Schools should also insert any corrections or updates when they are made.

## **Annual Report to the IDOE Charter Schools Office**

*Tab 20 in the Compliance Binder*

*Annual Report submitted Mid-August*

Every August, each charter school must submit an Annual Report covering the prior school year to the Charter Schools Office of the IDOE. Over the summer, IDOE staff will provide guidance to the school regarding the content, format, and deadline for the submission. Indiana charter school law (I.C. § 20-24-9-6) describes the general content of the report, including:

- (1) Results of all standardized testing, including ISTEP+ and Graduation Qualifying Exam.
  - Since IDOE has access to ISTEP+ and GQE testing results, they will only request results on other standardized tests.

- (2) A description of the educational methods and teaching methods employed.
  - After the first report, schools will only need to report if any material changes have been made to these methods since the prior report.
- (3) Daily attendance records.
- (4) Graduation statistics (if appropriate), including attainment of Core 40 and Academic Honors Diplomas.
- (5) Student enrollment data, including the following:
  - (A) The number of students enrolled.
  - (B) The number of students expelled.
  - (C) The number of students who discontinued attendance at the charter school and the reasons for the discontinuation.

In addition, charter schools receiving grant funds under the Federal Public Charter Schools Program are required to provide a grant report to the Charter Schools Office of the IDOE.

A copy of this report should be included in the school’s compliance binder and a copy should be submitted to the Mayor’s Office at the monthly compliance meeting.

### **Annual Performance Report for all Public Schools**

*Tab 20 in the Compliance Binder* *Published between January 15 and January 31*

Every school corporation in Indiana, including charter schools, must publicly publish an Annual Performance Report each January. These reports must include, at a minimum, basic data provided by the IDOE (typically in December) on the previous four years’ student enrollment, ISTEP+ passing rates, and other performance indicators. Since the reports cover only prior school year information, first year charter schools are not required to publish this report. Each school corporation must provide a copy of its final report to the IDOE in February of each year. The IDOE will notify all schools of the exact deadline to provide the performance report when the data for the reports is posted by the IDOE. Additional information about the Annual Performance Report can be found in the *Charter Schools Guidebook for Mayor-Sponsored Charter Schools*, section XI.

A copy of this report should be included in the school’s compliance binder and a copy should be submitted to the Mayor’s Office at the monthly compliance meeting.

### **IDOE Student Test Number (STN) Look-Up Report**

*Tab 21 in Compliance Binder* *Due October 15*

The monthly STN look-up report provides the IDOE with a record of every student enrolled in each school. It is due on the 15<sup>th</sup> of each month, and the October report should be included in the compliance binder. The October report is also requires schools to resolve any STN conflicts (e.g. one student has multiple STNs or enrollment is claimed by more than one school.) The data is collected solely electronically, and is submitted to the IDOE via the STN Application Center. It includes information such as the student’s name, unique STN, gender, ethnicity, and grade level. It will also be used in conjunction with the DOE-PS report (see below).

A copy of this report should be included in the school’s compliance binder and a copy should be submitted to the Mayor’s Office at the monthly compliance meeting.

### **Program and Services Report (DOE-PS)**

*Tab 21 in the Compliance Binder*

*Due October 31*

The Program and Services Report (DOE-PS) is required for all students enrolled in a school and should be considered an expansion of the DOE-STN reports. The DOE-PS report includes data that must be reported at specific times during the school year. The first report is due in August of each year. Charter schools are required to provide a copy of the October 31<sup>st</sup> DOE-PS report for the compliance binder. This report, in coordination with the October DOE-STN report, will provide the Mayor’s Office with information for the October 1<sup>st</sup> pupil enrollment count. The DOE-PS report gathers information regarding programs and services that students receive throughout the school year.

Additional information on DOE-PS & DOE-STN reports can be found in the *Guidebook for Mayor-Sponsored Charter Schools*, Section IV.

A copy of this report should be included in the school’s compliance binder and a copy should be submitted to the Mayor’s Office at the monthly compliance meeting.

### **Projected Enrollment**

*Tab 31 in the Compliance Binder*

*Due July 1*

Each year by July 1, every charter school must project the student enrollment for the upcoming school year. These projections are required by Section 17.7.b.iv of the charter school agreement. The projections should include the expected number of students by grade level, and, to the extent already known, each student’s name and school corporation of residence. In addition, the school should annually update its projected enrollment by grade for each year of the seven-year charter.

A copy of the enrollment projections should be included in the school’s compliance binder and a copy should be submitted to the Mayor’s Office at the monthly compliance meeting.

## **IV. Financial Management**

### **Quarterly Financial Statements**

*Tab 2 in the Compliance Binder*

*Due November 15, February 15,  
May 15, and August 15*

Within 45 days of the end of each quarter, each charter school must submit financial statements that meet the reporting standards set out by the Indiana State Board of Accounts (SBOA). The statements should cover activities in the prior quarter (July – September; October – December; January – March; April – June).

An independent accounting firm, H.J. Umbaugh and Associates, reviews the school's financial performance quarterly to monitor the schools' financial performance. Representatives from H.J. Umbaugh coordinate with each school to gather the necessary information from the school's authorized representatives in order to complete the quarterly financial performance review. The following items are requested by H.J. Umbaugh:

1. Officials of each charter school
2. Chart of accounts for each school
3. Current list of capital assets
4. Information on Accounts Receivable as of the last date of the quarter
5. Information on Accounts Payable as of the last date of the quarter
6. Information on all investments (CDs, Money Markets, etc.)
7. PERF/TERF info to include actuarial assumptions
8. Vacation/Sick/Personal day policies
9. Budgets for each school
10. Information on all Operating Leases
11. Information on all Capital Leases
12. Information on all Temporary Loans
13. Risk Management/Insurance policies, payouts, etc.
14. Holding corporations for capital leases, etc.
15. Policies on post employment benefits
16. Board policies
17. Board meeting minutes for all board meetings held during the quarter
18. Cash balances as of last date of the quarter
19. Fiscal year to date revenues/receipts and expenses/disbursements from the beginning of the fiscal period to the last date of the quarter
20. Information on all capital purchases during the quarter
21. ADM count for current school year
22. Bank statement(s) and reconciliation for the last month of the quarter
23. Fund, revenue, and appropriation reports for each month of the quarter
24. Detail revenue and detail budget history reports from the beginning of the fiscal year to the end of the current quarter

H.J. Umbaugh will produce a comprehensive report each quarter that details the applicable school's financial performance in the previous quarter. A copy of the quarterly financial performance reports produced by H.J. Umbaugh remains on file with the Mayor's Office.

A copy of the financial statements should be included in the school's compliance binder and a copy should be submitted to the Mayor's Office at the monthly compliance meeting.

## **Annual Audited Financial Statements**

*Tab 4 in the Compliance Binder*

*Due December 31*

Under Section 17.7.a.ii of the charter school agreement, the charter school must contract with an independent, certified public accountant to produce audited financial statements in accordance with the standards established by the SBOA, unless a charter school requests and receives a waiver of the request from the Mayor's Office. The audit must be completed six months after the end of the Accounting Year.

In addition, the SBOA audits charter schools after their first year of operation and every two years thereafter. A copy of any audits conducted by the SBOA should also be included in the compliance binders.

A copy of the audit should be included in the school's compliance binder and a copy should be submitted to the Mayor's Office at the monthly compliance meeting.

## **Projected Budget**

*Tab 30 in the Compliance Binder*

*Due June 1*

Section 17.7.b.ii of the charter school agreement requires that the charter school submits to the Mayor's Office, no later than June 1 each year, a budget for the upcoming Accounting Year which begins July 1.

A copy of the projected budget should be included in the school's compliance binder and a copy should be submitted to the Mayor's Office at the monthly compliance meeting.

## **V. Board Governance**

### **Board Meetings**

*Tab 5 in the Compliance Binder*

*Annual schedule due when finalized*

*Minutes due at the compliance meeting following each board meeting*

Meetings of charter school Boards of Directors (and any committees of the Board), are subject to the requirements of the Indiana Open Door Law governing public meetings (IC § 5-14-1.5).

This law requires, among other things, that:

- meetings are open to members of the public, and all votes are taken in public meetings;
- notices are posted at least 48 hours in advance of a public meeting;
- an annual meeting schedule is provided to any news media that request notice, and notice is provided when any changes are made to that schedule; and
- memoranda are taken at all meetings (the law establishes minimum requirements for the content), and memoranda and any minutes are made available for public inspection and copying.

When the annual schedule of board meetings is finalized, a copy should be included in the compliance binders and provided to the Mayor's Office. The Mayor's Office should be notified of any changes to the date, time, and place of the meeting.

A copy of board meeting minutes should be included in the school's compliance binder and a copy should be submitted to the Mayor's Office at the monthly compliance meeting.

The Mayor's Office, as well as the Mayor's external site visit team, will review minutes and occasionally attend Board meetings to monitor Board conduct and decision-making processes. This monitoring will be incorporated into the Annual Accountability Report and in mid-charter reviews and renewal decision-making.

## **Board Members**

*Tab 6 in the Compliance Binder* *List of members updated as needed*  
*Background check authorization forms updated as needed*

A list of Board members should be maintained and updated as individuals leave or join the Board. The Monthly Report to the Mayor's Office should provide the name and contact information of any individuals leaving or joining the Board.

Resumes for each board member should be maintained in the compliance binder as well. Background checks for Board members must be completed 14 days prior to the election of any new member to the Board. A copy of the background check authorization form signed by each Board member or a document from the school confirming the completion of background checks should be included in the compliance binders.

All of this information should be included in the school's compliance binder and copies should be submitted to the Mayor's Office at the monthly compliance meeting.

## **Board Policies**

*Tab 7 in the Compliance Binder* *Update as policies are changed or amended*

The compliance binders assembled prior to school opening should include all Board policies adopted to date. As the Board adopts additional policies, or amends existing policies, copies should be included in the compliance binders. Policies adopted by the Board may include, but are not limited to: governance, finance, complaints resolution, admission, employment, and legal status.

## VI. School Policies and Legal Documents

### **Evidence of Insurance**

*Tab 24 in the Compliance Binder*

*Update as renewed or changed*

The charter school is required to maintain, at a minimum, the following insurance policies in the following amounts:

- Commercial General Liability (which must expressly cover Corporal Punishment Liability and Athletic Participation Medical Coverage)
- Directors' and Officers' Liability
- Educators' Legal Liability
- Employment Practices Liability Umbrella (Excess Liability)
- Automobile Liability
- Sexual Abuse Liability
- Workers Compensation Liability

#### **Commercial General Liability**

Coverage amount: \$1,000,000 per occurrence; \$2,000,000 aggregate

*Note: Such comprehensive general liability insurance must expressly cover corporal punishment liability and athletic participation medical coverage.*

#### **Directors' and Officers' Liability/Educators' Legal Liability (or School Leaders Errors and Omissions)/Employment Practices Liability**

Coverage amount: \$1,000,000 per occurrence; \$3,000,000 aggregate

#### **Sexual Abuse Liability**

Coverage amount: \$1,000,000

*Note: Sexual abuse liability must be a separate policy or a separate coverage part with limits independent of other coverage parts in the general liability policy.*

#### **Automobile Liability**

Coverage amount: \$1,000,000 combined single limit

#### **Umbrella (Excess Liability)**

Coverage amount: \$5,000,000 per occurrence; \$5,000,000 aggregate

*Note: The umbrella policy must include commercial general liability, directors' and officers' liability/educators' legal liability/employment practices liability, automobile liability and sexual abuse liability.*

#### **Workers Compensation Liability**

Coverage amount: As required by Indiana law

The City of Indianapolis must be listed as an additional named insured on each of these policies. Copies of the proposed policies must be provided to the Mayor's Office prior to the initial opening of the school, and final policies should be included in the compliance binders. As

insurance is renewed, or changed, copies of each policy should be placed in the compliance binders.

## **School Calendar and Class Schedules**

*Tab 12 in the Compliance Binder*

*Due July 1*

No later than July 1 each year, every charter school must submit a school calendar for the upcoming year listing dates that the charter school is in session. In addition, the school should provide a class schedule to the Mayor's Office for each grade level or teacher at the school in the upcoming year.

A copy of the school calendar and class schedules should be included in the school's compliance binder and a copy should be submitted to the Mayor's Office at the monthly compliance meeting as changes are made.

## **Recruitment Strategies and Application Policies**

*Tab 15 in the Compliance Binder*

*Two months prior to admissions lottery*

Two months prior to holding any lottery for student admission, the charter school must submit to the Mayor's Office documentation of:

- *Recruitment Strategies* that follow federal and state law and constitutional provisions that prohibit discrimination on the basis of race, disability, gender, religion, national origin, ancestry, or color;
- *Application Procedures* that meet the open student admissions and enrollment requirements of Indiana's charter school law (IC § 20-24-5);
- *Lottery Procedures* that provide equal chance of admission to all students if the number of applications exceeds the school's capacity in that grade or class; and
- *Wait List Procedures* for student applicants who do not initially gain admission to the charter school via standard admission or lottery procedures.

A copy of these materials should be included in the school's compliance binder and a copy should be submitted to the Mayor's Office at the monthly compliance meeting.

## **Additional School Policies and Legal Documents**

The following school policies and legal documents must be submitted prior to school opening, and copies should be included in the compliance binders.

- By-Laws (Tab 8)
- Articles of Incorporation (Tab 9)
- 501(c)3 Status (Tab 10)
- Student Policies, including Suspension and Expulsion Policies (Tab 16)
- Evidence of Health Services, Administration of Medicines, Health Screenings, and Documentation of Immunizations (Tab 17)
- Comprehensive Special Education Plan (Tab 25)
- Proposed Financial Plan and Initial CPA Certification (Tab 26)
- Curriculum Plan (Tab 27)

- Transportation Plan (Tab 28)
- School Safety and Emergency Preparedness Plan (Tab 29)

Any amendments or changes to these policies should be included in the school’s compliance binder and a copy should be submitted to the Mayor’s Office at the monthly compliance meeting.

## VII. Staffing

### **School Employees**

*Tab 13 in the Compliance Binder*

*Updated as staff changes*

Staff information is one of the key components of the compliance binder. Schools must ensure that teacher qualifications and licenses are updated at each monthly compliance meeting as necessary.

An organizational chart for the school should be maintained in the binders, which describes the reporting structure for the Board, administration, key staff, teachers, and, if applicable, Educational Management Organization. The organizational chart should be revised as necessary to reflect the current structure of the school administration.

Each school should also regularly update a list in the compliance binders of all current and former staff members, teachers, and paraprofessionals who work at the school. The list should be updated each time a staff member is hired by the school or resigns or is terminated by the school. For each staff member, teacher and paraprofessional, the list should include:

- Name;
- Social Security Number;
- Birth date;
- Address;
- Position; and
- Compensation.

In addition, the following documentation should be included in the compliance binders:

- For teachers, evidence of certification to teach or progress toward certification to teach;
- For paraprofessionals, evidence that the individual has completed education or state assessment requirements;
- Documentation of termination or resignation (if applicable);
- Background check authorization forms for staff members, teachers, and paraprofessionals; and
- Signed teacher contracts or offer letters.

This documentation should be added to the compliance binders as new staff are hired or leave the employ of the charter school.

Note that Indiana charter school law (IC § 20-24-6-5) requires all charter school teachers to either be licensed to teach in Indiana or be enrolled in a transition to teaching program in order to obtain a license. In the case of paraprofessionals, the federal No Child Left Behind (NCLB) Act imposes requirements on all paid paraprofessionals who provide instructional support at schools supported by federal Title I funding. All paraprofessionals involved in instructional support at Title I schools in Indiana must have an Associate's Degree, successfully completed two years at a college or university, or pass the ParaPro Assessment administered by the Educational Testing Service.

More information about teacher licensing and paraprofessional qualifications can be found in the *Charter Schools Guidebook for Mayor-Sponsored Charter Schools*, section XIV.

All of this information should be included in the school's compliance binder and updates should be submitted to the Mayor's Office at the monthly compliance meeting.

### **Public Retirement Funds**

*Tab 14 in the Compliance Binder*      *July prior to opening for first year of operation*

Prior to opening, each charter school must submit evidence that it has made arrangements for eligible employees to contribute to the Indiana State Teacher's Retirement Fund and the Public Employees' Retirement Fund. Indiana charter school law (IC § 20-24-6-7) requires charter schools to contribute to these funds on behalf of their teachers and other staff.

After the first quarter of the first year of operation, the charter school will be required to submit evidence, e.g. quarterly contribution report and a copy of the check submitted, that the school has made the correct contributions to the Indiana State Teacher's Retirement Fund and the Public Employees' Retirement Fund on behalf of its employees.

This information should be included in the school's compliance binder and a copy should be submitted to the Mayor's Office at the monthly compliance meeting.

## **VIII. Facilities**

### **Documentation of Facility Acquisition**

*Tab 22 in the Compliance Binder*      *Update as changes occur*

The charter school agreement between the Mayor's Office and each charter school requires the school to submit documentation of the purchase or lease of the schools' physical plant (Required Prior Action 1.1). Section 9.2 of the charter school agreement requires the charter school to provide advance notification to the Mayor's Office of any plans for relocating the charter school to a new facility.

A copy of the purchase or lease agreements should be included in the school's compliance binder and a copy should be submitted to the Mayor's Office. If any changes are made to leases or facility ownership, updated agreements should be inserted into the compliance binders. Section

## **Inspections**

*Tab 23 in the Compliance Binder*

*Update as changes occur*

The compliance binders should include a current copy of each occupancy, health, fire, safety, zoning, or land use permit or certificate required for any facility used by the school. Any changes to these permits or certificates should be noted in the Monthly Report to the Mayor's Office, and copies of any revised or new permits should be included in the compliance binders.

## **IX. Checklists for Governance and Compliance Reviews**

**Board Profile Packet**

School Name	
Date of Visit	
Staff Members on Visit	
Accountability Framework Sections Addressed	2.3, 2.5, 3.1

<b>Board member name</b>	<b>Resume present</b>	<b>Criminal record check passed</b>
	<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"/>
	<input type="checkbox"/>	<input type="checkbox"/>

## Board Bylaws and Policies

School Name	
Effective Date of Bylaws and Policies under Review	
Date of Review	
Staff Members on Review	
Accountability Framework Sections Addressed	2.3, 2.5, 3.1

Item	Notes	Item reviewed
Bylaws reflect governance processes described in school's charter		<input type="checkbox"/>
Bylaws make clear delineation between responsibilities of board and responsibilities of school staff and parents		<input type="checkbox"/>
Bylaws address critical personnel decisions such as hires, transfers, and firings		<input type="checkbox"/>
Bylaws require board to verify school has safety measures and certifications in place		<input type="checkbox"/>
Bylaws describe an academic oversight plan for the school		<input type="checkbox"/>
Bylaws describe the school's policy on how to approve purchasing decisions		<input type="checkbox"/>

## Board Meetings

School Name	
Date of Review	
Staff Members on Review	
Accountability Framework Sections Addressed	2.3, 2.5, 3.1

Item	Notes	Item reviewed
Board follows clear process for making decisions		<input type="checkbox"/>
School demonstrates it posted a public board meeting notice at the school's principal office, or at the board's meeting place, at least 48 hours in advance of the meeting		<input type="checkbox"/>

**Board Minutes**

School Name	
Date(s) of Minutes under Review	
Date of Visit	
Staff Members on Visit	
Accountability Framework Sections Addressed	2.3, 2.5, 3.1

Item	Notes	Item reviewed
Board business appears to be free of conflicts of interest and any other violation of law		<input type="checkbox"/>
Board minutes accurately convey topics from any related meeting a Mayor's Office staff member attended		<input type="checkbox"/>
Minutes record each member of the board as either present or absent		<input type="checkbox"/>
Minutes describe the general substance of all matters proposed, discussed, or decided		<input type="checkbox"/>
Minutes record all votes taken, by individual members if there was a roll call		<input type="checkbox"/>
Successive board minutes show evidence board has progressed in its discussions of an issue from one meeting to the next		<input type="checkbox"/>

## Quarterly Financial Statements

School Name	
Period Ending Date for Statements under Review	
Date of Review	
Team Members on Review	
Accountability Framework Sections Addressed	2.1, 2.2, 2.5, 2.6

Item	Notes	Item reviewed
Accounting records reflect State Board of Accounts guidelines for financial statement presentation		<input type="checkbox"/>
Chart of Accounts matches State Board of Accounts classifications		<input type="checkbox"/>
Budget and financial statement accounts are consistent with Chart of Accounts terminology		<input type="checkbox"/>
Special Purpose Report on Charter Schools completed by financial expert demonstrates that the school is in stable financial health.		<input type="checkbox"/>



