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## **Statement of Assurances**

**I understand that the primary purpose of a charter school is to improve the learning, achievement, and success of all students. I further understand that the charter school board decides and is responsible for all policy matters related to the operation of a charter school, including budgeting, curriculum programming, personnel, and operating procedures. In furtherance of the School's purpose and the board's responsibility, I make the following assurances:**

### **I. ACHIEVEMENT DATA**

I assure that this school will establish baseline data for all students and routinely evaluate student achievement with state and national standardized tests on at least an annual basis, and that the board will evaluate student achievement and post-secondary and workforce readiness on at least an annual basis.

### **II. ADMISSION**

- I assure that the school's admission process will not discriminate against anyone regarding race, gender, national origin, color, ability level, age (except that minimum age requirements may be established as allowed by law), or religion, and that the school will not admit students based on race, gender, national origin, color, ability level, age (except that minimum age requirements may be established as allowed by law), or religion.
- I assure that the school will admit students on the basis of an annual lottery if more students apply than can be accommodated in the class, program, grade-level, or building.
- I assure that the school's admission process will comply with Minn. Stat. Chapter 124E.

### **III. ANNUAL REPORT**

I assure that the school will submit an annual report to the Commissioner of Education, as provided by Minn. Stat. 124E.16.

### **IV. BOARD GOVERNANCE**

- I assure that all board members will receive training annually.
- I assure that the board will, at all times, be comprised of at least five voting members of which at least one is a Minnesota-licensed teacher employed at the school, at least one is a parent or guardian of a student currently enrolled at the school, and at least one is a community members who resides in Minnesota and neither is employed by the school nor is a parent or guardian of a student enrolled at the school.
- I assure that the board will decide and be responsible for all policy matters related to the operation of the school, including budgeting, curriculum programming, personnel, and operating procedures.
- I assure that each new board member will execute these Statement of Assurances.

**V. CHARTER CONTRACT**

I assure that I have reviewed the school's charter contract.

**VI. COMPLIANCE WITH ALL APPLICABLE LAWS**

I agree to comply with all federal and state laws governing organizational, programmatic, and financial requirements applicable to charter school.

**VII. CONFLICTS OF INTEREST**

- I assure that the school will avoid apparent and actual conflicts of interest when administering grants and entering into contracts for equipment and services.
- I assure that the school will comply with conflict of interest provisions identified in Minn. Stat. Ch.124E, including §124E.07 and 124E.14.

**VIII. CRIMINAL BACKGROUND CHECKS**

I assure that this school will conduct criminal background checks of all employees and board members and will maintain records of those checks.

**IX. DATA PRACTICES**

- I assure that the school board will comply with data privacy requirements regarding all students including those with disabilities, that the school will securely store student records that separates special education files from cumulative files and that is under the supervision of the school's administrator or a designee, and that mandatory staff training will be provided for Data Privacy.
- I assure that the school will follow state data practices law and will maintain a board-adopted data practices policy that includes the staff's ability to report unethical or fraudulent actions, and that the school board will regularly attend training that includes state data practices requirements.

**X. DISCIPLINE POLICY AND PUPIL FAIR DISMISSAL ACT**

I assure that the school board will adopt a school discipline policy that is in compliance with the Pupil Fair Dismissal Act and that provides protection of the rights of students with disabilities.

**XI. DISSEMINATION**

- I assure that the school will regularly disseminate information about its offerings and enrollment procedures to families that reflect the diversity of Minnesota's population and targeted groups. Targeted groups include low-income families and communities, students of color, students who are at risk of academic failure, and students underrepresented in the school's student body relative to Minnesota's population.
- I assure that the school will document its dissemination activities in the school's annual report.

**XII. ELECTRONIC COMMUNICATIONS**

I assure that the school will subscribe to and maintain current contact information to electronically share with and receive information from the Minnesota Department of Education.

**XIII. DATA REPORTING SYSTEM (SEDRA)**

I assure that this school will designate a person to be assigned and trained to submit data electronically in the Electronic Data Reporting System (EDRS) via the internet, as required by the Minnesota Department of Education.

#### **XIV. EQUAL OPPORTUNITY IN SCHOOL PROGRAMS**

I assure that this school will provide equal opportunities and equal access to school programs, including extra-curricular activities such as athletics and clubs.

#### **XV. FACILITY REQUIREMENTS**

I assure that this school will comply with all building inspection, fire marshal requirements, certificate of occupancy requirements, will meet all health and safety codes, and that the school will continually be accessible as required by Section 504 of the Americans with Disabilities Act.

#### **XVI. FILING WITH THE STATE**

I assure that this school will maintain current / active filings with the Secretary of State's Office as a nonprofit under Chapter 317A.

#### **XVII. FOOD SERVICE**

I assure that food served at the school will satisfy applicable health and safety requirements, provide equal accommodations to all religions, and otherwise comply with Minn. Stat. Chapter 124E.

#### **XVIII. FINANCIAL REPORTING (UFARS AND GAAP) REQUIREMENTS**

- I assure that this school will comply with both the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) and Generally Accepted Accounting Practices (GAAP); and that this school will comply with all financial reporting requirements.
- I assure that this school will use only state-approved accounting and reporting software.

#### **XIX. HIRING AND EMPLOYMENT PRACTICES**

- I assure that the school will comply with Minn, Stat. §363A.08, will use and maintain open and fair employment practices, will advertise for all employment openings, and maintain a record of these advertisements.
- I assure that all teaching staff will be licensed as required by law unless a waiver or variance is obtained in advance of actual employment.
- I assure that the board will establish qualifications for administrative, academic supervision, and instructional leadership positions, including at least a minimum of a four-year degree from an accredited institution or equivalent experience, and additional qualifications – as appropriate for the specific position – in instruction and assessment; curriculum design; human resources and personnel management; professional ethics; child development; financial management; legal and compliance management; special education oversight; contract management; effective communication; cultural competency; board and authorizer relationships; parent relationships; and community partnerships; and will use those qualifications as a basis for job descriptions, hiring process, and performance evaluations of the charter school director/chief administrator, and that the charter school director/chief administrator shall use those qualifications as the basis for the job descriptions, hiring, and performance reviews for the administrative staff, academic program supervisors, and instructional leaders who report to the charter school director/chief administrator.
- I assure that the board will develop professional development plans for unlicensed staff serving as a charter school director/chief administrator.

## **XX. MINNESOTA'S ACADEMIC STANDARDS**

I assure that this school will implement Minnesota's Academic Standards, as they may change from time to time, as minimum academic requirements.

## **XXI. MINNESOTA'S STATE ACCOUNTABILITY SYSTEM REQUIREMENTS**

I assure that this school will comply with all elements of Minnesota's State Accountability System Requirements under the federal Every Student Succeeds Act (ESSA). I understand that the school is expected to [improve the learning, achievement, and success of all students](#), meet or exceed the expectations adopted by the Commissioner of Education for public schools, and that the school will be held accountable for these outcomes as well as performance outcomes contained in the charter contract.

## **XXII. POLICIES AND PROCEDURES**

- I assure that this school will develop written procurement procedures in accordance with federal and state law and conduct all procurement transactions in a manner that provides open and free competition.
- I assure that the school will maintain and submit property inventory records of all equipment, assets, and non-consumable items.
- I assure that the school will adopt and implement a religious accommodation policy that accords equal treatment of access to all religions.
- I assure that if the school allows religious or other activities on school property during non-instructional hours that there will be a board-adopted policy in place allowing equal access to all groups and that such access otherwise complies with Minn. Stat. Chapter 124E.
- I assure that the board will adopt all policies and practices which are required by law.

## **XXIII. PROGRAM EVALUATION**

- I assure that the board will evaluate the school's program on at least an annual basis.
- I assure that the school will provide annually to its authorizer and the Minnesota Department Education such information as may be required to determine if the charter school is making satisfactory progress toward achieving its goals and academic outcomes, including data, evaluations or studies, and that the school will comply with all such requests for information.
- I assure that the school will cooperate with the authorizer and the Minnesota Department of Education in evaluating the school's program.

## **XXIV. PUBLIC SCHOOL**

I assure that this school will operate as a charter public school that:

- operates in accordance with Minn. Stat. Chapter 124E and other applicable law;
- is created as a public school, and is operated under public supervision and direction;
- operates in pursuit of a specific set of educational objectives agreed to between the school and its authorizer with the purpose of improving the learning, achievement, and success of all students;
- provides a program of elementary or secondary education, or both;
- is nonsectarian in its programs, admissions policies, employment practices, dress code requirements and all other operations, and is not affiliated with a sectarian school or religious institution; and
  - if leasing from a sectarian organization, the school will maintain procedures to screen its students from any involvement with or exposure to any of the sectarian organization's religious activities occurring on school property during the school day or during school-sponsored events;
  - will maintain a board-adopted religious accommodation policy that accords

- equal treatment of and access to all religions
  - will not impose any sectarian-based restrictions on food consumed on school premises and will maintain equal accommodations for all religions;
  - does not involve itself in religious activities, including recruiting employees, parents or volunteers for such activities;
  - has a neutral dress code or uniform policy that does not promote a particular religion or religious custom and that the school will not, through its dress code or uniform policy, restrict opportunities to participate in school activities;
- maintains a board-adopted policy allowing equal access to the use of the school's facilities and such access otherwise complies with Minn. Stat. Chapter 124E;
- complies with the Age Discrimination Act of 1975, title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and part B of the Individuals with Disabilities Education Act;
- agrees to comply with the same federal and state audit requirements as do other elementary schools and secondary schools in the state;
- meets all applicable federal, state and local health and safety requirements;
- operates in accordance with State law; and
- has a written performance contract with the authorizer that includes a description of how student performance will be measured in school with respect to state assessments that are required of other schools and pursuant to any other assessments mutually agreeable to the authorizer and the school.

#### **XXV. PUBLIC SCHOOL FEE LAW**

I assure that this school will comply with the Minnesota Public School Fee Law found in Minn. Stat. §123B.34 to 123B.39.

#### **XXVI. REQUIRED STATE REPORTING FOR STUDENTS AND STAFF (MARSS AND STARS)**

I assure that this school will have a person assigned and trained to submit data on the Minnesota Automated Reporting Student System (MARSS) and Staff Automated Reporting System (STARS), as required by the Minnesota Department of Education.

#### **XXVII. SPECIAL EDUCATION**

- I assure that this school will contract or employ an appropriately licensed special education director, will adhere to all applicable requirements in serving special education students in Minnesota and will comply with all federal and state special education laws;
- I assure that this school will involve parents of students with disabilities on an advisory council.
- I assure that this school will develop a service delivery model that provides a full continuum of special education services.
- I assure that this school will determine who will provide transportation for students who have 504 plans or IEPs in which transportation is determined necessary by the 504 plan or IEP team
- I assure that this school will be prepared to order necessary supplies, equipment and instructional materials appropriate to meet the needs of individual students with disabilities as they appear.
- I assure that this school will meet its Child Find obligation by including information about special education service in its marketing materials, handbooks, etc. The school will determine procedures for identification of students currently qualifying for special education services and / or those who may have a disability, and for reviewing student data and determining the need to assess / reassess student needs.
- I assure that this school will have procedures for obtaining information from parents and / or previous school on student's special education or 504 Accommodation Plan.

**XXVIII. TORT AND LIABILITY INSURANCE**

I assure that this school assumes appropriate tort liability and will have at all times the minimum insurance required by Minn. Stat. Chapter 124E.

**XXIX. TRANSPORTATION OF STUDENTS**

I assure that annual written notice of this school's intentions for transportation of students will be provided as required to the resident district and the Minnesota Department of Education.

**XXX. TUITION FREE**

I assure that this school will not charge tuition for its instructional or co-curricular programs except as allowed by Minn. Stat. 123B.34 to 123B.39.

By signing, I acknowledge:

- that I have reviewed the preceding assurances,
- that I am a Board member of \_\_\_\_\_ (Name of School), and
- that the Board is responsible for ensuring compliance with all federal and state laws applicable to charter schools, including the expectations contained in the preceding assurances.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Home Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_