



Reporting Requirements 2023-24 School Year

*For Charter Schools Authorized by
the Indiana Charter School Board*

Revised June 2019

Updated July 2023

**For more information, please visit the
Indiana Charter School Board website:**

<http://www.in.gov/icsb>

Charter Tools

The Indiana Charter School Board (“ICSB”) will utilize Charter Tools as the reporting management platform tool for the 2023 – 2024 school year. Every Organizer that has a charter with ICSB must have at minimum one (1) designated individual at the network and/or school level to upload and submit all required reports, information, and data using Charter Tools. The system is set up to mirror the reporting requirements listed within this document and email reminders are sent to each designated individual. Any questions regarding Charter Tools access may be directed to Bridgett Abston babston@icsb.in.gov.

Governing Board Compliance

1. In addition to the provision of an annual calendar of board meetings, governing boards must provide at least forty-eight (48) hours’ notice via “Report As Needed” submission feature within Charter Tools for all governing board meetings, including executive sessions. This should be in the form of a link to the school’s website where the notice is posted. Governing boards must meet at least four (4) times a year.
2. At the request of ICSB staff, governing boards must provide an electronic means of communication (at a minimum a phone number for a speaker phone) for ICSB staff to listen to the meeting.
3. Governing boards must provide minutes of all board meetings (even if they are un-approved) within thirty (30) days of each meeting. Summer meeting meetings (June, July, August) may be provided in September.
4. The preparation of governing board memoranda/minutes must follow the guidelines set forth in ICSB’s Governing Board Requirements, which can be found on ICSB’s website at <https://www.in.gov/icsb/> under School Operations -> School Governing Boards.
5. Beginning July 1, 2021, at least fifty percent (50%) of all governing board meetings must be held within the county in which the charter school(s) are located. The 50% requirement does not apply to governing boards of charter school networks that have schools in multiple counties.

Reporting Requirements

ICSB’s Accountability System, incorporated into the Charter pursuant to Section 4.4 of the Charter Agreement (Section 1.1 of the Revised Charter Agreement¹), sets forth the goals and measures for the school and is used to evaluate the academic performance, financial health, and organizational compliance of each school authorized by ICSB. At its core, the Accountability System poses three critical questions:

- Is the school’s educational program demonstrating success?

¹ Applicable to schools opening in, or renewed for, the 2017-18 school year.

- Is the school in good financial health?
- Is the governing board effectively managing the school and is organization in compliance with applicable laws and regulations, and with the Charter Agreement?

The purpose of ICSB’s Reporting Requirements, incorporated into the Charter pursuant to Section 16 of the Charter Agreement (Section 10.1 of the Revised Charter Agreement), is to ensure that ICSB has the information necessary to fulfill its general monitoring and annual reporting requirements. There are three categories of reporting, each divided into a separate Attachment to this document:

- Attachment 1 – Annual Reporting Requirements: Academic, Governance, Finance
- Attachment 2 – Document Retention & Updates
- Attachment 3 – Indiana Department of Education (“IDOE”) Collections

Annual Reporting Requirements:

Data, reports, and other documents that the Organizer and the School must submit to ICSB throughout each year of the Charter. All items listed in Attachment 1 must be submitted during the school year by satisfying the specific requirement within Charter Tools by the listed due date. Some of the items require a specific task while others a completion and/or sign-off on a form. These forms will be sent to each school leader or will be available within the Charter Tools platform and may be downloaded, completed, and re-uploaded for compliance.

Document Retention & Submission:

Many operational, policy, and procedure documents for the school are required to be submitted to ICSB as part of the Charter Application and Pre-Opening process. In some cases, these documents are updated annually or on some other schedule. Other documents are generated or acquired later as a necessary part of operating the school. Attachment 2 lists the documents that are required to be kept on site at the school (securely, if required) in accordance with the appropriate document retention schedule; documents which are required to be submitted to ICSB upon execution or material change; and documents which are required to be posted on the school’s website.

While ICSB does not have a specific definition of a material change, it generally means any change which is important in terms of value, degree, amount, or extent. Examples of changes that must be resubmitted include but are not limited to: a lease for new space, a new building, or with substantially different terms; a new or revised Management Agreement with an ESP if there is a change in services or the fees charged for services; modification of debt terms or amount. If you have questions as to whether a modification constitutes a material change, please contact ICSB staff. Note: All new contracts with or revisions, updates, or amendments to a Management Agreement with an ESP must be submitted for review **before execution** by the parties.

IDOE Collections:

Data, reports, and other documents are directly collected from the Data Exchange System (“DEX”) or Link Portal by ICSB after the official close/sign-off date per IDOE. The Organizer and School is only responsible for providing this information directly to ICSB if ICSB is unable to obtain it from IDOE.

Reporting Requirements may be added, removed, or modified during the school year in response to changes in state or federal law, or the issuance of verified guidance by IDOE.

For questions, please email: babston@icsb.in.gov

Attachment 1 – Annual Reporting Calendar

(New Requirements are in **bold**. Previous Year Data is Underlined.)

Reminders:

- 1) Any document requiring board approval must be submitted with the board minutes documenting the approval.
- 2) SMART Goals are part of the ICSB Accountability Framework. See the SMART Goal Guidance Document for assistance. Reporting Timeline is on Page 6

2023-24 Reporting Calendar			
Due Date	Required Document or Report	SY	Accountability Category
08/21/23	School Safety and Emergency Plan	2324	Org. Compliance
08/21/23	Board Approved Annual Budget for the 2023-24 School Year (ICSB workbook version 7.20.23 ONLY)	2324	Financial Health
08/21/23	Submission of any revised or updated documents listed in <u>Attachment 2</u>	2324	Org. Compliance
08/21/23	<u>Q4 Financial Report (previous Fiscal Year)</u>	<u>2223</u>	Financial Health
08/25/23	Board of Directors Roster: Completed using the ICSB provided template and in the form of a link to the school website	2324	Org. Compliance
08/25/23	Calendar of Board Meetings for current SY and include link to website posting	2324	Org. Compliance
08/25/23	ICSB Information Changes Form	2324	Org. Compliance
08/25/23	ICSB Charter/SY Information Compliance Report	2324	Org. Compliance
08/25/23	ICSB Website Assurance Checklist	2324	Org. Compliance
08/25/23	ICSB Assurance (signed by Board Chair and School Leader)	2324	Org. Compliance
09/08/23	STAFF ROSTER using ICSB template	2324	Academic Success
09/30/23	Economic Interest and Conflict of Interest Report (for each governing board member)	2324	Org. Compliance
10/31/23	REVISED Board approved Budget (reflecting first count date adjustment if OCT ADM is 10% more or less than July ADM projection) INCL Q1 Financial Report (Jul/Aug/Sept) (ICSB Workbook version 7.20.23 only)	2324	Financial Health

2023-24 Reporting Calendar

Due Date	Required Document or Report	SY	Accountability Category
12/01/23	School created and aligned Indiana Assessment Test Security Policy ²	2324	Academic Success
01/31/24	<u>State Board of Accounts Audit</u>	<u>2223</u>	Financial Health
01/31/24	Q2 Financial Report (Oct/Nov/Dec 23) (ICSB Workbook version 7.20.23 only)	2324	Financial Health
04/01/24	IREAD-3 Spring Preliminary Passing Report: (self-reported)	2324	Academic Success
04/01/24	Projected Enrollment (as submitted to IDOE)	2324	Financial Health
04/30/24	REVISED Board approved Budget (reflecting second count date adjustment if Feb. ADM is 10% more or less than Sept. ADM) INCL Q3 Financial Report (Jan/Feb/Mar) (ICSB workbook version 7.20.23 only)	2324	Financial Health
05/01/24	Board of Directors Roster (EOY) in the provided template and in the form of a link to the school website	2324	Org. Compliance
05/15/24	Staff Roster Report (EOY - Current) using ICSB template	23244	Academic Success
06/10/24	ILEARN and IREAD-3 FINAL Passing Report by grade level and school (vendor system generated)	2324	Academic Success
6/30/24	School Reading Plan (K-3 only)	2425	Academic Success

Effective the 2024-25 SY: Both Q4 Financial Report and the NY Annual Budget will be due in July. Annual Budget (7/1/24) and Q4 (7/31/25). Please plan accordingly during this SY.

SMART GOALS Reporting Timeline and Compliance

9/15/2023	Submission of (2) Academic SMART Goals AND supporting Data	2324	Academic Success
1/31/2024	MOY SMART Goal Benchmark Summary AND supporting data– completed by school	2324	Academic Success

² Submission requirement will be determined based upon State of Indiana and Indiana Department of Education Test Security Guidance.

6/21/2024	EOY SMART Goal Summary and Reflection with supporting data – completed by school	2324	Academic Success
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Attachment 1 Continued

Ongoing Compliance Requirements			
Within seven (7) days	Notification of Employment of Long- Term Substitute	2324	Org. Compliance
Upon Completion	Verification of current and complete <u>background and expanded child protection index checks</u> for all individuals expected to have contact with students (including IHSAA coaching candidates). For more information on what is required, please see IDOE’s Frequently Asked Questions regarding Expanded Criminal History (ECH) Checks & Expanded Child Protection Index (ECPI) Checks, available on IDOE’s website.	2324	Org. Compliance
Ongoing	<u>Notice of board meetings</u> provided to ICSB at least forty-eight (48) hours prior to the meeting in the form of a link to the publicly posted notice on the school’s website.	2324	Org. Compliance
Ongoing	<u>Board meeting minutes</u> must be submitted within thirty (30) days of any board meeting regardless of whether they have been approved at a subsequent meeting. Minutes must be resubmitted after formal approval only if there were changes from the draft version. Nothing need be submitted for a month in which a governing board meeting was not held.	2324	Org. Compliance
Ongoing	<u>Changes in governing board membership</u> . Include first and last name, email address, board role, term, resume, and a completed conflict of interest form.	2324	Org. Compliance
Ongoing	All new contracts with or revisions, updates, or amendments to a <u>Management Agreement with an ESP</u> must be submitted for review before execution by the parties. Comments or revisions may be proposed based on ICSB review.	2324	Org. Compliance

Attachment 2

Document Retention & Submission
<u>I. Documents which must be retained by the school and made available upon request.</u>
Staff Performance Evaluations
Assessment Calendar
Student List
Staff Resumes/Qualifications
Employee Files
Student Health Records
Special Education Records and Documentation
Complaints/Grievances not rising to the level of ICSB review.
Marketing Strategies
Vendor Contracts
English Language Learner Records and Documentation
Form 9 as submitted to DOE
Inventory List with Assets Purchased and Fund Allocation
Grant Fund Allocation
Formative Assessment Data
Certificate of Occupancy
Health/Safety Permits
IRS Documentation of 501c3 Status
Business Entity Report (State of Indiana)

<u>II. Documents which must be submitted to ICSB upon initial execution and re-submitted if substantially changed.</u>
Financial Management/Internal Controls
Lease Agreements, Mortgage and/or Deeds
Governance Documents (Articles, Bylaws, Board Governance Policies, etc.)
Management Contract with an ESP (if applicable)
Loans, Promissory Note(s),
Employee/Staff Handbook
<u>III. Documents which must be posted on the School's Website</u>
Student/Family Handbook
Discipline Policy (if separate from Student/Family Handbook)
Grievance Policy/ Grievance Hierarchy Process
Admissions/Enrollment Process
Student Privacy (FERPA) Policy
School Calendar
List of Board Members and Contact Information (updated with changes)

Attachment 3

For the 2023-24 SY, all data should be reported via DEX. ICSB reserves the right to request a data file for any of the data submission files listed below if the information cannot be obtained in a timely manner for ICSB reporting purposes. ICSB may use Link Portal and Ed-ID for staff verification.

ICSB/IDOE Collections		
Report	SY	Accountability Category
Total Enrollment – Real Time	2324	Financial Health/Academic Success
Membership for K-12	2324	Financial Health
Membership for Adult Learners	2324	Financial Health
Pupil Enrollment	2324	Financial Health/Academic Success
Graduation Report	2223	Financial Health/Academic Success
Certified Employee Report	2324	Org. Compliance
Certified Personnel	2324	Org. Compliance
Course Completion	2324	Academic Success
Multilingual Learners	2324	Academic Success/Org. Compliance/Financial Health
Special Education	2324	Academic Success/Org. Compliance/Financial Health
Non-Certified Employee	2324	Financial Health
Title I	2324	Financial Health
Attendance	2324	Academic Success/Org. Compliance
Discipline	2324	Academic Success/Org. Compliance
Calendar	2324	Academic Success/Org. Compliance
Any additional IDOE reports required by ICSB as necessary for analysis and alignment to ICSB's Accountability Framework.	2324	Academic Success/Org. Compliance/Financial Health