INDIANA CHARTER SCHOOL BOARD

Reporting Requirements
2024-25 School Year

For Charter Schools Authorized by
the Indiana Charter School Board

Revised June 2019
Updated July 2024

For more information, please visit the
Indiana Charter School Board website:
http://www.in.gov/icsb

Charter Tools

The Indiana Charter School Board ("ICSB") utilizes Charter Tools as its reporting management platform tool. 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. The compliance for submission of governance related documentation has changed for the 2024-25 school year. Please see the Governance Reporting Timeline in Attachment 1 for specific requirements and methods of collection.
2. Upon request by ICSB staff, a governing board 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 submit the draft minutes of each board meeting within thirty (30) days of each meeting. Minutes must be resubmitted if substantially changed prior to final approval. Summer meeting meetings (June, July, August) may be submitted 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. 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 with schools located in more than one county.

Reporting Requirements

ICSB's Accountability System, incorporated into the Charter pursuant to Section 1.1 of the Charter Agreement, 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?
- Is the school in good financial health?
- Is the governing board effectively managing the school and is the 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 10.1 of the Charter Agreement, is to ensure that ICSB has the information necessary to fulfill its

monitoring and accountability requirements. There are three categories of reporting, each divided into a separate <u>Attachment</u> to this document:

- <u>Attachment 1</u> – Annual Reporting Requirements: Academic, Governance, Finance
- <u>Attachment 2</u> – Document Retention & Updates
- <u>Attachment 3</u> – Indiana Department of Education ("IDOE") Collections

<u>Annual Reporting Requirements</u>
Annual reporting includes items that the organizer or the school must submit to ICSB throughout each year of the charter. All items listed in <u>Attachment 1</u> must be submitted to ICSB through Charter Tools by the listed due date. Some items require a specific task to be completed while others require the completion or sign-off of a form. 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.

<u>Document Retention & Submission</u>
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. <u>Attachment 2</u> lists the documents: 1) that the school is required to keep on site (securely, if required) in accordance with the appropriate document retention schedule; 2) which are required to be submitted or resubmitted upon execution, renewal, or material change; and 3) 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 new or revised lease; a new or revised Management Agreement with an ESP if there is a change in services or the fees charged for services; and modification of debt terms or amount. If you have questions as to whether a modification constitutes a material change, please contact ICSB staff. <u>Note</u>: 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.

<u>IDOE Collections</u>
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 by IDOE. The organizer and the school are responsible for providing this information directly to ICSB only 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 7.
3) Governance Reporting Timeline and Compliance is detailed on page 8.

2024-25 Reporting Calendar			
Due Date	**Required Document or Report**	**SY**	**Accountability Category**
08/19/24	School Safety and Emergency Plan	2425	Org. Compliance
08/19/24	Annual Budget for the 2024-25 School Year **(Financial Workbook, version 5.23.24)**	2425	Financial Health
08/19/24	Submission of any revised or updated documents listed in Attachment 2	2425	Org. Compliance
08/19/24	Q4 Financial Report (previous Fiscal Year)	2324	Financial Health
8/19/24	Board of Directors Roster for 2024-25 (ICSB template)	2425	Org. Compliance
08/30/24	ICSB Information Changes Form	2425	Org. Compliance
08/30/24	ICSB Charter/SY Instructional Information Compliance Report	2425	Org. Compliance
08/30/24	ICSB Website Assurance Checklist	2425	Org. Compliance
08/30/24	ICSB Statement of Assurances	2425	Org. Compliance
09/09/24	Staff Roster (ICSB template or SIS generated report)	2425	Academic Success
09/30/24	Economic Interest and Conflict of Interest Report (for each governing board member)	2425	Org. Compliance

2024-25 Reporting Calendar			
Due Date	**Required Document or Report**	**SY**	**Accountability Category**
10/31/24	- Revised Budget (reflecting first count date adjustment if October ADM is 10% more or less than July ADM projection) - Q1 Financial Report (Jul/Aug/Sept) **(Financial Workbook, version 5.23.24)**	2425	Financial Health
11/01/24	Indiana Assessment Test Security Policy[1] with verification of distribution to staff	2425	Academic Success
01/31/25	Audit submitted to State Board of Accounts	2425	Financial Health
01/31/25	Q2 Financial Report (Oct/Nov/Dec 23) **(Financial Workbook, version 5.23.24)**	2425	Financial Health
04/07/25	IREAD-3 Spring Preliminary Passing Report: (self-reported)	2425	Academic Success
04/07/25	Projected Enrollment (as submitted to IDOE)	2425	Financial Health
04/30/25	- Revised Budget (reflecting second count date adjustment if February ADM is 10% more or less than October ADM) - Q3 Financial Report (Jan/Feb/Mar) **(Financial Workbook, version 5.23.24)**	2425	Financial Health
05/15/25	Staff Roster – End of Year/Current (ICSB template or SIS generated report)	2425	Academic Success
06/20/25	ILEARN and IREAD-3 Final Passing Report by grade level and school (vendor system generated)	2425	Academic Success
6/30/25	School Reading Plan (K-3 only)	2526	Academic Success

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

SMART GOALS Reporting Timeline and Compliance			
9/30/2024	Submission of Academic SMART Goals (2) (with supporting data) AHS or K12	2425	Academic Success
2/01/2025	Middle of Year SMART Goal Benchmark Summary	2425	Academic Success
6/20/2025	End of Year SMART Goal Summary and Reflection	2425	Academic Success

Ongoing Compliance Requirements			
Within seven (7) days	Notification of Employment of Long- Term Substitute	2425	Org. Compliance
When complete	Verification of current and complete background and expanded child protection index checks 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.	2425	Org. Compliance
Ongoing	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.	2425	Org. Compliance

Governance Reporting Timeline and Compliance (NEW)			
Requirement/Benchmark	Previous Reporting Method	2425 Reporting Method	2425 Due Date
BOY - Board of Directors Roster + Website Link	Submission via Charter Tools	Submission via Charter Tools using ICSB template	08/19/2024
Calendar of Board Meetings for current SY	Submission via Charter Tools	Post on school website	08/19/2024
Notice of Board Meeting	Submission via Charter Tools	Post on school website	At least 48 hours before the meeting (excluding Saturdays, Sundays, and legal holidays)
Economic Interest and Conflict of Interest Report	Submission via Charter Tools	Submission via Charter Tools	09/30/2024
Board of Directors Roster Update	Submission via Charter Tools	Submission via Charter Tools	05/01/2025
Board Meeting Minutes	Submission via Charter Tools	Submission via Charter Tools	Within 30 days of the Board meeting (resubmitted if substantially revised prior to approval)
Change in Governing Board Membership	Submission via Charter Tools	Submission via Charter Tools and update website	As needed

Attachment 2 – Document Retention and Submission

Documents which must be retained by the school and made available upon request.
Staff Performance Evaluations
Assessment Calendar
Student List
Staff Resumes/Qualifications
Employee Files
Student Health Records
Special Education Records and Documentation
Complaints/Grievances
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)

Documents which must be re-submitted if substantially changed.
Financial Management/Internal Controls
Lease Agreements, Mortgages, or Deeds
Governance Documents (Articles, Bylaws, Board Governance Policies, etc.)
Management Contracts (if applicable)
Loans, Promissory Note(s), or other debts
Employee/Staff Handbook

Documents which must be posted on the school's website.
Student/Family Handbook
Discipline Policy (if separate from Student/Family Handbook)
Grievance Policy/Process
Admissions/Enrollment Process
Student Privacy (FERPA) Policy
School Calendar
List of Board Members and Contact Information

Attachment 3 – IDOE Collections

ICSB reserves the right to request access to any of the files listed below if the information cannot be obtained in a timely manner from IDOE for ICSB reporting purposes. ICSB may use Link Portal and Ed-ID for staff verification.

Report	SY	Accountability Category
Total Enrollment – Real Time	2425	Financial Health
Membership for K-12	2425	Financial Health
Membership for Adult Learners	2425	Financial Health
Pupil Enrollment	2425	Financial Health/Academic Success
Graduation Report	2425	Academic Success
Certified Employee Report	2425	Org. Compliance
Certified Personnel	2425	Org. Compliance
Course Completion	2425	Academic Success
Multilingual Learners	2425	Academic Success
Special Education	2425	Academic Success/Org. Compliance
Non-Certified Employee	2425	Financial Health
Title I	2425	Financial Health
Attendance	2425	Academic Success
Discipline	2425	Academic Success/Org. Compliance
Calendar	2425	Academic Success/Org. Compliance
Any additional reports required for ICSB's Accountability Framework.	2425	All