

**Charter School Website Compliance Checklist: A
Resource for Charter Schools and Authorizers**

The *Charter School Website Compliance Checklist* is a checklist created by the Minnesota Department of Education (MDE). Neither the school, nor the authorizer, is required to submit this checklist to MDE. This checklist is provided as a resource tool in an effort to promote continuous improvement to ensure a school's website is compliant with provisions in [Minnesota Statutes, Chapter 124E](#) and assist authorizers with oversight of its portfolio of charter schools.

_____ [Minnesota Statutes, section 124E.07, Subdivision 8\(b\)](#): A charter school shall publish and maintain on the school's official Web site: (1) the **minutes** of meetings of the board of directors, and of members and committees having any board-delegated authority, for at least one calendar year from the date of publication; (2) **directory information** for members of the board of directors and committees having board-delegated authority; and (3) identifying and **contact information** for the school's authorizer. Identifying and contact information for the school's authorizer must be included in other school materials made available to the public.

_____ [Minnesota Statutes, section 124E.11, paragraph \(b\)](#): The charter school must develop and publish, including on its Web site, a **lottery policy** and process that it must use when accepting pupils by lot.

_____ [Minnesota Statutes, section 124E.11, paragraph \(d\)](#): a charter school may establish and publish on its Web site a **policy for admission of selected pupils at an earlier age**, consistent with the enrollment process in 124E.11, paragraphs (b) and (c).

_____ [Minnesota Statutes, section 124E.12, Subdivision 5](#): A charter school board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its Web site the **policy for the purchase of group health insurance coverage**. A charter school board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon the openings of the proposals in accordance with the school or cooperative policy, the proposals become public data under chapter 13. [First need to establish for each charter school if it provides group health insurance]

_____ [Minnesota Statutes, section 124E.16, Subdivision 2\(a\)](#): A charter school must publish an **annual report** approved by the board of directors. The annual report must at least include information on school enrollment, student attrition, governance and management, staffing, finances, academic performance, innovative practices and implementation, and future plans. A charter school may combine this report with the reporting required under section 120B.11. A charter school must post the annual report on the school's official Web site. A charter school must also distribute the annual report by publication, mail, or electronic means to its authorizer, school employees, and parents and legal guardians of students enrolled in the charter school. The reports are public data under chapter 13.

_____ [Minnesota Statutes, section 124E.13, Subdivision 3\(b\)\(3\)](#): An affiliated nonprofit building corporation under this subdivision must: post on the school Web site the name, mailing address, bylaws, minutes of board meetings, and the names of the current board of directors of the affiliated nonprofit building corporation.

_____ [Minnesota Statutes, section 124E.08, paragraph \(h\)](#): Districts, authorizers, or charter schools entering into a collaborative agreement are equally and collectively subject to the same

state and federal accountability measures for student achievement, school performance outcomes, and school improvement strategies. The collaborative agreement and all accountability measures must be posted on the district, charter school, and authorizer Web sites.

_____ The charter school's enrollment policy and forms align with MN Human Rights Act, [Minnesota Statutes, section 363A.13](#).

_____ The charter school's website is consistent with how the charter school is described in the charter contract and the school's approved new school affidavit.

_____ The charter school's name, identified on the website and in the charter contract, are identical.