



Charter School Website Requirements Checklist

This checklist is provided as a resource tool to promote continuous improvement in ensuring charter schools' websites are aligned with the requirements of [Minnesota Statutes 2022, Chapter 124E](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 6](#), as well as other applicable laws. Requirements in bold are required of all charter schools. Statutory references are provided after each requirement. (Full statutory language for each requirement can be found in Appendix A.) Neither a charter school, nor a school's authorizer, is required to submit this checklist to the Minnesota Department of Education (MDE).

Board and Oversight

_____ **Directory information for the board of directors** [Minn. Stat. 124E.07, subd. 8\(b\) \(2022\)](#)

_____ If applicable, directory information for members and committees having board-delegated authority [Minn. Stat. 124E.07, subd. 8\(b\) \(2022\)](#)

_____ **Meetings minutes of the board of directors** [Minn. Stat. 124E.07, subd. 8\(b\) \(2022\)](#)

_____ If applicable, meeting minutes of members and committees having board-delegated authority [Minn. Stat. 124E.07, subd. 8\(b\) \(2022\)](#)

_____ **The school's authorizer and their contact information** [Minn. Stat. 124E.07, subd. 8\(b\) \(2022\)](#)

Admissions and Lottery

_____ **The school's lottery policy and process** [Minn. Stat. 124E.11\(b\) \(2022\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 6, section 10](#)

_____ If applicable, the school's policy for admission of kindergarteners and/or first grade students at an earlier age than the age(s) required by statute [Minn. Stat. 124E.11\(d\) \(2022\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 6, section 10](#)

Annual Reports

_____ **The school's annual report approved by the board of directors** (Note: This can be combined with the school's world's best workforce report. See below.) [Minn. Stat. 124E.16, subd. 2\(a\) \(2022\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 6, section 14](#)

_____ **The school's world's best workforce report** (Note: If not posted to the website, the report must be published in the local newspaper with the largest circulation or by mail.) [Minn. Stat. 120B.11, subd. 5 \(2022\)](#) per [Minn. Stat. 124E.03, subd. 2\(i\) \(2022\)](#)

_____ If applicable, the school's full-service community school annual report [Minn. Stat. 124D.231, subd. 2 \(2022\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 2, section 51](#)

Academic Information

_____ **A comprehensive calendar of standardized tests to be administered in the charter school during the school year** (Note: The calendar must be published at least one week prior to any eligible assessments being administered but no later than October 1.) [Minn. Stat. 120B.301\(c\) \(2022\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 2, section 18](#)

_____ If applicable, the school's local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals [Minn. Stat. 120B.12, subd. 4a \(2022\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 3, section 3](#) per [Minn. Stat. 124E.03, subd. 2\(b\) \(2022\)](#)

_____ If applicable, the school's full-service community school review report describing efforts to integrate community school programming at each covered school site and the effect of the transition to a full-service community school on participating children and adult [Minn. Stat. 124D.231, subd. 3 \(2022\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 2, section 51](#)

Management Organizations

_____ If applicable, the final proposed management contract or agreement between a charter school and a charter management organization (CMO) or educational management organization (EMO). (Note: The contract or agreement must be posted for at least 20 business days for a public review and comment period before the charter school board can adopt the contract or agreement.) [Minn. Stat. 124E.16 \(2022\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 6, section 14](#)

_____ If applicable, any changes made to the posted contract or agreement described above during the public review and comment period. (Note: The changes to the posted agreement must be posted for at least 20 business days for a public review and comment period before the charter school board can adopt the contract or agreement.) [Minn. Stat. 124E.16 \(2022\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 6, section 14](#)

_____ If applicable, any proposed amendment to an adopted management contract or agreement. (Note: The amendment must be posted for at least 20 business days for a public review and comment period before the charter school board can adopt the amendment.) [Minn. Stat. 124E.16 \(2022\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 6, section 14](#)

_____ If applicable, a statement of assurance that no member of the school board, staff, or any agent of the school has been promised or received any form of compensation or gifts from the CMO or EMO and that no board member, employee, or agent of the CMO or EMO or any of the organization affiliates or providers serve on the charter school board. (Note: This statement of assurance must be reposted annually.) [Minn. Stat. 124E.16 \(2022\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 6, section 14](#)

_____ If applicable, the evaluation of the services provided by the CMO or EMO conducted as part of the independent review and evaluation prior to the end date of the contract or agreement. (Note: The evaluation must be published at least 30 days before the end date of the contract or agreement.) [Minn. Stat. 124E.16 \(2022\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 6, section 14](#)

Safety and Health

_____ **The school's policy to prevent and prohibit student bullying** (Note: The policy must be available to all parents and other school community members in an electronic format in the languages appearing on the charter school's website, consistent with the school's policies and practices. If not posted on the school's website, the policy must be made available in another electronic format consistent with the school's policies and practices.) [Minn. Stat. 121A.031, subd. 3 \(2022\)](#) per [Minn. Stat. 124E.03, subd. 4\(c\) \(2022\)](#)

_____ If applicable, the school's restrictive procedures plan for children with disabilities (Note: If not posted to the website, paper copies must be available upon request.) [Minn. Stat. 125A.0942, subd. 1 \(2022\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 7, section 8](#) per [Minn. Stat. 124E.03, subd. 3 \(2022\)](#)

_____ If applicable, the school's wellness policy [Minn. Stat. 121A.215 \(2022\)](#) per [Minn. Stat. 124E.03, subd. 2\(a\) \(2022\)](#)

_____ **A link to information on [how to obtain an application and application assistance for Minnesota health care programs](#)** (i.e., this link must be included on the charter school's website) [Minn. Stat. 256.962, subd. 6 \(2022\)](#)

_____ **Information on accessing mental health services, including any free or sliding fee providers in the community** [Minn. Stat. 121A.55 \(2022\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 2, section 35](#)

_____ **Lead testing and remediation information** [Minn. Stat. 121A.335, subd. 5 \(2022\)](#) as amended by the [Laws of Minnesota 2023, chapter 70, article 4, section 13](#)

Miscellaneous

_____ If applicable, the collaborative agreement and all accountability measures between the charter school and other entities (i.e., districts, authorizers or charter schools) [Minn. Stat. 124E.08\(c\) \(2022\)](#)

_____ If applicable, the school's policy for purchasing group health insurance coverage [Minn. Stat. 124E.12, subd. 5\(b\) \(2022\)](#)

_____ If applicable, the following information on the school's affiliated nonprofit building corporation (ABC):

- The ABC's name
- The ABC's mailing address
- The ABC's bylaws
- Minutes of board meetings of the ABC
- Names of the current board of directors of the ABC [Minn. Stat. 124E.13, subd. 3\(b\)\(3\) \(2022\)](#)

_____ If applicable, the school's school meals policy [Minn. Stat. 124D.111, subd. 1 \(2022\)](#)

Appendix A: Charter School Website Requirements by Statutory Reference

Board and Oversight

_____ [Minnesota Statutes 2022, section 124E.07, subdivision 8\(b\)](#): A charter school shall publish and maintain on the school's official website: (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication; (2) directory information for the board of directors and for the members of committees having board-delegated authority; and (3) identifying and contact information for the school's authorizer.

Admissions and Lottery

_____ [Minnesota Statutes 2022, section 124E.11\(b\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 6, section 10](#): A charter school, including its preschool or prekindergarten program established under [section 124E.06, subdivision 3, paragraph \(b\)](#), must enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish, including on its website, a lottery policy and process that it must use when accepting pupils by lot.

_____ [Minnesota Statutes 2022, section 124E.11\(d\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 6, section 10](#): A person may not be admitted to a charter school (1) as a kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences; or (2) as a first grade student, unless the pupil is at least six years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten; except that a charter school may establish and publish on its website a policy for admission of selected pupils at an earlier age, consistent with the enrollment process in paragraphs (b) and (c).

Annual Reports

_____ [Minnesota Statutes 2022, section 124E.16, subdivision 2\(a\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 6, section 14](#): 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, management agreements with a CMO or EMO, academic performance, innovative practices and implementation, and future plans. A charter school may combine this

report with the reporting required under [section 120B.11](#) governing the world's best workforce. [See below.] A charter school must post the annual report on the school's official website. A charter school also must 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 2022, section 120B.11, subdivision 5](#): Consistent with requirements for school performance reports under [section 120B.36, subdivision 1](#), the school board shall publish a report [regarding world's best workforce] in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the district website. The school board shall hold an annual public meeting to review, and revise where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency, and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the commissioner in the form and manner the commissioner determines.

_____ [Minnesota Statutes 2022, section 124D.231, subdivision 2](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 2, section 51](#): A full-service community school leadership team must meet at least quarterly and have ongoing responsibility for monitoring the development and implementation of full-service community school operations and programming at the school site and shall issue recommendations to schools on a regular basis and summarized in an annual report. These reports shall also be made available to the public at the school site and on school and district websites.

Academic Information

_____ [Minnesota Statutes 2022, section 120B.301\(c\)](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 2, section 18](#): A district or charter school must publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law. The calendar must be published at least one week prior to any eligible assessments being administered but no later than October 1.

_____ [Minnesota Statutes 2022, section 120B.12, subdivision 4a](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 3, section 3](#): (a) Consistent with this section, a school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. A district must update and submit the plan to the commissioner by June 15 each year. The plan must be consistent with the Read Act, and include the following: (1) a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under section 120B.123; (2) a process to notify and involve parents; (3) a description of how schools in the district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress; (4) evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention; (5)

identification of staff development needs, including a plan to meet those needs; (6) the curricula used by school site and grade level; (7) a statement of whether the district has adopted a MTSS framework; (8) student data using the measures of foundational literacy skills and mastery identified by the Department of Education for the following students: (i) students in kindergarten through grade 3; (ii) students who demonstrate characteristics of dyslexia; and (iii) students in grades 4 to 12 who are identified as not reading at grade level; and (9) the number of teachers and other staff that have completed training approved by the department. (b) The district must post its literacy plan on the official school district website and submit it to the commissioner of education using the template developed by the commissioner of education beginning June 15, 2024.

_____ [Minnesota Statutes 2022, section 124D.231, subdivision 3](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 2, section 51](#): A full-service community school site must submit to the commissioner, and make available at the school site and online, a report describing efforts to integrate community school programming at each covered school site and the effect of the transition to a full-service community school on participating children and adults. This report shall include, but is not limited to, the following: (1) an assessment of the effectiveness of the school site in development or implementing the community school plan; (2) problems encountered in the design and execution of the community school plan, including identification of any federal, state, or local statute or regulation impeding program implementation; (3) the operation of the school leadership team and its contribution to successful execution of the community school plan; (4) recommendations for improving delivery of community school programming to students and families; (5) the number and percentage of students receiving community school programming who had not previously been served; (6) the number and percentage of nonstudent community members receiving community school programming who had not previously been served; (7) improvement in retention among students who receive community school programming; (8) improvement in academic achievement among students who receive community school programming; (9) changes in student's readiness to enter school, active involvement in learning and in their community, physical, social and emotional health, and student's relationship with the school and community environment; (10) an accounting of anticipated local budget savings, if any, resulting from the implementation of the program; (11) improvements to the frequency or depth of families' involvement with their children's education; (12) assessment of community stakeholder satisfaction; (13) assessment of institutional partner satisfaction; (14) the ability, or anticipated ability, of the school site and partners to continue to provide services in the absence of future funding under this section; (15) increases in access to services for students and their families; and [...] (16) the degree of increased collaboration among participating agencies and private partners.

Management Organizations

_____ [Minnesota Statutes 2022, section 124E.16](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 6, section 14](#): (a) A charter school that enters into a management agreement with a CMO or EMO must: (1) publish on the charter school website for at least 20 business days the proposed final agreement for public review and comment before the school board may adopt the contract or agreement. Any changes made to the posted agreement during the public review period or any proposed amendments to the agreement once adopted must be posted for 20 business days before the board may adopt the amendments to the contract; (2) annually publish on the charter school website a statement of assurance that no member of the school board, staff, or any agent of the school has been promised or received any form of compensation or gifts from the CMO

or EMO and that no board member, employee, or agent of the CMO or EMO or any of the organization affiliates or providers serve on the charter school board; and (3) conduct an independent review and evaluation of the services provided by the CMO or EMO and publish the evaluation on the school's website at least 30 business days before the end of the current contract.

Safety and Health

_____ [Minnesota Statutes 2022, section 121A.031, subdivision 3](#): (a) Districts and schools, in consultation with students, parents, and community organizations, to the extent practicable, shall adopt, implement, and, on a cycle consistent with other district policies, review, and revise where appropriate, a written policy to prevent and prohibit student bullying consistent with this section. The policy must conform with sections [121A.41](#) to [121A.56](#). A district or school must adopt and implement a local policy under subdivisions 3 to 5 or comply with the provisions of the state model policy in subdivision 6. (b) Each local district and school policy must establish research-based, developmentally appropriate best practices that include preventive and remedial measures and effective discipline for deterring policy violations; apply throughout the school or district; and foster active student, parent, and community participation. [...] The policy shall: (1) define the roles and responsibilities of students, school personnel, and volunteers under the policy; (2) specifically list the characteristics contained in subdivision 2, paragraph (g); (3) emphasize remedial responses; (4) be conspicuously posted in the administrative offices of the school and school district in summary form; (5) be given to each school employee and independent contractor, if a contractor regularly interacts with students, at the time of employment with the district or school; (6) be included in the student handbook on school policies; and (7) be available to all parents and other school community members in an electronic format in the languages appearing on the district or school website, consistent with the district policies and practices.

_____ [Minnesota Statutes 2022, section 125A.0942, subdivision 1](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 7, section 8](#): (a) Schools that intend to use restrictive procedures shall maintain and make publicly accessible in an electronic format on a school or district website or make a paper copy available upon request describing a restrictive procedures plan for children with disabilities that at least: (1) lists the restrictive procedures the school intends to use; (2) describes how the school will implement a range of positive behavior strategies and provide links to mental health services; (3) describes how the school will provide training on de-escalation techniques, consistent with [section 122A.187, subdivision 4](#); (4) describes how the school will monitor and review the use of restrictive procedures, including: (i) conducting post-use debriefings, consistent with subdivision 3, paragraph (a), clause (5); and (ii) convening an oversight committee to undertake a quarterly review of the use of restrictive procedures based on patterns or problems indicated by similarities in the time of day, day of the week, duration of the use of a procedure, the individuals involved, or other factors associated with the use of restrictive procedures; the number of times a restrictive procedure is used schoolwide and for individual children; the number and types of injuries, if any, resulting from the use of restrictive procedures; whether restrictive procedures are used in nonemergency situations; the need for additional staff training; and proposed actions to minimize the use of restrictive procedures; any disproportionate use of restrictive procedures based on race, gender, or disability status; the role of the school resource officer or police in emergencies and the use of restrictive procedures; and documentation to determine if the standards for using restrictive procedures as described in sections 125A.0941 and 125A.0942 are met; and (5) includes a written description and documentation of the training staff completed under subdivision 5.

_____ [Minnesota Statutes 2022, section 121A.215](#): When available, a school district must post its current local school wellness policy on its website. [Additional information and resources about local school wellness policies can be found on [MDE's Wellness webpage](#) and the [United States Department of Agriculture – Food and Nutrition Service Local School Wellness Policy webpage](#).]

_____ [Minnesota Statutes 2022, section 256.962, subdivision 6](#): (a) At the beginning of each school year, a school district or charter school shall provide information to each student on the availability of health care coverage through the Minnesota health care programs and how to obtain an application for the Minnesota health care programs. (b) A school district or charter school shall also ensure that applications and information on application assistance are available at early childhood education sites and public schools located within the district's jurisdiction. (c) If a school district or charter school maintains a district website, the school district or charter school shall provide on its website a link to information on how to obtain an application and application assistance. [The link to information on [how to obtain an application and application assistance](#). Additional information and resources about Minnesota health care programs can be found on the [Minnesota Department of Human Services Health care programs webpage](#).]

_____ [Minnesota Statutes 2022, section 121A.55](#) as amended by the [Laws of Minnesota 2023, chapter 55, article 2, section 35](#): For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in section 121A.41, subdivision 13 [...] a school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the district or charter school website.

_____ [Minnesota Statutes 2022, section 121A.335, subdivision 5](#) as amended by the [Laws of Minnesota 2023, chapter 70, article 4, section 13](#): A school district or charter school must send parents an annual notice that includes the district's or charter school's annual testing and remediation plan, information about how to find test results, and a description of remediation efforts on the district website. The district or charter school must update the lead testing and remediation information on its website at least annually. In addition to the annual notice, the district or charter school must include in an official school handbook or official school policy guide information on how parents may find the test results and a description of remediation efforts on the district or charter school website and how often this information is updated.

Miscellaneous

_____ [Minnesota Statutes 2022, section 124E.08\(c\)](#): 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 websites.

_____ [Minnesota Statutes 2022, section 124E.12, subdivision 5\(b\)](#): A charter school board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its website the policy for purchasing 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 opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.

_____ [Minnesota Statutes 2022, section 124E.13, subdivision 3\(b\)](#): An affiliated nonprofit building corporation under this subdivision must [...] post on the school website the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation[.]

_____ [Minnesota Statutes 2022, section 124D.111, subdivision 1](#): (a) Each Minnesota participant in the national school lunch program must adopt and post to its website, or the website of the organization where the meal is served, a school meals policy. (b) The policy must be in writing and clearly communicate student meal charges when payment cannot be collected at the point of service. The policy must be reasonable and well-defined and maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. (c) The policy must address whether the participant uses a collections agency to collect unpaid school meals debt. (d) The policy must ensure that once a participant has placed a meal on a tray or otherwise served the meal to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance. (e) The policy must ensure that a student who has been determined eligible for free and reduced-price lunch must always be served a reimbursable meal even if the student has an outstanding debt. (f) If a school contracts with a third party for its meal services, it must provide the vendor with its school meals policy. Any contract between the school and a third-party provider entered into or modified after July 1, 2021, must ensure that the third-party provider adheres to the participant's school meals policy.