

Transparency Reporting Certification Form

2012-2013

Instructions:

Information within this form pertains to PA 277 Transparency Requirements. Please read the following information and complete the certification on page 2.

Revised School Code: Section 380.503(c)

- (1) Beginning with Management Agreements that are entered into or renewed after March 28, 2012, if the Board of a Public School Academy enters into or renews a management agreement with an Educational Management Organization to carry out the operations of the Public School Academy, both of the following apply:
 - A. The Management Agreement shall require the Educational Management Organization to provide to the Board of Directors at least annually all of the same information that a School District is required to disclose under Section 18(2) of the State School Aid Act of 1979, MCL 388.1618, for the most recent school fiscal year for which that information is available.
 - B. Within 30-days after receiving the information under subdivision (A), the Board shall make all of the information it receives under subdivision (A) available through a link on the Academy's website homepage, in a form and manner prescribed by the Department.

Revised School code: Section 380.503(6)(m)

The Board shall collect, maintain, and make available to the public and the authorizing body, in accordance with applicable law and the contract, at least all of the following information concerning the operation and management of the public school academy:

- (i) A copy of the contract issued by the authorizing body for the public school academy.
- (ii) A list of currently serving members of the board of the public school academy, including name, address, and term of office; copies of policies approved by the board; board meeting agendas and minutes; a copy of the budget approved by the board and of any amendments to the budget; and copies of bills paid for amounts of \$10,000.00 or more as they were submitted to the board.

 (iii) Quarterly financial reports submitted to the authorizing body.
- (iv) A current list of teachers and school administrators working at the public school academy that includes their individual salaries as submitted to the registry of educational personnel; copies of the teaching or school administrator's certificates or permits of current teaching and administrative staff; and evidence of compliance with the criminal background and records checks and unprofessional conduct check required under sections 1230, 1230a, and 1230b for all teachers and administrators working at the public school academy.
- (v) Curriculum documents and materials given to the authorizing body.
- (vi) Proof of insurance as required by the contract.
- (vii) Copies of facility leases or deeds, or both, and of any equipment leases.
- (viii) Copies of any management contracts or services contracts approved by the board of directors.
- (ix) All health and safety reports and certificates, including those relating to fire safety, environmental matters, asbestos inspection, boiler inspection, and food service.
- (x) Any management letters issued as part of the annual financial audit under subdivision (g).
- (xi) Any other information specifically required under this act.

Revised School Code Section 380.1280e.

The Board shall do both of the following:

- A. Within 20 days after the Board is informed by the appropriate authority of the adequate yearly progress status of the Academy for the purposes of the no child left behind act of 2001, Public Law 107-110, for the most recent school year for which it is available, post a notice of the adequate yearly progress status on the homepage of its website.
- B. Within 20 days after the Board is informed by the department of the accreditation status of the Academy for the purposes of section 1280 for the most recent school year for which it is available, post a notice of the accreditation status on the homepage of its website.

The State School Aid Act, 388.1618:

(2)Within 30 days after a board adopts its annual operating budget for the following school fiscal year, or after a board adopts a subsequent revision to that budget, the district shall make all of the following available through a link on its website home page, or may make the information available through a link on its intermediate district's website home page, in a form and manner prescribed by the department:

- (a) The annual operating budget and subsequent budget revisions.
- (b) Using data that have already been collected and submitted to the department, a summary of Academy expenditures for the most recent fiscal year for which they are available, expressed in the following 2 pie charts:
 - (i) A chart of personnel expenditures, broken into the following subcategories:
 - (A) Salaries and wages.
 - (B) Employee benefit costs, including, but not limited to, medical, dental, vision, life, disability, and long-term care benefits
 - (C) Retirement benefit costs.
 - (D) All other personnel costs
 - (ii) A chart of all district expenditures, broken into the following subcategories:
 - (A) Instruction
 - (B) Support services.
 - (C) Business and administration
 - (D) Operations and maintenance.

(c) Links to all of the following:

- (i) The current collective bargaining agreement for each bargaining unit
- (ii) Each health care benefits plan, including, but not limited to, medical, dental, vision, disability, long-term care, or any other type of benefits that would constitute health care services, offered to any bargaining unit or employee of the board.
- (iii) The audit report of the audit conducted under subsection (4) for the most recent fiscal year for which it is available

The State School Aid Act, 388.1618 Cont.

(iv) The bids required under section 5 of the public employee health benefits act, 2007 PA 106, MCL 124.75.

(d) The total salary and a description and cost of each fringe benefit included in the compensation package for the superintendent of the public school academy and for each employee of the public school academy whose salary exceeds \$100,000.

- (e) The annual amount spent on dues paid to associations.
- (f) The annual amount spent on lobbying or lobbying services. As used in this subdivision, "lobbying" means that term as defined in section 5 of 1978 PA 472, MCL 4.415.
- (3) N/A for PSAs.
- (4) For the purpose of determining the reasonableness of expenditures and whether a violation of this article has occurred, all of the following apply:
 - (a) The department shall require that each district ... have an audit of the district's ... financial and pupil accounting records conducted at least annually at the expense of the district ..., as applicable, by a certified public accountant or by the intermediate district superintendent, as may be required by the department...
 - (b) If the public school academy operates in a single building with fewer than 700 full-time equated pupils, if the public school academy has stable membership, and if the error rate of the immediately preceding 2 pupil accounting field audits of the district is less than 2%, the public school academy may have a pupil accounting field audit conducted biennially but must continue to have desk audits for each pupil count. The auditor must document compliance with the audit cycle in the pupil auditing manual. As used in this subdivision, "stable membership" means that the district's membership for the current fiscal year varies from the district's membership for the immediately preceding fiscal year by less than 5%.
 - (c) A public school academy's annual financial audit shall include an analysis of the financial and pupil accounting data used as the basis for distribution of state school aid.
 - (d) The pupil and financial accounting records and reports, audits, and management letters are subject to requirements established in the auditing and accounting manuals approved and published by the department.
 - (e) All of the following shall be done not later than November 15 each year:
 - (i) A public school academy shall file the annual financial audit reports with the intermediate district and the department.
 - (ii) N/A only applies to ISDs.
 - (iii) N/A only applies to ISD's
 - (f) The annual financial audit reports and pupil accounting procedures reports shall be available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.
 - (g) Not later than January 31 of each year, the department shall notify the state budget director and the legislative appropriations subcommittees responsible for review of the school aid budget of districts and intermediate districts that have not filed an annual financial audit and pupil accounting procedures report required under this section for the school year ending in the immediately preceding fiscal year.
- (5) By November 15 of each year, the Academy shall submit... annual comprehensive financial data consistent with accounting manuals and charts of accounts approved and published by the department... The department shall ensure that the prescribed Michigan public school accounting manual chart of accounts includes standard conventions to distinguish expenditures by allowable fund function and object. The functions shall include at minimum categories for instruction, pupil support, instructional staff support, general administration, school administration, business administration, transportation, facilities operation and maintenance, facilities acquisition, and debt service; and shall include object classifications of salary, benefits, including categories for active employee health expenditures, purchased services, supplies, capital outlay, and other. Districts shall report the required level of detail consistent with the manual as part of the comprehensive annual financial report
- (6) By September 30 of each year, the Academy shall file with the department the special education actual cost report, known as "SE-4096", on a form and in the manner prescribed by the department.
- (7) By October 7 of each year, the Academy shall file the transportation expenditure report, known as "SE-4094", on a form and in the manner prescribed by the center.
- (8) N/A (specific to MDE not PSAs).
- (9) If a public school academy purchases property using money received under this article, the public school academy shall retain ownership of the property unless the public school academy sells the property at fair market value.
- (10) If a public school academy does not comply with subsections (4), (5), (6), and (7), the department shall withhold all state school aid due to the district or intermediate district under this article, beginning with the next payment due to the district or intermediate district or intermediate district complies with subsections (4), (5), (6), and (7). If the district or intermediate district or intermediate district forfeits the amount withheld.

Name of Academy:	
Certification:	
As Academy Board President , I am an authorized representative of the Academy. the transparency requirements set forth above.	I hereby certify that the Academy is in compliance with
Signature, Academy Board President	 Date
Print Name	

Submission:

Please submit the completed form by *January 4, 2013*, to the Center via AOIS - Document Submission Tool ("DST"), per the Master Calendar of Reporting Requirements.

For more information, please contact:

The Governor John Engler Center for Charter Schools Central Michigan University Mount Pleasant, MI 48859 (989) 774-2100 www.TheCenterForCharters.org