



Transparency Reporting Certification Form

2024-2025

Name of School: _____

- The school is in compliance with the Revised School Code (Code) requiring the board of directors of a public school academy to make information concerning its operation and management available to the public and to The Center for Charter Schools in the same manner as is required by state law for school districts.

Specifically, the school board has/does collect, maintain, and make available to the public and the Center, in accordance with applicable law and the contract, at least all of the following information concerning the operation and management of the school:

1. A copy of the school's charter contract.
2. A list of currently serving members of the school board, including name, address and term of office.
3. Copies of policies approved by the school board.
4. The school board meeting agendas and minutes.
5. The budget approved by the school board and of any amendments to the budget.
6. Copies of bills paid for amounts of \$10,000.00 or more, as submitted to the school board.
7. Quarterly financial reports submitted to the Center.
8. A current list of teachers and administrators working at the school that includes individual salaries as submitted to the Registry of Educational Personnel.
9. Copies of the teaching or administrator's certificates or permits of current teaching and administrative staff.
10. Evidence of compliance with the criminal background and records checks and unprofessional conduct check required under sections 1230, 1230a, and 1230b of the Code for all teachers and administrators working at the school.
11. Curriculum documents and materials given to the Center.
12. Proof of insurance as required by the contract.
13. Copies of facility leases or deeds, or both.
14. Copies of any equipment leases.
15. Copies of any management contracts or services contracts approved by the school board.
16. All health and safety reports and certificates, including those relating to fire safety, environmental matters, asbestos inspection, boiler inspection, and food service.
17. Annual financial audits and any management letters issued as part of the school's annual financial audit, required under Article VI, Section 6.11 of the Terms and Conditions of this contract.
18. Any other information specifically required under the Code.

- The school is in compliance with disclosure requirements under Section 18 of the State School Aid Act of 1979, MCL 388.1618.

BUDGET TRANSPARENCY STATE AID PENALTY WARNING

Penalty language was added to Section 18 of the State School Aid Act (MCL 388.1618), which imposes a penalty on those schools not in compliance with the Budget Transparency requirements. To avoid a state aid penalty, schools must ensure its transparency page is updated continuously throughout the year in accordance with MDE's guidance. Updated transparency guidance which includes information on all of the required data elements is found on [MDE's Transparency Page](#).

Certification:

I hereby certify the information contained on this form is true to the best of my knowledge.

Board Member Signature

Date

Board Member Name – PRINTED

Submission:

Please submit the completed form to the Center via Epicenter per the Master Calendar of Reporting Requirements.

- Fall – August 19, 2024**
- Spring – March 19, 2025**