

# FY 2021 General Education Revenue for Charter Schools' Extended Time Instruction

## General Information

[Minnesota Statutes, section 124E.20, subdivision 1 \(b\)](#), authorizes additional general education revenue for qualifying charter schools that provide optional instructional programs in addition to the school's core required school year:

*For a charter school operating an extended day, extended week, or summer program, the general education revenue in paragraph (a) is increased by an amount equal to 25 percent of the statewide average extended time revenue per adjusted pupil unit.*

Extended Time Revenue (ETR) is generated as an increase in the charter school's general education revenue and applies to all adjusted pupil units in the school, not just those participating in the optional instruction.

## Definitions

For the purposes of this statute, the following definitions apply:

**Extended day:** An optional instructional program either offered before or after the core required school day.

**Extended week:** An optional instructional program offered on non-school days during the core-required school year, such as a Saturday that is not a required school day, or during school breaks, such as winter vacation.

**Summer program:** An optional instructional program offered outside the core-required school year. For FY 2021, this includes optional instructional programs provided between July 1, 2020 and until the first day of the core-required school year and/or after the last day of the core-required school year in May or June through June 30, 2021.

## Program Requirements

**Instructional programs** must be:

- Academic;
- Teacher-led;
- Standards based;
- Free to the family;
- Provided outside the school's core required school day or school year; and
- Optional. Please note: While optional, participants can be registered and, once registered, participants are expected to attend.

## State Approved Alternative Program (SAAP)

Please note: if your charter school contracts with a [State Approved Alternative Program \(SAAP\)](#) to provide an extended day or year program you are not eligible for this additional funding. For example, if a SAAP is providing an after-school targeted services program at or for the charter school students, that instruction does not qualify for this additional general education extended time revenue. To learn more please contact Sally Reynolds at [sally.reynolds@state.mn.us](mailto:sally.reynolds@state.mn.us) or 651-582-8567.

## Transportation

Charter schools are encouraged but not required to provide transportation for state approved extended time programs. This is true for all three potential programs: extended day, extended week or summer program. Those that do transport for state approved extended time can claim the cost in Finance Code 733 non-authorized or 717 late activity.

Charter schools are required to provide transportation at the end of the core required school day. For extended day programs, the charter school cannot delay transportation at the end of the school day requiring students to participate. If the end of school day transportation is delayed until after the optional state approved extended program then the activity becomes part of the core school day and no longer qualifies for extended revenue.

The charter school is responsible for Extended School Year (ESY) transportation for those students with special education transportation in their IEPs to the ESY program. The cost is eligible for special education funding under Finance Code 723.

## Application Instructions

If your school is offering or intends to offer extended day, extended week or summer instructional programming during the 2020-21 school year (i.e., between July 1, 2020 and June 30, 2021), please complete and submit the following information:

Complete the Request Form for the appropriate program with the following (please note: ETR does not cover tutoring or homework help):

1. A brief description of the extended time instruction to be provided;
  - a. Please include how the program addresses the following:
    - i. Academic;
    - ii. Teacher-led;
    - iii. Standards based;
    - iv. Free to the family;
    - v. Provided outside the school's core required school day or school year; and
    - vi. Location where instruction will be provided;
  - b. An estimate of the number of students by grade that will participate in the program; and
    - i. Name, file folder numbers and licensure expiration dates of the teachers providing the instruction. Please note: The teacher(s) must be licensed in the grade level(s) and subject area(s) taught during the extended time program.
2. A copy of the core school year calendar, that includes the following:
  - a. Required dates of instruction during the core required school year for all students.

- b. Daily schedule that shows when the core required school day begins and ends. If this varies among grades, provide the daily schedule for each grade that is eligible to participate in the school's extended instruction.
3. Pertinent calendars showing when the extended time program is scheduled to occur. The school may choose among any of the following:
  - a. Extended day calendar, including dates of optional instruction and the daily schedule that shows when the optional instruction begins and ends (e.g., 9:00 a.m. – 4:00 p.m.).
  - b. Extended week calendar, including dates of optional instruction and the daily schedule that shows when the optional instruction begins and ends (e.g., Saturdays from 8:00 a.m. to 12:00 p.m.).
  - c. Summer calendar, including dates of optional instruction and the daily schedule that shows when the optional instruction begins and ends.
    - i. Note: This revenue will only cover FY 21 from July 1, 2020 – June 30, 2021.
    - ii. July 1, 2021 would be included in FY 22 ETR

## Submission information

Please submit your request to the Minnesota Department of Education (MDE)'s [Charter Center](mailto:mde.charterschools@state.mn.us) ([mde.charterschools@state.mn.us](mailto:mde.charterschools@state.mn.us)) **no later than April 15, 2021**. Requests may include electronic signatures or applicants may print the form for signature, scan it and return to MDE. Only complete requests will be processed. No additional revenue can be generated until a complete request has been provided. MDE will notify the school when their extended time revenue request is approved or disapproved and the reason for disapproval.

Please ensure your submission includes the following:

- Completed request form
- Core school year calendar with daily schedule
- Calendar showing extended time program

## Year-End Certification Report

A charter school receiving this additional general education revenue is required to submit a year-end certification report to verify that extended time programming was provided before final FY 2021 revenue is calculated. MDE will communicate instructions to schools regarding this year-end certification report toward the end of the fiscal year.

## MDE Contacts:

The following MDE contacts are available to answer questions regarding:

Submission – Camryn Krause Ferris ([camryn.krause.ferris@state.mn.us](mailto:camryn.krause.ferris@state.mn.us)) or 651-582-8527

State Approved Alternative Program (SAAP) – Sally Reynolds ([sally.reynolds@state.mn.us](mailto:sally.reynolds@state.mn.us)) or 651-582-8567

Student Reporting – Kelly Wosika ([Kelly.wosika@state.mn.us](mailto:Kelly.wosika@state.mn.us)) or 651-582-8855

Transportation - Transportation – Kelly Garvey ([Kelly.garvey@state.mn.us](mailto:Kelly.garvey@state.mn.us)) or 651-582-8524

Revenue Calculation – Daley Lehmann ([daley.lehmann@state.mn.us](mailto:daley.lehmann@state.mn.us)) or 651-582-8817