



Master Calendar of Compliance Requirements

2016-2017

Documents required to be filed in Epicenter as Needed
Board Member Application Documents for Exigent Appointment(s)
Board Member Nomination for Exigent Appointment (s)
Oath of Office and Acceptance Letter of Board Members
Contracts - Employees or Services (transportation, maintenance, food service, etc.)
Lease and Management Agreements – New, Amendments or Renewals
Litigation and/or Formal Proceedings
Correspondence Requiring Response
Correspondence Not Requiring Response
FOIA Requests
Items that Require BMCC Prior Approval
Asbestos Plan & Approval (initial and re-inspections every three years- if needed)
Cardiac Emergency Response Plan (updated plans)
Child Care/Preschool Licenses, if applicable Boiler and/or Elevator Inspection, if applicable Technology
Plan & MDE Approval (every three years) Asbestos
Certification & Training
MDE/Federal Audits or On Site Visits Results

An * next to a task indicates a template for use in Epicenter

**Any Epicenter due date that falls on a weekend is extended until the next business day



Annual
Requirements

JULY	Uploaded in Epicenter
Board Agenda– July (5 Business Days Before Meeting)	
Organizational Board Agenda (5 Business Days Before Meeting)	
State Aid Note Program Requirements- Phase II	7/6
Fiscal Year 2016 Report of Days and Clock Hours – DS-4168	7/15
2016-2017 Board-Approved School Calendar/School Day Schedule (MC 380.1284a)	7/29
Fourth Quarter Financial Statement from 2015-2016	7/29
Lease Agreements/Amendments and/or Lease Renewal Certifications	7/29
Board Calendar	7/29
PSA Board Member Annual Conflict of Interest Disclosure	7/29
Organizational Meeting Proposed Minutes & Attachments (8 Business Days After Approved)	
Proposed Board Minutes & Attachments- July (8 Business Days After Approved)	
Approved Board Minutes & Attachments– June (5 Business Days After Approved)	

AUGUST	
Board Agenda– August (5 Business Days Before Meeting)	
School Contact List*	8/31
MME and M-STEP Test Results and Analysis	8/31
Proposed Board Minutes & Attachments- August (8 Business Days After Approved)	
Approved Board Minutes & Attachments – July (5 Business Days After Approved)	
Organizational Meeting Approved Minutes & Attachments (5 Business Days After Approved)	

SEPTEMBER	
Board Agenda– September (5 Business Days Before Meeting)	
Employee Handbook	9/1
2016-2017 NWEA or Scantron School Testing Schedule – Fall	9/9
Emergency Drills Day Schedule	9/15
SE 4096 Special Education Actual Cost Report	9/30
Playground Safety Training for Staff –Rules, Agenda, Attendance	9/30
Teacher and Administrator Evaluation and Employee Certification Warranty*	9/30
Tech Safety Policy	9/30
Anti-Bullying/Cyber-Bullying Policy*	9/30
Testing Login Information*	9/30
Expense Reimbursement Policies	9/30
Transparency Requirements on website / Mitten- Certificate of Completion	9/30
Proposed Board Minutes & Attachments- Sept. (8 Business Days After Approved)	
Approved Board Minutes & Attachments – Aug. (5 Business Days After Approved)	



OCTOBER	
Board Agenda– October (5 Business Days Before Meeting)	
Bloodborne Pathogens Training – Agenda and Proof of Attendance or Learn Port Documentation	10/3
Pest Control Compliance	10/3
DS-4898 Preliminary Pupil Membership Count (during first three years of existence and when adding a grade)	10/3
Annual Nonprofit Corporation Update	10/3
MEGS Protective Eyewear Certification	10/3
MEGS Right to Prayer Certification	10/3
MEGS Constitution Day Certification	10/3
SE 4094 Transportation Expenditure Report (if required)	10/14
CIMS Determination Report for 2016-2017	10/14
First Quarter Financial Statement	10/31
Proposed Board Minutes & Attachments- Oct. (8 Business Days After Approved)	
Approved Board Minutes & Attachments –Sept. (5 Business Days After Approved)	
NOVEMBER	
Board Agenda– November (5 Business Days Before Meeting)	
Audited Financial Statement and Management Letter (include A133 if completed)	11/1
Annual Education Report on website – certificate of completion on Epicenter	11/1
FID Report to CEPI and BMCC (or as scheduled by MDE)	11/15
MSDS Fall DS4061, including MI-CIS for Special Education	11/21
Board’s Response to Auditors Management Letter (if needed)	11/28
Proposed Board Minutes & Attachments- Nov. (8 Business Days After Approved)	
Approved Board Minutes & Attachments– Oct. (5 Business Days After Approved)	
DECEMBER	
Board Agenda– December (5 Business Days Before Meeting)	
Fall REP Report Confirmation	12/13
Proposed Board Minutes & Attachments- December (8 Business Days After Approved)	
Approved Board Minutes & Attachments – Nov. (5 Business Days After Approved)	
JANUARY	
Board Agenda– January (5 Business Days Before Meeting)	
Academy Planning Document due to BMCC and Epicenter* (NOTE: Additional Tasks May be assigned and due on 6/30 if changes are planned at your Academy per this document)	1/30
Second Quarter Financial Statement	1/30
Budget Amendment to 2016-17 budget	1/30
Transparency Requirements/ Mitten- Certificate of Completion	1/30
School Contact List*	1/30
Board Policies	1/30
Resolution Requesting Reauthorization- only if requested	
Proposed Board Minutes & Attachments- January (8 Business Days After Approved)	
Approved Board Minutes & Attachments – Dec. (5 Business Days After Approved)	



BAY MILLS

COMMUNITY COLLEGE
CHARTER SCHOOLS OFFICE

FEBRUARY	
Board Agenda– February (5 Business Days Before Meeting)	
Proposed Board Minutes & Attachments- Feb. (8 Business Days After Approved)	
Approved Board Minutes & Attachments– Jan. (5 Business Days After Approved)	

MARCH	
Board Agenda– March (5 Business Days Before Meeting)	
Annual Education Report on website –certificate of completion	3/17
MSDS Spring DS4061	3/27
Educator Evaluation Transparency on website: Certificate of Completion	3/31
Proposed Board Minutes & Attachments- March (8 Business Days After Approved)	
Approved Board Minutes & Attachments – Feb. (5 Business Days After Approved)	

APRIL	
Board Agenda– April (5 Business Days Before Meeting)	
Posted Open Enrollment and Lottery Procedures	4/3
2016-2017 NWEA or Scantron School Testing Schedule – Spring	4/7
Third Quarter Financial Statement	4/28
Proposed Board Minutes & Attachments- April (8 Business Days After Approved)	
Approved Board Minutes & Attachments–March (5 Business Days After Approved)	

MAY	
Board Agenda– May (5 Business Days Before Meeting)	
Board Member Application Documents for July Appointment (s)	5/29
Board Member Nomination for July Appointment (s)	5/29
Description and Results of Enrollment Lottery, if conducted	5/29
Proposed Board Minutes & Attachments- May (8 Business Days After Approved)	
Approved Board Minutes & Attachments – April (5 Business Days After Approved)	



JUNE	
Board Agenda– June (5 Business Days Before Meeting)	
Proposed Annual Budget for 2017-18	6/1
State Aid Note Program Requirements- Phase I	6/13
Academy Analysis of 2016-17 NWEA/SCANTRON Testing	6/15
REP Report Confirmation	6/29
Goals Management Summary or 2016-17 School Improvement Plan	6/29
Approved Budget for 2017-18	6/29
Budget Amendment (or final Budget) for 2016-17	6/29
Annual School Safety Report/SRSD (CEPI – SID Summary Report)	6/29
Emergency Drills Log	6/29
Playground Inspection Log	6/29
Confirmation of submission of MSDS End of Year–DS4061	6/29
Summary of Results of Parent, Staff (and Student if needed) Satisfaction Surveys	6/29
Certificate of Insurance*	6/29
2017-2018 Board Calendar	6/29
Health Department or Food Service Permit	6/30
Proposed Board Minutes & Attachments- June (8 Business Days After Approved)	
Approved Board Minutes & Attachments– May (5 Business Days After Approved)	
Budget Hearing Posting for Actual Budget (5 Business Days Before Meeting)	
Budget Hearing Agenda for 2016-2017 Budget (5 Business Days Before Meeting)	
Budget Hearing Minutes for 2016-17 Budget (5 Business Days After Approved)	