



Master Calendar of Compliance Requirements

2017-2018

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 3 years)
Asbestos Certification & Training
MDE/Federal Audits or On Site Visits Results

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



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
DS-4168 Report of Actual Days and Clock Hours of Pupil Instruction	7/17
2017-2018 Board-Approved School Calendar/School Day Schedule (MC 380.1284a)	7/28
Fourth Quarterly Financial Statement from 2016-2017	7/28
Lease Renewal Certifications	7/28
PSA Board Member Annual Conflict of Interest Disclosure	7/28
Matriculation Agreements	7/28
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)	



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CHARTER SCHOOLS OFFICE

SEPTEMBER	
Board Agenda– September (5 Business Days Before Meeting)	
Employee Handbook	9/1
2017-2018 NWEA or Scantron School Testing Schedule – Fall	9/8
Emergency Drills Day Schedule	9/15
MEGS Right to Prayer Certification	9/22
MEGS Constitution Day Certification	9/22
SE 4096 Special Education Actual Cost Report	9/29
Playground Safety Training for Staff –Rules, Agenda, Attendance	9/29
Teacher and Administrator Evaluation and Employee Certification Warranty*	9/29
Technology Protection Measures and Internet Safety Policy	9/29
Anti-Bullying/Cyber-Bullying Policy	9/29
Testing Login Information*	9/29
Expense Reimbursement Policies	9/29
Transparency Requirements on website / Mitten-Certificate of Completion	9/29
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)	
Blood Borne Pathogens Training – Agenda and Proof of Attendance or Learn Port Documentation	10/6
Pest Control Compliance	10/6
DS-4898 Preliminary Pupil Membership Count (during first three years of existence and when adding a grade)	10/6
Annual Nonprofit Corporation Update	10/6
MEGS Protective Eyewear Certification	10/6
SE 4094 Transportation Expenditure Report (if required)	10/13
CIMS Determination Report for 2017-2018	10/13
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)	11/3
FID Report to CEPI and BMCC (or as scheduled by MDE)	11/17
MEIS/MSDS (SRSD) FTE - DS4061, including MI-CIS for Special Education (Fall)	11/21
Audited Financial Statements Management Letter Response (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)	
Transparency Requirements/ Mitten- Certificate of Completion	12/1
Registry of Educational Personnel Report (REP)	12/15
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 2017-18 budget	1/30
School Contact List*	1/30
Board Policy Manual	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)	

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)	
Educator Evaluation Transparency on website: Certificate of Completion	3/30
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	4/6
2017-2018 NWEA or Scantron School Testing Schedule – Spring	4/6
Annual Education Report on website – certificate of completion on Epicenter	4/13
Third Quarter Financial Statement	4/27
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)	5/25
Board Member Nomination for July Appointment(s)	5/25
Enrollment Lottery Description and Results, if conducted	5/25
Proposed Board Minutes & Attachments- May (8 Business Days After Approved)	
Approved Board Minutes & Attachments – April (5 Business Days After Approved)	



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JUNE	
Board Agenda– June (5 Business Days Before Meeting)	
Proposed Annual Budget for 2018-19	6/1
State Aid Note Program Requirements- Phase I	6/15
Measures of Academic Progress (MAP/NWEA)*	6/15
Registry of Educational Personnel (REP) Confirmation	6/29
School Improvement Plan/Goals Management Summary	6/29
Budget – Approved for 2018-19	6/29
Budget - Amendment (or final Budget) for 2017-18	6/29
School Infrastructure Database (SID)	6/29
Emergency Drills Log	6/29
Playground Inspection Log	6/29
Confirmation of submission of MEIS/MSDS End of Year–DS4061	6/29
Satisfaction Survey Results	6/29
Certificate of Insurance*	6/29
2018-2019 Board Calendar	6/29
Health Department or Food Service Permit	6/29
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 2017-2018 Budget (5 Business Days Before Meeting)	
Budget Hearing Minutes for 2017-18 Budget (5 Business Days After Approved)	