



Master Calendar of Compliance Requirements

2023-2024

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
Charter Contract Amendment Requests
MDE/Federal Audits or On-Site Visits Results
Employee Contracts

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

Please be aware of any of the items listed above and upload them to epicenter. Also contact the Bay Mills Community College Charter Schools Office when they occur.



**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	7/14
DS-4168 Report of Actual Days and Clock Hours of Pupil Instruction	7/14
Asbestos 3 Year Inspection (initial and re-inspections every three years - if needed)	7/28
Asbestos Certification & Training	7/28
Fourth Quarterly Financial Statement from 2022-2023	7/28
Lease Renewal Certifications	7/28
Management Contract – New, Amendments or Renewals	7/28
Elevator Inspection	7/28
Boiler Inspection	7/28
Cardiac Emergency Response Plan (updated plans)	7/28
Services (transportation, maintenance, food service, etc.) Contracts	7/28
PSA Board Member Annual Conflict of Interest Disclosure	7/28
Child Care/Preschool Licenses	7/28
Matriculation Agreements	7/28
Board Member Roster	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)	
2023-2024 Board-Approved School Calendar/School Day Schedule (MCL 380.1284a)	8/25
School Contact List*	8/25
Employee Handbook	8/25
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)	
Nwea or Scantron Fall Testing Schedule	9/8
EEM Authorization - Special Education Contact	9/15
Emergency Drills Day Schedule	9/22
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
Anti-Bullying/Cyber-Bullying Policy	9/29
Testing Login Information*	9/29
Expense Reimbursement Policy	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)	



BAY MILLS

COMMUNITY COLLEGE
CHARTER SCHOOLS OFFICE



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
SE 4094 Transportation Expenditure Report (if required)	10/13
CIMS Determination Report for 2023-2024	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)	11/16
MEIS/MSDS (SRSD) FTE - DS4061, including MI-CIS for Special Education (Fall)	11/16
Non-Building Leases	11/27
Fire Marshal Inspection	11/27
School Staff Roster	11/27
Bills over \$10,000	11/27
Audited Financial Statements Management Letter Response (if needed)	11/30
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)	
Registry of Educational Personnel Report (REP)	12/1
Transparency Requirements/ Mitten- Certificate of Completion	12/29
Section 1 of Article VIII	12/29
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)	
Proposed Board Minutes & Attachments- January (8 Business Days After Approved)	
Approved Board Minutes & Attachments – Dec. (5 Business Days After Approved)	
Resolution Requesting Reauthorization- (only if requested)	
Website Board Policy Certification	1/31
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)	1/31
Second Quarter Financial Statement	1/31
Budget - Amendment to 2023-2024 budget	1/31
School Contact List*	1/31
Virtual Planning Questionnaire	1/31

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)	
Nwea or Scantron School Testing Schedule - winter	2/2
Annual Education Report on website – certificate of completion on Epicenter	2/2
Emergency Operations Plan (EOP) certification (required biannually)	2/2

MARCH	
Board Agenda– March (5 Business Days Before Meeting)	
Educator Evaluation Transparency on website: Certificate of Completion	3/22
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)	
Open Enrollment and Lottery Procedures	4/5
2023-2024 NWEA or Scantron School Testing Schedule – Spring	4/5
Third Quarter Financial Statement	4/26
MEIS/MSDS (SRSD) FTE–DS4061	4/26
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)	
Enrollment Lottery Description and Results, if conducted	5/24
Board Member Application Documents for July Appointment(s)	5/31
Board Member Nomination for July Appointment(s)	5/31
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)	
Measures of Academic Progress (MAP/NWEA) *	6/7
2024-2025 Board Meeting Calendar	6/14
Registry of Educational Personnel (REP) Confirmation	6/21
Budget - Amendment (or final Budget) for 2023-2024	6/21
School Infrastructure Database (SID)	6/21
Emergency Drills Log	6/21
Playground Inspection Log	6/21
Confirmation of submission of MEIS/MSDS End of Year–DS4061	6/21
Satisfaction Survey Results	6/21
Certificate of Insurance*	6/21
Health Department or Food Service Permit	6/21
Budget-Approved for 2024-2025	6/28
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 2023-2024 Budget (5 Business Days Before Meeting)	
Budget Hearing Minutes for 2023-2024 Budget (5 Business Days After Approved)	