



**Master Calendar of Compliance Requirements**

**2024-2025**

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**

<b>JULY</b>	<b>Uploaded in Epicenter</b>
Board Agenda– July (5 Business Days Before Meeting)	
Organizational Board Agenda (5 Business Days Before Meeting)	
State Aid Note Program Requirements	7/12
DS-4168 Report of Actual Days and Clock Hours of Pupil Instruction	7/12
Asbestos 3 Year Inspection (initial and re-inspections every three years - if needed)	7/31
Asbestos Certification & Training	7/31
Fourth Quarterly Financial Statement from 2023-2024	7/31
Lease Renewal Certifications	7/31
Management Contract – New, Amendments or Renewals	7/31
Elevator Inspection	7/31
Boiler Inspection	7/31
Cardiac Emergency Response Plan (updated plans)	7/31
Services (transportation, maintenance, food service, etc.) Contracts	7/31
PSA Board Member Annual Conflict of Interest Disclosure	7/31
Child Care/Preschool Licenses	7/31
Matriculation Agreements	7/31
Board Member Roster	7/31
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)	



<b>AUGUST</b>	
Board Agenda– August (5 Business Days Before Meeting)	
2024-2025 Board-Approved School Calendar/School Day Schedule (MCL 380.1284a)	8/30
School Contact List*	8/30
Employee Handbook	8/30
Non-Building Lease	8/30
Fire Marshal Inspection	8/30
School Staff Roster	8/30
Bills over \$10,000.00	8/30
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)	

<b>SEPTEMBER</b>	
Board Agenda– September (5 Business Days Before Meeting)	
Nwea or Scantron Fall Testing Schedule	9/13
EEM Authorization - Special Education Contact	9/13
Emergency Drills Day Schedule	9/20
NexSys Right to Prayer Certification	9/20
NexSys Constitution Day Certification	9/20
NexSys Public Education Outreach for Voter Preregistrations and Registration	9/26
SE 4096 Special Education Actual Cost Report	9/27
Playground Safety Training for Staff–Rules, Agenda, Attendance	9/27
Teacher and Administrator Evaluation and Employee Certification Warranty	9/27
Anti-Bullying/Cyber-Bullying Policy	9/27
Testing Login Information*	9/27
Expense Reimbursement Policy	9/27
Transparency Requirements on website / Mitten-Certificate of Completion	9/27
Proposed Board Minutes & Attachments- Sept. (8 Business Days After Approved)	
Approved Board Minutes & Attachments– Aug. (5 Business Days After Approved)	



<b>OCTOBER</b>	
Board Agenda– October (5 Business Days Before Meeting)	
Blood Borne Pathogens Training – Agenda and Proof of Attendance or Learn Port Documentation	10/4
Pest Control Compliance	10/4
DS-4898 Preliminary Pupil Membership Count (during first three years of existence and when adding a grade)	10/4
Annual Nonprofit Corporation Update	10/4
SE 4094 Transportation Expenditure Report (if required)	10/11
CIMS Determination Report for 2024-2025	10/11
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)	

<b>NOVEMBER</b>	
Board Agenda– November (5 Business Days Before Meeting)	
Audited Financial Statement and Management Letter (include A133 if completed)	11/1
FID Report to CEPI and BMCC (or as scheduled by MDE)	11/15
MEIS/MSDS (SRSD) FTE - DS4061, including MI-CIS for Special Education (Fall)	11/15
Audited Financial Statements Management Letter Response (if needed)	11/29
Proposed Board Minutes & Attachments- Nov. (8 Business Days After Approved)	
Approved Board Minutes & Attachments– Oct. (5 Business Days After Approved)	

<b>DECEMBER</b>	
Board Agenda– December (5 Business Days Before Meeting)	
Registry of Educational Personnel Report (REP)	12/6
Transparency Requirements/ Mitten- Certificate of Completion	12/27
Section 1 of Article VIII	12/27
Proposed Board Minutes & Attachments- December (8 Business Days After Approved)	
Approved Board Minutes & Attachments – Nov. (5 Business Days After Approved)	



<b>JANUARY</b>	
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 2024-2025 budget	1/31
School Contact List*	1/31
Virtual Planning Questionnaire	1/31

<b>FEBRUARY</b>	
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)	
Annual Education Report on website – certificate of completion on Epicenter	2/7
Emergency Operations Plan (EOP) certification (required biannually)	2/7

<b>MARCH</b>	
Board Agenda– March (5 Business Days Before Meeting)	
Educator Evaluation Transparency on website: Certificate of Completion	3/28
Proposed Board Minutes & Attachments- March (8 Business Days After Approved)	
Approved Board Minutes & Attachments – Feb. (5 Business Days After Approved)	



<b>APRIL</b>	
Board Agenda– April (5 Business Days Before Meeting)	
Open Enrollment and Lottery Procedures	4/4
2024-2025 NWEA or Scantron School Testing Schedule – Spring	4/4
Third Quarter Financial Statement	4/25
MEIS/MSDS (SRSD) FTE–DS4061	4/25
Proposed Board Minutes & Attachments- April (8 Business Days After Approved)	
Approved Board Minutes & Attachments–March (5 Business Days After Approved)	

<b>MAY</b>	
Board Agenda– May (5 Business Days Before Meeting)	
Enrollment Lottery Description and Results, if conducted	5/23
Board Member Application Documents for July Appointment(s)	5/30
Board Member Nomination for July Appointment(s)	5/30
Proposed Board Minutes & Attachments- May (8 Business Days After Approved)	
Approved Board Minutes & Attachments – April (5 Business Days After Approved)	



<b>JUNE</b>	
Board Agenda– June (5 Business Days Before Meeting)	
Measures of Academic Progress (MAP/NWEA) *	6/6
2025-2026 Board Meeting Calendar	6/13
Registry of Educational Personnel (REP) Confirmation	6/20
Budget - Amendment (or final Budget) for 2024-2025	6/20
School Infrastructure Database (SID)	6/20
Emergency Drills Log	6/20
Playground Inspection Log	6/20
Satisfaction Survey Results	6/20
Health Department or Food Service Permit	6/20
Budget-Approved for 2025-2026	6/27
Confirmation of submission of MEIS/MSDS End of Year-DS4061	6/30
Certificate of Insurance*	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 2023-2024 Budget (5 Business Days Before Meeting)	
Budget Hearing Minutes for 2023-2024 Budget (5 Business Days After Approved)	