BAY MILLS
COMMUNITY COLLEGE
CHARTER SCHOOLS OFFICE

Master Calendar of Compliance Requirements

2025-2026

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.

File Board Posting in Epicenter when a Special Board Meeting Scheduled The Open Meeting Act states that, "For a rescheduled regular or a special meeting of a public body, a public notice stating the date, time, and place of the regular meeting shall be posted at least 18 hours before the meeting". When a Special Board Meeting is scheduled upload a Board Posting into Epicenter. In Document Center, Board Meetings – Posting can be located under Entity Type Board.

File Cancelled/Rescheduled Notice in Epicenter when a Board Meeting is Cancelled or Rescheduled The Open Meeting Act states that, "For a rescheduled regular or a special meeting of a public body, a public notice stating the date, time, and place of the regular meeting shall be posted at least 18 hours before the meeting". When a regularly scheduled Board Meeting is cancelled or rescheduled upload a cancelled/rescheduled notice into Epicenter. In Document Center, the Board Meetings - Cancelled/Rescheduled Notification can be located under the Entity Type Board.

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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	7/11
DS-4168 Report of Actual Days and Clock Hours of Pupil Instruction	7/11
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 2024-2025	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)	

AUGUST	
Board Agenda– August (5 Business Days Before Meeting)	
Board Member Oath of Office	8/1
2025-2026 Board-Approved School Calendar/School Day Schedule (MCL 380.1284a)	8/29
School Contact List*	8/29
Employee Handbook	8/29
Non-Building Lease	8/29
Fire Marshal Inspection	8/29
School Staff Roster	8/29
Bills over $10,000.00	8/29
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	9/12
EEM Authorization - Special Education Contact	9/12
Emergency Drills Day Schedule	9/19
NexSys Right to Prayer Certification	9/19
NexSys Constitution Day Certification	9/19
NexSys Public Education Outreach for Voter Preregistrations and Registration	9/26
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
Anti-Bullying/Cyber-Bullying Policy	9/30
Testing Login Information*	9/30
Expense Reimbursement Policy	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)	
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)	10/10
Strand B Determination Report for 2025-2026	10/10
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)	
Annual Personnel Salary Disclosure Notice	11/1
Audited Financial Statement and Management Letter (include A133 if completed)	11/3
FID Report to CEPI and BMCC (or as scheduled by MDE)	11/14
MEIS/MSDS (SRSD) FTE - DS4061, including MI-CIS for Special Education (Fall)	11/14
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)	
Registry of Educational Personnel Report (REP)	12/5
Transparency Requirements/ Mitten- Certificate of Completion	12/19
Section 1 of Article VIII	12/19
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	1/30
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 2025-2026 budget	1/30
School Contact List*	1/30
Virtual Planning Questionnaire	1/30

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)	
Annual Education Report on website – certificate of completion on Epicenter	2/20
Emergency Operations Plan (EOP) certification (required biannually)	2/20

MARCH	
Board Agenda– March (5 Business Days Before Meeting)	
Educator Evaluation Transparency on website: Certificate of Completion	3/27
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	4/3
2025-2026 NWEA or Scantron School Testing Schedule – Spring	4/3
Third Quarter Financial Statement	4/30
MEIS/MSDS (SRSD) FTE–DS4061	4/30
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	5/22
Board Member Application Documents for July Appointment(s)	5/29
Board Member Nomination for July Appointment(s)	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)	
Measures of Academic Progress (MAP/NWEA) *	6/12
2026-2027 Board Meeting Calendar	6/12
Registry of Educational Personnel (REP) Confirmation	6/26
Budget - Amendment (or final Budget) for 2025-2026	6/26
School Infrastructure Database (SID)	6/26
Emergency Drills Log	6/26
Playground Inspection Log	6/26
Satisfaction Survey Results	6/26
Health Department or Food Service Permit	6/26
Budget-Approved for 2026-2027	6/26
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 2026-2027 Budget (5 Business Days Before Meeting)	
Budget Hearing Minutes for 2026-2027 Budget (5 Business Days After Approved)	