
MASTER CALENDAR OF
REPORTING
REQUIREMENTS | 2018-19

MASTER CALENDAR OF REPORTING REQUIREMENTS FOR 2018-19

OUR MISSION

To transform public education through accountability, innovation and access to quality education for all students.

OUR VISION

We envision a diverse and dynamic public education marketplace that fosters academic excellence for all children.

OUR VALUES

Integrity | Respect | Compassion | Inclusiveness

Social Responsibility | Excellence | Innovation



WELCOME

The Governor John Engler Center for Charter Schools at Central Michigan University continues to work diligently to streamline the regulatory reporting process for schools. Simplifying the reporting process means schools have more time to devote to living their mission and preparing students academically for success in college, work and life.

We are pleased to provide you with the 2018-19 Master Calendar of Reporting Requirements. The Calendar is designed to help schools anticipate and plan the work to complete reporting requirements as efficiently as possible. As in previous years, the Calendar includes document and submission details for state, federal and University submission requirements.

As your partner, we are committed to making the Calendar as helpful and user-friendly a tool as possible. We value any feedback you may have on how we can simplify the regulatory process. Please contact either your academy lead or Amy Van Atten-Densmore, the Center's director of school operations, for further clarification or assistance. Together, we can transform public education by preparing students academically for success in college, work and life.

Sincerely,



Corey Northrop
Interim Executive Director

The Calendar is color-coded into two categories: **State/Federal-Required or General Reminder** and **University-Required**.

In conjunction with the Calendar, the Center has developed Notes that provide additional information for specific submissions (see page 11). A form-numbering system is cross-referenced throughout the Calendar. In addition to the user-friendly Quarter At-A-Glance Calendar, the Center continues to offer an expanded online version that includes more interactive details. Users will have access to direct links to all of the forms and sample templates referenced throughout the Calendar. The Calendar is also available for downloading directly into Microsoft Outlook through our website, www.TheCenterForCharters.org. A summary of the changes in the 2018-19 Calendar are reflected below.

REMOVED Submission Item:

- The Notice of Public Hearing submission requirement has been removed. Although this submission has been removed, boards must still publish a public hearing notice in accordance with the Uniform Budgeting and Accounting Act requirements.

REVISED/CHANGED Submission Items:

- Academies that receive a waiver from the Michigan Department of Education (MDE) to begin school before Labor Day will have alternate MAP/PS test windows and form submission due dates.
- There have been some important changes to the MAP and Performance Series assessment administration windows. In order to establish an optimal environment for the collection of achievement and growth data, schools will now be required to adhere to NWEA's instructional week defaults. The defaults are determined by "collecting school calendar information from NWEA partner districts over multiple school years and comparing those to the dates on which students tested." So as to optimize interpretation of student test performance, NWEA has set the default to four weeks of instruction prior to administration of the fall assessment, 20 weeks of instruction prior to winter test administration, and 32 weeks of instruction prior to spring test administration.

Additional benefits of the new assessment administration windows are:

- In the fall, academies will have additional time to establish routines with students to ensure a positive assessment administration environment.
 - In the spring, 80% of M-STEP testing will be complete before the MAP/PS spring window opens.
 - The abbreviated assessment administration windows (three weeks) decrease the variability in growth percentiles and thereby enhances growth comparisons.
- The MDE announced that eighth-grade M-STEP will be replaced with PSAT™.

2018-19 MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
July 31, 2018	<input type="checkbox"/> 2017-2018 4th Quarter Financial Statements ❶ Submit to: The Center via Epicenter (<i>Sample Template F1</i>)
August 15, 2018	<input type="checkbox"/> Academy Roles Verification Application ❷ Submit to: The Center via Epicenter
August 27, 2018	<input type="checkbox"/> Transparency Reporting Certification Form ❸ (<i>MCL 388.1618; MCL 380.503(6); MCL 29.19</i>) Submit to: The Center via Epicenter (<i>Form C3</i>)
TBD	<input type="checkbox"/> 2017-2018 Annual Education Report Posting (Every Student Succeeds Act of 2015 and the Revised School Code) (<i>MCL 380.1204a</i>) (refer to: https://www.michigan.gov/documents/cepi/4-12-18_AER_Memo_and_FAQ_for_2017-18_619959_7.pdf) Submit to: The Center via Epicenter
September 1, 2018	2018-2019 School Improvement Plan (<i>MCL 380.1277; MDE - SIP Info</i>) No submission to the Center is required Submit to: MDE Office of Field Services (see MDE's website at www.advanc-ed.org/mde)
September 7, 2018	<input type="checkbox"/> Board Member Nomination Materials ❹ – for consideration at the December 6, 2018 University Board of Trustees meeting Submit to: The Center – specific submission information provided separately
September 12, 2018	<input type="checkbox"/> 2018-2019 Measures of Academic Progress® (MAP) and Performance Series® (PS) Schedule – Fall Submit to: The Center via Epicenter (<i>Form A1</i>)
September 20, 2018	<input type="checkbox"/> School Administrator Verification Form ❺ Submit to: The Center via Epicenter (<i>Form C7</i>)
September 27, 2018	<input type="checkbox"/> Annual Nonprofit Corporation Information Update ❻ (<i>MCL 450.2911</i>) Submit to: The Center via Epicenter and Department of Licensing and Regulatory Affairs (LARA)
	<input type="checkbox"/> Current 3-Year Asbestos Re-Inspection Report and/or Exclusionary Document ❼ Submit to: The Center via Epicenter
	University Board of Trustees Meeting No submission to the Center is required
October 1, 2018 - October 19, 2018	MAP and PS – Fall Testing Window No submission to the Center is required
October 3, 2018	2018-2019 General Education and Special Education Student Count Day (<i>MCL 388.1606</i>) No submission to the Center is required
October 5, 2018	<input type="checkbox"/> 2018-2019 Preliminary Head Count Form ❻ – Fall Submit to: The Center via Epicenter (<i>Form C2</i>)
October 15, 2018	Deadline for the Public Presentation of the 2017-2018 Annual Education Report (<i>MCL 380.1204a</i>) No submission to the Center is required

2018-19 MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
October 16, 2018	<input type="checkbox"/> 2018-2019 MAP or PS Assessment Coordinator Verification – Fall Submit to: The Center via Epicenter <i>(Form A2)</i>
October 31, 2018	<input type="checkbox"/> 2018-2019 1st Quarter Financial Statements ❶ Submit to: The Center via Epicenter <i>(Sample Template F1)</i>
November 1, 2018	<input type="checkbox"/> 2017-2018 Audited Financial Statements, A-133 Single Audit, Management Letter and Any Other Audit Letters ❷ <i>(MCL 388.1618)</i> Submit to: The Center via Epicenter and MDE
	<input type="checkbox"/> 2017-2018 Board-Approved Response to Audited Financial Statement Findings and Recommendations, if required ❸ Submit to: The Center via Epicenter
	2017-2018 Financial Information Database Data Files <i>(MCL 388.1618)</i> No submission to the Center is required Submit to: Center for Educational Performance and Information
	Immunization Records Report ❹ <i>(MCL 380.1177)</i> No submission to the Center is required Submit to: Local Health Department
November 16, 2018	<input type="checkbox"/> Board Member Nomination Materials ❺ – for consideration at the February 14, 2019 University Board of Trustees meeting Submit to: The Center – specific submission information provided separately
December 6, 2018	University Board of Trustees Meeting No submission to the Center is required
December 31, 2018	Online Qualifying Statement ❻ <i>(MCL 141.2303)</i> No submission to the Center is required Submit to: Michigan Department of Treasury
January 4, 2019	<input type="checkbox"/> Transparency Reporting Certification Form ❼ <i>(MCL 388.1618; MCL 380.503(6); MCL 29.19)</i> Submit to: The Center via Epicenter <i>(Form C3)</i>
January 11, 2019	<input type="checkbox"/> Board Member Nomination Materials ❻ – for consideration at the April 11, 2019 University Board of Trustees meeting Submit to: The Center – specific submission information provided separately
January 23, 2019	<input type="checkbox"/> 2019-2020 Application and Enrollment Information Form ❼ Submit to: The Center via Epicenter <i>(Form C4)</i>
January 31, 2019	<input type="checkbox"/> 2018-2019 2nd Quarter Financial Statements ❶ Submit to: The Center via Epicenter <i>(Sample Template F1)</i>
February 1, 2019	Immunization Records Report ❹ <i>(MCL 380.1177)</i> No submission to the Center is required Submit to: Local Health Department

2018-19 MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
February 11, 2019 - March 1, 2019	MAP and PS – Winter Testing Window (Optional) No submission to the Center is required
February 13, 2019	2018-2019 General Education and Special Education Student Supplemental Count Day <i>(MCL 388.1606a)</i> No submission to the Center is required
February 14, 2019	University Board of Trustees Meeting No submission to the Center is required
February 15, 2019	<input type="checkbox"/> 2018-2019 Preliminary Head Count Form ③ – Supplemental Count Submit to: The Center via Epicenter <i>(Form C6)</i> <input type="checkbox"/> Academy Roles Verification Application ② Submit to: The Center via Epicenter
February 28, 2019	<input type="checkbox"/> 2019-2020 Board-Approved Contract Amendment Request Resolution Submit to: The Center via Epicenter <i>(Contract Amendment Resolution)</i>
March 27, 2019	<input type="checkbox"/> Transparency Reporting Certification Form ③ <i>(MCL 388.1618; MCL 380.503(6); MCL 29.19)</i> Submit to: The Center via Epicenter <i>(Form C3)</i>
March 29, 2019	<input type="checkbox"/> Board Member Nomination Materials ④ – for consideration at the June 27, 2019 University Board of Trustees meeting Submit to: The Center – specific submission information provided separately
April 8, 2019 - May 24, 2019	2018-2019 Michigan Student Test of Educational Progress (M-STEP) – Testing Window (Grades 3 through 8, 11) <i>(Act 38 of 1970)</i> No submission to the Center is required
April 9, 2019	College Entrance SAT® (Grade 11 – all students; Grade 12 – make-up, as needed) No submission to the Center is required PSAT (Grade 8) No submission to the Center is required
April 9, 2019 or April 10, 2019 or April 11, 2019	PSAT (Grades 9 and 10) Schools have the option of testing grades 9 and 10 on one day, or each grade on a separate day, but all students in the same grade must test on the same day at the same time. No submission to the Center is required
April 10, 2019	ACT WorkKeys® (Grade 11 – all students; Grade 12 – make-up, as needed) No submission to the Center is required
April 10, 2019 - April 16, 2019	PSAT Make-Up (Grades 8, 9 and 10) No submission to the Center is required
April 11, 2019	University Board of Trustees Meeting No submission to the Center is required

Items in RED Text = State/Federal-Required or General Reminder Items in BLACK Text = University-Required

2018-19 MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
April 23, 2019	<p>College Entrance SAT Make-Up (Grade 11 – all students; Grade 12 – as needed) No submission to the Center is required</p>
April 23, 2019 or April 24, 2019	<p>PSAT Make-Up (Grades 8, 9 and 10) No submission to the Center is required</p>
April 24, 2019	<p><input type="checkbox"/> 2018-2019 MAP and PS Schedule – Spring Submit to: The Center via Epicenter <i>(Form A4)</i></p> <p>ACT WorkKeys Make-Up (Grade 11 – all students; Grade 12 – as needed) No submission to the Center is required</p>
April 30, 2019	<p><input type="checkbox"/> 2018-2019 3rd Quarter Financial Statements ① Submit to: The Center via Epicenter <i>(Sample Template F1)</i></p>
May 9, 2019	<p><input type="checkbox"/> 2018-2019 College Board Portal Access Form Submit to: The Center via Epicenter <i>(Form A5)</i></p>
May 13, 2019 - May 31, 2019	<p>MAP and PS – Spring Testing Window No submission to the Center is required</p>
May 28, 2019	<p><input type="checkbox"/> 2018-2019 MAP or PS Assessment Coordinator Verification – Spring Submit to: The Center via Epicenter <i>(Form A3)</i></p>
June 6, 2019	<p><input type="checkbox"/> 2019-2020 Optional Student Assessments Form Submit to: The Center via Epicenter <i>(Form A11)</i></p>
June 12, 2019	<p><input type="checkbox"/> 2019-2020 Board-Approved Annual Calendar of Regularly Scheduled Board Meetings ⑭ <i>(MCL 15.265)</i> Submit to: The Center via Epicenter <i>(Sample Template C1 or Sample Template C2)</i></p> <p><input type="checkbox"/> 2019-2020 Board-Approved School Calendar/School Day Schedule <i>(MCL 380.1284a)</i> Submit to: The Center via Epicenter</p>
June 21, 2019	<p><input type="checkbox"/> Board Member Nomination Materials ④ – for consideration at the September 19, 2019 University Board of Trustees meeting Submit to: The Center – specific submission information provided separately</p>
June 27, 2019	<p>University Board of Trustees Meeting No submission to the Center is required</p>
June 28, 2019	<p><input type="checkbox"/> 2019-2020 Board-Approved Annual Operating Budget – General Fund and Special Revenue Funds ⑮ <i>(Public Act 2 of 1968)</i> Submit to: The Center via Epicenter <i>(Sample Template F2)</i></p>

ADDITIONAL REQUIREMENTS

THE FOLLOWING DOCUMENTS REQUIRE SUBMISSION WITHIN A CERTAIN NUMBER OF DAYS FOLLOWING ACADEMY BOARD ACTION OR OTHER OCCURRENCES.

DUE DATE	CENTER DOCUMENT SUBMISSION
As Requested	<p>Conflict of Interest Disclosure (CID) – The Center will send a CID to each individual board member for completion and submission based on the board member’s appointment date. The CID is available at: http://www.thecenterforcharters.org/wp-content/uploads/2017/04/CID-Fillable.pdf. Submit to: The Center via Epicenter</p> <p>Reauthorization Materials Submit to: The Center – specific submission information provided separately</p>
Prior to Occupancy	<p>Certificate(s) of Use and Occupancy Submit to: The Center – specific submission information provided separately</p>
Upon Posting/Notice	<p>Academy Board Special Meeting Notice – The Academy is required to provide a copy of the notice when it is posted at the Academy. Submit to: The Center via Epicenter</p> <p>Academy Board Meeting Cancellation Notice – The Academy is required to provide notice of any meeting cancellations. Submit to: The Center via Epicenter</p>
Upon Academy Board Action	<p>Long-Term Financing – Upon Academy Board action to pursue long-term financing, the Academy is required to provide written notice of the Academy Board’s long-term financing plan.</p> <ul style="list-style-type: none"> • At least 30 days prior to closing, the Academy is required to submit long-term financing closing documents with related materials (including long-term intercept requests, if applicable). <p>Submit to: The Center – specific submission information provided separately</p> <p>Short-Term Financing</p> <ul style="list-style-type: none"> • Michigan Finance Authority Borrowings (MFA) – Prior to closing, the Academy is required to: Request an Authorizer’s Letter from the Center which must then be submitted by the Academy to the MFA with its application. After closing, the Academy is required to submit a copy of the MFA financing transcript. • Non-MFA Borrowings – At least 15 days prior to closing, the Academy is required to provide all closing documents, including any short-term intercept requests and related documentation, if applicable. <p>Submit to: The Center - specific submission information provided separately</p>
Annually Upon Renewal	<p>The Academy and Educational Service Provider (ESP) Insurance Certificates – Required to be submitted annually upon renewal Submit to: The Center – specific submission information provided separately</p>
30 Calendar Days	<p>Board-Reviewed Draft ESP Agreement (including amendments), Draft Legal Opinion and ESP Information Sheet – Required to be submitted at least 30 days prior to execution, refer to the Center’s ESP Policies Submit to: The Center – specific submission information provided separately</p> <p>Board-Reviewed Draft Matriculation Agreement(s) – Required to be submitted 30 days prior to execution Submit to: The Center – specific submission information provided separately</p> <p>Board-Reviewed Draft Facility Lease Agreement(s) (including amendments) – Required to be submitted at least 30 days prior to renewal or execution Submit to: The Center – specific submission information provided separately</p>



ADDITIONAL REQUIREMENTS

THE FOLLOWING DOCUMENTS REQUIRE SUBMISSION WITHIN A CERTAIN NUMBER OF DAYS FOLLOWING ACADEMY BOARD ACTION OR OTHER OCCURRENCES.

DUE DATE

CENTER DOCUMENT SUBMISSION

30 Calendar Days

Academy's Insurance Policies – The Academy is required to submit the following insurance policies (including all forms and endorsements) within 30 days of annual renewal:

- *General Liability*
- *Automobile*
- *Liability*
- *Workers Compensation*
- *Property*
- *Errors & Omissions including Directors & Officers and School Leaders Errors & Omissions*
- *Employment Practices Liability*
- *Employee Dishonesty*
- *Sexual Molestation & Abuse coverage and Corporal Punishment coverage*
- *Umbrella/Excess Liability policies*

Submit to: The Center – specific submission information provided separately

10 Business Days

Amended Budget for the General Fund and Special Revenue Fund(s) – This submission is due within 10 business days after Academy Board approval and is required to include:

- *Object-level detail in a two-column format comparing the Academy Board's prior Board-approved budget to the current amended budget.*

Submit to: The Center via Epicenter (*Sample Template F4*)

Board-Approved Waiver Request(s) and Response(s), if applicable – The Academy is required to submit any federal, state or ISD/RESA waiver (including the granting agency's approval documentation) requesting an extension, an exemption and/or relief from any applicable law or reporting requirement (i.e. seat time waiver, etc.).

Submit to: The Center via Epicenter

8 Business days

Proposed Board Meeting Minutes of Regular, Special or Emergency Board Meetings (including all resolutions) – This submission is due within eight business days after the regular, special or emergency board meeting is held.

Submit to: The Center via Epicenter

5 Business Days

Litigation and Formal Proceedings – The Academy is required to provide notice of any litigation or formal proceedings (including arbitration or mediation) initiated or received by the Academy within five business days upon notification.

Submit to: The Center – specific submission information provided separately

Board-Approved Meeting Minutes – The Board-approved minutes are required to be submitted within five business days after a regular, special or emergency meeting wherein minutes are approved.

Submit to: The Center via Epicenter

Board-Approved Changes to the Annual Calendar of Regularly Scheduled Meetings – Any Board-approved changes to the Board Calendar are required to be submitted within five business days after Board approval.

Submit to: The Center via Epicenter

Application and Enrollment Results Form – The Academy is required to submit a completed Application and Enrollment Results Form within five business days after the close of open enrollment and/or prior to the Academy's Random Selection Drawing.

Submit to: The Center via Epicenter (*Form C5*)

- 1 **Quarterly Financial Statements.** The Academy is required to provide financial information in comparative budget-to-actual format in accordance with generally accepted public sector accounting principles, consistent with the Michigan Public School Accounting Manual (Bulletin 1022). The budget (as presented in the Quarterly Financial Statements) is required to align to the appropriate Board-approved budget. The submission, for all funds, is required to include: (1) Balance Sheet; (2) Statement of Revenues, Expenditures and Changes in Fund Balance with object-level detail.
- 2 **Academy Roles Verification Application.** Administrators and Board Corresponding Agents will receive an email with submission information and a link to access this application.
- 3 **Transparency Reporting Certification Form.** The Revised School Code and the State School Aid Act require all school districts, including public school academies, to adhere to specific mandated reporting items commonly referred to as “transparency” requirements. This submission (see associated Form C3) is a mechanism to ensure the Academy is appropriately fulfilling its reporting requirements, as mandated by applicable law. The Center will conduct various reviews on the Academy’s website throughout the fiscal year to ensure the items contained within the Certification Form are represented on the website, as required.
- 4 **Board Member Nomination Materials.** The submission is required to include: (1) Board minutes of meeting at which nominating resolution was adopted (submit via Epicenter); (2) Board-approved Nominating Resolution (submit via Epicenter). The resolution is available at: <http://www.thecenterforcharters.org/wp-content/uploads/2016/05/Change-in-Membership.pdf>; (3) Board Member Application for Board Appointment (see application at [Board Application - CMU](#).)
- 5 **School Administrator Verification Form.** The submission is required to include all individuals who are considered “school administrators,” as defined by the Revised School Code, [MCL 380.1246](#). This includes all individuals serving in the role of superintendent, principal, assistant principal, administrator of instruction programs, or chief business official. For more information, see MDE’s website: <https://www.michigan.gov/mde/0,4615,7-140-5683---,00.html>.
- 6 **Annual Nonprofit Corporation Information Update.** For more information see LARA’s website: http://www.michigan.gov/documents/lara/BCS_CD_269_08-15_527658_7.pdf.
- 7 **3-Year Asbestos Re-Inspection Report and/or Exclusionary Document.** The submission is required to include a current 3-year asbestos re-inspection report along with a state-approved plan for each school site. If the Academy’s building was built without asbestos-containing material, an exclusionary document from the Academy’s architect must be submitted and approved by the state. If the Center has previously received the exclusionary document or if the Center has received a current 3-year inspection report, there will not be a due date added in Epicenter.
- 8 **Preliminary Head Count Form.** The submission is required to include the total number of students in attendance (**Box A**) and the total number of students enrolled (**Box B**) on the count day. The number of students reported should be in accordance with pupil eligibility requirements, consistent with the Michigan Pupil Accounting Manual.
- 9 **Audited Financial Statements, A-133 Single Audit, Management Letter and Any Other Audit Letters.** The Academy Board is required to demonstrate a general understanding of its Audited Financial Statements and related letters prior to submission. To satisfy this item, the Academy Board shall (1) receive a presentation by the auditor; (2) discuss the results of the audit as documented in the board minutes; or (3) take board action to “approve,” “accept,” “place into public record,” etc.
- 10 **Board-Approved Response to the Audited Financial Statement Findings and Recommendations, if required.** The Board-approved response is required to be a separate letter, not a response reported within the Academy’s board meeting minutes or Audited Financial Statements. The response should address any/all findings and recommendations contained within the audit submission, as outlined in #9 above. If the Academy’s audited financial statements, supporting reports and letters do not contain findings or recommendations, then no additional submission is required by the Academy.
- 11 **Immunization Records Report.** The Academy is required to submit the list of new entrants and their immunization status. A financial penalty of 5% of the Academy’s state school aid allocation may be assessed if the Academy’s immunization rate is not at or above 90% as of November 1 (2018) and 95% as of February 1 (2019).
- 12 **Online Qualifying Statement.** Municipalities subject to the Revised Municipal Finance Act, (PA 34 of 2001), including public school academies, are required to annually submit a qualifying statement electronically using the State of Michigan – Department of Treasury’s website: [State of Michigan - Treasury - Qualifying Status](#).
- 13 **Application and Enrollment Information Form.** Upon receipt of the Academy’s information, specific due dates will be added as follows:
 - Legal Notice** - Five business days Following the First Day of Open Enrollment. The submission is required to include: the Academy’s Legal Notice, Advertisement or Affidavit of Publication. At a minimum, the legal notice (or advertisement) must include: (1) The process and/or location(s) for requesting and submitting applications; (2) The beginning date and end date of the application period; and (3) The date, time, and place the random selection drawing(s) will be held, if needed.
 - Application and Enrollment Results Form** - Five business days after the Close of Open Enrollment and/or prior to the Academy’s Random Selection Drawing. The submission is required to include: the Academy’s completed Application and Enrollment Results Form (Form C5).
- 14 **Board-Approved Annual Calendar of Regularly Scheduled Board Meetings.** The submission is required to include one meeting date to be designated as the Board’s “Annual” meeting.
- 15 **Board-Approved Annual Operating Budget – General Fund and Special Revenue Fund(s).** The submission is required to include an object-level detail in a three-column format: (1) Last Year Actual (FY2017-2018 Audited Financial Statements); (2) Current Year Projection (agrees with the most recent FY2018-2019 Board-approved budget); and (3) Proposed Budget (FY2019-2020).

———— THE GOVERNOR JOHN ENGLER ————
CENTER FOR CHARTER SCHOOLS
———— CENTRAL MICHIGAN UNIVERSITY ————

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WE ENVISION A DIVERSE AND DYNAMIC PUBLIC EDUCATION MARKETPLACE
THAT FOSTERS ACADEMIC EXCELLENCE FOR ALL CHILDREN.
