



THE GOVERNOR JOHN ENGLER

**CENTER FOR
CHARTER SCHOOLS**

CENTRAL MICHIGAN UNIVERSITY

MASTER CALENDAR OF REPORTING REQUIREMENTS / 2023-24

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.

The Master Calendar of Reporting Requirements is designed to help schools anticipate and plan the work to complete reporting requirements as efficiently as possible. The Calendar includes document and submission details for state, federal and University submission requirements. This document is available on our website at www.TheCenterForCharters.org, which also includes forms and sample templates.

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 school lead or Amy Van Atten-Densmore, the Center's director of school operations, for further clarification or assistance.

CALENDAR CHANGES SUMMARY

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 nine). A form-numbering system is cross-referenced throughout the Calendar. The Center has an online version of the Calendar available at www.TheCenterForCharters.org. The online resources include forms, sample templates and Calendar files for downloading directly into Microsoft Outlook and Google Calendar.

REVISED Submission Items:

Communication of MAP Growth Assessment Windows and Associated Forms – For schools that are required to test under the charter contract, the assessment windows and the associated forms will be communicated in the following ways:

- **Fall and Spring Windows** – The Center continues to determine the dates for all of the MAP Growth fall and spring assessment windows. In place of providing a standard assessment window in the Master Calendar of Reporting Requirements document as well as customized windows for each Pre-Labor Day waiver school, we will now communicate each school's assessment windows at www.thecenterforcharters.org/assessmentwindows. This webpage also contains links to the associated forms, Form A1 and Form A3, for each school. The forms are unique to each school to correspond with assessment window dates.

College Entrance SAT with Essay and PSAT – In the past, the administration of the SAT and PSAT assessments occurred on specific individual dates. The Michigan Department of Education (MDE) announced that these assessments are now only required to be administered within a date range (April 8 – 26, 2024). Schools can test anywhere within the date range of the assessment window, therefore removing the need for make-up assessment dates. We anticipate the MDE releasing additional information regarding this change in fall 2023.

Board-Approved School Calendar/School Day Schedule – To ensure the Center can provide MAP Growth assessment windows promptly, the Board-Approved School Calendar/School Day Schedule will now be due on May 1, 2024.

Board-Approved Calendar of Regularly Scheduled Board Meetings – Please note the due date for this standard item was also shifted to May 1, 2024.

MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
July 7, 2023 – July 21, 2023	<input type="checkbox"/> 2022-2023 Academic Performance Report Review and Feedback ❶ Submit to: The Center – completed through an Epicenter task
July 28, 2023	<input type="checkbox"/> 2022-2023 4th Quarter Financial Statements ❷ Submit to: The Center via Epicenter (<i>Sample Template F1</i>)
August 9, 2023	<input type="checkbox"/> Academy Roles Verification Application ❸ Submit to: The Center – completed through an Epicenter task
August 21, 2023	<input type="checkbox"/> Transparency Reporting Certification Form ❹ (<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"/> 2022-2023 Annual Education Report Posting (<i>MCL 380.1204a</i>) (Refer to: https://www.mischooldata.org/annual-education-report-2/) Submit to: The Center via Epicenter
September 1, 2023	2023-2024 Michigan Integrated Continuous Improvement Process (<i>MCL 380.1277; MDE – MICIP Information</i>) No submission to the Center is required Submit to: MDE Office of Field Services (see MDE's website at https://www.michigan.gov/mde/services/school-performance-supports/micip/)
September 8, 2023	<input type="checkbox"/> Board Member Nomination Materials ❺ – for consideration at the November 30, 2023 University Board of Trustees meeting Submit to: The Center – specific submission information provided separately
September 13, 2023	<input type="checkbox"/> 2023-2024 MAP Growth Schedule – Fall Submit to: The Center via Epicenter (<i>Form A1</i>) <input type="checkbox"/> School Administrator Verification Form ❻ Submit to: The Center via Epicenter (<i>Form C5</i>)
September 21, 2023	Annual Nonprofit Corporation Information Update ❼ (<i>MCL 450.2911</i>) Submit to: Department of Licensing and Regulatory Affairs (LARA). The Center will conduct a review of LARA's website and confirm the submission was made. <input type="checkbox"/> AHERA Management Plan Approval Letter, Current 3-Year Asbestos Re-Inspection Report, and/or Exclusionary Document, if required ❹ Submit to: The Center via Epicenter
September 28, 2023	University Board of Trustees Meeting No submission to the Center is required
Dates Determined by the Center	MAP Growth – Fall Assessment Window To view your school's fall assessment window dates, visit www.thecenterforcharters.org/assessmentwindows . No submission to the Center is required
October 4, 2023	2023-2024 General Education and Special Education Student Count Day (<i>MCL 388.1606</i>) No submission to the Center is required
October 6, 2023	<input type="checkbox"/> 2023-2024 Preliminary Head Count ❹ – Fall Submit to: The Center – completed through an Epicenter task

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

MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
October 15, 2023	Deadline for the Public Presentation of the 2022-2023 Annual Education Report <i>(MCL 380.1204a)</i> No submission to the Center is required
October 18, 2023	<input type="checkbox"/> 2023-2024 Assessment Coordinator Verification – Fall Submit to: The Center via Epicenter (<i>Form A2</i>)
October 27, 2023	<input type="checkbox"/> 2023-2024 1st Quarter Financial Statements ② Submit to: The Center via Epicenter (<i>Sample Template F1</i>)
November 1, 2023	<input type="checkbox"/> 2022-2023 Board-Approved Audited Financial Statements, A-133 Single Audit, Management Letter and Any Other Audit Letters ⑩ <i>(MCL 388.1618)</i> Submit to: The Center via Epicenter and MDE <input type="checkbox"/> 2022-2023 Board-Approved Response to Any/All Material Weaknesses, as identified by the auditor, if required ⑪ Submit to: The Center via Epicenter – response may be included within the audited financial statements 2022-2023 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 ⑫ <i>(MCL 380.1177)</i> No submission to the Center is required Submit to: Local Health Department
November 15, 2023	<input type="checkbox"/> MAP Growth Winter Assessment Window Choice Submit to: The Center – completed through an Epicenter task
November 17, 2023	<input type="checkbox"/> Board Member Nomination Materials ⑨ – for consideration at the February 15, 2024 University Board of Trustees meeting Submit to: The Center – specific submission information provided separately
November 30, 2023	University Board of Trustees Meeting No submission to the Center is required
December 31, 2023	Online Qualifying Statement ⑬ <i>(MCL 141.2303)</i> No submission to the Center is required Submit to: Michigan Department of Treasury
Dates Determined by the School	MAP Growth – Winter Assessment Window (Optional) To view your school's winter assessment window dates, visit www.thecenterforcharters.org/assessmentwindows . No submission to the Center is required
January 17, 2024	<input type="checkbox"/> 2024-2025 Application and Enrollment Information ⑭ Submit to: The Center – completed through an Epicenter task
January 19, 2024	<input type="checkbox"/> Board Member Nomination Materials ⑨ – for consideration at the April 18, 2024 University Board of Trustees meeting Submit to: The Center – specific submission information provided separately
January 26, 2024	<input type="checkbox"/> 2023-2024 2nd Quarter Financial Statements ② Submit to: The Center via Epicenter (<i>Sample Template F1</i>)

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

MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
February 1, 2024	Immunization Records Report ⑫ (<i>MCL 380.1177</i>) No submission to the Center is required Submit to: Local Health Department
February 6, 2024	University Board of Trustees Meeting No submission to the Center is required
February 9, 2024	<input type="checkbox"/> Academy Roles Verification Application ⑩ Submit to: The Center – completed through an Epicenter task
February 14, 2024	2023-2024 General Education and Special Education Student Supplemental Count Day (<i>MCL 388.1606a</i>) No submission to the Center is required
February 16, 2024	<input type="checkbox"/> 2023-2024 Preliminary Head Count ⑨ – Supplemental Count Submit to: The Center – completed through an Epicenter task
February 22, 2024	<input type="checkbox"/> 2024-2025 Board-Approved Contract Amendment Request Resolution and Questionnaire Submit to: The Center via Epicenter (<i>Contract Amendment Resolution and Contract Amendment Questionnaire</i>)
March 20, 2024	<input type="checkbox"/> Transparency Reporting Certification Form ④ (<i>MCL 388.1618; MCL 380.503(6); MCL 29.19</i>) Submit to: The Center via Epicenter (<i>Form C3</i>)
March 28, 2024	<input type="checkbox"/> Board Member Nomination Materials ⑤ – for consideration at the June 27, 2024 University Board of Trustees meeting Submit to: The Center – specific submission information provided separately
April 8, 2024 – April 26, 2024	College Entrance SAT with Essay (Grade 11 – all students; Grade 12 – eligible students) No submission to the Center is required PSAT (Grade 8, 9, and 10) No submission to the Center is required
April 8, 2024 – May 17, 2024	2023-2024 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 11, 2024	ACT WorkKeys® (Grade 11 – all students; Grade 12 – eligible students) No submission to the Center is required
April 18, 2024	University Board of Trustees Meeting No submission to the Center is required
April 24, 2024	<input type="checkbox"/> 2023-2024 MAP Growth Schedule – Spring Submit to: The Center via Epicenter (<i>Form A3</i>)
April 25, 2024	ACT WorkKeys Make-Up (Grade 11 – all students; Grade 12 – eligible students) No submission to the Center is required
April 26, 2024	<input type="checkbox"/> 2023-2024 3rd Quarter Financial Statements ② Submit to: The Center via Epicenter (<i>Sample Template F1</i>)

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MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
Dates Determined by the Center	MAP Growth – Spring Assessment Window To view your school's spring assessment window dates, visit www.thecenterforcharters.org/assessmentwindows . No submission to the Center is required
May 1, 2024	<input type="checkbox"/> 2024-2025 Board-Approved Annual Calendar of Regularly Scheduled Board Meetings 15 (MCL 15.265) Submit to: The Center via Epicenter (Sample Template C1 or Sample Template C2)
	<input type="checkbox"/> 2024-2025 Board-Approved School Calendar/School Day Schedule (MCL 380.1284a) Submit to: The Center via Epicenter
May 29, 2024	<input type="checkbox"/> 2023-2024 Assessment Coordinator Verification – Spring Submit to: The Center via Epicenter (Form A2)
June 5, 2024	<input type="checkbox"/> 2024-2025 MAP Growth Optional Student Assessments Form Submit to: The Center via Epicenter (Form A4)
June 27, 2024	<input type="checkbox"/> Annual Expulsion Report and Website Report on Criminal Incidents Submit to: The Center – completed through an Epicenter task University Board of Trustees Meeting No submission to the Center is required
June 28, 2024	<input type="checkbox"/> Board Member Nomination Materials 9 – for consideration at the September 26, 2024 University Board of Trustees meeting Submit to: The Center – specific submission information provided separately
June 30, 2024	<input type="checkbox"/> 2024-2025 Board-Approved Annual Operating Budget – General Fund and Special Revenue Funds 16 (Public Act 2 of 1968) Submit to: The Center via Epicenter (Sample Template F2)

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

ADDITIONAL REQUIREMENTS

The following documents require submission within a certain number of days following school board action or other occurrences.

DUE DATE	CENTER DOCUMENT SUBMISSION
As Requested	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: https://www.thecenterforcharters.org/wp-content/uploads/2020/11/CID-Fillable.pdf . Submit to: The Center via Epicenter
	Reauthorization Materials Submit to: The Center – specific submission information provided separately
Prior to Occupancy	Certificate(s) of Use and Occupancy Submit to: The Center – specific submission information provided separately
Upon Posting/Notice	School Board Special Meeting Notice The school is required to provide a copy of the notice when it is posted at the school. Submit to: The Center via Epicenter
	School Board Meeting Cancellation Notice The school is required to provide notice of any meeting cancellations. Submit to: The Center via Epicenter
Upon School Board Action	Long-Term Financing Upon school board action to pursue long-term financing, the school is required to provide written notice of the school board's long-term financing plan. <ul style="list-style-type: none"> • At least 30 days prior to closing, the school is required to submit long-term financing closing documents with related materials (including long-term intercept requests, if applicable). Submit to: The Center – specific submission information provided separately
	Short-Term Financing <ul style="list-style-type: none"> • Michigan Finance Authority Borrowings (MFA) – Prior to closing, the school is required to: Request an Authorizer's Letter from the Center which must then be submitted by the school to the MFA with its application. After closing, the school is required to submit a copy of the MFA financing transcript. • Non-MFA Borrowings – At least 15 days prior to closing, the school is required to provide all closing documents, including any short-term intercept requests and related documentation, if applicable. Submit to: The Center – specific submission information provided separately
Annually Upon Renewal	The School and Educational Service Provider (ESP) Insurance Certificates Required to be submitted annually upon renewal. Submit to: The Center – specific submission information provided separately
30 Calendar Days	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, or as requested by the Center, refer to the Center's ESP Policies. Submit to: The Center – specific submission information provided separately
	Board-Reviewed Draft Matriculation Agreement(s) Required to be submitted 30 days prior to execution. Submit to: The Center – specific submission information provided separately
	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

ADDITIONAL REQUIREMENTS

The following documents require submission within a certain number of days following school board action or other occurrences.

DUE DATE

CENTER DOCUMENT SUBMISSION

30 Calendar Days

School's Insurance Policies

The school 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 school board approval and requires:

- Board-approved General Appropriations Resolution (GAR) at the functional level - https://www.thecenterforcharters.org/wp-content/uploads/2016/05/GAR_from_website.docx.
- Budget Detail, at the object-level, in a two-column format comparing the school board's prior board-approved budget to the current amended budget. Additional resources in Center's Budget Requirement Guide at <https://www.thecenterforcharters.org/fiscal/>.

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

Board-Approved Waiver Request(s) and Response(s), if applicable

The school 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 school is required to provide notice of any litigation or formal proceedings (including arbitration or mediation) initiated or received by the school 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 school 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 School's Random Selection Drawing.

Submit to: The Center via Epicenter (Form C4)

NOTES

- 1 **Academic Performance Report Review and Feedback.** Our office distributes a Center-generated Academic Performance Report for review and feedback by the school. If feedback is warranted or errors identified, school personnel should submit Form A10 via Epicenter. If no changes are necessary or following the school's review and confirmation of revisions, schools will acknowledge completion by checking the certification box in Epicenter. If you have specific questions, please contact our office's Performance Data Center at (989) 774-2100.
- 2 **Quarterly Financial Statements.** The school 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.
- 3 **Academy Roles Verification Application.** Epicenter users should work with administrators and board corresponding agents to ensure that the appropriate names and contact information is entered for the required roles. If you have specific questions, please contact Nichole Thrush at (989) 774-2100 or via email at nthrush@thecenterforcharters.org.
- 4 **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 school is appropriately fulfilling its reporting requirements, as mandated by applicable law. The Center will conduct various reviews on the school's website throughout the fiscal year to ensure the items contained within the Certification Form are represented on the website, as required.
- 5 **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: <https://www.thecenterforcharters.org/wp-content/uploads/2016/05/Change-in-Membership.pdf>; (3) Board Member Application for Board Appointment (see application at <https://www.thecenterforcharters.org/board-member-application-welcome/>).
- 6 **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>.
- 7 **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.
- 8 **AHERA Management Plan Approval Letter, Current 3-Year Asbestos Re-Inspection Report and/or Exclusionary Document, if required.** The submission is required to include an AHERA management plan approval letter, current 3-year asbestos re-inspection report along with a state-approved plan for each school site. If the school's building was built without asbestos-containing material, an exclusionary document from the school's architect or accredited building inspector 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 three-year inspection report, there will not be a due date added in Epicenter.
- 9 **Preliminary Head Count.** The submission is required to include the total number of students in attendance and the total number of students enrolled on the count day. The number of students reported should be in accordance with pupil eligibility requirements, consistent with the Michigan Pupil Accounting Manual.
- 10 **Audited Financial Statements, A-133 Single Audit, Management Letter and Any Other Audit Letters.** The school board is required to demonstrate a general understanding of its Audited Financial Statements and related letters prior to submission. To satisfy this item, the school 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.
- 11 **Board-Approved Response to Any/All Material Weaknesses, as identified by the auditor, if required.** The board-approved response should address any/all material weaknesses contained within the audit submission, as outlined in #9 above, and may be reported within the school's audited financial statements. No additional submission is required by the school if a material weakness was not identified by the auditor.
- 12 **Immunization Records Report.** The school is required to submit the list of new entrants and their immunization status. A financial penalty of 5% of the school's state school aid allocation may be assessed if the school's immunization rate is not at or above 90% as of November 1, 2023 and 95% as of February 1, 2024.
- 13 **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: http://www.michigan.gov/treasury/0,4679,7-121-1751_59214---,00.html.
- 14 **Application and Enrollment Information.** Upon receipt of the school'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 school'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 Close of Open Enrollment and/or prior to the school's Random Selection Drawing. The submission is required to include: the school's completed Application and Enrollment Results Form (Form C4).
- 15 **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.
- 16 **Board-Approved Annual Operating Budget – General Fund and Special Revenue Fund(s).** This submission requires: (1) Board-approved General Appropriations Resolution (GAR) at the functional available at https://www.thecenterforcharters.org/wp-content/uploads/2016/05/GAR_from_website.docx; (2) Budget Detail, at the object-level, in a three-column format that includes: (a) Last Year Actual (FY2022-2023 Audited Financial Statements); (b) Current Year Projection (most recent FY 2023-2024 Board-approved amended budget); and (c) Proposed Budget (FY2024-2025). Additional resources in the Center's Budget Requirement Guide at <https://www.thecenterforcharters.org/fiscal>.