



DPSCD AUTHORIZED CHARTER SCHOOLS MASTER CALENDAR OF REPORTING - 2019-2020

July 2019

- ❖ **July 7, 2019:** Budget Assumptions for the 2019-20 school year for academies reporting general fund balances of less than 5% of revenue for the 18-19 and 19-20 school years. **CEPI, Upload to Epicenter**
- ❖ **July 12, 2019:** Board-adopted 2019-20 budget. **Upload to Epicenter**
- ❖ **July 12, 2019:** Board-adopted 2019-20 budget posted under the Transparency Mitten on the school's website. **Please certify that this requirement has been completed in Epicenter and add link to the comments section of the certification.**
- ❖ **July 31, 2019:** April-June Quarterly Financial Report. Report must include Cash Flow Analysis, Balance Sheet, Detailed Income Statement or Statement of Revenues & Expenditures and Budget vs. Actual Report. **Upload to Epicenter**
- ❖ **July 31, 2019:** 2019-20 Academic Professional Development Calendar. **Upload to Epicenter**

August 2019

- ❖ **August 23, 2019:** Annual Conflict of Interest Form 2019-20 for each board member, except members appointed in 2019. **Upload to Epicenter**
- ❖ **August 23, 2019:** Annual Compliance with Applicable Laws Form for 2019-20. Board President must sign and date form. **Upload to Epicenter**
- ❖ **August 23, 2019:** Board resolution appointing Chief Administrative Officer; Freedom of information Act Coordinator; Title IX Coordinator; CHRI Representative & McKinney Vento Representative for 2019-2020. **Upload to Epicenter**
- ❖ **August 23, 2019:** 2019-20 Board member roster should include contact information and roles for board members, with mailing and e-mail addresses and phone numbers. **Upload to Epicenter**
- ❖ **August 23, 2019:** Board-adopted calendar of regularly scheduled meetings for 2019-2020. Must include school name, address, telephone number, dates, times and places of meetings and a statement indicating where the official minutes of school board meetings are stored & available for public inspection and Americans with Disabilities Act notice and post on building entrances. **Upload to Epicenter**
- ❖ **August 23, 2019:** ESP Due Diligence Questionnaire. Complete attached resource. **Upload to Epicenter**

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September 2019

- ❖ **September 2019 (as scheduled):** Follow-up Facility Inspection for Code Compliance, Asbestos, Health and Safety, Log of Emergency Drills. **Reminder**
- ❖ **September 6, 2020:** Charter contract & ESP Agreement upload to charter school website. **Certify in Epicenter**
- ❖ **September 5-October 17, 2019:** NWEA MAP Fall testing window. **Notice**
- ❖ **September 13, 2019:** 2019-20 Emergency Drill Schedule. Enter electronically on the Wayne County - Office of Homeland Security & Emergency Management website. You should receive a confirmation email. Please upload the confirmation to Epicenter. If you do not receive the confirmation email call Homeland Security at 734-728-3711. **Upload to Epicenter**
- ❖ **September 20, 2019:** Acknowledgement of Constitution Day programming, Protected Prayer Certification (Protected Eyewear Certification is no longer needed). **MEGS, Upload to Epicenter**
- ❖ **September 27, 2019:** Organizational Chart and information on Instructional/Non-instructional Staff for 2019-2020. **Upload to Epicenter**
- ❖ **September 27, 2019:** 2019-20 Curriculum Inventory for grades K-8 and 9-12. For schools that have new curriculum or new areas of their curriculum. For schools that do not have changes, upload document stating there are no changes. **Upload to Epicenter**
- ❖ **September 27, 2019:** Documentation that Special Education provisions are in accordance with ISD Plan for 2019-2020. **Upload to Epicenter**
- ❖ **September 30, 2019:** SE-4096 Special Education Actual Cost Report. **WRESA, CEPI, Upload to Epicenter**
- ❖ **September 30, 2019:** DS-4898 Preliminary Pupil Headcount Report (Only for PSAs adding Grade Level(s)). **MDE, Upload to Epicenter**

October 2019

- ❖ **October 2019 (as scheduled):** Teacher Certification/Highly Qualified/Criminal Background Check/Unprofessional Conduct Check. **Reminder**
- ❖ **October 1, 2019:** Annual Non-Profit Corporation information update for 2019. **Upload receipt to Epicenter**
- ❖ **October 2, 2019:** Fall student count day for State Aid FTE. **Reminder**
- ❖ **October 3, 2019:** Preliminary student count. **Upload preliminary student count to Epicenter.**
- ❖ **October 16, 2019:** First PSA Quarterly Meeting, Location TBD. **Notice**
- ❖ **October 25, 2019:** Fall NWEA MAP data, **Upload to Epicenter**
- ❖ **October 31, 2019:** July-September Quarterly Financial Report. Report must include Cash Flow Analysis, Balance Sheet, Detailed Income Statement or Statement of Revenues & Expenditures and Budget vs. Actual Report. **Upload to Epicenter**
- ❖ **October 31, 2019:** Signed board resolution indicating the board has met with their auditor, understand the audit and approve of its submission to the Michigan Department of Education. **Upload to Epicenter**

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November 2019

- ❖ **November 1, 2019:** Financial Information Database (FID). **CEPI, WRESA, certify in Epicenter**
- ❖ **November 1, 2019:** Audited Financial Statements/Management Letter for year ending June 30, 2019. WRESA-Electronic version sent to Kathie Emerick at emerickk@resa.net, **MDE at [MDE-FinAudit@Michigan.gov](mailto:FinAudit@Michigan.gov), Upload to Epicenter**
- ❖ **November 13, 2019:** Fall 2019 Michigan Student Data System (MSDS). All districts must certify data to MSDS by this date. **WRESA, CEPI, certify in Epicenter**
- ❖ **November 13, 2019:** Fall 2019 MSDS secured data files. **Upload to Epicenter**

December 2019

- ❖ **December 2, 2019:** Registry of Educational Personnel (REP) **CEPI, WRESA, certify in Epicenter**
- ❖ **December 2, 2019:** December School Fire Drills to Epicenter. **Upload to Epicenter**
- ❖ **December 6, 2019:** 2019-20 Highly Qualified Teacher Certification. **Upload to Epicenter**
- ❖ **December 6, 2019:** Updates to student and employee handbooks for 2019-2020, all handbooks should have the current school year listed on the cover. **Upload to Epicenter**
- ❖ **December 6, 2019:** FERPA Notice to Parents. **Upload to Epicenter**

January 2020

- ❖ **January 2020 (as scheduled):** Teacher Certification/Highly Qualified/Criminal Background Check/Unprofessional Conduct Check. **Reminder**
- ❖ **January 6-February 13, 2020:** Optional NWEA MAP Winter testing window. (Schools whose contracts expire June 30, 2020 are required to test all students.) **Notice**
- ❖ **January 31, 2020:** October-December Quarterly Financial Report. Report must include Cash Flow Analysis, Balance Sheet, Detailed Income Statement or Statement of Revenues & Expenditures and Budget vs. Actual Report. **Upload to Epicenter**
- ❖ **January 31, 2020:** 2018-19 Management response to Annual Audit. **Upload to Epicenter**

February 2020

- ❖ **February 12, 2020:** Supplemental Student Count for State Aid FTE. **Reminder**
- ❖ **February 13, 2020:** Supplemental Preliminary Student Count. **Upload to Epicenter**
- ❖ **February 21, 2020:** 2019-20 Board-adopted Enrollment and Selection Procedure to be used if the number of applicants for admission exceeds the grade capacity. **Upload to Epicenter**
- ❖ **February 21, 2020:** Winter NWEA MAP testing data, if academy opted into Winter testing window. **Upload to Epicenter**
- ❖ **February 21, 2020:** Winter NWEA MAP grade levels tested form. **Upload to Epicenter**
- ❖ **February 26, 2020:** Second PSA Quarterly Meeting, location TBD 12-3 p.m. **Notice**

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March 2020

- ❖ **March 6, 2020:** Dual Enrollment notification to students. **(High Schools Only) Upload to Epicenter**
- **March 25, 2020:** Spring 2020 Michigan School Data System (MSDS). All districts must have data submitted to MSDS by this date. **WRESA, CEPI, Certify in Epicenter**
- **March 31, 2020:** Board-approved changes such as school site, grade configuration, curriculum, educational program or other major changes. (Submit in Word format on school letterhead) **Upload to Epicenter**

April 2020

- ❖ **April 2020 (as scheduled):** Facility Inspection for Code Compliance, Asbestos, Health and Safety, Log of Emergency Drills. **Reminder**
- ❖ **April 1, 2020:** March School Tornado Drill to Epicenter. **Upload to Epicenter**
- ❖ **TBD 2020:** Annual Education Report (AER) **please certify completion in Epicenter**
- ❖ **April 13-May 29, 2020:** Spring 2020 testing windows for the M-STEP. Online testing for grades 5, 8, and 11: April 13 – May 8, 2020 & Online testing for grades 3, 4, 6, and 7: May 4, 2020 – May 29, 2020. **Notice**
- ❖ **April 23-June 8, 2020:** NWEA MAP Data Spring testing window. **Notice**
- ❖ **April 30, 2020:** January-March Quarterly Financial Report. Report must include Cash Flow Analysis, Balance Sheet, Detailed Income Statement or Statement of Revenues & Expenditures & Budget vs. Actual Report. **Upload to Epicenter**
- ❖ **April 30, 2020:** Board-approved recommendation of new board members for 2020-21. Upload DPSCD board application, resume, resolution for each proposed member. *Also as needed* **Upload to Epicenter**

May 2020

- ❖ **May 2020 (as scheduled):** Teacher Certification Highly Qualified/Criminal Background Check/Unprofessional Conduct Check. **Reminder**
- ❖ **May 1, 2020:** Board-adopted 2020-2021 School Calendar/School Day Schedule. Document must be adopted by the board. **Upload to Epicenter**
- ❖ **May 15, 2020:** 2019-20 Documentation demonstrating the charter school administered **ALL** state and authorizer required assessments. Please include name of test, grade levels tested and date tests given. **Upload to Epicenter**
- ❖ **May 15, 2020:** Board nomination resolution for members whose terms are due to expire at the end of school year. **Upload to Epicenter**
- ❖ **May 20, 2020:** Final PSA Quarterly Meeting, Location TBD, 12-3 p.m. **Notice**
- ❖ **May 29, 2020:** Certificate of Boiler Inspection for 2020-21. **Upload to Epicenter**
- ❖ **May 29, 2020:** 2020-21 PSA State Aid Note Application Authorizer Notification Form. **Upload to Epicenter**
- ❖ **May 29, 2020:** Board-adopted calendar of regularly scheduled meetings for 2020-2021. Must include school name, address, telephone number, dates, times and places of meetings and a statement indicating where the official minutes of school board meetings are stored & available for public inspection and Americans with Disabilities Act notice and post on building entrances. Upload to Epicenter

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June 2020

- ❖ **June 12, 2020:** Annual Operating Budget Notice of Public Hearing for 2020-21. **Copy of ad in newspaper of record. Upload to Epicenter**
- ❖ **June 15, 2020:** Spring NWEA MAP testing data. **Upload to Epicenter**
- ❖ **June 19, 2020:** Amended Budget for 2019-20 or statement that budget was reviewed, and no amendment was required. **Upload to Epicenter**
- ❖ **June 19, 2020:** Board-adopted Letter of Engagement for the independent financial audit of the year ending June 30, 2020. **Upload to Epicenter**
- ❖ **June 21, 2020:** 2020-21 New Pupil Accounting Forms. **WRESA, Upload to Epicenter**
- ❖ **June 30, 2020:** Completed End of Year School Safety Drill Compliance Form. **Upload to Epicenter**
- ❖ **June 30, 2020:** Michigan Student Data System (MSDS) EOY data. All districts must have data submitted to MSDS by this date. Registry of Educational Personnel (REP), School Infrastructure Database (SID). **WRESA, CEPI, Certify in Epicenter**
- ❖ **June 30, 2020:** Single Building District Improvement Plan (SBDIP) and updates for 2020-21 **WRESA, CEPI, Certify in Epicenter**

July 2020

- ❖ **July 7, 2020:** Budget Assumptions for the 2020-21 school year for academies reporting general fund balances of less than 5% of revenue for the 18-19 and 19-20 school years. **CEPI, Upload to Epicenter**
- ❖ **July 10, 2020:** Board-adopted 2020-21 budget. **Upload to Epicenter**
- ❖ **July 10, 2020:** Board-adopted 2020-21 budget posted under the Transparency Mitten on the school's website. **Please certify that this requirement has been completed in Epicenter**
- ❖ **July 31, 2020:** April-June Quarterly Financial Report. Report must include Cash Flow Analysis, Balance Sheet, Detailed Income Statement or Statement of Revenues & Expenditures and Budget vs. Actual Report. **Upload to Epicenter**
- ❖ **July 31, 2020:** 2020-21 Academic Professional Development Calendar. **Upload to Epicenter**

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