



Indianapolis
Gregory A. Ballard, Mayor

**MASTER CALENDAR
OF REPORTING REQUIREMENTS**
for Mayor-Sponsored Charter Schools

2012 - 2013

Office of the Mayor
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MASTER CALENDAR OF REPORTING REQUIREMENTS 2012-2013 SCHOOL YEAR

The following calendar includes deadlines for submitting key information to the Mayor's Office as of May 2012. The requirements outlined in this calendar are not all-inclusive and are subject to change. The Mayor's Office will attempt to notify all charter schools of changes in the calendar and/or reporting requirements and will give schools a reasonable period of time to meet any altered deadlines for providing information that the Mayor's Office requires.

Required reports are listed based on the month they are due. All reporting requirements should be sent electronically by the 15th of each month to the recipient specified.

June 2012

All documents listed for the month should be provided electronically by the 15th to the *Governance & Leadership Performance Analyst* within the Mayor's Office.

	Quarterly Report (see enclosed template)
	Quarterly compliance certification letter
	Minutes from April & May Board meetings
	Board Policies – Submit only if policies have been changed or amended since June 2011
	Bylaws – Submit only if the board adopted additional bylaws or amended the existing bylaws since June 2011
	Articles of Incorporation- Submit only if they have been changed since June 2011
	Updated roster for Board of Directors, including resumes and verification of background checks for any new members.
	Updated employee spreadsheet noting new hires and resignations
	Copies of valid, updated licenses or permits for each teacher on staff
	2012-13 Staff and Family/Student Handbooks (including school policies)

July 2012

All documents listed for the month should be provided electronically by the 15th to the *Academic Performance Analyst* within the Mayor's Office.

	School calendar for upcoming school year
	Projected enrollment for <u>upcoming school year</u> for <u>each grade level</u> in the school
	Projected enrollment by grade level for <u>each of the remaining years</u> of the charter
	Required information for 2012 graduates (for Student Tracker)
	Submit comprehensive special education plan only if plan has been modified since June 2011
	Submit curriculum plan only if plan has been modified since June 2011

MASTER CALENDAR OF REPORTING REQUIREMENTS 2012-2013 SCHOOL YEAR

August 2012

All documents listed for the month should be provided electronically by the 15th to the *Financial Performance Analyst* within the Mayor's Office.

	Quarterly financial statement for 6/30/2012
	Electronic copy of Biannual Financial Statement (Form 9) submitted to the IDOE
	Most recent State Board of Accounts examination, if published since last meeting
	Submit new/updated insurance policies/certificates
	Financial summary for 2011-2012 fiscal year including a budget vs. actual analysis
	Documentation of loans or other debt outstanding for the charter school
	Final, board-approved 2012-2013 FY budget

September 2012

All documents listed for the month should be provided electronically by the 15th to the *Governance & Leadership Performance Analyst* within the Mayor's Office.

	Quarterly Report (see enclosed template)
	Quarterly compliance certification letter
	Minutes from June, July & August Board meetings
	Updated roster for Board of Directors, including resumes and verification of background checks for any new members (only if new members have been added since June 2012)
	Updated employee spreadsheet noting new hires and resignations
	Copies of valid, updated licenses or permits for each new teacher on staff
	Schedule of Board meetings for 2012-13
	Organizational chart, including all levels of school personnel

October 2012

All documents listed for the month should be provided electronically by the 15th to the *Academic Performance Analyst* within the Mayor's Office.

	Electronic copy of enrollment count information DOE-ME (membership) Report. Minimum elements required: STN, grade level, and student residence.
	Electronic copy of DOE-LM Language Minority Report, which includes information on language minority students for the previous school year

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November 2012

All documents listed for the month should be provided electronically by the 15th to the *Financial Performance Analyst* within the Mayor's Office.

	Quarterly financial statement for 9/30/2012
	Most recent State Board of Accounts examination, if published since last meeting

December 2012

All documents listed for the month should be provided electronically by the 15th to the *Governance & Leadership Performance Analyst* within the Mayor's Office.

	Quarterly Report (see enclosed template)
	Quarterly compliance certification letter
	Minutes from September, October, & November Board meetings
	Updated roster for Board of Directors, including resumes and verification of background checks for any new members (only if new members have been added since June 2012)
	Updated employee spreadsheet noting new hires and resignations
	Copies of valid, updated licenses or permits for each new teacher on staff

January 2013

All documents listed for the month should be provided electronically by the 15th to the *Academic Performance Analyst* within the Mayor's Office.

	Electronic copy of DOE-GR Graduation Report submitted to the IDOE for 2012 graduates
	Copy of school's financial literacy curriculum and plans for delivering the curriculum to students (in compliance with Indiana Code 20-30-5-19) <i>*applicable only to schools serving 8th – 12th grades*.</i>
	ISTEP+, ECA and I-READ testing schedules for all grades / teachers
	Written documentation of recruitment strategies, application procedures, lottery, and wait list processes for the upcoming school year (including lottery date and location)

February 2013

All documents listed for the month should be provided electronically by the 15th to the *Financial Performance Analyst* within the Mayor's Office.

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	Quarterly financial statement for 12/31/2012
	Most recent State Board of Accounts examination, if published since last meeting
	Electronic copy of Biannual Financial Statement (Form 9) submitted to the IDOE
	Accrual-based gap audit conducted by an independent, licensed audit firm for the 2011-12 fiscal year

March 2013

All documents listed for the month should be provided electronically by the 15th to the *Governance & Leadership Performance Analyst* within the Mayor's Office.

	Quarterly Report (see enclosed template)
	Quarterly compliance certification letter
	Minutes from December, January, & February Board meetings
	Updated roster for Board of Directors, including resumes and verification of background checks for any new members (only if new members have been added since June 2012)
	Updated employee spreadsheet noting new hires and resignations
	Copies of valid, updated licenses or permits for each new teacher on staff

April 2013

All documents listed for the month should be provided electronically by the 15th to the *Academic Performance Analyst* within the Mayor's Office.

	Electronic copy of enrollment count information DOE-ME (membership) Report. Minimum elements required: STN, grade level, and student residence.
	Electronic copy of DOE-SE Special Education Report submitted to the IDOE

May 2013

All documents listed for the month should be provided electronically by the 15th to the *Financial Performance Analyst* within the Mayor's Office.

	Quarterly financial statement for 3/31/2012
	Most recent State Board of Accounts examination, if published since last meeting
	Projected budget for upcoming fiscal year which begins July 1 st , including number of enrolled students upon which the budget is based.

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Quarterly report template

<p>Note: For each item below, please indicate if the item is applicable or not applicable for the reporting month. If an item is applicable, please provide an explanation in the space provided.</p>	
School Name:	
Date:	
Current school enrollment:	
List of students expelled during the month	
Lists and contact information of any individuals leaving or joining the Board	
Lists and contact information of any individuals who are resigning from or expecting to hold an employed position in the Charter School, including any leadership, teaching, or administrative personnel.	
Any conflict of interest issues that arose between the Board of Directors and the school, and the method for resolution of the issue.	

