



OFFICE of EDUCATION INNOVATION

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

2017-2018

Office of the Mayor
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Overview

The following calendar includes deadlines for submitting key information to the Office of Education Innovation (OEI) during the 2017-2018 school year. The requirements outlined in this calendar are not all-inclusive and are subject to change. OEI will attempt to notify all 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 OEI requires. Required reports are listed based on the month due, and are no longer organized by framework area.

All reporting requirements should be submitted electronically by the 1st of each month to the school's [Charter Achievement Portal \(CAP\)](#) profile. OEI will provide schools with training and login information during Charter Workshop in June 2017. If necessary, board approved charter amendment requests should be submitted to OEI between **July 1st and July 15th**. OEI will review and respond to submitted amendments between July 15th and July 1st for boards to approve at following open board meeting. Please submit board approved charter amendments via email to your assigned governance analyst as well as Brian Dickey at Brian.Dickey@Indy.Gov.

July 2017		Sub-Indicator	
	Artifact/Source	Informed	Rated
	Quarterly Report using Excel template (Quarter 4)	1.5	3.2
	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 May)	3.3	3.2
	Updated employee spreadsheet noting new hires, resignations, license numbers including expiration dates, permits and verification of background checks using attached template	3.1	3.2
	Updated 2017-18 Schedule of Board meetings	3.2	3.2
	Annual Compliance Letter using template (for 2017-18 school year)	3.2	3.2
	School calendar for upcoming school year	3.1	3.2
	School-Specific academic and non-academic goal results for the 2016-17 school year	1.7	3.2
	Assessment calendar for 2017-18 school year	3.1	3.2
	Board approved 2017-18 budget	2.1	2.3
	Board approved letter of engagement from accounting firm performing accrual based audit	2.3	2.3
	Submit verification of pre-audit planning meeting/activities in provided template	2.3	2.3
	Submit a copy of updated board policies	3.3	3.2
	Submit a copy of updated bylaws	3.3	3.2
	Submit a copy of updated Articles of Incorporation	3.3	3.2



July 2017		Sub-Indicator	
	Board approved charter amendment requests (if applicable)	3.2	3.2

All **financial** documents listed for the month should be provided electronically by **August 1st** but no later than 4 business days prior to the quarterly compliance meeting to the school's profile of the Charter Achievement Portal (CAP). All other required documents should be submitted electronically by **August 1st**.

Please note that if financial data is received less than 4 business days prior to the scheduled meeting time, OEI reserves the right to take the following actions:

- 1) First occurrence: OEI will run the data but will provide a written warning
- 2) Second and subsequent occurrences: OEI will NOT run data prior to our meeting and will formally document the incident in the financial reporting requirements section of the performance framework

August 2017		Sub-Indicator	
	Artifact/Source	Informed	Rated
	Quarterly financial statement through 6/30/2017 including budget vs. actual analysis	2.1	2.3
	Electronic copy of Biannual Financial Statement (Form 9) submitted to the IDOE	IDOE	2.3
	Submit new/updated insurance policies/certificates	3.2	2.3
	Documentation of loans or other debt outstanding for the charter school	2.2	2.3
	Submit a copy of 2017-2018 School Handbook(s)	3.1	3.2
	Submit evidence of school leader performance evaluation (building and network leaders)	3.4	3.2
	Organizational chart for 2017-18 school year (including all levels of school personnel)	3.1	3.2
	Updated school leader resume for new leaders (building and network leaders)	3.1	3.2

All documents listed for the month should be submitted electronically by September 1st to the school's profile on the Charter Achievement Portal (CAP).

September 2017		Sub-Indicator	
	Artifact/Source	Informed	Rated
	Board Approved Minutes – May, June and July meetings	3.1, 3.3,3.4	3.2

All documents listed for the month should be provided electronically by **October 1st** to the school's profile on the Charter Achievement Portal (CAP).

October 2017		Sub-indicator	
	Artifact/Source	Informed	Rated
	Quarterly Report using Excel template (Quarter 1)	1.5	3.2
	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 May)	3.3	3.2
	Updated employee spreadsheet noting new hires, resignations, license numbers including expiration dates, permits and verification of background checks using attached template	3.1	3.2
	Any necessary School-specific Educational Goal benchmark data	1.7,3.6	3.2

All **financial** documents listed for the month should be provided electronically by **November 1st** *but no later than 4 business days prior to the quarterly compliance meeting* to the school's profile on the Charter Achievement Portal (CAP)..

- 1) Please note that if financial data is received less than 4 business days prior to the scheduled meeting time, OEI reserves the right to take the following actions First occurrence: OEI will run the data but will provide a written warning
- 2) Second and subsequent occurrences: OEI will NOT run data prior to our meeting and will formally document the incident in the financial reporting requirements section of the performance framework

November 2017		Sub-indicator	
	Artifact/Source	Informed	Rated
	Quarterly financial statement through 9/30/2017 including budget vs. actual analysis	2.1	2.3
	Draft audit must be submitted to the SBOA by 11/30/17; accounting firm should CC <u>the school's assigned finance analyst</u> on any communications with the SBOA.*	2.3	2.3
	Student Address Report (formerly known as the DOE-SR report)	1.6	3.2

*Note: Failure to submit the audit in a timely fashion or notify OEI that the audit has been submitted to SBOA will result in the delay being noted in the school's accountability report. Schools are expected to engage in vendor management to ensure that the deadline is met.

All documents listed for the month should be provided electronically by **December 1st** to the school's profile on the Charter Achievement Portal (CAP).

December 2017		Sub-Indicator	
	Artifact/Source	Informed	Rated
	Board Approved Minutes – August, September and October meetings	3.1, 3.3,3.4	3.2

All documents listed for the month should be provided electronically by **January 1st** to the school's profile on the Charter Achievement Portal (CAP).

If necessary, board approved charter amendment requests should be submitted to OEI between **January 1st and January 15th**. OEI will review and respond to submitted amendments between January 15th and January 1st for boards to approve at following open board meeting.

January 2018		Sub-indicator	
	Artifact/Source	Informed	Rated
	Quarterly Report (Quarter 2)	1.5	3.2
	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 August)	3.3	3.2
	Updated employee spreadsheet noting new hires, resignations, license numbers including expiration dates, permits and verification of background checks using attached template	3.1	3.2
	Updated 2017-18 Schedule of Board meetings	3.2	3.2
	Written documentation of recruitment strategies, application procedures, lottery, and wait list processes for the upcoming school year (including lottery date and location)	3.1	3.2
	Any necessary School-specific Educational Goal benchmark data	1.7, 3.6	3.2
	Board approved charter amendment requests (if applicable)	3.2	3.2



All documents listed for the month should be provided electronically by **February 1st** but *no later than 4 business days prior to the quarterly compliance meeting* to the school's profile on the Charter Achievement Portal (CAP).

Please note that if financial data is received within 24 hours or less of the scheduled meeting time, OEI reserves the right to take the following actions:

- 1) First occurrence: OEI will run the data but will provide a written warning
- 2) Second and subsequent occurrences: OEI will NOT run data prior to our meeting and will formally document the incident in the financial reporting requirements section of the performance framework

February 2018		Sub-indicator	
	Artifact/Source	Informed	Rated
	Quarterly financial statement through 12/31/2016 including budget vs. actual analysis	2.1	2.3
	Electronic copy of Biannual Financial Statement (Form 9) submitted to the IDOE	IDOE	2.3
	ISTEP+, ECA* and I-READ testing schedules for all grades / teachers	3.1	3.2

All documents listed for the month should be provided electronically by **March 1st** to the school's profile on the Charter Achievement Portal (CAP).

March 2018		Sub-indicator	
	Artifact/Source	Informed	Rated
	Any necessary School-specific Educational Goal benchmark data	1.7, 3.6	3.2
	Board Approved Minutes – November, December and January meetings	3.1, 3.3,3.4	3.2

The following quarterly compliance documents are still required to be sent electronically to the school's profile on the Charter Achievement Portal (CAP) by **April 1st**.

April 2018		Sub-indicator	
	Artifact/Source	Informed	Rated
	Quarterly Report using Excel template (Quarter 3)	1.5	3.2
	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 November)	3.3	3.2
	Updated employee spreadsheet noting new hires, resignations, license numbers including expiration dates, permits and verification of background	3.1	3.2
	Updated 2017-18 Schedule of Board meetings	3.2	3.2



All documents listed for the month should be provided electronically by **May 1st but no later than 4 business days prior to the quarterly compliance meeting** to the school's profile on the Charter Achievement Portal (CAP).

Please note that if financial data is received less than 4 business days prior to the scheduled meeting time, OEI reserves the right to take the following actions

- 1) First occurrence: OEI will run the data but will provide a written warning
- 2) Second and subsequent occurrences: OEI will NOT run data prior to our meeting and will formally document the incident in the financial reporting requirements section of the performance framework

May 2018		Sub-indicator	
	Artifact/Source	Informed	Rated
	Quarterly financial statement through 3/31/17 including budget vs. actual analysis	2.1	2.3
	Projected budget for upcoming fiscal year which begins July 1 st , including number of enrolled students upon which the budget is based	2.1	2.3

All documents listed for the month should be provided electronically by **June 1st** to the school's profile on the Charter Achievement Portal (CAP).

June 2018		Sub-indicator	
	Artifact/Source	Informed	Rated
	Board Approved Minutes – February, March and April meetings	3.1, 3.3,3.4	3.2
	2018-19 Schedule of Board Meetings	3.2	3.2
	Signed Board Assurance Forms	3.2	3.2