

Master Calendar of Reporting Requirements

Month	Report	Submit To:
July	Annual Adopted Budget	Marie Carroll
	Survey 5	Marie Carroll
	Inspections	Marie Carroll
	Facilities Report	Carla McMullen
August	Governing Board Meeting List	Marie Carroll
	Charter School Proposals	Carla McMullen
	Volunteer Background Options Form	Carla McMullen
	Annual Cost Report	Marie Carroll/Rose Loudon
	Unaudited Financial Statements	Marie Carroll
	Survey 6	Marie Carroll
September	Survey 2	Marie Carroll
	Annual Financial Audit	Marie Carroll
	Federal Court Report	Carla McMullen
October	Draft Accountability Plan-Renewal	Carla McMullen
	Renewal Process Document	Carla McMullen
	Renewal Site Visit	Carla McMullen
	Academic Evaluation	Brian Warren
	Parent Notifications	Marie Carroll
November	Annual Report	Marie Carroll
	Accountability Progress Report	Carla McMullen
	Property Inventory Listing	Marie Carroll
	Form 990 or Extensions	Marie Carroll
January	Survey 3	Marie Carroll
February	Start Up Grant	Carla McMullen
	Out of Field/Not Highly Qualified	Marie Carroll
	Projected Enrollment	Carla McMullen
March	Annual Renewal Charter Leave	Personnel Department
April	Projected FTE	Finance
	Draft Accountability Plan-New	Carla McMullen
	K-12 Reading Comprehension Participation	Carla McMullen
June	Graduation Requirements	Carla McMullen
	Pre-Opening Visits	Marie Carroll
	Accountability Plan-Final for New	Carla McMullen



MASTER CALENDAR OF REPORTING REQUIREMENTS FOR CHARTER SCHOOLS July 1, 2009 – June 30, 2010

Due Date

July 1, 2009

Report Description

Adopted Annual Budget – School is to submit their Governing Board approved Annual Budget for the 2009-2010 school year.

July 2009

Pre-Opening Checklist – (for all new charter schools to open August 2009) Prior to July 10th, have all final documentation on checklist available at school site. A site visit will be scheduled for new charter schools in the beginning of July. Most existing charter schools will have their site visit conducted in June.

July 17, 2009

Survey 5 (Staff Demographic Information) – All 2008-2009 charter schools who have their own employees are responsible for submitting this data for FTE funding. The template and instructions are available on the Choice website at www.polk-fl.net, keyword School Choice, link for Charter School Documents. Submit report via email to marie.carroll@polk-fl.net.

July 15, 2009

Inspections, etc – All charter schools to submit copies of Health Inspection, Fire Inspection, Certificate of Occupancy, and Insurance Certificates for 2009-2010 (if not already submitted during Pre-Opening Site Visit).

July 16, 2009

Facilities Report – Each charter school is to submit information requested by DOE regarding their facility. An email will be sent with the specific information needed.

July 30, 2009

Charter School Meeting – all charter schools to attend meeting with Office of Magnet, Choice and Charter Schools for updates on the 2009-2010 school year. Date and time will be scheduled closer to June.

August 1, 2009

Governing Board Meetings – Each charter school is to submit a list of Governing Board Meetings for the 2009-2010 school year, including date, time and location of each meeting, if not already provided with pre-opening site visit.

August 3, 2009

Charter School Proposals – Proposals from new charter applicants are due no later than 5 PM to the Office of Magnet, Choice and Charter Schools.

- August 6, 2009 *Volunteer Background Compliance Form* – Each charter school annually should notify the district what method they will use to comply with the requirements of the Jessica Lunsford Ace with regards to Volunteers by completing the Option Form and submitting to Carla McMullen by courier or fax. In future years, this will be completed by July 1st.
- August 15, 2009 *Annual Cost Report* – due to Finance, Attn: Rose Loudon (or per date as stated in each charter school contract.)
- August 15, 2009 *Unaudited Financial Statements* – Each charter school is to submit an Unaudited Financial Statement to the Office of Magnet, Choice and Charter Schools and Finance Department. (New charter schools opening August 2009 excluded first year of operation)
- August 17, 2009 *Survey 6 (Staff Demographic Information)* – All 2009-2010 charter schools who have their own employees are responsible for submitting this data for FTE funding. A report is not required for this survey only, but each school must update all instructional staff information, if needed, by completing a PAF or similar form chosen by the school and submit to Human Resource Services
- September 25, 2009 *Survey 2 (Staff Demographic Information)* – All 2009-2010 charter schools who have their own employees are responsible for submitting this data for FTE funding. The template and instructions will be forwarded to each school prior to this date. Submit report via email to marie.carroll@polk-fl.net
- September 30, 2009 *Annual Financial Audit* – Each charter school is to submit an Annual Financial Audit to the Office of Magnet, Choice and Charter Schools and Finance Department as well as submit a copy directly to DOE by their due date. (New charter schools opening August 2009 excluded first year of operation)
- October 2009 *Federal Court Report* – All schools in Polk County are required to report information for the PCSB Report to the Federal Courts regarding desegregation and staff demographics. Information will be provided to each school and corrected reports are to be submitted to Judy Butler in Business Services via email.

- October 1, 2009 *Draft Accountability Plan* – All renewing charter schools must submit their draft Accountability Plan covering five years to the Office of Magnet, Choice and Charter Schools via email attachment to Carla McMullen at carla.mcmullen@polk-fl.net
- October 1, 2009 *Renewal Process Document* – All renewing charter schools with contracts ending June 30, 2010 must submit their Renewal Process Document as specified during the Renewal Orientation held with each school August 2009. Renewal Schools must submit 15 unbound copies of all documentation in final format to Office of Magnet, Choice and Charter Schools, Attn: Carla McMullen, no later than 5:00 PM on this date. No late submissions will be accepted.
- October 5-9, 2009 *Renewal Site Visit and Academic Evaluation* – (only for charters renewing their contracts) A site visit will be scheduled and conducted over this period of time. The Renewal Site Visit Checklist and previous Academic Evaluation will provided to each charter school during the Renewal Process Orientation.
- October 12, 2009 *Parental Notifications* (Out-of-Field and/or Not Highly Qualified Teachers) – Each charter school is to provide documentation to the Office of Magnet, Choice and Charter Schools, Attn: Marie Carroll showing that they have met the requirement of notifying all parents of students who are taught by an out-of-field or not highly qualified teacher, including the list of teachers, a sample letter sent to parents, and board approved minutes approving each teacher to teach out-of-field.
- November 2009 *Annual Report* – (first year charters are exempt) All charter schools completing their first year or more must submit the DOE Internet Annual Report per the due dates provided by DOE. This report is provided to the District upon submission electronically.
- November 2009 *Accountability Progress Report* – (all charter schools who have completed an Accountability Plan) An annual Accountability Plan Progress Report on all sponsor approved accountability plan goals and objectives must be included in the DOE Annual Report online submission or reported in a separate Progress Report at the same time as the DOE Annual Report to the attention of Carla McMullen, Office of Magnet, Choice and Charter Schools.

- November 2009 *Property Inventory Listing* – Each charter school is to submit the cumulative property listing as specified in contract with the DOE Annual Report to the Office of Magnet, Choice and Charter Schools.
- November 2009 *Accountability Plan Training* – All new charter schools required to submit an Accountability Plan by June 30, 2010 must attend this training.
- November 15, 2009 *Form 990* – Each charter school is required to file their Form 990 for the 2008/2009 fiscal year no later than the 15th day of the 5th month after their year end (November 15), or file for an automatic extension using the Form 8868. Each charter school is required to submit a copy of the Form 990 after all extension have expired, and, if filed, Form 8868 to the attention of Marie Carroll, Office of Magnet, Choice and Charter Schools.
- January 22, 2010 *Survey 3 (Staff Demographic Information)* - All 2009-2010 charter schools who have their own employees are responsible for submitting this data for FTE funding. The template and instructions will be forwarded to each school prior to this date. Submit report via email to marie.carroll@polk-fl.net
- February 2010 *Start Up Grant* – (only for new charters beginning 1st year of operation 2010-2011) Once information received from DOE, actual due dates will be sent to appropriate charter schools.
- February 15, 2010 *Parent Notifications* – Each charter school is to provide documentation to the Office of Magnet, Choice and Charter Schools, Attn: Marie Carroll showing that they have met the requirement of notifying all parents of students who are taught by an out-of-field or not highly qualified teacher, including list of teachers, sample letter sent to parents, and board approved minutes approving each teacher to teach out-of-field.
- February 26, 2010 *Projected Enrollment* – Each charter school (as stated in individual contracts) is to report their projected enrollment to the Office of Magnet, Choice and Charter Schools. A form to be completed will be provided to each school.

- March 15, 2010 *Annual Renewal of Charter School Leave* – All charter school employees on PCSB Charter School Leave must submit an annual leave form to the Sponsor’s personnel department on or before March 15, 2010. It is the responsibility of the individual employee to ensure that this letter is submitted to the Sponsor’s personnel department.
- April 2010 *Projected FTE* – Each charter school is to report their projected FTE to the Finance Department. An email request will be sent to each school for this information.
- April 15, 2010 *Accountability Plan* – All charter schools in their 1st year of operation required to submit an Accountability Plan by June 2010 must submit a draft to the Office of Magnet, Choice and Charter Schools, Attn: Carla McMullen
- April 30, 2010 *K-12 Reading Comprehension Participation Form* – All charter schools serving grades K-12 must submit a completed K-12 Reading Comprehension Participation Form stating if they wish to participate or not participate in the districts reading plan.
- June 1, 2010 *Graduation Requirements Certification* – on or before June 1st of each year, each charter school graduating high school students must submit a letter of certification stating that all students graduating have met the minimum requirements for graduation per Florida Statutes.
- June 2010 *Pre-Opening Checklist and Site Visits* – (for all charter schools, including new schools to open August 2010) have all final documentation on checklist available at school site. A site visit will be scheduled for existing charter schools in June. A site visit will be scheduled for new charter schools prior to July 10th.
- June 30, 2010 *Accountability Plan* – (for all new charter schools completing 1st year of operation) submit final Accountability Plan to Office of School Choice, Attn: Carla McMullen.

Meetings and Reports without specific due dates or reoccurring:

- Office of Magnet, Choice and Charter Schools Quarterly Charter School Directors’ meetings as needed
- Quarterly Site Visits – as scheduled by Specialist
- Monthly Financial Statements (to include Revenue/Expenditures and Balance Sheet) as stated in each charter school contract
- Start Up Grant receipt submissions and final submissions as directed by DOE Project Award Notification Letter and as emailed per Specialist closer to end date.