

Calendar of Reporting Requirements

August

August 1

- Update **roster of Academy Board**. The roster must include members' official beginning and ending date of appointment, position on the board and full contact information (i.e., home address, phone number, e-mail, etc.) *Update and resubmit regularly as changes occur.*
- **Updated list of PSA administration, office staff, and the school improvement team.** *Update and resubmit regularly as scheduled changes occur.*
- **Salary schedules** for all current positions.
- **Academy Board meetings schedule** (update and resubmit regularly as schedule changes occur)
- **Proposed Annual Budget**
- **School Calendar**

August 15

- Annually renewed and executed **Articles of Incorporation**
- **Copy of the management company business license** documenting that it is authorized to conduct business in Michigan
- Submit **copies of all new State Fire Marshal inspections, approvals, and building permits**

September

September 1

- Submit the School Improvement Plan through the MICIP platform and post on the Academy's website

September 15

- Submit **agendas of academy board meetings, meeting announcements and approved minutes** (signed by the president of the Board or his/her designee-*within one month from the date of the meeting*)

October

October 20

- **First Quarterly Operation Report and budget balance sheets** for the period of July 1 through September 30
- **Instructional & Non-Instructional Staff Report.** *(Please use template as provided)*
- **Academy Board Member Annual Conflict of Interest Disclosure**
- **Annual Report**
- Submit **agendas of academy board meetings, meeting announcements and approved minutes** (signed by the president of the Board or his/her designee-*within one month from the date of the meeting*)

October 31

- **Audit Report with management letter** (within 120 days after completion of audit, but no later than October 31). *Submit audit report and management letter to Wayne RESA.*

November

November 17

- **FTE Audit** Due to ISD
- Submit **agendas of academy board meetings, meeting announcements and approved minutes** (signed by the president of the Board or his/her designee-*within one month from the date of the meeting*)

December

December 1

- **Certificate of Continuing Compliance**

December 15

- Submit **agendas of academy board meetings, meeting announcements and approved minutes** (signed by the president of the Board or his/her designee-*within one month from the date of the meeting*)

January

January 15

- **Second Quarterly Operations Report and budget balance sheets** for the Period of October 1 through December 31
- Submit **agendas of academy board meetings, meeting announcements and approved minutes** (signed by the president of the Board or his/her designee-*within one month from the date of the meeting*)

February

February 15

- Submit **agendas of academy board meetings, meeting announcements and approved minutes** (signed by the president of the Board or his/her designee-*within one month from the date of the meeting*)

March

March 15

- Submit **agendas of academy board meetings, meeting announcements and approved minutes** (signed by the president of the Board or his/her designee-*within one month from the date of the meeting*)

April

April 15

- **Third Quarterly Operation Report and budget balance sheets** for the period of January 1 through March 31

- Submit **agendas of academy board meetings, meeting announcements and approved minutes** (signed by the president of the Board or his/her designee-*within one month from the date of the meeting*)

April 30

- Post the **Annual Education Report (AER) and cover letter** on the school website no later than May 31. Inform parents and community of the AER availability and make paper copies for review. Conduct a public meeting to review the AER.

May

May 15

- Submit **agendas of academy board meetings, meeting announcements and approved minutes** (signed by the president of the Board or his/her designee-*within one month from the date of the meeting*)

May 31

- **AER posted**

June

June 15

- Submit **agendas of academy board meetings, meeting announcements and approved minutes** (signed by the president of the Board or his/her designee-*within one month from the date of the meeting*)
- Provide timely **progress reports** on authorizer's recommendations as associated with renewal of charter contract

July

July 1

- Submit **minutes of the public meeting** to review the Annual Education Report (AER)

July 15

- **Fourth Quarterly Operation Report and budget balance sheets** for the period of April 1 through June 30

- Submit **agendas of academy board meetings, meeting announcements and approved minutes** (signed by the president of the Board or his/her designee-*within one month from the date of the meeting*)

Ongoing Requirements

- Submit **Board member resignation letters, changes in the Board officer list and contact information** (immediately as changes occur)
- **Copies of signed Oath of Office and letters of acceptance** by new or reappointed board members (*Upon approval by the RESA Board of Education*)
- Submit **recommendation to the RESA Board of Education** to renew Board appointments or to fill vacancies on the academy Board of Directions. Please note the following:
 - **New Appointments:** Please submit **member reappointment requests**

to the Wayne RESA Board 30 calendar days in advance of the member's term expiration date.

- **Reappointments:** Please submit **member reappointment requests** to the Wayne RESA Board 30 calendar days in advance of the member's term expiration date.

- **Conflict of Interest Disclosure:** All academy board members must complete the Conflict of Interest Disclosure. In addition, the disclosure must be completed by applicants to the Board of Directors at the time of application.
- Notify RESA of **3rd part contracts, names of recipients, and amounts** as approved by the academy's board
- Submit **new job postings** (as openings occur)
- Verify the Educational Entity Master (**EEM**) to ensure smooth data transmission to CEPI



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Wayne RESA
Office of Public Schools Academies
33500 Van Born RD
Wayne, MI 48184
<https://www.resa.net>

Additional Information

For additional information on state collection timelines, please link to the following documents on the Center for Educational Performance and Information (CEPI) website:

Link

*CIMS (Continuous Improvements and Monitoring System) is an online tool of the Office of Special Education and Early Intervention Services at the Michigan Department of Education. It is used to help locals (ISDs, LEAs, and PSAs) track monitoring and compliance activities. You can view the Workbook due dates on CIMS website.

For further information, please contact:

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