**Public School Academy**

**Master Calendar of Reporting Requirements**

**July 1, 2024 – June 30, 2025**

| DUE DATE | REPORT DESCRIPTION | | SUBMIT TO: |
| --- | --- | --- | --- |
| May/June | Annual Organizational Meeting Minutes for 2023-24 | | CSO (EPICENTER) |
| June | Board Adopted School Calendar/School Day Schedule. | | CSO (EPICENTER) |
| June | Board adopted Annual Calendar of Regularly Scheduled Meetings for current year. | | CSO  (EPICENTER) |
| June | Board Adopted Annual Operating Budget for the General Fund and School Service Funds for current year. | | CSO  (EPICENTER) |
| June | Copy of Notice of Public Hearing for Annual Operating Budget for current year. | | CSO  (EPICENTER) |
| July | DS-4168 Report of Days and Clock Hours of Pupil Instruction for academic year, if applicable (See MDE website, [www.michigan.gov/mde](http://www.michigan.gov/mde), for MDE due date and form). | | CSO  (EPICENTER) |
| June | Board Member Annual Conflict of Interest (should take place at Annual Meeting) | | CSO  (EPICENTER) |
| June | Board Resolution appointing Chief Administrative Officer for current year. (Annual Meeting). | | CSO |
| June | Board Resolution appointing Freedom of Information Act Coordinator for current year. (Annual Meeting) | | CSO |
| June | Board Designated Legal Counsel for current year. (Annual Meeting) | | CSO |
| August | 4th Quarter Financial Statements – quarter ending 06/30. | | CSO  (EPICENTER) |
| August | Organizational Chart for current year. | | CSO |
| September/  October | Fall Testing Window September 9th-October 4th | |  |
| October | Board approved Student Handbook for current year. | | CSO  (EPICENTER) |
| October | Board approved Employee Handbook for current year. | | CSO  (EPICENTER) |
| September | Copy of District Improvement Plan covering 2023-2024 academic year.  (Certification in Epicenter-School Support access in EEM) | | CSO  (EPICENTER) |
| September | Board Roster | | CSO  (EPICENTER) |
| November | Staff Roster QPR Fall Report | | CSO |
| October | Annual Nonprofit Corporation Information Update | | CSO  (EPICENTER) |
| November | Unaudited Count Day Submission. | | CSO  (EPICENTER) |
| November 1 | Audited Financial Statements for fiscal year ending June 30, 2024. (See MDE Website, [www.michigan.gov/mde](http://www.michigan.gov/mde) | | CSO  (EPICENTER) |
| November 1 | Management Letter (comments and recommendations from independent financial auditor) for fiscal year ending June 30, 2024, if issued. If a management letter is not issued, a letter from the Academy stating a management letter was not issued is required to be submitted. | | CSO  (EPICENTER) |
| November 1 | Annual A-133 Single Audit for year ending June 30, 2024, is required if over $750K in federal funds have been expended. If a single audit is not necessary, a letter from the Academy stating as such is required to be submitted. | | CSO  (EPICENTER) |
| November | 1st Quarter Financial Statements – quarter ending 09/30. | | CSO  (EPICENTER) |
| January/  February | Winter Testing Window January 6th- February 3rd | |  |
| February | Staff Roster QPR Winter Audit | | CSO |
| February | 2nd Quarter Financial Statements – quarter ending 12/31. | | CSO |
| February | Winter Count Day Submission. | | CSO  (EPICENTER) |
| April/May | Spring Testing Window April 28th- June 6th | |  |
| April | 3rd Quarter Financial Statements – quarter ending 03/31. | | CSO  (EPICENTER) |
| May | Notice of Open Enrollment & Lottery Process or Open Enrollment & Lottery Process Board Policy for next school year. | | CSO  (EPICENTER) |
|  | |  |  |
| June | Board Approved Amended Budget for 2024-2025 fiscal year (or statement that budget has been reviewed and no amendment was needed). | | CSO  (EPICENTER) |
| June | Board adopted Letter of Engagement for year ending June 30, 2025, independent financial audit. | | CSO  (EPICENTER) |

\*All Quarterly Financial Statements are due 45 days after quarter end in Epicenter.

**Ongoing Reporting Requirements**

**July 1, 2024 – June 30, 2025**

*The following documents do not have a set calendar date; however, they require submission within a certain number of days from board action or other occurrence.*

| DUE DATE | REPORT DESCRIPTION | SUBMIT TO: |
| --- | --- | --- |
| Date notice is posted | Academy Board Meeting Record of Postings – cancellations, changes, special meetings, emergency etc. Must include time and date of actual posting. | CSO  (EPICENTER) |
| 8 days after Board meeting | Proposed Academy Board Meeting Minutes and Resolutions of regular, special & emergency board meetings. | CSO  (EPICENTER) |
| 5 days after Board approval | Approved Academy Board Meeting Minutes and Resolutions of regular, special & emergency board meetings. | CSO  (EPICENTER) |
| 30 business days after board approval | Board Adopted Annual Operating Budget for 2024-2025 including Salary/Compensation Transparency Reporting to be available on school website per the State School Aid Act as amended | No submission needed. |
| 10 days after Board approval | Oath of Office and written acceptance for each Board Member. | CSO |
| Quarterly in Epicenter | Board adopted *Amended* Budget and General Appropriations Resolution. | CSO |
| 10 days of receipt | Correspondence received from the Michigan Department /State Board of Education requiring a formal response. | CSO |
| 10 days of receipt | Correspondence received from the Health Department requiring a formal response. | CSO |
| 10 days of receipt | Written notice of litigation or formal proceedings involving the Academy. | CSO |
| 30 days prior to board execution | Board proposed draft Educational Management Company Agreements or Amendments thereto. | CSO |
| 5 business days of receipt | Request and Responses to Freedom of Information Requests. | CSO |

**Calendar of Additional Reporting Requirements and Critical Dates**

**July 1, 2024 – June 30, 2025**

*The following reports Academies must submit to the local ISD, MDE, CEPI and other organizations throughout the year.*

| DUE DATE | REPORT DESCRIPTION | SUBMIT TO: |
| --- | --- | --- |
| July | Municipal Finance Qualifying Statement, if applicable (online submission). | MI Dept of Treasury-MFA |
| TBD | Student Count Day for State Aid F.T.E. | No submission required. |
| September | SE-4096 Special Education Actual Cost Report (Contact ISD for due date). | ISD  (EPICENTER) |
| October | Eye Protection Certificate (#4527 Certification of Eye Protective Devices Electronic Grant System [MEGS] if applicable). | CEPI |
| October | Certification of Constitutionally Protected Prayer. | MDE  (EPICENTER) |
| October | SE-4094 Transportation Expenditure Report (Contact ISD for due date). | ISD  (EPICENTER) |
| November | Teacher Certification/Criminal Background Check/Unprofessional Conduct. This is an onsite review scheduled and conducted by Quality Performance Resource Group. No submission required. | No submission needed. |
| November | Deadline for MEIS/Single Record Student Database (“SRSD”) electronic file (Contact the local ISD for due date.) | CEPI |
| November | Deadline for Immunization Records Report – IP100. (Contact Health Dept. for due date). | Local Health Dept.  (EPICENTER) |
| November | Deadline for electronic submission to the Financial Information Database (FID, formerly known as the Form B). State aid will be withheld if the submission is not successful. | CEPI |
| December | Special Education Count on MI-CIS. Special education data must be current and updated in the Michigan Compliance and Information System (MI-CIS). This information is used to determine funding for next year (Contact local ISD for due date). | ISD |
| December | Registry of Educational Personnel (REP) Submission. | CEPI  (EPICENTER) |
| January | Teacher Certification/Criminal Background Check/Unprofessional Conduct. This is an onsite review scheduled and conducted by Quality Performance Resource Group. No submission required. | No submission required. |
| February | Deadline for Immunization Record Report – IP100 (Contact Health Dept. for due date). A financial penalty of 5% of a school’s state aid allocation can be assessed if the immunization rate is not at 90% or above. | Local Health Dept. |
| TBD | Supplemental Student Count for State Aid F.T.E. | No submission required. |
| March | FS-4731-C – Count of Membership Pupils eligible for free/reduced breakfast, lunch or milk (official date TBD). | MDE |
| March | MEIS/Single Record Student Database (“SRSD”) electronic file (Contact local ISD for due date.) | ISD, CEPI |
| May | Teacher Certification/ Criminal Background Check/Unprofessional Conduct. This is an onsite review scheduled and conducted by Quality Performance Resource Group. No submission required. | No submission required. |
| June | MEIS/ Single Record Student Database (“SRSD”) electronic file (Contact local ISD for due date). | ISD, CEPI |
| June | Registry of Educational Personnel (REP). | CEPI |
| June | School Infrastructure Database (SID). | CEPI |