

## Title: MCCS Charter Accountability Calendar

### Control Information

Control Item	Details
Owner/Curator	Anita Grunder
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### Revision History

Revision	Date	Revision Description	Originator
A	10/01/09	Initial release	M. McCreary

### 1.1. Objective:

The objectives of this policy are the following:

1. List the tasks that must be completed on a regular basis for Muddy Creek Charter School.
2. List accountability required by Charter School Contract to District and State.

## 1.2. Accountability calendar

### **July**

- July 1 – beginning of new fiscal year
- Name and address of each student who has enrolled for the coming year reported to district
- By 16<sup>th</sup> of month – Provide the following financial information to the District:
  - (a) Balance sheet
  - (b) Statement of revenues and expenditures for the previous month
  - (c) Statement of revenues and expenditures year to date
  - (d) Budget Projection Summary
- By July 30 – Deliver certificates of insurance renewal policies before the expiration of any existing policy
- MCCS budget report from Executive Director to ICP board

### **August**

- Name and address of each student who has enrolled for the coming year reported to district
- Submit information to auditor for fiscal year-end audit
- MCCS budget report from Executive Director to ICP board
- By 16<sup>th</sup> of month – Provide the following financial information to the District:
  - (a) Balance sheet
  - (b) Statement of revenues and expenditures for the previous month
  - (c) Statement of revenues and expenditures year to date
  - (d) Budget Projection Summary

## September

- Name and address of each student who has enrolled for the coming year reported to district
- By 16<sup>th</sup> of month- Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)
- By 16<sup>th</sup> of month – Provide the following financial information to the District:
  - (a) Balance sheet
  - (b) Statement of revenues and expenditures for previous month
  - (c) Statement of revenues and expenditures year to date
  - (d) Budget Projection Summary
- Staff Meetings
- Teachers meet with lead teacher for mentoring
- Sept 30 - Fiscal year-end audit must be completed and submitted to District, forwarded to State Board of Education and Department of Education (must use same auditor as district)
- Provide the District with evidence of certification and other qualifications for teaching staff, within 60 days after the individual's initial date of hire
- Establish performance expectations with teachers and staff
- MCCS budget report from Executive Director to ICP board
- DIBELS Testing (K-5)
- MAP Testing (3-5)

### October

- By 16<sup>th</sup> of month- Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)
- By 16<sup>th</sup> of month – Provide the following financial information to the District:
  - (a) Balance sheet
  - (b) Statement of revenues and expenditures for previous month
  - (c) Statement of revenues and expenditures year to date
  - (d) Budget Projection Summary
- Staff Meetings
- Teachers meet with lead teacher for mentoring
- TAG testing Kindergartners (and new first graders)
- Oct 15 - School Improvement Plan to District (6.1)
  - (a) Student performance data (including OSAT and Adequate Yearly Progress (AYP))
  - (b) Financial data
  - (c) Specific Improvement goals
  - (d) Detailed action plan and a procedure for evaluating the Charter School’s progress for meeting its goals and carrying out the action plan. Describe the specific actions, roles, responsibilities and resources of the Charter School to ensure Charter School students are receiving an educational program that allows the student to make reasonable progress.
- Oct 15 – Revised Budget to District (6.1)- based on current state funding and enrollment for the year
- MCCS budget report from Executive Director to ICP board
- Provide the District with evidence of certification and other qualifications for teaching staff, within 60 days after the individual’s initial date of hire
- Oct 15 – Provide District with list containing names and job positions of all employees who have direct, unsupervised contact with school children. List must also indicate date of initiation of criminal background investigation on each employee.
- Fall Conferences
- Survey parents and students in conjunction with fall conferences
- Oct 31 – Provide three-year enrollment and ADMr projections to the district (7.2.5)

## **November**

- By 16<sup>th</sup> of month- Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)
- By 16<sup>th</sup> of month – Provide the following financial information to the District:
  - (a) Balance sheet
  - (b) Statement of revenues and expenditures for previous month
  - (c) Statement of revenues and expenditures year to date
  - (d) Budget Projection Summary
- Staff Meetings
- Teachers meet with lead teacher for mentoring
- MCCS budget report from Executive Director to ICP board
- TAG Testing 2<sup>nd</sup> and 4<sup>th</sup> grades

## **December**

- By 16<sup>th</sup> of month- Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)
- By 16<sup>th</sup> of month – Provide the following financial information to the District:
  - (a) Balance sheet
  - (b) Statement of revenues and expenditures for previous month
  - (c) Statement of revenues and expenditures year to date
  - (d) Budget Projection Summary
- Staff Meetings
- Teachers meet with lead teacher for mentoring
- MCCS budget report from Executive Director to ICP board
- Review Strategic Development Plan
- Review teacher and staff performance expectations (new staff only)

## **January**

- By District Choice Date – Name and address of each student who has enrolled for the coming year reported to district
- By 16<sup>th</sup> of month- Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)
- By 16<sup>th</sup> of month – Provide the following financial information to the District:
  - (a) Balance sheet
  - (b) Statement of revenues and expenditures for previous month
  - (c) Statement of revenues and expenditures year to date
  - (d) Budget Projection Summary
- January 30 – Submit proposed budget for the following school year to district
- By Jan 30 – Submit three-year financial and cash flow projections to district (7.3.1)
- MCCS budget report from Executive Director to ICP board
- Staff Meetings
- Teachers meet with lead teacher for mentoring
- DIBELS K-5

## **February**

- Name and address of each student who has enrolled for the coming year reported to district
- By 16<sup>th</sup> of month- Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)
  
- By 16<sup>th</sup> of month – Provide the following financial information to the District:
  - (a) Balance sheet
  - (b) Statement of revenues and expenditures for previous month
  - (c) Statement of revenues and expenditures year to date
  - (d) Budget Projection Summary
  
- Staff Meetings and teachers meet with lead teacher for mentoring
  
- MCCS budget report from Executive Director to ICP board
  
- Student Progress Reports
  
- OAKS writing Performance assessment given to 4<sup>th</sup> graders

## **March**

- Name and address of each student who has enrolled for the coming year reported to district
- By 16<sup>th</sup> of month- Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)
  
- By 16<sup>th</sup> of month – Provide the following financial information to the District:
  - (a) Balance sheet
  - (b) Statement of revenues and expenditures for the month ended
  - (c) Statement of revenues and expenditures year to date
  - (d) Budget Projection Summary in format provided by the District
  
- Staff Meetings
- Teachers meet with lead teacher for mentoring
  
- MCCS budget report from Executive Director to ICP board
  
- Review Strategic Development Plan
  
- Review teacher and staff performance expectations
  
- OAKS Reading and Math testing for 5<sup>th</sup> grade
  
- Current Students commit to returning in the Fall
  
- Applications for Admission of New Students Deadline
  
- First Admission Lottery Held
  
- Report students with IEPs to the district so meetings can be scheduled as soon as possible to determine if charter school is the appropriate placement (5.6.5)

## April

- Name and address of each student who has enrolled for the coming year reported to district
- By 16<sup>th</sup> of month- Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)
- By 16<sup>th</sup> of month – Provide the following financial information to the District:
  - (a) Balance sheet
  - (b) Statement of revenues and expenditures for the month ended
  - (c) Statement of revenues and expenditures year to date
  - (d) Budget Projection Summary in format provided by the District
- Staff Meetings
- Teachers meet with lead teacher for mentoring
- MCCS budget report from Executive Director to ICP board
- OAKS: reading- 3<sup>rd</sup>, 4<sup>th</sup>; math- 3<sup>rd</sup>, 4<sup>th</sup>; science – 5<sup>th</sup>
- Parent/Student/Teacher conferences (mid-April)
- Parent and Student Surveys (in conjunction with parent-teacher conferences)

## May

- Name and address of each student who has enrolled for the coming year reported to district
- By 16<sup>th</sup> of month- Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)
- By 16<sup>th</sup> of month – Provide the following financial information to the District:
  - (e) Balance sheet
  - (f) Statement of revenues and expenditures for the month ended
  - (g) Statement of revenues and expenditures year to date
  - (h) Budget Projection Summary in format provided by the District
- Staff Meetings
- Teachers meet with lead teacher for mentoring
- MCCS budget report from Executive Director to ICP board
- DIBELS testing, K-5
- Algebra Entrance Exam for 5<sup>th</sup> graders

### **June**

- Name and address of each student who has enrolled for the coming year reported to district
- By 16<sup>th</sup> of month- Accurate enrollment data and student attendance on the District computer
- By 16<sup>th</sup> of month – Provide the following financial information to the District:
  - (a) Balance sheet
  - (b) Statement of revenues and expenditures for the month ended
  - (c) Statement of revenues and expenditures year to date
  - (d) Budget Projection Summary in format provided by the District
- MCCS budget report from Executive Director to ICP board
- Staff Meetings and teacher mentoring
- Review Teacher and Staff Performance expectations
- Student Progress Reports
  
- Review Strategic Development Plan
  
- Submit an annual report to the District and the State Board of Education in accordance with ORS 338.095, to include information necessary to make a determination of compliance with the requirements of ORS chapter 338, including (required items)
  - (a) Summary data on the progress toward meeting academic goals and objectives, such as assessment information
  - (b) Attendance and student discipline information
  - (c) Parental involvement and survey results relating to student and parent satisfaction
  - (d) The annual audit (required before September 30 and submitted separately)
  - (e) Evidence of insurance policies required under section 11.1
    - Commercial General Liability Insurance
    - Liability Insurance for Directors and Officers
    - Automobile Liability Insurance
    - Worker’s Compensation Insurance
    - Honesty Bond
    - Property Insurance
  - (f) Evidence of compliance with Section 10.1 on Staff Qualifications
    - At least one-half of full-time teaching and administrative staff are licensed
  - (g) New policies adopted by the Charter School Board that have not previously been given to the District

*9.5.2 Specific contents of report may change. 7.2.5 – “Nothing in this section shall limit the District’s right to require additional relevant reports as necessary for the District to meet its duties imposed by law consistent with 5.4.” (5.4) “The District shall provide the charter school with a list of records and information it believes are required for the District to meet its state reporting requirements; and the parties will agree on the scope and form of such records and information and when to provide it.”*

Performance Area	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>Student accountability</b>												
DIBELS testing K-5	X				X				X			
MAP testing 3-5	X											
TAG testing		X	X									
OAKS testing 3- 5							X	X				
OAKS writing test, 4 <sup>th</sup>						X						
Algebra Entrance Exam-5 <sup>th</sup>									X			
Conferences		X						X				
Progress Reports						X				X		
Parent/Student Surveys		X						X				
<b>Staff accountability</b>												
Staff Meetings	X	X	X	X	X	X	X	X	X	X		
Establish performance expectations with teachers and staff	X											
Review teacher and staff performance expectations				X			X			X		
Teachers meet with Lead Teacher for Mentoring	X	X	X	X	X	X	X	X	X	X		
MCCS budget report from Executive Director to ICP Board	X	X	X	X	X	X	X	X	X	X	X	X
Provide evidence of certification and other qualifications for teaching staff (within 60 days of hire)	X											

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Performance Area	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Provide names and job positions of all employees who have direct contact with children and info on criminal background investigation (Oct 15)		X										
<b>Planning and Reporting</b>												
Review Strategic Development Plan				X			X			X		
Annual Report. The Charter School will submit an annual report to the District and the State Board of Education in accordance with ORS 338.095										X		
School Improvement plan due to district by October 15		X										
Deliver certificates of insurance renewal policies before the expiration of any existing policy by July 30 (submit in June)											X	
<b>Enrollment</b>												
Current Students commit to returning in the fall							X					
Deadline for Application for Admission for New Students							X					
Admission Lottery Held							X					
Report name and address of each student who has enrolled for the coming	X				X	X	X	X	X	X	X	X

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<b>Performance Area</b>	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
year to district												
Report new students with IEPs to district so appropriate placement can be evaluated							X					
Maintain enrollment and attendance data on the District's student information system by the 16 <sup>th</sup> of the month	X	X	X	X	X	X	X	X	X	X		
<b>Financial/Budget</b>												
Submit materials to auditor for fiscal year-end audit												X
Annual audit report Sept 30.	X											
Balance sheet, statement of revenues and expenditures for the previous month, statement of revenues and expenditures year to date and Budget Projection Summary in format approved by district	X	X	X	X	X	X	X	X	X	X	X	X
Updated current year budget projection to the district (Oct 15)		X										
Updated 3 year enrollment projection and ADMr projections (Oct 31)		X										
Updated 3 year budget projection including cash flow projections (Jan 30)					X							

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<b>Performance Area</b>	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Submit proposed budget for the following school year to district (Jan 30)					X							