

## Title: Accountability Calendar

### Control Information

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Owner/Curator	Anita Grunder
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### Revision History

Revision	Date	Revision Description	Originator
A	10/01/09	Initial release	M. McCreary
B	2/12/15	Numbering and format revision	Melissa Harris

## 1.1. Objective:

The purposes 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.

The Accountability Calendar will be reviewed and updated annually during the summer.

## 1.2. Accountability Calendar

### Accountability Calendar (Month & Date)

MONTH/DATE	DESCRIPTION
<b>July</b>	
1 <sup>st</sup>	Beginning of new fiscal year
	Report Name and address of each student who has enrolled for the coming year to District
	Submit information to auditor for fiscal year-end audit
	Schedule carpet cleaning and scrubbing and waxing of floors
	Schedule refreshing of fire extinguishers and testing of fire/security alarms
	Schedule carpet cleaning, scrubbing and waxing of floors
	Perform maintenance of water purifying system
	Review and update Accountability Calendar
20 <sup>th</sup>	Submit quarterly financial report to the District and ICP Board
30 <sup>th</sup>	Deliver certificates of insurance renewal policies before the expiration of any existing policy
	Report name and address of each student who has enrolled for the coming year to District
31 <sup>st</sup>	Quarterly Wage Reports to IRS and Oregon
Monthly	MCCS budget report from Executive Director to ICP board
<b>August</b>	
	Report name and address of each student who has enrolled for the coming year reported to District

	MCCS budget report from Executive Director to ICP Board
	Submit materials to auditor for fiscal year-end audit
	Advertise, interview and select any new staff members
	Prepare and conduct staff first of year meeting for all staff
	Mow, weed and clean school grounds
	Schedule vision screening with Lions
	Arrange annual Safe Schools training
	Schedule picture day
	Schedule and arrange "Get Acquainted" picnic for September
Monthly	MCCS budget report from Executive Director to ICP board
<b>September</b>	
1 <sup>st</sup>	Prepare Annual Report on Charter School and Student Performance for District 509J School Board and State Department of Education
	Report name and address of each student who has enrolled for the coming year reported to District
	Solicit parent volunteers and begin series of on-going parent volunteer trainings
	Create Safety Committee to meet monthly about building grounds and playground safety.
15 <sup>th</sup>	Perform Teacher Assistant training by LRC teacher, School Counselor, Head Teacher and Playground Supervisor
16 <sup>th</sup>	Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)
	Establish performance expectations with teachers and staff
30 <sup>th</sup>	State testing of Kindergartners.
	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
	Complete 1 <sup>st</sup> quarter STAR Testing (Renaissance) for Math and Reading
Monthly	Staff meetings; Teachers meet with Head Teacher for mentoring
Monthly	MCCS budget report from Executive Director to ICP board
Monthly	Submit well house water test results to State
<b>October</b>	

1 <sup>st</sup>	Submit annual report to the District and State Board of Education
15 <sup>th</sup>	Revised Budget to District (6.1)- based on current state funding and enrollment for the year
15 <sup>th</sup>	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.
15 <sup>th</sup>	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)
16 <sup>th</sup>	Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)
20 <sup>th</sup>	Submit quarterly financial report to the District and ICP Board
	TAG testing Kindergartners (and new first graders)
	Provide the District with evidence of certification and other qualifications for teaching staff, within 60 days after the individual's initial date of hire
	Fall parent/teacher Conferences
	Survey parents and students in conjunction with fall conferences
31 <sup>st</sup>	Provide three-year enrollment and ADMw projections to the district (7.2.5)
31 <sup>st</sup>	Quarterly Wage Reports to IRS and Oregon
Monthly	Assistant Training
Monthly	Staff meetings; Teachers meet with Head Teacher for mentoring
Monthly	Safety Committee meeting
Monthly	MCCS budget report from Executive Director to ICP board
Monthly	Send well house water test results to State
<b>November</b>	
15 <sup>th</sup>	Provide District with Internal Service Form 990
	Volunteer Recognition
16 <sup>th</sup>	Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)
	TAG Testing 2 <sup>nd</sup> and 4 <sup>th</sup> grades
Monthly	Assistant Training
Monthly	Staff meetings; Teachers meet with Head Teacher for mentoring

Monthly	MCCS budget report from Executive Director to ICP board
Monthly	Safety Committee meeting
Monthly	Send well water test results to State
<b>December</b>	
16 <sup>th</sup>	Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)
16 <sup>th</sup>	Submit School Improvement Plan to District using test data and survey results
	Review teacher and staff performance expectations
Monthly	Assistant Training
Monthly	Staff meetings; Teachers meet with Head Teacher for mentoring
Monthly	MCCS budget report from Executive Director to ICP board
Monthly	Safety Committee meeting
Monthly	Send well water test results to State
<b>January</b>	
	Report name and address of each student who has enrolled for the coming year reported to District
	Complete 2 <sup>nd</sup> quarter STAR testing
16 <sup>th</sup>	Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)
20 <sup>th</sup>	Submit quarterly financial report to the District and ICP Board
31 <sup>st</sup>	Quarterly Wage Reports to IRS and Oregon
	Teachers prepare student report cards for parents
Monthly	Assistant Training
Monthly	Safety Committee meeting
Monthly	Staff meetings; Teachers meet with Head Teacher for mentoring
Monthly	MCCS budget report from Executive Director to ICP board
Monthly	Send well water test results to State
<b>February</b>	
	Report name and address of each student who has enrolled for the coming year reported to District
16 <sup>th</sup>	Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education

	students, students eligible for ESL)
	Student Progress Reports
	CCSS Testing for Science
Monthly	MCCS budget report from Executive Director to ICP board
Monthly	Staff meetings; Teachers meet with Head Teacher for mentoring
Monthly	Assistant Training
Monthly	Safety Committee meeting
Monthly	Send well house test report to State
<b>March</b>	
	Report name and address of each student who has enrolled for the coming year reported to District
15 <sup>th</sup>	Updated 3 year budget projection including cash flow projections
15 <sup>th</sup>	Submit proposed budget for the following school year to district
16 <sup>th</sup>	Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)
	Review teacher and staff performance expectations
	CCSS Testing for Reading and Math
	Current Students commit to returning in the Fall
	Applications for Admission of New Students Deadline
15 <sup>th</sup>	Close application process and select new students, preform admission lottery
Monthly	MCCS budget report from Executive Director to ICP board
Monthly	Staff meetings; Teachers meet with Head Teacher for mentoring
Monthly	Send well house test results
Monthly	Assistant Training
Monthly	Safety Committee meeting
<b>April</b>	
	Report name and address of each student who has enrolled for the coming year reported to District
	Complete 3 <sup>rd</sup> quarter STAR testing
16 <sup>th</sup>	Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)

20 <sup>th</sup>	Submit quarterly financial report to the District and ICP Board
	Staff meetings; Teachers meet with Head Teacher for mentoring
	CCSS Testing for Reading and Math
	Parent/Student/Teacher conferences (mid-April)
	Parent and Student Surveys (in conjunction with parent-teacher conferences)
	Schedule audit with District auditor
30 <sup>th</sup>	Quarterly Wage Reports to IRS and Oregon
Monthly	Assistant Training
Monthly	Safety Committee meeting
Monthly	MCCS budget report from Executive Director to ICP board
Monthly	Staff meetings; Teachers meet with Head Teacher for mentoring
Monthly	Send well water test results to State
<b>May</b>	
	Complete staff evaluations
	Report name and address of each student who has enrolled for the coming year reported to District
16 <sup>th</sup>	Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)
	Staff meetings; Teachers meet with Head Teacher for mentoring
	Complete State CCSS assessments
Monthly	Assistant Training
Monthly	Safety Committee meeting
Monthly	MCCS budget report from Executive Director to ICP board
Monthly	Staff meetings; Teachers meet with Head Teacher for mentoring
Monthly	Send well house water test results to State
<b>June</b>	
	Report name and address of each student who has enrolled for the coming year reported to District
	4/5 Teacher plan and conduct 5 <sup>th</sup> grade graduation ceremony
16 <sup>th</sup>	Accurate enrollment data and daily records of student attendance on the District computer program (enrolled students, attendance, special education students, students eligible for ESL)

	Review Teacher and Staff Performance expectations
	Student Progress Reports
	<p>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)</p> <ul style="list-style-type: none"> <li>(a) Summary data on the progress toward meeting academic goals and objectives, such as assessment information</li> <li>(b) Attendance and student discipline information</li> <li>(c) Parental involvement and survey results relating to student and parent satisfaction</li> <li>(d) The annual audit (required before September 30 and submitted separately)</li> <li>(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</li> <li>(f) Evidence of compliance with Section 10.1 on Staff Qualifications At least one-half of full-time teaching and administrative staff are licensed</li> <li>(g) New policies adopted by the Charter School Board that have not previously been given to the District</li> </ul>
Monthly	Staff meetings; Teachers meet with Head Teacher for mentoring
Monthly	MCCS budget report from Executive Director to ICP board
30 <sup>th</sup>	End of current fiscal year

### Accountability Calendar (performance area)

PERFORMANCE AREA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Student Assessment</b>												
STAR Testing in Reading and Math			X				X			X		
Smarter Balance Science							X	X	X	X	X	
Smarter Balance Reading and Math (3-5)								X	X	X	X	X
Conferences				X						X		
Student Progress Reports								X				X

PERFORMANCE AREA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Parent/Student Surveys				X								
Annual Report on Charter School and student Performance (October 1)				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									
Assistant Evaluations							X					
Teacher Evaluations									X			
Review teacher and staff performance expectations									X			
Teachers meet with Head 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									
Provide names and job positions of all employees who have direct contact with children and info on criminal background investigation (Oct 15)				X								
Assistant Training			X	X	X	X	X	X	X	X	X	
Safety Committee Meetings			X	X	X	X	X	X	X	X	X	
Fire Extinguisher			X	X	X	X	X	X	X	X	X	
<b>Planning and Reporting</b>												
Review and update Accountability Calendar	X											
Write School Improvement Plan						X						
Report well house water test results to State			X	X	X	X	X	X	X	X	X	
School Improvement Plan due to						X						

PERFORMANCE AREA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
District (December 1)												
Deliver certificates of insurance renewal policies before the expiration of any existing policy by July 30 <sup>th</sup> (submit in June)	X											
<b>Enrollment</b>												
Current Students commit to returning in the fall									X			
Deadline for Application for Admission for New Students (March 15)									X			
Admission Lottery Held									X			
Report name and address of each student who has enrolled for the coming year to District	X	X	X	X				X	X	X	X	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										
Fiscal Annual Audit Report due to District (Oct. 15)				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		
Updated current year budget projection to the District (Oct 15)				X								
Updated 3 year enrollment projection and ADMw projections (Oct 31)				X								
Submit proposed budget for the following school year to district (Mar 15)									X			
Provide financial reports for prior fiscal	X			X			X			X		

PERFORMANCE AREA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
quarter to the District and ICP Board												
Provide District with Internal Service Form 990 (November 15)					X							
Quarterly Wage Reports to IRS and Oregon	X			X						X		X
Internal Audit					X					X		

