

Governing Authority and School Leader Annual Timeline

The annual timeline below represents many of the items that a governing authority and school leader should be actively monitoring or completing annually. This list is not intended to be an exhaustive list, rather a compilation of some significant due dates and reminders. Any dates listed are to provide a general timeframe (i.e. traditionally, the item has been due on this date), please be sure to check with the appropriate source to confirm whether or not a deadline has changed. As most items are listed in the month they are due, please review current month's items and look forward to upcoming month's items at each board meeting. The distinction between Board and School Leader is made only in a general sense; your division of duties may differ slightly, so please review all items in a given month.

| JUNE (to complete in preparation for upcoming school year) | |
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| BOARD | <ul style="list-style-type: none"> ● Publish meeting schedule for upcoming year ● Submit upcoming school calendar and bell schedule to Sponsor for review |
| SCHOOL LEADER | <ul style="list-style-type: none"> ● The current fiscal year's Entitlement Grant applications must be final approved by ODE on or before June 30. ● Submit upcoming school calendar and bell schedule to Sponsor for review. ● Provide updates to the Governing Authority on the implementation and monitoring of the OIP Focused Plan and the 6.4b Accountability Plan and all interventions at regularly scheduled Board meetings. ● CCIP due to ODE by June 30 ● Schedule annual fire inspection with local fire department, health and safety inspection with health department ● Update liability insurance |
| JULY | |
| BOARD | <ul style="list-style-type: none"> ● Opening Assurances must be submitted to ODE by the Sponsor at least 10 business days before the first day of school. ● EMIS Reporting Deadline: yearend reporting period (has the EMIS coordinator submitted all the required records?) |
| SCHOOL LEADER | <ul style="list-style-type: none"> ● CCIP Entitlement Grant Apps must be substantially approved by July 1. ● Review preliminary data in the Secure Data Center for possible appeals, corrections and clarification ● Recommend revised and updated Parent/Student Handbook for board approval. ● Review current staff roster to determine which staff members may be required to complete annual teacher trainings (Safety and Violence Prevention, Heimlich maneuver, Blood Borne Pathogens) or submit updated BCI/FBI. ● Conduct at least 1 fire drill within the first 10 days of school (minimum of nine (9) fire drills during the school year). ● OIP monitoring evidence must be loaded into the IMM tool. ● Collect licenses of all licensed employees and establish plans for ensuring renewals are received timely. ● Collect background checks (BCI/FBI) of all staff including indirect and support personnel. BCI/FBI may not be issued to home addresses. ● Staff that will administer the Kindergarten Readiness Assessment (KRA) must be trained as required by ODE. ● Submit CSLT meeting schedule and members to the CSS School Improvement Team ● Begin completing HQT forms as outlined in the HQT Toolkit for the current fiscal year for all licensed teachers and paraprofessionals. ● Provide training on the development of Student Learning Objectives (SLOs) for teachers. |

AUGUST

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| BOARD | <ul style="list-style-type: none"> • Opening Assurances must be submitted to ODE by the Sponsor at least 10 business days before the first day of school. • Begin collecting resumes for academic coaches if needed • Local Report Cards will be made public. Ohio ESEA Flexibility Waiver of NCLB designation such as Priority, Focus and Watch schools will be completed. • EMIS Reporting Deadline: financials reporting period (has the Treasurer or EMIS coordinator submitted all required records?) |
| SCHOOL LEADER | <ul style="list-style-type: none"> • Attend/conduct annual teacher trainings (Safety and Violence Prevention, Heimlich Maneuver, Blood Borne Pathogens) • Complete a thorough review of student records and continue to track attempts to collect required documentation. • Conduct at least 1 fire drill within the first 10 days of school (minimum of nine (9) fire drills during the school year). • Review all IEPs to establish a calendar to update any IEPs/ETRs. • OIP monitoring evidence must be loaded into the IMM tool. • Provide training to all teachers regarding the implementation of the OTES or an aligned evaluation system as outlined in the school's charter (OTES- verify roster, send access to teachers, review teacher categories (eTPES), begin evaluation process); provide training on the development of Student Learning Objectives (SLOs) for teachers. • Collect licenses of all licensed employees and establish a plan for ensuring renewals are received timely. • Collect background checks (BCI/FBI) of all staff including indirect and support personnel. BCI/FBI may not be issued to home addresses. • Staff that will administer the Kindergarten Readiness Assessment (KRA) must be trained as required by ODE • The Kindergarten Readiness Assessment (KRA) must be administered to all students entering Kindergarten. If the school plans to use the KRA for the Third Grade Reading Guarantee, the literacy portion of the KRA must be administered by September 30th. • Complete HQT forms as outlined in the HQT Toolkit for the current fiscal year for all licensed teachers and paraprofessionals. • Complete the Title I Principal's Attestation for highly qualified teachers and paraprofessionals. • Provide updates to the Governing Authority on the implementation and monitoring of the OIP Focused Plan at each regularly scheduled Board meeting. • Review preliminary report card data released to the school prior to the release to the media/public • Contact the Test Coordinator (it may be you) to access TIDE (Test Information Distribution Engine) to access procedures, timelines, and resources for state testing and assessments • Update/train staff in implementation and monitoring of the updated OIP Focused Plan • Review/Update LPDC roster noting which teachers need to renew licenses, have appropriate staff complete IPDPs, hold LPDC meeting |

SEPTEMBER

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| BOARD | <ul style="list-style-type: none"> • Parent Involvement Policies must be reviewed by parents annually and documented. Governing Authorities must document in board minutes the annual review of the policy and parent involvement. • School leader to provide updates to the Governing Authority on the implementation and monitoring of the OIP Focused Plan and the 6.4b Accountability Plan and all interventions at regularly scheduled Board meetings. • Submit Academic Coach resumes to the CSS School Improvement Team as outlined in the 6.4b Accountability Attachment. |
| SCHOOL LEADER | <ul style="list-style-type: none"> • Federal Programs Open House must be completed once annually. Notice must be sent to all parents not less than one week prior to the meeting. The meeting must describe the requirements of the grant and the services being provided. • Parents Right to Know Letter regarding the qualifications of teachers within the school must be sent to all parents at the beginning of the school year allowing parents the right to request the qualifications of teachers and paraprofessionals. • Final Expenditure Reports (FERs) must be submitted on or before September 30th • The Teacher Distribution File (TDF) regarding the Highly Qualified Teacher data for each school will be made available. Information can be found in the Secure Data Center (SDC). Schools must access and analyze this data. <p><u>School-Parent Compact</u> must be sent to all parents of Title 1 served students. By September 30, all K-3 students must be assessed for 3rd Grade Reading Guarantee purposes.</p> <ul style="list-style-type: none"> • OIP monitoring evidence must be loaded into the IMM tool. • Data from the previous administration of the state assessments will be loaded in into the Decision Framework (DF). The CSLT must begin analyzing the data at regularly scheduled meetings. • Submit CSLT Meeting Form for the upcoming school year. • Nationally normed assessments are to be administered twice annually. • Begin implementing OTES Framework or an aligned evaluation system as outlined in the school’s charter. • Begin K-3 Diagnostics • Review test data with staff with a particular focus on Value Added School and Diagnostic Reports and Teacher Level Reports if available • All Resident Educator license holders must be registered |
| OCTOBER | |
| BOARD | <ul style="list-style-type: none"> • School Annual Report due to Board and Sponsor by Oct. 31st and School Annual Report should be distributed to current parents and students (document delivery date and process) • Final annual school budget due to the Sponsor by Oct. 30th • Five-Year Forecast Due October 31st • Submit 6.4b Accountability Plans to the sponsor (if required); Submit Academic Coach resumes to the CSS School Improvement Team as outlined in the 6.4b Accountability Attachment. • School leader to provide updates to the Governing Authority on the implementation and monitoring of the OIP Focused Plan and the 6.4b Accountability Plan and all interventions at regularly scheduled Board meetings. • Attend Compliance Site Visit webinar and begin collecting and preparing required documentation. • Ohio Association of Public Charter Schools Annual State Conference • Management Company Evaluations are due to the Sponsor annually by October 30th • All new and renewing (every 5 years) career-technical education programs (career tech) should contact schools Career Technical Planning District (CTPD) to being approval/renewal process |

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| SCHOOL LEADER | <ul style="list-style-type: none"> • School Annual Report should be distributed to current parents and students (school should document delivery date and process) • OIP monitoring evidence must be loaded into the IMM tool. • Per 3rd Grade Reading Guarantee, within 60 days of identification of students “Not on Track”, a Reading Improvement and Monitoring Plan must be developed and provided to parents/guardians. • Attend Compliance Site Visit webinar and begin collecting and preparing required documentation. • The CSLT must begin analyzing the data in the Decision Framework (DF) at regularly scheduled meetings. • Implement the OTES Framework or an aligned evaluation system as outlined in the school’s charter (OTES-Observation/Walkthroughs Cycle 1, approve SLOs). • Ohio Achievement Assessments (OAA)- Reading Grade 3 Fall Administration • Ohio Graduation Tests (OGT) Fall Administration |
| NOVEMBER | |
| BOARD | <ul style="list-style-type: none"> • Submit the Contract Attachment (6.4b) Accountability Plans to the sponsor (if required); submit Academic Coach resumes to the CSS School Improvement Team as outlined in the 6.4b Accountability Attachment. • Renewal Schools- Completed sponsorship contract renewal application due to sponsor (see contract renewal calendar for more detail) • School leader to provide updates to the Governing Authority on the implementation and monitoring of the OIP Focused Plan and the 6.4b Accountability Plan and all interventions at regularly scheduled Board meetings. • EMIS Reporting Deadline: graduate records (has the EMIS coordinator submitted all the graduate records?) |
| SCHOOL LEADER | <ul style="list-style-type: none"> • Review Compliance Assessment materials with Sponsor Representatives • Resident Educator Program – Resident Educators and credentialed mentor are to be registered by November 15 in ODE system • OIP monitoring evidence must be loaded into the IMM tool. • Per 3rd Grade Reading Guarantee, within 60 days of identification of students “Not on Track”, a Reading Improvement and Monitoring Plan must be developed and provided to parents/guardians. • The CSLT must analyze the data in the Decision Framework (DF) at regularly scheduled meetings. • Implement the OTES Framework or an aligned evaluation system as outlined in the school’s charter (OTES-Observation/Walkthroughs, Completion of Performance Rubric for Cycle 1 and Observation/Walkthroughs Cycle 2, Completion of Performance Rubric for Cycle 2 (Nov. – April)) • Complete vision screening by November 1, for all children in kindergarten, first, third, fifth, seventh and ninth grades, all new and transfer students regardless of grade, and all hearing-impaired children. • Complete hearing screening by November 1, for all children in kindergarten, first, third, fifth and ninth grades, and all new and transfer students regardless of grade. • Review inclement weather policies |
| DECEMBER | |
| BOARD | <ul style="list-style-type: none"> • School leader to provide updates to the Governing Authority on the implementation and monitoring of the OIP Focused Plan and the 6.4b Accountability Plan and all interventions at regularly scheduled Board meetings. • EMIS Reporting Deadline: casino student count (has the EMIS coordinator or Treasurer submitted all the required records?) |
| SCHOOL LEADER | <ul style="list-style-type: none"> • Review Compliance Assessment materials with Sponsor Representatives • School Safety Drill (Lockdown Drill) must be completed before the 5th day of December. • OIP monitoring evidence must be loaded into the IMM tool. • The CSLT must analyze the data in the Decision Framework (DF) at regularly scheduled meetings. • Implement the OTES Framework or an aligned evaluation system as outlined in the school’s charter • The Record of Emergency Evacuation Drills shall be submitted to the State Fire Marshal twice a year: at the middle point and again at the end of a school’s operation during each school year (Fax: (614) 728-5168) |

| JANUARY | |
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| BOARD | <ul style="list-style-type: none"> • School leader to provide updates to the Governing Authority on the implementation and monitoring of the OIP Focused Plan and the 6.4b Accountability Plan and all interventions at regularly scheduled Board meetings. • EMIS Reporting Deadline: October reporting period (has the EMIS coordinator submitted all the required records?) |
| SCHOOL LEADER | <ul style="list-style-type: none"> • OIP monitoring evidence must be loaded into the IMM tool. • The CSLT must analyze the data in the Decision Framework (DF) at regularly scheduled meetings. • Implement the OTES Framework or an aligned evaluation system as outlined in the school’s charter. • Ohio Test of English Language Acquisition (OTELA)- Spring Administration |
| FEBRUARY | |
| BOARD | <ul style="list-style-type: none"> • School leader to provide updates to the Governing Authority on the implementation and monitoring of the OIP Focused Plan and the 6.4b Accountability Plan and all interventions at regularly scheduled Board meetings. • Notify Sponsor of post audit conference schedule with AOS or independent auditor. • EMIS Reporting Deadline: October reporting period (has the EMIS coordinator submitted all the required records?) |
| SCHOOL LEADER | <ul style="list-style-type: none"> • Competitive grant applications will open in the CCIP. • February student data reported in SOES/EMIS will determine the reallocations of Entitlement Grant Funding. • OIP monitoring evidence must be loaded into the IMM tool. • The CSLT must analyze the data in the Decision Framework (DF) at regularly scheduled meetings. • Implement the OTES Framework or an aligned evaluation system as outlined in the school’s charter • CSLT to complete the Decision Framework (DF) and conduct root cause analysis to prioritize needs for the Needs Assessment for the CCIP • Train staff in Test/Assessment ethical practices according to ODE guidelines • Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) Spring Administration • Next Generation Assessment- <i>Performance-Based Assessment</i> (MATH AND ELA FOR GRADES 3-8 AND HIGH SCHOOL) |
| MARCH | |
| BOARD | <ul style="list-style-type: none"> • School leader to provide updates to the Governing Authority on the implementation and monitoring of the OIP Focused Plan and the 6.4b Accountability Plan and all interventions at regularly scheduled Board meetings. • Board should review racial/ethnic balance of the school to determine if any changes in marketing are warranted for upcoming school year and memorialize review in meeting minutes. • All new and renewing (every 5 years) career-technical education programs (career tech) must be approved by schools Career Technical Planning District (CTPD) by March 1. Schools can appeal CTPD decision by March 15 |

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| SCHOOL LEADER | <ul style="list-style-type: none"> • Title I & Title II-A reallocations will be loaded into the CCIP based on the February SOES/EMIS student data. • Highly qualified teacher (HQT) data sent to superintendents. This data could change CCIP Planning Tool under the HQT Components. • OIP monitoring evidence must be loaded into the IMM tool. • Decision Framework (DF) must be completed by the CSLT. • CSLT must begin to develop and or revise the OIP Focused Plan using the data from the DF as well as local data. • Implement the OTES Framework or an aligned evaluation system as outlined in the school’s charter. • Severe Weather Week- statewide tornado drill this month • Next Generation Assessments- <i>Performance-Based Assessment</i> SCIENCE (GRADES 5, 8 AND HIGH SCHOOL), SOCIAL STUDIES (GRADES 4, 6 AND HIGH SCHOOL) • Ohio Graduation Tests (OGT) Spring Administration |
| APRIL | |
| BOARD | <ul style="list-style-type: none"> • School leader to provide updates to the Governing Authority on the implementation and monitoring of the OIP Focused Plan and the 6.4b Accountability Plan and all interventions at regularly scheduled Board meetings. • Review graduation roster • EMIS Reporting Deadline: March reporting period (has the EMIS coordinator submitted all the required records?) |
| SCHOOL LEADER | <ul style="list-style-type: none"> • Review final Compliance Assessment materials with sponsor representatives • Competitive grant applications will close in the CCIP. • The Decision Framework must be submitted to the Needs Assessment before the competitive grant applications can be submitted. • Requests for Title I Summer School Extensions should be completed in the CCIP if the school plans to complete this action. • OIP monitoring evidence must be loaded into the IMM tool. • CSLT must develop and or revise the OIP Focused Plan using the data from the DF as well as local data. • Nationally normed assessments are to be administered twice annually. • Implement the OTES Framework or an aligned evaluation system as outlined in the school’s charter. • Submit revised or new OIP Focused Plan if applying for competitive grants • Any teachers that need to renew license should apply for renewal online at ODE website • Ohio Achievement Assessment (OAA)- Reading Grade 3 Spring Administration • Next Generation Assessments- <i>End of Course Exam</i> (MATH AND ELA FOR GRADES 3-8 AND HIGH SCHOOL) |
| MAY | |
| BOARD | <ul style="list-style-type: none"> • Five-Year Forecast Due May 31st • School leader to provide updates to the Governing Authority on the implementation and monitoring of the OIP Focused Plan and the 6.4b Accountability Plan and all interventions at regularly scheduled Board meetings. • National Charter Schools Week |
| SCHOOL LEADER | <ul style="list-style-type: none"> • Decision Framework must be completed & submitted to the Needs Assessment before Entitlement Grant applications can be submitted. • An Analysis and evaluation of the Title I Schoolwide components or the Title I Targeted Assistance Components must be completed. • Submit revised OIP Focused Plan, updated OIP’s should be entered into the CCIP Planning Tool; OIP monitoring evidence must be loaded into the IMM tool. • Use Decision Framework to assist in developing PD Calendar for next school year. • Implement the OTES Framework or an aligned evaluation system as outlined in the school’s charter (OTES- Completion of Observation Rubrics by May 1, determine ratings, enter teacher SGM, and complete/document Final Summative Rating (eTPES), written report to teacher by May 10). • Next Generation Assessments- <i>End of Course Exam</i>: SCIENCE (GRADES 5, 8 AND HIGH SCHOOL), SOCIAL STUDIES (GRADES 4, 6 AND HIGH SCHOOL) |

| JUNE (to complete in closure of current school year) | |
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| BOARD | <ul style="list-style-type: none"> • Review the Contract Attachment (6.4b Accountability) regarding potential interventions related to school leaders review of preliminary testing data • Hold annual meeting and ensure minutes or are available from annual meeting (to renew board members terms and offices, conduct annual business, update policies manuals, approve calendars, update student-parent handbook, update staff manual, etc.) • School leader to provide updates to the Governing Authority on the implementation and monitoring of the OIP Focused Plan and the 6.4b Accountability Plan and all interventions at regularly scheduled Board meetings. • National Association of Public Charter Schools- National Charter School Conference |
| SCHOOL LEADER | <ul style="list-style-type: none"> • Schools to submit their nationally normed assessments to the CSS School Improvement Team (SIT) by June 30th • Complete FY Implementation Management Monitoring Tool (IMM) and Team Narrative Evaluation. • Compliance Tracking System Self-Evaluation must be completed by June 30th • OIP monitoring evidence must be loaded into the IMM tool. • OTES- Report aggregated teacher ratings to ODE (eTPES) • The Record of Emergency Evacuation Drills shall be submitted to the State Fire Marshal twice a year: at the middle point and again at the end of a school’s operation during each school year (Fax: (614) 728-5168) • Resident Educator program coordinators must complete end-of-year program requirements in CORE by June 30th • Provide updates to the Governing Authority on the implementation and monitoring of the OIP Focused Plan and the 6.4b Accountability Plan and all interventions at regularly scheduled Board meetings. • Review preliminary data in the Secure Data Center |