

## **Maine Charter School Commission – Due Dates 2015-2016**

This document is a compilation of reports, documentation, and information due to the Maine Charter School Commission, Maine DOE, and Maine DOE Special Services. Required information is taken from your contract, your Monitoring Plan, and your Performance Indicators. Other required documents were found at:

<http://maine.gov/doe/specialed/forms/index.html> and <http://www.maine.gov/doe/reporting/calendar.shtml>

Please check these websites, as they are subject to change. The documents and dates are included in this calendar for your convenience and as a reference, but are not intended to replace the information put out by the DOE. Some items for the DOE may not pertain to you, particularly those with an asterisk \*.

### **August**

#### **Documents to be submitted to the Maine Charter School Commission during the month of August and before the start of school:**

- Documentation that the school's HVAC system and/or boilers have been inspected within the last 12 months
- Copy of DHHS current annual (kitchen, facility, etc.) license, permit or inspection results
- Copy of annual water test if the facility is not on a municipal water service, or statement that the school is on municipal water service
- Copy of an annual agreement for the services of designated school physician and school nursing services
- Copy of policy statements regarding administration of medications, including the requirement that unlicensed staff receives training prior to administering medications
- Copy of policy statements regarding vision and hearing screening
- Documentation that a fire and safety inspection has been conducted by the fire marshal or the local fire department within the last 5 years
- Copy of the comprehensive all-hazards Emergency Management Plan
- Copy of policy statement regarding student immunizations
- Employee certification- report on staff current certification status (e.g. certified, uncertified with status to obtaining certification), and compliance with criminal history requirements
- Transportation and food service annual inspection report

### **September**

#### **Documents due to the Maine Charter School Commission by Sept. 1:**

- Plan for improving or maintaining student academic growth
- Copy of current parent-student handbook
- Revised annual financial plan based on known and projected enrollments
- Current list of directors and officers, with business addresses, of the governing board
- Copies of all required insurance policies and certificates of coverage

#### **Documents due to DOE Special Services by Sept. 15**

- Local Entitlement Application
- Special Education Tuition & Board Report

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### **Documents due to DOE by Sept. 15**

- Transportation Data for out-of-district special education students, homeless students, and CTE Students \*
- Title VI Rural Education Performance Report \*

### **October**

#### **Documents/reports due to the Maine Charter School Commission and DOE by Oct. 1**

- EPS Report

#### **Documents/reports due to the Maine Charter School Commission by Oct. 15**

- Quarterly financial reports to the Commission with the evidence that the Governing Board has reviewed them

#### **Documents/reports due DOE by Oct. 15**

- NCLB Title IA Carryover Percentage Certification

#### **Documents/reports due to DOE Special Services by Oct. 30**

- Request for Special Education Contract Approval (EF-S-03) Original Report

#### **Documents/reports due to DOE Special Services by Oct. 30**

- Local Entitlement Report of Financial Expenditures for FY14
- Local Entitlement Year End Report for FY15

#### **Documents/reports due to DOE Special Services by Oct. 31**

- Report of Services to Students with Disabilities

### **November**

#### **Documents/reports due to the Charter School Commission and the DOE Commissioner by Nov. 1**

- Initial Financial Audit Report completed and reported

#### **Documents/reports due to the DOE by Nov. 1**

- Title IV: Rural Education New Application

#### **Documents/reports due to the DOE by Nov. 15**

- School Bus Purchase Application (NEO transportation) (EF-T-17) \*

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### December

#### **Documents/reports due to the Charter School Commission and the DOE by Dec. 30**

- Audit Report (complete) within 6 months after the end of an audit period

### January

#### **Documents/reports due to the DOE by Jan. 1**

- Title VI: Rural Education End of Year Carryover Report
- Title VI: Rural Education ADA Count

#### **Documents/reports due to the DOE by Jan. 15**

- NCLB End of Year Carryover Narrative Report

#### **Documents/reports due to the Charter School Commission by Jan. 15**

- Quarterly Financial Report
- Copies of reports used by the school to track student academic growth (not MeVA)

### April

#### **Documents/reports due to the DOE by April 1**

- EPS Report

#### **Documents/reports due to the Charter School Commission by April 15**

- Quarterly Financial Report