

Annual Compliance Calendar 2020-21

All items on the compliance calendar are applicable for reporting purposes to all operational schools.

September		October		November	
1 st	School Leader Performance Evaluation (building or CMO leaders) +	1 st	Updated School Handbooks: Employee and Student	1 st	Fall Assigned School Comparison
1 st	Board Roster	1 st	Student Application	30 th	First Quarter Board Meeting Agendas and Minutes*
15 st	Draft School-Specific Goals/ Performance Targets	1 st	Annual Performance Report+		
		1 st	Financial Audit Letter of Engagement+		
		15 th	Asset Inventory		
		15 th	Fourth Fiscal Quarter Financial Report+		
		15 st	School-Specific Goals/ Performance Targets		
		25 th	F-196 Form		
December		January		February	
15 th	Recurrent Enrollment	15 th	First Fiscal Quarter Financial Report	28 th	Second Quarter Board Meeting Agendas and Minutes*
		15 th	Annual School Board Meeting Schedule Posted		
March		April		May	
1 st	Independent Audit Report+	15 th	Second Fiscal Quarter Financial Report	15 st	Lock Down and Fire Drills Conducted
		15 th	Annual F1 Personal Financial Disclosure Statement	31 th	Third Quarter Board Meeting Agendas and Minutes*
June		July		August	
15 th	Spring Assigned School Comparison	1 st	School-Specific Goal Results	1 st	Updated Insurance Certification
15 th	Student Transfers and Exits	1 st	Growth Summaries	1 st	Updated Emergency Contact Information
15 th	Annual School Calendar	10 th	F-203, F-195, F-195F Forms	1 st	Updated School Coordinators
		15 th	Annual Budget	15 th	Annual Budget Publication
		15 th	Third Fiscal Quarter Financial Report	15 th	Background Checks
				15 th	Updated Staff Qualifications
				15 th	Updated Training on Child Abuse and Neglect Reporting
				30 th	Fourth Quarter Board Meeting Agendas and Minutes*

Note:

- The Board Roster, Board Member Training, Background Checks, Staff Qualifications and training on Child Abuse and Neglect Reporting **must be updated as applicable throughout the school year. (See next page for immediate notification)**
- School Board minutes and Agendas will be monitored via the school's website on a monthly basis in accordance with OPMA requirements.

+ Waived for first year schools

***Passive Submission (Commission to review individual school website on these dates for verification)**

Note:

- 1. If a due date falls on a Saturday or a Sunday, the document/report will be due on the next Monday.**
- 2. If a due date falls on a holiday, the document/report will be due the next business day.**

Summary of Notification or Information Required Upon Certain Events

The following events/items require the School to notify the Washington State Charter School Commission (Commission) within specific time frames identified in the *Charter Contract*. These time frames fluctuate from immediate notification to five (5) days depending on the event/item. To support schools in remembering to notify the Commission, quarterly or annual reporting for each event has been incorporated into the annual compliance calendar; however, it is the School's responsibility to take the appropriate action per each event/item in a timely manner to remain in compliance with the *Charter Contract*. The School should take the action described in each applicable item below. *Please note that submissions made through your Box folder are recorded and time-stamped by the Commission, so you are not required to provide additional notification via email.*

***Amendments to the By-Laws**

If the school wishes to make modifications or changes to the School's Bylaws, the proposed changes must be submitted to the Commission within five (5) business days of the School Board's approval.

[Amendments to By-Laws Form](#)

***Amendments to *Charter Contract* (Material Revisions)**

As applicable, the School has obtained Commission approval for any material revisions and/or amendments to the educational program terms. Amendments must be submitted three (3) weeks prior to the Commission meeting for the month that the School is seeking approval.

[Amendments to Charter Contract Form](#)

***Amendments to Conflict of Interest Policy**

As applicable, any amendments to the adopted Conflict of Interest Policy (in *Charter Contract*) must be adopted by the Board and approved in writing by the Commission.

[Amendments to Conflict of Interest Policy Form](#)

***Amendments to the Educational Program Terms**

As applicable, the School has obtained Commission approval for any material revisions and/or amendments to the educational program terms (Attachment 4 of your charter contract). Amendments to the educational program terms must be submitted two (2) weeks prior to the Commission meeting for the month that the School is seeking approval.

[Amendments to the Educational Program Terms Form](#)

***Background Checks**

If the school hires an employee during a year of operation, the School must provide the Commission proof of background check clearance within five (5) business days of hire.

[Background Checks Form](#)

*Items are reported through the Annual Amendments and Changes Reporting benchmark.

***Board Member Removals, Resignations and Additions**

As applicable (i.e., board member resignation/new board member), an updated Board Roster, Board Member Disclosure forms and resumes for new board members must be submitted to the Commission within five (5) business days of Board approval. [Board Resignations or Additions Form](#)

***Board Meeting Schedule**

Notify the Commission within five (5) business days of any change in the Board Meeting Schedule or location. This is inclusive of special and emergency meetings. [Board Meeting Schedule Form](#)

***Emergency Contact Information Updated**

Within 24 hours of a change, current Board, School Leader, and Management Team emergency contact information has been updated and is on file with the Commission. [Emergency Contact Form](#)

Immediate Notification

Via email, immediately notify the Commission’s Executive Director of any of the following and ensure the appropriate reporting forms are on file with the Commission. [Immediate Notification Form](#)

1. Known conditions that may cause the School to vary from the terms of its Contract, applicable Commission requirements, federal, and/or state law.
2. Non-compliance with the School’s legal obligations or Contract provisions.
3. Any circumstance requiring the closure of the School, including, but not limited to, a natural disaster, such as an earthquake, storm, flood or other weather-related event, other extraordinary emergency or destruction of or damage to the School facility; the arrest of any members of the Board or School employees for a crime punishable as a felony or any crime related to the misappropriation of funds or theft, if the Board, School, or any agent, employee, or representative thereof has reason to believe that an arrest occurred; misappropriation of school funds; a known default on any obligation, which shall include debts for which payments are past due by sixty (60) days or more; any change in its corporate status with the Washington Secretary of State Office or status as a 501(c)(3) corporation.

Pending or Threatened Legal Claims or Charges

Within 24 hours of identification of any pending or threatened claims or charges, the School will notify the Commission’s Executive Director with all notices of claims.

Notice of Misconduct

If the School determines that any employee has a prior conviction of a felony, or any crime related to theft or misappropriation of funds, and any employee who is convicted of a felony during the term of an employee's employment, the School must provide notice to the Commission's Executive Director within five (5) days.

*Items are reported through the Annual Amendments and Changes Reporting benchmark.

Notice of Offense

Within 24 hours of finding any employee who has been convicted of an offense enumerated or referenced in chapter 28A.410 RCW, the School must notify the Commission's Executive Director via email. [Notice of Offense Form](#)

Staff Qualifications/Unprofessional Conduct

If the Board or School administrator(s) has reason to believe that an employee with a certificate or permit authorized under chapter 28A.410 RCW or chapter 28A.405 RCW has engaged in unprofessional conduct (Chapter 181-87 WAC) or lacks good moral character (Chapter 181-86 WAC), a complaint must be submitted to the Education Service District within which the School operates stating the basis for the belief and requesting submission of the complaint to OSPI. A copy of the School's complaint must simultaneously be sent to the Commission's Executive Director and OSPI's Office of Professional Practices. [Staff Qualifications Unprofessional Conduct Form](#)

Decrease in Enrollment

The School shall immediately report to the Commission a decrease in enrollment of 20% or more. [Decrease in Enrollment Form](#)

Timely Notification

Within 24 hours, notify the Commission's Executive Director (and other appropriate authorities) in the following situations. [Timely Notification Form](#)

1. The discipline of employees at the School that:
 - i. Results in suspension or termination;
 - ii. Arises from misconduct or behavior that may have endangered the educational welfare or personal safety of students, teachers, or other colleagues within the educational setting; or
 - iii. Is based on serious or repeated violations of law.
2. Any complaints filed, or action taken, against the School by any governmental agency.

Securing an Alternative Facility

As applicable, if use by the School of a facility is rendered impracticable by any cause whatsoever, or if the funds necessary to construct, renovate or upgrade a facility cannot be secured, the School shall be responsible for securing an alternative facility. The School must obtain written approval from the Commission to move into the alternative facility, subject to such terms and conditions as may be specified by the Commission. [Securing an Alternative Facility Form](#)

Training on Child Abuse and Neglect Reporting

If the school hires an employee during the year of operation, the School must provide the Commission evidence that the employee has completed training on child abuse and neglect reporting within five (5) business days of the hire. [Training on Child Abuse and Neglect Reporting Form](#)

Updated School Calendar

As applicable, any changes that cause the school calendar to differ materially from the calendar proposed and approved in the School's charter application are subject to Commission approval.

*Items are reported through the Annual Amendments and Changes Reporting benchmark

The below tables are descriptions and links to resources that describe the above annual compliance calendar. The annual compliance calendar is issued annually to schools and identifies the Commission specific reporting requirements that schools must satisfy. The charter contract identified this calendar as a requirement for the Commission to provide schools and in contract terms, it is the Master Calendar (Section 14.2.2).

Document Due	Submit To	Authority	Comments	School Board Action	Category	Template
Annual Budget	Commission	Contract § 9.14.2 <i>Annual Budgets</i>	On or before July 10 th of each year, the School will submit to the Commission the School’s Board-approved budget for the upcoming fiscal year. Please note that the budgeted enrollment must match the F203 submitted to OSPI. (Schools are required to use the Commission’s Budget and Quarterly Report template to satisfy this requirement.)	Requires School Board approval	Finance and Governance	<u>Quarterly and Annual Budget Template</u>

Document Due	Submit To	Authority	Comments	School Board Action	Category	Template
Annual Budget Publication	Commission	Contract § 9.14.2 <i>Annual Budgets</i> WAC 392-123-054	Every charter school shall publish a notice stating that the charter school has completed the budget, placed it on file in the charter school administration office, that a copy thereof will be furnished to any person who calls upon the school for it, and that the school board will meet for the purpose of fixing and adopting the budget of the charter school for the ensuing fiscal year. Said notice shall be published at least once each week for two consecutive weeks in a newspaper of general circulation in the county or counties in which such school is a part. The last notice shall be published no later than seven days immediately prior to the hearing.	Requires School Board approval	Finance and Governance	N/A
Annual F1 Personal Financial Disclosure Statement	Public Disclosure Commission	Contract § 4.10 <i>Public Disclosure Filing</i>	Members of a charter school board must file personal financial affairs statements with the Public Disclosure Commission (PDC). The date to file with the PDC is April 15 th . This is an annual requirement. The commission confirms submission to the PDC. New Board members have additional PDC requirements.	Requires School Board Member action	Governance	Click here to PDC Online Filing

Document Due	Submit To	Authority	Comments	School Board Action	Category	Template
Annual Performance Report	Commission	Contract <i>Attachment 9</i>	The School shall submit an Annual Performance Report to the Commission and parents/guardians of students attending the charter school. (Waived for schools in the first year of operation.)	Requires consultation with the School Board	Finance, Governance, and Academics	School Created
Annual School Board Meeting Schedule Posted	Passive Submission (verified by the Commission via School Website)	Contract § 4.9 <i>Open Meetings</i>	The annual charter School Board Meeting Schedule (including date, time and location) are posted to the School's website and on file with the Commission. This is a passive submission is checked in January.	Requires consultation with the School Board	Governance	<u>Board Meeting Schedule</u>

Document Due	Submit To	Authority	Comments	School Board Action	Category	Template
Annual School Calendar	Commission	Contract § 5.22 <i>School Calendar</i>	Annually, the School will develop a school calendar for the following year and submit it to the Commission. The school calendar must meet the compulsory school attendance requirements of state law, financial guidelines, and state regulations. Any changes that cause the calendar to differ materially from the calendar proposed and approved in the School's charter application are subject to Commission approval. The calendar should include state assessments, norm-referenced or criterion-referenced interim assessments, and staff professional development.	Requires consultation with the School Board	Organizational	<u>Annual School Calendar</u>
Asset Inventory	Commission	Contract § 14.1 SAAM, Section 30.40.30 – Inventory records requirements	Submit the historical inventory list of non-consumable assets of \$300 or more (including sales and ancillary costs) and identify whether acquired by public and/or private source.	Requires no School Board Action	Finance	<u>Asset Inventory</u>

Document Due	Submit To	Authority	Comments	School Board Action	Category	Template
Assigned School Comparison	Commission	Contract § Attachment 8.3.H – Educational Program/Academic Accountability. Academic Performance Indicator 2	A current list of student addresses, in order to calculate the Assigned School Composite, the Commission will need to determine the traditional assigned school for students in your school. Please provide an <i>electronic spreadsheet</i> with the grade and street address, city, and zip code for each student enrolled in your school.	Requires no School Board Action	Academic	Assigned School Comparison
Background Checks	Commission	Contract § 12.4 <i>Background Checks</i>	A current employee roster and proof of background check clearance for employees, board members, new hires, or contractors who will have unsupervised access to children are on file with the Commission. By the due date, if clearance is not yet secured for all employees, please include a status report and your plan for ensuring students will not be left unsupervised with employees whose clearance had not been completed.	Requires School Board Member action	Organizational	Background Checks

Document Due	Submit To	Authority	Comments	School Board Action	Category	Template
Board Roster	Commission	Contract § 4.5 <i>Composition, Attachment III</i>	The School must submit current roster and when Board changes have been made (i.e., Board roster with contact information for all board members and identification of officers). The school must notify Commission of Board resignations within five days.	Requires School Board Member action	Organizational	Board Roster
Board Training	Commission	Contract § 4.9 <i>Open Meetings</i> , 5.6 <i>Public Records</i>	Evidence Board members have completed open Public Meetings Act and Public Records Act training within 90 days of active membership.	Requires School Board Member action	Organizational	School Generated List
F-196 Form	Commission	Contract § 9.8 State Accounting Requirements	On or before the 25 th day of October in each year, the school shall submit its F-196 (financial Statements) in EDS and update it for review and comment by the Commission.	Requires no School Board Action	Finance and Governance	F196 Guidance
F-203	Commission	Contract § 9.8 State Accounting Requirements	On or before the tenth day of July in each year, the school shall submit its F-203 (estimates) in EDS and update it for review and comment by the Commission.	Requires no School Board Action	Finance and Governance	F-203 Guidance
F-195	Commission	Contract § 9.8 State Accounting Requirements	On or before the tenth day of July in each year, the school shall prepare their budget for the ensuing fiscal year and update it for review and comment by the Commission EDS.	Requires School Board approval	Finance and Governance	F-195 Guidance

Document Due	Submit To	Authority	Comments	School Board Action	Category	Template
F -195F	Commission	Contract § 9.8 State Accounting Requirements	On or before the tenth day of July in each year, the school shall prepare or update its four-year budget plan that includes a four-year enrollment projection and update it for review and comment by the Commission in EDS.	Requires School Board approval	Finance and Governance	F-195 Guidance
Financial Audit Letter of Engagement	Commission	Contract § 10.1 <i>Audits</i>	The school must submit a board-approved letter of engagement from a public accounting firm certified in Washington (i.e., external audit firm) that includes the Memorandum of Agreement between the Washington State Auditor's Office and the accounting firm.	Requires School Board Approval	Finance	N/A
Growth Summaries (MAP/STAR)	Commission	Contract § 14.1 <i>School Performance Framework</i>	The school must submit Fall to Spring Growth Summaries from the growth assessments administered in Fall, Winter, and Spring.	Requires no School Board Action	Academic	School Provided
Independent Audit Report	Commission	Contract § 10.1 <i>Audits</i>	Within five (5) business days of the School receiving its Independent Audit Report/findings, the School must submit an audit report to the Commission. (Waived for schools in first year of operation.)	Requires School Board Approval	Finance	N/A

Document Due	Submit To	Authority	Comments	School Board Action	Category	Template
Lock Down, and Fire Drills Conducted	Commission	Contract § 5.11 <i>Student Welfare and Safety</i>	School has provided evidence (fire drill schedule with School Leader signature) that lock down, and fire drills have been conducted.	Requires no School Board Approval	Organizational	<u>Lock Down and Fire Drills Conducted</u>
School-Specific Goals/ Performance Targets	Commission	Contract § 14.1 <i>School Performance Framework</i>	Annually, the School and Commission must set performance targets designed to help the School meet its mission-specific educational and organizational goals, federal, state, and Commission expectations. Once agreed upon, those performance targets shall be incorporated into the Contract through amendment.	Requires School Board Approval	Governance, Organizational and Academic	Pending New Guidance
Board Meeting Agendas	Passive Submission (verified by the Commission via School Website)	Contract § 4.9 <i>Open Meetings</i>	Agendas (including date, time and location) for all charter school board meetings (including regularly scheduled, special and emergency board meetings) are posted on School website.	Requires School Board approval	Governance	<u>Quarterly Board Meeting Agendas and Minutes</u>
Board Meeting Minutes	Passive Submission (verified by the Commission via School Website)	Contract § 4.9 <i>Open Meetings</i>	All Board-approved board meeting minutes (including regularly scheduled, special and emergency board meetings) are posted to the School website.	Requires School Board approval	Governance	<u>Quarterly Board Meeting Agendas and Minutes</u>

Document Due	Submit To	Authority	Comments	School Board Action	Category	Template
Quarterly Financial Report	Commission	Contract § 9.6 <i>Quarterly Reports</i>	The quarterly financial report has been submitted to the Commission within 45 days after the end of each quarter. Due on Jan. 14 th , April 14 th , July 15 th , and Oct 15 th . Schools are required to use the Commission’s Budget and Quarterly Report template to satisfy this requirement. Fourth Quarter Financial Reports are waived for schools in the first year of operation.	No School Board action required though Commission will look for evidence of review of financials at Board Meeting observations	Finance	<u>Quarterly and Annual Budget Template</u>
Recurrent Enrollment	Commission	Charter School Act (28A.710.170(2)(e))	The Charter School Act and the Organizational Performance Framework require schools and authorizers to develop indicators, measures, and metrics related to year-to-year recurrent enrollment. The charter school’s recurrent enrollment for each year should be ambitious yet realistic.	No School Board action required	Governance	<u>Recurrent Enrollment</u>

Document Due	Submit To	Authority	Comments	School Board Action	Category	Template
School Leader Performance Evaluation (building and network leaders)	Commission	Contract § 4.1 <i>Governance</i>	The School’s board provides evidence of its continuing oversight over the School’s operations using an annual evaluation of the school leader. Evidence that there is a formal evaluation system in place for the school leader, board chair, and CMO/EMO if applicable.	Requires School Board action and approval. Depending on a school’s bylaws, the board may be responsible for evaluation at the CMO level, not the school leader level. Please indicate in your submission.	Governance	School Board Generated
Student Application	Commission	Contract § 6.1 <i>Enrollment Policy</i>	Annually the School shall comply with submission of an application to ensure that it complies with the Applicable Law and the enrollment policy approved by the Commission.	Requires no School Board action	Organizational	<u>Sample Application</u>

Document Due	Submit To	Authority	Comments	School Board Action	Category	Template
Student Transfers and Exits	Commission	Contract § 6.5 <i>Student Transfers and Exits</i>	The School has collected and reported (annually) to the Commission exit and entry data on all students transferring from, entering or otherwise exiting the School for any reason (other than graduation), voluntary or involuntary. Such data shall identify each departing student by name and shall document the date of and reason(s) for each student departure. If the School is unable to document the reasons for a voluntary student withdrawal, the School shall notify the Commission and provide evidence that it made reasonable efforts to obtain the documentation.	Requires no School Board action but School Board should be made aware of any notable trends in student transfers or exits	Organizational	<u>Student Transfers and Exits</u>
Update Emergency Contact Information	Commission	Contract § 5.7 <i>Record Keeping & 14.2.2 Data and Reports</i>	On an annual basis, the School shall confirm that the Board, School Leader, and Management Team emergency contact information is current and is on file with the Commission.	School Board Action required	Organizational	<u>Emergency Contact Information</u>

Document Due	Submit To	Authority	Comments	School Board Action	Category	Template
Update School Coordinators	Commission	Contract § 5.7 <i>Record-Keeping & 14.2.2 Data and Reports</i>	The School has provided evidence that the Civil Rights Compliance Coordinator, Section 504 Coordinator, Title IX Officer, Harassment, Intimidation, and Bullying (HIB) Compliance Officer, and State Assessment Coordinator have been named and submitted to OSPI and the Commission.	Requires no School Board action	Organizational	<u>School Coordinators</u>
Update School Handbook (s)	Commission	Contract § 5.11 <i>Student Welfare and Safety, 5.15 Student Conduct & Discipline 9.1 Legal and Accounting Compliance</i>	The school has amended its student, employee and any other handbooks to comply with updates to applicable laws	School Board action may be required for any handbook amendments	Organizational	School Provided

Document Due	Submit To	Authority	Comments	School Board Action	Category	Template
Update Staff Qualifications	Commission	Contract § 5.13 <i>Staff Qualifications</i>	Instructional staff, employees, contract personnel to include related service personnel, and all volunteers shall possess all applicable qualifications / certifications/ licenses as required by state or federal law. Instructional staff shall maintain active certification in accordance with chapter 28A.401.RCW, unless instructional staff meets the requirements of RCW 28A.150.203(7).	Requires no School Board action	Organizational	<u>Staff Qualifications</u>
Update Training on Child Abuse and Neglect Reporting	Commission	Contract § 5.11 <i>Student Welfare and Safety</i>	Annually, the School must provide the Commission current evidence that all employees have completed training on child abuse and neglect reporting. And if the School hires an employee during the year of operation, the School must provide the Commission evidence that the employee has completed training on child abuse and neglect reporting within five (5) business days of the hire.	Requires no School Board action	Organizational	<u>Training on Child Abuse and Neglect Reporting</u>

Category	Months Starting in July ending in June											
	J	A	S	O	N	D	J	F	M	A	M	J
Financial	J	A	S	O	N	D	J	F	M	A	M	J
Annual Budget	█											
Annual Budget Publication		█										
Annual F1 Personal Financial Disclosure Statement										█		
Annual Performance Report				█								
Asset Inventory*				*								
F-196 Form				█								
F-203	█											
F-195	█											
F -195F	█											
Financial Audit Letter of Engagement			█									
Independent Audit Report								█				
Quarterly Financial Report	█			█			█			█		
Organizational	J	A	S	O	N	D	J	F	M	A	M	J
Annual Performance Report				█								
Annual School Calendar												█
Background Checks*		█	█									
Board Roster		█	█									
Board Training*		█	█									
Lock Down, and Fire Drills Conducted									█			
School-Specific Goals/ Performance Targets	█											
Student Transfers and Exits												█
Update Emergency Contact Information		█	█									
Update School Coordinators		█	█									
Update Staff Qualifications		█	█									
Update Training on Child Abuse and Neglect Reporting		█	█									
Updated Insurance Certification		█	█									
Academic	J	A	S	O	N	D	J	F	M	A	M	J
Annual Performance Report				█								
Assigned School Comparison												█
Growth Summaries (MAP/STAR)	█											
School-Specific Goals/ Performance Targets	█											
School-Specific Goals/ Performance Results	█											
Governance	J	A	S	O	N	D	J	F	M	A	M	J
Annual School Board Meeting Schedule Posted+							█					
F-196 Form				█								
F-203	█											
F-195	█											
F -195F	█											
Quarterly Board Meeting Agendas		█			█			█			█	
Quarterly Board Meeting Minutes		█			█			█			█	
Immediate Notification	Within the timeframe outlined in the Annual Calendar per event type.											
Recurrent Enrollment						█						
School Leader Performance Evaluation (building & network leaders)			█									

