Governing Authority and School Leader Annual Timeline

The 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 all-inclusive 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 if 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 for each month.

<table>
<tr><th colspan="2">July</th></tr>
<tr><td>Governing Authority</td><td>

Opening Assurances must be submitted to DEW by the Sponsor at least ten (10) business days before the first day of school. (New Schools or new locations only)
EMIS Reporting Deadline: year-end reporting period.
Send annual governing authority meeting calendar to sponsor and have posted to the school website.
Online day plans must be adopted by August 1 .
Governing Authority is to pass a waiver resolution for Fiscal Officer if employed by operator prior to NEW school opening and annually thereafter.
Deadline to submit all final approved calendars and daily bell schedules to sponsor.

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<tr><td>School Leader</td><td>

Review preliminary data in the Secure Data Center for possible appeal, correction and clarification.
Review fatal flags and errors that impact monthly payments SOES (ODDEX).
Recommend revised and updated Parent/Student Handbook for board approval.
Review current staff roster to determine which staff members may be required to complete new BCI/FBI checks, renew licenses and/or complete annual teacher trainings (Safety and Violence Prevention, Heimlich maneuver, Blood Borne Pathogens),
Review paraprofessionals qualifications to ensure ESEA requirements are met,
Complete the federally funded worksheet
Conduct at least 1 fire drill within the first 10 days of school (minimum of nine (9) fire drills during the school year).
Staff that will administer the Kindergarten Readiness Assessment (KRA) must be trained as required by DEW.
NEW schools in 24-25 will complete the New Community Schools Checklist
.
Provide training on the development of Student Learning Objectives (SLOs) for teachers.
Prior to August 1, notify parents that students will be screened for vision and hearing (could be posted to website or in student handbook).
If participating in a consortium, send in new consortia member agreement to fiscal agent for consortium,
DOPR report card designation application due July 1 to DEW.
Review school website to ensure documents are updated and links to references are working prior to beginning of the next school year.

FY25-26 Restraint and Seclusion reporting is due by August 2.

Transportation T-2 report due to DEW August 1 if school receives funding for transportation.

Disadvantaged Pupil Impact Aid and Student Wellness and Success Funds Reporting due by August 1.
Review school's OEDS to ensure the information listed is accurate.
Online Day Plans to be submitted to governing authority for approval by prior to August 1.

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<tr><th colspan="2">August</th></tr>
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Governing Authority	● Opening Assurances must be submitted to DEW by the Sponsor at least 10 business days before the first day of school. (New Schools or new locations only). ● EMIS Reporting Deadline: financials reporting period (ensure the Treasurer or EMIS coordinator submitted all required records). ● Update and approve Academic Intervention and Prevention policy (this is an annual requirement per ORC 3313.6012). ● Schedule a review of the school's health and safety policies (this is a periodic requirement per ORC 3313.86). ● Review Parent and Family Engagement Policy, Homeless Policy and Dispute Resolution Process, District Internet Safety Policy, per ESSA. ● Review and approve Career Advising Policy (grades 6 and up, approval required at least once every two years per ORC 3313.6020) ● School Governing Authorities who wish to begin transporting students and be funded need to notify districts and DEW in writing by August 1. ● School providing transportation regardless of being funded, must have transportation routes board approved within 30 days of current school year or no later than 10 days after commencement of school. ● Transportation T-2 report due to DEW August 1 if school receives funding for transportation.

School Leader	● Attend/conduct annual teacher trainings: Safety and Violence Prevention, Heimlich Maneuver, Blood Borne Pathogens, Homeless Awareness Training and other trainings as required. ● 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. Review state fire marshal and department of homeland security guidance and schedule a minimum of nine (9) emergency drills (fire, lock down, tornado) during the school year. ● Ensure all IEPs are reviewed to establish a calendar to update any IEPs/ETRs. ● Complete Homeless Awareness training as required ● 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 DEW. ● 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. ● Provide updates to the Governing Authority on the implementation and monitoring of the school improvement plan at each regularly scheduled Board meeting. ● Create professional development plan based on data including staff and parent surveys and the One Plan. ● Review preliminary report card data released to the school prior to the release to the media/public. ● Contact the Test Coordinator 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 school improvement plan. ● Review/Update LPDC roster noting which teachers need to renew licenses, have appropriate staff complete IPDPs, hold LPDC meeting. ● Check OEDs to ensure LPDC is registered and approved, if not complete registration of LPDC with OEDS. ● 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. ● Federal Programs Annual Title I Meeting must be held annually. Notice must be sent to all (if schoolwide Title I school) parents not less than one week prior to the meeting. The meeting must describe the requirements of the grant and the services being provided. ● Beginning of the year DOPR testing. ● Schools providing transportation to all or a portion of students must annually provide K-3 training within the first 2 weeks of school commencement. ● FY25-26 Restraint and Seclusion reporting due September 1. ● Disadvantaged Pupil Impact Aid and Student Wellness and Success Funds Reporting due by August 1. ● E-school plan for services to disabled students due to sponsor on or before September 1 ● Annual E-School Plan certification to be completed by September 1 ● Annual Emergency Plan Certification due August 31 in safety plan system ● FY25-26 Emergency Management Test to be entered by August 31 (doesn't apply to schools opening in FY25-26). ●
September	
Governing Authority	● School leader to provide updates to the Governing Authority on the implementation and monitoring of the school One Plan and the 6.4b Interventions at regularly scheduled Board meetings. ● Attend Compliance Site Visit webinar and begin collecting and preparing required documentation. ● Renewal Process begins for schools whose charters expire in June of the current school year. ● Local Report Cards may be made public. Ohio ESEA Flexibility Waiver of NCLB designation such as Priority, Focus and Watch schools will be completed. ● School Annual Budgets must be board approved and submitted by the sponsor to DEW by October 31. ● School Annual Report to be approved by board resolution and submitted to Sponsor, parents and students no later than October 31st (document delivery date and method). ● E-school plan for services to disabled students due to sponsor on or before September 1 ● Annual E-School Plan certification to be completed by September 1 ● Schools on an Indicator Improvement Plan must submit evidence to ODEW by September 26

School Leader	● Final Expenditure Reports (FERs) must be submitted on or before September 30th.
	● School-Parent Compact must be sent to all parents of Title 1 served students at a Targeted Assistance school and all parents at a Schoolwide served school.
	● By September 30, all K-3 students must be assessed for 3rd Grade Reading Guarantee purposes.
	● 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 focus on Value Added School and Diagnostic Reports and Teacher Level Reports if available.
	● All Resident Educator license holders must be registered.
	● If applicable, Administer English Language Screener to newly students within 30 days of start of school.
	● If applicable, notify parents of English Proficiency results within 30 days or two weeks if enrolled after start of school.
	● Submit to CSS CTE teacher licenses and endorsements by September 30th.
	  ● E-school plan for services to disabled students due to sponsor on or before September 1
	  ● View Compliance Site Visit webinar and begin collecting and preparing required documentation.
	● Submit enrollment and attendance data weekly per dates provided by Sponsor
	● Submit school annual report to board to be approved and sent to sponsor, parents and students no later than October 31 (document delivery date and method)
	● Emergency Management Plan Certification must be completed by September 1

October	

Governing Authority	● School Annual Budgets must be board approved and submitted by the sponsor to DEW by October 31. ● School Annual Report to be approved by board resolution and submitted to Sponsor, parents and students no later than October 31st (document delivery date and method) Annual Budget (DEW template) is to be board approved and sent to sponsor no later than October 31st. ● 5 Year forecast to be board approved and sent to sponsor no later than November 30. ● School leader to provide updates to the Governing Authority on the implementation and monitoring of the school improvement plan and the 6.4b Interventions at regularly scheduled Board meetings. ● 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. ● Submit school annual report to board to be approved and sent to sponsor, parents and students no later than October 31 (document delivery date and method) ● Renewal Schools- Completed sponsorship contract renewal application due to sponsor (see contract renewal calendar for more detail).
School Leader	● School Annual Report must be distributed to current parents and students no later than October 31 (school must document delivery date and process). ● 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 formative and summative assessments 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. ● T-1 Transportation Pupil reporting due to ODEW by October 31 ● Immunization records submitted to ODEW by October 15 ● Additionally, review accuracy of data submitted for final expenditures-as the appeal window is in October. If data is determined to be inaccurate after the appeal process, then the district must pay for an independent auditor to complete the Agreed Upon Procedures. ● Annual Special Education Report/Verification due to sponsor no later than October 25th. Sponsor to submit by November 1st. ● Review Compliance Assessment materials with Sponsor Representatives (October-January). ● Submit enrollment and attendance data weekly per dates provided by Sponsor
November	
Governing Authority	● Submit the Contract Attachment (6.4b) interventions to the sponsor (if required); ● 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 school improvement plan and the 6.4b Interventions at regularly scheduled Board meetings. ● EMIS Reporting Deadline: graduate records (ensure the EMIS coordinator submitted all the graduate records). ● November submission of the Five-year Forecast must be approved and submitted by the sponsor to ODE no later than November 30. ● Receive notification of renewal no later than November 30 for all schools whose charters expire in June of the current school year.
School Leader	● Resident Educator Program – Resident Educators and credentialed mentor are to be registered by November 15 in OEDS ● Notices about renewal terms sent to schools in the last year of their Charter ● 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 formative and summative assessments 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. ● Transportation T-1 report due by November 1 if school receives funding for transportation. ● Special Education Expenditure Report due to DEW by November 1.

December	
Governing Authority	● School leader to provide updates to the Governing Authority on the implementation and monitoring of the school improvement plan and the 6.4b Interventions at regularly scheduled Board meetings. ● EMIS Reporting Deadline: casino student count (ensure the EMIS coordinator or Treasurer submitted all the required records). ● School Annual Budget signed resolution that was passed by October 31, is due to DEW by December 31. ●
School Leader	● Review Compliance Assessment materials with Sponsor Representatives. ● School Safety Drill (Lockdown Drill) must be completed before the 5th day of December. ● 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	
Governing Authority	● School leader to provide updates to the Governing Authority on the implementation and monitoring of the school improvement plan and the 6.4b Interventions at regularly scheduled Board meetings. ● EMIS Reporting Deadline: October reporting period (ensure the EMIS coordinator submitted all the required records). ● Complete Public Records and Open Meetings Training for the current year by April 30. ● Submit annual conflicts of interest statements to sponsor by April 30. ● If school receives funding for transportation and wishes to cease providing transportation, a resolution must be passed and written notice sent to district superintendent(s), sponsor and DEW by January 31.
School Leader	● 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. ● The CSLT must begin analyzing the data at regularly scheduled meetings. ● Budget revisions need completed for federal grants if school received any carry over funds. ● Complete Open Meetings and Public Records training by April 30 ● Sponsor on-site review of student files (January-April). ● If notified by DEW of a federal compliance desk or on-site review, prepare required documents for review, answer questions and upload documentation in the Monitoring App in OHID System.
February	
Governing Authority	● School leader to provide updates to the Governing Authority on the implementation and monitoring of the school improvement plan and the 6.4b Interventions at regularly scheduled Board meetings. ● Notify Sponsor of post audit conference schedule with AOS or independent auditor. ● EMIS Reporting Deadline: October reporting period (ensure the EMIS coordinator submitted all the required records).
School Leader	● Competitive grant applications will open in the CCIP. ● Provide published information regarding online education and career planning tools and website for "Ohio Means Jobs" by April 1st of each year required for HS but recommended for Middle as well. ● February student data reported in SOES/EMIS will determine the reallocations of Entitlement Grant Funding. ● Implement the OTES Framework or an aligned evaluation system as outlined in the school's charter ● Cohort 2 schools begin One Needs Assessment. ● Cohort 2 CSLT to conduct root-cause analysis to prioritize needs. ● Train staff in Test/Assessment ethical practices according to DEW guidelines ● Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) Spring Administration ● Next Generation Assessment- Performance–Based Assessment (MATH AND ELA FOR GRADES 3-8 AND HIGH SCHOOL). ● Annual College Credit Plus information meeting for Students and Parents must be held between October 1st and February 15th.
March	

Governing Authority	● School leader to provide updates to the Governing Authority on the implementation and monitoring of the school improvement plan and the 6.4b 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. ● School Governing Authorities who wish to begin transporting students and be funded need to pass a board resolution and notify districts and DEW in writing by April 1. ●
School Leader	● Complete revisions to federal grant budgets as needed due to reallocations. ● 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- Performance–Based Assessment SCIENCE (GRADES 5, 8 AND HIGH SCHOOL), SOCIAL STUDIES (GRADES 4, 6 AND HIGH SCHOOL). ● If applicable, administer the OELPA (Ohio English Language Proficiency Assessment). ● Schools receiving transportation from local districts must submit the next school year's start and end times to the districts transporting their students by April 1. ● Submit next year's board approved calendar and schedule by May 31. ● Spring Kindergarten Survey due. ● 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.
April	
Governing Authority	● School leader to provide updates to the Governing Authority on the implementation and monitoring of the school improvement plan and the 6.4b Interventions at regularly scheduled Board meetings. ● Review graduation roster. ● EMIS Reporting Deadline: March reporting period (ensure the EMIS coordinator submitted all the required records). ● Board members are welcome to log-in to view Compliance Spring Survey Webinar to review the Spring Survey requirements. ● Governing Authority of new schools who will provide transportation to all students from one or more districts must pass board resolution and notify district(s) and DEW in writing by April 15. ● Spring 5 year forecast is to be board approved and sent to sponsor no later than May 31. ● Deadline for all Sponsor Compliance Items is April 30 ● Deadline to have all Public Records and Open Meeting training records submitted to sponsor April 30 ● Deadline to have all conflicts of interest statements submitted to sponsor April 30. ●
School Leader	● View Compliance Spring Survey Webinar and begin collecting and preparing required documentation. ● Competitive grant applications will close in the CCIP. ● Requests for Title I Summer School Extensions should be completed in the federal grants history log if the school plans to use FY26 funds for summer school programs. ● 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. ● Any teachers that need to renew license should apply for renewal online on OHID DEW website. ● Ohio Achievement Assessment (OAA)- Reading Grade 3 Spring Administration. ● Provide published information regarding online education and career planning tools and website for "Ohio Means Jobs" by April 1st of each year required for HS but recommended for Middle as well. ● Create, distribute, and analyze parent, staff and Title IV surveys regarding federal programs. ● Schools receiving transportation from local districts must submit the next school year's start and end times to the districts transporting their students by April 1. ● Cohort 2 schools submit One Plan in ED STEPS. ● One Plan completed by April 30th (please refer to DEW guidance for specific deadlines pertaining to your assigned cohort). ● Transportation compliance items due to the sponsor April 30. ● Deadline to have all Public Records and Open Meeting training records submitted to sponsor by April 30
May	

Governing Authority	● May submission of the Five-year forecast to be approved and submitted by sponsor to DEW by May 31. ● School leader to provide updates to the Governing Authority on the implementation and monitoring of the school improvement plan and the 6.4b Interventions at regularly scheduled Board meetings. ● National Charter Schools Week. ● Restraint and Seclusion collection to begin late spring.
School Leader	● 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- End of Course Exam: SCIENCE (GRADES 5, 8 AND HIGH SCHOOL), SOCIAL STUDIES (GRADES 4, 6 AND HIGH SCHOOL). ● Drop-out Recovery testing window opens. ● Review with sponsor any outstanding compliance requirements. ● Complete ESEA School Monitoring Surveys by June 30th ● ● Complete Compliance Spring Survey. ● Submit next year's board approved school calendars and schedules by May 31.
June	
Governing Authority	● Review the Contract 6.4 b Attachment regarding potential interventions related to school leaders review of preliminary testing data. ● Hold annual meeting and ensure minutes 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.). ● Publish meeting schedule for upcoming year, send meeting calendar to sponsor, and have posted to the school website. ● School leader to provide updates to the Governing Authority on the implementation and monitoring of the school improvement plan and the 6.4b Interventions at regularly scheduled Board meetings. ● National Association of Public Charter Schools- National Charter School Conference. ● If applicable, Blended Learning Declaration due to DEW by July 1. ● DOPR report card designation application due July 1 to DEW. ● On-line plans to be adopted by August 1. ● Review Compilation Report
School Leader	● Schools to submit their nationally normed assessments to the CSS School Improvement Team (SIT) by June 30. ● Federal Entitlement Grant Apps must be sent to DEW by June 30th in order to receive a substantially approved date of June 30. ● Transcripts and Diplomas due to sponsor by June 30 ● Drop Out Recovery applications due to DEW by July 1 ● Complete transportation survey by July 1. ● Submit upcoming school calendar and bell schedule to Sponsor for review. ● Provide updates to the Governing Authority on the implementation and monitoring of the school improvement plan and the 6.4b Accountability Plan and all interventions at regularly scheduled Board meetings. ● Schedule annual fire inspection with local fire department, health and safety inspection with health department. ● Update liability insurance. ● Review preliminary Ohio State Test data in the Secure Data Center. ● If school is focus or priority, complete the Support Schools Survey-located in Monitoring Application in SAFE account. ● 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 30. ● Schools operating or who will be operating a 22+ program must notify sponsor and request sponsor letter of approval and submit all required documentation through ODES online website for Adult Learners at a date set by DEW(usually July/August). ● Review school website to ensure documents are updated and links to references are working prior to the beginning of the next school year. ● On-line plans to be adopted by August 1.