



# Educational Service Center of Lake Erie West Community Schools Center

---

## 2022-2023 Master Calendar of Compliance Requirements

*Please note that compliance submission due dates are subject to adjustment throughout the year.*

### Submission Items:

These items must be uploaded into Epicenter by the due date indicated or upon notification.

- If the submission item does not apply to the school, please type N/A in the narrative section.
- **Previously Uploaded File Feature:** When attaching file(s) to a submission, select the Attach button. There will be three tabs available - Upload New, History, and Search Existing. The **History** tab will display the last file submission uploaded that matches the submission type and entity on the upload page. This may only be used if your school **has not** modified the existing documentation already found in Epicenter. If the documentation **has been** modified in any way, you must upload the new documentation and any other corresponding documents requested within the task.

### Certification Items:

For each of these items, the school must certify that the task described was completed by the required date, if applicable. Documentation of the task must be retained by the school and made available by request.

### Monthly Financial Reports:

Monthly financial and enrollment submissions must include the items listed below. Additional financial items may be required if a school is on a financial corrective action plan.

- Financial Summary Report as submitted into Epicenter to the school's governing authority
- Year to Date Actual vs. Budget (Forecast) Comparison
- FTE/Enrollment
- Transaction Detail Report (FINDET)

### Yearly Financial Requirements:

The following items are only required to be submitted into Epicenter once per year:

- Treasurer License - only if a renewal has taken place
- Treasurer Bond - only if a renewal has taken place
- Treasurer Contract Covering FY23 - if included as part of management agreement
- #517-B Designated Fiscal Officer Waiver – if applicable
- Financial Audit Report – Full audit PLUS the management letter if applicable. ESCLEW needs to be included in all pre and post audit meetings, if applicable.
- #S-601 Communication with State Auditor - signed by board and treasurer, if applicable. No verbal waivers will be accepted. Fiscal policies only if new policies are adopted by the board.
- Five-Year Forecast - October
- Five-Year Forecast Update- April
- Community School Annual Budget FY23 - October
- Community School Annual Budget – Board Resolution or Minutes - December

## Documents Due Into Epicenter as Needed

Compliance Requirement	Due Date	Type	Responsibility
Building Lease or Ownership Papers	Expiration or Location Change	Submission	Julie
Fire Inspection Report	Expiration	Submission	Julie
New Governing Authority Member Training Verification	90 Days After Election	Submission	Julie
New Governing Authority Member Pre-Approval Documents (Background Checks, Conflict of Interest Disclosure Form)	Prior to Election to Governing Authority	Email	Julie
Governing Authority Roster	Upon GA change	Submission	Julie
Loans to/from School	5 Business Days After Execution of Loan	Submission	Linda
#S-601 Communication with State Auditor	2 Weeks After Waiver Has Been Signed	Submission	Linda
School Environment Inspection Report	Upon Renewal	Submission	Julie
Special/Emergency Meeting - Public Announcement	Immediate	Submission	Julie
Staff Affidavit	Upon Any Change	Submission	Regional Rep
Treasurer Bond	Upon Renewal or Change of Treasurer	Submission	Julie
Treasurer License	Upon Renewal or Change of Treasurer	Submission	Julie

# July & August 2022

Compliance Requirement	Due Date	Type	Responsibility
<b>Monthly Financial</b>			
Financial Reports -June	July 15	Submission	Linda
Financial Reports- July	August 15	Submission	Linda
<b>Board Submissions</b>			
Approved Governing Authority Meeting Agenda	2 Weeks After Meeting	Submission	Regional Rep
Approved Governing Authority Meeting Minutes	2 Weeks After Approval	Submission	Regional Rep
<b>School Submissions</b>			
Sponsor Annual Report – Special Education Services & Expenditures	July 15	Submission	Jen
#703 Parent Notification Letter : Screening for Special Learning Needs	July 31	Submission	Kristi
#186 Plan for Providing Special Education & Related Services to SWDs FY23	August 12	Submission	Jen
#759 Emergency Management Plan Review Certification	August 31	Certification	Julie
EMIS Representative Designation	August 31	Submission	Julie
School Environment Inspection Report	August 31	Submission	Julie
Plan by Computer-Based Schools for Services to Students with Disabilities	August 31	Submission	Jen

# September 2022

Compliance Requirement	Due Date	Type	Responsibility
<b>Monthly Financial</b>			
Financial Reports -August	September 15	Submission	Linda
<b>Board Submissions</b>			
Approved Governing Authority Meeting Agenda	2 Weeks After Meeting	Submission	Regional Rep
Approved Governing Authority Meeting Minutes	2 Weeks After Approval	Submission	Regional Rep
#164 Awarding High School Credit for Course Completed Outside Regular School Hours at Accredited Post-Secondary Institution (Secondary Schools)	September 30	Submission	Kristi
#167 Students at Risk of Not Qualifying for High School Diploma (Grades 6+)	September 30	Submission	Kristi
#401-A & #417 Attendance Policy Including 72 Hour Rule	September 30	Submission	Julie
#401-B & #417 Attendance Habitual Truancy and 72 Hour Rule	September 30	Submission	Julie
#426 Admission Procedures & #427 Specifications of Contract Between Sponsor and Governing Authority - Specifications of Comprehensive Plan	September 30	Submission	Julie
#431 Distributing Statement Concerning State-Prescribed Testing and Attendance	September 30	Submission	Kristi
#433 & 436 Enrollment Documentation including Report Card	September 30	Submission	Kristi
#658 Annual Board Member Conflict of Interest Form	September 30	Submission	Julie
<b>School Submissions</b>			
Staff Affidavit	September 30	Submission	Regional Rep
#128 Model Pathways (Secondary Schools)	September 30	Submission	Kristi

# October 2022

Compliance Requirement	Due Date	Type	Responsibility
<b>Monthly Financial</b>			
Financial Reports –September	October 15	Submission	Linda
<b>#504 Community School Annual Budget</b>	October 25	Submission	Linda
<b>Five-Year Forecast</b>	October 31	Submission	Linda
<b>Board Submissions</b>			
Approved Governing Authority Meeting Agenda	2 Weeks After Meeting	Submission	Regional Rep
Approved Governing Authority Meeting Minutes	2 Weeks After Approval	Submission	Regional Rep
#406 & #414 Suspension, Expulsion, Removal, and Permanent Exclusion Policy	October 31	Submission	Julie
#440 & #442 Attendance Policy Including Verification of Residency	October 31	Submission	Julie
#776 Guidance for Approving Food to be Sold in Schools Policy	October 31	Submission	Julie
#804 Transportation Emergency and Evacuation Procedures	October 31	Submission	Julie
#814 Pupil Transportation Management Policies	October 31	Submission	Julie
<b>School Submissions</b>			
Community School's Annual Education Report	October 31	Submission	Julie
#513 Un-auditable Community School	October 31	Submission	Julie

# November 2022

Compliance Requirement	Due Date	Type	Responsibility
<b>Monthly Financial</b>			
Financial Reports – October	November 15	Submission	Linda
<b>Board Submissions</b>			
Approved Governing Authority Meeting Agenda	2 Weeks After Meeting	Submission	Regional Rep
Approved Governing Authority Meeting Minutes	2 Weeks After Approval	Submission	Regional Rep
#105 Policy Governing Academic Prevention and Intervention Services - <b>This submission requires annual review</b>	November 30	Submission	Kristi
#111 Policy on Career Advising - <b>This submission requires a review and update every 2 years</b> (Grades 6+)	November 30	Submission	Kristi
#902 Grade Promotion and Retention Policy	November 30	Submission	Kristi
#903 Policy on Parental Involvement in Schools that Includes Foster Caregiver	November 30	Submission	Julie
<b>School Submissions</b>			
Special Education Policies and Procedures (FY22-23)	November 30	Submission	Jen
#S-609 Annual Report Certification	November 30	Submission	Julie
#671 Governance and Employment	November 30	Submission	Julie

# December 2022

Compliance Requirement	Due Date	Type	Responsibility
<b>Monthly Financial</b>			
Financial Reports – November	December 15	Submission	Linda
<b>CS Annual Budget – Board Resolution or Minutes</b>	December 15	Submission	Julie
<b>Board Submissions</b>			
Approved Governing Authority Meeting Agenda	2 Weeks After Meeting	Submission	Regional Rep
Approved Governing Authority Meeting Minutes	2 Weeks After Approval	Submission	Regional Rep
Governing Authority Board Roster	December 31	Submission	Julie
#121 Reading Improvement Plan	December 31	Submission	Kristi
#156 Parental Notification of Core Curriculum Requirements (Secondary Schools)	December 31	Submission	Kristi
#438 Compulsory School Age (requirements for admission to kindergarten or first grade - pupil personnel service committee) (K-1 Schools)	December 31	Submission	Kristi
#901 Corporal Punishment Policy & Procedures – Positive Behavior Intervention, Restraint, and Seclusion	December 31	Submission	Julie
<b>School Submissions</b>			
Emergency Drill Log Submission Certification	December 31	Submission	Julie
School Safety Drill Notification Certification	December 4	Submission	Julie

# January 2023

Compliance Requirement	Due Date	Type	Responsibility
<b>Monthly Financial</b>			
Financial Reports – December	January 15	Submission	Linda
#517-B Designated Fiscal Officer – Bond - Licensing	January 31	Submission	Linda
<b>Board Submissions</b>			
Approved Governing Authority Meeting Agenda	2 Weeks After Meeting	Submission	Regional Rep
Approved Governing Authority Meeting Minutes	2 Weeks After Approval	Submission	Regional Rep
<b>School Submissions</b>			
#122 State Diploma Seals (Secondary Schools)	January 31	Submission	Julie
#123 Requirements for High School Graduation; Workforce or College Preparatory Units (Secondary Schools)	January 31	Submission	Julie
#715 Information and Training Regarding Sudden Cardiac Arrest	January 31	Submission	Julie



## February 2023

Compliance Requirement	Due Date	Type	Responsibility
<b>Monthly Financial</b>			
Financial Reports – January	February 15	Submission	Linda
<b>Board Submissions</b>			
Approved Governing Authority Meeting Agenda	2 Weeks After Meeting	Submission	Regional Rep
Approved Governing Authority Meeting Minutes	2 Weeks After Approval	Submission	Regional Rep
#522 Policies for Use of Credit Card Accounts - Policy	February 28	Submission	Julie
#523 Policies for Use of Credit Card Accounts – Compliance Officer	February 28	Submission	Julie
#526 Policies for Use of Credit Card Accounts - Rewards	February 28	Submission	Julie

## March 2023

Compliance Requirement	Due Date	Type	Responsibility
<b>Monthly Financial</b>			
Financial Reports – February	March 15	Submission	Linda
<b>Board Submissions</b>			
Approved Governing Authority Meeting Agenda	2 Weeks After Meeting	Submission	Regional Rep
Approved Governing Authority Meeting Minutes	2 Weeks After Approval	Submission	Regional Rep
<b>School Submissions</b>			
#819 Community School Transportation Plans	March 31	Submission	Julie
Finding for Recovery AOS- Management Co.	March 31	Submission	Julie
Food Service License	March 31	Submission	Julie
Liability Insurance	March 31	Submission	Julie
Property Insurance	March 31	Submission	Julie

# April 2023

Compliance Requirement	Due Date	Type	Responsibility
<b>Monthly Financial</b>			
Financial Reports – March	April 15	Submission	Linda
Five-Year Forecast Update	April 30	Submission	Linda
<b>Board Submissions</b>			
Approved Governing Authority Meeting Agenda	2 Weeks After Meeting	Submission	Regional Rep
Approved Governing Authority Meeting Minutes	2 Weeks After Approval	Submission	Regional Rep
#667 Open Meetings & Public Records Training Affidavit	April 30	Submission	Julie
<b>School Submissions</b>			
#621 Workers' Compensation	April 30	Submission	Julie
#660 Nonprofit Corporation Law Definitions	April 30	Submission	Julie
#661 Employment of Attorney	April 30	Submission	Kurt

# May 2023

Compliance Requirement	Due Date	Type	Responsibility
<b>Monthly Financial</b>			
Financial Reports – April	May 15	Submission	Linda
#S-601 Communication with State Auditor	May 31	Submission	Julie
<b>Board Submissions</b>			
Approved Governing Authority Meeting Agenda	2 Weeks After Meeting	Submission	Regional Rep
Approved Governing Authority Meeting Minutes	2 Weeks After Approval	Submission	Regional Rep
<b>School Submissions</b>			
Staff Affidavit	May 31	Submission	Regional Rep

## June 2023

Compliance Requirement	Due Date	Type	Responsibility
<b>Monthly Financial</b>			
Financial Reports – May	June 15	Submission	Linda
Financial Audit Report (FY21-22)	June 30	Submission	Linda
<b>Board Submissions</b>			
Approved Governing Authority Meeting Agenda	2 Weeks After Meeting	Submission	Regional Rep
Approved Governing Authority Meeting Minutes	2 Weeks After Approval	Submission	Regional Rep
Governing Authority Board Meeting Schedule 2023-2024	June 30	Submission	Julie
Governing Authority Board Roster	June 30	Submission	Julie
<b>School Submissions</b>			
Asset Inventory	June 30	Submission	Julie
Emergency Drill Log Submission Certification	June 30	Submission	Julie
Graduation Verification (Secondary Schools)	June 30	Submission	Regional Rep
School Calendar 2023-2024 School Year - Please upload the current calendar in EMIS	June 30	Submission	Julie

<b>Financial Submissions</b>
Monthly Financial Reports – June
Monthly Financial Reports – July
Monthly Financial Reports – August
Monthly Financial Reports – September
<b>#504 Community School Annual Budget - October</b>
Monthly Financial Reports – October
<b>Five-Year Forecast - October</b>
Monthly Financial Reports – November
Monthly Financial Reports – December
<b>CS Annual Budget – Board Resolution or Minutes - December</b>
<b>#517-B Designated Fiscal Officer Waiver - January</b>
Monthly Financial Reports – January
Monthly Financial Reports – February
Monthly Financial Reports – March
<b>Five-Year Forecast Update – April</b>
Monthly Financial Reports – April
Monthly Financial Reports – May
<b>#S-601 Communication with Auditor of State – May</b>
Financial Audit Report – June

<b>Submissions Requiring the Governing Authority President's Signature or Evidence of Board Approval Such as Approved Governing Authority Meeting Minutes or a Resolution</b>	
#105 Policy Governing Conduct of Academic Prevention/Intervention Services	November
#111 Policy on Career Advising	November
#121 Reading Improvement Plan	December
#156 Parental Notification of Core Curriculum Requirements	December
#164 High School Credit for Course Completed Outside Regular School Hours	September
#167 Students at Risk of Not Qualifying for High School Diploma	September
#401-A & #417 Attendance Policy Including 72 Hour Rule	September
#401-B & #417 Attendance Habitual Truancy and 72 Hour Rule	September
#406 & #414 Suspension, Expulsion, Removal, and Permanent Exclusion Policy	October
#426 Admission Procedures & #427 Specifications of Contract Between Sponsor and Governing Authority	September
#440 Verification of Residency & #442 Specifications of Contract Between Sponsor and Governing Authority	October
#504 Community School Annual Budget	October
#522 Policies for Use of Credit Card Accounts - Policy	February
#526 Policies for Use of Credit Card Accounts - Rewards	February
#658 Annual Board Member Conflict of Interest Form	September
#667 Open Meetings & Public Records Training Affidavit	April
#776 Guidance for Approving Food to be Sold in Schools	October
#902 Grade Promotion and Retention Policy	November
#903 Policy on Parental Involvement that Includes Foster Caregiver	November
Governing Authority Meeting Schedule	June
Approved Governing Authority Meeting Agenda	All
Approved Governing Authority Meeting Minutes	All
Governing Authority Member Roster	December, June, & Upon GA Change
Loans to or From School	5 Business Days After Execution of Loan
Staff Affidavit	September, May, & Upon Any Change

# **DEFINITIONS - NUMERICAL ORDER**

**B = Board – Submissions That Require Governing Authority Approval**

## **#105 Policy Governing Academic Prevention and Intervention Services (B) (November)**

- Submit into Epicenter a copy of the applicable board-approved school policy, **updated annually**, governing academic prevention and intervention services covering requirements of law, which include but are not limited to measuring student progress, identifying students not attaining proficiency thresholds, collect and using student performance data, and provision of prevention/intervention services **AND** evidence of board approval of the policy updated annually.

## **#111 Policies on Career Advising (B) (November)**

- Submit into Epicenter the board approved policy on career advising that follows Ohio law and ODE's model plans **AND** evidence of board approval of the policy **AND** evidence that the policy was reviewed/updated every two years.

## **#121 Reading Improvement Plan (December)**

- Submit into Epicenter a copy of the reading improvement plan supported by reading specialists **AND** evidence of board approval prior to implementation. Evidence of board approval can be either approved board meeting minutes or board resolution showing approval of the reading improvement plan.

## **#122 State Diploma Seals (January)**

- Submit into Epicenter a copy of the guidelines the school has developed for and implemented at least one of the state seals (community service, fine and performing arts, student engagement) to begin with the graduating class of 2023.

## **#123 Requirements for High School Graduation; Workforce or College Preparatory Units (January)**

- For schools serving grades 9-12 that have a foreign language requirement, submit into Epicenter evidence that school allows students to substitute computer coding for that coursework.

## **#128 Model Pathways (September)**

- Submit into Epicenter evidence of required pathways in course offerings.

## **#156 Parental Notification of Core Curriculum Requirements (B) (December)**

- Submit into Epicenter the copy of resolution and proof of board adoption the procedure for notifying parents of consequences for students not graduating from high school regarding eligibility to enroll in Ohio state universities.

## **#164 Awarding High School Credit for Course Completed Outside Regular School Hours at Accredited Post-Secondary Institute (B) (September)**

- Submit into Epicenter the board approved policy verifying that the school adopts a policy that denies high school credit for students that take post-secondary courses during an expulsion **AND** evidence of board approval of the policy.

## **#167 Students at Risk of Not Qualifying for High School Diploma (B) (September)**

- Submit into Epicenter the adopted policy and evidence of board approval. Evidence of board approval can either be board meeting minutes and/or board resolution document showing the approval of the requested policy.



#### **#186 Plan for Providing Special Education & Related Services to SWDs (August)**

- Submit into Epicenter the school's plan for providing special education and related services to students with disabilities. This is for site-based and e-schools, and must continue to be completed by community schools and reviewed and approved by sponsors annually. The school's plan for providing special education and related services to students with disabilities will be documented on the attached template, in detail, and will demonstrate compliance with ORC and federal law requirements regarding the education of children with disabilities.

#### **#401-A & #417 Attendance Policy Including 72 Hour Rule (B) (September)**

- Submit into Epicenter the board approved school policy Attendance Policy **AND** evidence of board approval of the policy. The policy must include procedures for automatically withdrawing a student from the school if the student without a legitimate excuse fails to participate in seventy-two consecutive hours of the learning opportunities offered to the student.

#### **#401-B & #417 Attendance Habitual Truancy and 72 Hour Rule (B) (September)**

- Submit into Epicenter the board approved school policy Attendance Policy **AND** evidence of board approval of the policy.
- The policy must include habitual truancy and intervention strategies and procedures for automatically withdrawing a student from the school if the student without a legitimate excuse fails to participate in seventy-two consecutive hours of the learning opportunities offered to the student.

#### **#406 & #414 Suspension, Expulsion, Removal, and Permanent Exclusion Policy (B) (October)**

- Submit into Epicenter the board approved policy regarding the suspension, expulsion, removal and permanent exclusion of students fulfilling the requirements in ORC 3313.661 **AND** evidence of board approval of the policy.
- Include how the school will provide the student(s) an opportunity to complete any classroom assignments missed because of the suspension **AND** allow the student to receive at least partial credit for the completed assignment(s).

#### **#426 Admissions Procedures (B) & #427 Specifications of Contract Between Sponsor and Governing Authority – Admissions Policy for Students Residing Outside the District (September)**

- Submit into Epicenter the board approved Admission Policy that complies with ORC 3314.06 **AND** evidence of board approval of the policy **AND** Submit into Epicenter a copy of applicable board-approved school's admission policy for students residing outside the district of residence **AND** evidence of board approval of the policy.

#### **#438 Compulsory School Age - Requirements for Admission to Kindergarten or First Grade - Pupil Personnel Service Committee (December)**

- Submit into Epicenter the applicable school admission policy for kindergarten and first grade, consistent with ORC 3321.01.

#### **#440 Verification of Residency & #442 Specifications of Contract Between Sponsor and Governing Authority – Specifications of Comprehensive Plan – Parent Notification in Change of Residence (October)**

- Submit into Epicenter a copy of the board approved policy(ies) that prescribe(s) the number of documents listed in ORC 3314.11(E) required to verify a student's residency and prescribes the information required to verify a student's residency **AND** evidence of board approval of the policy **&** Submit into Epicenter a copy of the board approved enrollment and attendance policy(ices) that requires a student's parent to notify the community school in which the student is enrolled when there is a change in the location of the parent's or student's primary residence **AND** evidence of board approval of the policy.

#### **#504 Community School Annual Budget (B) (October)**

- Submit into Epicenter the financial plan detailing an estimated budget and the per pupil expenditures **AND** the resolution and/or the approved signed board meeting minutes approving the Community School Annual Budget. Please note: This IS NOT the Five-Year Forecast.

#### **#513 Un-auditable Community Schools (October)**

- Submit into Epicenter, if applicable, the Notice of Suspension of the school's fiscal officer by the governing authority if the Auditor of State or a public accountant declares a community school to be un-auditable. If this is not applicable, type N/A in the narrative section of this task.

#### **#517-B Designated Fiscal Officer Waiver (B) (January)**

- Submit into Epicenter the governing authority approved resolution waiving the requirement that the school's governing authority employs or contracts with the designated fiscal officer. If this is not applicable, please type N/A in the narrative.

#### **#522 Policies for Use of Credit Card Accounts - Policy (B) (February)**

- Submit into Epicenter the policy for the use of credit card accounts, not later than three months after the effective date of this section, **IF** the school holds a credit card account on the effective date of this section **AND** evidence of board approval of the policy. **Otherwise**, a governing authority shall adopt a written policy before first holding a credit card account **AND** provide evidence of board approval of the policy.

#### **#523 Policies for Use of Credit Card Accounts – Compliance Officer (B) (February)**

- Submit into Epicenter evidence of the appointment of a compliance officer to perform the duties enumerated under 3314.52(D) **IF** the designated fiscal officer of the community school does not retain general possession and control of the credit card account and presentation instruments related to the account including cards and checks.

#### **#526 Policies for Use of Credit Card Accounts - Rewards (B) (February)**

- Submit into Epicenter a copy of annual report that details all awards received based on the use of the school's credit card account **AND** evidence that the report was submitted to the governing authority. Available evidence may include a copy of board meeting minutes or other documentation showing that the report was made available to the governing authority.

#### **#621 Workers Compensation (April)**

- Submit into Epicenter the certificate from the Ohio Bureau of Workers' Compensation.

#### **#658 Annual Board Member COI Form (B) (September)**

- Submit into Epicenter signed Conflict of Interest statements for each governing authority member **AND** a list of all governing authority members.

#### **#660 Nonprofit Corporation Law Definitions (April)**

- Submit into Epicenter the school's current nonprofit certificate awarded by the Secretary of State.

#### **#661 Employment of Attorney (April)**

- Submit into Epicenter available evidence which may include employee agreement/contract with the attorney from both sponsor and school and if applicable, the operator OR other documentation that clearly indicates an ongoing working relationship between the school and attorney from both sponsor and school and if applicable, the operator.

#### **#667 Open Meetings & Public Records Training Affidavit (B) (April)**

- Submit into Epicenter proof of attendance, dates of training(s), and a list of individuals to whom the statute applies (governing authority members, the school's designated fiscal officer, the chief administrative officer and other administrative employees of the school, and all individuals performing supervisory or administrative services). A copy of the Open Meetings & Public Records Training Affidavit can be found within this task in Epicenter.

**#671 Governance and Employment (November)**

- Submit into Epicenter a copy of the employment application including the statement defined in ORC 3313.393(S) in boldface type.

**#703 Parent Notification Letter: Screening for Special Learning Needs (July)**

- Submit into Epicenter a copy of the notification to parents of Kindergarten and first grade students, including the date sent was prior to August 1. regarding the school screening pupils enrolled in either kindergarten or first grade for hearing, vision, speech and communications, or medical problems, and developmental disorders before November 1.

**#715 Information and Training Regarding Sudden Cardiac Arrest (January)**

- Submit into Epicenter Evidence of Training and copy of designated school official form.

**#776 Guidance for Approving Food to be Sold in Schools (B) (October)**

- Submit into Epicenter the board-approved nutrition standards regarding food and beverage items that may be sold on school premises.

**#759 Emergency Management Plan Review Certification (August)**

- Certify in Epicenter that the school reviewed and recertified their safety plan documents in the School Safety Plans Portal between January 1 and July 2 each year.

**#804 Emergency and Evacuation Procedures (October)**

- Submit into Epicenter the board approved school policy regarding school bus emergencies **IF** the school (not the local district), or employees of the school or contracted vendors provide transportation for any of the students. If this is not applicable, please type Not Applicable in the narrative section of the task.

**#814 Pupil Transportation Management Policies (October)**

- Submit into Epicenter a copy of the applicable school policy regarding the pupil transportation management policies described in OAC Section 3301-83-08; reference ORC 3314.091(E) **IF** the school (not the local district), or employees of the school or contracted vendors provide transportation for any of the students, please submit into Epicenter a sample pre-trip inspection form. If this is not applicable, please type Not Applicable in the narrative section of the task.

**#819 Community School Transportation Plans (March)**

- Submit into Epicenter a copy of establishment of the school's start and end times and proof of providing that information to applicable school districts by April 1.

**#901 Standards for the Implementation of Positive Behavior Intervention Supports and The Use of Restraint and Seclusion (B) (December)**

- Submit into Epicenter a copy of the applicable school policy and procedures regarding positive behavior interventions and supports that comply with the requirements in OAC and ORC.

**#902 Grade Promotion and Retention Policy (B) (November)**

- Submit into Epicenter the board approved grade promotion and retention policy that prohibits promotion of truant children and/or students who failed two or more required curriculum subject areas and identifies exceptions to the policy **AND** evidence of board approval of the policy.

**#903 Policy on Parental Involvement in Schools That Includes Foster Caregiver (B) (November)**

- Submit into Epicenter the board approved policy regarding parental involvement in the school which must include foster caregivers **AND** evidence of board approval of the policy.

**#S-601 Communication with State Auditor (May)**

- All schools participated in pre-audit, post audit meetings, and any meetings in which audit issues were discussed, whether in person or on a conference call with the Auditor of the State.
- Submit into Epicenter the completed and signed attached form, as proof of documentation that shows evidence of participation or that you waived the pre-audit, post audit and/or any other meetings in which audit issues were discussed, whether in person or on a conference call with the Auditor of the State.
- **Please Note:** The attached form should be completed by the school treasurer.

**#S-609 Annual Report Certification (November)**

- Please certify that the school made available the ESC of Lake Erie West Annual Report to parents of students enrolled in their schools.

# **DEFINITIONS - ALPHABETICAL ORDER**

**B = Board – Submissions That Require Governing Authority Approval**

## **Approved Governing Authority Meeting Agenda (B) (Monthly)**

- Submit into Epicenter the approved agendas for all regular, special, and emergency governing authority meetings.

## **Approved Governing Authority Meeting Minutes (B) (Monthly)**

- Submit into Epicenter the minutes for all regular, special, and emergency governing authority meetings, once approved by the governing authority.

## **Asset Inventory (June)**

- Submit into Epicenter a fully updated Asset Inventory, including type of funds used to purchase goods.

## **Building Lease or Ownership Papers (Upon Expiration)**

- Submit into Epicenter a copy of the building lease or purchase agreement(s) for the main school building and any school annex building.

## **Community School's Annual Education Report (October)**

- Submit into Epicenter the Annual Education Report, which must include:
  - Activities and progress toward meeting the **Contract Attachment 11.6 academic goals** and the **method of measurement** used to determine progress towards those goals, which shall include **statewide achievement tests**
  - Activities and progress towards meeting **performance standards**, including but not limited to **all applicable report card measures** set forth in section 3302.03 or 3314.017 of the Revised Code
  - Sponsor statement representing overall compliance rating (provided by ESCLEW in Annual Compliance Summary Report)
  - Financial status (FY22 Financial Report)

## **Emergency Drill Log Submission Certification (December & June)**

- Please certify in Epicenter that the emergency drill log was emailed to the State Fire Marshall [sfm\\_codeenf@com.state.oh.us](mailto:sfm_codeenf@com.state.oh.us) in December and June. Please keep documentation of the email on-site and make available by request.

## **EMIS Representative Designation (August)**

- Submit into Epicenter the current annual governing authority designation of EMIS Representative.

## **Financial Audit Report (June)**

- Submit into Epicenter a copy of the Financial Audit, upon its release.

## **Finding of Recovery by Auditor of State (March)**

- Those persons with responsibility for fiscal operations or authorization to spend money on the school's behalf are required to disclose any findings by the Auditor of State.
- Finding for recovery by the Auditor of State will be reviewed for all members of the management team, governing authority board and school staff.
  - **Management companies must submit into Epicenter a memo.**
  - Governing authority members, new and existing, will submit into Epicenter an Annual Board Member COI form. The form addresses (# 19) finding for recovery by the Auditor of State; and,
  - All school staff must make appropriate disclosures on the staffing affidavit.

**Fire Inspection Report (As Needed Annually)**

- Submit into Epicenter a copy of the most recent fire inspection report for the main school building and any school annex building.
- If violations were noted, submit into Epicenter the re-inspection report upon its completion.

**Five-Year Forecast/Five-Year Forecast Update (B) (October/April)**

- Submit into Epicenter the governing authority-approved Five Year Forecast/Update on ODE form. A copy of the appropriate ODE form for the Five Year Forecast/Update can be found within this task.

**Food Service License (March)**

- Submit into Epicenter a copy of the renewed food service license for all facilities in which the school serves food.

**Governing Authority Meeting Schedule (B) (June)**

- Submit into Epicenter a copy of the approved schedule of regular governing authority meetings for the current school year.

**Governing Authority Member Training Verification (B) (As Needed)**

- Submit into Epicenter verification of attendance of at least five hours of governing authority training within 90 days of governing authority member's election to the board.

**Governing Authority Pre-Approval Documents (B) (As Needed)**

- Prior to electing a new governing authority member, submit into Epicenter the following:
  - Clean BCI/FBI criminal background check; and,
  - The ESCLEW New Board Member COI Form. A copy of the New Board Member COI form can be found within this task in Epicenter.

**Governing Authority Roster (B) (December/June)**

- Submit into Epicenter a roster of governing authority members with officer designations and complete and accurate contact information, including phone number, address, and email address. In addition to the contact information, please include date of BCI/FBI.

**Graduation Verification (June)**

- Submit into Epicenter a list of all graduates, if applicable.

**Liability Insurance (March)**

- Submit into Epicenter a copy of the liability insurance declaration page, demonstrating the following required coverage:
  - General liability: \$1 million per occurrence, \$3 million in aggregate;
  - Excess or umbrella coverage: extending primary coverage to at least \$5 million; and,
  - Directors' and officers' liability/errors and omissions coverage: \$1 mill per occurrence, not claims-made coverage
  - The ESC of Lake Erie West is listed as an additional certificate holder.

**Loans to/from School (As Needed)**

- Submit into Epicenter a copy of any loan notes made by or issued to the school within five days of execution of the loan.
- Quarterly, certify that all current loan documents are on file with ESCLEW, after reviewing submissions within Epicenter.

### Monthly Financial Reports (Monthly)

- Monthly financial and enrollment submissions must include the items listed below. Additional financial items may be required if a school is on a financial Corrective Action Plan.
  - Financial Summary Report as submitted to the school's governing authority
  - Year to Date Actual vs. Budget (Forecast) Comparison
  - FTE/Enrollment
  - Accounts Payable Aging Report
  - Transaction Detail Report (FINDET)

### Plan by Computer-Based Schools for Services to Students with Disabilities (August)

- The school will describe the special education and related services that will be provided by the school, to enrolled students with disabilities, and will be documented in detail on the attached template **(No student identifiable information should be included in this report)**.

### Property Insurance (March)

- Submit into Epicenter a copy of current property insurance declarations page or other evidence of property insurance coverage.

### School Calendar for the Upcoming School Year (June)

- Submit into Epicenter and EMIS a copy of the board approved school calendar into Epicenter.
- If the calendar is updated during the school year, submit into Epicenter and EMIS the updated version

### School Environment Inspection Report (August)

- Submit into Epicenter a copy of the most recent school environment inspection report for the main school building and any school annex building(s).
- If violations were noted, submit into Epicenter the re-inspection report upon its completion.
- If the school has renovated, request a new inspection.

### School Safety Drill Notification Certification (December)

- Please certify in Epicenter, prior to December 5th, the principal provided to the police chief notification of the **date and time each school safety drill was conducted during the previous school year**, as well as the **date and time each drill will be conducted during the current school year**. The school must keep documentation of the notification on-site and available by request.

### Special Education Policies and Procedures (November)

- Submit a copy of the school's state approved and board adopted Special Education Policies & Procedures as well as evidence of annual review (evidence via a copy of the Governing Authority Meeting Minutes where the document was either "reviewed" OR "reviewed/revised-updated and approved").

### Special Meeting Public Announcement (B) (As Needed)

- Submit into Epicenter a copy of a public special meeting notification to the press, as specified in the school's policy.

### Sponsor Annual Report of School's Special Education and Expenditures (August)

- Describe the special education and related services that were provided by the school, to enrolled students with disabilities, during the previous fiscal year.
- Provide documented details on the attached template **(No student identifiable information should be included in this report)**.

**Staff Affidavit (September/May)**

- The school must submit into Epicenter a fully completed and signed Staff Affidavit. The school must update and resubmit into Epicenter a revised affidavit each month that there are changes to the staff.
- If employees are employed by the school, the school director and governing authority president must sign. If employees are employed by the management company, the management company personnel must sign as the authorized school representative. School treasurer signatures are now required. Electronic signatures are acceptable. The template is available for download within the task.

**Treasurer Bond (B) (Upon Expiration)**

- Submit into Epicenter a copy of the current treasurer's updated bond prior to expiration.

**Treasurer License (B) (Upon Expiration)**

- Submit into Epicenter a copy of the current treasurer license.