

Date in Tiger box - APPROVED
Period in box - due in 2012-13

Attachment A Deliverable	Due Date (*Annual Submission)	Tiger Academy
June 2012		121
Building construction permits	6/1	5/16/08
Parental contract	6/1	06/01/09
Student application	6/1	6/1/09
Parental notification letter -placement in a dropout prevention/academic intervention program	6/1	6/1/09
Curriculum materials aligned with the Next Generation Sunshine State Standards	6/1	6/1/09
ESOL plan	6/1	6/1/09
Reading curriculum and the names of the related instructional materials	6/1	6/1/09
Organization chart with full disclosure of relatives (if applicable)	6/1	1/28/09
Articles of Incorporation	6/1	6/1/09
Bylaws	6/1	3/16/10
Responsibilities and the policies and practices for financial Internal Controls	6/1	6/1/09
Provide name, address, fax, and contact numbers of Certified Public Accountant (Audit)	6/1	3/11/09
City zoning permitting	6/1	11/25/08
Student applications for enrollment #1	6/15*	sent 6/15/12 to Munk
Lease for school facility	6/15	7/1/09
Lease Expiration	NA	6/30/29
Transportation Plan	6/15	06/15/10
Transportation contract	6/15	N/A
Transportation contract expiration	NA	N/A
July 2012		
ACORD Certificate of Insurance	7/1*	sent 6/28/12 to Hard
ACORD Certificate Expiration	NA	7/1/12
Fidelity bond, crime insurance	7/1*	6/30/12
Fidelity Bond, Crime Insurance Expiration	NA	3/31/13
Standard teaching contract	7/1*	07/01/09
Food services agreement	7/1	sent 6/26/12
Food Services Agreement Expiration	NA	
Evidence of property tax exemption	7/1	06/25/09
Application/Certificate for Accreditation process with SACS	7/1	2/21/12
SACS Expiration	NA	6/30/17
Articulation agreements for dual enrollment (If separate from DCPS agreement)	7/1	N/A
Not for profit 501(c)(3) determination letter	7/1	07/01/09
Dates, times, and location of Board of Director's meetings	7/1*	sent 6/15/12 to head recap
School calendar (in color)	7/1*	sent 6/15/12 to head recap
ACH, W9, and Paymode verification	7/1	N/A

Guerline

Hard
lammy

Penny
Penny

Susan
Susan

School's purchasing code	7/1	06/27/09
Governing board, date fingerprinted, and a resume for each member (including name, email, address and phone number)	7/1*	06/06/11
Name, address and phone number of the School's legal counsel	7/1	07/01/09
Verification of School's public employer status (FRS verification)	7/1	N/A
Financial assurance of ability to cover start-up costs, initial liabilities and expenses	7/1	N/A
Proposed budget -preliminary <i>W/O notes</i>	7/1*	<i>Sent 6/15/12</i>
Banking arrangements, appropriate signatures and other authorized personnel	7/1	07/01/09
Complete inventory of all furniture, fixtures, and equipment, and provide quarterly updates	7/1*	<i>Sent by Melissa</i>
Contract for services and all updated contracts	7/1	<i>Sent 6/27/12 8/4</i>
Student applications for enrollment #2	7/15*	<i>Sent 7/13/12 by</i>
Certificate of participation in Post-Approval Charter School Training	7/31	N/A
Provide evidence that 50% of 12th graders have graduated in current year	7/31	N/A
Operating and food (if applicable) health permits	7/31*	<i>Sent 7/20/12</i>
Health Permit Expiration	NA	9/30/12
Food service training	7/31	N/A
Fire inspection	7/31*	<i>Sent 7/23/12</i>
Fire Inspection Expiration	NA	8/12/12
Estoppel certificate	7/31*	N/A
Custodial agreement <i>Sent again 7/12</i>	7/31*	<i>Sent 6/26/12</i>
Certificate of occupancy or completion	7/31	07/30/09
Asbestos (AHERA) inspection	7/31	06/16/09
Asbestos (AHERA) inspection Expiration	NA	No retest
Radon tests	7/31	07/06/09
Radon Test Expiration	NA	07/06/14
August 2012		
Diploma	8/1	N/A
Final budget	8/30*	<i>Name was submitted</i>
Free and reduced lunch applications (Title I)	8/13	N/A
Student applications for enrollment #3	8/15*	✓
Governing Board parent representative posted on website	8/15*	✓
August 20, 2012 - First Day of School		
September 2012		
District Improvement and Assistance and Intervention Plan, if applicable	9/1	N/A
Governance training	9/1	<i>Sent 8/20/12</i>
Governance Training Expiration	NA	07/14/12
Teachers, subject(s), certification status, and fingerprint dates	9/15*	<i>Sent 9/1/12</i>
Valid Florida teaching certificate or Eligibility Letter	9/15*	<i>Sent 9/1/12</i>
List of all Staff members, position, and fingerprint date	9/15*	<i>Sent 9/1/12</i>

Susan

Melissa

Penny

Guerline

Kathy

Kathy

Penny

Susan

Guerline

Guerline

Guerline/Charles

Charles Cifreacke

Susan

Susan

Guerline

Guerline

Guerline

Baseline data analysis: (FAIR) <i>Updated Charles 9/19</i>	9/30*	.	Charles
Audit	9/30*	.	Susan/Penny
October-June 2012-2013			
School Improvement plan	10/4*	.	Charles
990 Form	11/30*	.	Penny
Comprehensive K-12 Reading Plan (Opt in/out of DCPS Plan)	1/30*	.	Charles
On-Going			
Electronic Submission of Governing Board Minutes (July-Sept)	10/30*	.	Susan
Electronic Submission of Governing Board Minutes (Oct-Dec)- including approval of audit	1/30*	.	Susan
Electronic Submission of Governing Board Minutes (Jan- Mar)	4/30*	.	Susan
Electronic Submission of Governing Board Minutes (Apr-June)	7/30*	<i>Out of 8/1/2012</i>	Susan
Semi-annual sanitation certificate and most recent sanitation inspection report (scheduled by the Sponsor).		<i>6/13/12</i>	Guerline
Accountability Report to State	Dec.*	.	Charles
July Financials	8/20*	.	Melissa/Cassie
August Financials	9/20*	.	Melissa/Cassie
September Financials	10/20*	.	
October Financials	11/20*	.	
November Financials	12/20*	.	
December Financials	1/20*	.	
January Financials	2/20*	.	
February Financials	3/20*	.	
March Financials	4/20*	.	
April Financials	5/20*	.	
May Financials	6/20*	.	
June Financials	7/20*	.	

usan Golden

rom: Kupferberg, Erin <kupferbere@duvalschools.org>
ent: Wednesday, May 30, 2012 4:38 PM
o: Susan Golden; Charles McWhite
c: Biehler, Susan T.
ubject: Tiger Attachment A Deliverables
ttachments: Book1.xls

usan,


ttached is Tiger's Attachment A Deliverable list for 2012-2013. Deliverables for the next academic year start on /1/2012, so please do not ignore this reminder.

there is a date in the column with your school name, the deliverable has been submitted and approved. If there is a period in the box, the deliverable is due during the 2012-2013 academic year by the Due Date or Expiration Date. This dated list will be sent to your school within the first five business days of every month. **There will be no other reminders for schools to keep current with Attachment A Deliverables.** If a deliverables is submitted past the due date, the box will be colored yellow. If a non-compliance letter is issued, the box will be colored red.

ease let Susan or me know if you have any questions. We are continually trying to improve our process to accommodate more charter schools.

ank you,

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ual County Public Schools
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