

July

2014-2015

Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
1-Jul	Standard teaching offer letter	School Manager Divra	6/30/2014 6/29/2015	Golden SJ	
1-Jul	Signed food service agreement	School Manager Divra	6/30/2014 6/29/2015	Divra SJ	
1-Jul	Dates, times and location of Board of Directors meeting	Executive Director Golden	6/30/2014 6/29/2015	Golden SJ	
1-Jul	School Calendar (in color)	School Manager Divra	6/30/2014 6/29/2015	Golden SJ	
1-Jul	Notification letter of different calendar	School Manager Divra	6/30/2014 6/29/2015	Golden SJ	
1-Jul	Governing board, date finger printed and a resume for each member (including name, email, address and number)	Executive Director Golden	6/30/14 6/29/15	Golden SJ	
1-Jul	Certification of compliance of board members ethics	Executive Director Golden	6/30/14 6/29/15	Golden SJ	new delaware
1-Jul	Health, safety and disaster preparedness plan	School Manager Divra	6/30/14 6/29/15	Golden SJ	new delaware

* Number of applications on file as July 1 determine enrollment cap for upcoming year (Reminder to Charles & Heather on 5/28)

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
1-Jul	Proposed budget preliminary	Controller	6/30/14 6/29/15	Golden SH	sent budget approved at March 2014 mtg
1-Jul	Comprehensive K-12 reading plan (opt in/out)	Principal McWhite	6/30/14 6/29/15	Golden SH	new submission date of 7/1; was 11/30
1-Jul	Complete inventory of all furniture, fixtures and equipment	Little	6/22/14 6/29/15	Melissa Lundy SH	
15-Jul	List of all student applications #2	School Manager Divra	7/15/14 7/15/15	Divra	
20-Jul	June financials and evidence of payroll taxes	Controller			
25-Jul	Estoppel certificate	Executive Director Golden	7/25/14 7/21/15	Golden	original due date changed; was 7/31/14
25-Jul	Custodial agreement or verification employees in budget	School Manager Divra	7/25/14 7/21/15	Golden	
25-Jul	Copy of annual fire inspection	School Manager Divra	7/25/14 7/21/15	Golden	
30-Jul	Electronic submission of board minutes (April-June)	Executive Director Golden	7/30/14 6/10/15	Golden SH	
31-Jul	ACORD Certificate of insurance coverage (must include property damage)	Tammy Miller	7/31/14	Golden	
31-Jul	Evidence of fidelity bond	Tammy Miller	7/31/14	Golden	

Head
Judy
Bura
7/21

1 copy
Bura
SH
& Divra

Recall
Due 7/31

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
31-Jul	Copies of health certificates, food and operating, display at school and post on website (Expire 9/30 each year)	School Manager Divra	7/31/14 7/31/15	Gilder	Send again of 9/30 w/ new certificate
31-Jul	Radon Tests - Due 7/31/2019				

August

Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
15-Aug	Final budget	Controller			
15-Aug	List of student applications #3	School Manager Divra			
15-Aug	Governing board parent representative posted on website	Assistant Principal Cobbin			Notify current Rep if Board has not approved new rep
20-Aug	July financials and proof of payroll taxes	Controller			

September

Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
1-Sep	Verification of compliance of governance training requirement	Executive Director Golden	7/9/14	Golden	Send to Golden 9/14 not as class member updates
15-Sep	List of teacher, subject taught, eligibility and/or certification status, areas of certification and certification expiration date	School Manager Divra	9/15	Divra	
15-Sep	List of each employee of the school and position	School Manager Divra	9/15	Divra	
15-Sep	Submit initial certification for all employees and updates as needed	School Manager Divra	9/15	Divra	
20-Sep	August financials and proof of payroll taxes	Controller	9/15	Christina	
30-Sep	Provide a 1-2 page summary of MAP baseline disaggregated into 5 areas of reading	Principal McWhite	9/14	McWhite	
30-Sep	Audit submitted to Duval county (2 hard copies, 1 electronic)	Controller	9/10 - electronic copy to DC & AG 9/13/14 - AG copy mailed 4 hard copies delivered to DC 9/10	Golden	Certified
30-Sep	Audit submitted to Auditor General (1 hard copy, 1 electronic)	Controller	See above		
30-Sep	Draft of September Board meeting minutes due	Executive Director Golden	9/23/14	Golden	
30-Sep	Signed copy of June Board minutes due	Executive Director Golden	9/6/14	Golden	
30-Sep	Submit year -end budget reflecting year end (prior)	Controller	9/30/14	Christina	

30 Sept Copies of Health Certificates, food & operating (display at school & post on website)

Divra 9/30 Golden also required to submit 9/31

October

Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
	Quarterly inventory due				
1-Oct 1 Oct.	Quarterly ? Update due Quarterly Inventory due	Gilder Quira	11/5	Gilder	DC will only review the submission
4-Oct	School improvement plan	N/A			Does not wait month
20-Oct	September financials and proof of payroll taxes	Controller	10/21/14 10/21/14	Christina	email in file
30-Oct	Electronic submission of governing board minutes (July- September)	Executive Director Golden	9/23/14 for 9/4 meeting	Gilder	

Signed minutes of 9/4 meeting sent 12/11

November

Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
	Q and				
20-Nov	October financials and proof of payroll taxes	Controller	11/18/14	Christina	email as file
30-Nov	990 form or IRS conformation 990 is not due	Executive Director Golden	11/25/14 w/ER	Golden	Rec'd 11/25

December

Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
20-Dec	November financials and proof of payroll taxes	Controller	12/13/14	Christina	email via file
30-Dec	Draft of December Board meeting minutes due and signed copy of September 12/11 (12/11)	Executive Director Golden	12/17/14 (5:38pm) see 12/10 meeting	Gilda	ready by Paper 12/18 10:30AM
30-Dec	Board meeting minutes approving audit due	Executive Director Golden	12/11/14	Gilda	audit approved in 9/16 meeting
Accountability report to the state					

→ signed copy for 9/16 w/ approval of audit sent 12/11.)

January

Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
1-Jan	Update due <i>Christina</i>		1/30/15	Christina	email <i>in file</i>
20-Jan	December financial sand proof of payroll taxes	Controller	1/19/14	Christina	email <i>in file</i>
30-Jan	Mid-year budget	Controller	1/29/14	Christina	email <i>in file</i>
30-Jan	Electronic submission of governing board minutes (Oct-Dec) including approval audit	Executive Director Golden	12/17/14	S. Golden	Acknowledged by Shanda 12/18/14 10:03 AM

Christina will submit. Email dated 1/27/15
Christina will also submit on university w/budget

February

Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
20-Feb	January Financials and proof of payroll taxes	Controller	2/13/15	Christine	email in folder

March

Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
1-Mar	Provide a 1-2 page summary of comparing MAP baseline and mid year	Principal McWhite	2/19	C. McW w/ all recs SG to Shanita	Need to change assessment in contract
20-Mar	February financials and proof of payroll taxes	Controller	3/13	Christina	emails filed
31-Mar	Draft of March Board meeting minutes due and signed copy of December Board minutes due	Executive Director Golden	12/10 signed minutes due 3/11 March draft sent 3/12 SH	SH	ready Shanita 3/11 at 10:48 ready Lisa 3/12

3/31 ACOED Certificate w/ property damage coverage & evidence of fidelity bond

8.30
3/12

April

Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
1-Apr	Quarterly ? Update due	<i>Chuska</i>	<i>4/9</i>	<i>Chuska</i>	<i>see copy of memo</i>
20-Apr	March financials and proof of payroll taxes	Controller	<i>4/14</i>	<i>Chuska</i>	<i>email sent</i>
30-Apr	Electronic submission of Board minutes (Jan-March)	Executive Director Golden	<i>3/13/15</i>	<i>SL</i>	<i>draft</i>

May

Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
20-May	April financials and proof of payroll taxes	Controller	5/18/15	Christina	email in folder

5/14/15 - Electronically sent Governing Board approval for use of Consortium Evaluation system for teachers & admin

June

Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
15-Jun	List of Student Applications #1 for upcoming year	School Manager Divra	6/15/15	Guerrero	① Reminder to Guerrero emailed on 5/31 ② Read by Guerrero 2:50 PM
20-Jun	May financials and proof of payroll taxes due	Controller	6/18/15	Chesler	emailed up files
30-Jun	Draft of June Board meeting minutes due and signed copy of March minutes due	Controller	6/10/15	JY	Reading minutes 6/11