

# July

Annual Submission

# 2015 - 2016

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

\* Number of applications on file July 1 each year determine enrollment cap for upcoming year.

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
1-Jul	Proposed budget preliminary	Controller	4/29/15	SY	sent budget approval at 3/14/15 and 4/1/15
1-Jul	Comprehensive K-12 reading plan (opt in/out)	Principal McWhite	6/29/15	SY	new submission date of 7/1 was 11/30
1-Jul	Complete inventory of all furniture, fixtures and equipment	Little	6/29/15	Little	
15-Jul	List of all student applications #2	School Manager Divra	7/15/15	Divra	
20-Jul	June financials and evidence of payroll taxes	Controller			
25-Jul	Estoppel certificate	Executive Director Golden	7/21/15	Golden	date checked was 7/31
25-Jul	Custodial agreement or verification employees in budget	School Manager Divra	7/21/15	Divra	
25-Jul	Copy of annual fire inspection	School Manager Divra	7/21/15	Divra	
30-Jul	Electronic submission of board minutes (April-June)	Executive Director Golden	6/10/15	Golden	
31-Jul	ACORD Certificate of insurance coverage (must include property damage)	Tammy Miller	7		
31-Jul	Evidence of fidelity bond	Tammy Miller			

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	7/21/15		Send again 9/30 w/ new certificates
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	8/13/15	SL	
15-Aug	List of student applications #3	School Manager Divra	8/14/15	SL	
15-Aug	Governing board parent representative posted on website	Assistant Principal Cobbin	9/29/15	SL	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	9/20/15	SG	
15-Sep	List of teacher, subject taught, eligibility and/or certification status, areas of certification and certification expiration date	School Manager Divra	9/13/15	Divra	
15-Sep	List of each employee of the school and position	School Manager Divra	9/13/15	Divra	
15-Sep	Submit initial certification for all employees and updates as needed	School Manager Divra	9/13/15	Divra	
20-Sep	August financials and proof of payroll taxes	Controller			
30-Sep	Provide a 1-2 page summary of MAP baseline disaggregated into 5 areas of reading	Principal McWhite	9/29/15	McWhite	
30-Sep	Audit submitted to Duval county (2 hard copies, 1 electronic)	Controller	Hard Copies 9/30-hard delivered 9/29-electronic	Yildiz	
30-Sep	Audit submitted to Auditor General (1 hard copy, 1 electronic)	Controller	9/29-hard Copies 9/24 electronic	McWhite Janczyk	
30-Sep	Draft of September Board meeting minutes due	Executive Director Golden	9/29/15	SG	
30-Sep	Signed copy of June Board minutes due	Executive Director Golden	9/29/15	SG	
30-Sep	Submit year –end budget reflecting year end (prior)	Controller	9/29/15	SG	

30-Sep	Copies of health certificates, food and operating, display at school and post on website (Expire 9/30 each year)	School Manager Divra	9/29/15	SY - Jumana Inspector	SEND CERTIFICATES WHEN RECEIVED
--------	--	----------------------	---------	-----------------------------	--

10/7 - Copy of  
last official  
certificates sent to  
Gina & Diwalcharu  
email in fold

# October

## Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
1-Oct	Quarterly Inventory Update due	Controller	10/1/15	Sanchez	
4-Oct	School improvement plan	N/A	N/A		
20-Oct	September financials and proof of payroll taxes	Controller			
30-Oct	Electronic submission of governing board minutes (July-September)	Executive Director Golden	9/29/15	SG	drafted 9/19/15 at minutes sent

# November

Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
20-Nov	October financials and proof of payroll taxes	Controller			
30-Nov	990 form or IRS conformation 990 is not due	Executive Director Golden	10/6/15	LG	Received by Gina 10/6



# December

## Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
20-Dec	November financials and proof of payroll taxes	Controller			
30-Dec	Draft of December Board meeting minutes due and signed copy of September	Executive Director Golden	12/9 Signed copy of 9/15	SH	
30-Dec	Board meeting minutes approving audit due	Executive Director Golden	12/9/15 - signed 9/29/15 draft		12/22 - draft of 12/22 minutes file sent if all 9 minutes approved
30-Dec	Accountability report to the state	Principal McWhite	Submitted Online	Charles 12/15	Confirmed 12/22 by Charles

12/22 signed Charter Office John Lock will not be joining Board at this time

# January

## Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
1-Jan	<i>Quarterly</i> Quarterly Inventory	Controller	<i>12/29/15</i>	<i>Christina</i>	<i>unsuccessful</i>
20-Jan	December financial and proof of payroll taxes	Controller			
30-Jan	Mid-year budget	Controller	<i>1/31/16</i>	<i>Christina</i>	<i>unsuccessful</i>
30-Jan	Electronic submission of governing board minutes (Oct-Dec) including approval audit	Executive Director Golden	<i>12/9/15</i> <i>12/9/19</i> <i>Retreat</i>	<i>S.G.</i>	<i>no response from DC</i>

*minutes  
w/ audit  
approval*

*1/27 present  
at Gina's  
request.  
See email*

# February

Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
20-Feb	January Financials and proof of payroll taxes	Controller			

# 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	2/24/16	Charles	Need to change assessment in contract
20-Mar	February financials and proof of payroll taxes	Controller			
31-Mar	Draft of March Board meeting minutes due and signed copy of December Board minutes due	Executive Director Golden	3/8/16	Signed copy of 12/9 minutes sent	4 email sent
31-Mar	ACORD expires and is Due	Executive Director Golden	3/16/16	8:45AM draft of 3/8 minutes sent to DC4	Request made by DC4 amended until 4/5

3/3 Email received from Gia indicating they had not received December Board minutes or minutes when audit approved. All documentation RESENT on 3/4 at 7:45AM & enclosed.

3/21 I called w/ Sue re: Harder getting electronic ACORD to DC on 3/31 to avoid threat of default email. Also emailing Harder & will copy me



# April

## Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
1-Apr	Quarterly Inventory Update due	Controller	4/1/16	Christina	w/field
20-Apr	March financials and proof of payroll taxes	Controller			
30-Apr	Electronic submission of Board minutes (Jan-March)	Executive Director Golden	3/16/16	J. Golden	received by Awarner 3/16 8:56 AM w/field

# May

Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
20-May	April financials and proof of payroll taxes	Controller			

# June

## Annual Submission

Due Date	Deliverable	Person Responsible	Date Sent	Sent By	Notes
15-Jun	List of Student Applications #1 for upcoming year <i>revised June 6/15/16</i>	School Manager Divra	6/15/16	<i>June</i>	<i>see email copy</i>
20-Jun	May financials and proof of payroll taxes due	Controller			
30-Jun	Draft of June Board meeting minutes due and signed copy of March minutes due	Controller	6/8/17 1. signed copy of 3/8 minutes & 2. draft of 6/17 minutes	<i>SH</i>	

*read 6/8 by Lisa, Quance & Anita*