



**BALL STATE
UNIVERSITY**

**MASTER CALENDAR
OF REPORTING REQUIREMENTS**

Ball State University-Authorized Charter Schools

2025-26

Office of Charter Schools

Ball State University
Teachers College (TC), Room 845
Muncie, IN 47306

Phone: 765-285-1336

Fax: 765-285-9873

The requirements outlined in this calendar are not all-inclusive and are subject to change. The OCS will notify schools if there are changes to the OCS calendar. The 2025-26 Calendar reflects a transition to a new document management system

| Required Annual Submissions | | |
|-----------------------------|--|---|
| Due Date* | Document Description | Submit to: |
| July 1 | Onboarding requirements for virtual schools | SharePoint/Virtual School Only Reporting |
| | School calendar | SharePoint/School Calendar |
| July 30 | 4th quarter financials for previous fiscal year statements prepared in accordance with Generally Accepted Accounting Principles | SharePoint/Financial Reporting |
| August 1 | Board Member Roster (including Current Contact Information, i.e., phone number and email address) | SharePoint/Board Calendar and Roster |
| | Calendar of Board Meetings | SharePoint/Board Calendar and Roster |
| | Insurance Documents * Certificate of Liability Insurance * Evidence of Property Insurance | SharePoint/Evidence of Insurance <u>AND</u> Ball State University c/o Insurance Tracking Services, Inc. P.O. Box 20270 Long Beach, CA 90801 Email: bsu@instracking.com Fax: +1 (562) 435-2999 |
| October 1 | Lottery Waiting List | To be submitted via survey, sent before Oct 1. |
| | Submit Assessment Assurances | To be submitted via survey, sent before Oct 1. |
| | October ADM Report (*when submitted to IDOE) | SharePoint/Financial Reporting |
| | An updated staffing matrix based on October ADM | SharePoint/Staffing Matrix |
| | An updated budget based on October ADM | SharePoint/Financial Reporting |
| | Key Contacts Information | SharePoint/Key Contact Sheet |
| October 30 | 1 st quarter financials for current fiscal year statements prepared in accordance with Generally Accepted Accounting Principles | SharePoint/Financial Reporting |

| Required Annual Submissions | | |
|-----------------------------|---|--|
| Due Date* | Document Description | Submit to: |
| November 15 | Organizer shall submit a copy of its IRS Form 990 (and Indiana NP-20, if applicable) for previous fiscal year. NOTE: Due on the 15th day of the 5th month following the end of the tax year. | SharePoint/Financial Reporting |
| January 30 | 2 nd quarter financials for current fiscal year statements prepared in accordance with Generally Accepted Accounting Principles | SharePoint/Financial Reporting |
| February 1* | February ADM Report (*when submitted to IDOE) | SharePoint/Financial Reporting |
| April 30 | 3 rd quarter financials for current fiscal year statements prepared in accordance with Generally Accepted Accounting Principles | SharePoint/Financial Reporting |
| June 30 | Projected budget (reflecting projected enrollment) for upcoming fiscal year | SharePoint/Financial Reporting |
| | Restraint/Seclusion Incident Report for current fiscal year | SharePoint/Restraint/Seclusion Incident Report |
| | Compliance List-Annual verification | SharePoint/Compliance Worksheet |

* If the “Due Date” falls on a weekend or holiday, the required documentation shall be submitted the following business day.

| Required ONLY for Updated Items |
|--|
| <p align="center">All documents submitted to OCS OneDrive/Charter Agreement and Schedules and Policies Folder Please review these documents annually for any needed updates</p> <p>Note: All significant updates to Schedules to the Charter Agreement require a Request for Amendment to Charter Agreement (see attached) and supporting documentation be submitted to OCS prior to final approval of such updates. Below are noted those Schedules requiring informal amendments (30 days’ notice to OCS prior to updating the plan or policy) or formal amendments (a formal approval letter from OCS prior to updating the plan or policy).</p> <p align="center">Please review annually, if contract schedules are current, no actions is required.</p> |

| Due Date | Charter Agreement Schedules and Policies Folder | Contract Schedule | Amendment Type |
|-------------|--|-------------------|----------------|
| November 15 | Anti-Bullying Policy | 24 or Virtual 25 | Informal |
| | Conflict of Interest Policy | 4 or Virtual 5 | Formal |
| | Criminal Background Check Policy | 17 or Virtual 18 | Formal |
| | Curriculum and Instructional Methods | 7 or Virtual 8 | Informal |
| | Discipline Policy | 24 or Virtual 25 | Informal |
| | Elementary School Reading Plan | 15 or Virtual 16 | Formal |
| | Fundraising Policy (if applicable) | None | N/A |
| | Graduation Requirements, including diploma types offered (if applicable) | 9 or Virtual 10 | Formal |

| Due Date | Charter Agreement Schedules and Policies Folder | Contract Schedule | Amendment Type |
|-------------|---|-------------------|----------------|
| November 15 | Medication Policy | 26 or Virtual 27 | Informal |
| | Methods of Promoting Parent and Community Involvement Practices | 14 or Virtual 15 | Formal |
| | Methods of Pupil Assessments | 8 or Virtual 9 | Informal |
| | Mission and Purpose | 1 or Virtual 2 | Informal |
| | Onboarding and Student Engagement Policies (for virtual schools) | Virtual 11 | Formal |
| | Organizational Chart (updated administrative organizational chart) | 5 or Virtual 6 | Informal |
| | Performance Evaluation Plan for Administrators and Teachers | 19 or Virtual 20 | Informal |
| | Personnel Plan, including Methods of Selection, Retention and Compensation of Employees <i>(formal amendment required if change to management structure)</i> | 18 or Virtual 19 | Informal |
| | Plans and Programs as to Special Populations and At-Risk Students | 13 or Virtual 14 | Informal |
| | Policies and Procedures for Special Education | 28 or Virtual 29 | Formal |
| | Professional Development Methods | 21 or Virtual 22 | Informal |
| | Promotion/Retention Policy | 9 or Virtual 10 | Formal |
| | Responsibilities of Teachers and Staff <i>(formal amendment required if change to management structure)</i> | 16 or Virtual 17 | Informal |
| | School Admission and Lottery Policy | 10 or Virtual 11 | Formal |
| | School Safety and Emergency Preparedness Plan | 25 or Virtual 26 | Informal |
| | Seclusion and Restraints Policy | 24 or Virtual 25 | Informal |
| | Social Media Policy (if applicable) | None | N/A |
| | Student Health Screening Policy | 27 or Virtual 28 | Informal |
| | Student Records Policy | 11 or Virtual 12 | Formal |
| | Supplemental Programs (Information on Current Student Clubs, Organizations, and Other Extracurricular Activities Offered (including athletic teams)) | 12 or Virtual 13 | Informal |
| | Teacher and Staff Compensation and Benefits Plans | 20 or Virtual 21 | Informal |
| | Transportation Policy (if applicable) | 23 or Virtual 24 | Informal |
| Due Date | Organizational Documents Folder | | |
| October 1 | Articles of Incorporation (and any Amendments thereto) | 2 or Virtual 3 | Formal |
| | Any Fictitious Name Registrations/Certificate of Assumed Business Names filed with the Indiana Secretary of State | 2 or Virtual 3 | Formal |
| | Board By-Laws <i>(Note: Please review to ensure compliance with BSU Policy regarding Organizer Governance)</i> | 3 or Virtual 4 | Formal |
| | ESP Agreement (together with all Amendments thereto, if applicable) <i>(Note: Please review to ensure compliance with BSU Policy on Contracting with Educational Service Providers)</i> | 6 or Virtual 7 | Formal |
| | Lease Agreement(s) and/or Extension(s) or Deed(s) for All Occupied Facilities | 22 or Virtual 23 | Formal |
| | Certificate of Occupancy issued by the Indiana Department of Homeland Security | | |

OFFICE OF CHARTER SCHOOLS Staff Directory

| <u>Name and Title</u> | <u>Phone</u> | <u>Email</u> |
|--|--|---------------------|
| Robert A. Marra Superintendent, University Schools Executive Director, Office of Charter Schools | Cell: 317-400-5249 Burris: 765-285-4372 | ramarra@bsu.edu |
| Jamie Garwood Director | 765-285-1347 Cell: 260-414-6378 | jgarwood@bsu.edu |
| Keith A. Chandler Organizational and Compliance Coordinator | 765-285-1357 Cell: 317-605-1209 | kachandler@bsu.edu |
| Georgette Davis New School Development Coordinator | Cell: 765-717-1720 | gdavis@bsu.edu |
| Jahma Gray Secretary | 765-285-1337 | jlgray@bsu.edu |
| Dawn Miller Academic Performance Coordinator | Cell: 765-748-6181 | demiller4@bsu.edu |
| Fiscal Analyst | 765-285-1343 | |