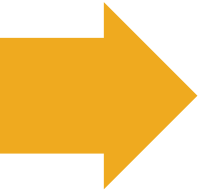


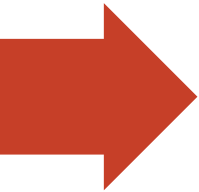
2020-21 Organizational Submissions & Audits

Stephanie Aragon, Legal & Policy Associate



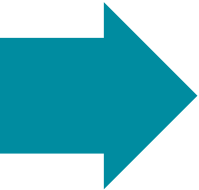
Purpose

Why annual organizational submissions and audits?



Process

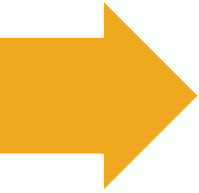
What do you have to do, and when do you have to do it by?



Platform

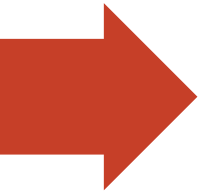
How do you do it?





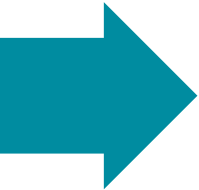
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Process

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Platform

How do I do it?



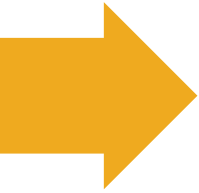
Why annual organizational submissions and audits?



What does CSI do with this information?

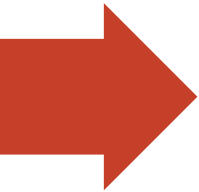


- CSI collects all, and reviews many of the documents provided.
- CSI provides feedback to each school detailing necessary or suggested changes.
- Late or incomplete submissions, or failure to make required changes, may result in compliance action (e.g., Formal Reminder or Notice of Concern)
- Compliance actions can inform CARS.



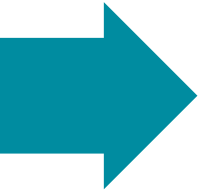
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Why annual organizational submissions and audits?



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What do you have to do, and when do you have to do it by?



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How do I do it?





Organizational submissions schedule

August 14

- Proof of Insurance
- Assurance of Compliance
- Parent/Student Handbook and Related Policies
- Employee Handbook
- Virtual Board Meetings Checklist

September 12

- Emergency Readiness Plan
- School Safety Survey
- Four Week Notification Letters (if applicable)
- Assessment Calendar

October 30

- Health Program Plan
- Enrollment Policy and Intent to Enroll Form

Organizational Submissions and Audits

2020-2021 Organizational Submissions and Audits

Below is a listing of the key submissions and audits for the 2020-2021 school year. This is not a comprehensive list of organizational submissions and audits across CSI departments, but rather a list of organizational compliance monitoring activities related to contract requirements and policies. CSI reserves the right to request additional submissions or conduct additional audits as needed to ensure compliance with requirements.

School Submissions to CSI		
Submit items through Google Classroom. If you have questions about the submissions process, contact Stephanie Aragon at StephanieAragon@csi.state.co.us .		
Due Date	Action	Details
8/14/2020	Proof of Insurance	<p>Submit your Proof of Insurance. Per the charter contract, minimum coverage requirements are as follows:</p> <ul style="list-style-type: none"> • Comprehensive general liability - \$2,000,000 • Officers, directors and employees errors and omissions - \$1,000,000 • Property insurance - As required by landlord • Motor vehicle liability (if appropriate) - \$1,000,000 • Bonding (if appropriate) <ul style="list-style-type: none"> ▪ Minimum amounts: \$25,000 ▪ Maximum amounts: \$100,000 • Workers' compensation - (as required by state law) <p>Any material changes (reduction, addition of other coverage) or lapses in insurance must be communicated to CSI.</p>
8/14/2020	Assurance of Compliance	<p>Review and sign the Assurance of Compliance. By signing the Assurance of Compliance, the school board chair and school leader demonstrate awareness of—and confirm compliance with—applicable federal, state, and local laws and regulations, as well as application and contract requirements. The Assurance of Compliance is not fully comprehensive, and compliance is not limited to the laws, rules, and policies set forth therein. Schools are required to adhere to any and all applicable federal, state, and local laws and regulations and all relevant CSI policies regardless of whether they are explicitly listed in the Assurance of Compliance.</p>



Aug. 14th submissions

- Proof of Insurance
- Assurance of Compliance
- Parent/Student Handbook and Related Policies
 - Assessment and Parent Refusal Policy
 - Annual Notification of Rights
 - Discipline Policy and Related Materials
 - Graduation Policy (if applicable)
 - Grievance Procedure
 - Parent Right to Know (if applicable)
 - Attendance Policy (if revised)
 - Student Fees Policy (if revised)
 - Parent and Family Engagement Policy (if applicable and revised)
- Employee Handbook
- Virtual Board Meetings Checklist

Sept. 12th submissions



- Emergency Readiness Plan
- School Safety Survey
- Four Week Notification Letters (if applicable)
- Assessment Calendar

Oct. 30th submissions



- Health Program Plan
- Enrollment Policy and Intent to Enroll Form

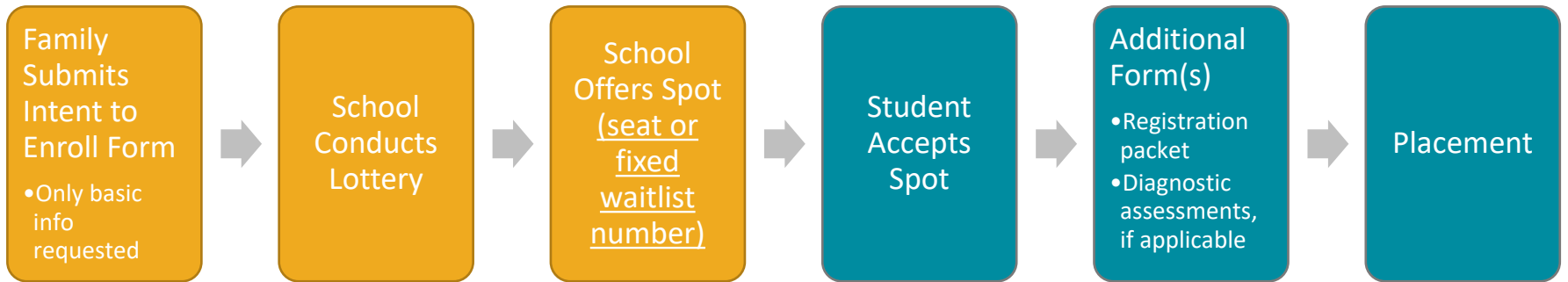


School admissions and enrollment

Lottery

Admissions

Enrollment



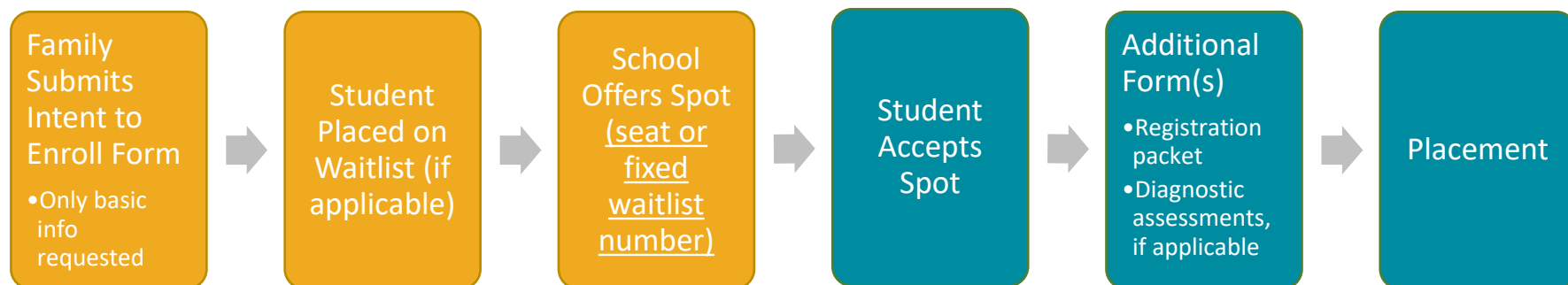


School admissions and enrollment

First Come First Serve

Admissions

Enrollment





Key changes

- Parent/Student Handbook and Related Policies
 - Assessment and Parent Refusal Policy
 - Graduation Policy
- Virtual Board Meetings Checklist
- Assessment Calendar
- Health Program Plan
- Enrollment Policy and Intent to Enroll Form

Additional submissions for new schools



Parent/Student Handbook and Related Policies

- Attendance Policy (8/14)
- Student Fees Policy (8/14)
- Parent and Family Engagement Policy (if applicable, 8/14)
- Restraint Policy (9/12)

Schools that are new to CSI will NOT be required to submit the Discipline Policy or Enrollment Policy and related materials.



Audit schedule



July – Posting of 990s and waivers



November – School board materials



July – Posting of 990s and waivers

CSI will audit each school's website to ensure proper posting of 990s and waivers, as described below:

- Charter schools must post their federal Form 990, 990-EZ, or 990-PF, and any associated schedules that the school files.
- Charter schools must post their automatic and non-automatic waivers.

These documents should be posted on the school's financial transparency page in accordance with this [Financial Transparency Template](#).



November – School board materials

CSI will audit each school's website to ensure posting of the following board information:

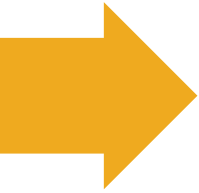
- board membership and contact information for the board or board chair
- board meeting schedule/calendar; and
- board meeting notices, agendas, and minutes.



November – School board materials

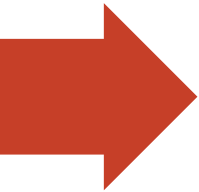
In addition, CSI will review school policies and procedures for virtual meetings, including:

- whether the board bylaws/operating procedures explicitly permit virtual meetings and provide that members participating electronically count towards the quorum;
- if the procedures for virtual meetings clearly describe the methods by which board members and members of the public may attend and participate; and
- whether the board bylaws or operating procedures establish rules for public comment that are applicable in virtual or audio meeting formats.



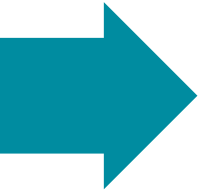
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Process

What do you have to do, and when do you have to do it by?



Platform

How do I do it?



Google Classroom Sneak Peek



AUGUST 14 SUBMISSIONS



Proof of Insurance

Due Aug 14



Assurance of Compliance

Due Aug 14



Parent/Student Handbook

Due Aug 14



Parent/Student Handbook (NEW SCHOOLS ...

Due Aug 14



Employee Handbook

Due Aug 14



Virtual Board Meetings Checklist

Due Aug 14

Google Classroom Sneak Peek



AUGUST 14 SUBMISSIONS



Proof of Insurance

Due Aug 14

Posted May 20

Assigned

Submit your Proof of Insurance. Per the charter contract, minimum coverage requirements are as follows:

- Comprehensive general liability - \$2,000,000
- Officers, directors and employees errors and omissions - \$1,000,000
- Property insurance - As required by landlord
- Motor vehicle liability (if appropriate) - \$1,000,000
- Bonding (if appropriate)
 - Minimum amounts: \$25,000
 - Maximum amounts: \$100,000
- Workers' compensation - (as required by state law)

Any material changes (reduction, addition of other coverage) or lapses in insurance must be communicated to CSI

[View assignment](#)

Google Classroom Sneak Peek



Due Aug 14

Proof of Insurance



Stephanie Aragon May 20

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- Workers' compensation - (as required by state law)

Any material changes (reduction, addition of other coverage) or lapses in insurance must be communicated to CSI.

Your work

Assigned

+ Add or create

Mark as done

Private comments



Add private comment...



Logging in



Option 1:

- Look for an email invitation from Stephanie Aragon to the “2020-21 Organization Submissions and Audits” Google Classroom. Follow the link to sign-in and view classroom materials.

Option 2:

- Go to classroom.google.com.
- On the Classes page, click Add + > Join class.
- Enter the classroom code provided and click Join.

Benefits of Google Classroom



- Upload multiple documents at a time
- View and revise submissions
- Submit any time before the due date and provide revisions after due date, if needed.
- Receive Classroom notifications via email.



Questions?

Stephanie Aragon

Legal & Policy Associate

StephanieAragon@csi.state.co.us

