

Organizational Submissions and Audits

2022-2023 Organizational Submissions and Audits

Below is a listing of the key submissions and audits for the 2022-2023 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			
Items should be submitted through Google Classroom. Questions about the submissions process can be directed to legalandpolicy_csi@csi.state.co.us .			
Due Date	Submission	Required For	Details
8/01/2022 (or prior to the first day of school for schools that start before 8/01/2022)	Board-Approved Policy/Resolution Re: Temporary Remote Learning	All schools	<p>Submit school board-approved policy/resolution that addresses the implementation of remote learning in response to the pandemic. This adopted local policy must include the following information:</p> <ul style="list-style-type: none"> • Definition of “educational process” that includes the use of remote learning and how its planned use is specifically in response to the COVID-19 pandemic • Description of how instruction will be delivered during temporary remote learning. (This includes synchronous and asynchronous learning activities that would demonstrate a student is “engaged in the educational process” as described in the adopted local board policy) • List of documentation the school will provide to evidence a student was in attendance during periods of asynchronous temporary remote learning. <p>The submission should include the date of board adoption or a separate attachment with of board minutes that indicate the date in which the policy was adopted.</p> <p>Additional Support: CSI has drafted a sample board resolution that satisfies these requirements. Questions about the school board policy requirement can be directed to legalandpolicy_csi@csi.state.co.us.</p>
8/01/2022	Memorandum of Understanding Regarding Special Education Services	All schools	The SPED MOU is our annual roles and responsibilities document that outlines how CSI and CSI schools work together to ensure all federal and state requirements related to special education are met since CSI is unique in its position as an LEA with schools across the state. The goal of the document is to provide as much clarity as possible.

			<p>Instructions: Electronically sign the SPED MOU document linked in the Google Classroom.</p> <p>Additional Support: Questions about the SPED MOU can be directed to MattHudson@csi.state.co.us.</p>
8/01/2022	School Leader Evaluation Rubric and Process	All schools	<p>Submit the current school leader evaluation rubric and process for the 2022-23 school year. For the 2022-23 submission cycle, CSI will collect and review the rubrics and process documentation, but schools will not be required to make changes.</p> <p>Additional Support: CSI’s School Leader Evaluation Toolkit provides helpful information and recommendations on the evaluation process. Questions about the school leader evaluation submission can be submitted to legalandpolicy_csi@csi.state.co.us.</p>
8/15/2022	Proof of Insurance	All schools	<p>Submit your Proof of Insurance. Selected coverage options can be found in the “Certificate of Liability Insurance” and “Evidence of Property Assurance” forms provided by your insurance agent. 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 or crime (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> <p>Additional Support: Questions about the Proof of Insurance submission can be submitted to legalandpolicy_csi@csi.state.co.us.</p>
8/15/2022	Assurance of Compliance	All schools	<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</p>

			<p>relevant CSI policies regardless of whether they are explicitly listed in the Assurance of Compliance.</p> <p>Instructions: Electronically sign or sign and scan the "Assurance of Compliance" document linked in the Google Classroom.</p> <p>Additional Support: Questions about the Assurance of Compliance submission can be submitted to legalandpolicy_csi@csi.state.co.us.</p>
8/15/2021	FRL Eligibility and Food/Transportation Services Survey	All schools	<p>Submit Survey Responses. Information about how each school determines FRL eligibility for the school year is needed to ensure accurate data reporting. Additionally, having information about each CSI school's food and transportation services is an important part of CSI's oversight responsibilities.</p> <p>Instructions: The survey can be completed using the Google Form attached to the Google Classroom assignment.</p> <p>Additional Support: Questions about FRL eligibility can be sent to Julie Eddy at julieeddy@csi.state.co.us. Questions about food and transportation services can be sent to legalandpolicy_csi@csi.state.co.us.</p>
8/30/2021	Parent/Student Handbooks & Related Policies	All schools (unless otherwise indicated)	<p>Submit your 2022-2023 Parent/Student Handbook. If not included in your Parent/Student handbook, please also submit the following:</p> <ul style="list-style-type: none"> • Assessment and Parent Refusal Policy indicating test mode (paper/computer) and the method by which parents/guardians may opt their students out of CMAS, PSAT, and SAT tests. Review the CSI Assessment Policy Checklist prior to submission. • Annual Notification of Rights, which covers policies/procedures in line with FERPA, including: <ul style="list-style-type: none"> ○ annual notification of rights to parents ○ annual notice for directory information <p>Reminder: this must be sent to parents every year.</p> <ul style="list-style-type: none"> • CORA Policy in alignment with state statute and CSI Guidance. A sample policy is available here.

			<ul style="list-style-type: none"> • Graduation Policy/Guidelines (if applicable) outlining minimum requirements for high school graduation. Additional information is available here. • Parent and Family Engagement Policy (if applicable): Schools receiving Title I, Part A funds must submit a written parent and family engagement policy that was developed jointly with, and distributed to, parents and family members of participating students. More information is available here and on CSI's website here. • Parent Right to Know (if applicable): Section 1112 of the Every Student Succeeds Act (ESSA) requires that schools receiving Title I, Part A funds annually advise parents of students of their right to request information on the professional qualifications of their student's classroom teachers. A sample Parent Right to Know letter is available here. For more information, please see here. • Student Fees Policy in alignment with state statute and CSI's Student Fees Policy. <p>Additional Support: Questions about the handbook submission can be directed to legalandpolicy_csi@csi.state.co.us.</p>
8/30/2022	Employee Handbook	All schools	<p>Submit your 2022-23 Employee Handbook.</p> <p>Note: CSI collects Employee Handbooks annually to have on record in case there is an employee-related dispute or issue. CSI does not audit or review employee handbooks.</p> <p>Additional Support: If you have questions about employee policies, contact Employers Council. Each CSI school has a free membership. Please contact AllegraWenger@csi.state.co.us if you need information about your Employer's Council account.</p>
8/30/2022	Template Four Week Notification Letters (if applicable)	Schools receiving Title I, Part A funds	<p>Submit your template Four Week Notification Letters. ESSA requires that schools receiving Title I, Part A funds provide to each parent timely notice when a student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.</p> <p>Additional Support: Sample letters are available here. Questions about the submission can be sent to legalandpolicy_csi@state.co.us.</p>

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9/15/2022	Assessment Calendar	All schools	<p>Submit a website link for your assessment calendar. CSI will review the calendar to ensure it: 1) lists the state and local assessments that will be administered and dates of administration during the school year; 2) specifies the estimated hours each testing day that specific classes or grades will take each assessment; and 3) identifies whether the assessment is required by federal law, state law, or selected by the school.</p> <p>The calendar must be distributed to families and posted to the school's website on or before September 15th.</p> <p>Questions about the submission can be directed to kaliwinn@csi.state.co.us.</p>
9/15/2022	Safety, Readiness and Incident Management Plan	All schools	<p>Submit your 2022-2023 Safety, Readiness, and Incident Management Plan in line with the requirements identified in C.R.S. 22-32-109.1(4), CSI's Safe Schools Policy, and CSI's Safety Policy Supplement. If applicable, your plan must address the feedback CSI provided to you during the 2021-22 Organizational Submissions Process.</p> <p>Additional Support: For additional information, please listen to CSI's webinar on School Safety Plans. Helpful guidance documents and materials, including the School EOP Checklist can be retrieved on the CSI School Safety page. Questions about the submission can be directed to legalandpolicy_csi@csi.state.co.us.</p>

CSI Audits		
Questions about the submissions process can be directed to legalandpolicy_csi@csi.state.co.us .		
July 2022	Posting of 990s and Waivers	<p>CSI will audit each school's website to ensure proper posting of 990s and waivers, as described below:</p> <ul style="list-style-type: none"> Charter schools must post their federal Form 990, 990-EZ, or 990-PF, and any associated schedules that the school files, on their Financial Transparency page. Charter schools must post their automatic and non-automatic waivers in a downloadable format on their Financial Transparency page. There should be two separate links on this page. One will be the standardized description and rationale for automatic waivers provided to charter schools. The other will be the non-automatic waivers requested and received by your school, with the corresponding rationale and replacement plans. <p>Note: These documents should be posted in accordance with this Financial Transparency Template document.</p>

November 2022	Colorado Open Meetings	CSI will audit each school's website to ensure posting of the following board information in compliance with Colorado Open Meetings laws, the charter contract, and CSI policies: <ul data-bbox="948 298 1919 402" style="list-style-type: none">• board membership and contact information for the board or board chair• board meeting schedule/calendar; and• board meeting notices, agendas, and minutes.
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