

## Community Schools Operations Annual Timeline, FY 2011

### Month of July 2010

#### Deliverables and Tasks

- **PCSP and Dissemination Grants:** Start on July 1<sup>st</sup> and end on June 30<sup>th</sup>. All expenditures require a previously approved budget. The initial 10% PCR disbursement is made automatically if the original budget is approved without needing a revision. Otherwise, all funding must be requested using a PCR. See instructions in CCIP Doc Library, Financial Information, Cash Requests (PCRs).
- **EMIS Reporting:** Year-end Student, Staff, District, Building and Financial records due (see EMIS Required Records Table). <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1102&ContentID=42941&Content=50204>
- **Consolidated Funding Application:** (see preliminary due dates in CCIP) <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicID=1280&TopicRelationID=1280>
- **CSADM/SOES:** Monthly reporting on the 15<sup>th</sup> of every month.
- **Kindergarten Readiness:** The Ohio Department of Education (ODE) has developed a brief assessment tool, the Kindergarten Readiness Assessment – Literacy (KRA-L), that helps teachers identify early reading skills. The KRA-L is required of all children entering kindergarten in public schools for the first time. It is not required for children being retained in kindergarten. <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=778&ContentID=3930&Content=50665>
- **OTELA (Ohio Test of English Language Acquisition): Description:** State and Federal law require an annual assessment of K-12 Limited English Proficient (LEP) students to measure their English language proficiency. The Ohio Test of English Language Acquisition (OTELA) is the assessment used for testing English language proficiency for Ohio LEP students in Grades K-12. <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?Page=2&TopicID=9&TopicRelationID=1086>
- **Ides of ODE:** Monthly email issued by ODE's offices of curriculum, instruction and assessment, this newsletter contains important curriculum and assessment news. Link to subscribe ODE: <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=9&ContentID=4143&Content=52001>

- **Bi-Monthly Finance Meetings:** Sponsor meets with each school bi-monthly for budget planning and review.
- **EMIS Period H (4502) Data for Report:** *(See Processing Schedules)*  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicRelationID=1292>

## Month of August 2010

### Deliverables and Tasks

- **CSADM/SOES:** Monthly reporting on the 15<sup>th</sup> of every month.
- **Ides of ODE:** Monthly email issued by ODE's offices of curriculum, instruction and assessment, this newsletter contains important curriculum and assessment news. Link to subscribe ODE:  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=9&ContentID=4143&Content=52001>
- **LPDC:** Information regarding Local Professional Development Committee (LPDC) guidelines and technical assistance may be found on the ODE Web site at  
<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicRelationID=546>
- **Special Education Plan Report (e-schools only):** Schools begin revising the annual Special Education Plan Report to be submitted to the school sponsor by September 1<sup>st</sup>. ([FY11 Form](#)).
- **E-School Instructional Expense Reporting:** E-schools are to report instructional expenses at no less than the current FY instructional expenses floor determined annually by ODE. The ODE, Office of Community schools will review expenses reported in October and contact any e-school not in compliance for corrective action. *(See E-school Rules):*  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?Page=2&TopicID=662&TopicRelationID=879>
- **Entry Year Teacher Registration:** Registering Entry Year Candidates is completed through the ODE electronic system CORE. Schools and districts also can request funding for entry year programs through CORE. A Candidate Registration must be completed for all teachers who qualify for the Entry Year Program. Web site:  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicID=1262&TopicRelationID=1260>

## Month of September 2010

### Deliverables and Tasks

- **CSADM/SOES:** Monthly reporting on the 15<sup>th</sup> of every month.
- **PCSP & Dissemination Grant Reporting:** Submit all Final Expenditure Reports (FER) through CCIP and email Annual Performance Reports (APR) to [Susan.Moss@ode.state.oh.us](mailto:Susan.Moss@ode.state.oh.us) which are due by September 30. Refer to guidance in the CCIP Doc Library and on the OCS Web site grants section. Failure to submit on time will result in a negative District Efficiency Rating (DER), which will impact future competitive funding, and result in suspension of current funding.
- **Ides of ODE:** Monthly email issued by ODE's offices of curriculum, instruction and assessment, this newsletter contains important curriculum and assessment news. Link to subscribe ODE:  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=9&ContentID=4143&Content=52001>
- **LPDC Registration:** It is important that each Local Professional Development Committee complete the online registration. Each LPDC is required to electronically register to allow for communications directly between ODE and the LPDC chairperson. Each LPDC also is required to submit an Approved Signature Form. To simplify the process, the electronic registration and signature form have been combined. Link to LPDC Registration Homepage:  
<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicID=546&TopicRelationID=546>
- **State Testing:** Begin the process of ordering state tests to ensure successful testing and test reporting through the school year.  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicRelationID=1327>
- **Special Education Plan Report (e-schools only):** Sponsors will approve the plan and submit it to ODE, Office of Community Schools, attention Bill Nelson, by September 30<sup>th</sup>. ([FY11 Form](#))
- **Bi-Monthly Finance Meetings:** Sponsor meets with each school bi-monthly for budget planning and review.
- **ODE and e-Tech, Ohio K-12 Network Funding:** The Ohio K-12 Network is a joint effort between e-Tech Ohio and the Ohio Department of Education to provide funding to assist all Ohio school districts in connecting to the statewide, K-12 educational technology network. The application deadline (refer to website). For more information:  
<http://www.etech.ohio.gov/ohio-k-12-network/index.dot>
- **E-Rate Technical Assistance Program:** The Schools and Libraries Program of the Universal Service Fund makes discounts available to eligible schools and libraries for telecommunication services, Internet access, and internal connections. The program is intended to ensure that schools and libraries have access to affordable telecommunications and information

services. For the latest E-Rate news and information go to the Schools and Libraries web site:

<http://www.universalservice.org/sl/>

- **Alternate Assessment for Students with Disabilities (AASWD):** Districts begin to collect evidence (COE) in September 2010. Last day to ship AASWD-COE for scoring is March 4, 2011 (*Results will be available in May*). Contact Information Office of Assessment (614) 466-0223.

<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicRelationID=238>

## Month of October 2010

### Deliverables and Tasks

- **School's Annual Report (Due October 31<sup>st</sup> to the sponsor and parents):** ORC 3314.03 (A)(11)(g) The school governing authority will submit within four months after the end of each school year a report of its activities and progress in meeting the goals and standards of divisions (A)(3) and (4) of this section and its financial status to the sponsor and the parents of all students enrolled in the school. ORC 3314.03 (A)(3) The academic goals to be achieved and the method of measurement that will be used to determine progress toward those goals, which shall include the statewide achievement tests. ORC 3314.03 (A)(4) Performance standards by which the success of the school will be evaluated by the sponsor.
- **CSADM/SOES:** Monthly reporting on the 15<sup>th</sup> of every month.
- **PCSP planning year grant recipients, Self-Evaluation/Quarterly Report #1 is due by October 15. The form is available in the CCIP Doc Library, Community Schools folder, PCSP folder. Be sure to include all required attachments.**
- **Ides of ODE:** Monthly email issued by ODE's offices of curriculum, instruction and assessment, this newsletter contains important curriculum and assessment news. Link to subscribe ODE:  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=9&ContentID=4143&Content=52001>
- **EMIS Period K Data for Report:** (*See Processing Schedules*)  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicRelationID=1292>
- **Ohio Achievement Test: October 4-8, 2010** (*Data file ready for download and reports due November 19, 2010*) Contact Information Office of Assessment (614) 466-0223.  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicRelationID=238>

- **Ohio Graduation Tests: October 25-November 7, 2010.** Contact Information Office of Assessment (614) 466-0223. <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicRelationID=238>
- **ODE and eTech, Ohio K-12 Network Funding:** The Ohio K-12 Network is a joint effort between eTech Ohio and the Ohio Department of Education to provide funding to assist all Ohio school districts in connecting to the statewide, K-12 educational technology network. The application deadline (refer to website). For more information: <http://www.etech.ohio.gov/ohio-k-12-network/index.dot>
- **Community School, 5 year Forecast (Due October 31<sup>st</sup>):** Click the flowing link for the form. <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?Page=2&TopicID=878&TopicRelationID=662>

## Month of November 2010

### Deliverables and Tasks

- **CSADM/SOES:** Monthly reporting on the 15<sup>th</sup> of every month.
- **Sponsor's Annual Report: (Due November 30<sup>th</sup>):** The Ohio Department of Education is responsible for submitting a report on the state of Ohio's community schools to the Governor and Legislature by December 31<sup>st</sup> of each year. In order to do so, we will rely on all sponsors to provide the Office of Community Schools with information about the schools they sponsored during school year 2008-2009. As you know, according to the rules (Ohio Administrative Code Chapter 3301-102-05, Paragraphs A (2) and (3), community school sponsors are required to: (1) monitor and evaluate the performance (i.e. academic, fiscal, organizational, and operational) and legal compliance of each sponsored community school at least annually; and (2) submit a written report of each school's evaluation results to the Office of Community Schools (OCS) at the Ohio Department of Education (ODE) annually, on or before the Thirtieth of November (November 30, 2010). Click the link for guidance. <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=662&ContentID=2328&Content=63896>
- **Ides of ODE:** Monthly email issued by ODE's offices of curriculum, instruction and assessment, this newsletter contains important curriculum and assessment news. Link to subscribe ODE: <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=9&ContentID=4143&Content=52001>
- **Entry Year:** ODE has communicated with entry year coordinators and fiscal agents to alert them to possible program changes. Link to ODE: <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicID=853&TopicRelationID=515>

## Month of December 2010

### Deliverables and Tasks

- **CSADM/SOES:** Monthly reporting on the 15<sup>th</sup> of every month.
- **Special Education IEP Finalized:** The Ohio Department of Education, Office for Exceptional Children, is pleased to announce the availability of a new online resource. For more information, link to ODE:  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=976&ContentID=82914&Content=82922>
- **Ides of ODE:** Monthly email issued by ODE's offices of curriculum, instruction and assessment, this newsletter contains important curriculum and assessment news. To subscribe, link to ODE:  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=9&ContentID=4143&Content=52001>

## Month of January 2011

### Deliverables and Tasks

- **CSADM/SOES:** Monthly reporting on the 15<sup>th</sup> of every month.
- **Ides of ODE:** Monthly email issued by ODE's offices of curriculum, instruction and assessment, this newsletter contains important curriculum and assessment news. Link to subscribe ODE:  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=9&ContentID=4143&Content=52001>
- **PCSP planning year grant recipients, Self-Evaluation/Quarterly Report #2 is due by January 15. The form is available in the CCIP Doc Library, Community Schools folder, PCSP folder. Be sure to include all required attachments.**
- **Bi-Monthly Finance Meetings:** Sponsor meets with each school bi-monthly for budget planning and review.
- **Ohio Test of English Language Acquisition (OTELA): January 17 through March 11, 2011** (*Results will be available in May*). Contact Information Office of Assessment (614) 466-0223.  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicRelationID=238>

## Month of February 2011

### Deliverables and Tasks

- **PCSP and Dissemination Grants Application Opens:** Public Charter School Program and PCSP Dissemination Competitive Grant Application period opens on the first Monday in February and ends at 5 p.m. on the final Friday in April. Applications that are not in “authorized representative approved” status will not be considered. All applications are through the Comprehensive Continuous Improvement Plan (CCIP) electronic online grant application. To access the CCIP a user must have an established SAFE account and be properly registered in the OEDS-R directory for the school. All information about eligibility, application process, specific timeline and the intent of the grants is in the CCIP Doc Library for Community Schools, PCSP folder and PCSP-Dissemination folder and on the OCS Grants Web page.
- **PCSP and Dissemination Grants Training:** Elluminate trainings on using the CCIP and applying for the PCSP and PCSP-Dissemination grants are held every Tuesday in February. On the first Tuesday: “Using the CCIP”; on the second Tuesday: “Applying for the PCSP Grant”; on the third Tuesday: “Applying for the PCSP-Dissemination Grant”; on the fourth Tuesday: “Overview of PCSP and PCSP-Dissemination for Sponsors.” These trainings may be viewed live by requesting enrollment through [susan.moss@ode.state.oh.us](mailto:susan.moss@ode.state.oh.us); they are available archived on the OCS Grants Web page after they are completed. PowerPoints used in the Elluminate trainings are in the Doc Library and on the OCS Web site.
- **Ohio Test of English Language Acquisition (OTELA): January 17 through March 11, 2011.** Contact Information Office of Assessment (614) 466-0223.  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/OEDDetail.aspx?page=3&TopicRelationID=238&ContentID=26756&Content=51711>
- **CSADM/SOES:** Monthly reporting on the 15<sup>th</sup> of every month.
- **Ides of ODE:** Monthly email issued by ODE’s offices of curriculum, instruction and assessment, this newsletter contains important curriculum and assessment news. Link to subscribe ODE:  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/OEDDetail.aspx?page=3&TopicRelationID=9&ContentID=4143&Content=52001>

## Month of March 2011

### Deliverables and Tasks

- **CSADM/SOES:** Monthly reporting on the 15<sup>th</sup> of every month.
- **Ides of ODE:** Monthly email issued by ODE's offices of curriculum, instruction and assessment, this newsletter contains important curriculum and assessment news. Link to subscribe ODE:  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/OEDEDetail.aspx?page=3&TopicRelationID=9&ContentID=4143&Content=52001>
- **Ohio Test of English Language Acquisition (OTELA): January 17 through March 11, 2011.** Contact Information Office of Assessment (614) 466-0223.  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/OEDEDetail.aspx?page=3&TopicRelationID=238&ContentID=26756&Content=51711>
- **Ohio Graduation Tests: March 14-27, 2011.** Contact Information Office of Assessment (614) 466-0223.  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicRelationID=238>
- **Bi-Monthly Finance Meetings:** Sponsor meets with each school bi-monthly for budget planning and review.

## Month of April 2011

### Deliverables and Tasks

- **PCSP planning year grant recipients, Self-Evaluation/Quarterly Report #3 is due by April 15. The form is available in the CCIP Doc Library, Community Schools folder, PCSP folder. Be sure to include all required attachments.**
- **PCSP and Dissemination Grants Application Closes:** Public Charter School Program and PCSP Dissemination Competitive Grant Application period closes on the final Friday in April at 5 p.m. Applications that are not in "authorized representative approved" status will not be considered. All applications are through the Comprehensive Continuous Improvement Plan (CCIP) electronic online grant application. To access the CCIP a user must have an established SAFE account and be properly registered in the OEDS-R directory for the school. All information about application and the intent of the grants is in the CCIP Doc Library for Community Schools, PCSP folder and PCSP-Dissemination folder and on the OCS Grants Web page.

- **CSADM/SOES:** Monthly reporting on the 15<sup>th</sup> of every month.
- **Ides of ODE:** Monthly email issued by ODE's offices of curriculum, instruction and assessment, this newsletter contains important curriculum and assessment news. Link to subscribe ODE:  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=9&ContentID=4143&Content=52001>
- **CTE Funding Application:** Process and Timeline  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicID=737&TopicRelationID=1796>
- **Ohio Achievement Tests: April 25-May 13, 2011.** *(Data file ready for download on June 15, 2010, reports due June 30, 2010). (Note: Statute calls for testing to begin the week containing April 24, which falls on a Sunday.)* Contact Information Office of Assessment (614) 466-0223.  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicRelationID=238>

## Month of May 2011

### Deliverables and Tasks

- **PCSP and Dissemination Grants:** Start on July 1<sup>st</sup> and end on June 30<sup>th</sup>. All expenditures require a previously approved budget. Final budget revisions must be made in May, or they may not be approvable.
- **Community School, 5 year Forecast (Due May 31, 2011):** Click the following link for the form.  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=662&ContentID=1974&Content=87239>
- **Annual Count of Immigrant Children:** The Ohio Department of Education is conducting its annual count of immigrant children and youth currently enrolled in elementary and secondary schools in Ohio. Immigrant students in both public and private schools are to be included in the count. This count will be used to determine eligibility for federal grants for school year 2010-2011. Eligible public schools will be funded on the basis of the total number of immigrant children reported in public schools.  
<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicID=142&TopicRelationID=142>

- **CSADM/SOES:** Monthly reporting on the 15<sup>th</sup> of every month.
- **Ides of ODE:** Monthly email issued by ODE's offices of curriculum, instruction and assessment, this newsletter contains important curriculum and assessment news. Link to subscribe ODE:  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=9&ContentID=4143&Content=52001>
- **Bi-Monthly Finance Meetings:** Sponsor meets with each school bi-monthly for budget planning and review.
- **Annual deadline for sponsor submission of community school contract renewals, May 31, 2011.**

## Month of June 2011

### Deliverables and Tasks

- **PCSP and Dissemination Grants:** Start on July 1<sup>st</sup> and end on June 30<sup>th</sup>. All expenditures require a previously approved budget. Final budget revisions must be made in May, or they may not be approvable. PCR disbursement is made automatically if the original budget is approved without needing a revision. Otherwise, all funding must be requested using a PCR. See instructions in CCIP Doc Library, Financial Information, Cash Requests (PCRs).
- The initial 10% PCR disbursement is made automatically when the original budget is approved.
- **CSADM/SOES:** Monthly reporting on the 15<sup>th</sup> of every month.
- **Ides of ODE:** Monthly email issued by ODE's offices of curriculum, instruction and assessment, this newsletter contains important curriculum and assessment news. Link to subscribe ODE:  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=9&ContentID=4143&Content=52001>
- **Ohio Achievement Test (optional): June 15-30, 2011.** (*Note: Statute calls for testing to begin the week containing April 24, which falls on a Sunday.*) Contact Information Office of Assessment (614) 466-0223.  
<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicRelationID=238>