

2018-2019 SCCOE Charter Schools Calendar

The Santa Clara County Office of Education is committed to serving, inspiring, and promoting student and public school success

July 2018

1	Due: Adopted Annual Budget Proof of Insurance Accounting & Financial Policies & Procedures Due: List of Directors and Officers Calendar and Bell Schedule Board Approved LCAP Updated Contact Information for School(s)	Submit to Charter Fiscal Admin Submit to Charter Fiscal Admin Submit to Charter Fiscal Admin Submit to Charter Admin Submit to Charter Admin Submit to Charter Admin Submit to Charter Admin
15	Due: Pupil Estimate for New or Significantly Expanding Charter (PENSEC) Report P-Annual Attendance Attendance for the prior month	Submit to Charter Fiscal Admin Submit to Charter Fiscal Admin Submit to SCCOE Internal Business Services
18	SCCBOE Meeting	
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin

August 2018

1	List of Required Documents for Annual Visits due from SCCOE to Charter Schools	
1	SCCBOE Meeting	
15	SCCBOE Meeting	
	Due: Attendance for the prior month	Submit to SCCOE Internal Business Services
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin

September 2018

1	Due: Designated Special Education/504 Staff Charter Board approved Conflict of Interest Code Charter Board Year-End Closing policies and procedures	Submit to Charter Admin
5	SCCBOE Meeting	
15	Due: Actual Enrollment Final Unaudited Actuals Attendance due for the prior month	Submit to Charter Fiscal Admin Submit to Charter Fiscal Admin Submit to SCCOE Internal Business Services
19	SCCBOE Meeting	
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin

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October 2018

1	Due: ADA Report	Submit to Charter Admin
4	Charter Leaders Meeting 12:00-3:00pm at SCCOE Oak Grove Room	
10	SCCBOE Meeting	
15	Due: 20 Day Attendance Report	Submit to Charter Fiscal Admin
	Attendance for the prior month	Submit to SCCOE Internal Business Services
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin
24	SCCBOE Meeting	

November 2018

7	SCCBOE Meeting	
15	Due: Attendance for the prior month	Submit to SCCOE Internal Business Services
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin

December 2018

12	SCCBOE Meeting	
15	Due: First Interim Financial Report	Submit to Charter Fiscal Admin
	Final Audit Report for previous FY	Submit to Charter Fiscal Admin
	Attendance for the prior month	Submit to SCCOE Internal Business Services
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin

January 2019

1	Annual Visit Window Opens – Requested Documents due 1 week before visit	
15	Due: P-1 Attendance Report	Submit to Charter Fiscal Admin
	Attendance for the prior month	Submit to SCCOE Internal Business Services
16	SCCBOE Meeting	
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin

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February 2019

1	Due: SARC Report (Posted to website)	Submit to Charter Admin
6	SCCBOE Meeting	
7	Charter Leaders Meeting - Tentative	
15	Due: Attendance for the prior month	Submit to SCCOE Internal Business Services
20	SCCBOE Meeting	
	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin

March 2019

6	SCCBOE Meeting	
15	Due: Data Book Information Form	Submit to Charter Admin
	2nd Interim Financial Report	Submit to Charter Fiscal Admin
	Attendance for the prior month	Submit to SCCOE Internal Business Services
20	SCCBOE Meeting	
	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin
30	Due: Auditor Selection Form	Submit to Charter Fiscal Admin
31	Annual Visit Window Closes	

April 2019

3	SCCBOE Meeting	
15	Due: Attendance for the prior month	Submit to SCCOE Internal Business Services
17	SCCBOE Meeting	
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin

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May 2019

1	SCCBOE Meeting	
3	Due: P-2 Attendance Report	Submit to Charter Fiscal Admin
9	Charter Leaders Meeting - Tentative	
15	SCCBOE Meeting	
	Due: Attendance for the prior month	Submit to SCCOE Internal Business Services
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin

June 2019

1	2018-2019 Data Book presentation TBD	
12	SCCBOE Meeting	
15	Due: Attendance for the prior month	Submit to SCCOE Internal Business Services
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin
26	SCCBOE Meeting	