

2019-2020 SCCOE Charter Schools Department Calendar

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

July 2019

1	<p>Due: Board Adopted Annual Budget LCFF Calculator Copies of all bonds and Contracts Proof of Insurance Accounting & Financial Policies & Procedures</p> <p>Due: List of Directors and Officers Calendar and Bell Schedule Board Approved LCAP Budget Overview for Parents Federal Addendum (if applicable) Updated Contact Information for School(s) Conflict of Interest Code Updates Student/Parent Handbook Employee Handbook Charter Board Meeting Schedule</p>	<p>Submit to Charter Fiscal Admin Submit to Charter Fiscal Admin Submit to Charter Fiscal Admin Submit to Charter Fiscal Admin Submit to Charter Fiscal Admin</p> <p>Submit to Charter Admin Submit to Charter Admin</p>
15	<p>Due: Pupil Estimate for New or Significantly Expanding Charter (PENSEC) Report</p> <p>P-Annual Attendance PY Attendance for the prior month</p>	<p>Submit to electronically to the CDE and SCCOE Charter Fiscal Admin</p> <p>Submit to SCCOE Internal Business Services Submit to SCCOE Internal Business Services</p>
17	SCCBOE Meeting	
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin

August 2019

1	List of Required Documents for Annual Visits due <u>from</u> SCCOE to Charter Schools	
	Due: CALPADS EOY 1, 2, 3 and Cohort ODS Extract for 2018-19	
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

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September 2019

4	SCCBOE Meeting	
13	Due: Actual Enrollment PY 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
18	SCCBOE Meeting	
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin

October 2019

1	Due: ADA Report	Submit to Charter Admin
2	SCCBOE Meeting CALPADS and CBEDS Submission Window Opens for Fall 1	
3	Charter Leaders Meeting SCCOE: Gilroy Room, 12:00 – 3:00 p.m.	
15	Due: 20 Day Attendance Report Attendance for the prior month	Submit to Charter Fiscal Admin Submit to SCCOE Internal Business Services
16	SCCBOE Meeting	
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin

November 2019

6	SCCBOE Meeting	
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

December 2019

11	SCCBOE Meeting	
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13	Due: First Interim Financial Report Final Audit Report for previous FY Attendance for the prior month	Submit to Charter Fiscal Admin Submit to Charter Fiscal Admin Submit to SCCOE Internal Business Services
20	SCCBOE Meeting Due: Monthly Financial Reports CALPADS and CBEDS Submission Window Closes for Fall 1	Submit to Charter Fiscal Admin

January 2020

1	Annual Visit Window Opens Due: Annual Visit requested documents	
7	Due: P-1 Attendance Report CALPADS and CBEDS Submission window opens for Fall 2	Submit to SCCOE Internal Business Services
15	SCCBOE Meeting – Tentative Due: Attendance for the prior month	Submit to SCCOE Internal Business Services
17	Due: CALPADS Fall 1 Amendment	
20	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin
23	Charter Leaders Meeting SCCOE: Oak Grove Room, 12:00 – 3:00 p.m.	

February 2020

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

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March 2020

1	Due: Site Safety Plan Update	Submit to Charter Admin
4	SCCBOE Meeting - Tentative	
13	Due: Data Book Information Form 2nd Interim Financial Report Attendance for the prior month	Submit to Charter Admin Submit to Charter Fiscal Admin Submit to SCCOE Internal Business Services
18	SCCBOE Meeting - Tentative	
20	CALPADS and CBEDS Submission Window Closes for Fall 2	
	Due: CALPADS Fall 2 Certification	
	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin
31	Due: Auditor Selection Form Annual Visit Window Closes	Submit to Charter Fiscal Admin

April 2020

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

May 2020

6	SCCBOE Meeting - Tentative	
14	Charter Leaders Meeting SCCOE: Gilroy Room, 12:00 – 3:00 p.m.	
15	Due: Attendance for the prior month	Submit to SCCOE Internal Business Services
20	SCCBOE Meeting - Tentative	
	Due: Monthly Financial Reports	Submit to Charter Fiscal Admin
31	Due: School Attendance Calendar for 2020-21	Submit to SCCOE Internal Business Services

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June 2020

1	2019-2020 Data Book presentation TBD	
10	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