

**2021-2022 SCCOE Charter Schools Department Calendar**

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

<b>July 2021</b>		
<b>1</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Board Adopted Annual Budget</li> <li>LCFF Calculator</li> <li>Copies of all Bonds and Contracts</li> <li>Proof of Insurance (Complete Policy)</li> <li>Accounting &amp; Financial Policies &amp; Procedures (if changed)</li> <li>Updated List of Fiscal Contact(s) &amp; Business Operations Manager(s) (BOMs)</li> <li>Updated/New Lease and/or Facility Use Agreement (FAU)</li> <li>Form 990</li> </ul> <p><b>Program</b></p> <ul style="list-style-type: none"> <li>Attendance Calendar (<a href="#">Spreadsheet Template Linked</a>)</li> <li>Updated List of Directors &amp; Officers</li> <li>Calendar and Bell Schedule</li> <li>Updated Contact Information for School(s) (<i>also post on school website</i>)</li> <li>Conflict of Interest Code Updates</li> <li>Updated Student/Parent Handbook</li> <li>Updated Employee Handbook</li> <li>Charter Regular Board Meeting Schedule (<i>also post on school website</i>)</li> <li>Charter Bylaws Updates</li> <li>Board Approved LCAP</li> <li>Budget Overview for Parents</li> <li>Federal Addendum (if applicable)</li> </ul>	<p><b>Finance</b></p> <p><a href="#">Submit Beginning of Fiscal Year Documents to Charter Fiscal Admin Using This Link</a></p> <p><i>Please direct Finance questions to:</i>  <a href="#">Shallu Sharma</a>  and/or  <a href="#">Cynthia Tapia</a></p> <p><b>Program</b></p> <p><a href="#">Submit to Charter Program Admin Using This Link</a></p> <p><a href="#">Resource: Monday.com Program Document Submission Categories</a></p> <p><i>Please direct Program questions to:</i>  <a href="#">Michelle Johnson, Ed.D.</a>  and/or  <a href="#">Julie Aguirre, Ed.D.</a></p>
<b>5</b>	<b>Authorizer Offices Closed – Independence Day (Observed)</b>	
<b>6</b>	<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>Annual Attendance Prior Year</li> </ul>	<p><b>Attendance</b></p> <p><a href="#">Submit to SCCOE Internal Business Services</a></p>
<b>15</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Pupil Estimate for New or Significantly Expanding Charter (PENSEC) Report (<i>also submit electronically to CDE</i>)</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>Attendance for the Prior Month</li> </ul>	<p><b>Finance</b></p> <p><a href="#">Submit to Other Reports to Charter Fiscal Admin Using This Link</a></p> <p><b>Attendance</b></p>

		<a href="#">Submit to SCCOE Internal Business Services</a>
20	<b>Finance</b> <ul style="list-style-type: none"> <li>Monthly Financial Reports</li> </ul>	<b>Finance</b> <a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a>
21	<b>SCCBOE Meeting</b>	

August 2021		
1	<b>Annual Visits</b> <ul style="list-style-type: none"> <li>List of Required Documents for Annual Visits</li> </ul>	<b>Annual Visits</b> Due FROM SCCOE to Charter Schools
4	<b>SCCBOE Meeting</b>	
15	<b>Attendance</b> <ul style="list-style-type: none"> <li>Attendance for the Prior Month</li> </ul>	<b>Attendance</b> <a href="#">Submit to SCCOE Internal Business Services</a>
20	<b>Finance</b> <ul style="list-style-type: none"> <li>Monthly Financial Reports</li> <li>Revised Budget (45-day revise, if needed)</li> </ul>	<b>Finance</b> <a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a>  <a href="#">Submit to Other Reports to Charter Fiscal Admin Using This Link</a>
23-27	<b>Getting to Know You</b> <ul style="list-style-type: none"> <li>SCCOE Charter Schools Department Welcome Back to School Visits</li> </ul>	

September 2021		
1	<b>SCCBOE Meeting</b>	
6	<b>Authorizer Offices Closed – Labor Day</b>	
15	<b>Finance</b> <ul style="list-style-type: none"> <li>Actual Enrollment</li> <li>Prior Year Unaudited Actuals</li> </ul> <b>Attendance</b>	<b>Finance</b> <a href="#">Submit to Other Reports to Charter Fiscal Admin Using This Link</a>  <b>Attendance</b>

	<ul style="list-style-type: none"> <li>Attendance for the Prior Month</li> </ul>	<a href="#">Submit to SCCOE Internal Business Services</a>
<b>15</b>	<b>SCCBOE Meeting</b>	
<b>20</b>	<b>Finance</b> <ul style="list-style-type: none"> <li>Monthly Financial Reports</li> </ul>	<b>Finance</b> <a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a>

<b>October 2021</b>		
<b>4</b>	<b>CALPADS &amp; CBEDS Submission Window Opens for Fall 1</b>	
<b>6</b>	<b>SCCBOE Meeting</b>	
<b>7</b>	<b>Charter Leaders Meeting SCCOE: 1:00 – 3:00 p.m.</b>	
<b>15</b>	<b>Attendance</b> <ul style="list-style-type: none"> <li>Attendance for the Prior Month</li> </ul> <b>Finance</b> <ul style="list-style-type: none"> <li>20 Day Attendance Report (Only if PENSEC report is submitted)</li> </ul>	<b>Attendance</b> <a href="#">Submit to SCCOE Internal Business Services</a>  <b>Finance</b> <a href="#">Submit to Other Reports to Charter Fiscal Admin Using This Link</a>
<b>20</b>	<b>Finance</b> <ul style="list-style-type: none"> <li>Monthly Financial Reports</li> </ul>	<b>Finance</b> <a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a>

<b>November 2021</b>		
<b>11</b>	<b>Authorizer Offices Closed – Veteran’s Day</b>	
<b>15</b>	<b>Attendance</b> <ul style="list-style-type: none"> <li>Attendance for the Prior Month</li> </ul>	<b>Attendance</b> <a href="#">Submit to SCCOE Internal Business Services</a>
<b>17</b>	<b>SCCBOE Meeting</b>	
<b>20</b>	<b>Finance</b> <ul style="list-style-type: none"> <li>Monthly Financial Reports</li> </ul>	<b>Finance</b> <a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a>
<b>25-26</b>	<b>Authorizer Offices Closed – Thanksgiving Day &amp; Day After Thanksgiving</b>	

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December 2021		
<b>15</b>	<b>SCCBOE Meeting</b>	
	<b>Finance</b> <ul style="list-style-type: none"> <li>• First Interim Financial Report</li> <li>• Annual Audit Report for the Prior FY</li> </ul> <b>Attendance</b> Attendance for the Prior Month	<b>Finance</b> <a href="#">Submit to Other Reports to Charter Fiscal Admin Using This Link</a>  <b>Attendance</b> <a href="#">Submit to SCCOE Internal Business Services</a>
<b>20</b>	<b>Finance</b> <ul style="list-style-type: none"> <li>• Monthly Financial Reports</li> </ul>	<b>Finance</b> <a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a>
<b>24-27</b>	<b>Authorizer Offices Closed – Christmas Eve &amp; Day (Observed)</b>	

January 2022		
<b>3</b>	<b>Authorizer Offices Closed - New Year's Day (Observed)</b>	
<b>4</b>	<b>Annual Visit Window Opens</b> <ul style="list-style-type: none"> <li>• Annual Visit Documents</li> </ul>	<b>Finance</b> <a href="#">Submit to Other Reports to Charter Fiscal Admin Using This Link</a>  <b>Program</b> <a href="#">Submit to Charter Program Admin Using This Link</a>
<b>7</b>	<b>CALPADS &amp; CBEDS Submission window opens for Fall 2</b>  <b>Attendance</b> <ul style="list-style-type: none"> <li>• P-1 Attendance Report</li> </ul>	<b>Attendance</b> <a href="#">Submit to SCCOE Internal Business Services</a>
<b>15</b>	<b>Attendance</b> <ul style="list-style-type: none"> <li>• Attendance for the Prior Month</li> </ul>	<b>Attendance</b> <a href="#">Submit to SCCOE Internal Business Services</a>
<b>17</b>	<b>Authorizer Office Closed - Martin Luther King, Jr. Day</b>	
<b>18</b>	<b>CALPADS Fall 1 Amendment</b>	

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19	SCCBOE Meeting – <b>Tentative</b>	
20	Charter Leaders Meeting SCCOE: 1:00 – 3:00 p.m.	
	<b>Finance</b> <ul style="list-style-type: none"> <li>Monthly Financial Reports</li> </ul>	<b>Finance</b> <a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a>

February 2022		
1	<b>Program</b> <ul style="list-style-type: none"> <li>SARC Report <i>(also post to website)</i></li> </ul>	<b>Program</b> <a href="#">Submit to Charter Program Admin Using This Link</a>
2	SCCBOE Meeting - <b>Tentative</b>	
15	<b>Attendance</b> <ul style="list-style-type: none"> <li>Attendance for the Prior Month</li> </ul>	<b>Attendance</b> <a href="#">Submit to SCCOE Internal Business Services</a>
16	SCCBOE Meeting - <b>Tentative</b>	
18	Authorizer Offices Closed – Lincoln’s Birthday (Observed)	
20	<b>Finance</b> <ul style="list-style-type: none"> <li>Monthly Financial Reports</li> </ul>	<b>Finance</b> <a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a>
21	Authorizer Offices Closed – Washington’s Birthday (President’s Day)	

March 2022		
1	<b>Program</b> <ul style="list-style-type: none"> <li>Site Safety Plan</li> </ul>	<b>Program</b> <a href="#">Submit to Charter Program Admin Using This Link</a>
2	SCCBOE Meeting - <b>Tentative</b>	
11	<b>Getting to Know You</b> <ul style="list-style-type: none"> <li>First Annual Spring Shindig <i>(Details TBD – <a href="#">Recommend a Venue Here</a>)</i></li> </ul>	
15	<b>Data Book</b> <ul style="list-style-type: none"> <li>Data Book Information Form</li> </ul>	<b>Data Book</b>

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	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Second Interim Financial Report</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>Attendance for the Prior Month</li> </ul>	<p><a href="#">Submit to Charter Schools Dept. Using This Link</a></p> <p><b>Finance</b></p> <p><a href="#">Submit to Other Reports to Charter Fiscal Admin Using This Link</a></p> <p><b>Attendance</b></p> <p><a href="#">Submit to SCCOE Internal Business Services</a></p>
<b>16</b>	<b>SCCBOE Meeting - Tentative</b>	
<b>20</b>	<p><b>CALPADS Fall 2 Certification</b></p> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Monthly Financial Reports</li> </ul>	<p><b>Finance</b></p> <p><a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a></p>
<b>29</b>	<p><b>Annual Visit Window Closes</b></p> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Auditor Selection Form</li> </ul>	<p><b>Finance</b></p> <p><a href="#">Submit to Other Reports to Charter Fiscal Admin Using This Link</a></p>

<b>April 2022</b>		
<b>1</b>	<p><b>Program</b></p> <ul style="list-style-type: none"> <li>Completed Form 700(s)</li> </ul>	<p><b>Program</b></p> <p><a href="#">Submit to Charter Program Admin Using This Link</a></p>
<b>6</b>	<b>SCCBOE Meeting - Tentative</b>	
<b>15</b>	<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>Attendance for the Prior Month</li> </ul>	<p><b>Attendance</b></p> <p><a href="#">Submit to SCCOE Internal Business Services</a></p>
<b>20</b>	<b>SCCBOE Meeting - Tentative</b>	
	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Monthly Financial Reports</li> </ul> <p><b>Attendance</b></p>	<p><b>Finance</b></p> <p><a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a></p> <p><b>Attendance</b></p>

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	<ul style="list-style-type: none"> <li>P-II Attendance Report</li> </ul>	<a href="#">Submit to SCCOE Internal Business Services</a>
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May 2022		
4	SCCBOE Meeting - <b>Tentative</b>	
15	<b>Attendance</b> <ul style="list-style-type: none"> <li>Attendance for the Prior Month</li> </ul>	<b>Attendance</b> <a href="#">Submit to SCCOE Internal Business Services</a>
18	SCCBOE Meeting - <b>Tentative</b>	
19	Charter Leaders Meeting SCCOE: 1:00 – 3:00 p.m.	
20	<b>Finance</b> <ul style="list-style-type: none"> <li>Monthly Financial Reports</li> </ul>	<b>Finance</b> <a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a>
30	Authorizer Offices Closed – Memorial Day	

June 2022		
TBD	2021-2022 Data Book Presentation to the SCCBOE	
10	<b>Getting to Know You</b> <ul style="list-style-type: none"> <li>First Annual June Jamboree (<i>Details TBD – <a href="#">Recommend a Venue Here</a></i>)</li> </ul>	
15	<b>Attendance</b> <ul style="list-style-type: none"> <li>Attendance for the Prior Month</li> </ul>	<b>Attendance</b> <a href="#">Submit to SCCOE Internal Business Services</a>
15	SCCBOE Meeting - <b>Tentative</b>	
20	<b>Finance</b> <ul style="list-style-type: none"> <li>Monthly Financial Reports</li> </ul>	<b>Finance</b> <a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a>
22	SCCBOE Meeting – <b>Tentative</b>	

**SCCOE Charter Schools Department  
Contact Information**

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SCCOE Charter Schools Department Staff Support by School		
SCCBOE-Authorized School	Program Support Staff*	Fiscal Support Staff*
ACE Empower	Julie Aguirre, Ed.D.	Shallu Sharma
Alpha: Cornerstone	Julie Aguirre, Ed.D.	Shallu Sharma
Alpha: Jose Hernandez	Julie Aguirre, Ed.D.	Shallu Sharma
Bullis	Michelle Johnson, Ed.D.	Cynthia Tapia
Discovery I	Michelle Johnson, Ed.D.	Cynthia Tapia
Discovery II	Michelle Johnson, Ed.D.	Cynthia Tapia
DCP Alum Rock	Julie Aguirre, Ed.D.	Cynthia Tapia
Opportunity Youth Academy	Michelle Johnson, Ed.D.	Cynthia Tapia
Rocketship Alma	Michelle Johnson, Ed.D.	Shallu Sharma
Rocketship Brilliant Minds	Michelle Johnson, Ed.D.	Shallu Sharma
Rocketship Discovery Prep	Julie Aguirre, Ed.D.	Shallu Sharma
Rocketship Fuerza	Julie Aguirre, Ed.D.	Shallu Sharma
Rocketship Los Sueños	Julie Aguirre, Ed.D.	Shallu Sharma
Rocketship Mateo Sheedy	Michelle Johnson, Ed.D.	Shallu Sharma
Rocketship Rising Stars	Michelle Johnson, Ed.D.	Shallu Sharma
Rocketship Si Se Puede	Julie Aguirre, Ed.D.	Shallu Sharma
Summit: Denali	Michelle Johnson, Ed.D.	Cynthia Tapia
Summit: Tahoma	Michelle Johnson, Ed.D.	Cynthia Tapia
Sunrise Middle	Julie Aguirre, Ed.D.	Cynthia Tapia
University Prep Academy	Michelle Johnson, Ed.D.	Shallu Sharma
Voices: Morgan Hill	Julie Aguirre, Ed.D.	Cynthia Tapia
Voices: Mount Pleasant	Julie Aguirre, Ed.D.	Cynthia Tapia

***\*Questions, concerns, and requests for support may be directed to Charter Schools Department Director, Mefula Fairley.***