


2022-2023 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 2022		
1	<p>Finance</p> <ul style="list-style-type: none"> Board Adopted Annual Budget Local Control Funding Formula (LCFF) Calculator Copies of all Bonds and Contracts Proof of Insurance (Complete Policy) Accounting & Financial Policies & Procedures (if changed) Updated List of Fiscal Contact(s) & Business Operations Manager(s) (BOMs) Updated/New Lease and/or Facility Use Agreement (FAU) Certificate of Occupancy, if required Form 990 <p>Attendance</p> <ul style="list-style-type: none"> Attendance Calendar <p>Program* (Submission Link Updated) </p> <p><u>Governance</u></p> <ul style="list-style-type: none"> Updated List of Directors & Officers Updated Contact Information for School(s) <i>(also post on school website)</i> Conflict of Interest Code Updates Charter Regular Board Meeting Schedule <i>(also post on school website)</i> Charter Bylaws Updates Board Approved Local Control Accountability Plan (LCAP) with Action Tables in Excel Federal Addendum (if applicable) <p><u>Parent Involvement</u></p> <ul style="list-style-type: none"> Budget Overview for Parents Calendar and Bell Schedule <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> Updated Student/Parent Handbook Updated Employee Handbook 	<p>Finance</p> <p>Submit Beginning of Fiscal Year Documents to Charter Fiscal Admin Using This Link</p> <p><i>Please direct Finance questions to:</i></p> <p>Shallu Sharma and/or Cynthia Tapia</p> <p>Attendance</p> <p>Submit to SCCOE Internal Business Services</p> <p>Program</p> <p>Submit to Charter Program Admin Using This Link *Link updated 8/11/22</p> <p><i>Please direct Program questions to:</i></p> <p>Michelle Johnson, Ed.D. and/or Matthew Daugherty</p>
4	Authorizer Offices Closed – Independence Day (Observed)	
6	<p>Attendance</p> <ul style="list-style-type: none"> Annual Attendance Prior Year 	<p>Attendance</p> <p>Submit to SCCOE Internal Business Services</p>

15	<p>Finance</p> <ul style="list-style-type: none"> Pupil Estimate for New or Significantly Expanding Charter (PENSEC) Report <i>(also submit electronically to California Department of Education (CDE))</i> <p>Attendance</p> <ul style="list-style-type: none"> Attendance for the Prior Month 	<p>Finance</p> <p>Submit to Other Reports to Charter Fiscal Admin Using This Link</p> <p>Attendance</p> <p>Submit to SCCOE Internal Business Services</p>
20	<p>Finance</p> <ul style="list-style-type: none"> Monthly Financial Reports 	<p>Finance</p> <p>Submit Monthly Reports to Charter Fiscal Admin Using This Link</p>
20	<p>Santa Clara County Board of Education (SCCBOE) Meeting</p>	

August 2022		
1	<p>Annual Visits</p> <ul style="list-style-type: none"> List of Required Documents for Annual Visits (see January List) 	<p>Annual Visits</p> <p>Distribution FROM SCCOE to Charter Schools</p>
3	<p>SCCBOE Meeting</p>	
15	<p>Attendance</p> <ul style="list-style-type: none"> Attendance for the Prior Month 	<p>Attendance</p> <p>Submit to SCCOE Internal Business Services</p>
20	<p>Finance</p> <ul style="list-style-type: none"> Monthly Financial Reports Revised Budget (45-day revise, if needed) 	<p>Finance</p> <p>Submit Monthly Reports to Charter Fiscal Admin Using This Link</p> <p>Submit to Other Reports to Charter Fiscal Admin Using This Link</p>
15-31	<p>Getting to Know You</p> <ul style="list-style-type: none"> SCCOE Charter Schools Department Welcome Back to School Visits 	

September 2022		
5	<p>Authorizer Offices Closed – Labor Day</p>	

7	SCCBOE Meeting	
15	<p>Finance</p> <ul style="list-style-type: none"> Actual Enrollment Prior Year Unaudited Actuals <p>Attendance</p> <ul style="list-style-type: none"> Attendance for the Prior Month <p>Program</p> <ul style="list-style-type: none"> List of classes for semester, including teacher assignments and teacher vacancies** 	<p>Finance</p> <p>Submit to Other Reports to Charter Fiscal Admin Using This Link</p> <p>Attendance</p> <p>Submit to SCCOE Internal Business Services</p> <p>Program</p> <p>Submit to Charter Program Admin Using This Link</p>
20	<p>Finance</p> <ul style="list-style-type: none"> Monthly Financial Reports 	<p>Finance</p> <p>Submit Monthly Reports to Charter Fiscal Admin Using This Link</p>
21	SCCBOE Meeting	


October 2022		
4	CALPADS & CBEDS Submission Window Opens for Fall 1	
5	SCCBOE Meeting	
13	Charter Leaders Meeting SCCOE: 1:00 – 3:00 p.m.	
15	<p>Attendance</p> <ul style="list-style-type: none"> Attendance for the Prior Month <p>Finance</p> <ul style="list-style-type: none"> 20 Day Attendance Report (Only if PENSEC report is submitted) 	<p>Attendance</p> <p>Submit to SCCOE Internal Business Services</p> <p>Finance</p> <p>Submit to Other Reports to Charter Fiscal Admin Using This Link</p>
20	<p>Finance</p> <ul style="list-style-type: none"> Monthly Financial Reports 	<p>Finance</p> <p>Submit Monthly Reports to Charter Fiscal Admin Using This Link</p>

(continued next page)

November 2022		
11	Authorizer Offices Closed – Veteran’s Day	
15	Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services
16	SCCBOE Meeting	
20	Finance <ul style="list-style-type: none"> Monthly Financial Reports 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link
24-25	Authorizer Offices Closed – Thanksgiving Day & Day After Thanksgiving	

December 2021		
14	SCCBOE Meeting	
15	Finance <ul style="list-style-type: none"> First Interim Financial Report Annual Audit Report for the Prior Fiscal Year (FY) Attendance <ul style="list-style-type: none"> Attendance for Prior Month Program <ul style="list-style-type: none"> List of classes for semester 2, including teacher assignments and teacher vacancies** 	Finance Submit to Other Reports to Charter Fiscal Admin Using This Link Attendance Submit to SCCOE Internal Business Services Program Submit to Charter Program Admin Using This Link
20	Finance <ul style="list-style-type: none"> Monthly Financial Reports 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link
23-26	Authorizer Offices Closed – Christmas Eve & Day (Observed)	

January 2023		
2	Authorizer Offices Closed - New Year’s Day (Observed)	

<p>4</p>	<p>Annual Visit Window Opens - Remaining Annual Visit Documents</p> <p>Program* (Submission Link Updated) </p> <p><u>Governance</u></p> <ul style="list-style-type: none"> • Updated Organizational Chart • Board Roster and contact information • Updated Board calendar • Board committee members (audit, fiscal, etc.) • Articles of Incorporation • Updated policies and procedures (if any recent updates) • Conflict of Interest Code (if any recent updates) • Conflict of Interest Biennial Review Form • Form 700's for all applicable <p><u>Enrollment</u></p> <ul style="list-style-type: none"> • Copy (pdf) of current Lottery and/or Enrollment Application • Current enrollment disaggregated by student group (grade level, English Learner (EL), Students with Disabilities (SWD), Socioeconomically Disadvantaged (SED), ethnicity, etc.) • Current lottery process and detailed procedures <p><u>Instruction</u></p> <ul style="list-style-type: none"> • Master schedule and instructional minutes • English learner plan • Disaggregated student performance data (grade level, EL, SWD, SED, ethnicity, etc.) for English Language Arts (ELA) and Math • English Language Proficiency Assessments for California (ELPAC) Data • Internal verified assessment data disaggregated (grade level, EL, SWD, SED, ethnicity, etc.) for ELA and Math • Professional Development Plans with examples <p><u>Parent Involvement</u></p> <ul style="list-style-type: none"> • English Learner Advisory Council (ELAC) agendas and minutes • School Site Council agendas and minutes • Parent representative on the Board • Evidence of education partner input in LCAP (i.e., meeting notes, survey information, etc.) <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> • Student/Parent Handbook • Staff Handbook • Certificate of Food Safety (i.e., SafeServ certification) • Health and safety policies • Comprehensive Safety Plan • Internal annual facility review 	<p>Program</p> <p>Submit to Charter Program</p> <p>Admin Using This Link</p> <p>*Link updated 8/11/22</p>
-----------------	--	---

(continued next page)

7	CALPADS & CBEDS Submission window opens for Fall 2023 Attendance <ul style="list-style-type: none"> P-1 Attendance Report 	Attendance Submit to SCCOE Internal Business Services
15	Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services
16	Authorizer Office Closed - Martin Luther King, Jr. Day	
18	CALPADS Fall 1 Amendment	
18	SCCBOE Meeting – Tentative	
20	Finance <ul style="list-style-type: none"> Monthly Financial Reports 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link
26	Charter Leaders Meeting SCCOE: 1:00 – 3:00 p.m.	

February 2023		
1	Program <ul style="list-style-type: none"> SARC Report <i>(also post to website)</i> 	Program Submit to Charter Program Admin Using This Link
1	SCCBOE Meeting - Tentative	
15	Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services
15	SCCBOE Meeting - Tentative	
17	Authorizer Offices Closed – Lincoln’s Birthday (Observed)	
20	Finance <ul style="list-style-type: none"> Monthly Financial Reports 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link
20	Authorizer Offices Closed – Washington’s Birthday (President’s Day)	

(continued next page)

March 2023		
1	Program <ul style="list-style-type: none"> • Site Safety Plan 	Program Submit to Charter Program Admin Using This Link
1	SCCBOE Meeting - Tentative	
15	Data Book <ul style="list-style-type: none"> • Data Book Information Form Finance <ul style="list-style-type: none"> • Second Interim Financial Report Attendance <ul style="list-style-type: none"> • Attendance for the Prior Month Program <ul style="list-style-type: none"> • Updated list of classes, including teacher assignments and teacher vacancies, if applicable** 	Data Book Submit to Charter Schools Dept. Using This Link Finance Submit to Other Reports to Charter Fiscal Admin Using This Link Attendance Submit to SCCOE Internal Business Services Program Submit to Charter Program Admin Using This Link
15	SCCBOE Meeting - Tentative	
20	CALPADS Fall 2 Certification Finance <ul style="list-style-type: none"> • Monthly Financial Reports 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link
29	Finance <ul style="list-style-type: none"> • Auditor Selection Form 	Finance Submit to Other Reports to Charter Fiscal Admin Using This Link

April 2023		
1	Program <ul style="list-style-type: none"> • Completed Form 700(s) for current year 	Program Submit to Charter Program Admin Using This Link

5	SCCBOE Meeting - Tentative	
15	Annual Visit Window Closes Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services
19	SCCBOE Meeting - Tentative	
20	Finance <ul style="list-style-type: none"> Monthly Financial Reports Attendance <ul style="list-style-type: none"> P-II Attendance Report 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link Attendance Submit to SCCOE Internal Business Services

May 2023

3	SCCBOE Meeting - Tentative	
15	Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services
17	SCCBOE Meeting - Tentative	
18	Charter Leaders Meeting	
20	Finance <ul style="list-style-type: none"> Monthly Financial Reports 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link
29	Authorizer Offices Closed – Memorial Day	

June 2022

TBD	2021-2022 Data Book Presentation to the SCCBOE	
15	Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services

(continued next page)

14	SCCBOE Meeting - Tentative	
20	<p>Finance</p> <ul style="list-style-type: none"> Monthly Financial Reports <p>Program</p> <ul style="list-style-type: none"> List of classes, including teacher assignments and teacher vacancies** 	<p>Finance</p> <p>Submit Monthly Reports to Charter Fiscal Admin Using This Link</p> <p>Program</p> <p>Submit to Charter Program Admin Using This Link</p>
21	SCCBOE Meeting – Tentative	

**Charter School shall provide the SCCOE with a list of classes evidencing the class offerings for the semester and the teacher(s) assigned to each class, specifying any class(es) for which a teacher is not yet assigned, which information shall be updated upon assignment of a teacher to each class.

**SCCOE Charter Schools Department
Contact Information**

Mefula Fairley, Executive Director
mfairley@sccoe.org
(408) 453-3605

Justin Fallon, Administrative Assistant IV
jfallon@sccoe.org
(408) 453-3600

Michelle Johnson, Ed.D., Associate Director
mjohnson@sccoe.org
(408) 453-3602

Matthew Daugherty, Administrator
mdaugherty@sccoe.org
(408) 453-3608

Shallu Sharma, Financial Administrator
ssharma@sccoe.org
(408) 453-3609

Cynthia Tapia, Financial Administrator
ctapia@sccoe.org
(408) 453-3604

SCCOE Charter Schools Department Staff Support by School		
SCCBOE-Authorized School	Program Support Staff*	Fiscal Support Staff*
ACE Empower	Matthew Daugherty	Shallu Sharma
Alpha: Cornerstone	Matthew Daugherty	Shallu Sharma
Alpha: Jose Hernandez	Matthew Daugherty	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	Matthew Daugherty	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	Matthew Daugherty	Shallu Sharma
Rocketship Fuerza	Matthew Daugherty	Shallu Sharma
Rocketship Los Sueños	Matthew Daugherty	Shallu Sharma
Rocketship Mateo Sheedy	Michelle Johnson, Ed.D.	Shallu Sharma
Rocketship Rising Stars	Michelle Johnson, Ed.D.	Shallu Sharma
Rocketship Si Se Puede	Matthew Daugherty	Shallu Sharma
Summit: Denali	Matthew Daugherty	Cynthia Tapia
Summit: Tahoma	Matthew Daugherty	Cynthia Tapia
Sunrise Middle	Matthew Daugherty	Cynthia Tapia
University Prep Academy	Michelle Johnson, Ed.D.	Shallu Sharma
Voices: Morgan Hill	Michelle Johnson, Ed.D.	Cynthia Tapia
Voices: Mount Pleasant	Michelle Johnson, Ed.D.	Cynthia Tapia

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

**Charter School shall provide the SCCOE with a list of classes evidencing the class offerings for the semester and the teacher(s) assigned to each class, specifying any class(es) for which a teacher is not yet assigned, which information shall be updated upon assignment of a teacher to each class.