

**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

<b>July 2022</b>		
<b>1</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Board Adopted Annual Budget</li> <li>Local Control Funding Formula (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>Attendance</b></p> <ul style="list-style-type: none"> <li>Attendance Calendar</li> </ul> <p><b>Program</b></p> <ul style="list-style-type: none"> <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 Local Control Accountability Plan (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>Attendance</b></p> <p><a href="#">Submit to SCCOE Internal Business Services</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="#">Matthew Daugherty</a></p>
<b>4</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>	<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 California Department of Education (CDE))</i></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 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>
20	<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>
20	<b>Santa Clara County Board of Education (SCCBOE) Meeting</b>	

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

September 2022		
5	<b>Authorizer Offices Closed – Labor Day</b>	
7	<b>SCCBOE Meeting</b>	
15	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Actual Enrollment</li> <li>Prior Year Unaudited Actuals</li> </ul>	<p><b>Finance</b></p>

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	<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>Attendance for the Prior Month</li> </ul>	<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>
20	<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>
21	<b>SCCBOE Meeting</b>	

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

November 2022		
11	<b>Authorizer Offices Closed – Veteran’s Day</b>	
15	<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>16</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>24-25</b>	<b>Authorizer Offices Closed – Thanksgiving Day &amp; Day After Thanksgiving</b>	

### December 2021

<b>14</b>	<b>SCCBOE Meeting</b>	
<b>15</b>	<b>Finance</b> <ul style="list-style-type: none"> <li>First Interim Financial Report</li> <li>Annual Audit Report for the Prior Fiscal Year (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>23-26</b>	<b>Authorizer Offices Closed – Christmas Eve &amp; Day (Observed)</b>	

### January 2023

<b>2</b>	<b>Authorizer Offices Closed - New Year's Day (Observed)</b>	
<b>4</b>	<b>Annual Visit Window Opens - Remaining Annual Visit Documents</b> <b>Program Governance</b> <ul style="list-style-type: none"> <li>Updated Organizational Chart</li> <li>Board Roster and contact information</li> <li>Updated Board calendar</li> <li>Board committee members (audit, fiscal, etc.)</li> <li>Articles of Incorporation</li> <li>Updated policies and procedures (if any recent updates)</li> <li>Conflict of Interest Code (if any recent updates)</li> <li>Conflict of Interest Biennial Review Form</li> <li>Form 700's for all applicable</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>

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	<p><u>Enrollment</u></p> <ul style="list-style-type: none"> <li>• Copy (pdf) of current Lottery and/or Enrollment Application</li> <li>• Current enrollment disaggregated by student group (grade level, English Learner (EL), Students with Disabilities (SWD), Socioeconomically Disadvantaged (SED), ethnicity, etc.)</li> <li>• Current lottery process and detailed procedures</li> </ul> <p><u>Instruction</u></p> <ul style="list-style-type: none"> <li>• Master schedule and instructional minutes</li> <li>• English learner plan</li> <li>• Disaggregated student performance data (grade level, EL, SWD, SED, ethnicity, etc.) for English Language Arts (ELA) and Math</li> <li>• English Language Proficiency Assessments for California (ELPAC) Data</li> <li>• Internal verified assessment data disaggregated (grade level, EL, SWD, SED, ethnicity, etc.) for ELA and Math</li> <li>• Professional Development Plans with examples</li> </ul> <p><u>Parent Involvement</u></p> <ul style="list-style-type: none"> <li>• English Learner Advisory Council (ELAC) agendas and minutes</li> <li>• School Site Council agendas and minutes</li> <li>• Parent representative on the Board</li> <li>• Evidence of education partner input in LCAP (i.e., meeting notes, survey information, etc.)</li> </ul> <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> <li>• Student/Parent Handbook</li> <li>• Staff Handbook</li> <li>• Certificate of Food Safety (i.e., SafeServ certification)</li> <li>• Health and safety policies</li> <li>• Comprehensive Safety Plan</li> <li>• Internal annual facility review</li> </ul> <p><b>Fiscal and Operational</b></p> <ul style="list-style-type: none"> <li>• Approved fiscal policies</li> <li>• Facility Use Agreement, if required</li> <li>• Certificate of Occupancy, if required</li> <li>• Audit</li> </ul>	
<p>7</p>	<p><b>CALPADS &amp; CBEDS Submission window opens for Fall 2</b></p> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• P-1 Attendance Report</li> </ul>	<p><b>Attendance</b>  <a href="#">Submit to SCCOE Internal Business Services</a></p>

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	<b>Authorizer Office Closed - Martin Luther King, Jr. Day</b>	
18	<b>CALPADS Fall 1 Amendment</b>	
18	<b>SCCBOE Meeting – 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>
26	<b>Charter Leaders Meeting SCCOE: 1:00 – 3:00 p.m.</b>	

### February 2023

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>
1	<b>SCCBOE Meeting - 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>
15	<b>SCCBOE Meeting - Tentative</b>	
17	<b>Authorizer Offices Closed – Lincoln’s Birthday (Observed)</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>
20	<b>Authorizer Offices Closed – Washington’s Birthday (President’s Day)</b>	

### March 2023

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>
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<b>1</b>	<b>SCCBOE Meeting - Tentative</b>	
<b>15</b>	<p><b>Data Book</b></p> <ul style="list-style-type: none"> <li>Data Book Information Form</li> </ul> <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><b>Data Book</b></p> <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>15</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 2023</b>		
<b>1</b>	<p><b>Program</b></p> <ul style="list-style-type: none"> <li>Completed Form 700(s) for current year</li> </ul>	<p><b>Program</b></p> <p><a href="#">Submit to Charter Program Admin Using This Link</a></p>
<b>5</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>19</b>	<b>SCCBOE Meeting - Tentative</b>	
<b>20</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Monthly Financial Reports</li> </ul>	<p><b>Finance</b></p>

	<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>P-II Attendance Report</li> </ul>	<p><a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a></p> <p><b>Attendance</b>  <a href="#">Submit to SCCOE Internal Business Services</a></p>
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May 2023		
3	SCCBOE Meeting - <b>Tentative</b>	
15	<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>Attendance for the Prior Month</li> </ul>	<p><b>Attendance</b>  <a href="#">Submit to SCCOE Internal Business Services</a></p>
17	SCCBOE Meeting - <b>Tentative</b>	
18	Charter Leaders Meeting	
20	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Monthly Financial Reports</li> </ul>	<p><b>Finance</b>  <a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a></p>
29	Authorizer Offices Closed – Memorial Day	

June 2022		
TBD	2021-2022 Data Book Presentation to the SCCBOE	
15	<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>Attendance for the Prior Month</li> </ul>	<p><b>Attendance</b>  <a href="#">Submit to SCCOE Internal Business Services</a></p>
14	SCCBOE Meeting - <b>Tentative</b>	
20	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Monthly Financial Reports</li> </ul>	<p><b>Finance</b>  <a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a></p>
21	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	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 Director, Mefula Fairley.***