

**2023-2024 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 2023</b>		
<b>1</b>	<p><b>Finance</b> <span style="float: right;">➔</span></p> <ul style="list-style-type: none"> <li>Board Adopted Annual Budget</li> <li>Local Control Funding Formula (LCFF) Calculator</li> <li>Updated/New Bonds and Contracts Copies</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> <span style="float: right;">➔</span></p> <ul style="list-style-type: none"> <li>Attendance Calendar</li> </ul> <p><b>Program Governance</b> <span style="float: right;">➔</span></p> <ul style="list-style-type: none"> <li>Updated List of Directors &amp; Officers</li> <li>Updated Contact Information for School(s) <i>(also post on school website)</i></li> <li>Conflict of Interest (COI) Code Updates</li> <li>Biennial COI Review Form</li> <li>Charter Regular Board Meeting Schedule <i>(also post on school website)</i></li> <li>Charter Bylaws Updates</li> <li>Complete Local Control Accountability Plan (LCAP) Package including:                             <ul style="list-style-type: none"> <li>Board Approval</li> <li>Action Tables in Excel</li> <li>Budget Overview for Parents</li> <li>Federal Addendum (if applicable)</li> </ul> </li> </ul> <p><b>Parent Involvement</b></p> <ul style="list-style-type: none"> <li>School Year Calendar</li> <li>Master Schedule</li> <li>Bell Schedule</li> <li>Instructional Minutes Calculation</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>Updated Student/Parent Handbook</li> <li>Updated Employee Handbook</li> <li>Certificate of Occupancy, if required</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><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>7</b>	<b>Attendance</b> <ul style="list-style-type: none"> <li>Annual Attendance Prior Year</li> </ul>	<b>Attendance</b> <a href="#">Submit to SCCOE Internal Business Services</a>
<b>15</b>	<b>Finance</b> <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> <b>Attendance</b> <ul style="list-style-type: none"> <li>Attendance for the Prior Month</li> </ul>	<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>19</b>	<b>Santa Clara County Board of Education (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>

August 2023		
<b>1</b>	<b>Annual Visits</b> <ul style="list-style-type: none"> <li>List of Required Documents for Annual Visits (see July and January List)</li> </ul> <b>Finance</b> <ul style="list-style-type: none"> <li>Proof of Insurance (Complete Policy)</li> </ul>	<b>Annual Visits</b> Distribution FROM SCCOE to Charter Schools (included in this calendar)  <b>Finance</b> <a href="#">Submit Beginning of Fiscal Year Documents to Charter Fiscal Admin Using This Link</a>
<b>2</b>	<b>SCCBOE Meeting</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>21</b>	<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>
<b>14-31</b>	<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 2023		
<b>4</b>	<b>Authorizer Offices Closed – Labor Day</b>	
<b>6</b>	<b>SCCBOE Meeting</b>	
<b>15</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Actual Enrollment or “In-seat” Report</li> <li>• Prior Year Unaudited Actuals</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• Attendance for the Prior Month</li> </ul> <p><b>Program</b></p> <ul style="list-style-type: none"> <li>• List of classes for semester, including teacher assignments, credentials, and teacher vacancies**</li> </ul>	<p><b>Finance</b></p> <p><a href="#">Submit to Other Reports to Charter Fiscal Admin Using This Link</a></p> <p><a href="https://sacs-cde.org/security/login">https://sacs-cde.org/security/login</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>
<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><a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a></p>
<b>20</b>	<b>SCCBOE Meeting</b>	

October 2023		
<b>3</b>	<b>CALPADS &amp; CBEDS Submission Window Opens for Fall 1</b>	
<b>4</b>	<b>SCCBOE Meeting</b>	
<b>12</b>	<b>SCCOE Charter Leaders Meeting (Virtual): 1:00 – 3:00 p.m.</b>	
<b>16</b>	<b>Attendance</b>	<b>Attendance</b>

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	<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><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>
<b>18</b>	<b>SCCBOE Meeting</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><a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a></p>

<b>November 2023</b>		
<b>1</b>	<b>SCCBOE Meeting</b>	
<b>10</b>	<b>Authorizer Offices Closed – Veteran’s Day (in observance)</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>15</b>	<b>SCCBOE Meeting</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><a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a></p>
<b>23-24</b>	<b>Authorizer Offices Closed – Thanksgiving Day &amp; Day After Thanksgiving</b>	

<b>December 2023</b>		
<b>13</b>	<b>SCCBOE Meeting</b>	
<b>15</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>First Interim Financial Report</li> <li>Annual Audit Report for the Prior Fiscal Year (FY)</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>Attendance for 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> <p><a href="#">Submit to SCCOE Internal Business Services</a></p>

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	<p><b>Program</b></p> <ul style="list-style-type: none"> <li>List of classes for semester 2, including teacher assignments, credentials, and teacher vacancies**</li> </ul>	<p><b>Program</b></p> <p><a href="#">Submit to Charter Program 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>
22-25	<b>Authorizer Offices Closed – Christmas Eve &amp; Day (Observed)</b>	
29	<b>Authorizer Offices Closed – New Year’s Eve (Observed)</b>	

January 2024		
1	<b>Authorizer Offices Closed - New Year’s Day</b>	
3	<p><b>Annual Visit Window Opens - Remaining Annual Visit Documents</b></p> <p><b>Finance:</b></p> <ul style="list-style-type: none"> <li><a href="#">FCMAT Charter School FHRA Tool</a> Submission (<i>Submission Window January – March</i>)</li> </ul> <p><b>Program</b></p> <p><u>Governance</u></p> <ul style="list-style-type: none"> <li>Updated Organizational Chart</li> <li>Board Roster and contact information, board committee members and assignments, term expirations, designate parent representative</li> <li>Updated Board calendar</li> <li>Articles of Incorporation (if updated)</li> <li>Updated policies and procedures (if any recent updates)</li> <li>COI Code (if updated or if not previously submitted)</li> <li>COI Biennial Review Form (if updated or not previously submitted)</li> </ul> <p><u>Enrollment</u></p> <ul style="list-style-type: none"> <li>Copy (pdf) of current Lottery and/or Enrollment Application</li> <li>Current lottery process and detailed procedures</li> <li>Current enrollment disaggregated by student group (grade level, English Learner (EL), Students with Disabilities (SWD), Socioeconomically Disadvantaged (SED), ethnicity, etc.)</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>Program</b></p> <p><a href="#">Submit to Charter Program Admin Using This Link</a></p>

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	<p><u>Instruction</u></p> <ul style="list-style-type: none"> <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>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>Certificate of Food Safety (i.e., SafeServ certification)</li> <li>Health and safety policies</li> <li>Internal annual facility review</li> </ul>	
8	<p><b>CALPADS &amp; CBEDS Submission window opens for Fall 2023</b></p> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>P-1 Attendance Report</li> </ul>	<p><b>Attendance</b></p> <p><a href="#">Submit to SCCOE Internal Business Services</a></p>
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>
15	<b>Authorizer Offices Closed - Martin Luther King, Jr. Day</b>	
17	<b>CALPADS Fall 1 Amendment</b>	
17	<b>SCCBOE Meeting – Tentative</b>	
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>
25	<b>SCCOE Charter Leaders Meeting – Tentative 1:00 – 3:00</b>	

**February 2024**

1	<b>Program</b> <ul style="list-style-type: none"> <li>School Accountability Report Card (SARC) Report (<i>also post to school and CDE websites</i>)</li> </ul>	<b>Program</b> <a href="#">Submit to Charter Program Admin Using This Link</a>
7	<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>
16-19	<b>Authorizer Offices Closed – Lincoln’s Birthday (Observed) and President’s Day</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>
21	<b>SCCBOE Meeting - Tentative</b>	

March 2024		
1	<b>Program</b> <ul style="list-style-type: none"> <li>Comprehensive School Safety Plan including evidence of first responder review</li> </ul>	<b>Program</b> <a href="#">Submit to Charter Program Admin Using This Link</a>
6	<b>SCCBOE Meeting - Tentative</b>	
15	<b>Data Book</b> <ul style="list-style-type: none"> <li>Data Book Information Form</li> </ul> <b>Finance</b> <ul style="list-style-type: none"> <li>Second Interim Financial Report</li> </ul> <b>Attendance</b> <ul style="list-style-type: none"> <li>Attendance for the Prior Month</li> </ul>	<b>Data Book</b> <a href="#">Submit to Charter Schools Dept. Using This Link</a>  <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>
20	<b>SCCBOE Meeting - Tentative</b>	
20	<b>CALPADS Fall 2 Certification</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>29</b>	<b>Finance</b> <ul style="list-style-type: none"> <li>Auditor Selection Form</li> </ul>	<b>Finance</b> <a href="#">Submit to Other Reports to Charter Fiscal Admin Using This Link</a>
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April 2024		
<b>1</b>	<b>Program</b> <ul style="list-style-type: none"> <li>Completed Form 700(s) for current year for all indicated on COI, including those entering and exiting positions</li> </ul>	<b>Program</b> <a href="#">Submit to Charter Program Admin Using This Link</a>
<b>15</b>	<b>Annual Visit Window Closes</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 - Tentative</b>	
<b>20</b>	<b>Finance</b> <ul style="list-style-type: none"> <li>Monthly Financial Reports</li> </ul> <b>Attendance</b> <ul style="list-style-type: none"> <li>P-II Attendance Report</li> </ul>	<b>Finance</b> <a href="#">Submit Monthly Reports to Charter Fiscal Admin Using This Link</a>  <b>Attendance</b> <a href="#">Submit to SCCOE Internal Business Services</a>

May 2024		
<b>1</b>	<b>SCCBOE Meeting - Tentative</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>15</b>	<b>SCCBOE Meeting - Tentative</b>	
<b>16</b>	<b>SCCOE Charter Leaders Meeting – Tentative</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>27</b>	<b>Authorizer Offices Closed – Memorial Day</b>	

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June 2024		
TBD	<b>2023-2024 Data Book Presentation to the SCCBOE</b>	
5	<b>SCCBOE Meeting - Tentative</b>	
14	<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>
19	<b>Authorizer Offices Closed – Juneteenth</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>

\*\*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 including credentials, 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

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Cynthia Tapia, Financial Administrator  
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(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 Charter School	Michelle Johnson, Ed.D.	Cynthia Tapia
Discovery I (Phoenix)	Michelle Johnson, Ed.D.	Cynthia Tapia
Discovery II (Falcon)	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: 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: Mt. 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 including credentials, 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.**