

2024-2025 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 2024		
1	<p>Finance ➔</p> <ul style="list-style-type: none"> Board Adopted Annual Budget Local Control Funding Formula (LCFF) Calculator Updated/New Bonds and Contracts Copies 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) Form 990 <p>Attendance ➔</p> <ul style="list-style-type: none"> 2024-25 Board Approved Attendance Calendar <p>Program Governance ➔</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 (COI) Code Updates Most recent Biennial COI Review Form Charter Regular Board Meeting Schedule <i>(also post on school website)</i> Charter Bylaws Updates Complete Local Control Accountability Plan (LCAP) Package including: <ul style="list-style-type: none"> Board Approval LCAP Dashboard Local Indicators Approval Annual Update for 2023-24 LCAP Goals and Actions for 2024-28 LCAP Action Tables (plus Excel Workbook NEW) Budget Overview for Parents Federal Addendum (if applicable) <p>Parent Involvement</p> <ul style="list-style-type: none"> School Year Calendar Master Schedule Bell Schedule Instructional Minutes Calculation showing compliance with required minutes 	<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 District Business Services</p> <p>Program</p> <p>Submit to Charter Program Admin Using This Link</p> <p><i>Please direct Program questions to:</i></p> <p>Michelle Johnson, Ed.D. and/or Matthew Daugherty</p>

July 2024		
	Health & Safety <ul style="list-style-type: none"> Updated Student/Parent Handbook Updated Employee Handbook Certificate of Occupancy, if required 	
4	Authorizer Offices Closed – Independence Day	
8	Attendance <ul style="list-style-type: none"> Annual Attendance Prior Year 	Attendance Submit to SCCOE Internal Business Services
15	Finance <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> Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Finance Submit to Other Reports to Charter Fiscal Admin Using This Link Attendance Submit to SCCOE Internal Business Services
17	Santa Clara County Board of Education (SCCBOE) Meeting	
20	Finance <ul style="list-style-type: none"> Monthly Financial Reports 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link

August 2024		
1	Annual Visits <ul style="list-style-type: none"> List of Required Documents for Annual Visits (see July and January List) Finance <ul style="list-style-type: none"> Proof of Insurance (Complete Policy) 	Annual Visits Distribution FROM SCCOE to Charter Schools (included in this calendar) Finance Submit Beginning of Fiscal Year Documents to Charter Fiscal Admin Using This Link
7	SCCBOE Meeting	
15	Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services

August 2024		
20	Finance <ul style="list-style-type: none"> Monthly Financial Reports Revised Budget (45-day revise, if needed) 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link Submit to Other Reports to Charter Fiscal Admin Using This Link
16-30	Getting to Know You <ul style="list-style-type: none"> SCCOE Charter Schools Department Welcome Back to School Visits 	

September 2024		
2	Authorizer Offices Closed – Labor Day	
4	SCCBOE Meeting	
3	Program List of classes for semester, including teacher assignments, credentials, and teacher vacancies** using the excel template received from the SCCOE credential office	Program Submit to Charter Program Admin Using This Link
4	SCCBOE Meeting	
15	Finance <ul style="list-style-type: none"> Prior Year Unaudited Actuals Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Finance https://sacs-cde.org/security/login Attendance Submit to SCCOE Internal Business Services
18	SCCBOE Meeting	
20	Finance <ul style="list-style-type: none"> Monthly Financial Reports 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link
26	SCCOE Charter Leaders Meeting – In Person: 1:00-3:00 p.m.	

October 2024		
2	CALPADS & CBEDS Submission Window Opens for Fall 1	
2	SCCBOE Meeting	
15	Attendance <ul style="list-style-type: none"> Attendance for the Prior Month Finance <ul style="list-style-type: none"> 20 Day Attendance Report (Only if PENSEC report is submitted) 	Attendance Submit to SCCOE Internal Business Services Finance Submit to Other Reports to Charter Fiscal Admin Using This Link
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

November 2024		
6	SCCBOE Meeting	
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
20	SCCBOE Meeting	
20	Finance <ul style="list-style-type: none"> Monthly Financial Reports 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link
28-28	Authorizer Offices Closed – Thanksgiving Day & Day After Thanksgiving	

December 2024		
11	SCCBOE Meeting	
15	Finance <ul style="list-style-type: none"> First Interim Financial Report 	Finance

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December 2024		
	<ul style="list-style-type: none"> Annual Audit Report for the Prior Fiscal Year (FY) <p>Attendance</p> <ul style="list-style-type: none"> Attendance for Prior Month <p>Program</p> <ul style="list-style-type: none"> List of classes for semester 2, including teacher assignments, credentials, and teacher vacancies** 	<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>
24-25	Authorizer Offices Closed – Christmas Eve & Day (Observed)	
31	Authorizer Offices Closed – New Year’s Eve (Observed)	

January 2025		
1	Authorizer Offices Closed - New Year’s Day	
2	<p>Annual Visit Window Opens - Remaining Annual Visit Documents</p> <p>Finance:</p> <ul style="list-style-type: none"> FCMAT Charter School FHRA Tool Submission (<i>Submission Window January – March</i>) <p>Program Governance</p> <ul style="list-style-type: none"> Updated Organizational Chart Board Roster and contact information, board committee members and assignments, term expirations, designated parent representative Updated Board calendar Articles of Incorporation (if updated) Updated policies and procedures (if any recent updates) Conflict of Interest (COI) Code (if updated or if not previously submitted) 	<p>Finance</p> <p>Submit to Other Reports to Charter Fiscal Admin Using This Link</p> <p>Program</p> <p>Submit to Charter Program Admin Using This Link</p>

January 2025		
	<ul style="list-style-type: none"> • COI Biennial Review Form (if updated or not previously submitted) <p><u>Enrollment</u></p> <ul style="list-style-type: none"> • Copy (pdf) of current Lottery and/or Enrollment Application • Current lottery process and detailed procedures • Current enrollment disaggregated by student group (grade level, English Learner (EL), Students with Disabilities (SWD), Socioeconomically Disadvantaged (SED), ethnicity, etc.) <p><u>Instruction</u></p> <ul style="list-style-type: none"> • 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 • 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"> • Certificate of Food Safety (i.e., SafeServ certification) • Health and safety policies • Internal annual facility review 	
6	<p>CALPADS & CBEDS Submission window opens for Fall 2024</p> <p>Attendance</p> <ul style="list-style-type: none"> • P-1 Attendance Report 	<p>Attendance Submit to SCCOE Internal Business Services</p>
15	<p>Attendance</p> <ul style="list-style-type: none"> • Attendance for the Prior Month 	<p>Attendance Submit to SCCOE Internal Business Services</p>
15	<p>CALPADS Fall 1 Amendment</p>	

January 2025		
15	SCCBOE Meeting – Tentative	
20	Authorizer Offices Closed – Martin Luther King, Jr. Day	
20	Finance <ul style="list-style-type: none"> Monthly Financial Reports 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link
30	SCCOE Charter Leaders Meeting – In Person 1:00 – 3:00 p.m.	

February 2025		
1	Program <ul style="list-style-type: none"> School Accountability Report Card (SARC) Report (<i>also post to school and CDE websites</i>) 	Program Submit to Charter Program Admin Using This Link
5	SCCBOE Meeting - Tentative	
13	Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services
14-17	Authorizer Offices Closed – Lincoln’s Birthday (Observed) and President’s Day	
20	Finance <ul style="list-style-type: none"> Monthly Financial Reports 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link
19	SCCBOE Meeting - Tentative	

March 2025		
1	Program <ul style="list-style-type: none"> Comprehensive School Safety Plan including evidence of first responder review 	Program Submit to Charter Program Admin Using This Link
5	SCCBOE Meeting - Tentative	
14	Data Book <ul style="list-style-type: none"> Data Book Information Form 	Data Book Submit to Charter Schools Dept. Using This Link

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March 2025		
	Finance <ul style="list-style-type: none"> Second Interim Financial Report Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Finance Submit to Other Reports to Charter Fiscal Admin Using This Link Attendance Submit to SCCOE Internal Business Services
19	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
31	Finance <ul style="list-style-type: none"> Auditor Selection Form 	Finance Submit to Other Reports to Charter Fiscal Admin Using This Link

April 2025		
1	Program <ul style="list-style-type: none"> Completed Form 700(s) for current year for all indicated on Conflict of Interest, including those entering and exiting positions 	Program Submit to Charter Program Admin Using This Link
15	Annual Visit Window Closes Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services
16	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 2025		
7	SCCBOE Meeting - Tentative	
15	Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services
20	Finance Monthly Financial Reports	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link
21	SCCBOE Meeting - Tentative	
26	Authorizer Offices Closed – Memorial Day	
29	SCCOE Charter Leaders Meeting – In Person: 1:00-3:00 p.m.	

June 2025		
TBD	2023-2024 Data Book Presentation to the SCCBOE	
11	SCCBOE Meeting - Tentative	
15	Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services
18	SCCBOE Meeting - Tentative	
19	Authorizer Offices Closed – Juneteenth	
20	Finance <ul style="list-style-type: none"> Monthly Financial Reports 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link

**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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Matthew Daugherty, Administrator
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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 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.**