




2025-2026 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 2025		
1	Finance  <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 	Finance Submit Beginning of Fiscal Year Documents to Charter Fiscal Admin Using This Link <i>Please direct Finance questions to:</i> Shallu Sharma
	Attendance  <ul style="list-style-type: none"> 2025-26 Board Approved Attendance Calendar 	Attendance Submit to SCCOE District Business Services
	Program Governance  <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 2024-25 LCAP Goals and Actions for 2024-28 LCAP Action Tables (plus Excel Workbook) Budget Overview for Parents Federal Addendum (if applicable) Board Packets (Agendas, Minutes, Documents) for each meeting as they occur*** NEW Parent Involvement <ul style="list-style-type: none"> School Year Calendar Master Schedule Bell Schedule 	Program Submit to Charter Program Admin Using New Monday Portal. (Registration Instructions Found Here.) <i>Please direct Program questions to:</i> Michelle Johnson, Ed.D.

July 2025		
	<ul style="list-style-type: none"> Instructional Minutes Calculation showing compliance with required minutes <u>Health & Safety</u> <ul style="list-style-type: none"> Updated Student/Parent Handbook Updated Employee Handbook Certificate of Occupancy, if required 	
4	Authorizer Offices Closed – Independence Day	
7	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> 	Finance Submit to Other Reports to Charter Fiscal Admin Using This Link
	Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services
16	Santa Clara County Board of Education (SCCBOE) Meeting	
21	Finance <ul style="list-style-type: none"> Monthly Financial Reports 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link

August 2025		
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
6	SCCBOE Meeting	
15	Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services

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August 2025		
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
22-29	Getting to Know You <ul style="list-style-type: none"> SCCOE Charter Schools Department Welcome Back to School Visits 	

September 2025		
1	Authorizer Offices Closed – Labor Day	
3	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 New Monday Portal. (Registration Instructions Found Here.)
15	Finance <ul style="list-style-type: none"> Prior Year Unaudited Actuals 	Finance SACS Web System Application
	Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services
17	SCCBOE Meeting	
19	Finance <ul style="list-style-type: none"> Monthly Financial Reports 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link
25	SCCOE Charter Leaders Meeting – In Person: 1:00-3:00 p.m.	

October 2025	
1	CALPADS & CBEDS Submission Window Opens for Fall 1

October 2025		
1	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
15	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 2025		
5	SCCBOE Meeting	
11	Authorizer Offices Closed – Veteran’s Day	
14	Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services
19	SCCBOE Meeting	
20	Finance <ul style="list-style-type: none"> Monthly Financial Reports 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link
27-28	Authorizer Offices Closed – Thanksgiving Day & Day After Thanksgiving	

December 2025		
10	SCCBOE Meeting	
15	Finance <ul style="list-style-type: none"> First Interim Financial Report Annual Audit Report for the Prior Fiscal Year (FY) 	Finance

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December 2025		
	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, credentials, and teacher vacancies** 	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 New Monday Portal. (Registration Instructions Found Here.)
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 – Christmas Eve & Day (Observed)	
31	Authorizer Offices Closed – New Year’s Eve (Observed)	

January 2026		
1	Authorizer Offices Closed - New Year’s Day	
2	Annual Visit Window Opens - Remaining Annual Visit Documents Finance: <ul style="list-style-type: none"> FCMAT Charter School FHRA Tool Submission (<i>Submission Window January – March</i>) Program Governance <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) 	Finance Submit to Other Reports to Charter Fiscal Admin Using This Link Program Submit to Charter Program Admin Using New Monday Portal. (Registration Instructions Found Here.)

January 2026		
	<ul style="list-style-type: none"> Conflict of Interest (COI) Code (if updated or if not previously submitted) 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 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 	
5	<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</p> <p>Submit to SCCOE Internal Business Services</p>
7	SCCBOE Meeting – Tentative	
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>
15	CALPADS Fall 1 Amendment	
19	Authorizer Offices Closed – Martin Luther King, Jr. Day	

January 2026		
20	Finance <ul style="list-style-type: none"> Monthly Financial Reports 	Finance Submit Monthly Reports to Charter Fiscal Admin Using This Link
29	SCCOE Charter Leaders Meeting – Virtual 1:00 – 3:00 p.m.	

February 2026		
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 New Monday Portal. (Registration Instructions Found Here.)
4	SCCBOE Meeting - Tentative	
12	Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services
13-16	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
18	SCCBOE Meeting - Tentative	

March 2026		
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 New Monday Portal. (Registration Instructions Found Here.)
4	SCCBOE Meeting - Tentative	
13	Data Book <ul style="list-style-type: none"> Data Book Information Form 	Data Book Submit to Charter Schools Dept. Using This Link

March 2026		
	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
18	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 2026		
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 New Monday Portal. (Registration Instructions Found Here.)
15	Annual Visit Window Closes Attendance <ul style="list-style-type: none"> Attendance for the Prior Month 	Attendance Submit to SCCOE Internal Business Services
15	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

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May 2026		
6	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
20	SCCBOE Meeting - Tentative	
25	Authorizer Offices Closed – Memorial Day	
28	SCCOE Charter Leaders Meeting – Format TBD: 1:00-3:00 p.m.	

June 2026		
TBD	2025-2026 Data Book Presentation to the SCCBOE	
10	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	
19	Authorizer Offices Closed – Juneteenth	
22	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.

***Charter School shall provide the SCCOE with the Charter Board packets (agendas, minutes, and documents) prior to each charter board meeting. (NEW)

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**SCCOE Charter Schools Department
Contact Information**

Michelle Johnson, Ed.D., Associate Director
mjohnson@sccoe.org
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Justin Fallon, Administrative Assistant IV
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(408) 453-3600

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

SCCOE Charter Schools Department Staff Support by School		
SCCBOE-Authorized School	Program Support Staff	Fiscal Support Staff
ACE Empower	Michelle Johnson, Ed.D.	Shallu Sharma
Alpha: Cornerstone	Michelle Johnson, Ed.D.	Shallu Sharma
Alpha: Jose Hernandez	Michelle Johnson, Ed.D.	Shallu Sharma
Bullis Charter School	Michelle Johnson, Ed.D.	Shallu Sharma
Discovery I (Phoenix)	Michelle Johnson, Ed.D.	Shallu Sharma
Discovery II (Falcon)	Michelle Johnson, Ed.D.	Shallu Sharma
Opportunity Youth Academy	Michelle Johnson, Ed.D.	Shallu Sharma
Rocketship Alma	Michelle Johnson, Ed.D.	Shallu Sharma
Rocketship Brilliant Minds	Michelle Johnson, Ed.D.	Shallu Sharma
Rocketship Discovery Prep	Michelle Johnson, Ed.D.	Shallu Sharma
Rocketship Fuerza	Michelle Johnson, Ed.D.	Shallu Sharma
Rocketship Los Sueños	Michelle Johnson, 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	Michelle Johnson, Ed.D.	Shallu Sharma
Summit: Tahoma	Michelle Johnson, Ed.D.	Shallu Sharma
Sunrise Middle	Michelle Johnson, Ed.D.	Shallu Sharma
University Prep Academy	Michelle Johnson, Ed.D.	Shallu Sharma
Voices: Morgan Hill	Michelle Johnson, Ed.D.	Shallu Sharma
Voices: Mt. Pleasant	Michelle Johnson, Ed.D.	Shallu Sharma

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