



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

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Finance

- Board Adopted Annual Budget
- Local Control Funding Formula (LCFF) Calculator
- Updated/New Bonds and Contracts Copies
- Accounting & Financial Pal x Form 990

Attendance

- 2024-25 Board Approved Attendance Calendar

Program

Governance

- Updated List of Directors & Officers
- Updated Contact Information for School(s) (also post on school website)
- Conflict of Interest (COI) Code Updates
- Most recent Biennial COI Review Form
- Charter Regular Board Meeting Schedule (also post on school website)
- Charter Bylaws Updates
- Complete Local Control Accountability Plan (LCAP) Package including:
  - 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)

Parent Involvement

- School Year Calendar
- Master Schedule
- Bell Schedule
- Instructional Minutes Calculation showing compliance with required minutes

Finance

[Submit Beginning of Fiscal Year Documents to Charter Fiscal Admin Using This Link](#)

Please direct Finance questions to: [Shallu Sharma](#)

and/or [Cynthia Tapia](#)

Attendance

[Submit to SCCOE District Business Services](#)

Program

[Submit to Charter Program Admin Using This Link](#)

Please direct Program questions to: [Michelle Johnson, Ed.D.](#) and/or [Matthew Daugherty](#)

**July 2024**

Health & Safety





December 2024		
	<ul style="list-style-type: none"> <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>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><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> <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>24-25</b>	<b>Authorizer Offices Closed – Christmas Eve &amp; Day (Observed)</b>	
<b>31</b>	<b>Authorizer Offices Closed – New Year’s Eve (Observed)</b>	

**January 2025**

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	<ul style="list-style-type: none"> <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><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> </ul>	
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**March 2025**

**Finance**



May 2025	
7	SCCBOE Meeting - <b>Tentative</b>

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**Attendance**

**Attendance**

- Attendance for the Prior Month

**SCCOE Charter Schools Department  
Contact Information**

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