

SAMPLE 2019-20 Charter Oversight Calendar and Due Dates

July 2019		
1	<p><u>Finance</u></p> <ul style="list-style-type: none"> • Adopted Budget (broken out by Unrestricted and Restricted sources) • Certification Page • Multi Year Projection (budget year + 2 subsequent years, broken out by Unrestricted and Restricted sources) • Cash Flow (current year and budget year) • LCFF Calculator • Monthly warrant listing for the prior month <p><u>LCAP</u></p> <ul style="list-style-type: none"> • LCAP (using the state adopted template – it has changed every year please be sure to use the most current template) • Board Minutes showing your board has adopted the LCAP • LCAP must be posted on charter schools website 	<p>Insert the contact, email or place in which the charter should submit each item.</p>
15	<p><u>Attendance</u></p> <ul style="list-style-type: none"> • Annual Attendance Report • Annual Attendance Certification (original, wet signatures) <p><u>Finance</u></p> <ul style="list-style-type: none"> • Monthly warrant listing for the prior month 	<p>Insert the contact, email or place in which the charter should submit each item.</p>
26	<p>**New and Expanding Charters ONLY**</p> <p><u>PENSEC</u></p> <ul style="list-style-type: none"> • Completed PENSEC form and signed certification page (<u>wet signatures</u> are required, as the THE AUTHORIZER must also sign the certification and forward to CDE) 	<p>Insert the contact, email or place in which the charter should submit each item.</p>

August 2019

16	<p><u>Contacts</u></p> <ul style="list-style-type: none">• 2019-20 School Leadership Contacts (name, position, phone and email)• 2019-20 Board Members and/or Officers (name, position and term date)• 2019-20 Board Meeting Calendar• 2019-20 School Calendar <i>(by track if applicable)</i>• 2019-20 Bell Schedule <i>(by track if applicable)</i>• 2019-20 Master Schedule• 2019-20 School Site Staff Roster with subject areas taught• 2019-20 Special Education Service Providers <i>(external agencies only)</i>• 2019-20 School Safety Plan• Governing Board Bylaws• All Board Policy Updates• Record of all Required Board Trainings <i>(if trainings have not taken place, please provide the dates of the trainings for 2019-20)</i>• A copy of all Form 700's completed and filed for charter school staff and board members• Uniform Complaint Procedures (UCP)• Student and Parent Handbooks• Employee Handbook• Liability Insurance Policy with the THE AUTHORIZER named as an additional insured• Certificate of Occupancy• Board Resolution and list of newly adopted instructional materials for the 2019-20 school year <i>(if applicable)</i>	Insert the contact, email or place in which the charter should submit each item.
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September 2019		
15	<p><u>Attendance</u></p> <ul style="list-style-type: none"> Monthly attendance report for the prior month <p><u>Finance</u></p> <ul style="list-style-type: none"> Unaudited Actuals (you must use the SACS software or the CDE Charter Alternative Form) Certification Page (must have original, wet signature) Monthly warrant listing for the prior month 	<p>Insert the contact, email or place in which the charter should submit each item.</p>

October 2019		
2	<p><u>Attendance</u></p> <ul style="list-style-type: none"> CALPADS and CBEDS submission window opens for Fall I <p><u>HR</u></p> <ul style="list-style-type: none"> CalSAAS will pull CALPADS data for credentialing audit 	<p>Insert the contact, email or place in which the charter should submit each item.</p>
9	<p><u>Charter Instructional Network Quarterly Meeting</u></p> <ul style="list-style-type: none"> THE AUTHORIZER Main – Annex B @ 8:30a – 3:00p 	
15	<p><u>Attendance</u></p> <ul style="list-style-type: none"> Monthly attendance report for the prior month <p><u>Finance</u></p> <ul style="list-style-type: none"> Monthly warrant listing for the prior month 	
25	<p>**Charters that applied for the PENSEC ONLY**</p> <p><u>20-Day Charter Attendance Report</u></p> <ul style="list-style-type: none"> Completed report Signed Certification Page (original wet signatures required) 	

November 2019		
1	<p><u>NOTIFICATIONS:</u></p> <p>THE AUTHORIZER to notify Charter School of required site visit documents <i>(Due January 10, 2020)</i></p>	<p>Insert the contact, email or place in which the charter should submit each item.</p>
15	<p><u>Attendance</u></p> <ul style="list-style-type: none"> Monthly attendance report for the prior month All student enrollment adds/drops from July 1 – Oct 31 <p><u>Finance</u></p> <ul style="list-style-type: none"> Monthly warrant listing for the prior month 	
28-29	<p>**THE AUTHORIZER Offices will be closed**</p>	

December 2019		
5	<u>Charter Instructional Network Quarterly Meeting</u> <ul style="list-style-type: none"> THE AUTHORIZER Main – 401/402 @ 8:30a – 3:00p 	Insert the contact, email or place in which the charter should submit each item.
15	<u>Attendance</u> <ul style="list-style-type: none"> Monthly attendance report for the previous period <u>Finance</u> <ul style="list-style-type: none"> 1st Interim Financial Report (please use the THE AUTHORIZER templates provided) Signed Certification Multi year Projection (please use the THE AUTHORIZER templates provided) Cash Flow 2019-20 LCFF Calculator 	
20	<u>Attendance</u> <ul style="list-style-type: none"> CALPADS and CBEDS submission window closes for Fall I 	
24-31	**THE AUTHORIZER Offices will be closed**	

January 2020		
1	**THE AUTHORIZER Offices will be closed**	
8	<u>Attendance</u> <ul style="list-style-type: none"> P-1 Attendance Report & data file Signed Certification (original, wet signature) 	Insert the contact, email or place in which the charter should submit each item.
10	<u>Site Visit</u> <ul style="list-style-type: none"> DUE: Required Site Visit Documentation 	
15	<u>Attendance</u> <ul style="list-style-type: none"> Monthly attendance report for the prior month <u>Finance</u> <ul style="list-style-type: none"> Monthly warrant listing for the prior month 	

February 2020		
1	<u>SARC</u> <ul style="list-style-type: none"> SARC Report due and must be posted on website 	Insert the contact, email or place in which the charter should submit each item.
13	<u>Charter Instructional Network Quarterly Meeting</u> <ul style="list-style-type: none"> THE AUTHORIZER Main – Annex B @ 8:30a – 3:00p 	
15	<u>Attendance</u> <ul style="list-style-type: none"> Monthly attendance report for the prior month All student enrollment adds/drops from Nov 1 – Jan 31 CALPADS 1.17 Report <u>Finance</u> <ul style="list-style-type: none"> Monthly warrant listing for the prior month 	

March 2020		
1	<u>Site Visits</u> <ul style="list-style-type: none"> Annual site visits begin (window March 2020 – April 2020) <u>Student Safety</u> <ul style="list-style-type: none"> Due: Site Safety Plan Update 	Insert the contact, email or place in which the charter should submit each item.
15	<u>Attendance</u> <ul style="list-style-type: none"> Monthly attendance report for the prior month <u>Finance</u> <ul style="list-style-type: none"> 2nd Interim Financial Report (please use the THE AUTHORIZER templates provided) Signed Certification Multi year Projection (please use the THE AUTHORIZER templates provided) Cash Flow 2019-20 LCFF Calculator Monthly warrant listing for the prior month 	
20	<u>Attendance</u> <ul style="list-style-type: none"> CALPADS and CBEDS submission window closes for Fall 2 CALPADS Fall 2 Certification DUE 	
31	<u>Finance</u> <ul style="list-style-type: none"> Auditor Selection Form 	

April 2020		
1	<p><u>HR</u></p> <ul style="list-style-type: none"> CalSAAS will provide LEA’s with “exceptions” list of credential audit (employers will have 60 days to remedy any issues) 	Insert the contact, email or place in which the charter should submit each item.
15	<p><u>Attendance</u></p> <ul style="list-style-type: none"> Monthly attendance report for the prior month <p><u>Finance</u></p> <ul style="list-style-type: none"> Monthly warrant listing for the prior month 	
22	<p><u>Attendance</u></p> <ul style="list-style-type: none"> P-2 Attendance Report & data file P-2 Certification (original, wet signature) 	
30	<p><u>Site Visits</u></p> <ul style="list-style-type: none"> Annual Site Visits end (March 2020 – April 2020) 	

May 2020		
1	<p><u>LCAP</u></p> <ul style="list-style-type: none"> Initial LCAP Draft Review window opens (<i>optional</i>) 	Insert the contact, email or place in which the charter should submit each item.
7	<p><u>Charter Instructional Network Quarterly Meeting</u></p> <ul style="list-style-type: none"> THE AUTHORIZER Main – JRRTC Communication Labs 1-4 @ 8:30a – 3:00p 	
15	<p><u>Attendance</u></p> <ul style="list-style-type: none"> Monthly attendance report for the prior month All student enrollment adds/drops from Feb 1 – Apr 30 <p><u>Finance</u></p> <ul style="list-style-type: none"> Monthly warrant listing for the prior month 	
31	<p><u>HR</u></p> <ul style="list-style-type: none"> Close of 60 Day Window for CalSAAS exceptions remedies 	

June 2020		
15	<p><u>Attendance</u></p> <ul style="list-style-type: none"> Monthly attendance report for the prior month <p><u>Finance</u></p> <ul style="list-style-type: none"> Monthly warrant listing for the prior month 	Insert the contact, email or place in which the charter should submit each item.
30	<p><u>LCAP</u></p> <ul style="list-style-type: none"> Initial LCAP Draft Review window closes (<i>optional</i>) 	