

Charter School Calendar of Submissions, 2019-2020 Academic Year

Due Date	Report/ Submission Name	Submit To	Copy To
July 3 rd	Final Adopted LCAP	Matt Duffy (Matthew.Duffy@wccusd.net)	Linda Delgado (ldelgado@wccusd.net)
July 3 rd	Preliminary Budget	Regina Webber (rwebber@wccusd.net) Grace Elzeman (Grace.elzeman@wccusd.net)	Linda Delgado
July 3 rd	School Contact Information	Linda Delgado	
July 27 th	<ul style="list-style-type: none"> • Dates, location, and times of all scheduled Board meetings • Current list of all certificated staff with credential type and numbers, plus credential copies. 	Linda Delgado	
August 1 st	Charter Enrollment (Please include student first and last name, SSID, DOB and address)	Kim Chamberlain (KChamberlain@wccusd.net) Grace Elzeman	Linda Delgado
August 15 th	CALPADs Data Files (previous year)	Regina Webber	Marc-Cedric Latreille (MLatreille@wccusd.net) Kim Chamberlain
August 31 st	Charter Ins and Outs Report	Linda Delgado Kim Chamberlain	
September 5 st	Programmatic Audit	Linda Delgado	
September 14 th	Final Unaudited Actuals	Regina Webber	
September 28 th	Charter Ins and Outs Report	Linda Delgado Kim Chamberlain	

October 31 st	EL Master Plan	Linda Delgado	Lisa Jimenez (Lisa.Jimenez@wccusd.net)
October 31 st	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado
November 1 st	Proposition 39 Applications Due	Luis Freese lfreese@wccusd.net	Linda Delgado
November 30 th	First Period Interim Financial Report	Regina Webber	Jackie Kim
November 30 th	Charter Ins and Outs Report	Kim Chamberlain Linda Delgado	
December 3 rd	Fall CALPADs Data Files: Certification (tentative dates)	Kim Chamberlain	Marc-Cedric Latreille
December 14 th	First Interim Financial Reports	Regina Webber Margarita Romo margarita.romo@wccusd.net	
December 14 th	Audit Reports including a separate page denoting expenditures for parcel tax payments.	Grace Elzeman	
December 31 st	P1 Attendance ending the full school month. NOTE: LCAP and LCFF require that Districts report enrollment status for all students. Please submit an excel spreadsheet listing students (full name, DOB, street address and gender) who either left or enrolled in your school after the academic year start	Kim Chamberlain	Julie Yamashita

	date.		
December 31 st	Charter Ins and Outs Report	Kim Chamberlain Linda Delgado	
January 2 nd	Charter Schools that have submitted a Proposition 39 request must respond to any objections.	Luis Freese	Linda Delgado
January 25 th	CALPADs Data Files: Final certification by 1 st week in February (tentative)	Kim Chamberlain	Marc-Cedric Latreille
January 31 st	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado
February 28 th	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado
March 1 st	Charter Schools that have submitted Prop 39 requests must respond in writing to the District's preliminary proposal expressing any concerns, addressing differences between the preliminary proposal and the charter school's facilities request, and or make a counter-proposal.	Luis Freese	Matt Duffy Linda Delgado
March 15 th	Second Period Interim Financial Report	Regina Webber Margarita Romo	
March 30 th	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado
April 1 st	Prop 39 final offers received.	N/A	
April 16 th	P2 Attendance ending the full school month on or before April 15 th	Kim Chamberlain	Julie Yamashita
April 30 th	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado

May 1 st	Instructional Calendar for following school year.	Linda Delgado	
May 31 st	Charter Ins and Outs Report	Kim Chamberlain Linda Delgado	
June 3 rd	<ul style="list-style-type: none"> ● Board Name, roles and contact information for the upcoming year. ● Board meeting calendar, time and locations. ● Projected enrollment for the upcoming year. 	Linda Delgado	
June 28 th	Charter Ins and Outs Report	Kim Chamberlain Linda Delgado	

NOTE: PLEASE SEE INFORMATION FROM