

## Charter School Calendar of Submissions, 2017-2018 Academic Year

Due Date	Report/ Submission Name	Submit To	Copy To
July 3rd	Final Adopted LCAP	Matt Duffy ( <a href="mailto:Matthew.Duffy@wccusd.net">Matthew.Duffy@wccusd.net</a> )	Linda Delgado ( <a href="mailto:ldelgado@wccusd.net">ldelgado@wccusd.net</a> )
July 3rd	Preliminary Budget	Jackie Kim ( <a href="mailto:Jackie.Kim@wccusd.net">Jackie.Kim@wccusd.net</a> )	Linda Delgado
July 3rd	School Contact Information*	Linda Delgado	
July 28 <sup>th</sup>	<ul style="list-style-type: none"> <li>● Dates, place, and times of all scheduled Board meetings**</li> <li>● Current list of all certificated staff with credential type and number***</li> </ul>	Linda Delgado	
August 1 <sup>st</sup>	Charter Enrollment (Please include student first and last name, SSID, DOB and address)	Kim Chamberlain ( <a href="mailto:KChamberlain@wccusd.net">KChamberlain@wccusd.net</a> )	Linda Delgado
August 15 <sup>th</sup>	CALPADs Data Files (previous year)	Jackie Kim	Marc-Cedric Latreille ( <a href="mailto:MLatreille@wccusd.net">MLatreille@wccusd.net</a> ) Kim Chamberlain Jackie Kim
August 31 <sup>st</sup>	Charter Ins and Outs Report	Jackie Kim	Linda Delgado Kim Chamberlain
September 1 <sup>st</sup>	Programmatic Audit	Linda Delgado	
September 15 <sup>th</sup>	Final Unaudited Actuals	Jackie Kim	Jackie Kim
September 29 <sup>th</sup>	Charter Ins and Outs Report	Jackie Kim	Linda Delgado Kim Chamberlain
October 31 <sup>st</sup>	EL Master Plan	Linda Delgado	Lisa Jimenez ( <a href="mailto:Lisa.Jimenez@wccusd.net">Lisa.Jimenez@wccusd.net</a> )
October 31 <sup>st</sup>	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado Jackie Kim
November 1 <sup>st</sup>	Proposition 39 Applications Due	Lisa LeBlanc	Linda Delgado
November 30 <sup>th</sup>	First Period Interim Financial Report	Jackie Kim	
November 30 <sup>th</sup>	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado Jackie Kim
December 1 <sup>st</sup>	Fall CALPADs Data Files: Certification (tentative dates)	Kim Chamberlain	Jackie Kim Marc-Cedric Latreille
December 15 <sup>th</sup>	First Interim Financial Reports	Jackie Kim	
December 15 <sup>th</sup>	Audit Reports	Jackie Kim	

December 30 <sup>th</sup>	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 date.	Kim Chamberlain	Julie Yamashita Jackie Kim
December 29 <sup>th</sup>	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado Jackie Kim
January 2 <sup>nd</sup>	Charter Schools that have submitted a Proposition 39 request must respond to any objections.	Lisa LeBlanc	Linda Delgado
January 26 <sup>th</sup>	CALPADs Data Files: Final certification by 1 <sup>st</sup> week in February (tentative)	Kim Chamberlain	Marc-Cedric Latreille Jackie Kim
January 31 <sup>st</sup>	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado Jackie Kim
February 28 <sup>th</sup>	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado Jackie Kim
March 1 <sup>st</sup>	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.	Lisa LeBlanc	Matt Duffy Linda Delgado
March 15 <sup>th</sup>	Second Period Interim Financial Report	Jackie Kim	
March 30	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado Jackie Kim
April 2 <sup>nd</sup>	Prop 39 final offers should be received.	N/A	
April 16 <sup>th</sup>	P2 Attendance ending the full school month on or before April 15 <sup>th</sup>	Kim Chamberlain	Julie Yamashita
April 27 <sup>th</sup>	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado Jackie Kim
May 1 <sup>st</sup>	Instructional Calendar for following school year.	Linda Delgado	
May 31 <sup>st</sup>	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado

June 1 <sup>st</sup>	<ul style="list-style-type: none"><li>● Board Name, roles and contact information for upcoming year.</li><li>● Board meeting calendar, time and locations.</li><li>● Projected enrollment for upcoming year.</li></ul>	Linda Delgado	
June 29th	Charter Ins and Outs Report	Kim Chamberlain	Linda Delgado Jackie Kim