

Plumas Charter School Board Calendar

Date	Description	Resources
JULY		
01	First day of fiscal year.	
	Adopt operating budget.	
16	Preliminary budgets must be submitted to the chartering LEA and county superintendent of schools. Submit prior year annual attendance accounting reports to CDE via attendance accounting software.	Ed Code 47604.33(a)(1) www.cde.ca.gov/fg/aa/pa/chkeydeadline12.asp
	PALS ANNUAL BOARD MEETING to coincide with PCS July board meeting.	
	Election of Board Officers	
AUGUST		
31	Release SBAC test results.	
SEPTEMBER		
15	Unaudited annual financial statements must be submitted to chartering LEA and county offices of education for the previous fiscal year. Schools should have begun their formal audit process by now.	www.cde.ca.gov/fg/sf/fr/calendar12summary.asp
16	Information Survey due to the CDE by charter schools assigned a charter number at the September 2011 State Board of Education meeting.	www.cde.ca.gov/sp/cs/ac/csinfosvy1011.asp
Late Month	Review Month One ADA to see if consistent with budget projections.	
	Review approved California State Budget Act for any funding adjustments.	
	Begin field work for prior fiscal year audit.	
OCTOBER		
First Wed	CBEDS Information Day. The California Basic Educational Data System report collects data such as enrollment and demographics on the first Wednesday of October of the current school year.	
31	CELDT testing deadline. Every pupil in CA whose native language is not English is required to be tested with 30 days of the start of school.	
Late Month	Deadline for board appointment of audit subcommittee to select an auditor for current fiscal year.	
	Make necessary adjustments to current year budget and adopt.	

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	NOVEMBER	
01	Deadline for submitting Proposition 39 facilities request.	www.calcharters.org/2010/05/proposition-39.html
30	21 st Century Community Learning Centers – Elem & Middle Schools Program applications due to the CDE by this date. \$50K to \$150K per recipient school.	www.cde.gov/fg/fo/profile.asp?id-2314
	DECEMBER	
01	Deadline for district to make written objections to school's enrollment projections in Prop 39 requests.	www.calcharters.org/2010/05/proposition-39.html
15	First interim financial reports reflecting all budget changes through Oct 31 is due to the chartering LEA and the county office of education, in the county for which the charter is located.	Ed. Code, Sec. 470604.33(a)(2)
19	Deadline for charter schools to certify their enrollment for the purposes of CALPADS.	www.cde.ca.gov/ds/sp/clrptcalendar.asp
	JANUARY	
Early Month	Board approval required on the Consolidated Application Part II.	
	Review Period One (P1) Attendance Data	
02	Deadline for a charter school to respond to district objections to Prop 39 requests.	www.calcharters.org/2010/05/proposition-39.html
13	After School Education and Safety (ASES) Program applications due to the CDE. Up to \$112,500 for elem schools and up to \$150K for middle schools.	www.cde.ca.gov/fg/fo/profile.asp?id=2100
	Distribute new Form 700 to all board members for completion.	www.fppc.ca.gov
	FEBRUARY	
Early Month	Audit sub-committee recommendation for audit and tax preparation services for current fiscal year.	
01	Deadline to publish SARC in the upcoming school year.	www.calcharters.org/2010/05/proposition-39.html
	Tax exemption form due to county tax assessor office.	www.calcharters.org/2010/06/facilities-tax-exemption.html
20	2012-2013 SB740 Funding Determination Form due to the CDE by this date	www.cde.ca.gov/fg/fo/profile.asp?id=2316
	MARCH	
01	Deadline for a charter school to respond to a district's preliminary Proposition 39 proposal.	www.calcharters.org/2010/05/proposition-39.html
14	E-rate Form 471, Services Ordered and Certification Form due.	www.universalservice.org/sl/tools/deadlines/default.aspx
15	Second interim financial report due to chartering	Ed Code 47604.33(a)(3)

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	agency and County Ofc of Education	
	Collect all Form 700s and submit by April 1st	www.fppc.ca.gov
	APRIL	
Early Month	Begin planning budget for upcoming fiscal year.	
	Review Period 2 Attendance data.	
01	Deadline for districts to submit final Prop 39 facilities offer.	www.calcharters.org/2010/05/proposition-39.html
01	Deadline to submit Form 700	www.fppc.ca.gov
	MAY	
Early Month	Continue developing budget for upcoming fiscal year.	
01	Deadline for districts to submit final Prop 30 facilities offer.	www.calcharters.org/2010/05/proposition-39.html
01	Submit attendance data via the 2012-13 Principal Apportionment Revenue Software.	www.cde.ca.gov/fg/aa/pa/chkeydeadline11.asp
10	2012-13 Form J-7CSR Report of Enrollment due to the CDE.	www.cde.ca.gov/ls/cs/k3/formsinst.asp
31	Physical Fitness Test testing window closes.	www.cde.ca.gov/ta/tg/pf/pfttestschedule.asp
	JUNE	
Early month	Board approval required for Consolidated Application Winter Release.	
	Review Governor's May Budget Revision.	www.cde.ca.gov/fg/aa/lo/
30	Physical Fitness Test reports due to the CDE.	www.cde.ca.gov/ta/tg/pf/
	Deadline for charter schools interested in pursuing LEA status for the purposes of Special Ed for the upcoming school year, to submit a letter notifying their existing SELPA of their intent to exit the SELPA.	http://www.calcharters.org/special_education_toolkit-understanding_options_for_SELPA_membership.pdf
30	Last day of the fiscal year.	