

September 7, 2022

Dear Charter Administrators:

This message contains important information for 2022-23, including contact information and deadlines.

Please forward this information to the appropriate staff and/or your back-office provider, including those responsible for attendance, finance, board meetings, etc.

CONTACT INFORMATION

The SDUSD Office of Charter Schools reports to Marceline Marques. We are located at 4100 Normal Street, Annex 15, San Diego. Below is our contact information.

Deidre Walsh	Director	(619) 725-7109	dwalsh1@sandi.net
Tiffany DeGraffenreid	Program Manager	(619) 725-7107	tdegraffenreid@sandi.net
Richard Farace	Program Manager	(619) 725-5517	rfarace@sandi.net

The SDUSD Charter Schools Financial Accounting Office reports to Sarah Kidder. This office is located at 4100 Normal Street, Room 3125, San Diego. Below is the contact information.

Nadine Creer	Senior Financial Accountant	(619) 725-7592	ncreer@sandi.net
Theresa Goody	Senior Financial Accountant	(619) 725-7590	tgoody@sandi.net

The SDUSD Pupil Accounting Office reports to Sarah Kidder. This office is located at 4100 Normal Street, Room 3110, San Diego. Below is the contact information.

Deanna Slieff	Lead Pupil Accounting Technician	(619) 725-7576	dslieff@sandi.net
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IMPORTANT DEADLINES & NOTIFICATIONS

Please schedule charter board meetings to occur prior to the below relevant deadlines to ensure adequate time for review and approval of important reports. If you are unable to meet a deadline, please notify rfarace@sandi.net ; tdegraffenreid@sandi.net to prearrange an alternate date.

1. **CDPH Guidance:** Please review the attached CDPH website communication dated June 30, 2022, for “COVID-19 Public Health Guidance for K–12 Schools to Support Safe In-Person Learning ” <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2022-23-School-Year.aspx>

2. **COVID Quarantines & Closures:** Please email tdegraffenreid@sandi.net; rfarace@sandi.net if your charter school implements a quarantine or school closure for a significant number of students, for example a whole class or grade level due to a community outbreak.
3. **Unaudited Actuals:** Please deliver the “blue ink” signed certification page in-person to Annex 15 on September 9, 2022, between 1:00-2:00pm (recommended deadline) or on September 12, 2022 between 1:00-2:00pm (absolute deadline) to ensure SDUSD signatures can be obtained in a timely manner. Please share the charter board approved Unaudited Actuals with ncreer@sandi.net; tgoody@sandi.net via Box or Dropbox by September 12, 2022, at 5:00pm to ensure SDUSD submits your report to SDCOE in a timely manner. Please don’t use Google document sharing. Please don’t send via email. Unaudited Actual report submittals will only be accepted from charter school staff; reports submitted by third-party vendors will not be accepted. Confirm with ncreer@sandi.net; tgoody@sandi.net that SDUSD received the Unaudited Actuals in a timely manner.
4. **STRS and PERS Retirement Services:** Charters must submit all required sheets, forms, and/or reports via the Charter Office District Dropbox by the 12th of each month. Please email rfarace@sandi.net if you need your Dropbox link reshared. Only the prescribed STRS and PERS reports will be accepted. A \$100 fee may be charged to the school for repeated errors or late submittals.
5. **Insurance Certificate of Coverage:** If you have not already, please email the insurance certificate of coverage which names SDUSD as an additional insured to tdegraffenreid@sandi.net; rfarace@sandi.net by September 15, 2022. Some insurance companies have former SDUSD staff contact information on file. Please verify certificates are sent to Tiffany DeGraffenreid and Richard Farace. Insurance coverage minimums are listed in the Operations Agreement. (If your charter school is located on an SDUSD-owned facility, please be sure to obtain coverage in compliance with the applicable facilities agreement.)
6. **Expanded Learning Opportunities Program (“ELO-P”) Plan:** Please submit ELO-P Plan, along with charter board documents showing approval, to tdegraffenreid@sandi.net; rfarace@sandi.net by September 30, 2023.
7. **CalSAAS:** The review deadline for charter schools to determine exceptions is October 1, 2022. If you need to change or update a CalSAAS administrator please fill out the Google request form and allow 3 business days for the change to occur. <https://forms.gle/VgvNAMnRBRn3c5XX6>
8. **Board Roster:** Please submit via Google Forms the 2022-23 charter board roster including the names, term dates, and board members’ individual email addresses to <https://forms.gle/y7aeo2iofGVqzMmt9> by October 1, 2022. Board information may be provided to parents/guardians and other community members who contact our office.
9. **Independent Study Policy:** Please be prepared to submit your Independent Study board approved policy at your site visit. If you modify the policy later in the year, please email the updated version, along with charter board documents showing approval, to tdegraffenreid@sandi.net; rfarace@sandi.net.

Please note that the passing of AB181, in June 2022, again created changes to Independent Study and may require an update to your Independent Study Policy.

10. **Food Services:** If your school receives food services from SDUSD **and** you are no longer on District PowerSchool, please ensure that the weekly data sheet is completed and uploaded to the following Google form <https://forms.gle/x6DWBE3Sb3P49ALQ6> . For questions please contact Len Estevez in the Food Services Department at lestevez@sandi.net.
11. **Site Visits 2022-23:** Calendly invites were sent in August. The due date to select a site visit date is September 30, 2022. If you have not chosen a date by the due date one will be selected for your charter school. All site visit documents will be submitted via District Dropbox. You will receive the site visit document list and additional information once all site visit dates have been scheduled.
12. **Disenrollment Notification:** Your charter may choose to create a “live” Google Sheet and share “view only” access with rface@sandi.net; dslieff@sandi.net. Alternatively, your charter may email the “Disenrollment Notification Spreadsheet” to rface@sandi.net; dslieff@sandi.net **monthly**. The first monthly disenrollment notification would be due on or before September 30, 2022, depending on your school’s first day of instruction. Remember to include the following information:
 - a. Student’s full name
 - b. SSID
 - c. Date of birth
 - d. Date of withdrawal
 - e. Subgroup(s)
 - f. CALPADS drop code
 - g. Contact information including last known address of student
 - h. Next known school
13. **Board Test Message:** Please notify your board members that on or about October, they may receive a “Test Message” from tdegraffenreid@sandi.net; rface@sandi.net to their individual email address as listed in the board roster. Charter board members are requested to reply to confirm the account is receiving messages and actively monitored.
14. **Fall Enrollment Count Due October 5, 2022:** This deadline is later than in previous years and coincides with the CBEDS to ensure accuracy. Please email shudson@sandi.net; tdegraffenreid@sandi.net schoolwide enrollment using the attached “**Fall Enrollment Count Spreadsheet**” by October 5, 2022, at 10:00am. THIS APPLIES TO ALL CHARTER SCHOOLS WHETHER OR NOT YOU ARE USING SDUSD POWERSCHOOL. When completing the spreadsheet please remember:
 - a. Only include active students
 - b. Enter unit or apartment number in a separate field
 - c. Include a key for the race/ethnicity codes

15. **20-Day ADA Report:** If applicable, please enter 20-day ADA data into the Charter School 20 Day Attendance Report at <https://ias.cde.ca.gov/charter20day/logon.aspx> . Completed 20-day ADA report and “wet signature” is due to the charter office by October 21, 2022.
16. **P-1 Attendance Reporting:** Please enter P-1 ADA data into the Principal Apportionment Data Collection (PADC) web application <https://pas.cde.ca.gov> by December 16, 2022, to ensure adequate time to review and certify.
17. **First Interim Financial Report:** Please email the charter board approved First Interim Financial Report (reflecting changes through October 31, 2022) to ncreer@sandi.net; tgoody@sandi.net by December 9, 2022 (recommended deadline) or December 15, 2022 before 10:00am (absolute deadline).
18. **Annual Independent Financial Audit Report:** Please email the charter board approved Annual Independent Financial Audit Report to ncreer@sandi.net; tgoody@sandi.net by December 9, 2022 (recommended deadline) or December 15, 2022 (absolute deadline).
19. **Second Interim Financial Report:** Please email the charter board approved Second Interim Financial Report (reflecting changes through January 31, 2023) to ncreer@sandi.net; tgoody@sandi.net by March 10, 2023 (recommended deadline) or March 15, 2023 before 10:00am (absolute deadline).
20. **P-2 Attendance Report:** Please enter P-2 ADA data into the Principal Apportionment Data Collection (PADC) web application <https://pas.cde.ca.gov> by April 14, 2023, to ensure adequate time to review and certify.
21. **Final Year-End Attendance Report:** Please enter End of Year (EOY) data into the Principal Apportionment Data Collection (PADC) web application <https://pas.cde.ca.gov> as soon as the data is available but no later than July 1, 2023, to ensure adequate time to review and certify.
22. **Local Control Accountability and Plan (“LCAP”) 2023-24:** Please submit the complete charter board approved LCAP, along with board documents showing approval, via district Google Form (link will be sent out closer to the due date) by June 27, 2023 (recommended deadline) or June 30, 2023 by 10:00am (absolute deadline)
23. **Budget 2023-24:** Please email the charter board approved 2022-23 Budget to ncreer@sandi.net; tgoody@sandi.net by June 28, 2023 (recommended deadline) or June 30, 2023 by 10:00am (absolute deadline).
24. **Calendar and Instructional Minutes for 2022-23:** If changes occur throughout the year, please notify our office and attach an updated copy via Google Form. <https://forms.gle/LgYz3QjWvSCEzGtKA>
25. **Calendar and Instructional Minutes for 2023-24:** Please email the Calendar and Instructional Minutes for 2023-24 via Google Forms (link will be sent out closer to the due date) by June 30, 2023.

26. **Charter Revisions:** Please contact tdegraffenreid@sandi.net; dwalsh1@sandi.net if you are seeking to revise your educational program, governance, and/or operations, which may include opening, closing, expanding, or adding a facility (including administrative offices); changing grade levels; changing the school name; changing the SELPA membership; increasing enrollment beyond what was approved in the current charter; changing the governing board structure; changing the bylaws; etc. We are happy to discuss whether a proposed change necessitates the SDUSD Board of Education to grant/deny a material revision to the charter. Operating without an approved charter revision may result in a not in good standing status and/or notice of violation.

27. **Directory Information:** If you have a change in the two administrators with whom our office corresponds, please notify rface@sandi.net; tdegraffenreid@sandi.net . We will update the “Charter Principals” email group, the SDUSD directories, and we will submit a change request to the CDE directory. (Please do not email Crystal Anderson as she verifies any changes with our office.)

28. **School Telephone Number:** Please notify your staff that on or about October, the school may receive a telephone call to confirm that directory information we have on file is receiving calls and actively monitored.

29. **Good Standing Letters:** Please allow for a minimum five business days for a good standing letter request. We are often able to complete sooner, but the turnaround is subject to staff capacity.

30. **Private Bond Verification:** Where applicable, if a bond rating entity asks to speak with your authorizer, please direct them to Deidre Walsh at dwalsh1@sandi.net or (619) 725-7107.

31. **Reply All:** Finally, please “Reply All” to this message to confirm you have received it. We want to verify that the two administrators’ contact information we have on file is current and active for all charter schools.

We hope you are doing well and staying safe,

Tiffany DeGraffenreid
Program Manager
Office of Charter Schools
San Diego Unified School District
tdegraffenreid@sandi.net