



Charter Welcome Packet

San Diego County Office of Education

Contents

Finance.....	2
1. Establish a Fund 62.....	2
2. Establish a Business Unit ID at SDCOE	2
3. Establish an Oracle Account at the San Diego County Treasury	2
4. Establish Access to WARP through San Diego County Treasury	3
Retirement Reporting	4
1. Retirement Reporting for Charters.....	4
2. Participation in CalSTRS.....	5
3. Participation in CalPERS	5
Learning and Leadership Services	6
1. Assessment, Accountability, and Evaluation	6
2. Local Control and Accountability Plan	6
3. District and School Improvement.....	7
4. Curriculum and Instruction.....	7
5. Curriculum, Instruction, and Assessment Networks.....	8

Finance

A charter has been authorized. Now what? Upon receiving approval to operate within San Diego County, there are a few things that a new charter school will need to do in order to receive funding and establish retirement reporting.

1. *Establish a Fund 62*

If the charter school is direct funded, the charter school will need a Fund 62 to receive state and federal revenues and track its finances. A [sample fund 62 resolution](#) can be found on the SDCOE webpage.

2. *Establish a Business Unit ID at SDCOE*

Complete the Charter Oracle Account Questionnaire at the end of this section and return it to Kristin Armatis, Sr. Director- Charter Schools, kristin.armatis@sdcoe.net.

3. *Establish an Oracle Account at the San Diego County Treasury*

If the charter school is direct funded, the California Department of Education (CDE) will send your apportionments to the San Diego County Treasury. Upon receipt at the Treasury, SDCOE will move your apportionment into the charter schools specific account. In the event that the charter school has not established an Oracle account prior to CDE issuing the first apportionment, the apportionment will be forwarded to the authorizing agency of the charter school. The authorizing agency will need to forward funds to the appropriate charter school. SDCOE will establish your Oracle account at the San Diego County Treasury. In order to establish an Oracle account, SDCOE will need the original board resolution to establish a Fund 62, and the completed Charter Oracle Account Questionnaire.

Upon receipt of these two documents, SDCOE will proceed with establishing the Oracle account. This process usually takes about two weeks. Please plan accordingly. Original documents can be sent to:

San Diego County Office of Education
Financial Accounting, Room 608
6401 Linda Vista Road
San Diego, CA 92111

4. Establish Access to WARP through San Diego County Treasury

If the charter school plans to do wire transfers you will need to establish WARP access. The charter school will need to work directly with the San Diego County Treasury in order to gain access. Access will not be granted until you have established an Oracle account. Instructions on how to establish WARP access are available in [Section 1.34 of the Financial Accounting Reporting Manual](#).

Retirement Reporting

The San Diego County Office of Education (SDCOE) is required to report earnings and retirement earnings to the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS), for all local education agencies (LEAs) in San Diego County. A charter school that is authorized to operate within San Diego County, and participating in CalSTRS and/or CalPERS, must report all CalSTRS and CalPERS through SDCOE. We have provided some helpful information and resources below to assist in CalSTRS and CalPERS participation, and retirement reporting. If your charter is not participating in CalSTRS or CalPERS, you do not need to complete any information below.

1. Retirement Reporting for Charters

The SDCOE Retirement Reporting [webpage for Charter School Independent Reporting information](#) contains:

- SDCOE Agreement for Charter School Retirement Reporting Services
- CalSTRS and CalPERS required documents and information for the application process for plan participation
- Pension information for employers
- File layouts
- Reporting due dates
- Fee schedule

SDCOE **requires** a charter school to complete the [SDCOE Agreement for Charter School Retirement Reporting Services FY/FY](#).

Once a charter school has been approved by CalSTRS and/or CalPERS, it will be reporting its payroll and retirement contributions to SDCOE. Charter school officials should review the [Retirement Reporting website](#) for useful information and documents.

SDCOE contact for charter schools' retirement reporting is:

Tammy Britt
Manager, Retirement Systems
San Diego County Office of Education,
6401 Linda Vista Road, Room 605
San Diego, CA 92111
Phone: 858-295-6913
Fax: 858-279-2953
Email: tbritt@sdcoe.net

2. Participation in CalSTRS

CalSTRS **requires** charter schools to complete the [Charter School Application for CalSTRS Activation ES1026](#) and [CalSTRS Redeposit Payroll Resolution](#) prior to submitting contributions to CalSTRS. Send completed documents to SDCOE.

Please note that the CalSTRS application approval process can take six to eight weeks.

3. Participation in CalPERS

CalPERS **requires** charter schools to complete the following forms and submit them to SDCOE.

- [CalPERS Circular Letter - New Charter School Certification Form For Charter Schools Requesting To Participate In The CalPERS Plan](#)
- [CalPERS School Applicant Questionnaire](#)
- [CalPERS Resolution To Tax Defer Member Paid Contributions – IRC 414\(h\)\(2\) Employer Pick-Up](#)
- [CalPERS Employer Resolution Tax Deferred Deduction Plan For Service Credit Purchases](#)

CalPERS approval must be in place prior to withholding and reporting CalPERS retirement contributions from any of your employees. You should not report your employees under any other agency currently participating in the CalPERS plans until the charter school has been approved to participate in CalPERS. Links for required documents below.

Please note that the CalPERS application approval process can take up to six months.

Learning and Leadership Services

In collaboration with other divisions within the San Diego County Office of Education, the [Learning and Leadership Services](#) (LLS) division works diligently to assist charter schools and districts in our county and region in providing the best possible education for all of our students. LLS focuses on building capacity of charter school and district staff in the areas of assessment, accountability, and evaluation; college and career readiness; district and school improvement; and leadership.

We impact student achievement through the improvement of:

- Teacher practice
- Instructional leadership
- District systems of support

Dr. Jeanette Rodriguez-Chien, Assistant Superintendent

Phone: 858-298-2008

Email: jeanette.chien@sdcoe.net

[Link to LinkUp with LLS](#) Sign up to receive a quarterly listing of upcoming SDCOE professional learning events delivered to your inbox.

1. Assessment, Accountability, and Evaluation

The [Assessment, Accountability, and Evaluation](#) department provides information, consultation, professional development, and technical assistance in all areas of assessment, program evaluation, and data analysis for charter schools and districts in San Diego County. This department also conducts monitoring service for federal programs, Title I, Title III, Local Control and Accountability Plans (LCAPs) and Williams.

Steve Green, Senior Director

Phone: 858-295-8834

Email: steven.green@sdcoe.net

2. Local Control and Accountability Plan

The Assessment, Accountability, and Evaluation team also provides LEAs with [resources and support](#) for developing and monitoring the implementation of their LCAP. By communicating timely and accurate information regarding LCAP regulations and best practices, LEAs are better equipped to design goals, actions, and services to meet the

needs of their students and stakeholders, especially students who are learning English as a second language, in foster care, experiencing homelessness, or from low-income families.

Deborah Hernandez, Director
Phone: 858-295-8827
Email: deborah.hernandez@sdcoe.net

3. *District and School Improvement*

The [District and School Improvement](#) department provide innovative, high-quality leadership and improvement services that develop systems thinking charter schools and districts to ensure equity and access for each and every student so they are prepared for college and career. Support is provided to charter schools and districts in building coherent systems focused on improving instructional leadership, professional practice, and systems of support.

Erin Richison, Ed. D., Senior Director
Phone: 858-295-8978
Email: erin.richison@sdcoe.net

4. *Curriculum and Instruction*

The [Curriculum and Instruction](#) team offers innovative services that keep the focus on students to assist teachers, instructional coaches, and administrators in implementing California Standards, instructional frameworks, and research-based instructional practices across all content areas.

Shannon Baker, Senior Director
Phone: 858-295-8895
Email: shannon.baker@sdcoe.net

5. Curriculum, Instruction, and Assessment Networks

English Learners and Language

- EL Newcomer Network
- Dual Language Network
 - Contacts: Olympia Kyriakidis, Ed. D. (Phone: 858-295-8991 Email: olympia.kyriakidis@sdcoe.net) and Antonio Mora (Phone: 858-295-8832 Email: amora@sdcoe.net)
- Language Learner Leadership (L3) Network
- Long-Term English Learner Network
 - Contact: Antonio Mora (Phone: 858-295-8832 Email: amora@sdcoe.net)
- World Language (Email for Information)

Content Areas

- English Language Arts/Literacy District Leaders Network
- Health and Physical Education Advisory
- History-Social Science Leadership and Professional Development Network (Email for Information)
- Math - Elementary Math Leaders Network (Email for Information)
- Math - Secondary Math Leaders Task Force (Email for Information)
- Science Leaders Network
- Visual and Performing Arts - San Diego Arts Network (Email for information)

Assessment

- Data and Assessment Network
- Data Visualization Network

Other Areas

- Charter School Curriculum and Instruction Network
 - Contact: Shannon Baker (Phone: 858-295-8895 Email: shannon.baker@sdcoe.net)
- Curriculum and Instruction Leaders Network
- School Counselor Leadership Network