



## Santa Clara County Office of Education

Charles Weis, Ph.D.  
County Superintendent of Schools

# Informational Bulletin

*For Santa Clara County Districts*

## District Business & Advisory Services

Nimrat Johal: Director - DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 12-064

Date: November 4, 2011

To: District Fiscal Directors  
Charter School Administrators

From: Cathy McKim

Re: STRS Retirement Submission for Direct Funded Charter Schools – **Important Change**  
*Required Information: District Resolution and Memorandum of Agreement*  
*(A) Phase 1 Deadline for Error Free F496 File for October Retirement Information is November 17<sup>th</sup>*  
*(B) Phase 2 Deadline for Error Free F496 File for December Retirement Information is January 19<sup>th</sup>*

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California State Teachers Retirement System (CALSTRS) has changed the reporting requirements for Direct Funded Charter Schools (Charter School) . This information has been communicated previously on several bulletins. <sup>1</sup> Charter Schools must be assigned their own unique CALSTRS identification number (5 digits) and retirement data must be reported using this 5 digit number. The practice in Santa Clara County Office of Education (SCCOE) has been to blend the retirement data of the Charter School with that of the sponsoring district and report the blended data to CALSTRS. This practice is no longer allowable.

To conform to the new requirements, the following procedures and associated fees\*, included on the Memorandum of Understanding (MOU) have been established by the Santa Clara County Office of Education. The rollout will begin in two phases.

*\*Special Note: Since this change was made after the budgets for 2011-12 had been established, fees for the 2011-12 fiscal year will be waived. However, associated fees will be assessed for the 2012-13 Fiscal Year and beyond.*

### Rollout Phase:

- (A) Phase 1: Charter Schools who have already submitted a Board Approved Resolution to the SCCOE and have received their unique 5 digit number will be required to submit their October retirement file by November 17<sup>th</sup>.
- (B) Phase 2: Charter Schools who have not submitted a Board Approved Resolution to the SCCOE and have not received their unique 5 digit number will need to complete the process listed below and submit their December retirement file by January 19<sup>th</sup>.

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**Procedure:**

- If member contributions of Charter School employees are to be deducted on a pre-tax basis, the Charter School must complete an *Employer Paid Member Contributions Resolution*. This Resolution allows CalSTRS to accept contributions on a tax-deferred basis. The Resolution must be adopted by the Charter School's governing board. (A sample of this Resolution is attached to the 11-065 Bulletin located on the SCCOE website at <http://www.sccoe.org/depts/dbas/portal/bulletins.asp> )
- The Adopted Resolution must be submitted to the SCCOE
- The SCCOE shall assign a report unit code to the Charter School
- The SCCOE shall submit the Resolution and the report unit code to CalSTRS.
- The Charter School must complete the Memorandum of Understanding (MOU) and submit to the SCCOE (*Attachment A*)
- Upon completion of the MOU, the SCCOE shall assign a user name and password to the Charter School that may be used to upload retirement data files to the secure website<sup>ii</sup>.
- The Charter School shall upload retirement data files on a monthly basis, to the secured SCCOE website in the format prescribed by CalSTRS. Please refer to *Attachment B* for the formatting requirements for data files.
- The SCCOE shall audit the files to verify that they are error free and work with the Charter to get errors corrected, if needed. Error free data shall be transmitted by the SCCOE to CalSTRS.

This bulletin also serves as a reminder to chartering agencies of their responsibility to ensure the integrity of the data and compliance with all reporting requirements for each charter school under their authority.

Charter Schools must submit their files by the due dates listed below.

Charter School and Fiscally Accountable District's File Submission Schedule		
for the Fiscal Year 2011/2012		
Report	Calendar	STRS File
Month	Month	Due to SCCOE
01	July	8/15/2011
02	August	9/16/2011
03	September	10/18/2011
04	October	11/17/2011
05	November	12/14/2011
06	December	1/19/2012
07	January	2/15/2012
08	February	3/15/2012
09	March	4/16/2012
10	April	5/15/2012
11	May	6/15/2012
12	June	7/17/2012

Please share this information within your organization, as deemed appropriate.

<sup>i</sup> Bulletin 12-018 July 22, 2011      Retirement Submission Deadlines for Fiscal Year 2011-12  
Bulletin 11-065 June 28, 2011      Employer Directive 2010-03 Charter School Reporting (Sample Resolution)

<sup>ii</sup> <https://charterschoolconnect.sccoe.org/default.aspx>