

LUCERNE VALLEY UNIFIED SCHOOL DISTRICT

CHARTER SCHOOL OVERSIGHT

Statement of Purpose: **Lucerne Valley Unified School District** In compliance with the intent of the California Legislative, provides Charter School oversight. The purpose of this handbook is to outline, provide guidance and support material related to the oversight process. The handbook is intended to be utilized by existing LVUSD approved Charter Schools as well as entities interested in LVUSD's Charter School oversight process.

Legislative Context:

California Education Code Section 47600, also known as the Charter Schools Act of 1992, was enacted to allow teachers, parents, students and community members to establish and maintain schools that operate independently from existing K-12 school districts and to do the following:

- (a) Improve pupil learning.
- (b) Increase learning opportunities for all pupils, with special emphasis on expanded learning experiences for pupils who are identified as academically low achieving.
- (c) Encourage the use of different and innovative teaching methods.
- (d) Create new professional opportunities for teachers, including the opportunity to be responsible for the learning
- (e) Provide parents and pupils with expanded choices in the types of educational opportunities that are available within the public-school system.
- (f) Hold the schools established under this part accountable for meeting measurable pupil outcomes and provide

the schools with a method to change from rule-based to performance-based accountability systems.

(g) Provide vigorous competition within the public-school system to stimulate continual improvements in all public schools.

Charter schools are part of the public-school system but differ from traditional public schools because they are exempt from many state laws relating to specific educational programs. Specific goals and operating procedures are detailed in agreements (e.g., charter petitions and memoranda of understanding) between the authorizing agency and the Charter School organizers.

The Charter School's authorizing agency is responsible for adequate and appropriate oversight, including determining if a charter school is following prudent business practices and generally accepted accounting principles when accounting for revenues and expenditures and preparing financial reports. An authorizing agency may revoke a Charter School's charter for material violations, including gross financial mismanagement that jeopardizes the Charter School's financial stability; illegal or substantially improper use of Charter School funds for the personal benefit of any officer, director or fiduciary of the Charter School; substantial and sustained departure from measurably successful academic practices that would deny the educational development of the school's pupils; or any violation of any provision of the law. Education Code Section 47604 states that an agency approving a petition for a charter school that is to be operated by a nonprofit public benefit corporation shall not be liable for the debts or obligations of the Charter School, or for claims arising from the performance of acts, errors or omissions by the Charter School, if the agency has complied with all oversight responsibilities required by law.

Lucerne Valley Unified School District, in compliance with Ed Code 47604 requirements provide the following Charter School support and oversight:

1. Identify at least one staff member as a contact person for the Charter School.

LVUSD has a team of trained charter oversight contacts providing oversight and support for district approved Charter Schools as follows

The Superintendent provides oversight and support for approved Charter School Boards, administration, leadership, governance, personnel and legal services, fiscal matters, compliance issues, general guidance and assistance related to the approved Charter Schools.

The Chief Business Official provides oversight and support for fiscal services, categorical programs, and food services related matters.

The Administrative Asst. to the Superintendent provides oversight and support related to requests for records, CALPADS, and state reporting requirements.

Erickson Law Firm, A Professional Corporation, provides the District with document review and legal advice related to LVUSD Charter School matters.

2. Visit each Charter School at least annually:

LVUSD conducts the following communication and site visits with each charter:

The LVUSD Charter School Oversight Team conducts at least one on-site visit annually to all LVUSD approved Charter Schools.

The Superintendent conducts regular, at least monthly, "check-in" phone conference sessions with LVUSD Charter School's administration

The District provides phone and in-person support and oversight, as needed.

Each Charter School provides monthly reports (written and/or oral) which are included on the District's regular board agenda as a standing item.

3. Ensure that each Charter School, under its authority, complies with all reports required of Charter Schools by law, Including the Annual Update required pursuant to Section Establishment of Charter Schools (EC 47606.5) and Public-School Performance Accountability Program (EC 52052.)

LVUSD conducts annual onsite audits for approved Charter Schools in compliance with this requirement. A comprehensive checklist, Charter School Oversight Support Checklist "CSOSC" which incorporates elements of the "FCMAT Annual Charter Oversight Checklist" as a formal, structured, criteria-based guide utilized during the annual onsite audits. This detailed checklist is included in the addendum. Ed. Codes 47606.5, 52052

4. Monitor the fiscal condition of each Charter School under its authority (EC 47604.33.):

- (a) Each Charter School shall annually prepare and submit the following reports to its chartering authority:

- (1) On or before July 1, a preliminary budget. For a Charter School in its first year of operation, the information submitted pursuant to subdivision (g) of Section 47605 satisfies this requirement.

- (2) On or before July 1, a local control and accountability plan and an annual update to the Local Control and Accountability Plan required pursuant to Section 47606.5.

- (3) On or before December 15, an interim financial report. This report shall reflect changes through October 31.

- (4) On or before March 15, a second interim financial report. This report shall reflect changes through January 31.

- (5) On or before September 15, a final unaudited report for the full prior year.

(b) The chartering authority shall use any financial or other information it obtains from the Charter School, including, but not limited to, the reports required by this section, to perform the duties described in subdivision (a) of Section 47604.32, including monitoring the fiscal condition of the Charter School.

In conjunction with oversight obligations LVUSD places the above referenced reports (1-4) on designated board agendas which are published and available to the public.

5. LVUSD provides timely notification to the Department of Education, if any of the following circumstances occur or will or will occur regarding a Charter School for which it is the chartering authority:

6. A renewal of the charter is granted or denied.
7. The charter is revoked.
8. The Charter School will cease operation for any reason.
9. The cost of performing the duties required by this section shall be funded with supervisorial oversight fees collected pursuant to Section 47613.

The oversight process utilized by the District has been designed relevant to implementation of pertinent Education Code sections. In addition to reviewing the Charter School's compliance, relevant to California Education Code sections, the oversight process also involves reviewing the Charter School's progress towards fulfilling the mission, purpose, goals, objectives and outcomes of the Charter School as referenced in the Charter School's board approved Petition and contingent Memorandum of Understanding.

The oversight process is based on the Charter School conducting an annual self-review , including but not limited to, completing self-review materials. The self-review process is followed up with site and/or virtual visitation(s) by LVUSD and/or LVUSD contracted service providers, whereby the completed self-review material is used to guide the visitation. Oversight visitations are designed to review and validate the self-review in reference to observations of the actual operations of the Charter School.

The self-review responds to essential components of the 16 required elements included in the board approved Charter School's Petition. In addition, two elements of the required 16 elements will be reviewed in more depth, one area of focus being Financial. The other area of focus will be determined by an agreement between the district and charter school. If the District determines that a need for additional in depth review or a particular aspect of the Charter School is warranted, a more rigorous oversight process will be initiated on the identified specific elements requiring further review.

At the conclusion of the annual oversight process, a written summary of the results, including suggestions and/or recommendations and commendations will be provided to the Charter School.

Note: To help assure that the self-review process does not duplicate and is articulated with ongoing state accountability measures, while conducting the self-review, the Charter School may reference recent WASC, LCAP, and Annual Audit materials as conformation or evidence related to self-review items.

The 16 required elements of a Charter School are as follows:

1. Educational Program

Education Code Section 47605(b)(5)(A)(i)

A description of the educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling pupils to become self-motivated, competent and lifelong learners.

Education Code Section 47605(b)(5)(A)(ii)

If the proposed school will serve high school pupils, a description of the way the Charter School will inform parents about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the Charter School that are accredited by the Western Association of Schools and Colleges may be considered transferable and courses approved by the University of California or the California State University as credible under the "A" to "G" admissions criteria may be considered to meet college entrance requirements.

2. Measurable Pupil Outcomes

Education Code Section 47605(b)(5)(B)

The measurable pupil outcomes identified for use by the Charter School. "Pupil outcomes," for purposes of this part, means the extent to which all pupils of the school demonstrate that they have attained the skills, knowledge and attitudes specified as goals in the school's educational program.

3. Outcome Measurement

Education Code Section 47605(b)(5)(C)

The method by which pupil progress in meeting those pupil outcomes is to be measured.

4. Governance Structure

Education Code Section 47605(b)(5)(D)

The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parental involvement.

5. Employee Qualifications

Education Code Section 47605(b)(5)(E)

The qualifications to be met by individuals to be employed by the school.

6. Health and Safety

Education Code Section 47605(b)(5)(F)

The procedures that the school will follow to ensure the health and safety of pupils and staff. These procedures shall include the requirement that each employee of the school furnish the school with a criminal record summary as described in Section 44237.

7. Racial and Ethnic Balance

Education Code Section 47605(b)(5)(G)

The means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted.

8. Admissions Requirements

Education Code Section 47605(b)(5)(H)

Admission requirements, if applicable.

9. Independent Financial Audits

Education Code Section 47605(b)(5)(I)

The way annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles and the way audit exceptions and deficiencies shall be resolved to the satisfaction of the chartering authority.

10. Student Suspension and Expulsion

Education Code Section 47605(b)(5)(J)

The procedures by which pupils can be suspended or expelled

11. Employee Retirement Systems

Education Code Section 47605(b)(5)(K)

How staff members of the Charter Schools will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or Federal Social Security.

12. Student Attendance Alternatives

Education Code Section 47605(b)(5)(L)

The public-school attendance alternatives for pupils residing within the school district who choose not to attend Charter Schools.

13. Return Rights of District Employees

Education Code Section 47605(b)(5)(M)

A description of the rights of any employee of the school district upon leaving the employment of the school district to work in a Charter School and of any rights of return to the school district after employment at a Charter School.

14. Dispute Resolution

Education Code Section 47605(b)(5)(N)

The procedures to be followed by the Charter School and the entity granting the charter to resolve disputes relating to provisions of the charter.

15. Collective Bargaining (EERA)

Education Code Section 47605(b)(5)(O)

A declaration whether the Charter School shall be deemed the exclusive public-school employer of the employees of the Charter School for the purposes of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code.

16. Procedures for Closing

Education Code Section 47605(b)(5)(P)

A description of the procedures to be used if the Charter School closes. The procedures shall ensure a final audit of the school to determine the disposition of all assets and liabilities of the Charter School, including plans for disposing of any net assets and for the maintenance and transfer of pupil records.

Section 47604

Operating as or by a nonprofit public benefit corporation; board membership; liability

- (a) Charter schools may elect to operate as, or be operated by, a nonprofit public benefit corporation, formed and organized pursuant to the Nonprofit Public Benefit Corporation Law (Part 2 (commencing with Section 5110) of Division 2 of Title 1) of the Corporations Code).
- (b) The governing board of a school district that grants a charter for the establishment of a Charter School formed and organized pursuant to this section shall be entitled to a single representative on the Board of Directors of the nonprofit public benefit corporation.
- (c) An authority that grants a charter to a Charter School to be operated by a nonprofit public benefit corporation is not liable for the debts or obligations of the Charter School, or for claims arising from the performance of acts, errors, or omissions by the Charter School, if the authority has complied with all oversight responsibilities required by law, including, but not limited to, those required by Section 47604.32 and subdivision (m) of Section 47605.

Section 47604.3

Responding to inquiries

A Charter School shall promptly respond to all reasonable inquiries, including, but not limited to, inquiries regarding its financial records, from its chartering authority, the County Office of Education that has jurisdiction over the school's chartering authority, or from the Superintendent of Public Instruction and shall consult with the chartering authority, the County Office of Education, or the Superintendent of Public Instruction regarding any inquiries.

Financial Oversight:

The District provides oversight of budget, accounting, and financial reports per the items listed in (EC 47604.33). Each Charter provides the documents for review and, as needed, approval. The District utilizes the Lucerne Valley Unified School District, Charter School Oversight Support Checklist (CSOSC) to provide a criteria reference-based site visiting guide to review, assess, and validate fiscal and business operations and practices of LVUSD Charter Schools. The areas included, but are not limited to, board policies, business practices, attendance accounting, independent study accounting, handling of cash, disbursements, record retention, payroll, equipment inventory, independent audit documents, and financial condition. A review of the LCAP document is conducted annually.

Memorandums of Understanding:

LVUSD has a Memorandum of Understanding (MOU) with each approved Charter School. The MOUs include provisions specifying: term and renewal policies; funding; legal compliance and relationships; fiscal reporting; district oversight; district services; special education or 504 services; insurance and risk management; employment of teachers; educational programs and curriculum; data reporting such as ADA; facilities; pupil transportation; and charter or district obligations.

As part of LVUSD's oversight responsibility, LVUSD shall at least annually review each element of the respective Charter School's MOU as to assure compliance with the terms of the MOU. Any issue or matter that requires attention will be noted in writing as well as a schedule for remediation in accordance with the terms of the respective MOU.

AB 1505

Among other things,

...this bill would revise and recast numerous provisions relating to the submission of petitions to establish charter schools, the appeal to county boards of education and to the state board of decisions of the governing boards of school districts to deny approval or renewal of charter schools, and the revocation of charters by chartering authorities. The bill would specify criteria and procedures for the consideration and determination of these issues.

The bill would require that a petition to establish a charter school be submitted only to the governing board of the school district or county office of education within the boundaries of which the charter school proposes to locate.

The bill would authorize a chartering authority to deny renewal of a charter school upon a finding that the school is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial fiscal or governance factors, or is not serving all pupils who wish to attend, as specified.

(2) Existing law requires teachers in charter schools to hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to what a teacher in other public schools would be required to hold.

This bill would instead require teachers in charter schools to hold the Commission on Teacher Credentialing certificate, permit, or other document required for the teacher's certificated assignment, except that a person employed as a teacher in a charter school during the 2019–20 school year would have until July 1, 2025, to obtain that certificate, permit, or other document.

AB 1507

Among other things

...this bill would delete the authority of a charter school to locate outside the jurisdiction or geographic boundaries of the chartering school district because the charter school has attempted to locate a single site or facility to house the entire program, but a site or facility is unavailable in the area in which the charter school chooses to locate, or the site is needed for temporary use during a construction or expansion project. The bill would authorize a charter school that established one site outside the boundaries of the school district, but within the county in which that school district is located before January 1, 2020, to continue to operate that site until the charter school submits a request for the renewal of its charter petition, and would authorize a charter school to continue operating that site if the charter school either, before submitting the request for the renewal of the charter petition, first obtains written approval from the school district where the site is operating, or submits a request for the renewal of the charter petition, as specified, to the school district in which the charter school is located.

Addendum

In compliance with the annual oversight process please provide the following information, complete the subsequent self-study survey and return to the district not later than May 1.

Charter School Information

Charter School: Name

Charter School: Location- School Address:

Charter School Contact: Name

Home Address:

Email Address: Phone Number:

School Phone Number: Fax Number:

Charter School Oversight Support Checklist

LEGEND

- √ Indicates an essential element of the self-study to be completed by the Charter School
- △ Indicates an element of the self-study strongly suggested to be completed by the Charter School
- Σ Indicates an element for an in-depth review by the Charter School and follow up by the LVUSD Oversight Tea

1. Educational Program		Strong	Sufficient.	Insufficient.	N/A
a. Targeted School Populations					
	are reflective of student population to be served as outlined in board approved charter petition	o	o	o	o
√	Age, grade levels and number of students	o	o	o	o
√	Type of desired student populations.	o	o	o.	o
b. Attendance					
	The school is using an approved student attendance accounting system	o	o	o	o
Δ	School year and school day are published and approved by the Charter School	o	o	o	o
Δ	Attendance requirements are published and approved by the Charter school	o	o	o	o
How learning best occurs as described in approved charter petition, is in evidence at the charter school for the following:					
√	The learning setting (e.g. traditional, home-based, distance learning	o	o	o	o

	Strong	Sufficient	Insufficient	N/A
△ Subject areas scope and sequence is aligned with skills to be taught	o	o	o	o
△ Clear rationale supporting teaching methodologies for intended population	o	o	o	o
△ Instructional design and/or strategies are based on successful practice or research	o	o	o	o
√ Program is strongly aligned to school's mission	o	o	o	o

**c. Evidence exists that the School address the needs of all students,
as described in the approved Charter Proposal as
follows:**

√ A plan or strategy to support students not meeting pupil outcomes	o	o	o	o
√ Programs for English Language Learner	o	o	o	o

	Strong	Sufficient	Insufficient	N/A
△ Programs for Gifted Students/ Proficient Students	o	o	o	o
△ Programs for below grade level and other at-risk students	o	o	o	o
△ Programs for Special Education Students	o	o	o	o
√ Monitoring student groups' progress informs the implementation of the school's instructional program	o	o	o	o
d. Transferability of Courses (H.S.) evidence exists for the following:				
√ A Clear description of transferability of courses to other high schools and eligibility of courses to meet college entrance requirements is available and provided to parents of charter high school students.	o	o	o	o
e. What It Means to be an Educated Person in the 21st Century				
√ Evidence that the charter school is enabling pupils to become self-motivated, competent, life-long learners	o	o	o	o

	Strong	Sufficient	Insufficient	N/A
△ A clear list of academic skills and qualities important for an educated person is provided for each student and parent of the charter school	o	o	o	o
△ A Clear list of non-academic skills and qualities important for an educated person is provided for each student and parent of the charter school	o	o	o	o
√ The charter school provides assurance that, to the extent Independent Study is provided, the school will comply with state laws relating to independent study as set forth in Education Code 47612.5	o	o	o	o

Comments:

2. Measurable Student Outcomes - Exit Outcomes/Graduation Standards

	Strong	Sufficient	Insufficient	N/A
√ Verify that Pupil outcomes are measurable, i.e. specific assessments listed for exit outcomes	o	o	o	o
△ Demonstrate that Pupil outcomes address state content/ performance standards in core areas	o	o	o	o
△ Assure outcomes include acquisition of academic and non-academic skills	o	o	o	o
△ Listing of exit outcomes, encompassing specific skills, are available	o	o	o	o
△ Affirm that "benchmark" skills and specific classroom-level skills are being developed	o	o	o	o
△ Demonstrate that exit outcomes align to the charter school's mission, curriculum and assessments	o	o	o	o

	Strong	Sufficient	Insufficient	N/A
△ Evidence that college-bound students wishing to attend California colleges or universities have the opportunity to take courses that meet the "A-G" requirements	o	o	o	o
△ Publish school-wide student performance goals regarding expected student outcomes over time regarding attendance, dropout, and graduation rates	o	o	o	o
△ Continuous review and updating of exit outcomes and performance goals based on real student data, including summative and formative assessments over time	o	o	o	o
△ Are high school graduation requirements defined and known by students and parents	o	o	o	o
△ If the charter school is a high school, are WASC accreditation standards, and requirements being addressed	o	o	o	o

Comments:

	Strong	Sufficient	Insufficient	N/A
3. The Method by Which Pupil Progress Will Be Measured				
√ At least one assessment method or tool listed for each of the exit outcomes is evident	o	o	o	o
△ Assessments include multiple, valid and reliable measures using traditional and/or alternative tools	o	o	o	o
√ It is evident all state assessments are implemented as required	o	o	o	o

	Strong	Sufficient	Insufficient	N/A
<p>△ Utilization of an array of assessments, both formative and summative, designed to measure student progress towards meeting state performance standards and acquiring relevant skills leading to success in the 21st Century, they seek to measure are evident</p>	o	o	o	o
<p>△ Evidence of how assessments align to mission, exit outcomes and curriculum is apparent</p>	o	o	o	o
<p>△ Minimal required performance levels necessary to attain each standard are evident</p>	o	o	o	o
<p>√ It is apparent plans are outlined and implemented for collecting, analyzing and reporting student/school performance data</p>	o	o	o	o

Comments:

4. Governance Structure of School

Strong Sufficient Insufficient N/A

√ The key features of governing structure
(usually a board of directors) are defined
and include characteristics such as:

- | | | | | |
|--|---|---|---|---|
| • Size/ Composition of board | o | o | o | o |
| • Board committees or advisory councils | o | o | o | o |
| • Board's scope of authority/responsibility | o | o | o | o |
| • Method for selecting initial board members | o | o | o | o |
| • Board election/appointment | o | o | o | o |

Strong Sufficient Insufficient N/A.

Strong Sufficient Insufficient N/A

- √ **Bylaws, policies, guidelines or similar documents are approved and adopted by the governance team.**
- √ **Legal agreements including but not limited to a Memorandum of Understanding, or operational relationship between school and granting agency. exists**

o	o	o	o
o	o	o	o

Comments

	Strong	Sufficient	Insufficient	N/A
5. Qualifications to be met by Individuals to be employed by the School				
√ Key staff positions with the school have been identified	o	o	o	o
√ All "core, college predatory teachers" hold appropriate credentials (Commission on Teaching Credentialing Certificate/Permit) & all teachers are on a path to comply with AB 1505	o	o	o	o
△ Qualifications (knowledge, experience, education, certification, etc.) are identified for key positions	o	o	o	o
Comments:				

		Strong	Sufficient	Insufficient	N/A
6. Health and Safety Procedures					
√	Affirms that each employee will furnish the school with a “background check” criminal record summary	o	o	o	o
√	Provide the charter school address and description of facilities	o	o	o	o
Δ	The school's facilities comply with state building codes, ADA access requirements, and maintain records documenting said compliance	o	o	o	o
Δ	The school maintains copies of facilities inspections Outlines specific health and safety practices addressing such key areas as:	o	o	o	o

	Strong	Sufficient	Insufficient	N/A
• Seismic safety (structural integrity and earthquake preparedness)	o	o	o	o
• Student safety procedures clearly stated	o	o	o	o
• Natural disasters and emergencies	o	o	o	o
• Immunizations, health screenings administration of medications	o	o	o	o
• Tolerance for using drugs and/or tobacco.	o	o	o	o
• Staff training on emergency and first aid response	o	o	o	o
• References/ accompanied by more detailed set of health and safety related policies and procedures	o	o	o	o
• Safety and disaster plans appropriate to the site				
• Support services such as nursing, student health screening and nutrition programs are provided	o	o	o	o
• Background checks and initial and ongoing tuberculosis screenings of employee candidates are conducted	o	o	o	o

	Strong	Sufficient	Insufficient	N/A
△ Support services such as nursing, student health screening and nutrition programs are provided	o	o	o	o
△ Background checks and initial and ongoing tuberculosis screenings of employee candidates are conducted	o	o	o	o

Comments:

	Strong	Sufficient	Insufficient	N/A
7 • Means to Achieve a Reflective Racial and Ethnic Balance	o	o	o	o
△ Lists several specific practices/policies likely to lead to a diverse student applicant pool/ enrollment practices and policies appear to be selected to target relevant racial and ethnic groups	o	o	o	o
• Number of local community presentations	o	o	o	o
• The community-based organizations the charter will partner with in order to engage in recruitment efforts	o	o	o	o
• Evidence and copies of the print and non-print media used by the school to advertise, as well as the frequency with which advertisements occur is available	o	o	o.	o
• Copies of informational materials created by the school in languages other than English are in evidence	o	o	o	o

	Strong	Sufficient	Insufficient	N/A
• The school maintains an accurate accounting of the ethnic and racial balance of students enroll in the school	o	o	o	o
• The school has ongoing recruitment efforts and outreach programs to encourage applications from potential students reflecting efforts to achieve a racial and ethnic balance	o	o	o	o

Comments:

	Strong	Sufficient	Insufficient	N/A
8. Admissions Requirements				
√ It is evident that the school provides "mandatory assurances" regarding non- discriminatory admission procedures	o	o	o	o
√ It is evident that there are no contradictions regarding admissions requirements. re: conversion schools and public random drawings. Policies and practices are clearly stated in writing	o	o	o	o
△ Admissions requirements are clearly describes, including preferences	o	o	o	o
△ Written admissions and enrollment process and timelines are clearly stated	o	o	o	o

	Strong	Sufficient	Insufficient	N/A
<p>△ Statement that the charter school will admit all pupils, as called for in Education. Code 47605.</p> <p>is in evidence</p>	o	o	o	o
<p>△ Evidence exists that the school engages in activities to provide enrollment and access by academically low achieving and economically disadvantaged students</p>	o	o	o	o
<p>△ Evidence exists that in the event that the charter school is at capacity, enrollment will be determined by a random public drawing lottery</p>	o	o	o	o

Comment:

		Strong	Sufficient	Insufficient	N/A
9. Financial Audit					
△	The school has a acceptable procedure for selecting and retaining an independent auditor	o	o	o	o
△	The qualifications of independent auditor	o	o	o	o
√	The mandatory annual audit employs generally accepted accounting procedures	o	o	o	o
△	The specific scope of audit is well defined	o	o	o	o
△	The timing of audit and whom it will be sent to is clearly defined	o	o	o	o
△	The process for resolving audit exceptions to satisfaction of granting agency is in evidence	o	o	o	o

Comments:

	Strong	Sufficient	Insufficient	N/A
10. Pupil Suspension and Expulsion				
√ Assurances that school is adhering to suspension and expulsion policy included in approved charter petition	o	o	o	o
Δ Written comprehensive student disciplinary				
Δ Evidence exists that the school staff has a good understanding of relevant laws protecting constitution rights of students, generally, and of disabled and other protected. classes of students	o	o	o	o

	Strong	Sufficient	Insufficient	N/A
△ Evidence indicates policies balance students' rights to due process with responsibility to maintain a safe learning environment	o	o	o	o
△ The school has clear policy and procedures regarding discipline	o	o	o	o

Comments:

	Strong	Sufficient	Insufficient	N/A
11. Staff Retirement System				
√ There is clear evidence that the Charter school staff does or does not participate in STRS, PERS, or Social Security (if STRS, then all teachers must do so)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

	Strong	Sufficient	Insufficient	N/A
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12. Attendance Alternatives

√	Clear evidence indicates that the Charter School parents and students understand that they have alternative school attendance options, they may attend other district schools, or pursue an inter-district transfer in accordance with existing enrollment and transfer policies of their district, or county of residence	o	o	o	o
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Comments:

		Strong	Sufficient	Insufficient	N/A
13. Description of Employee Rights					
√	The Charter School policy clearly describes the collective bargaining agreement which will be controlling (Charter School or Approving District)	o	o	o	o
Δ	The Charter School policy clearly describes whether or not and how staff may be or resume employment within the district	o	o	o	o
Δ	The Charter School policy clearly describes the disposition (whether or not sick/vacation leave) is able to carry over to and from charter school	o	o	o	o
Δ	The Charter School has clear policy as to whether or not staff will continue to earn service credit (tenure) in district while serving at the charter school	o	o	o	o

Comments

		Strong	Sufficient	Insufficient	N/A
14.	Dispute Resolution Process				
△	Outlines a simple process for charter and granting agency to settle disputes	o	o	o	o
△	Process indicates whether it is binding on school or granting agency and is fair to both	o	o	o	o
△	Step by step process for identifying/framing dispute points	o	o	o	o
	• Whether internal chapter disputes may be brought to granting agency	o	o	o	o
	Identifies specific parties to be involved at each step	o	o	o	o
	Basic rules at each step	o	o	o	o

	Strong	Sufficient	Insufficient	N/A
• Which results are binding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The timelines for dispute resolution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The means by which the costs of resolving disputes are to be shared between the district and the charter school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

		Strong	Sufficient	Insufficient	N/A
15. Labor Relations					
△	Describes which entity will be employer for EERA purposes, the district or the charter school	o	o	o	o
△	In the event that the local district is the employer, the charter's roles in the collective bargaining process is clearly defined	o	o	o	o
	Comments:				

	Strong	Sufficient	Insufficient	N/A
16. Closure Procedures and Transfer of Records				
<p>△ The charter school has a clear policy and description of procedures to be used if the charter school closes to which include final audit disposition of assets and liabilities, and transfer of records</p>	o	o	o	o

Comments:

		Strong	Sufficient	Insufficient	N/A
Financial Plan					
√	Number of students, enrollment projections are reasonable and based on actual enrolled students and students on waiting list	o	o	o	o
√	Numbers of staff is in a reasonable ration to number of students	o	o	o	o
	There is a process to review and revise the budget for changes in student enrollment and operations	o	o	o	o
Comments:					

Strong Sufficient Insufficient N/A

Planning Assumptions

△ Facilities needs are reviews annually	o	o	o	o
△ Costs of all major items are identified and within reasonable market ranges	o	o	o	o

Comments:

		Strong	Sufficient	Insufficient	N/A
Δ	Revenue assumptions are in line with state and federal funding guidelines	o	o	o	o
Δ	Revenue from "soft" sources less than 10% of on-going operational costs	o	o	o	o
Δ	Timeline allows window for grant applications to be submitted and funded	o	o	o	o

Comments:

		Strong	Sufficient	Insufficient	N/A
Annual Operating Budget					
√	The budget has been approved by the governing board and includes sufficient expenditures to implement the LCAP	o	o	o	o
Δ	There is a process to review and revise the budget for changes in student enrollment and operations	o	o	o	o
Δ	Annual revenues and expenditures clearly identified by Source	o	o	o	o
Δ	Revenue assumptions closely related to applicable state and federal funding formula	o	o	o	o
Δ	Expenditure assumptions reflect school design plan	o	o	o	o
Δ	Expenditure assumptions reflect market costs	o	o	o	o

	Strong	Sufficient	Insufficient	N/A
△ "Soft" revenues not critical to solvency	o	o	o	o
△ Strong reserve or projected ending balance (the largest of 2-3% of expenditure or \$25,000)	o	o	o	o
△ Capital is sufficient to cover deficits and multi-year budget is projected to balance	o	o	o	o
△ Expenditure for insurance are budgeted and sufficient, hold harmless agreements are in place	o	o	o	o
△ Expenditure are budgeted and are sufficient for reasonably expected legal services	o	o	o	o
△ Expenditure for special education excess costs are consistent with current experience in county	o	o	o	o

Comments:

Cash Flow Analysis

	Strong	Sufficient	Insufficient	N/A
√ Cash flow projections are prepared and updated regularly to ensure that sufficient funds are available to meet the charter school's financial obligations. These projections correlate to financial reports	o	o	o	o
Δ Monthly revenue projection receipts are in line with state/federal funding disbursements	o	o	o	o
Δ Expenditures projected by month and correspond with typical/reasonable schedules	o	o	o	o
Δ Cash flow reflects positive fund balance each month and/or identify sources of working capital	o	o	o	o

Comments:

	Strong	Sufficient	Insufficient	N/A
Multi-Year Plan				
√ Revenues and expenditures are projected for at least two additional years	o	o	o	o
√ Revenue assumptions are reasonable based on most current data from county-state based federal revenues	o	o	o	o
△ Revenue assumptions based on reasonable student growth projections	o	o	o	o
△ Reasonable cost-of-living and inflation assumptions	o	o	o	o
△ Annual fund balances are positive or likely sources of working Capital are identified	o	o	o	o

Comments:

REQUIRED SUPPLEMENTAL INFORMATION**(Education Code 47605 (g))**

	Strong	Sufficient	Insufficient	N/A
Special Education / SELPA				
√ The charter school can provide evidence that it is committed to serving all students, especially the highest needs students: those who require special education services; those who are English learners; those who are eligible for services under Section 504 of the Rehabilitation Act of 1973; and those who are gifted and talented	o	o	o	o
√ The charter school is an independent LEA for special education purposes	o	o	o	o
√ The charter school is not an independent LEA	o	o	o	o

√	The charter school is an LEA within SELOA.	o	o	o	o
√	Confers on a regular basis with the SELPA regarding				
	the special education responsibilities of charter	o	o	o	o
Δ	Consistently complies with SELPA requirements and policies	o	o	o	o
Δ	The charter school has adopted written policies and	o	o	o	o
	procedures which describe how special education services				
	are provided consistent with the SELPA's plans				
Δ	The charter school has adopted policies regarding its Special	o	o	o	o
	Education fiscal allocation plan				
√	The charter school approved petition and/or MOU	o	o	o	o
	defines and. describes the responsibilities of each party				
	(charter and sponsoring district) for service delivery				

		Strong	Sufficient	Insufficient	N/A
△	Referral	o	o	o	o
△	Assessment	o	o	o	o
△	Instruction	o	o	o	o
△	Due Process	o	o	o	o
△	Agreements describing allocation of actual and excess costs	o	o	o	o
√.	Charter is fiscally responsible for its' fair share of any encroachment upon the authorizing districts' general fund as a result of the charter school providing special education services	o	o	o	o

	Strong	Sufficient	Insufficient	N/A
△ Provides notification to SELPA Director of intent prior to February 1st of preceding school year	o	o	o	o
• Provides notification that charter school is Located within SELPA geographical boundaries	o	o	o	o
* Provides current operating budget in accordance with Ed Code 42130 and 42131	o	o	o	o
• Provides assurances that all will be instructed in safe environment	o	o	o	o
• Provides copy of original charter petition and any amendments	o	o	o	o
Responsible for legal fees relating to application and assurances process	o	o	o	o

	Strong	Sufficient	Insufficient	N/A
√ Meets terms of the "Agreement Regarding the Organization, implementation administration, and Operation of the SELPA"	o	o	o	o
√ Provides assurances that the charter school meets the terms of chartering agency and SELPA policies and procedures	o	o	o	o
√ Assurances that the Charter is fiscally responsible for its' fair share of any encroachment to the chartering agencies' general funds	o	o	o	o

Comments: