

LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF INSTRUCTION ♦ OFFICE OF SCHOOL CHOICE
Charter Schools Division

333 South Beaudry Avenue, 20th Floor, Los Angeles, CA 90017
Office: (213) 241-0399 ♦ Prop. 39: (213) 241-5130 ♦ Fax: (213) 241-2054

RAMON C. CORTINES
Superintendent of Schools

DR. RUTH PEREZ
Deputy Superintendent of Instruction



GEORGE BARTLESON
Chief of School Choice

JOSÉ COLE-GUTIÉRREZ
Director, Charter Schools Division

CHARTER SCHOOL COMPLIANCE MONITORING
2015-2016

Dear Charter School Governing Board President and Charter School Leaders:

As part of its oversight responsibility set forth in California Education Code § 47604.3, the LAUSD, through the Charter Schools Division (CSD), monitors each charter public school's compliance with applicable legal, charter, and policy requirements. Similar to last year, the CSD's compliance oversight process encompasses two important actions by each charter school:

- (1) **Certification of Board Compliance Review**: As part of the Governing Board's fulfillment of its fiduciary governance responsibility to ensure that the charter school complies with all applicable laws and other requirements, it is critical that the school's Governing Board periodically review, discuss, monitor, and modify, if necessary, the school's policies and systems for compliance with such requirements. **Please complete and sign the certification at the end of the attached document, *Compliance Monitoring and Certification of Board Compliance Review 2015-2016*, and return the entire document, including the relevant Board agenda(s) and minutes that document the Governing Board's review of these compliance items as attachments, to your assigned CSD administrator immediately after your next Board meeting (i.e., in the fall) and no later than March 14, 2016.**

The CSD is very much aware and acknowledges that governing boards provide fiduciary oversight and hire a leader (or leaders) to execute day-to-day operations and appropriately delegated functions. As part of the District's oversight process, this certification is intended to serve as a formal acknowledgement from charter school governing boards of their review and appropriate due diligence in these key areas as part of their own organizational oversight function. This annual certification also provides charter governing boards an opportunity to confirm with their school leadership that systems are/remain in place to fulfill these critical requirements that impact students, staff, and the public.

- (2) **Documentation of Compliance**: As we have historically done, the CSD will review documentation of compliance with several key legal requirements as part of this year's annual performance-based oversight visit to each charter school. To facilitate effective and efficient compliance review on the day of the visit, please adhere to the guidance provided in the *Annual Performance-Based Oversight Visit Preparation Guide 2015-2016* for the preparation of the school's compliance documentation. Please ensure that this documentation is current, complete, and accurate. The "Supporting Documentation" column of the table in the attached *Compliance Monitoring and Certification of Board Compliance Review 2015-2016* may provide useful support and assistance in this endeavor.

We appreciate your continued collaboration and cooperation as we work together so that all youth achieve in healthy and safe environments. Should you have questions, please contact your assigned CSD administrator.

Best wishes,

José Cole-Gutiérrez
Director

Name and Location Code of Charter School

Name of Governing Board Chair

COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2015-2016*

Compliance Requirements*	Supporting Documentation	COMPLIANT	NON-COMPLIANT
1. The charter school maintains timely and current verification of criminal background and TB clearances for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., CA Ed. Code § 47605(b)(5)(F); CA Ed. Code §§ 45122.1 and 45125.1; CA Ed. Code § 49406.	Documentation that the school has at least one DOJ-confirmed Custodian of Records	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed “Certification of Clearances, Credentialing, NCLB Qualifications, and Mandated Reporter Training 2015-2016” form	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed “Criminal Background Clearance Certification” for each faculty and staff member to certify criminal background clearance prior to employment	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of timely DOJ and TB clearance by all contracting entities	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements under AB 1667	<input type="checkbox"/>	<input type="checkbox"/>
2. Teachers of core/college preparatory subjects (including but not limited to English language arts, social studies, science, and mathematics) hold an EL Certification and a valid Commission on Teacher Credentialing Certificate, permit, or other documents equivalent to that which a teacher in other public schools would be required to hold per NCLB. See Ed. Code § 47605(1); NCLB HQ Resources (CDE) .	For each certificated staff member: Credential(s) appropriate for the position(s) to which the person has been assigned	<input type="checkbox"/>	<input type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member	<input type="checkbox"/>	<input type="checkbox"/>
3. The Charter Schools Division has been provided with, and parents have access to,	Accurate and updated school contact information	<input type="checkbox"/>	<input type="checkbox"/>

***NOTE: This list of compliance requirements is not exhaustive; the school must be in compliance with all applicable requirements at all times, and all compliance remains subject to further oversight.**

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Name of Governing Board Chair

Compliance Requirements*	Supporting Documentation	COMPLIANT	NON-COMPLIANT
the school's most current contact information for each Governing Board member and the 2015-2016 Board meetings calendar . See current <i>District Required Language for Independent Charter School Petitions (New and Renewal) and Material Revisions (DRL)</i> .	List/roster of Governing Board members and contact information	<input type="checkbox"/>	<input type="checkbox"/>
	Calendar of Governing Board meeting dates	<input type="checkbox"/>	<input type="checkbox"/>
4. Charter school complies with the pre- and post-lottery and enrollment forms guidelines. See <i>Admissions Requirements and Materials</i> (August 2011).	Lottery form and enrollment packet	<input type="checkbox"/>	<input type="checkbox"/>
5. Charter school shall ensure that staff receives annual training on the charter school's health, safety, and emergency procedures , and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to: <ul style="list-style-type: none"> a. School Safety Plan (see, e.g., CA Ed Code 32280-32289) b. Child Abuse Mandated Reporter training (see AB 1432 (2014); Ed. Code § 44691; Penal Code § 11165.7) c. Bloodborne Pathogens training (see 8 CCR § 5193) 	Comprehensive Health, Safety, and Emergency Plan	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of emergency drills and preparedness training	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of timely and compliant Child Abuse Mandated Reporter training	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of annual Bloodborne Pathogens training	<input type="checkbox"/>	<input type="checkbox"/>
6. The charter school has either implemented the LAUSD English Learner Master Plan or its own master plan in accordance to English Language Master Plan requirements. See current DRL.	EL Certification Form	<input type="checkbox"/>	<input type="checkbox"/>
	EL Master Plan (if the school has not adopted the LAUSD EL Master Plan)	<input type="checkbox"/>	<input type="checkbox"/>
7. The charter school's school climate and student discipline systems and procedures align with LAUSD's Discipline Foundation Policy and School Climate Bill of Rights . See current DRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and School Climate Bill of Rights	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of the tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides	<input type="checkbox"/>	<input type="checkbox"/>

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8. Charter School shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements , and make such outcome data readily available to the LAUSD upon request. The charter school submits student suspension and expulsion data to the Office of Data and Accountability on a monthly basis. See current DRL.	Monthly suspension and expulsion reports	<input type="checkbox"/>	<input type="checkbox"/>
9. Charter School ensures that any and all school communications, including the Parent Student Handbook , are consistent with the provisions of school’s approved charter as well as applicable law	Parent Student Handbook	<input type="checkbox"/>	<input type="checkbox"/>
10. Parents receive notifications and communications in accordance with state and federal law, including required NCLB notice regarding teachers who do not hold a valid Commission on Teacher Credentialing Certificate, permit, or other document, including EL authorization, equivalent to that which a teacher in other public schools would be required to hold. Ed. Code § 47605(1); NCLB HQ Resources (CDE) .	Evidence of notification of parents’ Title 1 “Right to Know” teacher qualifications and Not Highly Qualified status.	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of Title 1/NCLB parent notification (for non-NCLB compliant teachers/paraprofessionals)	<input type="checkbox"/>	<input type="checkbox"/>
	Parent Compact	<input type="checkbox"/>	<input type="checkbox"/>
11. The charter school’s occupancy and use of facilities shall be in compliance with applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, and the Americans with Disability Act. See Ed. Code § 47610; current DRL.	Current and appropriate Certificate of Occupancy or equivalent for any school site not located on District property	<input type="checkbox"/>	<input type="checkbox"/>
12. The charter school complies with all federal and state laws related to public entities , including, but not limited to: <ul style="list-style-type: none"> • Ralph M. Brown Act, Gov. Code §§ 54950-54963 	Board meeting agendas and minutes for the past 12 months	<input type="checkbox"/>	<input type="checkbox"/>
	Verification of compliant public posting of Board agendas	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> • Political Reform Act, Gov. Code §§ 81000-91015 • Public Records Act, Gov. Code §§ 6250-6276.48 <p>See current DRL.</p>	Evidence of Brown Act training	<input type="checkbox"/>	<input type="checkbox"/>
	Forms 700	<input type="checkbox"/>	<input type="checkbox"/>
	School policy for responding to Public Records Act requests	<input type="checkbox"/>	<input type="checkbox"/>
13. The charter school ensures that its Articles of Incorporation are current and appropriate for the operation of the charter school.	Corporate papers, including any and all Articles of Incorporation (initial documents and any subsequent amendments), for entities affiliated with the charter school	<input type="checkbox"/>	<input type="checkbox"/>
14. By-laws are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws	<input type="checkbox"/>	<input type="checkbox"/>
15. The charter school meets the provisions of eligibility and/or is a participant of state and federal programs and/or grants , including but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Prop 20 – State Lottery, Education Protection Act, Special Education §56000, SB 740, and all other federal and state programs in which the charter school participates.	[See “Fiscal Review” in the <i>Annual Performance-Based Oversight Visit Preparation Guide</i> for list of documentation to be provided to the CSD Fiscal Team]	<input type="checkbox"/>	<input type="checkbox"/>
16. The charter school, as a recipient of federal reimbursement for the National School Lunch/Breakfast program and/or as a school on District property, has adopted a Local School Wellness Policy . See Healthy, Hunger Free Kids Act of 2010 (Public Law 111–296); Child Nutrition and WIC Reauthorization Act of 2004. Note: Even if the charter school is not participating in the National School Lunch or Breakfast program, and is not located on District property, development and adoption of an equivalent Wellness Policy likely would benefit the school and its students.	Local School Wellness Policy, including evidence of stakeholder input in the development of the policy and annual progress report	<input type="checkbox"/>	<input type="checkbox"/>

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Compliance Requirements*	Supporting Documentation	COMPLIANT	NON-COMPLIANT
17. The governing board oversees the development of and approves/adopts the stakeholder engagement process, goals, actions, measurable outcomes, and expenditures in the school's Local Control Accountability Plan (LCAP) and annual updates in consultation with teachers, staff, administrators, parents, and students. See Ed. Code § 47606.5.	Documentation of stakeholder engagement, including Board Meeting Agendas, Board Minutes, and LCAP	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION OF BOARD COMPLIANCE REVIEW		
<p>The undersigned hereby certifies that, on _____, the Governing Board of _____ reviewed the school's compliance-related policies, systems, and procedures.**</p> <p style="text-align: right; margin-right: 100px;"><small>Date(s)</small></p> <p style="text-align: center; margin-top: -10px;"><small>Name of Charter School</small></p>		
<small>Printed Name of Governing Board Chair</small>	<small>Signature of Governing Board Chair</small>	<small>Date Signed</small>

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