



Charter Schools Division

LOS ANGELES UNIFIED SCHOOL DISTRICT

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JOHN E. DEASY, Ph.D.
Superintendent

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Director, Charter Schools Division

Charter School Compliance Monitoring 2013-2014

Dear Members of the Charter School Governing Board and Charter School Leader(s):

As part of its oversight responsibility set forth in California Education Code § 47604.3, the LAUSD, through the Charter School Division (CSD), monitors each charter public school's compliance with applicable legal and policy requirements. As you may know, the CSD is in an ongoing process of reviewing and updating our practices in order to provide high quality oversight in as efficient a manner as possible. This year, our compliance oversight entails two actions on the part of the charter school:

(1) Certification of Board Compliance Review: As part of the Governing Board's fulfillment of its fiduciary 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, systems, and procedures for compliance with such requirements. **Please complete and sign the certification at the end of the attached document, *Compliance Monitoring 2013-2014*, 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 and no later than March 15, 2014.** Please note that the attached document contains columns with checkboxes, which have been provided for your reference. For this year, the certification requires only that the Governing Board review its compliance policies, systems, and procedures.

(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 prepare the documentation listed in the "Supporting Documentation" column of the table in the attached document, *Compliance Monitoring 2013-2014*, in the manner specified in the *Annual Performance-Based Oversight Visit Preparation Guide*.** Please ensure that this documentation is current, complete, and accurate.

Please note that this approach may provide the foundation in the future for an electronic documentation submission and review process that will lighten the administrative burden for both charter school and CSD staff, and allow more time to focus on other essential matters at the annual performance-based oversight visit.

We appreciate your collaboration and cooperation as we work together to improve both the quality and efficiency of our oversight processes. Should you have questions, please contact your assigned administrator.

Best wishes,

José Cole-Gutiérrez,
Director

Name and Location Code of Charter School

Name of Governing Board Chair

COMPLIANCE MONITORING 2013-2014*

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). The school has (LAUSD DRL Online Link ; CA Ed Code §47605 (I) Web Link ; CA Ed Code: §49406(h))	1.1 Completed and signed “2013-2014 Clearances and NCLB Compliance” form	<input type="checkbox"/>	<input type="checkbox"/>
	1.2 Completed and signed “Criminal Background Clearance Certification” for each faculty and staff member certifying criminal background clearance prior to employment	<input type="checkbox"/>	<input type="checkbox"/>
	1.3 Documentation of timely DOJ and TB clearance certification by all contracting entities	<input type="checkbox"/>	<input type="checkbox"/>
2. Teachers of core/college preparatory subjects (including 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. (California Education Code §47605(1) Web Link ; NCLB Link)	2.1 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"/>
	2.2 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, the school’s most current contact information for each Governing Board member , Board member résumés, and the 2013-2014 Board meetings calendar. (LAUSD DRL Online Link)	3.1 Accurate and updated school contact information	<input type="checkbox"/>	<input type="checkbox"/>
	3.2 List/roster of Governing Board members and contact information, including résumés for any Board member added since initial charter approval	<input type="checkbox"/>	<input type="checkbox"/>
	3.3 Calendar of Governing Board meeting dates	<input type="checkbox"/>	<input type="checkbox"/>

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

Name and Location Code of Charter School

Name of Governing Board Chair

Compliance Requirements*	Supporting Documentation	COMPLIANT	NON-COMPLIANT
4. Charter school complies with the pre and post lottery and enrollment forms guidelines. (August 2011 Board Informative Charter Schools Pre-and Post-Lottery Enrollment Forms Admissions Requirements and Materials)	4.1 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: a. School Safety Plan training (CA Ed Code 32280-32289) b. Child Abuse Awareness training (Penal Code 11165.2) c. Blood-borne Pathogens training (CA Code §5193)	5.1 School Safety Plan and documentation of training	<input type="checkbox"/>	<input type="checkbox"/>
	5.2 Documentation of Child Abuse Awareness training	<input type="checkbox"/>	<input type="checkbox"/>
	5.3 Documentation of Blood-borne 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. (California English Learner Section 3122(b)(2) ; LAUSD E.L. Master Plan ; LAUSD DRL Online Link)	6.1 EL Certification Form	<input type="checkbox"/>	<input type="checkbox"/>
	6.2 EL Master Plan (if the school has not adopted the LAUSD EL Master Plan)	<input type="checkbox"/>	<input type="checkbox"/>
7. The charter school complies with LAUSD's Discipline Foundation Policy . (Bul-3638.0 ; Self-Review Check List)	7.1 Description of the school-wide student behavior plan that conforms to Discipline Foundation Policy principles	<input type="checkbox"/>	<input type="checkbox"/>
	7.2 Evidence of the alternatives to suspension that the school provides	<input type="checkbox"/>	<input type="checkbox"/>

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Name and Location Code of Charter School

Name of Governing Board Chair

Compliance Requirements*	Supporting Documentation	COMPLIANT	NON-COMPLIANT
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. (LAUSD DRL Online Link)	8.1 Monthly suspension and expulsion reports	<input type="checkbox"/>	<input type="checkbox"/>
9. Parents receive notifications and communication in accordance with state and federal law, including required NCLB notice regarding teachers who do not 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. (California Education Code §47605(1) Web Link ; NCLB Link).	9.1 Evidence of Title 1/NCLB parent notification (for non-NCLB compliant teachers/paraprofessionals)	<input type="checkbox"/>	<input type="checkbox"/>
	9.2 Evidence of notification of parents' Title 1 "Right to Know" teacher qualifications and Not Highly Qualified status.	<input type="checkbox"/>	<input type="checkbox"/>
	9.3 Parent Compact	<input type="checkbox"/>	<input type="checkbox"/>
10. 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. (LAUSD DRL Online Link) (Charter Schools Act of 1994)	10.1 Current and appropriate Certificate of Occupancy or equivalent (unless co-located on an LAUSD site)	<input type="checkbox"/>	<input type="checkbox"/>
11. 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, CA Gov. Codes • Political Reform Act, Ed Code 1099 Link • Public Records Act, PRA Gov. Code Link • Forms 700, (LAUSD DRL Online Link) 	11.1 Board meeting agendas and minutes for the past 12 months	<input type="checkbox"/>	<input type="checkbox"/>
	11.2 Verification of public posting of Board agendas	<input type="checkbox"/>	<input type="checkbox"/>
	11.3 Evidence of Brown Act training	<input type="checkbox"/>	<input type="checkbox"/>
	11.4 Forms 700	<input type="checkbox"/>	<input type="checkbox"/>
	11.5 School policy for responding to PRA requests	<input type="checkbox"/>	<input type="checkbox"/>

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Name and Location Code of Charter School
Name of Governing Board Chair

Compliance Requirements*	Supporting Documentation	COMPLIANT	NON-COMPLIANT
12. The charter school ensures that its Articles of Incorporation are current and appropriate for the operation of the charter school	12.1 Corporate papers, including any and all Articles of Incorporation (initial documents and any subsequent amendments) for entities affiliated with the charter school (must show seal of State of California)	<input type="checkbox"/>	<input type="checkbox"/>
13. By-laws are current, Governing Board-approved, and signed by the Governing Board secretary. (LAUSD DRL Online)	13.1 Current and signed Board-approved bylaws	<input type="checkbox"/>	<input type="checkbox"/>
14. 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 programs, child nutrition programs, Prop 20 – State Lottery, Education Protection Act, Special Education §56000, SB 740 and all other federal and state programs utilized by the charter school. Links to helpful compliance information: CE FPM Instrument – 2013-14 , EL Onsite FPM Instrument – 2013-14 , Fiscal Monitoring FPM Instrument , ITQ – Title II FPM Instrument 2013-14 . These resources are available on the CSD website	14.1 [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"/>

CERTIFICATION OF BOARD COMPLIANCE REVIEW

The undersigned hereby certifies that, on _____, the Governing Board of _____ reviewed the school’s compliance policies, systems, and procedures.**

Date(s)
Name of Charter School

Printed Name of Governing Board Chair	Signature of Governing Board Chair	Date Signed
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****Please attach the relevant Board agenda(s) and minutes for the meeting(s) at which the Board has reviewed the school’s compliance with the items listed above.**

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