

# Review of the 2023–2024 Opening Letter and Oversight Updates

**October 12, 2023**

**Charter Schools Division**

This presentation was developed to include illustrative examples of the oversight materials (e.g., the opening letter, oversight report and oversight preparation guide) for 2023-2024, and is not exhaustive. Please see full materials for additional information (<https://www.lausd.org/Page/10100>).

A decorative graphic in the bottom right corner featuring a stylized sun with orange and yellow rays and blue wavy lines representing water or hills.

# Welcome

# Agenda

- 1. Opening Letter**
- 2. Oversight Updates–Instructional Team**
- 3. Oversight Updates–Fiscal Team**
- 4. Attachment Updates**
- 5. Question and Answer**

# Opening Letter

# Opening Letter

## **Senate Bill 114**

On July 10, 2023, Governor Gavin Newsom signed into law Senate Bill (SB) 114 as part of the Education Omnibus Budget Trailer Bill, which, among other updates, made changes to charter school renewal terms, the moratorium on the establishment of nonclassroom-based charter schools, and the circumstances under which the State Board of Education on appeal may reverse the local decisions under an abuse of discretion standard. Key provisions include the following:

- Requires charter schools whose term expires on or between January 1, 2024, and June 30, 2027, inclusive, to have their term extended by one additional year.
- Extends the prohibition on approving a petition for the establishment of a new charter school offering non-classroom-based instruction by one year, to instead be until January 1, 2026.
- Clarifies that the State Board of Education (SBE) would reverse charter school renewal decisions only upon a determination that there was an abuse of discretion by both the school district and the county board of education.

Thus, for those charter schools who were preparing for renewal this 2023-2024 school year, please note that in light of this recent legislation, charter school renewals will resume in 2024-2025 instead. We look forward to further communication later this school year with the charter schools scheduled for renewal.

# Opening Letter

## Updates to Verified Data

As part of charter school renewals, California Education Code requires charter school authorizers to consider “verified data” for renewals of charter schools identified by the California Department of Education (CDE) as middle-performing or low-performing, based on California School Dashboard data. Verified data is defined as, “assessment data from nationally-recognized, valid, peer-reviewed, and reliable sources that are externally produced.” It also includes postsecondary outcomes which is defined as, “college enrollment, persistence, and completion rates equal to similar peers.”

At its May 2023 meeting, the State Board of Education (SBE) adopted ten (10) additional academic progress indicators for inclusion within the approved list of verified data assessments. The SBE also amended criteria for defining verified data, updated procedures for using verified data, and revised the previously approved list to include grade levels and programmatic name changes.

For additional information, the current list of verified data may be accessed here: ([Academic Progress Indicators](#)). The updated definitions to the *Criteria to Define Verified Data* and the updated implementation process for *Data Use Procedures Related to Verified Data* are located here: ([Define Verified Data and Use Procedures](#)).

# Opening Letter

**Charter School Incident Report Protocol**

**Moves within the Community**

**Notification to the District Reminder**

# Oversight Updates-Instructional



# APBOV Report 2023–2024 Governance

## G1: GOVERNANCE STRUCTURE AND COMPLIANCE MONITORING

- Brown Act embedded into Indicator One (1)
- Added Compliance Monitoring and Certification Board Compliance Review

<input type="checkbox"/> The Governing Board has fully implemented the organizational structure set forth in the school's operative charter, including all committees/councils; and has a system in place to ensure it consistently complies with the applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.)	<input type="checkbox"/> Organizational chart in approved charter
<input type="checkbox"/> The Governing Board has implemented the organizational structure set forth in the school's operative charter, including committees/councils; and has a system in place to ensure it complies with the applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.)	<input type="checkbox"/> Organizational chart (current)
<input type="checkbox"/> The Governing Board has partially implemented the organizational structure set forth in the school's operative charter; and/or has an ineffective system in place to ensure it is complying with applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.)	<input type="checkbox"/> Board member roster
<input type="checkbox"/> The Governing Board has not implemented the organizational structure set forth in the school's operative charter; and/or has no system in place to ensure it is complying with applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.)	<input type="checkbox"/> Bylaws (current)
	<input type="checkbox"/> Board Committee(s) Calendar(s)
	<input type="checkbox"/> Compliance Monitoring and Certification of Board Compliance Review
	<input type="checkbox"/> Observation of Governing Board meeting(s)
	<input type="checkbox"/> Discussion with leadership
	<input type="checkbox"/> Stakeholder focus group
	<input type="checkbox"/> Other: (Specify)

# APBOV Report 2023–2024 Governance

## G3: RESPONSIVE AND ACCOUNTABLE GOVERNANCE – EDUCATIONAL PROGRAM

- Restructured to focus on educational program
- Governing Board’s monitoring of educational outcomes

- The Governing Board regularly considers school performance data, stakeholder input, and other data, and takes appropriate action to achieve positive measurable pupil outcomes (e.g., approving action plans and/or resources, analysis and discussion, etc.)
- The Governing Board considers school performance data, stakeholder input, and other data to inform decision-making (e.g., approving action plans and/or resources, analysis and discussion, etc.)
- The Governing Board inconsistently considers school performance data, stakeholder input, and other data to inform decision-making (e.g., approving action plans and/or resources, analysis and discussion, etc.)
- The Governing Board seldom or does not consider school performance data, stakeholder input, and other data to inform decision-making (e.g., approving action plans and/or resources, analysis and discussion, etc.)

- Board meeting agendas, minutes, and/or documentation
- Board member and executive leadership training
  - Observation of Governing Board meeting(s)
- Discussion with school leadership
- Stakeholder focus group
- Other: (Specify)

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# APBOV Report 2023–2024 Governance

## G4: RESPONSIVE AND ACCOUNTABLE GOVERNANCE – STAFFING AND EVALUATIONS

– Evaluation of staff including appropriate credentials and assignments

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> The Governing Board regularly monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and has implemented a well-developed system for the evaluation of all school-based staff and executive level leadership staff</li><li><input type="checkbox"/> The Governing Board monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and has implemented a system for the evaluation of all school-based staff and executive level leadership staff</li><li><input type="checkbox"/> The Governing Board inconsistently monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and/or has partially implemented a system for the evaluation of all school-based staff and/or executive level leadership staff</li><li><input type="checkbox"/> The Governing Board seldom monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and/or has not implemented a system for the evaluation of all school-based staff and/or executive level leadership staff</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Human Resources Policies and Procedures</li><li><input type="checkbox"/> Board meeting agendas, minutes, and/or documentation</li><li><input type="checkbox"/> Evaluation of Executive Leadership</li><li><input type="checkbox"/> Evaluation of all school-based staff</li><li><input type="checkbox"/> Compliance Monitoring and Certification of Board Compliance Review</li><li><input type="checkbox"/> Certification of Clearances, Credentialing, and Mandated Reporter Training 2023-2024 form (“ESSA Grid”)</li><li><input type="checkbox"/> Observation of Governing Board meeting(s)</li><li><input type="checkbox"/> Discussion with school leadership</li><li><input type="checkbox"/> Stakeholder focus group</li><li><input type="checkbox"/> Other: (Specify)</li></ul> |
|--|--|

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# APBOV Report 2023–2024 Governance

GOVERNANCE	RATING*
Summary of School Performance	Choose a rating
<u>Areas of Demonstrated Strength and/or Progress</u>	
<u>Areas Noted for Further Growth and/or Improvement</u>	
<u>Corrective Action Required</u>	
Notes:	
<p><b>*NOTE:</b></p> <ul style="list-style-type: none"> <li>• <i>A charter school may receive a rating of 1 in this category for any of the following reasons: (1) Evidence of conflict (s) of interest within the organization (i.e. Governing Board, staff, contracted external parties, etc.), (2) School is in breach of the operative charter, including Federal, State, and District Required Language, (3) School is “Not in Good Standing,” and/or (4) If there are serious concerns related to fiscal matters (e.g., negative financial condition, fiscal mismanagement, and/or significant audit findings, etc.).</i></li> <li>• <i>A charter school cannot receive a rating greater than 3 in this category if it receives an overall rating of 2 or 1 in any other category (Student Achievement and Educational Performance; Organizational Management, Programs, and Operations; or Fiscal Operations).</i></li> </ul>	

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# Annual Performance-Based Oversight Report 2023–2024: Student Achievement

## 10 Scoring Indicators for 2023–2024 Student Achievement and Educational Performance

The 2023 California School Dashboard will return to reporting state measures using color-coded Performance level. Student Achievement and Educational Performance Indicators will be scored based on colors.

Exception, the College/Career Indicator will be scored based on 2023 Status level.





# Annual Performance-Based Oversight Report 2023–2024: Student Achievement

**A1, A3, A5 and A8–A10 Dashboard Indicator Performance (Schoolwide) will be scored as follows:**

- 4: Blue
- 3: Green; or Yellow and at/above statewide DFS/Percentage
- 2: Yellow and below statewide DFS/Percentage; or Orange
- 1: Red

A1: DASHBOARD SCHOOLWIDE ELA - QUALITY INDICATOR	
<p><i>The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:</i></p> <ul style="list-style-type: none"> <li>California School Dashboard Schoolwide ELA data (CDE)</li> </ul>	
Rubric	Sources of Evidence
<p><b>Performance</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The schoolwide Dashboard ELA Indicator color is Blue</li> <li><input type="checkbox"/> The schoolwide Dashboard ELA Indicator color is Green; or Yellow and at/above statewide Distance From Standard (“DFS”)</li> <li><input type="checkbox"/> The schoolwide Dashboard ELA Indicator color is Yellow and below statewide DFS; or Orange</li> <li><input type="checkbox"/> The schoolwide Dashboard ELA Indicator color is Red</li> <li><input type="checkbox"/> Not Available - No color assigned for the ELA Indicator on the Dashboard</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> California School Dashboard Report (CDE)</li> <li><input type="checkbox"/> LAUSD Office of Data &amp; Accountability’s Data Set</li> <li><input type="checkbox"/> Other: (Specify)</li> </ul>



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# Annual Performance-Based Oversight Report 2023–2024: Student Achievement

**A2, A4, and A7 Dashboard Indicator Performance (Student Groups) will be scored as follows:**

- 4: All numerically significant student groups scores above statewide DFS/Percentage
- 3: The majority of numerically significant student groups scores above statewide DFS/Percentage
- 2: Less than the majority of numerically significant student groups scores above statewide DFS/Percentage
- 1: None of the numerically significant student groups scores above statewide DFS/Percentage

A2: DASHBOARD STUDENT GROUP ELA - QUALITY INDICATOR		
<i>The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:</i>		
<ul style="list-style-type: none"> <li>• Performance of all numerically significant student groups (30 or more students) on the California School Dashboard ELA (Students with Disabilities, English Learners, Socioeconomically Disadvantaged, etc.)(CDE)</li> </ul>		
	Rubric	Sources of Evidence
<b>Performance</b>	<input type="checkbox"/> All numerically significant student groups have “Status/DFS” scores above the statewide DFS <input type="checkbox"/> The majority of numerically significant student groups have “Status/DFS” scores above the statewide DFS <input type="checkbox"/> Less than a majority of the numerically significant student groups have “Status/DFS” scores above the statewide DFS <input type="checkbox"/> None of the school’s numerically significant student groups have “Status/DFS” scores above the statewide DFS <input type="checkbox"/> Not Available - No assessment of performance for this indicator	<input type="checkbox"/> California School Dashboard Report (CDE) <input type="checkbox"/> LAUSD Office of Data & Accountability’s Data Set <input type="checkbox"/> Other: (Specify)

# Annual Performance-Based Oversight Report 2023–2024: Student Achievement

## A6 Dashboard Indicator Status (College/Career Indicator) will be scored as follows:

- 4: Very High
- 3: High; or Medium and at/above the statewide percentage
- 2: Medium and below the statewide percentage; or Low
- 1: Very Low

A6: DASHBOARD SCHOOLWIDE COLLEGE/CAREER (CCI) - (GRADES 9-12) - QUALITY INDICATOR		
<p><i>The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:</i></p> <ul style="list-style-type: none"> <li>• California School Dashboard Schoolwide CCI data (CDE)</li> </ul>		
	Rubric	Sources of Evidence
<b>Performance</b>	<input type="checkbox"/> The schoolwide Dashboard CCI Indicator Status is Very High <input type="checkbox"/> The schoolwide Dashboard CCI Indicator Status is High; or Medium and at/above the statewide percentage <input type="checkbox"/> The schoolwide Dashboard CCI Indicator Status is Medium and below the statewide percentage; or Low <input type="checkbox"/> The schoolwide Dashboard CCI Indicator Status is Very Low <input type="checkbox"/> Not Available – No assessment of performance for this indicator <input type="checkbox"/> Not Applicable - CCI is not applicable for the grade levels assigned at the charter school	<input type="checkbox"/> California School Dashboard Report (CDE) <input type="checkbox"/> LAUSD Office of Data & Accountability’s Data Set <input type="checkbox"/> Other: (Specify)



# APBOV Report 2023–2024: Organizational Management, Programs, and Operations

**The category has been streamlined and the total number of indicators has been reduced from 11 to 6 indicators.**

O1: Implementation of the Educational Program

O2: Meeting the Needs of All Students; Student Group Data Analysis

O3: Special Education

O4: School Climate and Student Discipline

O5: Stakeholder Engagement and Involvement

O6: Clearances and Credentialing Compliance

# APBOV Report 2023–2024: Organizational Management, Programs, and Operations

**The former indicators listed below have been removed from this section:**

- School Health and Safety Plans and Procedures
- Health and Safety Training and Preparation
- Transparency for Stakeholders
- Professional Development
- Staff Evaluation

# APBOV Report 2023–2024: Organizational Management, Programs, and Operations

## Health and Safety Compliance Items

Review of Health and Safety Compliance Items		
<p>The items below are expected to be evident at the charter school to ensure the protection of student and staff health and safety. Failure to provide evidence of any of the applicable items below may lead to tiered intervention, as appropriate, and restrict the overall rating in the Organizational Management, Programs, and Operations category as indicated below.</p>		
<p><b>A charter school cannot receive a rating in this category greater than 1 if the items below are not evident.</b></p>		
Item	Evident	Not Evident
A current, comprehensive, site-specific comprehensive Health, Safety, and Emergency School Safety Plan per requirements of Ed. Code, §§ 47605(c)(5)(F), 32282(a)(2)(A)(J), and 35179.4, as applicable. (Note: For schools co-located with a District school, the charter school participates in and complies with the District school's Integrated Safe School Plan)	<input type="checkbox"/>	<input type="checkbox"/>
A current site-specific Certificate(s) of Occupancy or equivalent that authorizes the current use of the site	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>A charter school cannot receive a rating in this category greater than 2 if any of the items below are not evident.</b> If several (i.e., two or more) items below are not evident, charter school may receive an overall rating of 1 in this category.</p>		
Item	Evident	Not Evident
School has sufficient emergency supplies in the event of a natural disaster or other emergency (Ed. Code § 32280)	<input type="checkbox"/>	<input type="checkbox"/>
School conducts annual emergency drills and trainings as legally required to prepare for a natural disaster or other emergency, per Ed. Code §§ 32001 and 32282	<input type="checkbox"/>	<input type="checkbox"/>

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# APBOV Report 2023–2024: Organizational Management, Programs, and Operations

## Transparency and Stakeholder Information Compliance Items

Review of Transparency and Stakeholder Information Compliance Items		
<p>The items below are expected to be evident at the charter school to ensure that it operates in a transparent manner and keeps all stakeholders informed. Failure to provide evidence of any of the applicable items below may lead to tiered intervention, as appropriate, and impact the overall rating in the Organizational Management, Programs, and Operations category.</p>		
<p><b>A charter school cannot receive a rating in this category greater than 3 if any of the items below are not evident.</b></p>		
Item	Evident	Not Evident
<p>The following information posted to the school’s website:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LCAP, per Ed. Code § 47606.5(h)</li> <li><input type="checkbox"/> Current Board agenda in compliance with Brown Act, per Gov. Code, §54954.2(a)(1)</li> <li><input type="checkbox"/> Policy on Pupil Suicide Prevention per Ed. Code § 234.6</li> <li><input type="checkbox"/> Title IX information, including a link to CDE’s Title IX website per Ed. Code § 234.6</li> <li><input type="checkbox"/> Policies on anti-discrimination, anti-harassment, anti-intimidation, anti-bullying, and sexual harassment policies, including: anti-cyberbullying procedures, social media anti-bullying procedures, and a link to statewide resources including community-based organizations compiled by CDE, per Ed. Code § 234.6</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Provides all stakeholders with appropriate, accessible, and relevant information about individual student and schoolwide academic progress and performance Ed. Code § 35256</p>	<input type="checkbox"/>	<input type="checkbox"/>

# APBOV Report 2023–2024: Organizational Management, Programs, and Operations

## Professional Development

Professional Development documentation will now be included in the review of evidence for multiple indicators (e.g., O1: Implementation of the Educational Program, O3: Special Education, etc.) rather than its own separate indicator.

### Sources of Evidence

- Key Features of the Educational Program
- Standards-Based Instructional Program
- Master Schedule/Course Schedule
- Student Achievement Data Analysis
- Professional Development documentation
- Classroom/site Observation
- Discussion with school leadership

# APBOV Report 2023–2024: Organizational Management, Programs, and Operations

## Evaluation of School Staff

Evidence related to Evaluation of School Staff will be reviewed as part of indicator

**G4: Responsive and Accountable**

**Governance – Staffing and Evaluations.**

### Sources of Evidence

- Human Resources Policies and Procedures
- Board meeting agendas, minutes, and/or documentation
- Evaluation of Executive Leadership
- Evaluation of all school-based staff
- Compliance Monitoring and Certification of Board Compliance Review
- Certification of Clearances, Credentialing, and Mandated Reporter Training 2023-2024 form (“ESSA Grid”)*
- Observation of Governing Board meeting(s)
- Discussion with school leadership

# APBOV Report 2023–2024: Organizational Management, Programs, and Operations

## Updates to Rubrics for Select Indicators

### O1: Implementation of the Educational Program

### O2: Meeting the Needs of All Students; Student Group Data Analysis

- The school has a well-developed system to implement and monitor the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups; provides standards-aligned designated and integrated ELD for English Learners; evidence of systems to modify instruction based on data analysis; and has achieved an overall rating of “3” or “4” in the Student Achievement and Educational Performance category of this year’s oversight report

# APBOV Report 2023–2024: Organizational Management, Programs, and Operations

## Updates to Rubrics for Select Indicators (contd.)

### O4: School Climate and Discipline

- The school has a school climate and student discipline system that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights, as demonstrated by schoolwide suspension event rate data less than 4.5%, and suspension disproportionality rates that do not reach or exceed 14.5% for the Students with Disabilities or African American student groups



# APBOV Report 2023–2024: Organizational Management, Programs, and Operations

## Updates to Rubrics for Select Indicators (contd.)

### Indicator O6: Clearances and Credentialing Compliance

Sources of Evidence	
<input type="checkbox"/>	<i>Certification of Clearances, Credentialing, and Mandated Reporter Training 2023-2024 form (“ESSA Grid”)</i>
<input type="checkbox"/>	Staff roster
<input type="checkbox"/>	School master schedule
<input type="checkbox"/>	Custodian(s) of Records documentation
<input type="checkbox"/>	Criminal Background Clearance Certifications
<input type="checkbox"/>	Teaching credential/authorization documentation
<input type="checkbox"/>	Vendor clearances and credentialing certifications
<input type="checkbox"/>	Volunteer (TB) risk assessment/clearance certification
<input type="checkbox"/>	Discussion with school leadership

**Note:** The rating of this indicator incorporates review of the ESSA Grid and evidence provided to the charter school in its **Triannual submission** and at the **time of the oversight visit** for new staff and/or vendors, and/or other relevant updates.

# Oversight Updates-Instructional Preparation Guide

# Annual Performance-Based Oversight Visit Preparation Guide 2023–2024 (“Prep Guide”)

The Prep Guide has been reorganized to align with categories and indicators on the APBOV report. For Example:

## I. GOVERNANCE DOCUMENTATION

### G2: Due Process

- A. Student Discipline Policy highlighting the areas related to Due Process
- B. Employee Grievance and Discipline Policy
- C. Uniform Complaint Procedures Policy and applicable forms (Resource: <https://www.cde.ca.gov/re/cp/uc/>)
- D. Stakeholder Complaint Procedures and applicable forms (for complaints outside the regulatory scope of UCP)

## G2: DUE PROCESS – QUALITY INDICATOR

*The Governing Board has systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the school’s charter, and LAUSD charter school policy, to honor and protect the rights of students, employees, parents, and the public in the following areas:*

- Student discipline
- Employee grievances and discipline
- Stakeholder complaint resolution pursuant to the Uniform Complaint Procedures (UCP)
- Parent/stakeholder complaint resolution for complaints outside regulatory scope of UCP

	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> The Governing Board has well-developed systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public	<input type="checkbox"/> Student Discipline Policy <input type="checkbox"/> Employee Grievance and Discipline Policy <input type="checkbox"/> Uniform Complaint Procedures Policy and form(s)
	<input type="checkbox"/> The Governing Board has systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public	<input type="checkbox"/> Stakeholder complaint procedures and form(s) <input type="checkbox"/> Observation of Governing Board meeting(s) <input type="checkbox"/> Discussion with school leadership
	<input type="checkbox"/> The Governing Board has partially developed systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public	<input type="checkbox"/> Stakeholder focus group
	<input type="checkbox"/> The Governing Board has minimal or no systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public	<input type="checkbox"/> Other: (Specify)

# Annual Performance-Based Oversight Visit Preparation Guide 2023–2024 (“Prep Guide”)

The Prep Guide has been updated to include specific documents as evidence for some indicators to provide greater clarity. For Example:

## O4: School Climate and Student Discipline

### A. Positive School Climate System and Restorative Justice

1. Brief description and one to two samples of implementation for each of the following:
  - a. Tiered behavior intervention
  - b. Alternatives to suspension
  - c. Schoolwide positive behavior support (e.g., Social Emotional Learning (SEL), Positive Behavior Interventions and Support (PBIS), etc.)
2. Brief description of system for data monitoring and analysis to address:
  - a. Chronic absenteeism
  - b. Suspension and expulsion

### B. Preventing Acts of Bullying

Brief description and one to two samples of implementation of systems to prevent acts of bullying, including cyberbullying (e.g., student activities, assemblies, workshops, etc.)

### C. Professional Development

One to two samples of professional development training materials related to implementation of the school’s school climate and student discipline systems



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: [Click here to enter text.](#)

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: [Click here to enter a date.](#)

#### O4: SCHOOL CLIMATE AND STUDENT DISCIPLINE - QUALITY INDICATOR

*The school has a school climate and schoolwide student discipline system in place to ensure that the school’s practices:*

- Align with principles of the District’s Discipline Foundation Policy and School Climate Bill of Rights Resolution, including but not limited to, tiered behavior intervention, alternatives to suspension, schoolwide positive behavior support, and data monitoring
- Provide positive opportunities for student wellness, growth, and success, aimed at making the school safe, welcoming, supportive, and inclusive
- Minimize discretionary suspensions and expulsions
- Reduce or eliminate suspension disproportionality for student groups
- Minimize chronic absenteeism for all students and student groups
- Procedures for preventing acts of bullying, including cyberbullying, in accordance with the requirements of Ed. Code, §§ 32283.5 and 234.4

	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> The school has a well-developed and effective school climate and student discipline system that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights, as demonstrated by schoolwide suspension event rate data less than 3%, and suspension disproportionality rates that do not reach or exceed 4.5% for the Students with Disabilities or African American student groups <input type="checkbox"/> The school has a school climate and student discipline system that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights, as demonstrated by schoolwide suspension event rate data less than 4.5%, and suspension disproportionality rates that do not reach or exceed 14.5% for the Students with Disabilities or African American student groups <input type="checkbox"/> The school has a partially developed and/or minimally effective school climate and student discipline system that is only partially aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights <input type="checkbox"/> The school has a minimally developed school climate and student discipline system as demonstrated by one or more of the following: the issuance of repeated CSD Notices to Cure (tiered intervention) related to suspension/expulsion; noted concerns related to ensuring due process rights when implementing suspension/expulsion practices; violation of law or policy.	<input type="checkbox"/> Positive school climate system and Restorative Justice documentation <input type="checkbox"/> Documentation of systems to prevent acts of bullying <input type="checkbox"/> Professional Development documentation <input type="checkbox"/> LAUSD Office of Data & Accountability’s Data Sets for suspension, expulsion, and disproportionality <input type="checkbox"/> Classroom/site Observation <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Stakeholder focus group <input type="checkbox"/> Other: (Specify)

# Annual Performance-Based Oversight Visit Preparation Guide 2023–2024 (“Prep Guide”)

- The Prep Guide has been updated to specify that all oversight documentation should be provided for review ten (10) business days prior to the annual oversight visit.
- We will continue to use Dropbox. If you have Dropbox access concerns and require further assistance, please contact Mr. Gustavo Birrueta at [gustavo.birrueta@lausd.net](mailto:gustavo.birrueta@lausd.net)

# Oversight Report Updates–Fiscal



# Annual Performance-Based Oversight Report 2023-2024: G5 Fiscal Condition

Strengthened rubric for rating of “4” by requiring the Charter school to meet all four (4) recommended financial ratios in the most current two annual independent audits, as identified as part of the Supplemental Criteria within the Fiscal Operations Rubrics section (i.e., the minimum reserve for economic uncertainties as defined in California Code of Regulations (CCR), Title 5, Section 15450, cash reserve, current ratio, and debt ratio), in addition to the existing criteria

G5: FISCAL CONDITION - QUALITY INDICATOR	
<p><i>The Governing Board has a system in place to ensure fiscal viability:</i></p> <ul style="list-style-type: none"> <li>• The school is fiscally strong and net assets are positive in the prior two independent audits</li> <li>• If applicable, all LAUSD Board of Education-approved fiscal condition-related benchmarks are met by the required deadline(s)</li> </ul>	
Rubric	
Performance	<p><input type="checkbox"/> The school is fiscally strong with positive net assets and meets the four (4) recommended financial ratios (identified as part of the Supplemental Criteria within the Fiscal Operations Rubrics section below for the rating of 4, <i>Accomplished</i>) in the most current two independent audit reports, <i>and</i>, if applicable, all LAUSD Board of Education-approved fiscal-condition related benchmark(s) are met by the required deadline(s)</p> <p><input type="checkbox"/> The school is fiscally stable, with positive net assets in the most current independent audit report*</p> <p><input type="checkbox"/> The school is fiscally weak or unstable**, net assets are negative in the most current independent audit report, <i>or</i> the school does not have an independent audit report <i>or</i> audited financial result for its first operative year on file with the Charter Schools Division*</p> <p><input type="checkbox"/> The school is consistently fiscally weak, net assets are negative in the prior two independent audit reports, <i>or</i> the school does not have an independent audit report <i>or</i> audited financial result for its first operative year on file with the Charter Schools Division*</p> <p>*Additional considerations that could influence the rating may include: inadequate cash flow; financial condition and/or enrollment reflecting a downward trend and/or beginning to show signs of deteriorating financial health potentially leading to negative net assets in the current fiscal year and/or the foreseeable future fiscal years; multi-year reliance on financing resources for the school's operations (e.g., factoring of receivables, intraorganizational loans, third party loans, continuing deficit spending, etc.); or that the school may not be able to carry out quality educational programs when the student enrollment drops to a certain level.</p> <p>**For example, the school's financial condition fluctuates from year to year, with significant net losses, leading to negative net assets in the current fiscal year and/or the foreseeable future fiscal years.</p>



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# Annual Performance–Based Oversight Report 2023–2024: Fiscal Operations Rubrics

## Fiscal Operations Rubrics

*Existing School* – a charter school that was/is in operation/active in the preceding school year(s) and the current school year. Existing schools may receive a rating of 1, 2, 3, or 4.

*New School* – a charter school that is in its first year of operation in the current school year and does not have an independent audit report *or audited financial result* for its first operative year on file with the Charter Schools Division. New schools are evaluated based on current year information. New schools may receive a rating of 1 or 2.



# Annual Performance-Based Oversight Report 2023–2024: Fiscal Operations Rubrics (cont.)

Accomplished [Rating of 4] and Proficient [Rating of 3]

<p><i>An existing school that, at a minimum, meets all of the Required and Supplemental Criteria listed below would be assessed eligible to be considered as <b>Accomplished</b> [Rating of 4].</i></p>	<p><i>An existing school that, at a minimum, meets all of the Required Criteria and at least <b>five</b> of the Supplemental Criteria listed below would be assessed eligible to be considered as <b>Proficient</b> [Rating of 3].</i></p>
<ul style="list-style-type: none"> <li>12. The Education Protection Account allocation and expenditures, audited financial statements, and the most current governing board-approved LCAP submitted to the appropriate agencies, are posted on the charter school's website;</li> <li>13. The LCAP is submitted to the appropriate agencies;</li> <li>14. Reasonable requests for information made by the Charter Schools Division and LAUSD are consistently processed or submitted by the charter school in a timely manner;</li> <li>15. There are no items cited in Areas Noted for Further Growth and/or Improvement and there are no more than five (5) items cited in Other Observations for the most current year;</li> <li>16. If applicable (when audited and unaudited actuals do not mirror each other), adequate explanations are provided by the school for significant variances between audited and unaudited actuals, and there are no indications of the school's potential lack of internal controls over financial statements;</li> <li>17. Proper segregation of duties is consistently in place;</li> <li>18. If applicable, there are no outstanding fiscal-related tiered intervention notices issued to the school; or the school has no tiered intervention notices as of the oversight report issuance date; and</li> <li>19. If applicable, all LAUSD Board of Education-approved fiscal benchmark(s) are fully met by the required deadline(s); or the school has no fiscal benchmarks in its current charter term.</li> </ul>	<ul style="list-style-type: none"> <li>14. Reasonable requests for information made by the Charter Schools Division and LAUSD are generally processed or submitted by the charter school in a timely manner;</li> <li>15. There are no significant recurring issues cited in the Areas Noted for Further Growth and/or Improvement;</li> <li>16. If applicable (when audited and unaudited actuals do not mirror each other), at least partial explanations are provided by the school for significant variances between audited and unaudited actuals, and there are no indications of the school's potential lack of internal controls over financial statements;</li> <li>17. Proper segregation of duties is generally in place;</li> <li>18. If applicable, the charter school is in the process of resolving outstanding fiscal issues cited in a Notice issued by the CSD as part of its tiered intervention process; and</li> <li>19. If applicable, all LAUSD Board of Education-approved fiscal benchmark(s) are partially met by the required deadline(s).</li> </ul>

# Annual Performance-Based Oversight Report 2023-2024: Fiscal Operations Rubrics (cont.)

Accomplished [Rating of 4] and Proficient [Rating of 3]

<u>SUPPLEMENTAL CRITERIA</u>	<u>SUPPLEMENTAL CRITERIA</u>
<ol style="list-style-type: none"> <li>1. The school maintains the minimum reserve for economic uncertainties as defined in California Code of Regulations (CCR), Title 5, Section 15450 (<a href="#">5 CCR § 15450 Reserves</a>) (i.e., unrestricted fund balance divided by total expenditures) <b>in the most current two annual independent audits;</b></li> <li>2. The cash balance at the beginning of the school year is at least 5% of the prior year's expenses <b>in the most current two annual independent audits;</b></li> <li>3. The school maintains sound short-term financial viability (i.e., current ratio is recommended to be at least 1.2 or 120%) <b>in the most current two annual independent audits;</b></li> <li>4. The school maintains sound long-term financial sustainability (i.e., debt ratio is recommended to be lower than 1.0 or 100%) <b>in the two most current annual independent audits;</b></li> <li>5. Enrollment is stable or changing at a manageable rate (e.g., the school still maintains a balanced budget, etc.);</li> <li>6. Fiscal reports (e.g., balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at governing board meetings;</li> <li>7. The most current annual independent audit is submitted to the appropriate agencies, including the school's chartering authorizer, by December 15 following the end of the fiscal year (California Education Code 47605(m)), or by the extended deadline granted by the charter authorizer due to extraordinary reason(s) or approved by law; and</li> <li>8. The preliminary budget, first interim financial report, second interim financial report, and the unaudited actuals report for the preceding fiscal year are submitted to the appropriate agencies, including the school's charter authorizer, pursuant to the timelines established in California Education Code 47604.33(a)(1,3,4,5).</li> </ol>	<ol style="list-style-type: none"> <li>1. The school maintains the minimum reserve for economic uncertainties as defined in California Code of Regulations (CCR), Title 5, Section 15450 (<a href="#">5 CCR § 15450 Reserves</a>) (i.e., unrestricted fund balance divided by total expenditures) <b>in the most current annual independent audit;</b></li> <li>2. The cash balance at the beginning of the school year is at least 5% of the prior year's expenses <b>in the most current annual independent audit;</b></li> <li>3. The school maintains sound short-term financial viability (i.e., current ratio is recommended to be at least 1.2 or 120%) <b>in the most current annual independent audit;</b></li> <li>4. The school maintains sound long-term financial sustainability (i.e., debt ratio is recommended to be lower than 1.0 or 100%) <b>in the most current annual independent audit;</b></li> <li>5. Enrollment is stable or changing at a manageable rate (e.g., the school still maintains a balanced budget, etc.);</li> <li>6. Fiscal reports (e.g., balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at governing board meetings;</li> <li>7. The most current annual independent audit is submitted to the appropriate agencies, including the school's chartering authorizer, by December 15 following the end of the fiscal year (California Education Code 47605(m)) or by the extended deadline granted by the charter authorizer due to extraordinary reason(s) or approved by law; and</li> <li>8. The preliminary budget, first interim financial report, second interim financial report, and the unaudited actuals report for the preceding fiscal year are submitted to the appropriate agencies, including the school's charter authorizer, pursuant to the timelines established in California Education Code 47604.33(a)(1,3,4,5).</li> </ol>



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# Annual Performance–Based Oversight Report 2023–2024: Fiscal Operations Rubrics (cont.)

Existing School – Developing [Rating of 2]

*An existing school that, at a minimum, meets all of the Required Criteria, and at least **four** of the Supplemental Criteria listed below would be assessed eligible to be considered as **Developing** [Rating of 2].*

## SUPPLEMENTAL CRITERIA

1. The school maintains the minimum reserve for economic uncertainties as defined in California Code of Regulations (CCR), Title 5, Section 15450 ([5 CCR § 15450 Reserves](#)) (i.e., unrestricted fund balance divided by total expenditures) in the most current annual independent audit;
2. The cash balance at the beginning of the school year is at least 5% of the prior year's expenses in the most current annual independent audit;
3. The school maintains sound short-term financial viability (i.e., current ratio is recommended to be at least 1.2 or 120%) in the most current annual independent audit;
4. The school maintains sound long-term financial sustainability (i.e., debt ratio is recommended to be lower than 1.0 or 100%) in the most current annual independent audit;
5. Enrollment is stable or changing at a manageable rate (e.g., the school still maintains a balanced budget, etc.);
6. Fiscal reports (e.g., balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at governing board meetings;
7. The most current annual independent audit is submitted to the appropriate agencies, including the school's chartering authorizer, by December 15 following the end of the fiscal year (California Education Code 47605(m)) or by the extended deadline granted by the charter authorizer due to extraordinary reason(s) or approved by law; and
8. The preliminary budget, first interim financial report, second interim financial report, and the unaudited actuals report for the preceding fiscal year are submitted to the appropriate agencies, including the school's charter authorizer, pursuant to the timelines established in California Education Code 47604.33(a)(1,3,4,5).



# Fiscal Operations Documentation Updates

# Fiscal Operations Documentation

## FISCAL OPERATIONS DOCUMENTATION

**PLEASE NOTE:** To assist charter schools and the Charter Schools Division (“CSD”) team in preparing for efficient and effective oversight visits, the CSD Fiscal Team has provided the list below to identify materials and reports that the charter school needs to submit digitally to the CSD Fiscal Team member assigned to the charter school no later than three weeks after the Fiscal Operations Documentation request for appropriate review. All fiscal reports or documents that must be in Microsoft Excel unprotected format are specified below. All materials requested are intended to be reports or documents routinely prepared by the charter school as a part of its regular operation.

Please number and name the electronic reports/documents to be provided to the CSD Fiscal Team member to correspond with the items enumerated below. If an item listed below does not apply, please indicate in writing “Not Applicable” or “N/A.” Further, if an item listed below requires preparation from the charter school that is beyond what is normally prepared in the regular operation of the charter school, please inform the CSD Fiscal Team member assigned to the charter school as to the specific pending documentation and the expected date of submission. In conformity with the CSD Fiscal Team’s established oversight practices, following the assigned CSD Fiscal Team member’s review of the Fiscal Operations Documentation pertaining to the items below, the CSD will request a sampling of financial transactions for further review (including, but not limited to, bank statements, bank reconciliation reports, credit card statements, and checks) to assess whether charter school is complying with its fiscal policies and procedures and is aligned with optimal business practices.

# Fiscal Operations Documentation (cont.)

1. **Most current** fiscal reports presented to the charter school's governing board (provide reports presented at one of the meetings held in 2023-2024, which are to be provided in Microsoft Excel unprotected format, with all formulas included, with no hidden cells, with no links to external files and no password protected cells and/or rows)
  - a. Balance Sheet (Statement of Financial Position): At a minimum, include the categories of assets, liabilities, and net assets used in the audited financials
  - b. Income Statement (Statement of Activities): At a minimum, include the categories of revenue and expenses used in the audited financials
  - c. **Monthly** Cash Flow Projections (including actual receipts and payments) to the end of the current fiscal year **and** through the next two fiscal years showing detailed sources of revenue and detailed expenditures. The cash flow projections for the current year should include actuals for the months were available and projections for the remaining months of the year. The cash flow should detail the revenue and expense categories. These categories should, at a minimum, be the same categories referenced in the income statement listed above. Accruals for revenues and expenses should also be shown.
2. Minutes of the meeting **and the board packet** when the above fiscal reports (i.e., Items 1a., 1b., and 1c.) were presented to and discussed with the charter school's governing board
8. Minutes of the meeting reflecting the receipt, review, and discussion of the most current **three** interim financial reports (i.e., first interim financial report, second interim financial report, and unaudited actuals) submitted to LAUSD

# Fiscal Operations Documentation (cont.)

14. A summary of the total compensation paid in Fiscal Year 2022-2023 (in Microsoft Excel format), with a breakdown that includes the name of the employee, job title, regular pay, overtime pay, other pay, benefits, and total pay and benefits, for all executives, school leaders, administrators, directors, and non-certificated staff, who may have decision-making authority over the charter school, either employed directly by the charter school or the entity managing the charter school as defined by Education Code section 47604.1, including the organization's home office, CMO, any related party
16. Copies of any and all of the most current signed and executed agreements/contracts within the last year (i.e., 2022-2023) or since the last update, whichever is later (including attachments and exhibits that accompany the agreements/contracts) with the administrative services provider and/or the back office services provider, or the charter school's operator and/or charter school's home office (e.g., management contracts, service agreements, license agreements, affiliation agreements, contract amendments, etc.)
20. Check registers, or a list of all issued checks/cash disbursements, including voided checks (when the school's payments are outsourced to a third party provider), documenting all checks and electronic debit transactions for the prior 12 months from the Fiscal Operations Document request, in Microsoft Excel format (consolidated into one worksheet, including but not limited to: check/debit transaction dates, check #/reference ID #, check/debit amounts, descriptions of each transaction, and names of CMO-operated schools, if applicable)



# Fiscal Operations Documentation (cont.)

21. If applicable, please provide the following:
  - a. A list of all active credit card account(s) in **Microsoft Excel format** that includes the credit card company name and the last four digits of each credit card number, the legal name and the job title of each credit card holder, and **their respective approved/authorized credit card limit(s)**
  - b. If applicable, a list of all closed credit card account(s) within the last year in **Microsoft Excel format** that includes the same information required for Item 21a. above, and the account closure date
  - c. All credit card statements in **PDF format**, and all credit card transactions in **Microsoft Excel format (if applicable)**, for the most current six months
22. Please provide the following:
  - f. If applicable, a list of all debit cards in **Microsoft Excel format** that includes the bank name, the last four digits of each debit card number, the legal name and the job title of each debit card holder, and **their approved/authorized debit card limit(s) if applicable**
  - g. If applicable, a list of other prepaid commercial cards such as PEX cards in **Microsoft Excel Format** that includes the last four digits of each prepaid card number, the legal name and the job title of each card holder, and their respective approved/authorized card limit(s)

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# Fiscal Operations Documentation (cont.)

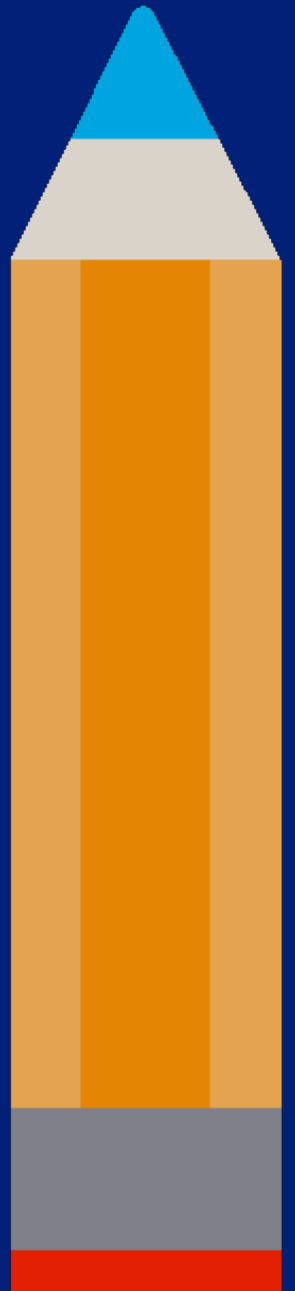
23. Student body financial records (including ASB policies and procedures, budgets, cash flow statements and projections, bank statements with reconciliations for the most current six months, audit reports, and other fiscal reports, if applicable). If the financial records for fundraising are handled by a separate entity from the charter school, such as the Parent Teacher Association (PTA), Parent Teacher Organization (PTO), Booster Club or Foundation, please provide: (1) The organization name, (2) The Franchise Tax Board Corporate/Organization Number, (3) The IRS Federal Employer Identification Number (FEIN), and (4) A written statement describing how the organization is providing/meeting the mission/goals of the program, how the funds are being raised, who monitors the funds, and how they are being separated from the charter schools' accounts
25. The webpage address where the charter school posts the Education Protection Account (EPA) revenue and expenditures report pertaining to the prior fiscal year (i.e., 2022-2023) (as required by Article XIII, Section 36, Subdivision (e), Paragraph (6) of the California Constitution). This item does not apply to a new charter school beginning its operation in Fiscal Year 2023-2024
26. The webpage address(es) where the charter school posts the current (1) Audited Financials, and (2) Local Control and Accountability Plan (LCAP), respectively, in accordance with Education Code section 47606.5(h) and/or LAUSD's Charter School Transparency Resolution

# Fiscal Operations Documentation (cont.)

28. A copy of the current facility lease agreement(s) for the school's private site(s), if applicable, along with the approved meeting minutes of the school governing board's approval of the lease agreement(s)
29. Charter school's plan(s) for the purchase, new lease, relocation, and/or expansion to new school site(s), facilities-related expansions, and/or major improvements to the existing and/or new school site(s). Please provide pertinent documents such as financing documents, copies of construction contract, a copy of the lease agreement (if applicable), and the following information, as appropriate:
  - i. Charter School Name (For CMO Schools);
  - ii. Address of the New/Expanded Property/Construction Site;
  - iii. Construction Start Date;
  - iv. Estimated Project Completion Date;
  - v. Projected Total Cost;
  - vi. Purpose of Project/Construction;
  - vii. Current Project Status;
  - viii. Financing Sources (description/amount); and
  - ix. Estimated Move-In Date

# Attachments

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# Attachments

## Attachment D: Vendor Certification

No major update to the form. Use the 9-28-23 vendor certification moving forward.

## Attachment J: Calendar of Significant Deadlines

Triannual Submission 1 (November 3, 2023) "ESSA Grid" updates and reclassification criteria

Certificate of Insurance (due on an annual basis not later than July 1 each year)

Enrollment Survey (July 31, 2024)

# Q & A

