



## LOS ANGELES UNIFIED SCHOOL DISTRICT Charter Schools Division

333 S. Beaudry Ave., 20<sup>th</sup> Floor  
Los Angeles, CA 90017

Office: (213) 241-0399 • Fax: (213) 241-2054

**ALBERTO M. CARVALHO**  
Superintendent

**VERONICA ARREGUIN**  
Chief Strategy Officer

**JOSÉ COLE-GUTIÉRREZ**  
Director, Charter Schools Division

### **AFFILIATED CHARTER SCHOOL ANNUAL PERFORMANCE-BASED OVERSIGHT VISIT PREPARATION GUIDE 2024-2025**

#### **OVERVIEW**

In accordance with California Education Code § 47604.32, the CSD annually conducts at least one formal school site visit (“Annual Performance-Based Oversight Visit”) that focuses on and evaluates charter school performance in the following three (3) categories <sup>1</sup>:

- Category I: School Governance
- Category II: Student Achievement and Educational Performance
- Category III: Organizational Management, Programs, and Operations

The onsite visit will include:

- classroom observations;
- document review as indicated below; and
- a discussion regarding the school’s self-reflection document, CA School Dashboard performance data, and submitted documents.

The visit may include participation of other members of the school leadership team at the principal’s discretion. While the CSD does not require the attendance of your Regional Director, the CSD will invite them to participate. The oversight visit will also include observation of classrooms that are representative of the school’s grade levels, programs, and key features of the educational program as described in the charter. The CSD team member(s) would like to observe any program and/or classroom the school considers a promising practice, as well as any areas of growth.

Although the CSD does not automatically plan to conduct stakeholder focus groups, the CSD reserves the right to do so and/or to conduct an additional visit to the affiliated charter school based on the unique context or identified needs of each school.

The school’s self-reflection will inform the discussion of the three areas of the annual review (School Governance; Student Achievement and Educational Performance; and Organizational Management, Programs, and Operations).

NOTE: Responses provided on the attached *Affiliated Charter School’s Self-Reflection* will be included as part of the *Annual Performance-Based Oversight Visit Report for Affiliated Charter Schools*.

#### **PREPARATION OF DIGITAL FOLDERS**

All documentation should be submitted to the CSD Google Drive folder at least 5 business days prior to the annual oversight visit for timely review.

Organize the documentation in the following folders, as indicated below:

- In your school’s assigned CSD Google Drive folder, create a folder titled, “[school name] **Oversight 2024-2025.**”

---

<sup>1</sup> Affiliated charters must follow all fiscal policies and procedures of the Los Angeles Unified School District. All financial operations are handled centrally by the LAUSD. All of the affiliated charters are included in the District audit. Therefore, the CSD does not provide ratings on Fiscal Operations for affiliated charter schools.

- Create subfolders to organize submission of the required documentation as follows:

#### **I. School Governance**

- G1
- G2
- G3

#### **II. Student Achievement and Educational Performance**

- Verified Data
- ATSI/CSI plans (if applicable)

#### **III. Organizational Management, Programs, and Operations**

- O1
- O2
- O3
- Transparency and Stakeholder Information

#### **IV. Self-Reflection**

The following sections of this guide provide descriptions of the specific documentation to be uploaded in each digital folder via Google Drive.

### **I. SCHOOL GOVERNANCE DOCUMENTATION FOLDER**

This section provides an overview of the charter school's Governance Council compliance with all applicable California open meeting laws, the school's governance structure in accordance with applicable District policies and Collective Bargaining Agreements, and responsive and accountable governance.

#### **G1. CALIFORNIA OPEN MEETING LAWS**

##### **A. Governance Council Documentation**

1. Meeting agendas and minutes for the 12 months prior to oversight
2. Documentation (e.g., specific board agenda/minutes) of any training(s) related to California open meeting laws (Brown Act and/or Greene Act)

##### **B. Documentation of the school's agenda posting procedures** (e.g., screenshot(s), explanation of how/where agendas are posted, etc.)

#### **G2. SCHOOL GOVERNANCE STRUCTURE**

##### **A. Governance council roster(s):** identify the stakeholder role of each member (e.g., teacher, parent, etc.)

##### **B. Mandated councils/committees roster(s), as applicable** (e.g., School Site Council (SSC), English Language Advisory Committee (ELAC), etc.): identify the stakeholder role of each member

#### **G3. RESPONSIVE AND ACCOUNTABLE SCHOOL GOVERNANCE**

##### **A. Provide two or three examples of Governance council meeting agendas, minutes, and/or other documentation** (e.g., presentation materials/slides) **highlighting specific** agenda items that demonstrate the Governance Council reviews and/or approves:

##### **1. The Local Control and Accountability Plan (LCAP)**

1. School data, including, but not limited to, California School Dashboard Indicators, internal assessment data, attendance, and enrollment data
2. Council(s) and committee(s) input (e.g., committees of the Governance Council, SSC, ELAC, etc.), as applicable
3. As applicable, additional school plans (e.g., Comprehensive Support and Improvement (CSI), Additional Targeted Support and Improvement (ATSI), School Plan for Student achievement (SPSA), etc.)

## **II. STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE DOCUMENTATION FOLDER**

Prior to the oversight visit, analyze the California School Dashboard Indicators and/or the Office of Data and Accountability's Data Set for the school (provided by the CSD). Be prepared to discuss the school's results and any other relevant sources of quantitative performance data that demonstrate the extent to which the school's significant student groups, grade levels, and schoolwide student population have experienced positive student outcomes and academic achievement.

**NOTE: The Affiliated Charter School Self-Reflection includes questions regarding specific CA School Dashboard indicators, as applicable, and Verified Data.**

### **A. VERIFIED DATA**

1. Provide the publisher's growth report(s) (e.g., i-Ready K-8 by Curriculum Associates: Diagnostic Growth; MAP Growth by NWEA: Student Growth Summary Report; Star Assessment by Renaissance: Star Growth Report; etc.) of applicable verified data for the 2023-2024 school year, covering the beginning-of-year to end-of-year period (e.g., Fall 2023 to Spring 2024). Please be sure to submit publisher's growth reports for "All Students" and for each student group with 11 or more students.

### **B. ATSI/CSI (if applicable)**

1. For schools that are state-identified as either Comprehensive Support and Improvement (CSI) or Additional Targeted Support and Improvement (ATSI) under the Every Student Succeeds Act (ESSA), or qualify for Differentiated Assistance, provide any and all plans and information provided to the state.

## **III. ORGANIZATIONAL MANAGEMENT, PROGRAMS AND OPERATIONS DOCUMENTATION FOLDER**

This section provides a review of the school's implementation of the key features of the educational program described in the charter petition, stakeholder communication and involvement, transparency for stakeholders, and lottery and enrollment practices.

### **O1: IMPLEMENTATION OF THE EDUCATIONAL PROGRAM**

#### **A. Key Features of Educational Program:**

1. Provide two to three samples of evidence of implementation of the school's key features (e.g., master schedule, assignment/project descriptions, community events, etc.).

Note: The evidence provided should align with the description of the key features in the school's Self Reflection

#### **B. Professional Development Documentation:**

1. Year-long professional development plan/calendar
2. Two to three samples of professional development training materials specific to supporting desired student outcomes and key features outlined in the school's charter

### **O2: STAKEHOLDER ENGAGEMENT AND INVOLVEMENT**

- A. **Parent meetings/workshops:** Two to three documents (agendas, flyers, presentation slides, etc.) providing evidence of stakeholder engagement activities (e.g., parent meetings/workshops, Back-to-School Night/Open House, volunteer opportunities, etc.)

- B. **Stakeholder consultation regarding the school's educational program.**

1. School Site Council (SSC), as applicable
  - a. Calendar of SSC meetings for the 2024-2025 school year
  - b. Agendas, minutes, and/or other supporting documentation **highlighting** specific agenda items that demonstrate the following:
    - SSC elections
    - LCAP consultation

2. English Learners Advisory Committee (ELAC), as applicable
  - a. Calendar of ELAC meetings for the 2024-2025 school year
  - b. Agendas, minutes, and/or other supporting documentation **highlighting** specific agenda items that demonstrate the following:
    1. ELAC elections
    2. The school's ELAC has covered (or agendized for future meetings) the following legally required responsibilities:
      - Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.
      - Assisting in the development of the schoolwide needs assessment.
      - Ways to make parents aware of the importance of regular school attendance.

### **O3. SCHOOL IMPLEMENTATION OF LOTTERY AND ENROLLMENT PROCEDURES**

- A. **Information Provided to Parents regarding enrollment** (e.g., lottery instructions, Unified Enrollment information, website screenshots, etc.).
- B. **School's current lottery documentation and waitlist.** If school did not hold a lottery, provide a brief explanation.

#### **REVIEW OF TRANSPARENCY AND STAKEHOLDER INFORMATION COMPLIANCE ITEMS**

Evidence demonstrating how the school provides informational transparency to parents per the *LAUSD Ratliff Transparency Resolution* and applicable state law.

- A. **Ensure the following information is posted to the school's website:**
  1. LCAP, per Ed. Code § 47606.5(h)
  2. Current Governance Council agenda in compliance with Brown Act, per Gov. Code, § 54954.2(a)(1)
  3. Policy on Pupil Suicide Prevention per Ed. Code § 234.6
  4. Title IX information, including a link to CDE's Title IX, Ed. Code § 234.6
  5. Policies on anti-discrimination, anti-harassment, anti-intimidation, anti-bullying, and sexual harassment, including: Anti-cyberbullying procedures, social media anti-bullying procedures and link to statewide resources including community-based organizations compiled by CDE, per Ed. Code § 234.6
- B. **Transparency and Stakeholder Information Compliance Items**  
 For each item below, provide one to two samples of how the school shares the following information with stakeholders:
  1. **Academic progress and performance:** evidence the school provides all stakeholders with appropriate, accessible, and relevant information about academic progress and performance for both individual student (i.e. parent-student-teacher conference) and schoolwide (School Accountability Report Card, per Ed. Code § 35256)
  2. **Approved Charter:** evidence the school provides access to the approved charter
  3. **Transferability of courses/course credit (high schools only):** evidence the school informs parents/guardians about transferability of courses/course credit and eligibility to meet A-G requirements, per Ed. Code § 47605
  4. **Human trafficking prevention (grades 6-12):** evidence the school informs parents/guardians of human trafficking prevention resources, per Ed. Code § 49381
  5. **Access to mental health services:** evidence the school provides notification of access to available mental health services, per Ed. Code § 49428. Additionally, charter schools serving any of the grades 6 to 12, shall prominently and conspicuously display a poster that identifies approaches and shares resources regarding pupil mental health in appropriate public areas that are accessible to, and commonly frequented by, pupils, per Ed. Code § 49428.5.

#### **IV. SELF-REFLECTION DOCUMENT FOLDER**

Upload the school's completed *Affiliated Charter School's Self Reflection*

##### **ATTACHMENTS:**

- A. Affiliated Charter School's Self Reflection 2024-2025 template
- B. Affiliated Annual Performance-Based Oversight Visit Report 2024-2025 template
- C. Affiliated Annual Performance-Based Oversight Visit Report 2023-2024