



## LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

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

MICHELLE KING  
*Superintendent of Schools*

Dr. FRANCES GIPSON  
*Chief Academic Officer  
Division of Instruction*

JOSÉ COLE-GUTIÉRREZ  
*Director, Charter Schools Division*

August 25, 2016

Dear Charter School Governing Board President and Charter School Leaders:

As we turn the corner into the new school year, the Charter Schools Division (CSD) has been working to update and finalize the tools and other documents that will inform and support charter school oversight in 2016-2017. Consistent with our mission and core values, the CSD will continue to conduct performance-based oversight visits and tiered intervention aligned with the California Charter Schools Act and District policy.

As part of our annual internal review and reflection process, among other things, the CSD has been closely reviewing and monitoring developments at the state level related to the new California accountability and continuous improvement system and the ESSA State Plan. Although the state is making progress, it is still too soon to predict the shape and direction that these efforts ultimately will take. The CSD therefore has updated the NCLB grid and made only a few revisions to last year's oversight documents. The main change is an update of the "Student Achievement and Educational Performance" category in order to reflect the transition to the California Assessment of Student Performance and Progress (CAASPP) system and resulting availability of two years of CAASPP data.

Please carefully review the following information regarding key oversight matters, significant developments, and areas of focus for oversight in the coming year as well as the attached oversight visit reporting tool and other documents:

♦ **Promising Practices:** On Saturday, July 23, 2016, LAUSD Superintendent Michelle King hosted the District's inaugural Promising Practices Forum at the Sotomayor campus. In an effort to foster sharing, collaboration, and dialogue among school practitioners across the entire portfolio of LAUSD school models, the "Our Communities, Our Scholars: LA Unified Sharing Promising Practices Together" Forum brought together teachers, administrators, and other school leaders serving the District and Los Angeles families at traditional, pilot, magnet, and other District school models as well as independent and affiliated charter schools. In the 2016-2017 school year, the District and CSD plan to build on the ideas shared and connections forged at this exciting event in order to continue facilitating reciprocal sharing and collaborative exploration of

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“promising practices” among the educators of Los Angeles. In anticipation of the next Promising Practices Forum currently scheduled for next spring, the CSD encourages all LAUSD authorized charter schools to continue to look for communications about the Spring Forum and consider attending or submitting a workshop proposal.

♦ **Charter Public School Transparency:** As you may recall, on January 12, 2016, the LAUSD Board of Education adopted the “Keeping Parents Informed: Charter Transparency” resolution, which is intended to clarify that similar to District public schools, the “Los Angeles Unified School District expects every District-authorized charter school to be transparent with its stakeholders regarding all aspects of its operation, including the possible revocation of its charter.” This resolution specifically requires charter schools to adhere to the following key requirements:

- Every charter school must make available to its stakeholders specific information and documentation related to safety and facilities, curriculum and instructional focus, staff, governance, financial management, food services, admissions, and student demographics. This information must be provided manually and electronically in English and any single primary language other than English per the provisions of Education Code section 45400 et seq.
- In the event that the LAUSD Board of Education issues a Notice of Violation, Notice of Intent to Revoke, Final Decision to Revoke, Notice of Non-Renewal, or equivalent notice, to a charter school, the school must provide written notice within 72 hours to all of its parents, guardians, and teachers. The notice must include the District’s rationale for the action. Simultaneously, the school must submit proof of such notice to the Charter Schools Division.
- Any LAUSD-authorized charter school that occupies a building on the AB300 list (seismic safety survey) must post a notice of such status in its main office.

As part of annual oversight this year, CSD staff will be engaging each school in collaborative dialogue to ensure clear understanding and compliance with the requirements of this resolution. Please see the attached Board Resolution 017-15/16.

♦ **CAASPP Performance:** Now that California public schools have administered the CAASPP Smarter Balanced tests for two years, charter schools will be able to use the results of these assessments to measure, analyze, and demonstrate student academic achievement and growth, both schoolwide and for student

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subgroups. Accordingly, the CSD has updated the annual oversight visit report template to incorporate the CAASPP results as key performance indicators. During this year's oversight visits, CSD staff will be engaging school site leaders in discussion and reflection on the school's CAASPP assessment results and data analysis.

- ♦ **Internal Assessment:** The school's internal assessment data remains of critical importance. As part of annual oversight, the CSD will continue to engage each school in discussions of benchmark/internal assessment results and the school's systems for monitoring schoolwide, subgroup and grade level academic growth and performance.
- ♦ **The California Mathematics Placement Act of 2015:** SB359 went into effect as of January 1, 2016 for schools which serve students entering grade 9. Ensure that the school's governing board and school site leader are familiar with the requirements of this Act. Through oversight and the *Charter School Compliance Monitoring and Compliance Monitoring and Certification of Board Compliance Review 2016-2017* document, the CSD will request evidence, from the effected schools, that the governing board and school have fulfilled the requirements of this Act. Schools are encouraged to review the CDE website for complete information about SB359.
- ♦ **Campus Safety:** As always, campus and student safety remains the District's top priority. Please take this opportunity to review, and update, if necessary, its Health, Safety and Emergency Preparedness Plan or equivalent for each site to ensure that it is current, comprehensive, and site-specific. In addition, we request that each school undertake a review of its facilities-related documentation for each site in order to ensure that the school is and remains in full compliance with all facilities requirements applicable to the site, including but not limited to campus safety measures, maintenance of an appropriate Certificate of Occupancy, any necessary underlying permits, fire/life/safety requirements, and compliance with facilities access requirements. ***As a reminder, to ensure safety, schools are expected to obtain DOJ clearance for all new employees prior to their participation, in any capacity, with the school.***
- ♦ **CALPADS:** As California moves forward with the development and full implementation of its new accountability and continuous improvement system as well as other aspects of the Local Control Funding Formula legislation, the state, counties, school districts, and schools will increasingly be relying on the student-level data uploaded into the California Longitudinal Pupil Achievement Data System (CALPADS). CALPADS data are critical information used to determine funding, administer statewide assessments, and implement school and district accountability measures. It therefore is more important than ever

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for each public school to take all steps necessary to ensure that CALPADS receives, and continues to receive, complete accurate student data in a timely manner. Schools may obtain further information regarding CALPADS at <http://www.cde.ca.gov/ds/sp/cl/>.

♦ **Important Reminders:**

- **Contact Information Form** - If your school has not already done so, please quickly send to the Charter Schools Division an accurate *Charter School Contact Information Form*. Completion of this important document ensures that the school leader will receive important correspondences throughout the year. If your school did not receive this form via email already, please request an electronic version right away.
- **Notifications to the CSD** - As indicated in your charter petition, notify the CSD within one week of any litigation and investigations against the school, within 24 hours of any dire emergency or serious threat to the health and safety of students or staff, and within 30 days of revised bylaws. Review Element 4 of the charter for the complete list of notifications to the District.

We thank all of our charter schools for the dedication and commitment to providing a quality public school education to your students and families. Continue to check the Charter Schools Division website regularly to monitor new information and access current petition documents. We look forward to continuing to work together as the year progresses. Please contact your assigned CSD administrator if you have any questions.

Sincerely,



José Cole-Gutiérrez, Director  
Charter Schools Division

Attachment A: *Annual Performance-Based Oversight Visit Preparation Guide 2016-2017*

Attachment B: *Guide to the Completion of Certification of Clearances, Credentialing, NCLB Qualifications, and Mandated Reporter Training Form 2016-2017*

Attachment C: *Criminal Background Clearance Certification*

Attachment D: *Vendor Certification of Criminal Background Clearance, Tuberculosis (TB) Clearance, and Credential Verification*

Attachment E: *Charter School Compliance Monitoring and Certification of Board Compliance Review 2016-2017*

Attachment F: *Annual Performance-Based Oversight Visit Report 2016-2017 School Year*

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