



MAGNOLIA PUBLIC SCHOOLS

Board Of Directors

Board Agenda Item #	III E
Date:	October 13, 2016
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D., CEO & Superintendent
Staff Lead:	Alfredo Rubalcava, Chief External Officer David Yilmaz, Chief Accountability Officer
RE:	Discussion of LAUSD's "Keeping Parents Informed: Charter Transparency" resolution

Proposed Board Recommendation

This is an information and discussion item for the Board.

Background

On January 12, 2016, 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.



MAGNOLIA PUBLIC SCHOOLS

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Attached are the LAUSD board resolution and the "Oversight 2016-2017 Welcome Letter" by LAUSD, and a webpage one-sheeter provided to us by CCSA in order to be compliant with this resolution.

Budget Implications

We will include an increased budget item in the November Revise in the Home office to provide translation services. School budgets will cover mailing and distribution costs but will attempt to include these communications with other already anticipated mailings. Compliance with this requirement may cost Magnolia as much as \$20,000.

Name of Staff Originator:

Alfredo Rubalcava, Chief External Officer
David Yilmaz, Chief Accountability Officer

Attachments

- Charter Transparency 2016 Final (LAUSD board resolution)
- Oversight 2016-2017 Welcome Letter
- 2016-17 LAUSD Charter Transparency Resolution Compliance Webpage and One-Sheeter



LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

333 South Beaudry Avenue, 20th Floor, Los Angeles, CA 90017
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MICHELLE KING
Superintendent of Schools

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

JOSÉ COLE-GUTIÉRREZ
Director, Charter Schools Division

August 18, 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,

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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 “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 subgroups. Accordingly, the CSD has updated the

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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. Last fall, Superintendent Cortines convened a "Student Safety First" District task force to address and support full and consistent implementation of District campus and student safety policies and procedures, especially on District co-located campuses. Recently, the District retained the services of a retired operations administrator, who will be supporting the task force and the CSD as we continue to review, clarify, and refine safety-related policies and practices.

We strongly encourage each charter school to 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 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.***

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♦ **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 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 utilize the attached version or 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

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- 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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Keeping Parents Informed: LAUSD-Authorized Charter Transparency
(post on website and print with documents in main office for oversight compliance)

XX is a charter public school governed by a nonprofit board of directors and overseen by the Los Angeles Unified School District. On January 12, 2016, the LAUSD board voted to approve a Board Resolution, "Keeping Parents Information: Charter Transparency" which was passed with the support of the LA charter community. The resolution highlighted commonly requested information and data that charter public schools share with parents through their charter petitions, School Accountability Report Cards, Local Education Agency Plans, Local Control Accountability Plans, Annual Audits, and other publicly available documents.

This commonly requested information is available from xx school electronically or manually by parent request. Per board resolution, parents may request this information in English and any single primary language meeting the requirements of Sections 45400 through 45403 of the California Education Code. Please submit parent requests for translated information to (insert info).

Resources:

- Charter Petition
- School Accountability Report Card
- 2015 California Assessment of Student Performance and Progress
- Local Education Agency Plan
- Local Control Accountability Plan
- Audited Financial Statements

Safety and Facilities

- Health and safety plans and procedures (see charter petition, page xx or pull language from charter petition)
- School facility assessment (see School Accountability Report Card page xx or pull language from SARC)

Curriculum and Instructional Focus

- Local Education Agency Plan (see link above)
- Instructional materials (see School Accountability Report Card page xx or pull language from SAARC)
- Curriculum content (see charter petition page xx or pull language from charter petition)

Staff

- Teacher credential status (see School Accountability Report Card page xx or pull language from SAARC)
- Qualifications of employees (including school leaders); Staff (including, but not limited to teachers, administrators, clerical staff, custodial staff, aides, etc.) compensation scheme available upon request. (see charter petition, page xx or pull language from charter petition)
- Governance Structure and Financial Management (see charter petition, page xx or pull language from charter petition)
- Brown Act compliance (see charter petition, page xx or pull language from charter petition)

Cassy Horton 8/29/16 9:45 PM

Comment [1]: These are posted on LAUSD's website, just link to yours: <https://boe.lausd.net/charterpetitions>

Cassy Horton 8/29/16 9:47 PM

Comment [2]: These are posted on the CDE website. Just link to yours: <http://www.cde.ca.gov/ta/ac/sa/>

Cassy Horton 8/29/16 9:47 PM

Comment [3]: These are posted here, just link for your school: <http://caaspp.cde.ca.gov/sb2015/Search>

Cassy Horton 8/29/16 9:48 PM

Comment [4]: Link to your LEA plan

Cassy Horton 8/29/16 9:49 PM

Comment [5]: Link to your LCAP

Cassy Horton [2] 8/30/16 8:35 AM

Comment [6]: Link to Audit

(post on website and print with documents in main office for oversight compliance)

- **Governance structure and policies** (see charter petition, page xx or pull language from charter petition)
- **Any material relationships among the school, its charter management organization (CMO) and any person or entity controlling, controlled by, or under common control with the school or its CMO; As used herein, "control" has the meaning ascribed to it in Rule 405 promulgated under the Securities Act of 1933, as amended – that is, the possession, direct or indirect, of the power to direct or cause the direction of the management and policies of a person, whether through the ownership of voting securities, by contract, or otherwise.**
- **Audited Financial Statements** (see link above)
- **Local Control Accountability Plan (LCAP)** (see link above)

Food Services

- **Meals offered to students**
- **Whether free and reduced-price meals are provided to students who would be eligible for them at a traditional public school**

Admissions

- **Lottery processes (including any preferences) and enrollment deadlines** (see charter petition, page xx or pull language from charter petition)
- **Academic Performance (in each case, disaggregated for all numerically significant sub-groups)** (see 2015 California Assessment of Student Performance and Progress, link above)
- **Statewide testing results** (see 2015 California Assessment of Student Performance and Progress, link above)
- **Four year cohort graduation rates** (see School Accountability Report Card page xx or pull language from SAARC)
- **Drop-out rates** (see School Accountability Report Card page xx or pull language from SAARC)

Student Demographic Rates

- **Ethnicity** (see School Accountability Report Card page xx or pull language from SAARC)
- **Income-eligibility for free and reduced-price meals** (see School Accountability Report Card page xx or pull language from SAARC)
- **English Language Learner status** (see School Accountability Report Card page xx or pull language from SAARC)
- **Special Education, by type (detailed to the extent permitted by applicable state and federal law and as available by traditional District public schools)** (see School Accountability Report Card page xx or pull language from SAARC)

Cassy Horton 8/29/16 9:28 PM

Comment [7]: May be addressed in the charter? Depends on the school how you want to tackle this. This probably doesn't apply to all schools.

Cassy Horton 8/29/16 9:29 PM

Comment [8]: Post link.

Cassy Horton 8/29/16 9:29 PM

Comment [9]: Post link.

Cassy Horton 8/29/16 9:30 PM

Comment [10]: Post menu or food service provider website.

Cassy Horton 8/29/16 9:53 PM

Comment [11]: List yes or no.

Ms. Ratliff, Mr. Zimmer – Keeping Parents Informed: Charter Transparency (Res-017-15/16)
(Noticed November 10, 2015 and Postponed from a Previous Meeting)

ADOPTED AS AMENDED BY CONSENT VOTE

Whereas, Charter schools were established in 1992 by the California Education Code as a way to encourage innovation, increase opportunities for teaching and learning and expand school choice for parents and students;

Whereas, A Board of Education or other authorizing entity grants a charter with the expectation that a school will adhere to the procedures outlined in its petition and uphold the public’s trust in carrying out the agreement;

Whereas, The Los Angeles Unified School District aims to authorize, and provide sound oversight to, a portfolio of high quality innovative charter schools;

Whereas, California Education Code 47607 allows an authorizing entity to grant a charter for a period not to exceed five years and to grant one or more renewals of five years each;

Whereas, California Education Code ~~47606(e)(2)~~ 47605(c)(2) states, “Charter schools shall, on a regular basis, consult with their parents, legal guardians and teachers regarding the school’s educational programs”;

Whereas, California Education Code 47604.32 requires the authorizing entity, including the Governing Board of the Los Angeles Unified School District, to provide oversight of a charter school’s operations, including its fiscal conditions and financial operations;

Whereas, California Ed Code 47604.3 requires charter schools to promptly respond to all reasonable inquiries from its chartering authority, including those regarding its financial records;

Whereas, The District requires every charter school to cooperate with investigations of waste, fraud, abuse and other material violations of law related to its operation;

Whereas, California Education Code 47607(c) states that the authorizing entity may revoke a charter through the showing of substantial evidence that the school did any of the following: Committed a material violation of any of the conditions, standards or procedures set forth in the charter; failed to meet or pursue any of the pupil outcomes identified in the charter; failed to meet generally accepted accounting principles or engaged in fiscal mismanagement; violated any provision of the law;

Whereas, California Education Code 47607(c)-(e) and corresponding state regulations require the chartering authority to adhere to the following procedures when revoking a charter: Issuance of a Notice of Violations; issuance of a Notice to Revoke and Notice of Facts in Support of Revocation; a public hearing; and a final vote;

Whereas, The District currently requires charter schools to notify parents and guardians within 72 hours of a closure action and to simultaneously provide proof of the notification to the Charter

Schools Division, but does not mandate any such notice when the revocation process is initiated or underway; and

Whereas, When a school has a renewal hearing before the Board, there is currently no requirement that a school must inform parents, legal guardians, and teachers of the outcome; ~~now, therefore, be it~~

Whereas, Traditional public schools are bound by applicable laws to adhere to prescribed standards, and/or to publicly disclose information relating to, their safety and facilities, curriculum and instructional focus, staff qualifications and compensation, governance and finances, food services, academic performance and student demographics;

Whereas, Charter schools are legally afforded greater flexibility with respect to the same standards; and, therefore, there is greater uncertainty about many of the above matters, which could be addressed through enhanced disclosure; and

Whereas, Although the District has an active program of voluntary seismic improvements to District-owned school sites, there may be a lack of clarity among both traditional and charter school parents regarding the seismic vulnerability of their students' school buildings, and the Field Act and (for non-District-owned sites) multiple applicable building codes are complex and have changed over years making it difficult to infer seismic safety from compliance alone; now, therefore, be it

Resolved, That the Los Angeles Unified School District expects ~~a charter management organization or every~~ District-authorized charter school to be transparent with its stakeholders (as traditional District public schools are required to be) regarding all aspects of its operation, including the possible revocation of its charter;

Resolved further, That a charter school be required to notify all parents, guardians and teachers in writing within 72 hours when the District issues a Notice of Violations, a Notice of Intent to Revoke and/or ~~the Recommendation for~~ Notice of Non-renewal; and that the notification include the District's rationale for the action, if provided by the District. The school shall also be required to simultaneously provide proof of the notification to the Charter Schools Division;

Resolved further, That in order to achieve these goals of transparency, accountability and keeping parents informed (with information similar to that available to traditional public school parents), ~~a charter management organization or charter school~~ District-authorized charter schools ~~are~~ be required to have available, as allowed by law, to parents, guardians, and staff, information regarding:

Safety and Facilities

- Health and safety plans and procedures
- ~~Field Act complianey~~
- School facility assessment
- ~~Available play space/density~~

Curriculum and Instructional Focus

- Local Education Agency Plan
- Instructional materials
- Curriculum content

Staff

- Teacher credential status
- Qualifications of employees (including school leaders); Staff (including, but not limited to teachers, administrators, clerical staff, custodial staff, aides, etc.) compensation scheme (including, without limitation, pay scale, bonuses or merit pay and the standards and procedures by which they are earned, benefits and retirement system) should be made available to parents upon request.
- ~~Chanda Smith Consent Decree compliance (including, but not limited to proper documentation displayed and made available to parents)~~
- ~~Staff pay scale (including, but not limited to teachers, administrators, clerical staff, custodial staff, aides, etc.)~~
- ~~Instructional materials~~

Governance Structure and Financial Management

- Brown Act compliancy
- Governance structure and policies
- Any material relationships among the school, its charter management organization (CMO) and any person or entity controlling, controlled by, or under common control with the school or its CMO; As used herein, “control” has the meaning ascribed to it in Rule 405 promulgated under the Securities Act of 1933, as amended – that is, the possession, direct or indirect, of the power to direct or cause the direction of the management and policies of a person, whether through the ownership of voting securities, by contract, or otherwise.
- Audited Financial Statements
- Local Control Accountability Plan (LCAP)

Food Services

- ~~Food service/calorie content~~
- Meals offered to students
- Whether free and reduced-price meals are provided to students who would be eligible for them at a traditional public school

Admissions

- Lottery processes (including any preferences) and enrollment deadlines
- Academic Performance (in each case, disaggregated for all numerically significant sub-groups)
- Statewide testing results
- Four year cohort graduation rates
- Drop-out rates

Student Demographic Rates

- ~~Special Education services (including, but not limited to SELPA affiliation)~~
- ~~Curriculum content~~
- ~~Special Education by type (high incident, low incident)~~
- Ethnicity
- Income-eligibility for free and reduced-price meals
- English Language Learner status

- Special Education, by type (detailed to the extent permitted by applicable state and federal law and as available by traditional District public schools)

Resolved further, That this information be available to parents both manually and electronically through a written disclosure form in the preferred language of the family in English and any single primary language meeting the requirements of Sections 45400 through 45403 of the California Education Code;

Resolved further, That for the 2015-16 academic year, this information (other than the Audited Financial Statements and LCAP) shall be available to parents, guardians, and staff no later than March 1, 2016, and the Audited Financial Statements and LCAP shall be made similarly available by December 15, 2016 and June 30, 2016, respectively;

Resolved further, That for the 2016-17 and subsequent academic years, this information (other than the Audited Financial Statements and LCAP) shall be available to parents, guardians, and staff no later than August 31st of the applicable academic year, and the Audited Financial Statements and LCAP shall be made similarly available by December 15 of the following academic year and June 30 of the applicable academic year, respectively. If at any time, a change occurs with regards to the available information, the charter management organization or charter school will have 72 hours to have available the updated information within a reasonable time; and, be it finally

Resolved further, That each District traditional public school and District-authorized charter school that occupies buildings on the AB300 list shall promptly post a notice to such effect in their main office;

Resolved further, That the Superintendent shall direct appropriate staff to conduct a study to determine appropriate measures and metrics of seismic resistance and seismic hazards of school buildings (the study may consider relevant factors, such as year and type of construction, depth of foundation and soil type, building materials, types of joints, number of floors, and the presence or absence of lateral bracing, proximity to known faults and the activeness of such faults, among other things) and to determine appropriate methods and timeframes for communicating such information and periodic updates to the public;

Resolved, further, That such study shall be conducted with input from the District's stakeholders, including, but not limited to, representatives of parents, community members, and independent charter schools, and that the Superintendent shall report the results of such study to the Board by April 11, 2016; and, be it finally

Resolved, That the Governing Board of the Los Angeles Unified School District encourages each charter school to inform parents, legal guardians, and other stakeholders of the outcome of its renewal hearings.