



LOS ANGELES UNIFIED SCHOOL DISTRICT **CHARTER SCHOOLS DIVISION**

ANNUAL PERFORMANCE-BASED OVERSIGHT VISIT REPORT **2015-2016 SCHOOL YEAR** **FOR**

Name and Location Code of Charter School

LAUSD Vision

Every student will receive a quality education in a safe, caring environment, and will be college-prepared and career-ready.

CSD Mission

The LAUSD Charter Schools Division (CSD) fosters high quality educational opportunities for all students in the greater Los Angeles community through exemplary charter public school authorizing, oversight, and sharing of promising practices so that all students maximize their potential.

CSD Core Values

We believe that our success depends on:

- Making decisions that put the interests of students first.
- Serving with high expectations, integrity, and commitment.
- Employing authentic, responsive, and effective leadership and teamwork.
- Adapting as a learning organization.
- Building a healthy workplace culture where high performance and creativity thrive.
- Developing productive relationships with charter public school partners and all stakeholders.



Charter School Name:					Location Code:	
Current Address:			City:	ZIP Code:	Phone:	Fax:
Current Term of Charter:				LAUSD Board District:	LAUSD District:	
July 1, 20xx to June 30, 20xx						
Number of Students Currently Enrolled:		Enrollment Capacity Per Charter:		Grades Currently Served:	Grades To Be Served Per Charter:	
Total Number of Staff Members:		Certificated:		Classified:		
Charter School's Leadership Team Members:						
Charter School's Contact for Special Education:						
CSD Assigned Administrator:			CSD Fiscal Services Manager:			
Other School/CSD Team Members:						
Oversight Visit Date:				Fiscal Review Date (if different):		
Is school located on a District facility? If so, please indicate the applicable program (e.g. Prop 39, PSC, conversion, etc.):				LAUSD Co-Location Campus (if applicable):		

SUMMARY OF RATINGS			
<i>(4)=Accomplished (3)=Proficient (2)=Developing (1)=Unsatisfactory</i>			
Governance	Student Achievement and Educational Performance	Organizational Management, Programs, and Operations	Fiscal Operations
Choose a rating	Choose a rating	Choose a rating	Choose a rating



CHARTER RENEWAL CRITERIA

In accordance with Education Code §§ 47605 and 47607, in order to renew a charter, the District must determine whether the charter school has met the statutory requirements. Pursuant to the requirements of SB 1290, the District “shall consider increases in pupil academic achievement for all groups of pupils served by the charter school as the most important factor in determining whether to grant a charter renewal.” Ed. Code § 47607(a)(3)(A).

RENEWAL ELIGIBILITY: To be eligible for renewal, the school must meet the minimum statutory criteria for renewal set forth in Ed. Code § 47607(b). Specifically, schools seeking to renew in 2015-2016 must meet at least one of the following minimum criteria:

	2012	2013
Criterion 1: Attained 2013 Growth API Targets, both school wide and for all numerically significant subgroups.		HAS THE SCHOOL MET THIS REQUIREMENT?
Criterion 2: Ranked in deciles 4 to 10 on Statewide Ranks (CDE) in both 2012 and 2013.	HAS THE SCHOOL MET THIS REQUIREMENT?	HAS THE SCHOOL MET THIS REQUIREMENT?
Criterion 3: Ranked in deciles 4 to 10 on Similar Schools Ranks (CDE) in both 2012 and 2013.	HAS THE SCHOOL MET THIS REQUIREMENT?	HAS THE SCHOOL MET THIS REQUIREMENT?

Criterion 4: (A) The entity that granted the charter determines that the academic performance of the charter school is at least equal to the academic performance of the public schools that the charter school pupils would otherwise have been required to attend, as well as the academic performance of the schools in the school District in which the charter school is located, taking into account the composition of the pupil population that is served at the charter school.

- (B) The determination made pursuant to this paragraph shall be based upon all of the following:
- (i) Documented and clear and convincing data.
 - (ii) Pupil achievement data from assessments, including, but not limited to, the Standardized Testing and Reporting Program established by Article 4 (commencing with Section 60640) for demographically similar pupil populations in the comparison schools.
 - (iii) Information submitted by the charter school.

NOTE: If a charter school anticipates it will be seeking to demonstrate renewal eligibility under section 47607(b)(4), it is important that the charter school works collaboratively with the assigned CSD administrator to identify and share appropriate sources of data and other evidence relevant to making this determination.

RENEWAL RECOMMENDATION: Once a charter school is determined to be eligible for renewal under § 47607(b), the school must submit a renewal petition application that, upon review, is determined to be educationally sound, reasonably comprehensive, and demonstrably likely to be successfully implemented. Ed. Code §§ 47607(a); 47605(b). The District “shall consider the past performance of the school’s academics, finances, and operation in evaluating the likelihood of future success, along with future plans for improvement if any.” 5 CCR § 11966.4. For further information regarding renewal petition applications and recommendations, please see the current *Independent Charter School Renewal Petition Application Guide for 2015-2016* posted on the CSD website.



REPORT GUIDE

In conducting oversight as a charter school authorizer, the District places an emphasis on performance and compliance with applicable law, policy, and the approved charter, as well as on the lead fiduciary role of a charter school’s governing board in the overall success of the school for students. Information gathered through oversight serves as part of the school’s ongoing record of performance and provides important data for the CSD, LAUSD Superintendent, and ultimately the LAUSD Board of Education in making informed decisions about charter school authorization. In designing this document, the District has considered California charter school law, as well as the California State Board of Education’s criteria for evaluating charter schools and the National Association of Charter School Authorizers’ *Principles and Standards of Quality Authorizing*. This reporting tool provides guidelines and criteria used by the CSD to observe, record, assess, and reflect with the charter school on school performance as captured during the annual oversight visit process in these four categories:

- **Governance** – demonstrating fulfillment of the governing board’s fiduciary responsibility to effectively direct and provide oversight for the charter public school, including but not limited to enactment and monitoring of policies and procedures to ensure the school’s full compliance with applicable law, policy, and the terms of the charter approved by the LAUSD Board of Education
- **Student Achievement and Educational Performance** – demonstrating academic achievement and growth for all students
- **Organizational Management, Programs, and Operations** – demonstrating effective leadership and implementation of the governing board’s policies and procedures, as well as the school’s educational program and systems and procedures for the day-to-day operations of the school
- **Fiscal Operations** – demonstrating sound fiscal management, appropriate use of public funds, and compliance with regulatory requirements

This report, including the ratings in each category, is based on information and evidence gathered at the time of the annual oversight visit. The CSD considers evidence provided through CSD staff observations, document review, interviews, and discussion with school representatives. All charter schools are expected to prepare for the visit and have available, as applicable, all documentation requested in the *Annual Performance Based Oversight Visit Preparation Guide 2015-2016*. The “Sources of Evidence” sections below identify key information sources generally relevant to their respective indicators; these lists are not exhaustive, however, and some items may not be applicable to the grades served. Schools may present additional evidence as deemed relevant and appropriate. As needed, CSD staff also may request additional information and/or documentation prior to, during, and/or following the visit.

The tool employs the following four-point rubric to rate the school’s performance in each category: (4) *Accomplished*, (3) *Proficient*, (2) *Developing*, and (1) *Unsatisfactory*. In addition, the *Summary of School Performance* section in each category captures key findings under one or more of the following headings: (1) Areas of Demonstrated Strength and/or Progress (Note: potential “promising practices” are identified within this section with an asterisk [*]); (2) Areas Noted for Further Growth and/or Improvement; and, if applicable, (3) Corrective Action Required. Under “Corrective Action Required,” the CSD reports findings of material noncompliance with applicable law, LAUSD charter policy, or the school’s approved charter. If the report includes any findings under “Corrective Action Required,” the charter school must take immediate and appropriate steps to remedy the identified concern. In accordance with its “tiered intervention” approach to charter school non-compliance and poor performance, the CSD may also send the school appropriate notices, separate and apart from this report, to provide and document time-specific follow-up as necessary. At the other end of the spectrum of performance, any school that earns a rating of *Accomplished* in any category is encouraged to submit to the CSD a summary of those “promising practices” that the school believes have contributed to its success, in order to support the CSD’s ongoing efforts to promote and facilitate reciprocal sharing of promising practices among education leaders from across the entire portfolio of LAUSD schools.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: _____

Annual Performance-Based Oversight Visit Report

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

GOVERNANCE	RATING*
Summary of School Performance	Choose a rating
<p><u>Areas of Demonstrated Strength and/or Progress</u></p> <p><u>Areas Noted for Further Growth and/or Improvement</u></p> <p><u>Corrective Action Required</u></p>	
Notes:	
*NOTE: <i>If the CSD gathers or otherwise receives substantial evidence of actual conflict(s) of interest with respect to a governing board member or person in a school leadership position (e.g. CEO or principal), a charter school shall receive a rating of 1 in this category.</i>	



G1: GOVERNANCE STRUCTURE - GOVERNANCE QUALITY INDICATOR #1

<p><i>The Governing Board has implemented the organizational structure, roles and responsibilities set forth in the approved charter, including:</i></p> <ul style="list-style-type: none"> • Governing Board (composition, structure, roles and responsibilities) • committees/councils • school leadership 		
Performance	Rubric	Sources of Evidence
	<input type="checkbox"/> The Governing Board has fully implemented the organizational structure set forth in approved charter <input type="checkbox"/> The Governing Board has substantially implemented the organizational structure set forth in approved charter <input type="checkbox"/> The Governing Board has partially implemented the organizational structure set forth in approved charter <input type="checkbox"/> The Governing Board has not implemented the organizational structure set forth in approved charter <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Organization chart (B1: 1) <input type="checkbox"/> Bylaws (B1: 2) <input type="checkbox"/> Board member roster (B1: 3) <input type="checkbox"/> Board meeting agendas and minutes (B1: 4) <input type="checkbox"/> Observation of Governing Board meeting <input type="checkbox"/> Discussion with leadership <input type="checkbox"/> Other: (Specify)

G2: BROWN ACT - GOVERNANCE QUALITY INDICATOR #2

<p><i>The Governing Board has a system in place to ensure it is adhering to applicable open meeting requirements, which protect the public interest in transparency and help to ensure that decisions are made without apparent or actual conflicts of interest:</i></p> <ul style="list-style-type: none"> • Governing Board meetings occur regularly, are conducted openly, and provide opportunity for public participation in accordance with the Brown Act • Governing Board holds its meetings at a location(s) and in a manner that complies with teleconferencing, closed session, and access requirements • Governing Board meeting agendas and minutes are posted and maintained, as appropriate, in accordance with the Brown Act 		
Performance	Rubric	Sources of Evidence
	<input type="checkbox"/> The Governing Board complies with all material provisions of the Brown Act <input type="checkbox"/> The Governing Board complies with most material provisions of the Brown Act <input type="checkbox"/> The Governing Board complies with some material provisions of the Brown Act <input type="checkbox"/> The Governing Board complies with few material provisions of the Brown Act <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Board meeting agendas and minutes (B1: 4) <input type="checkbox"/> Board meeting calendar (B1: 5) <input type="checkbox"/> Brown Act training documentation (B1: 6) <input type="checkbox"/> Documentation of the school’s agenda posting procedures (B1: 7) <input type="checkbox"/> Observation of Governing Board meeting <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)



G3: DUE PROCESS - GOVERNANCE QUALITY INDICATOR #3

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 policy, to honor and protect the rights of students, employees, parents, and the public in the following areas:

- student discipline
- employee grievances and discipline
- parent/stakeholder complaint resolution

	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> The Governing Board has highly developed systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public <input type="checkbox"/> The Governing Board has well-developed systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public <input type="checkbox"/> The Governing Board has partially developed systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public <input type="checkbox"/> The Governing Board has minimal or no systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the charter, and LAUSD charter policy, in for students, employees, parents, and the public <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Board meeting agendas and minutes (B1: 4) <input type="checkbox"/> Parent-Student Handbook(s) (B1: 8 or B3: 1) <input type="checkbox"/> Uniform Complaint Procedure documentation (B1: 9) <input type="checkbox"/> Stakeholder complaint procedure(s) (B1: 10) <input type="checkbox"/> H.R. policies and procedures regarding staff due process (B1: 11.1) <input type="checkbox"/> Observation of Governing Board meeting <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)

G4: STAFFING - GOVERNANCE QUALITY INDICATOR #4

The Governing Board has a system in place to ensure that appropriate employment and other staffing decisions are made in accordance with applicable law and the terms of its approved charter governing qualifications, clearances and credentialing:

- The Governing Board has established policies and procedures to ensure that faculty, staff, substitute teachers, and other persons providing service in a certificated position, are appropriately credentialed, authorized and/or otherwise qualified for the positions for which they have been employed/contracted, in accordance with applicable provisions of law and the school’s charter
- The Governing Board has established policies and procedures to ensure that the school obtains all necessary employee clearances, including criminal background and tuberculosis (TB) clearances, prior to employment, and keeps all clearances current
- The Governing Board has established policies and procedures to ensure that the school obtains, monitors, and maintains all necessary and appropriate vendor certifications/waivers regarding vendor employee clearances, including criminal background and tuberculosis (TB) clearances
- The Governing Board has established policies and procedures regarding requirements for school volunteers, including criminal background clearances for all volunteers who perform schoolsite services while not under the direct supervision of a school employee, and tuberculosis (TB) risk



<p>assessments/clearances for all volunteers with frequent or prolonged contact with students per AB 1667</p> <ul style="list-style-type: none"> The Governing Board has established and monitors policies governing whether and under what circumstances the school may consider, for paid and volunteer service, candidates who have criminal records 	
Rubric	Sources of Evidence
<p>Performance</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Governing Board has established and monitors comprehensive policies and procedures to ensure staffing in compliance with applicable provisions of law and the charter related to qualifications, clearances, credentialing, and assignment requirements <input type="checkbox"/> The Governing Board has established and monitors policies and procedures to ensure staffing in compliance with applicable provisions of law and the charter related to qualifications, clearances, credentialing, and assignment requirements <input type="checkbox"/> The Governing Board has established some policies and procedures to ensure staffing in compliance with applicable provisions of law and the charter related to qualifications, clearances, credentialing, and assignment requirements <input type="checkbox"/> The Governing Board has established few or no policies and procedures to ensure staffing in compliance with applicable law staffing in compliance with applicable provisions of law and the charter related to qualifications, clearances, credentialing, and assignment requirements <input type="checkbox"/> No assessment of performance for this indicator 	<ul style="list-style-type: none"> <input type="checkbox"/> Parent-Student Handbook(s) (B1: 8 or B3: 1) <input type="checkbox"/> H.R. policies and procedures regarding NCLB qualifications, credentialing, and clearance requirements (B1: 11.2) <input type="checkbox"/> Observation of Governing Board meeting <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)

G5: EVALUATION OF SCHOOL LEADERSHIP - GOVERNANCE QUALITY INDICATOR #5

<p><i>The Governing Board has a system in place for the evaluation of its chief executive and school administrator(s) to ensure that:</i></p> <ul style="list-style-type: none"> the school’s educational program yields high student achievement the school complies with all applicable legal requirements 	
Rubric	Sources of Evidence



Performance	<input type="checkbox"/> The Governing Board has a highly developed system in place for the evaluation of school administrator(s) to ensure that the school's educational program yields high student achievement and complies with all applicable legal requirements	<input type="checkbox"/> Documentation related to system for evaluation of school leadership (B1: 12)
	<input type="checkbox"/> The Governing Board has a well-developed system in place for the evaluation of school administrator(s) to ensure that the school's educational program yields high student achievement and complies with all applicable legal requirements	<input type="checkbox"/> Observation of Governing Board meeting
	<input type="checkbox"/> The Governing Board has a partially developed system in place for the evaluation of school administrator(s) to ensure that the school's educational program yields high student achievement and complies with all applicable legal requirements	<input type="checkbox"/> Discussion with school leadership
	<input type="checkbox"/> The Governing Board has a minimal or no system in place for the evaluation of school administrator(s) to ensure that the school's educational program yields high student achievement and complies with all applicable legal requirements	<input type="checkbox"/> Other: (Specify)
	<input type="checkbox"/> No assessment of performance for this indicator	

G6: DATA-BASED DECISION-MAKING - GOVERNANCE QUALITY INDICATOR #6

<i>The Governing Board has a system in place to ensure:</i>		
<ul style="list-style-type: none"> • review and use of academic and other school data and information to ensure sound Governing Board decision-making in support of continuous improvement of student achievement, fiscal viability, compliance, and overall public school excellence • ongoing monitoring of the school's implementation of its LCAP action plans and progress toward LCAP goals 		
Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The Governing Board regularly monitors school performance and other data to inform decision-making	<input type="checkbox"/> Board meeting agendas and minutes (B1: 4)
	<input type="checkbox"/> The Governing Board monitors school performance and other data to inform decision-making	<input type="checkbox"/> Other evidence of system for Board review and analysis of school data to inform decision-making (B1: 13)
	<input type="checkbox"/> The Governing Board inconsistently monitors school performance and other data to inform decision-making	<input type="checkbox"/> Observation of Governing Board meeting
	<input type="checkbox"/> The Governing Board seldomly monitors school performance and other data to inform decision-making	<input type="checkbox"/> Discussion with leadership
	<input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Other: (Specify)

G7: FISCAL MANAGEMENT AND ACCOUNTABILITY - GOVERNANCE QUALITY INDICATOR #7



The Governing Board has a system in place to ensure sound fiscal management and accountability:		
<ul style="list-style-type: none"> • Governing Board reviews and monitors the school’s budget and finances to inform and evaluate resource allocation and use consistent with the charter • Governing Board reviews and monitors its fiscal policies and procedures to ensure fiscal soundness and compliance 		
	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> The Governing Board regularly reviews and monitors the school's fiscal policies and procedures for soundness and compliance, and its budget and finances to inform and evaluate resource allocation and use consistent with the charter <input type="checkbox"/> The Governing Board reviews and monitors the school's fiscal policies and procedures for soundness and compliance, and its budget and finances to inform and evaluate resource allocation and use consistent with the charter <input type="checkbox"/> The Governing Board inconsistently reviews and monitors the school's fiscal policies and procedures for soundness and compliance, and its budget and finances to inform and evaluate resource allocation and use consistent with the charter <input type="checkbox"/> The Governing Board seldom reviews and monitors the school's fiscal policies and procedures for soundness and compliance, and its budget and finances to inform and evaluate resource allocation and use consistent with the charter <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Board meeting agendas and minutes (B1: 4) <input type="checkbox"/> Other evidence of system for Board review and monitoring of fiscal policies, procedures, budget, and finances (B1: 14) <input type="checkbox"/> Observation of Governing Board meeting <input type="checkbox"/> Discussion with leadership <input type="checkbox"/> Other: (Specify)

Progress on LAUSD Board of Education and/or MOU Benchmarks related to GOVERNANCE (if applicable):



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: _____

Annual Performance-Based Oversight Visit Report

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

STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE	RATING
Summary of School Performance	Choose a rating
<p><u>Areas of Demonstrated Strength and/or Progress</u></p> <p><u>Areas Noted for Further Growth and/or Improvement</u></p> <p><u>Corrective Action Required</u></p>	
<p>Notes:</p>	



A1: API GROWTH TARGETS FOR SUBGROUPS - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #1

<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"> • API Growth Targets for all subgroups (students with disabilities, English Learners, and socio-economically disadvantaged students, etc.)(CDE) 		
Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The school met its 2013 API Growth Targets for all subgroups <input type="checkbox"/> The school met its 2013 API Growth Targets for the majority of subgroups <input type="checkbox"/> The school met its 2013 API Growth Targets for some subgroups <input type="checkbox"/> The school did not meet its 2013 API Growth Targets for any subgroups <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Growth API report (CDE) (B2: 1.1) <input type="checkbox"/> Other: (Specify)

A2: GROWTH API - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #2

<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"> • schoolwide Growth API score (CDE) • 3-year API average (based on 2011, 2012, and 2013 data)(CDE) 		
Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The school's 2013 school-wide Growth API and its 3-year API average exceed 800 <input type="checkbox"/> The school-wide 2013 Growth API and/or 3-year API average is at or above 775 <input type="checkbox"/> The school-wide 2013 Growth API and/or 3-year API average is at or above 700 <input type="checkbox"/> The school-wide 2013 Growth API or 3-year API average is below 700 <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Growth API report (CDE) (B2: 1.1) <input type="checkbox"/> 3-Year Average API report (CDE) (B2: 1.2) <input type="checkbox"/> Other: (Specify)

A3: SIMILAR SCHOOLS RANK - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #3

<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"> • Similar Schools Rank (CDE) 		
Rubric		Sources of Evidence



Performance	<input type="checkbox"/> The 2013 Similar Schools Rank (CDE) is 8 or above <input type="checkbox"/> The 2013 Similar Schools Rank (CDE) is 6 or 7 <input type="checkbox"/> The 2013 Similar Schools Rank (CDE) is 4 or 5 <input type="checkbox"/> The 2013 Similar Schools Rank (CDE) is 3 or below <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Growth API report (CDE) (B2: 1.1) <input type="checkbox"/> Other: (Specify)
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A4: STATEWIDE RANK - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #4

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- Statewide Rank (CDE)

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The 2013 Statewide Rank (CDE) is 8 or above <input type="checkbox"/> The 2013 Statewide Rank (CDE) is 6 or 7 <input type="checkbox"/> The 2013 Statewide Rank (CDE) is 4 or 5 <input type="checkbox"/> The 2013 Statewide Rank (CDE) is 3 or below <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Growth API report (CDE) (B2: 1.1) <input type="checkbox"/> Other: (Specify)

A5: ENGLISH LEARNER RECLASSIFICATION - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #5

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- English Learner reclassification rate

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The school reclassifies English Learners at a rate higher than the District average <input type="checkbox"/> The school reclassifies English Learners at a rate similar to the District average <input type="checkbox"/> The school reclassifies English Learners at a rate lower than the District average <input type="checkbox"/> The school does not reclassify English Learners <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Reclassification report (CDE) (B2: 1.3) <input type="checkbox"/> CELDT Criterion reports (CDE) (B2: 1.4) <input type="checkbox"/> Title III AMAOs report(s) (CDE) (B2: 1.5) <input type="checkbox"/> School internal reclassification data (B2: 2.3) <input type="checkbox"/> Other: (Specify)

A6: INTERNAL ASSESSMENT - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #6

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:



- The school’s internal assessments
- Other academic achievement data gathered or produced by the school, such as Advanced Placement examination participation and passage rates, A-G requirements progress and completion rates, high school graduation rates, and college acceptance rates

NOTE: For purposes of evaluation of school performance for this indicator, the CSD considers only such data that is derived from standards-based high quality standardized or widely accepted assessments (e.g. NWEA, DIBELS, or Stanford 10) and/or other assessment instruments for which the school can demonstrate validity/reliability.

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The school has demonstrated accomplished levels of student achievement and progress as measured by school's internal assessments and other school data <input type="checkbox"/> The school has demonstrated proficient levels of student achievement and progress as measured by school's internal assessments and other school data <input type="checkbox"/> The school has demonstrated developing levels of student achievement and progress as measured by school's internal assessments and other school data <input type="checkbox"/> The school has demonstrated unsatisfactory levels of student achievement and progress as measured by school's internal assessments and other school data <input type="checkbox"/> The school has not collected and/or analyzed and monitored internal assessment or other academic achievement data <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Internal academic performance and progress data and information (B2: 2.1 – 2-7) <input type="checkbox"/> Other: (Specify)

HIGH SCHOOLS ONLY:

A7: 10TH GRADE CAHSEE PASSAGE - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #7

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- 10TH Grade combined CAHSEE passage rates in ELA and Math

Rubric	Sources of Evidence
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Performance	<input type="checkbox"/> The school's 10 th grade students pass the CAHSEE in both ELA and Math at rates significantly above the District averages <input type="checkbox"/> The school's 10 th grade students pass the CAHSEE in both ELA and Math at rates at or slightly above than the District averages <input type="checkbox"/> The school's 10 th grade students pass the CAHSEE in both ELA and Math at rates below the District averages <input type="checkbox"/> The school's 10 th grade students pass the CAHSEE in both ELA and Math at rates significantly below the District averages <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> CAHSEE 10 th Grade Combined report (CDE) (B2: 1.6) <input type="checkbox"/> Other: (Specify)
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HIGH SCHOOLS ONLY:

A8: SCHOOL PERFORMANCE FRAMEWORK - STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE QUALITY INDICATOR #8

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- LAUSD School Performance Framework (SPF) classification

Please note that the CSD has included this indicator for 2015-2016 in anticipation of District calculation of SPF classifications for high schools based in part on CAHSEE results. In the event that the District determines not to issue high school SPF classifications in 2015-2016, the CSD will omit this indicator.

	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> 2015 School Performance Framework classification is Excelling <input type="checkbox"/> 2015 School Performance Framework classification is Achieving <input type="checkbox"/> 2015 School Performance Framework classification is Service and Support or Watch <input type="checkbox"/> 2015 School Performance Framework classification is Focus <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> 2014-15 School Performance Framework report (LAUSD) (B2: 1.7) <input type="checkbox"/> Other: (Specify)

Progress on LAUSD Board of Education and/or MOU Benchmarks related to STUDENT ACHIEVEMENT (if applicable):



ORGANIZATIONAL MANAGEMENT, PROGRAMS, AND OPERATIONS	RATING*
Summary of School Performance	Choose a rating
<p><u>Areas of Demonstrated Strength and/or Progress</u></p> <p><u>Areas Noted for Further Growth and/or Improvement</u></p> <p><u>Corrective Action Required</u></p>	
<p>Notes:</p>	
<p><i>*NOTE: A charter school shall receive a rating of 1 in this category for any of the following reasons: (1) Failed to have Health, Safety, and Emergency Plan in place; (2) Failed to conduct child abuse mandated reporter training in accordance with AB 1432; (3) Failed to complete criminal background clearances for <u>all new staff</u> (as defined on the NCLB Grid) prior to employment; or (4) Failed to obtain clearances certification, as appropriate, from a vendor. A charter school cannot receive a rating in this category greater than 2 if any teacher of the core instructional program is not appropriately credentialed and assigned per legal requirements and the school's current approved charter.</i></p>	



O1: HEALTH AND SAFETY - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #1

The school has a system in place to ensure that:

- for each school site, the school has a current site-specific Certificate of Occupancy or equivalent that authorizes the current use of the site
- the school has a current site-specific comprehensive Health, Safety, and Emergency Plan
- the school is able and prepared to implement its emergency procedures in the event of a natural disaster or other emergency
- school provides for student immunization and health screening per applicable law and terms of the charter
- school maintains an emergency epinephrine auto-injector (“epi-pen”) onsite and has provided training to volunteer staff member(s) in the storage and emergency use of the epi-pen
- school staff and other mandated reporters working on behalf of the school receive timely training on child abuse awareness and reporting in accordance with the requirements of AB 1432
- school staff receives annual training on the handling of bloodborne pathogens

	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> The school has a highly developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety <input type="checkbox"/> The school has a well-developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety <input type="checkbox"/> The school has a partially developed system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety <input type="checkbox"/> The school has a minimal or no system in place to ensure protection of student and staff health and safety, and compliance with applicable legal and charter requirements related to health and safety <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Parent-Student Handbook(s) (B1: 8 or B3: 1) <input type="checkbox"/> Certificate of Occupancy or equivalent (B3: 2.1) <input type="checkbox"/> Comprehensive Health, Safety, and Emergency Plan (B3: 2.2) <input type="checkbox"/> Evacuation route maps (B3: 2.2) <input type="checkbox"/> Documentation of emergency drills and training (B3: 2.3) <input type="checkbox"/> Evidence of provision and location of onsite emergency supplies (B3: 2.4) <input type="checkbox"/> Evidence that school provides for student immunization and health screening (B3: 2.5) <input type="checkbox"/> Epi-pen documentation (B3: 2.6) <input type="checkbox"/> Child abuse mandated reporter training documentation (B3: 2.7) <input type="checkbox"/> Bloodborne pathogens training documentation (B3: 2.8) <input type="checkbox"/> <i>Certification of Clearances, Credentialing, NCLB Qualifications, and Mandated Reporter Training 2015-2016 (“NCLB Grid”)</i> (B3A) <input type="checkbox"/> Site/classroom observation <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)



O2: STANDARDS-BASED INSTRUCTION - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #2

The school has:

- implemented standards-based instruction to ensure student mastery, and progress towards mastery, of the California academic content standards, including the Common Core State Standards (CA CCSS), that are applicable to the grade levels served
- obtained WASC accreditation ([high schools only](#))
- implemented a system to monitor student progress toward and completion of graduation and A-G requirements ([high schools only](#))
- received UC/CSU approval of courses ([high schools only](#))

	Rubric	Sources of Evidence
Performance	<ul style="list-style-type: none"> <input type="checkbox"/> The school has fully implemented grade-level-appropriate standards-based instruction to ensure student mastery, and progress towards mastery, of the California academic content standards, including the CA CCSS <input type="checkbox"/> The school has substantially implemented grade-level-appropriate standards-based instruction to ensure student mastery, and progress towards mastery, of the California academic content standards, including the CA CCSS <input type="checkbox"/> The school has partially implemented grade-level-appropriate standards-based instruction to ensure student mastery, and progress towards mastery, of the California academic content standards, including the CA CCSS <input type="checkbox"/> The school has minimally implemented, or not at all, grade-level-appropriate standards-based instruction to ensure student mastery, and progress towards mastery, of the California academic content standards, including the CA CCSS <input type="checkbox"/> No assessment of performance for this indicator 	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of standards-based instructional program (B3: 3.1) <input type="checkbox"/> LCAP (B3: 3.2) <input type="checkbox"/> Evidence of technology readiness to administer CAASPP assessments (B3: 3.3) <input type="checkbox"/> WASC documentation (B3: 3.4) <input type="checkbox"/> UC Doorways course approval documentation (B3: 3.5) <input type="checkbox"/> Evidence of implementation of Transitional Kindergarten (B3: 3.6) <input type="checkbox"/> Professional development documentation (B3: 3.7) <input type="checkbox"/> Classroom observation <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)

O3: MEETING THE NEEDS OF ALL STUDENTS - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #3

The school:

- implements the differentiation, intervention, and other instructional strategies and approaches described in the charter designed to meet the learning needs of all students
- implements, monitors, and modifies, as appropriate, its Master Plan for English Learners (EL identification, progress monitoring, assessment, and reclassification)
- has appointed a designee to assist and support foster youth

	Rubric	Sources of Evidence



Performance	<input type="checkbox"/> The school has fully implemented and monitors the components of the charter's instructional program designed to meet the learning needs of all students, including ELs <input type="checkbox"/> The school has substantially implemented and monitors the components of the charter's instructional program designed to meet the learning needs of all students, including ELs <input type="checkbox"/> The school has partially implemented the components of the charter's instructional program designed to meet the learning needs of all students, including ELs <input type="checkbox"/> The school has minimally implemented, or not at all, the components of the charter's instructional program designed to meet the learning needs of all students, including ELs <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Evidence of standards-based instructional program (B3: 3.1) <input type="checkbox"/> LCAP (B3: 3.2) <input type="checkbox"/> Professional development documentation (B3: 3.7) <input type="checkbox"/> Evidence of intervention and support for all students, including implementation of the school's English Learner Master Plan (B3: 3.8) <input type="checkbox"/> Classroom observation <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)
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O4: IMPLEMENTATION OF INNOVATIVE PROGRAM COMPONENTS - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #4

<i>The school has implemented the innovative components of the educational program described in the school's charter</i>		
	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> The school has fully implemented the innovative components of the educational program described in the charter <input type="checkbox"/> The school has substantially implemented the innovative components of the educational program described in the charter <input type="checkbox"/> The school has partially implemented the innovative components of the educational program described in the charter <input type="checkbox"/> The school has minimally implemented, or not at all, the innovative components of the educational program described in the charter <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Professional development documentation (B3: 3.7) <input type="checkbox"/> Evidence of implementation of innovative components of educational program (B3: 3.9) <input type="checkbox"/> Classroom observation <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)

O5: SPECIAL EDUCATION - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #5

<p><i>The school has a system in place to ensure that the school:</i></p> <ul style="list-style-type: none"> • provides Special Education programs and services in accordance with students' IEPs and the terms of the Modified Consent Decree • provides Special Education training for staff in accordance with requirements of the Modified Consent Decree • conducts a special education self-review annually, using the Special Education Self-Review Checklist • maintains timely and accurate records in Welligent



	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> The school has a highly developed system in place for full implementation and monitoring of its special education program in compliance with all requirements, including the Modified Consent Decree <input type="checkbox"/> The school has a well-developed system in place for full implementation and monitoring of its special education program in compliance with all requirements, including the Modified Consent Decree <input type="checkbox"/> The school has a partially developed system in place for full implementation and monitoring of its special education program in compliance with all requirements, including the Modified Consent Decree <input type="checkbox"/> The school has a minimal or no system in place for full implementation and monitoring of its special education program in compliance with all requirements, including the Modified Consent Decree <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Parent-Student Handbook(s) (B1: 8 or B3: 1) <input type="checkbox"/> Professional development documentation (B3: 3.7) <input type="checkbox"/> Evidence of intervention and support for students with disabilities (B3: 3.8) <input type="checkbox"/> DVR documentation (B3: 4.1) <input type="checkbox"/> Self-Review Checklist (B3: 4.1) <input type="checkbox"/> Other special education documentation (B3: 4.1) <input type="checkbox"/> Welligent reports and/or other MCD documentation <input type="checkbox"/> Classroom observation <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)

O6: SCHOOL CLIMATE AND STUDENT DISCIPLINE - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #6

<p><i>The school has a school climate and schoolwide student discipline system in place to ensure that the school's practices:</i></p> <ul style="list-style-type: none"> align with the 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, and 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 subgroups 	
Rubric	Sources of Evidence



Performance	<input type="checkbox"/> The school has a highly developed school climate and student discipline system in place that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights <input type="checkbox"/> The school has a well-developed school climate and student discipline system in place that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights <input type="checkbox"/> The school has a partially developed school climate and student discipline system in place that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights <input type="checkbox"/> The school has a minimally developed or no school climate and student discipline system in place that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Parent-Student Handbook(s) (B1: 8 or B3: 1) <input type="checkbox"/> LCAP (B3: 3.2) <input type="checkbox"/> Professional development documentation (B3: 3.7) <input type="checkbox"/> Evidence of implementation of school climate and student discipline system that aligns with Discipline Foundation Policy and School Climate Bill of Rights principles (B3: 4.2) <input type="checkbox"/> Evidence of implementation of tiered behavior intervention, such as SST/COST (B3: 4.2) <input type="checkbox"/> Evidence of implementation of alternatives to suspension (B3: 4.2) <input type="checkbox"/> Evidence of implementation of schoolwide positive behavior support system (B3: 4.2) <input type="checkbox"/> Evidence of data monitoring (B3: 4.2) <input type="checkbox"/> LAUSD suspension and expulsion data reports <input type="checkbox"/> Interview of stakeholders <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)
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O7: PROFESSIONAL DEVELOPMENT - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #7

The school:

- has a school-wide professional development plan for teachers and other staff that supports the educational program set forth in the charter and targets identified needs
- provides faculty and other instructional staff with professional development opportunities to improve instructional practice
- provides opportunities for teachers to collaborate regularly for the purpose of planning and improving curriculum and instruction

Rubric	Sources of Evidence
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Performance	<input type="checkbox"/> The school has fully implemented a professional development plan for teachers and other staff that supports instructional practices, targets identified needs, and aligns with the education program set forth in the charter <input type="checkbox"/> The school has implemented a professional development plan for teachers and other staff that supports instructional practices, targets identified needs, and aligns with the education program set forth in the charter <input type="checkbox"/> The school has partially implemented a professional development plan for teachers and other staff that supports instructional practices, targets identified needs, and aligns with the education program set forth in the charter <input type="checkbox"/> The school has not implemented a professional development plan for teachers and other staff that supports instructional practices, targets identified needs, and aligns with the education program set forth in the charter <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> LCAP (B3: 3.2) <input type="checkbox"/> Professional development documentation (B3: 3.7) <input type="checkbox"/> Interview of teachers and/or other staff <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)
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O8: STAKEHOLDER COMMUNICATION AND INVOLVEMENT - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #8

The school has a stakeholder communication system for gathering input, facilitating and encouraging involvement, sharing information, and resolving concerns, which:

- engages in communication that notifies parents and other stakeholders of the process for resolving concerns, including how they may contact board members, and supports students, families, and other stakeholders in effectively resolving concerns
- provides all stakeholders (e.g., parents/guardians, students, and teachers) with appropriate, accessible and relevant information about individual student and schoolwide academic progress and performance
- informs parents of high school students about transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements **(high schools only)**
- provides parents, teachers, and students with meaningful opportunities for involvement and engagement that meet the requirements and goals of applicable federal and state law, the school’s charter, and the school LCAP

Rubric	Sources of Evidence
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Performance	<input type="checkbox"/> The school has a highly developed stakeholder communication system for gathering input, encouraging involvement, sharing information, and resolving concerns <input type="checkbox"/> The school has a well-developed stakeholder communication system for gathering input, encouraging involvement, sharing information, and resolving concerns <input type="checkbox"/> The school has a partially developed stakeholder communication system for gathering input, encouraging involvement, sharing information, and resolving concerns <input type="checkbox"/> The school has a minimal or no stakeholder communication system for gathering input, encouraging involvement, sharing information, and resolving concerns <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Parent-Student Handbook (B1: 8 or B3: 1) <input type="checkbox"/> Evidence of stakeholder consultation (B3: 4.3) <input type="checkbox"/> Evidence of parent/stakeholder involvement and engagement (B3: 4.3) <input type="checkbox"/> Evidence of sharing accessible and relevant information about individual student and schoolwide academic progress and performance with all stakeholders as appropriate (B3: 4.3) <input type="checkbox"/> Evidence of communication to parents and other stakeholders of complaint resolution process(es) (B3: 4.3) <input type="checkbox"/> Evidence that parents are informed about transferability of courses/course credit and eligibility to meet A-G requirements (B3: 4.3) <input type="checkbox"/> Evidence of provision of stakeholder access to school's approved charter (B3: 4.3) <input type="checkbox"/> Parent NCLB "Right to Know" letter (B3: 4.3) <input type="checkbox"/> Parent NCLB Noncompliance Notification letter(s) (B3: 4.3) <input type="checkbox"/> Interview of stakeholders <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)
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O9: EVALUATION OF SCHOOL STAFF - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #9

The school has a system in place for the evaluation of school staff designed to ensure that:

- the school's educational program yields high student achievement
- the school complies with all applicable legal requirements

Rubric	Sources of Evidence
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Performance	<input type="checkbox"/> The school has a highly developed system in place for the evaluation of school staff designed to ensure that the school's educational program yields high student achievement and complies with all applicable legal requirements <input type="checkbox"/> The school has a well-developed system in place for the evaluation of school staff designed to ensure that the school's educational program yields high student achievement and complies with all applicable legal requirements <input type="checkbox"/> The school has a partially developed system in place for the evaluation of school staff designed to ensure that the school's educational program yields high student achievement and complies with all applicable legal requirements <input type="checkbox"/> The school has a minimal or no system in place for the evaluation of school staff designed to ensure that the school's educational program yields high student achievement and complies with all applicable legal requirements <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> Evidence of staff evaluation system (B1: 12 or B3: 4.4) <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)
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O10: CLEARANCES AND CREDENTIALING COMPLIANCE - ORGANIZATIONAL MANAGEMENT QUALITY INDICATOR #10

<p><i>The school is in compliance with applicable law and the terms of its approved charter regarding clearances and credentialing:</i></p> <ul style="list-style-type: none"> • all certificated staff are fully credentialed and appropriately assigned as authorized by their credentials • the school has obtained all necessary employee clearances, including criminal background and tuberculosis (TB) clearances, prior to employment, and keeps all clearances current • the school has obtained all necessary vendor clearances, including criminal background and tuberculosis (TB) clearances, prior to the provision of service, and keeps all clearances current • the school has conducted volunteer clearances in accordance with applicable law and policy, including criminal background clearances for all volunteers who perform schoolsite services while not under the direct supervision of a school employee, and tuberculosis (TB) risk assessments/clearances for all volunteers with frequent or prolonged contact with students 	
Rubric	Sources of Evidence



Performance	<input type="checkbox"/> The school has fully implemented and continually monitors systems and procedures that maintain 100% compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements <input type="checkbox"/> The school has implemented and monitors systems and procedures that maintain substantial compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements <input type="checkbox"/> The school has partially implemented and intermittently monitors systems and procedures to maintain compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements <input type="checkbox"/> The school has not implemented and/or does not monitor systems and procedures to maintain compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements <input type="checkbox"/> No assessment of performance for this indicator	<input type="checkbox"/> <i>Certification of Clearances, Credentialing, NCLB Qualifications, and Mandated Reporter Training 2015-2016 ("NCLB Grid")</i> (B3A: 1.1) <input type="checkbox"/> Staff rosters and school master schedule (B3A: 1.2 – 1.4) <input type="checkbox"/> Custodian(s) of Records documentation (B3A: 1.5) <input type="checkbox"/> Criminal Background Clearance Certifications (B3A: 2 & 3) <input type="checkbox"/> Teaching credential/authorization documentation (B3A: 2 & 3) <input type="checkbox"/> Vendor certifications (B3A: 4) <input type="checkbox"/> Volunteer (TB) risk assessment/clearance certification (B3A: 5) <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)
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Progress on LAUSD Board of Education and/or MOU Benchmarks related to ORGANIZATIONAL MANAGEMENT (if applicable):



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: _____

Annual Performance-Based Oversight Visit Report

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

FISCAL OPERATIONS	RATING
You have been assessed by the Fiscal Operations Rubric and you are eligible to be considered for the rating of _____. Other circumstances and information influencing the rating may be noted in the evaluation.	Choose a rating
Areas of Demonstrated Strength and/or Progress:	
Areas Noted for Further Growth and/or Improvement:	
Corrective Action Required:	

Notes:

Progress on LAUSD Board of Education and/or MOU Benchmarks related to FISCAL OPERATIONS (if applicable):



Fiscal Operations Rubrics

<p><i>A school that meets all of the required criteria and four of the Supplemental Criteria listed below would be assessed eligible to be considered as Accomplished.</i></p>	<p><i>A school that meets all of the required criteria and six of the Supplemental Criteria listed below would be assessed eligible to be considered as Proficient.</i></p>
<p><u>Existing Schools (based on the most current annual audit):</u> An existing school is one that has at least one annual audit on file with the Charter Schools Division</p> <p style="text-align: center;"><u>REQUIRED CRITERIA</u></p> <ol style="list-style-type: none"> 1. Net Assets are positive 2. The two most current audits show no material weaknesses, deficiencies and/or findings (only use the most current audit if only one audit is available) 3. All vendors and staff are paid in a timely manner 4. Board approves Fiscal Policies and Procedures, at a minimum, every five years to correspond to the charter term 5. Charter school adheres to the Board-approved Fiscal Policies and Procedures 6. Board adopts annual budget 7. Board approves amendment(s) to the budget (<i>if applicable</i>) 8. Board receives the fiscal reports submitted to LAUSD (Preliminary Budget, First Interim, Second Interim, Unaudited Actuals, Annual Audit) 9. There is no conflict of interest 10. The EPA allocation and expenditures posted on the charter school website 11. The LCAP (update for existing schools) is submitted to LAUSD and the County Superintendent 12. The charter school will have knowledge of the significant differences in the preliminary budget, first interim, second interim, and unaudited actuals when compared to each other 13. Board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD 14. Requests for information made by the Charter Schools Division and LAUSD are processed timely 15. Audited and unaudited actuals nearly mirror each other 	<p><u>Existing Schools (based on the most current annual audit):</u> An existing school is one that has at least one annual audit on file with the Charter Schools Division</p> <p style="text-align: center;"><u>REQUIRED CRITERIA</u></p> <ol style="list-style-type: none"> 1. Net Assets are positive 2. The most current audit shows no material weaknesses 3. All vendors and staff are paid in a timely manner 4. Board approves Fiscal Policies and Procedures, at a minimum, every five years to correspond to the charter term 5. Charter school adheres to the Board-approved Fiscal Policies and Procedures 6. Board adopts annual budget 7. Board approves amendment(s) to the budget (<i>if applicable</i>) 8. EPA allocation and expenditures posted on the charter school website 9. There is no conflict of interest 10. The LCAP (update for existing schools) is submitted to LAUSD and the County Superintendent 11. The charter school will have knowledge of the significant differences in the preliminary budget, first interim, second interim, and unaudited actuals when compared to each other 12. Requests for information made by the Charter Schools Division and LAUSD are processed timely 13. Audited and unaudited actuals nearly mirror each other 14. Board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD 15. Board receives the fiscal reports submitted to LAUSD (Preliminary Budget, First Interim, Second Interim, Unaudited Actuals, Annual Audit)



A school that meets all of the required criteria and four of the Supplemental Criteria listed below would be assessed eligible to be considered as Accomplished.

A school that meets all of the required criteria and six of the Supplemental Criteria listed below would be assessed eligible to be considered as Proficient.

SUPPLEMENTAL CRITERIA

1. Positive Net Assets exceed 4% of prior year expenditures
2. The Board approved LCAP is posted on the charter school website
3. The cash balance at the beginning of the school year is at least 5% of the prior year expenses
4. A comprehensive website provides at a minimum six of the following fiscal items:
 - a. Current board approved financial reports
 - b. Employee handbook
 - c. Student handbook
 - d. Salary schedules/benefits/information
 - e. Budget development process
 - f. Board member information (name, contact information, position on the governing board, when term expires) and meetings (date, time, location)
 - g. The most current approved petition
 - h. Administration/school contact
 - i. School calendar
 - j. Enrollment policies and procedures
 - k. Fiscal policies and procedures manual
5. Board selects audit firm, acceptable if the audit firm is under a multi-year contract
6. Fiscal reports to include balance sheet, income statement, budget to actuals and cash flow are presented to the board at each regular board meeting

SUPPLEMENTAL CRITERIA

1. Positive Net Assets exceed 3% of prior year expenditures
2. The cash balance at the beginning of the school year is at least 5% of the prior year expenses
3. The most current audit shows no deficiencies and/or findings
4. A comprehensive website provides at a minimum six of the following fiscal items:
 - a. Current board approved financial reports
 - b. Employee handbook
 - c. Student handbook
 - d. Salaries schedule/benefits/information
 - e. Budget development process
 - f. Board member information (name, contact information, position on the governing board, when term expires) and meetings (date, time, location)
 - g. Most current approved petition
 - h. Administration/school contact
 - i. School calendar
 - j. Enrollment policies and procedures
 - k. Fiscal policies and procedures manual
5. Board selects audit firm, acceptable if the audit firm is under a multi-year contract
6. Fiscal reports to include balance sheet, income statement, budget to actuals and cash flow are presented to the board at each regular board meeting
7. Board reviews fiscal reports submitted to LAUSD
8. There is no apparent conflict of interest
9. Board approved LCAP posted on the website

Note: Other circumstances and information could influence the rating and will be noted in the evaluation.

Note: Other circumstances and information could influence the rating and will be noted in the evaluation.



<p><i>A school that meets all of the Required criteria and six of the supplemental criteria listed below would be assessed eligible to be considered as Developing.</i></p>	<p><i>A school would be assessed as Unsatisfactory based on the statements below:</i></p>
<p><u>Existing Schools (based on the most current audit):</u> An existing school is one that has at least one annual audit on file with the Charter Schools Division</p> <p><u>REQUIRED CRITERIA</u></p> <ol style="list-style-type: none"> 1. Net Assets are positive or net assets are negative with strong trend toward positive. Must be positive at the end of the third year, per applicable audit, and beyond. 2. All vendors and staff are paid in a timely manner 3. Board approves Fiscal Policies and Procedures, at a minimum, every five years to correspond to the charter term 4. Board adopts annual budget 5. EPA allocation and expenditures posted on the charter school website 6. Submit LCAP 7. Have an audit conducted annually by an independent auditing firm 8. Board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD <p><u>SUPPLEMENTAL CRITERIA</u></p> <ol style="list-style-type: none"> 1. The cash balance at the beginning of the school year is positive 2. Enrollment is stable or changing at a manageable rate (Enrollment changes are reflected in annual budget and facilities) 3. Board selects audit firm, acceptable if the audit firm is under a multi-year contract 4. Fiscal reports to include balance sheet, income statement, budget to actuals and cash flow are presented to the board at each regular board meeting 5. Board reviews reports submitted to LAUSD 6. There is no apparent conflict of interest 7. Current audit shows no material weaknesses, deficiencies and/or 	<p><u>Existing Schools (based on the most current audit):</u> An existing school is one that has at least one annual audit on file with the Charter Schools Division</p> <p>A charter school is assessed as Unsatisfactory if the charter school does not meet the criteria for Developing. The charter school was given a certain period of time to address the fiscal concerns of LAUSD but failed to provide a satisfactory response. Continued operation of a charter school that is assessed as Unsatisfactory may result to non-implementation of instructional programs as provided in the petition. The charter school also has shown no immediate source of revenue to maintain a viable budget nor has provided a feasible financial plan to mitigate the negative fiscal condition. The charter board members lack fiscal capacity.</p>



<p><i>A school that meets all of the Required criteria and six of the supplemental criteria listed below would be assessed eligible to be considered as Developing.</i></p>	<p><i>A school would be assessed as Unsatisfactory based on the statements below:</i></p>
<p>findings; acceptable if the audit contained no audit exceptions or deficiencies</p> <ol style="list-style-type: none"> 8. Charter school adheres to Fiscal Policies and Procedures manual 9. Board approves any amendments to the budget 10. Board approved LCAP posted on the charter school website <p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation</p>	<p><u>Note:</u> Other circumstances and information can influence the designation of fiscally sound and will be noted in the evaluation.</p>
<p><u>New Schools:</u></p> <ol style="list-style-type: none"> 1. A new school is one that does not have an audit on file with the Charter Schools Division. 2. If enrollment is below the funding survey, the school has made significant adjustments in their operations to allow for the reduced income. 3. Projected debt is managed efficiently and will not cause the charter school to end the fiscal year with negative net assets. The non-profit is financially viable to support the school. 4. Interim reports and unaudited actuals project: <ol style="list-style-type: none"> a. Positive net assets b. Expenses less than receipts c. Projected expenses and receipts have no significant variance from budget 5. Board fiscal review and analysis are done. The minutes reflect board involvement. 6. Board approved LCAP posted on the charter school website 7. EPA allocation and expenditures posted on the charter school website 8. Submit LCAP <p><u>Note:</u> A new school is one that does not have an audit on file with the Charter Schools Division. New schools are evaluated based on current year information. New schools receive a rating of 1 or 2.</p>	<p><u>New Schools:</u></p> <p>A charter school is assessed as Unsatisfactory if the charter school does not meet the criteria for Developing. A charter school is given certain period of time to address the fiscal concerns of LAUSD but failed to provide satisfactory response. Continued operation of a charter school that is assessed as Unsatisfactory may result to non-implementation of instructional programs as provided in the petition. The charter school also has shown no immediate source of revenue to maintain a viable budget or has provided a feasible financial plan to mitigate negative fiscal condition. The charter board members lack fiscal capacity.</p> <p><u>Note:</u> A new school is one that does not have an audit on file with the Charter Schools Division. New schools are evaluated based on current year information. New schools receive a rating of 1 or 2.</p> <p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>



<p><i>A school that meets all of the Required criteria and six of the supplemental criteria listed below would be assessed eligible to be considered as Developing.</i></p>	<p><i>A school would be assessed as Unsatisfactory based on the statements below:</i></p>
<p>Note: Other circumstances and information could influence the rating and will be noted in the evaluation</p>	<p>.</p>

Fiscal Operations Quality Indicators

Existing School – a charter school that has at least one annual audit on file with the Charter Schools Division [Possible Rating 1-4]

New School – a charter school that does not have an audit on file with the Charter Schools Division [Possible Rating 1-2]

At the site visit the charter school provides the following reports:

- Financial reports presented to the Board at the last charter school board meeting
 - Balance Sheet
 - Income Statement (Statement of Activities)
 - Cash flow – to the end of current fiscal year and through next two fiscal years showing detailed sources of revenue and detailed expenditure lines
- Minutes of meetings when financial reports are presented to the board
 - Budget and approval of budget
 - Regular financial reports at regular board meetings
 - Financial reports to LAUSD (preliminary budget, first interim, second interim, unaudited actual, annual audit)
 - Presentation of the Charter School Annual Performance Evaluation report
- Fiscal Procedures Manual (approved by their board at least every 5 years to be coterminous with the charter petition, provide minutes if during current year)
- Other items requested in the visitation letter
- Other relevant information

At the site visit the evaluator provides the following:

- Financial ratios and analysis
- Any confirmed complaints from vendors regarding late/non payments of debts
- Any reports from LAUSD staff of late submission of required reports
- Comparison of preliminary budget, first interim, second interim, unaudited actuals with the audit. Reports are used as management tools



4.1 Fiscal Soundness: *Determining the fiscal soundness of the charter school.*

<p><i>Existing Schools</i></p> <ul style="list-style-type: none"> • Current audit (notes, findings and material weakness, others) • Results of prior/current year financial ratios • Enrollment/ADA trends of the charter • Any confirmed complaints from vendors regarding late/non-payments of debts • Any reports from LAUSD staff of late submission of required reports • Refer to Rubric 	<p><i>New Schools</i></p> <ul style="list-style-type: none"> • Compare current enrollment count with the projection in the PENSEC Report • Current total debt • Current grant awards/other revenue • Based on Interim reports/Unaudited Actuals, ratio of Total Cash to Total Projected Expense • Expense and Receipts compared to Budget • Results of current year financial ratios • Any confirmed complaints from vendors regarding late/non-payments of debts • Any reports from LAUSD staff of late submission of required reports • Refer to Rubric
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4.2 Budget: *Capacity of the charter school board to monitor the fiscal position of the charter school. Determination is made based on the minutes of board meetings.*

- The board adopts and approves a fiscal procedures handbook at least every five years to be coterminous with the term of the charter. Approved board policies are in place to monitor the implementation of the fiscal procedures.
- Minutes of board meetings record the board’s regular review or approval of fiscal reports. Fiscal reports include balance sheet, income statement, budget to actual, and cash flow.
- Minutes reflect board’s receipt, review or approval of the reports submitted to LAUSD. These reports are preliminary budget, first interim, second interim, unaudited actuals.
- Minutes reflect review and adoption of a budget plan for the school. The budget plan will cover the current year and the two coming years.
- Minutes reflect discussion and resolution of complaints received from vendors or staff.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: _____

Annual Performance-Based Oversight Visit Report

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

- Minutes reflect selection of the audit firm.
- Minutes reflect discussion and resolution of audit exceptions and deficiencies that are resolved to the satisfaction of LAUSD.