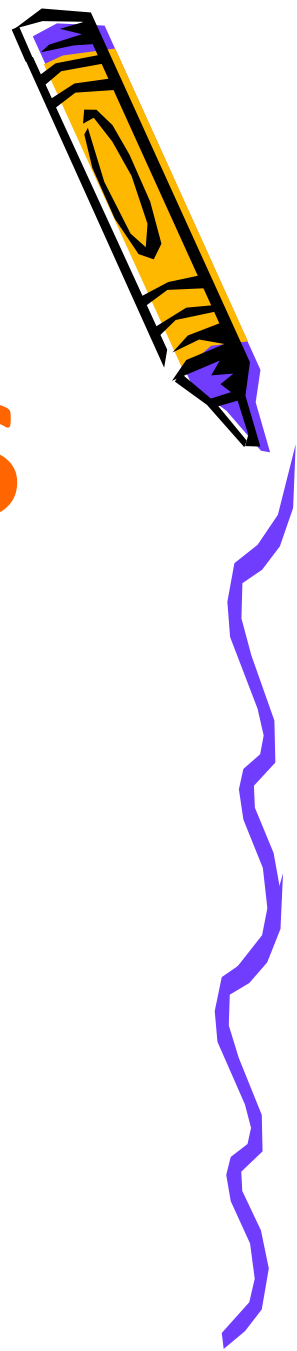


OFFICE OF CHARTER SCHOOLS

Charter Leader Meeting

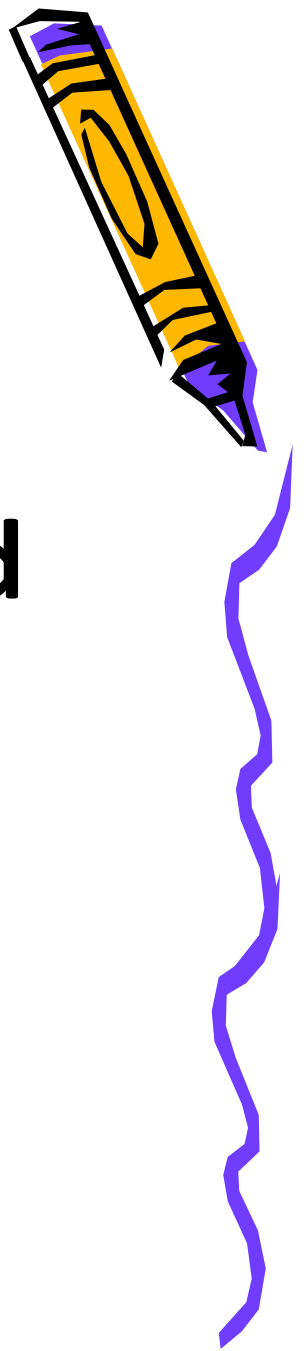
April 2, 2009

Thank you, Donn & OSA!



CHECK-IN

❖ One activity you've planned for yourself during your spring break...



Fall Visit 2009



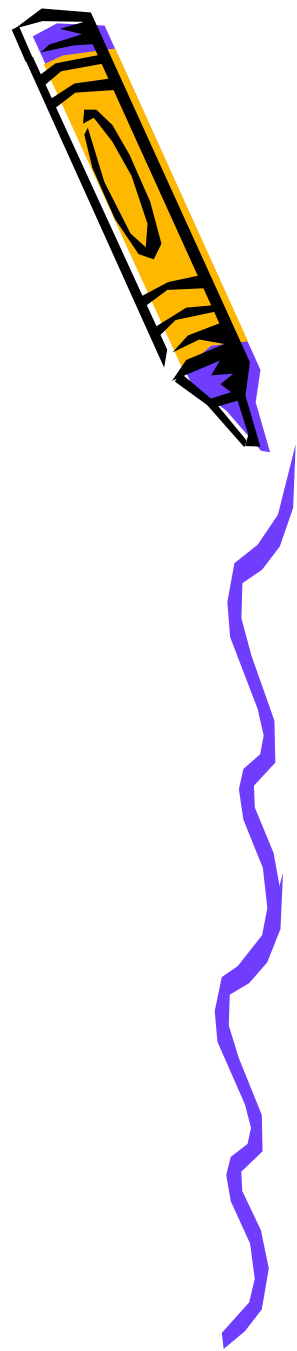
➤ Goals:

1. Limit the number of “Asks” during the year.
2. Ensure schools are prepared ...**NO SURPRISES**
3. Develop shared expectations



Areas of Emphasis:

- *Board Governance*
- *Enrollment*
- *Staffing*
- *Facility Safety*
- *Admissions*
- *Complaint Procedures*
- *Suspension/Expulsion Procedures*
- ***Survey***



Board Governance:

Governing Text: Education Code, Federal Law, Charter Terms

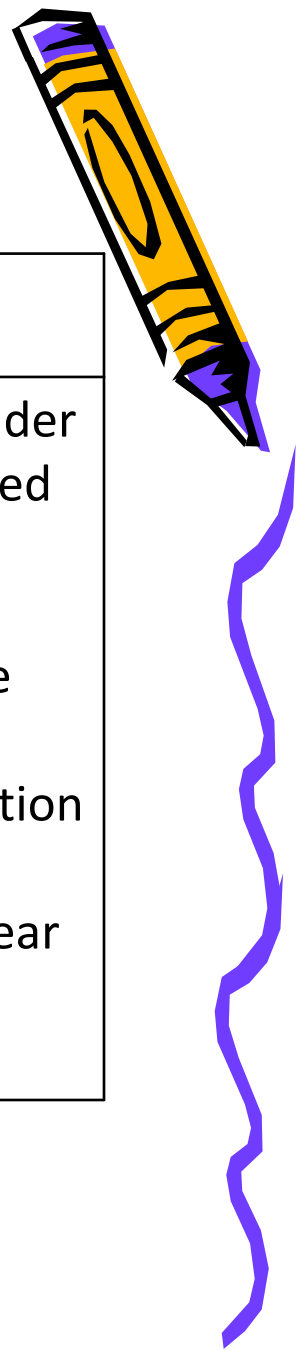


Update	Documents
<ul style="list-style-type: none"><li data-bbox="164 396 830 568">▪ Conflict of Interest Policy <i>N/A if provided in 2008 and no updates</i><li data-bbox="164 648 846 819">▪ Governing Board Roster <i>Includes term start/end, officer titles, contact email address</i>	<ul style="list-style-type: none"><li data-bbox="1006 396 1657 731">▪ One set of 2008-09 Board Minutes and Agendas <i>OCS Office to provide special folder – no binder required</i> <i>* Consider online link to agendas and minutes</i><li data-bbox="1006 802 1644 1039">▪ 2009-10 Governing Board Meeting Calendar <i>Includes: date, time and location of meetings</i>



Enrollment:

Governing Text: Charter Terms



Update:	Rationale:
<ul style="list-style-type: none"><li data-bbox="131 396 967 572">▪ Student Enrollment List <i>Excel template from 2008-09 provided in advance via email to update</i><li data-bbox="131 648 967 823">▪ Live-Go Enrollment List <i>Excel template from 2008-09 provided in advance via email to update</i><li data-bbox="131 899 967 1075">▪ Expulsion List 2008-09 <i>Excel template provided in advance via email to complete</i>	<ul style="list-style-type: none"><li data-bbox="1031 396 1704 572">▪ ADA Waiver allowed under Ed Code for District based on charter loss<li data-bbox="1031 648 1704 823">▪ Analysis of District-wide Live-Go for closure/ restructuring consideration<li data-bbox="1031 899 1704 1075">▪ Cross-reference prior year transfers



Staffing:

Governing Text: Education Code, NCLB, Health Code, Charter Terms



Teacher Certification	Health and Safety:
<ul style="list-style-type: none">▪ Core/College Prep Classes<ul style="list-style-type: none">○ Valid CA Certification○ County Temp Acceptable○ 30 Day Sub ONLY for 30 Days▪ Non-Core/Non-College Prep<ul style="list-style-type: none">○ Subject Matter Competency ** Requirements will be spelled out, provided to schools in advance, and reflect the maximum flexibility under the law.• UPDATE: Staffing Spreadsheet <i>Excel template from 2008-09 provided in advance via email to update</i>• School provides copy of certification or CTCC Print-out	<ul style="list-style-type: none">▪ TB Clearance▪ DOJ Clearance <p style="text-align: center;">School provides signed Affidavit certifying all staff compliance</p> <hr/> <p>> Must have Prior to start of Instruction</p> <p>> Visit will include <u>a minimum of</u> three random file reviews to locate all required documents.</p>



STAFFING NON-COMPLIANCE RESPONSE:

STEP 1: NOC (Notice of Concern):

Required documentation of compliance by deadline.

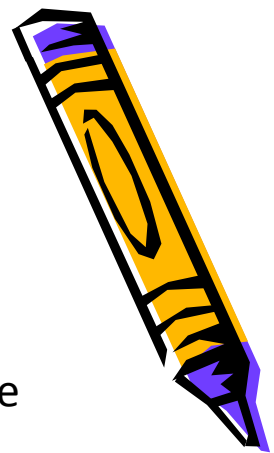
- > **Credential non-compliance:** provide minimum **20 calendar** days to provide documentation of compliance
- > **TB/DOJ non-compliance:** Require immediate action to remove non-compliant staff from workplace; provide a minimum **10 calendar** days to provide documentation of compliance

Compliance timeline recognizes that the date of the Fall Visit has likely occurred after some period of non-compliant employment has already transpired.

STEP 2: NOV (Notice of Violation): [Board approval required]

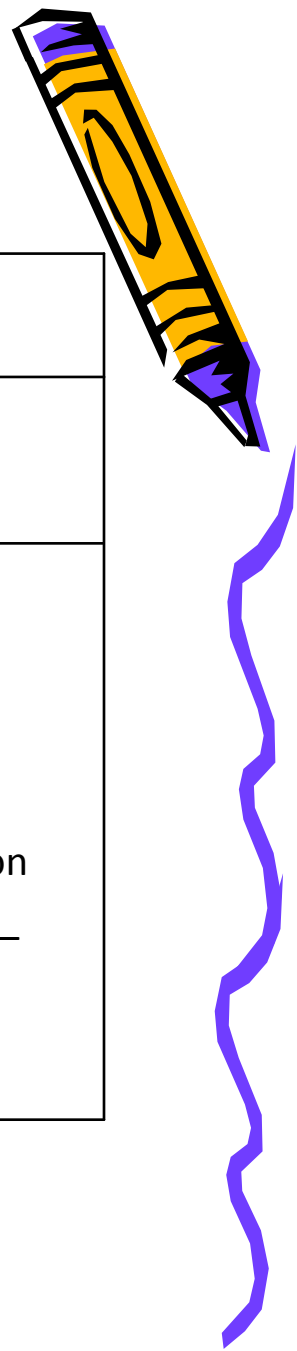
Spells out violation evidence base, cure date, possible remedy.

- > **Credential non-compliance:** dependent on case-by-case analysis of circumstances
- > **TB/DOJ non-compliance:** may result in initiation of immediate revocation due to imminent health and safety risk to students.



Facility Safety:

Governing Text: Education Code, CA building Code, Charter Terms



Documents:	Health and Safety:
<p><i>Letter to be sent in May, 2009 requesting that at the time of the Fall Visit, school provide documentation of facility compliance and inspections</i></p>	
<ul style="list-style-type: none">• Certificate of Occupancy and/or Conditional Use Permit• Most recent Fire/Safety Inspection Report <p>RESPONSE:</p> <ul style="list-style-type: none">> NOC #1: Requires documented analysis of compliance requirements> NOC #2: Requires steps to be taken to address non-compliance requirements> NOV #1: Requires steps to be taken to address non-compliance pending revocation	
<hr/> <ul style="list-style-type: none">▪ Emergency Preparedness Checklist - Checklist provided in advance <p><i>This is not a “compliance check” but is rather intended to “raise awareness” of potential issues.</i></p>	



ADMISSIONS

RESPONSE:

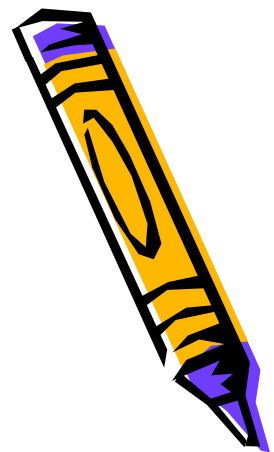
Evaluate practice through Fall Visit Document Review and Inquiry
> Grade Schools (letter grade)

Based on: Lottery, Preferences, Recruitment, Admissions Requirements

Admissions Grade Sheet:

1. Lottery
2. Preferences
3. Recruitment
4. Admissions

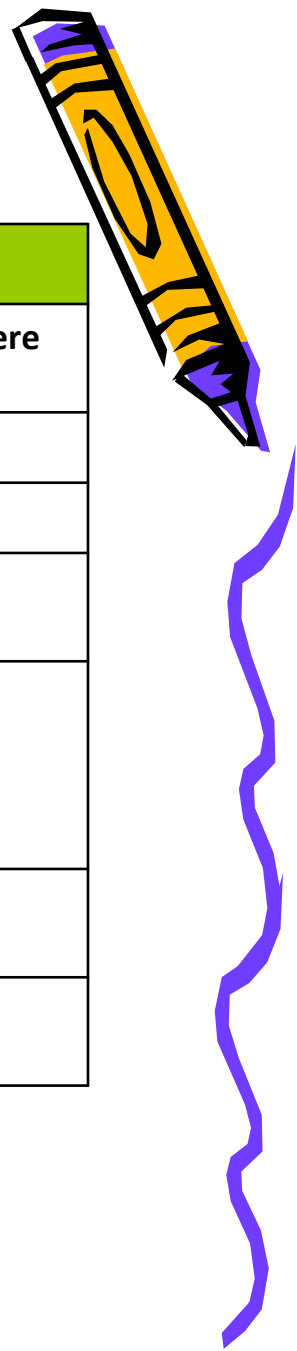
Y) Meets Standard N) Not Meeting Standard					
SAMPLE Schools	1	2	3	4	Grade
Oak Tree	Y	Y	N	Y	B
Creative	N	Y	Y	N	C
Aim High	Y	Y	Y	Y	A



Lottery:

Governing Text: Education Code, Charter Text

Given that Law Requires Holding a Lottery		Standard
Y/N	Lottery Held	Random Public Drawing in ALL cases where ALL <u>on time</u> applicants are not accepted
Y/N	Application packet includes deadline	In writing; widely distributed
Y/N	Lottery Date	In writing; widely distributed
Y/N	Lottery procedures in writing	In writing; widely distributed/describe process which ensures random drawing
Y/N	Waiting List - Procedures	<ul style="list-style-type: none">▪ In writing▪ Includes order of preferences▪ Describes efforts to contact▪ Defines Transferability yr. to yr.
Y/N	Application acceptance start date	<ul style="list-style-type: none">▪ Enrolling year on application▪ Requested grade level
Y/N	Enrollment Offers	<ul style="list-style-type: none">▪ In writing▪ Details registration requirements



Seek to ensure schools maintain records of:

- *Number of applications received*
- *Results of Lottery*
- *Waiting Lists*

Preferences:

Governing Text: Education Code, Charter Text

REQUIRED

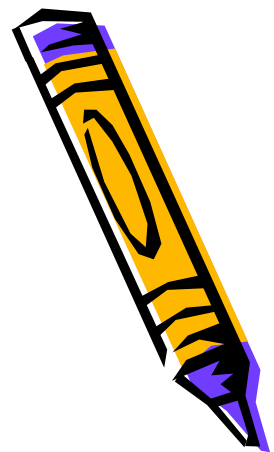
- Current Students
- Students living in the jurisdiction of OUSD (Oakland)
- Approved charter terms

Preferences permitted to by authorizer:

- See **Admissions Matrix_OUSD v1** at <http://www.ousdcharters.net/resources.html>

Additional preferences may be permitted on a case by case basis and ONLY if essential to fulfill the mission of the school.

Preferences Standard	
Y/N	In writing, widely distributed
Y/N	Incorporated into lottery process
Y/N	Require information within application to determine preference eligibility



Recruitment:

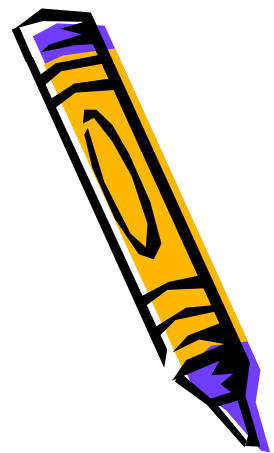
Governing Text: Education Code, Charter (Racial and Ethnic Balance)

STANDARDS

Evaluated through Fall Visit inquiry

Goal: Achieve the expectation under the law that the school reflects the ethnic and racial balance of the city of Oakland

Recruitment Standards		
Y/N	Efforts/ Activities	Are they likely to achieve balance?
Y/N	Evidence of efforts	Possess artifacts, documents
Y/N	Monitoring	Does Board analyze recruitment results?
Y/N		Is recruitment revised based on results?



Admission Requirements:

Governing Text: Education Code, Charter (Admissions Requirements)



STANDARD

Admissions Requirements Standards	
Y/N	Is the Practice Aligned with the Charter?
Y/N	Are Requirements essential to achieving the school's mission?



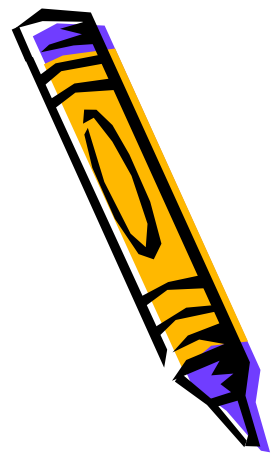
*** THINK ***

*** PAIR ***

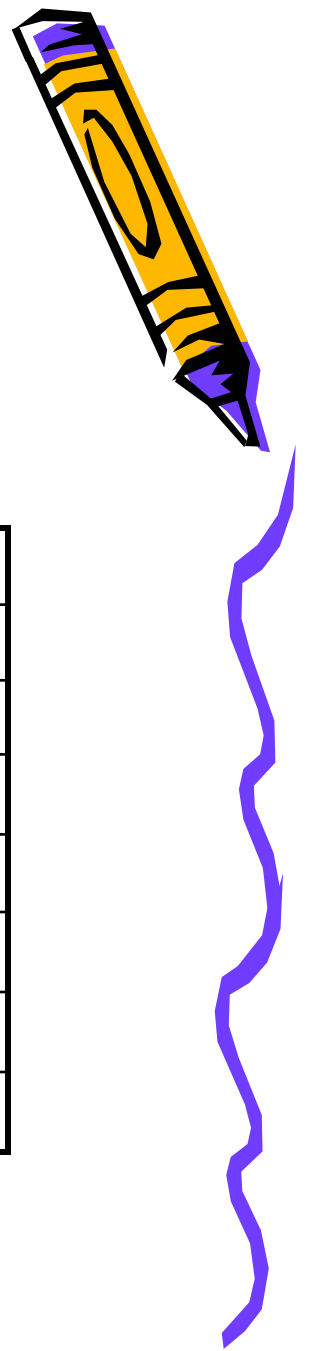
*** SHARE ***

QUESTIONS?

FEEDBACK?



COMPLAINT PROCEDURES



RESPONSE:

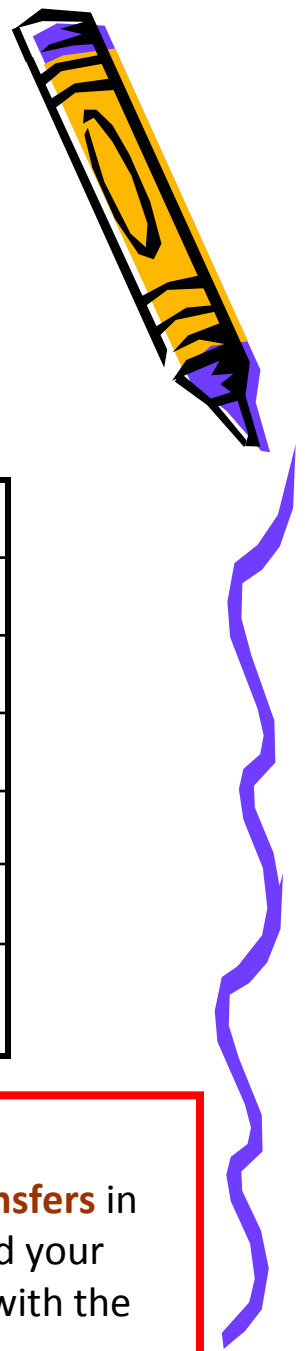
Evaluate practice through Fall Visit Document Review and Inquiry
> Anatomy and Recommendations

Based on: Capacity, Clarity, Communication

Complaints Anatomy			Y/N
Dissemination Plan	Handbook?	Orientation?	
Differentiated	UCP?	All other types?	
Staff contact	Ombudsperson?	Board contact?	
Timelines	In writing?	All stages?	
Responses	In writing?	Samples Available?	
Appeals	Clearly articulated?	Board level?	
Final Authority	Differentiated?	Board level?	



SUSPEND/EXPEL PROCEDURES



RESPONSE:

Evaluate practice through Fall Visit Document Review and Inquiry
> Anatomy and Recommendations

Based on: Clarity, Communication, Due Process, Alignment to charter

Expulsion Anatomy			Y/N
Dissemination Plan	Handbook?	Orientation?	
Offenses	Comprehensive?	Non-Academic?	
Timelines	In writing?	All stages?	
Due Process	Notice?	Hearing?	
Final Authority	Differentiated?	Board level?	
Outcome	In writing?	District communication?	

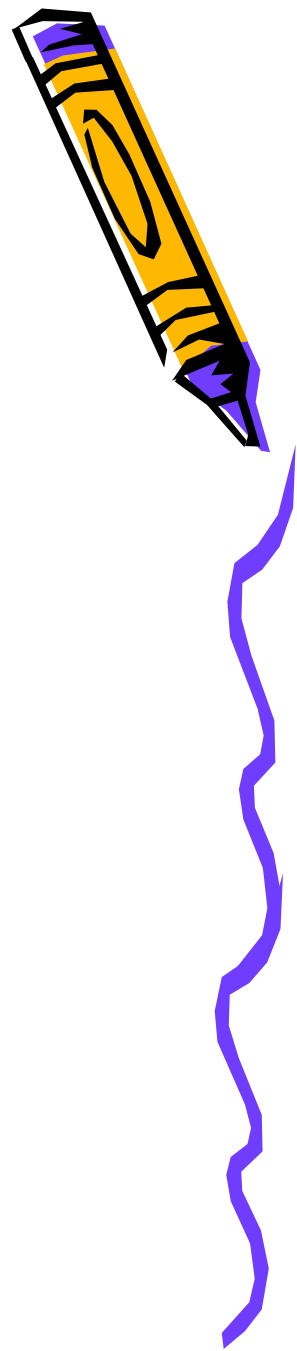


PLEASE NOTE:

OUSD does not recognize “**Disenrollment**” or other **Involuntary Transfers** in lieu of expulsion. All students who are no longer permitted to attend your school must undergo the school’s expulsion procedures, consistent with the school’s charter, **even if the child withdraws during the process.**

QUESTIONS?

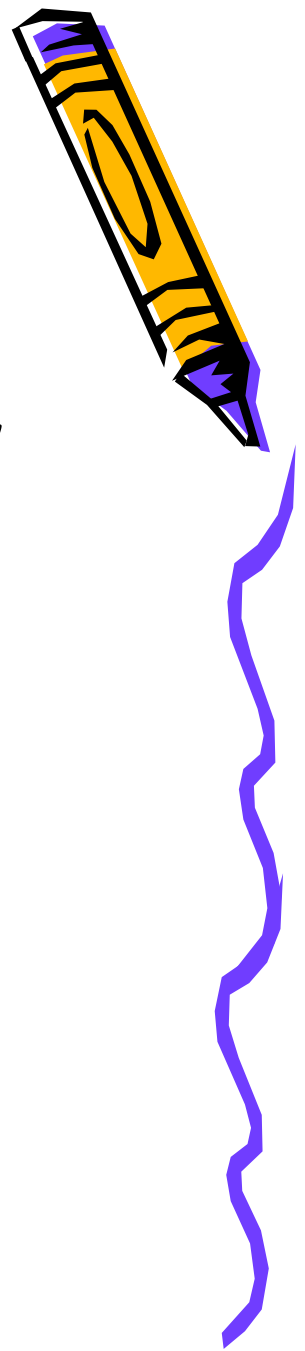
FEEDBACK?



SURVEY?

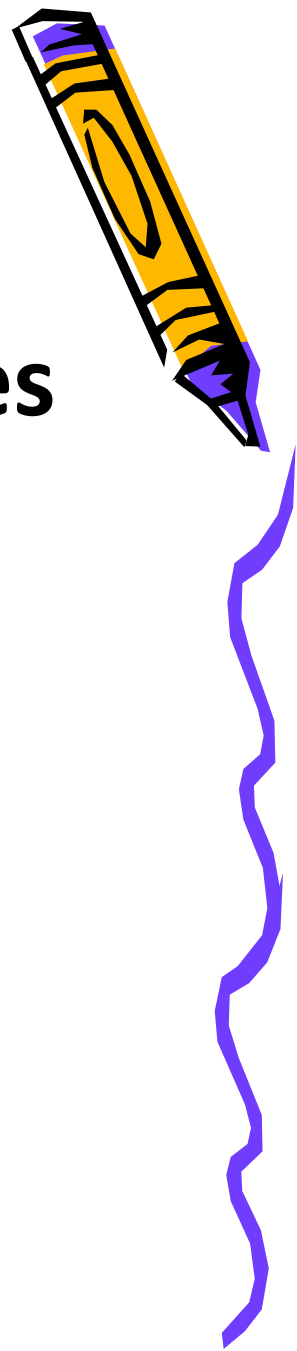
What would you like to know about Oakland's charter schools? What are others likely to be interested in?

F.A.Q.



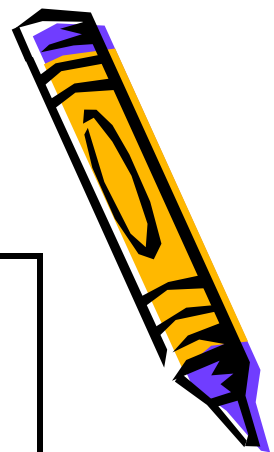
Opportunities

- Partner in acquiring resources
- Partner in balance of autonomy/accountability
- Partner in innovation
- Partner in Best Practices



SWOT

STRENGTHS What is...	WEAKNESSES What is...
OPPORTUNITIES What could be...	THREATS What could be...



“Thank you”



UPCOMING...

- IMPACT INITIATIVE [April 16th 4-5:30pm](#)
- New WEB Calendar Online!
- Charter SPED Roundtable [May 14th 3:30-5pm](#)
- Spring Visits!!!

