

Spencer Valley Elementary School District
4414 Hwy 78/79
Santa Ysabel, CA 92070

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SEP 18 2019
SAN DIEGO
COUNTY GRAND JURY

September 18, 2019

Honorable Peter C. Deddeh, Presiding Judge
San Diego County Superior Court
500 West "C" Street, Suite 860
San Diego, CA 92101-3513

Re: Response of Spencer Valley Elementary School District to Grand Jury Report

Dear Presiding Judge Deddeh:

Spencer Valley Elementary School District ("Spencer Valley") has received the 2018-19 San Diego County Grand Jury Report entitled "Charter School Oversight by San Diego County Small School Districts." Thank you for the interest and concern of Your Honor and the San Diego County Grand Jury in the education of the students in our community.

We have reviewed the report and its findings and recommendations, and offer the following response.

Initially, we note that Spencer Valley has an extensive charter oversight document (attached) which is used with its charters to structure site visits and ensure that all legally required and relevant matters are observed and reviewed. This comprehensive document, 16 pages when blank without comments, guides both our staff and the charter in reviewing all critical elements of the charter's operation.

Oversight visits by Spencer Valley staff range from four to six hours on site in addition to our ongoing collaborative review of financial audits, attendance of meetings with charter staff, review of reports and collaboration with the charters.

We also note related to fiscal oversight, in addition to Spencer Valley inquiries, Education Code 47605(b)(I) requires that charters are required to provide for annual, independent financial audits that employ generally accepted accounting principles. Those audits are reviewed by Spencer Valley staff and any audit findings or concerns must be resolved to the auditor and to Spencer Valley's satisfaction.

In regard to instructional programs and strategies, although charters must comply with the courses of study specified by the Education Code and set out in the charter petition, charters have significant freedom in implementation of these processes. The method set out in the law for authorizing districts to review the academic progress is to review test scores and other academic progress criteria. The method of enforcement under the law is to either revoke or non-renew the charter if certain goals are not met by the charter or its students. Spencer Valley does recognize its obligations to review charter student progress but authorizing districts do not have the authority to supervise and direct day-to-day academic instruction.

Spencer Valley recognizes and takes seriously its obligations to monitor its charters and protect the interests of the students it serves. We will work with the Grand Jury recommendations to further those interests.

Findings

Finding 01: All four authorizing school districts studied are found to be in compliance with the minimum oversight requirements for their charters.

As the finding relates to Spencer Valley, Spencer Valley agrees with the finding.

Finding 02: The authorizing districts visits are too short and too infrequent for competent oversight.

Spencer Valley disagrees with the finding that its oversight visits are too short and too infrequent for competent oversight.

Both of Spencer Valley's authorized charters are virtual schools. For oversight purposes, it must be noted that virtual schools are unique as compared to a school where students are at one location. Under a traditional seat-based model, Spencer Valley could visit the school and view and engage with students and teachers as the educational program was being implemented. Virtual/On-line or independent study charter schools must have an administrative site, which does sometimes have students present, but the majority of the learning is done virtually/on-line at the student's home. As Spencer Valley staff does not have the right to simply enter a charter student's home to observe learning, a traditional model of oversight cannot be implemented.

Please note Spencer Valley visits the charters' administrative sites yearly and uses the attached comprehensive oversight checklist to discuss the charters performance with the charters. In addition, student data is reviewed and assessed, and information and documents are assessed and evaluated. Spencer Valley staff routinely engages the charters in discussions, and exchanges information and data sometimes on a daily or weekly basis. Spencer Valley has sat in on multiple Individualized Education Program (IEP) team meetings for charter special education students. Spencer Valley also reviews the detailed WASC accreditation documents, California Department of Education Dashboard information on student achievement, Sight Plans that the charter is working on with parents, and the independent audit information, as part of the oversight process.

Spencer Valley provides engaged, frequent and detailed oversight to its charters.

Finding 03: Limited oversight visits to home schools, primarily virtual or exclusively virtual schools are ineffective.

Spencer Valley disagrees with the finding that it's limited oversight visits to home schools, primarily virtual or exclusively virtual schools are ineffective.

Spencer Valley does not believe that its oversight visits are limited or ineffective. As described above, Spencer Valley is in contact with the charters on a frequent basis. As noted in the response to Finding 2, the system of providing educational services from a charter student's home presents unique challenges for authorizing districts. Instruction by Spencer Valley's charters takes place virtually and may be live-monitored through an online lesson-delivery and synchronous-learning platform, Classroom Connect, with notice to the teacher (as is required by many seat-based public school non-charter classrooms).

Finding 04: Oversight visits to the charter schools lack direction and criteria-based plans.

Spencer Valley disagrees that its "oversight visits to the charter schools lack direction and criteria-based plans."

We note that the Grand Jury report found that all four districts that were the subject of the report lacked criteria-based plans. However, Spencer Valley has had in place, for at least five- years, the attached comprehensive oversight document that it uses to provide and direct oversight for both of its charters. Please note that the document has 196 indicators that are reviewed and analyzed; everything, for example, from reviewing student attendance, checking independent study contracts, assessing financial expense polices, determining if employee salaries are comparable, looking at details of the educational program, discussing how the charter engages with parents, reviewing special education and English Learner programs, reviewing teacher qualifications, determining if their Board complies with the Brown Act, and reviewing admission and attendance polices. For each of the 196 indicators, documentation, observation or discussion and review is implemented to determine if the charter is in compliance with its charter and the law. Additionally, much as an independent auditor would do, Spencer Valley requests more detailed proof of random items even when no issue is flagged. When a comment is made or an item is not satisfactory to Spencer Valley, the item must be resolved to Spencer Valley's satisfaction.

Spencer Valley has a comprehensive and effective oversight process that has direction and that implements a criteria-based plan.

Response to Specific Recommendations

Recommendation 19-37: Increase the duration and the frequency of their visits to their charters beginning with the next (2019/20) school year.

This recommendation will be implemented as described below. As both of Spencer Valley's charters are virtual schools, staff has, and will continue to make, visits to the administrative sites, ensuring compliance with legal standards and accountability. Staff will increase the duration and frequency of their visits to twice yearly beginning this school year. Areas of focus will be in two parts: Curriculum and Instruction, Professional Development, and Data Analysis during the first visit; with the second visit devoted to all aspects of operations, including finances.

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Additionally, Spencer Valley requests and receives the charter's governing board packets in advance and the Superintendent or Chief Business Official attend the virtual board meetings. This gives the staff an opportunity to hear from both the governance team and the parents who attend those meetings.

Recommendation 19-38: *Create and implement a formal, structured, criteria-based plan for guidance during their visits to their charters by the 2019/20 school year and continue these practices into the future.*

As acknowledged in the Grand Jury report and referenced above, Spencer Valley has historically utilized a lengthy review matrix for visits to its charters, attached. It is a formal detailed, structured and criteria-based oversight document that will be continued to be used for guidance for charter visits. Spencer Valley's matrix is based on a charter oversight resource published by the well-recognized and respected California Fiscal Crisis and Management Assistance Team (FCMAT), an independent and state-funded entity. That document can be found at: <https://www.fcmat.org/OtherResources/Charter-School-Annual-Oversight-Checklist-revised-final-3-17-2016.pdf> (see especially page 15 through end, FCMAT's first pages as introduction, background, and reference to the charter authorizer, etc.).

However, we recognize that all things can be improved upon. Spencer Valley will review its charter school oversight document this year to determine what elements may be updated, added, or changed in order to strengthen the oversight process. We will also be attending the San Diego County Office of Education workshops for charter authorizers and implement any best practices that arise from these meetings. Those meetings are quarterly and will be attended by staff in December, March and June of this school year. A link to information about the SDCOE meetings on this topic can be found at: https://www.sdcoe.net/business-services/charter-school-services/Documents/Charter%20School%20Authorizer%20Resources/SD%20Authorizers%20Quarterly%20Meetings%20-%20FINAL_8-20-19.pdf.

Recommendation 19-39: *Investigate methods for observing and evaluating virtual learning as an extension of their charter visits by the 2019/20 school year.*

Spencer Valley will continue to investigate methods for observing and evaluating virtual learning during this school year. To further ensure the charters are presenting sound educational offerings, Spencer Valley will, with notice, observe instruction through the Classroom Connect system referenced above. Additionally, schedules for field trips, outings, and parent meetings, such as Local Control Accountability Plan and Site Council meetings are shared by the charters and minutes and supporting information are able to be reviewed by Spencer Valley staff. These accountability measures, in addition to review of California Dashboard and results of WASC accreditation visits (which are already reviewed), are available for Spencer Valley to use for information gathering, data analysis, and review, allowing Spencer Valley more access to parents and students of the virtual charters in order to assess the progress of the students.

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We again thank the Grand Jury for the interest in the educational integrity of the San Diego community.

Sincerely,

A handwritten signature in cursive script, reading "Julie Z. Weaver". The signature is fluid and elegant, with the first name "Julie" being more prominent than the last name "Weaver".

Julie Z. Weaver, Superintendent

Spencer Valley Elementary School District

Charter School Oversight Review

Charter School _____

FISCAL AND BUSINESS OPERATIONS (Completed by school's business director)

A. Student Attendance

No.	Indicator	Evidence	YES	NO	N/A
1.	What attendance accounting system is used?				
2.	The school has obtained approval of its attendance forms and procedures from the CDE in accord with EC 44809 and 5 CCR, Section 401.				
3.	The staff person primarily responsible for attendance reporting is adequately trained.				
4.	There are approved policies that address student attendance, including short-term independent study.				
5.	There is an approved school calendar.				
6.	There is an approved class (bell) schedule.				
7.	There is a process to monitor compliance with the minimum instructional minute requirements.				
8.	There are a minimum of 175 instructional days.				
9.	The school maintains a class list for all students.				
10.	Attendance is taken daily by an individual responsible for reporting attendance.				
11.	Absences are excluded from the apportionment days.				
12.	There is a process to compile schoolwide average daily attendance (ADA).				
13.	ADA has been claimed only for teachers who hold an appropriate certificate, permit or other document issued by the CTC. [EC 47605(l)]				

➤ Independent Study

No.	Indicator	Evidence	YES	NO	N/A
14.	Records are maintained for audit.				
15.	Independent study ADA appears to meet all state requirements.				
16.	The school meets the requirement related to the ratio of ADA to full-time equivalent (FTE) certificated employees as prescribed under SCCR 11704.				
17.	The school adheres to the geographic restrictions set forth in EC 47605.1(c).				
18.	The school has written policies related to Independent study that indicate compliance with EC 51747.				
19.	The school has records that demonstrate adherence to policies related to EC 51747.				

Spencer Valley Elementary School District
Charter School Oversight Review

Charter School

B. Cash Receipts

No.	Indicator	Evidence	YES	NO	N/A
1.	There are approved policies regarding cash receipts.				
2.	Receipts are issued for all monies received.				
3.	An audit trail is maintained to ensure the deposit of all monies.				
4.	Cash is stored in a secure place prior to deposit.				
5.	Deposits are made in a timely manner.				
6.	Cash is counted by at least two employees, and both or all of these employees are required to sign documentation.				
7.	There is a segregation of duties for receipt of monies, deposit of monies, and reconciliation of banks statements.				
8.	Records are maintained for the independent auditor.				

C. Disbursements

No.	Indicator	Evidence	YES	NO	N/A
1.	There are approved policies regarding disbursements.				
2.	Disbursements require the following:				
	a. An original invoice from the vendor.				
	b. A receiving document.				
	c. Appropriate approval of the purchase.				
3.	The accounting software permits encumbrances to be made.				
4.	Checks are signed by authorized employees.				
5.	How many signatures are required on outgoing checks?				
6.	A signature stamp is used.				
	a. If yes, under what circumstances is a signature stamp used?				
7.	There is a system to maintain vendor payment information for preparation of 1099s.				
8.	There is a segregation of duties among purchasing, receiving, and accounts payable.				
9.	Disbursements are approved/ratified by the governing board.				
10.	Records are maintained for audit.				

D. Records Retention

No.	Indicator	Evidence	YES	NO	N/A
1.	Records retention policies that comply with California Code of Regulations (CCR) Title 5, sections 16023-16026 have been established for student records, federal grants, or in preparation for school closing.				

Spencer Valley Elementary School District

Charter School Oversight Review

Charter School

E. Payroll

No.	Indicator	Evidence	YES	NO	N/A
1.	The approved salary schedule is reflected in board minutes.				
2.	Federal and state tax deposits are made in accordance with the quarterly payment schedule.				
3.	Earnings are recorded for retirement reporting to Social Security, PERS, and STRS.				
4.	The school has a system in place to provide STRS and PERS data to the authorizing LEA.				
5.	There is a system to maintain employee earning records for preparation of W-2s.				
6.	There is segregation of duties among maintenance of employee data, salary schedules, and payroll payments.				
7.	Records are maintained for audit.				
8.	The school uses a position control system or spreadsheet that reconciles with budget and payroll.				
9.	Are salaries for the central office staff comparable to those of charter or school districts of similar size and structure?				

F. Budget, Accounting, and Financial Reporting

No.	Indicator	Evidence	YES	NO	N/A
1.	There are approved policies regarding budget, long-term debt, accounting and financial reporting. These include policies regarding the implementation of the Local Control Funding Formula (LCFF) and the charter school's annual requirement to update the local control accountability plan (LCAP) to account specifically for the expenditures of the supplemental and concentration grant funds generated by English language learners, low income students, or students in foster care.				
2.	The budget has been approved by the governing board and includes budget objectives that reflect the goals of the LCFF.				
3.	There is a process to review and revise the budget for changes in student enrollment and operations.				
	a. Enrollment projections are reasonable and based on a waiting list or other significant event.				
4.	Budget revisions are approved/ratified by the governing board.				
	a. Contracts and purchase orders are approved/ratified by the governing board.				
5.	Financial obligations are provided for in the budget.				
	a. The school maintains a list of short- or long-term debt obligations.				
6.	Separate accounts are maintained for unrestricted and restricted revenues and expenditures in accordance with the California School Accounting Manual (CSAM).				
7.	Financial reports are prepared and reviewed by the governing board regularly.				

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Budget, Accounting, and Financial Reporting (continued)

No.	Indicator	Evidence	YES	NO	N/A
	a. What financial system does the school use for accounting and financial reporting?				
8.	Financial reports are provided to the LEA regularly.				
9.	Cash flow projections are prepared and updated regularly to ensure that sufficient funds are available to meet the charter school's financial obligations.				
	a. The school's financial condition is such that it will not require short-term borrowing for the current fiscal year from the sale of receivables or other financing mechanisms.				
	b. What level of funding will be required to sustain the school's cash flow to meet its current financial obligations?				
	c. What is the source of repayment?				
10.	Cash flow projections are provided to the LEA regularly.				

G. Audit

No.	Indicator	Evidence	YES	NO	N/A
1.	Which audit firm from the state-approved list has been selected?				
2.	An audit schedule/timeline has been developed and the annual audit was submitted on or before December 15 of the subsequent fiscal year.				
3.	A copy of the audit for the prior year has been provided to authorizing LEA, the county office of education, state controller's office and the California Department of Education.				
4.	A corrective plan of action has been developed and implemented for each audit finding and recommendation. The action plan has been presented to the governing board by January 31 each year in accordance with EC 41020.3.				
5.	The prior year's audit findings and recommendations have been implemented.				
6.	The accounting system used to record financial transactions is in accordance with EC 41010 and includes definitions, instructions and procedures published in the CSAM.				

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Charter School Oversight Review

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H. Financial Condition

No.	Indicator	Evidence	YES	NO	N/A
1.	A prudent level of reserves is maintained for economic uncertainties.				
2.	Multiyear financial projections are prepared.				
3.	The projections and assumptions are reasonable.				
4.	All long-term debt obligations have been included in the multiyear financial projection.				
5.	Based on the projections, the school will be able to meet its financial obligations and maintain a prudent level of reserves in the current and two subsequent fiscal years.				

I. Equipment Condition

No.	Indicator	Evidence	YES	NO	N/A
1.	There are approved policies regarding the purchase and maintenance of equipment.				
2.	An equipment inventory is:				
	a. Maintained.				
	b. Physically at each site.				
3.	Equipment purchased with federal funds or donations is identified.				
4.	Records are maintained for audit purposes.				

Completed by Review Team:

FINDINGS	RECOMMENDATIONS BASED ON ABOVE FINDINGS

Spencer Valley Elementary School District

Charter School Oversight Review

Charter School

EDUCATIONAL PROGRAM AND ONGOING ASSESSMENT (Completed by school principal)

A. Educational Program

No.	Indicator	Evidence	YES	NO	N/A
1.	<p>The school is following its curricular and instructional plan as presented in the approved charter petition. The plan has been updated to include the new requirements regarding the Local Control Funding Formula (LCFF) and requirements to adopt a local control accountability plan (LCAP). The plan includes the following:</p> <ul style="list-style-type: none"> ➤ Implementing the Common Core State Standards ➤ Improving student achievement, graduation rates, and school performance ➤ Providing services for English learner (EL) students, low-income (LI) students, and students in foster care ➤ Increasing student participation in college preparation, advanced placement, and career technical education (CTE) courses ➤ Employing qualified teachers, providing sufficient instructional materials, and maintaining facilities ➤ Providing opportunities for parent involvement 				
2.	The school staffing is sufficient to carry out the educational program.				
3.	Students who are achieving either significantly below or significantly above grade level are receiving instruction that addresses their learning differences.				
4.	Parents of school high school students are informed about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements.				
5.	The school is implementing a framework for instructional design that is aligned with the needs of the students identified as the target population in the approved charter petition.				
6.	The school has requested accreditation through the Western Association of Schools and colleges (WASC) or other sources.				
7.	A cross-reference with budget indicates that there is sufficient funding to operate the program delineated in the charter petition as addressing the mission of the school.				

Spencer Valley Elementary School District
Charter School Oversight Review

Charter School

B. Services to Special Populations

No.	Indicator	Evidence	YES	NO	N/A
1.	The school has adopted policies and practices that indicate compliance with all laws related to the provision of special education, including the following:				
	a. Appropriate placement for students who are enrolling with IEPs.				
	b. Referral and assessment of students suspected of requiring special education and related services.				
	c. Compliance with timelines related to special education.				
2.	Students who are identified as eligible for special education are receiving services required by their IEPs.				
3.	The school provides for the inclusion of all required members in IEP team meetings.				
4.	The school has a plan for providing transportation for special education students who require this related service.				
5.	The school has a process for determining a student's eligibility for services under Section 504 of the Rehabilitation Act of 1973.				
6.	The school develops and implements accommodation plans for students who are eligible under Section 504.				
7.	The school ensures that special education funds are not used to serve students identified under Section 504.				
8.	The school follows a process to identify and reclassify students who are English learners.				

C. Curricular Materials

No.	Indicator	Evidence	YES	NO	N/A
1.	The school uses state standards-based instructional materials and includes an implementation plan for the new Common Core State Standards.				
2.	The school uses instructional materials that address the specific needs of special education students.				
3.	The school uses instructional materials that address the specific needs of English learners.				
4.	The school refrains from using faith-based instructional materials.				

Spencer Valley Elementary School District

Charter School Oversight Review

Charter School

D. Professional Development & Teacher Qualifications

No.	Indicator	Evidence	YES	NO	N/A
1.	The school staff have received legally required trainings.				
2.	School staff are provided with opportunities for professional development needed to carry out the instructional program.				
3.	Students identified as eligible for special education and/or as English learners are receiving services from teachers holding the legally required credentials, certificates and/or authorizations.				
4.	The school has an ongoing professional development program to ensure that teaching and nonteaching staff maintain the skills required to perform their jobs.				
5.	The school participates in professional development trainings made available through the sponsoring LEA, county office, or other trainings that provide technical assistance.				

E. Ongoing Assessment

No.	Indicator	Evidence	YES	NO	N/A
1.	The school participates in testing as required for all K-12 schools in California.				
2.	A review of data indicates that the school is on target to meet renewal requirements as set forth in EC 47607(b).				
3.	The school has submitted a school accountability report card (SARC) containing the required elements, and it is posted to the school's website.				
4.	Student achievement data is regularly reported to parents and staff.				
5.	The school is implementing a plan for collecting, analyzing and reporting data on pupil achievement and using the data continually to monitor and improve its educational program.				

Completed by Review Team:

FINDINGS	RECOMMENDATIONS BASED ON ABOVE FINDINGS

Spencer Valley Elementary School District
Charter School Oversight Review

Charter School _____

FACILITIES AND OPERATIONS (Completed by school facilities director)

A. Facilities Adequacy to Meet Educational Program Requirements

No.	Indicator	Evidence	YES	NO	N/A
1.	A designated position is responsible for overseeing facilities maintenance and operations.				
	a. If yes, what is the name of the position?				
2.	There is a custodial schedule that shows appropriate and timely attention to providing students with a clean and safe learning environment.				
3.	Custodial, grounds and other facilities staffing at each site is sufficient and appropriate.				
4.	The school uses a staffing formula or formulas to guide its custodial, grounds and other facilities staffing.				
5.	All facilities in which the charter school is housed meet the American with Disabilities Act (ADA) requirements.				
6.	The school has conducted an inspection of the facilities and developed a management plan in accordance with the Asbestos Hazard Emergency Response Act (AHERA).				
7.	There is a process for providing routine maintenance to ensure that charter school facilities including playgrounds remain in good condition.				
8.	If facilities are not in good condition, there is a schedule for making needed improvements.				
9.	The school's facilities have been modified during the past year.				
10.	The school's facilities are adequate for the number of students and types of programs assigned to each site.				
11.	The charter school has the following on file:				
	1. Certificate of occupancy.				
	2. Conditional use permit for each site.				
12.	The school's facilities are free from mold and other hazardous substances.				
13.	The school has plans to modernize or add facilities to its existing site and has notified the authorizer of any material changes				
14.	The school has requested facilities pursuant to Proposition 39 and EC section 47614.				
15.	The school has received funding under the Charter School Facilities Incentives Grant for the purchase, renovation or lease of facilities.				
16.	In accordance with EC section 41365, the school has borrowed funds from the Charter School Revolving Loan Fund through the California School Finance Authority (CSFA) to improve facilities				

Completed by Review Team:

FINDINGS	RECOMMENDATIONS BASED ON ABOVE FINDINGS

Spencer Valley Elementary School District

Charter School Oversight Review

Charter School

GOVERNANCE (Completed by governing board president)

A. Organizational Management

No.	Indicator	Evidence	YES	NO	N/A
1.	The school is structured as:				
	a. Solely a charter school.				
	b. A charter school with other associated entities (e.g. LLCs, foundations, management organizations).				
	c. If b, describe the structure.				
2.	If the school is constituted as a nonprofit corporation, the corporate papers, including articles of incorporation, are available to the authorizer.				
3.	There is a list or roster of governing board members.				
4.	The governing board has a comprehensive plan to conduct an annual oversight of the academic program which reflects the goals and objectives of the local control accountability plan.				
5.	The governing board is equipped to execute its fiduciary responsibility with regard to the disbursement of public funds.				
6.	The governing board understands the annual budget and demonstrates knowledge of the school's short- and long-term financial outlook.				
7.	The organizational structure of the school clearly delineates and distinguishes between the responsibilities of its governing board and those of its management staff.				

B. Capacity/Composition

No.	Indicator	Evidence	YES	NO	N/A
1.	Some of the governing board members have previous governance experience.				
2.	The governing board is free of real or perceived conflicts of interest and has adopted a conflict of interest policy in accordance with Government Code Section 1090				
3.	The governing board represents strong diversity relevant to the community and the charter school population.				
4.	The governing board members have expertise in key fields such as finance, legal, real estate, fundraising and education.				

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C. Structure

No.	Indicator	Evidence	YES	NO	N/A
1.	The composition of the governing board is consistent with the approved charter.				
2.	The governing board has governed in such a manner that there has been no cause for the authorizer to believe that the board either has too few or too many members to support effective governance.				
3.	The governing board has bylaws that are comprehensive and that include a reasonable term limit.				
4.	The governing board appears to fully understand the bylaws and their implications.				
5.	The governing board has identified officers.				
6.	There are written job descriptions for board officers that clearly describe the roles and responsibilities of each.				
7.	The bylaws delineate committees and provide detailed job descriptions for these committees.				

D. Clarity

No.	Indicator	Evidence	YES	NO	N/A
1.	The governing board actively discusses which elements of key decision are governance vs. management.				
2.	The school leadership team demonstrates a strong understanding of their role related to effective governance.				
3.	The governing board members understand their role in developing, supporting and evaluating the school leader.				
4.	There is a strong working relationship among the school leader, board chair and full board.				

E. Meetings

No.	Indicator	Evidence	YES	NO	N/A
1.	The governing board conducts public meetings as frequently as is needed to ensure that it addresses the business required to provide sufficient direction to the school, and its meetings comply with the requirements of the Brown Act				
2.	The governing board complies with the following:				
	a. Regularly scheduled meetings with appropriate public notice.				
	b. Brown Act training and meeting compliance.				
	c. Availability of meeting minutes.				
3.	The governing board has resolutions and board-adopted policies related to the following:				
	a. Conflict of interest.				
	b. Handbooks – parent, student, employee.				
	c. Student and employee discipline and due process.				

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d. Parent complaint resolution and due process.

Meetings (continued)

No.	Indicator	Evidence	YES	NO	N/A
	e. Internal controls policies and related forms and systems.				
	f. Bank signature authorizations.				
	g. Harassment – student, staff.				
	h. Safety plan.				
	i. Immunization records.				
	j. Family Educational Rights and Privacy Act (FERPA) – policy and notices.				
	k. Section 504 compliance.				
	l. Allowable purchases and purchasing authority.				
3.	Material revisions to the charter have been approved by the governing board.				

F. Parent and Staff Involvement

No.	Indicator	Evidence	YES	NO	N/A
1.	There is a process in place that ensures that parents, teachers and staff may provide input regarding the effectiveness of the charter school.				

Completed by Review Team:

FINDINGS	RECOMMENDATIONS BASED ON ABOVE FINDINGS

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PERSONNEL (Completed by school personnel director)

A. All Employees

No.	Indicator	Evidence	YES	NO	N/A
1.	The school has documentation of Department of Justice background checks on all employees.				
2.	The school has policies or procedures related to fair hiring practices.				
3.	The school has an employee handbook.				
4.	The school has documentation of TB test results for all employees.				
5.	The school has approved personnel policies that cover such issues as sick leave, personal necessity, and overtime.				
6.	Employee contracts indicate that employees are "at will."				
7.	The school has clear guidelines that differentiate between employees and independent contractors.				
8.	The school provides professional development opportunities to staff.				
9.	Employee evaluations are completed regularly and on time.				
10.	Personnel actions are approved by the governing board.				
11.	The school has records that indicate it has trained employees regarding blood-borne pathogens, child abuse reporting, staff and student relationships, and sexual harassment issues.				

B. Certificated Employees

No.	Indicator	Evidence	YES	NO	N/A
1.	The school employs sufficient teaching staff to have, at a minimum, a teacher-to-student ratio comparable to that of the largest unified school district in the county, or comparable to the countywide average.				
2.	Teachers who provide instruction in core classes have the credentials and certifications required to be designated as highly qualified teachers for the subjects they are teaching.				
3.	Teachers have the legally required CLAD or B-CLAD certification to provide instruction to the students enrolled in their classes.				
4.	Teachers who are providing special education and related services have the appropriate credentials and certifications.				

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C. Classified Employees

No.	Indicator	Evidence	YES	NO	N/A
1.	The charter school employs a sufficient number of classified staff to ensure that the necessary clerical and recordkeeping tasks are completed in a timely manner.				
2.	The charter school provides adequate staffing for the following:				
	a. Custodial				
	b. Food service				
	c. Information technology				
	d. Lunch/break supervision				

Completed by Review Team:

FINDINGS	RECOMMENDATIONS BASED ON ABOVE FINDINGS

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STUDENT SERVICES (Completed by school principal)

A. Admissions

No.	Indicator	Evidence	YES	NO	N/A
1.	The school is complying with the admissions practices described in the approved charter.				
2.	The school facilitates admissions for a student with an IEP in the same manner as for a student without an IEP.				
3.	If the school is an independent study charter school, it facilitate admissions for a student with an IEP in the same manner as for a student without an IEP and in accordance with EC 51746 (b) and 5 CCR 11700 related to the enrollment of students with IEPs in an independent study program.				
4.	The school enrollment forms indicate compliance with all applicable laws and with the approved charter.				
5.	If the school has needed to use the lottery system to determine which students will be allowed to enroll, there is documentation that the process was held in the manner described in the approved petition.				
6.	The school has records documenting immunizations to the extent required for enrollment in public schools.				
7.	The school has documented efforts to have its enrollment match the racial and ethnic makeup of enrollment districtwide.				

B. Discipline

No.	Indicator	Evidence	YES	NO	N/A
1.	The governing board has policies regarding student discipline, including the following:				
	a. A list of the offenses for which students may be suspended or expelled.				
	b. Procedures for suspension or expulsion.				
	c. Procedures by which parents and students will be informed about the reasons for suspension or expulsion.				
	d. Procedures for suspension or expulsion that protect the required due process rights of students with IEPs or 504 plans.				
	e. Procedures to ensure that parents and students will be informed of their due process rights in regard to suspension or expulsion and that demonstrate an awareness that charter school students are entitled to the same due process rights as students enrolled in non-charter public schools.				

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C. Health & Safety

No.	Indicator	Evidence	YES	NO	N/A
1.	The school has a health, safety, and emergency plan for students and employees that addresses fire emergencies, earthquakes, civil disorder, accidents, injuries, and other threats to the health and safety of students and staff.				
2.	There is evidence that staff have been trained in health, safety, and emergency procedures.				
3.	The school maintains a calendar of emergency drills for each site at which it operates.				
4.	The school has a policy related to supervision of students before and after school while on campus, and during student pick-ups, as well as a procedure for visitors to enter and leave campus.				
5.	Records indicate that the school provides vision, hearing and scoliosis screening for its pupils to the same extent as would be required if the pupils attended a non-charter public school.				

D. Parent Notifications

No.	Indicator	Evidence	YES	NO	N/A
1.	The school notifies all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act (FERPA).				
2.	Parents are provided with a copy of the school's parent handbook.				

Completed by Review Team:

FINDINGS	RECOMMENDATIONS BASED ON ABOVE FINDINGS