

## Charter School Oversight and Monitoring: Information Collection and Updating Instructions for Google Spreadsheet: OUSD-Authorized Charter Schools

**Purpose:** The purpose of the annual information collection conducted by the Office of Charter Schools of the Oakland Unified School District is to enable OUSD to meet its obligations to monitor the operations and compliance of the charter schools it authorizes. As the authorizing agency, OUSD is charged with holding charter schools accountable to the commitments made in their charters, including assurances that the school will operate in compliance with all applicable federal and state law.

### Data Entry Instructions (by tab):

- Staffing Spreadsheet
  - Complete each column for every member of the school’s instructional/teaching staff, including information from the teacher’s credential or from the website of the California Commission on Teacher Credentialing.
  - Update this spreadsheet when an individual listed in the spreadsheet leaves the school or is assigned a non-instructional position, noting their last date of employment (or day in the classroom) as the “End Date”. Also update to add new teachers hired, including their first day in the classroom with students (“First Classroom Day”). Do not delete staff members from the spreadsheet during the academic year, but only at the beginning of the next academic year.
- Governing Board Roster
  - Complete each column for every member of the school’s governing board. Don’t forget to note how long your board president has served in that position and whether the school has committed to compliance with the Fair Political Practices Act and the Form 700 filing requirement. (Check the governance section of your charter for this information.)
  - Following governing board action, update this spreadsheet when an individual listed in the spreadsheet leaves the governing board (through end of term, resignation or removal) and when new members are elected or appointed. Do not delete governing board members from the spreadsheet during the academic year, but only at the beginning of the next academic year.
- Governing Board Committees
  - Complete each column for every committee created by the school’s governing board, including advisory committees.
  - Following governing board action, update this spreadsheet when a committee listed on the spreadsheet is terminated by action of the governing board and when new committees are created. Do not delete governing board committees from the spreadsheet during the academic year, but only at the beginning of the next year.
- Governing Board Meeting Schedule
  - Complete each column for as many regular board members as the school’s governing board schedules (add more columns if board has regular meetings more often than monthly). Don’t forget to indicate the date of the annual organizational meeting at which your board approved its meeting schedule.
  - Update this spreadsheet **ONLY** if the governing board acts to change its schedule of regular meetings. It is not necessary to include special or emergency meetings, as defined in the Brown Act.

- School Operations
  - Complete every row of the spreadsheet with the requested information regarding the academic program and school operations.
  - Update this spreadsheet during the academic year, as the information changes – especially testing dates and WASC status.
- Contacts
  - Complete every row of the spreadsheet with the requested name, email and phone number of the subject-matter contact person. If the same individual serves in multiple capacities, please repeat the name and contact information.
  - Update this spreadsheet during the academic year, as the assigned individuals change.
- Facilities
  - Complete every row of the spreadsheet with the requested information regarding the facility/ies currently occupied by the school. Note that rent or facilities fees should be reported as an annual amount; square footage can be reported as an approximation of building space (outdoor space need not be reported).
  - Update this spreadsheet only if the school relocates or otherwise changes its location or facility use during the academic year.
- Policies
  - Each charter school is asked to provide the Office of Charter Schools with a copy of the most recent, board-approved version of the listed documents and policies. In the spreadsheet, note the date of the policy and indicate whether it has been provided to OCS (electronically in Word or PDF). (If the school has not adopted such a policy, please so note on the spreadsheet.) **Email documents and policies to [Michael.mcmahon@ousd.k12.ca.us](mailto:Michael.mcmahon@ousd.k12.ca.us).**
  - Update this spreadsheet and provide an updated version of the listed document or policy whenever new policies are adopted or existing policies are revised.
- Student Exit
  - Within 30 days of the student’s last day of attendance at your school, complete every column of the spreadsheet for each student who is expelled and all but the last two columns for any student who leaves the charter school without graduating or completing the school year for any other reason.
  - Update this spreadsheet **continuously**, as students depart. It is not necessary to report students who graduated from your school or completed the previous school year and did not return for reasons other than expulsion.

**Authority:** OUSD’s requests are made pursuant to California charter school law, as laid out in the Education Code:

Authority to Request Information. 47604.3. A charter school shall promptly respond to all reasonable inquiries, including, but not limited to, inquiries regarding its financial records, from its chartering authority, the county office of education that has jurisdiction over the school's chartering authority, or from the Superintendent of Public Instruction and shall consult with the chartering authority, the county office of education, or the Superintendent of Public Instruction regarding any inquiries.

Duties of Charter Authorizers. 47604.32. Each chartering authority, in addition to any other duties imposed by this part, shall do all of the following with respect to each charter school under its authority:

- (a) Identify at least one staff member as a contact person for the charter school.

- (b) Visit each charter school at least annually.
- (c) Ensure that each charter school under its authority complies with all reports required of charter schools by law.
- (d) Monitor the fiscal condition of each charter school under its authority.
- (e) Provide timely notification to the department if any of the following circumstances occur or will occur with regard to a charter school for which it is the chartering authority:
  - (1) A renewal of the charter is granted or denied.
  - (2) The charter is revoked.
  - (3) The charter school will cease operation for any reason.
- (f) The cost of performing the duties required by this section shall be funded with supervisorial oversight fees collected pursuant to Section 47613.

Prop. 39 Facilities for Charter Schools. 47614. (a) The intent of the people in amending Section 47614 is that public school facilities should be shared fairly among all public school pupils, including those in charter schools. (b) Each school district shall make available, to each charter school operating in the school district, facilities sufficient for the charter school to accommodate all of the charter school's in-district students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other public schools of the district. Facilities provided shall be contiguous, furnished, and equipped, and shall remain the property of the school district. The school district shall make reasonable efforts to provide the charter school with facilities near to where the charter school wishes to locate, and shall not move the charter school unnecessarily.

Reporting Student Expulsion and Exit. 47605. (d)(3) If a pupil is expelled or leaves the charter school without graduating or completing the school year for any reason, the charter school shall notify the superintendent of the school district of the pupil's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information. This paragraph applies only to pupils subject to compulsory full-time education pursuant to Section 48200.

Teacher Credentials. 47605. (l) Teachers in charter schools shall hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold. These documents shall be maintained on file at the charter school and are subject to periodic inspection by the chartering authority. It is the intent of the Legislature that charter schools be given flexibility with regard to noncore, non-college preparatory courses.