



# OCS Update

From the Office of Charter Schools, Oakland Unified School District



The mission of the Office of Charter Schools (OCS) is to first, fulfill the obligations of a quality authorizer ensuring high quality schools are the established norm for Oakland's charter schools by protecting their autonomy in exchange for strong accountability and second, act as a vehicle by which charter school lessons have a positive impact on the entire public school system.

TENTH EDITION

JUNE 2012

If you have feedback on the format or content, please let us know ([gail.greely@ousd.k12.ca.us](mailto:gail.greely@ousd.k12.ca.us)).

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## ANNOUNCEMENTS

### **Credential Workshop: July 31<sup>st</sup>**

On Tuesday, July 31<sup>st</sup>, OCS is hosting a workshop regarding the teacher credential process presented by OUSD Credentials Supervisor, Dasha LaBrie. The workshop will be held at the Tilden Educational Center (where OCS is located) from 10 am to 12:30 pm. Please RSVP to Lupe either through the Evite sent to all charter leaders or by email ([Guadalupe.navarro@ousd.k12.ca.us](mailto:Guadalupe.navarro@ousd.k12.ca.us)).

### **Charter Leader Welcome: August 21<sup>st</sup>**

Get it on your calendar! OCS's annual Charter Leader Welcome is schedule this year for August 21<sup>st</sup>, at Tilden Educational Center's auditorium, from 4 to 6:30 pm. This year's meeting will include new materials on charter oversight and monitoring protocols, plus an opportunity for you to connect with other charter leaders on specific issues of common concern. Refreshments provided.

### **More Learning Opportunities To Be Scheduled**

The Office of Charter Schools is working with other groups within Oakland Unified School District and the federal Office of Civil Rights to provide additional training opportunities for charter leaders in the coming school year. Dates and times are not yet confirmed, but we'll communicate the information as soon as we have it. Check your email and future newsletters. Among the topics we plan to cover are:

- Rehabilitation Act Section 504: OUSD's 504 coordinator has offered to include charter leaders in the District's annual training for principals.
- Special Education: OUSD's Programs for Exceptional Children will again invite leaders of charter schools within the OUSD SELPA to join District principals for annual training.
- McKinney-Vento and Bullying Prevention: The federal Office of Civil Rights has offered to present a training session on charter school obligations to homeless children and families, as well as information on the prevention of bullying in schools.
- Brown Act: OCS is planning a workshop for charter leaders, back-office personnel and charter governing board members covering some key "dos and don'ts" on California's open meeting laws.

## KEY UPCOMING DATES

- **June 27:** Attendance Month 11 (P-Annual) due to Minh Co (signed)
- **June 30:** Special Education Encroachment Contribution – FINAL installment due to OUSD/OCS
- **July 19:** PENSEC Report (online – for New and Expanding Charters)- submit signed report & supporting documentation to Minh Co's office

## PEOPLE NEWS

- Please welcome two new members of OCS team:
  - Mike McMahan, who has been working with us on contract for the past year, has now joined us as a part-time compliance specialist, focusing on data collection and information systems. We will also be tapping into Mike's expertise in the areas of school governance and fiscal management. (Mike is a ten-year member of Alameda Unified's Board of Education and has a professional background in IT and accounting.)
  - Francene Thornton is the new secretary for OCS, coming to us from Kaiser Elementary. Francene is familiar with OUSD systems and processes and is used to working in a busy office. We're happy to have her with us, Mondays through Thursdays.
- The following new charter leaders have been reported to our office. Welcome!
  - 100 Black Men of the Bay Area Community School: Dr. Stanley L. Johnson, Jr.
  - American Indian Public Charter School: Jason Chu
  - American Indian Public Charter School II: Yusi He
  - Aspire Berkley Maynard Academy: Melissa Granetz
  - Conservatory of Vocal/Instrumental Arts: Clifford Thompson
  - Aspire Lionel Wilson College Preparatory Academy: Michelle Cortez
  - Aspire Millsmont Academy: Jessica Chacon
  - Vincent Academy: Kate Nicol
  - World Academy: Stephen Cilono

## POLICY ALERTS

### ***Brown Act Reminder***

Effective January 1, 2012, public agency board meeting agendas (including charter schools') must be posted on the agency's website at the same time as they are required to be physically posted.

## RESOURCES

### ***Understanding the Financial Control Environment***

The recent audit report prepared by the Fiscal Crisis Management Assistance Team (FCMAT) for the Alameda County Office of Education regarding American Indian Model Schools contains an interesting discussion of the "control environment" of an organization. Here is an excerpt. *Charter school reports and a variety of other resources, are available at the FCMAT website: [www.fcmat.org](http://www.fcmat.org).*

Internal controls are the principal mechanism for preventing and/or deterring fraud or illegal acts. Illegal acts, misappropriation of assets or other fraudulent activities can include an array of irregularities characterized by intentional deception and misrepresentation of material facts.

Effective internal control processes provide reasonable assurance that a charter school's operations are effective and efficient, that the financial information produced is reliable, and that the organization operates in compliance with all applicable laws and regulations.

Internal control elements provide the framework for an effective fraud prevention program. An

effective internal control structure includes the policies and procedures used by staff, adequate accounting and information systems, the work environment and the professionalism of employees. An effective internal control structure includes the five interrelated components of the control environment, fraud risk assessment, control activities, information and communication, and monitoring.

### Internal Control Element

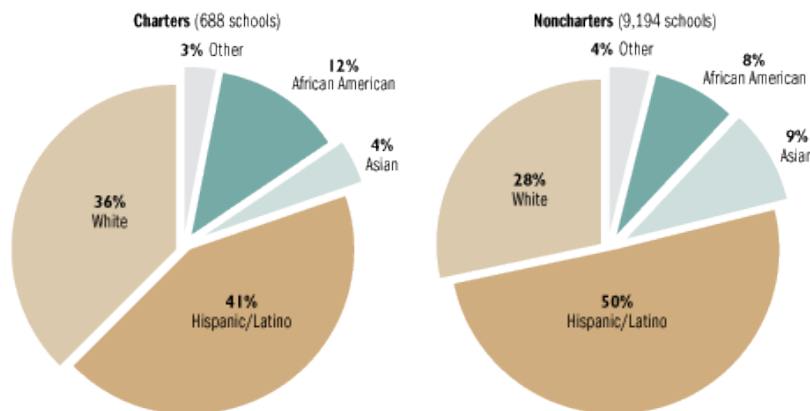
<b>Control Environment</b>	Commonly referred to as “the moral tone of the organization,” the control environment includes a code of ethical conduct; policies for ethics, hiring and promotion guidelines; proper assignment of authority and responsibility; oversight by management, the board or an audit committee; investigation of reported concerns; and effective disciplinary action for violations.
<b>Fraud Risk Assessment</b>	Identification and assessment of organization’s objectives to establish and develop a strategy to react timely.
<b>Control Activities</b>	The development of policies and procedures to enforce the governing board’s directives. These include the actions by management to prevent and identify misuse of the district’s assets, including the prevention of override of controls in the system by any employee.
<b>Information and Communication</b>	The establishment of effective fraud communication. This includes ensuring that employees receive information regarding policies and opportunities to discuss ethical dilemmas. Establishing clear lines of communication in an organization to report suspected violations.
<b>Monitoring</b>	Ongoing monitoring that includes periodic performance assessments for fraud deterrence by managers and employees.

## CHARTER DATA SNAPSHOT

An interesting snapshot from EdSource about charter school demographics in California. We’ll take a look at this distribution in Oakland in another edition of the newsletter.

As a whole, charters serve a somewhat different population of students than noncharter schools. Charters serve greater proportions of African American and white students and smaller percentages of Asian and Hispanic students.

*Student Populations in Charter and Noncharter Schools*



Data: California Department of Education (CDE)  
EdSource 6/09

## OUR GOALS 2011-2012

- ✓ OUSD-authorized charter schools will achieve measurable improvement in student achievement.
- ✓ OUSD-authorized charter schools will show improved compliance with federal, state and local requirements.
- ✓ OCS will develop a clear, comprehensive, rigorous set of standards and procedures for its charter authorizing work.
- ✓ OCS will pilot an on-line database containing current information regarding the operation and performance of charter schools in Oakland.
- ✓ OCS will improve communication with OUSD Departments on charter school issues impacting the District.
- ✓ OCS will facilitate the exchange of best practices among OUSD-authorized charter schools through events, communication and coordination with charter organizations.