

CHARTER SCHOOL COMPLIANCE MONITORING 2021-2022

Dear Charter School Governing Board President and Charter School Leaders:

As part of its oversight responsibility set forth in California Education Code § 47604.32, the LAUSD, through the Charter Schools Division (CSD), monitors each charter public school's compliance with applicable legal, charter, and policy requirements. The CSD's compliance oversight process encompasses three important actions by each charter school:

1. (1) School Administrator's Certification: As the CSD continues its focus on ensuring that the well-being of students remains first and foremost, **by October 29, 2021**, (designed to be aligned with the six-week deadline for Child Abuse Mandated Reporter training) as part of the school's Q1 electronic submission of documents, we request that the school site administrator submit the attached certification confirming the school's implementation of safety measures at the beginning of the school year. This beginning of the year certification by the school administrator informs the governing board and supports the school in ensuring that critical organizational and management systems are in place as the school year begins, as these requirements greatly impact students, staff, and the public. **Please return the entire document with only the school administrator's columns completed, along with the administrator's signature no later than October 29, 2021.**

1. (2) Certification of Board Compliance Review: As in previous years, and as part of the Governing Board's fulfillment of its fiduciary governance responsibility to ensure that the charter school complies with all applicable laws and other requirements, it is critical that the school's Governing Board periodically review, discuss, monitor, and modify, if necessary, the school's policies and systems for compliance with such requirements. **Please complete and sign the *final* certification at the end of the attached document, *Compliance Monitoring and Certification of Board Compliance Review 2021-2022*, and return the entire document, (including the administrator's certification from the first submission). Please include the relevant Board agenda(s) and minutes as evidence of the Governing Board's review of these items and submit to the Charter Schools Division via Dropbox no later than January 14, 2022.**

The CSD is very much aware and acknowledges that governing boards provide fiduciary oversight and hire a leader (or leaders) to execute day-to-day operations and appropriately delegated functions. Moreover, the charter school's governing board is the first line of charter school oversight. As part of the District's oversight process, this certification is intended to serve as a formal acknowledgement from charter school governing boards of their review and appropriate due diligence in these key areas as part of their own organizational oversight function. As stated in the *LAUSD Policy and Procedures for Charter Schools*, "While LAUSD is responsible to provide oversight of its charter schools and the entities managing charter schools, the primary oversight of each charter school must first and foremost be performed by the charter school's own governing board. The governing board of a charter school has an ongoing responsibility to oversee the

operations of its charter school(s), ensuring that every charter school it oversees is providing a high-quality educational program for students enrolled, is successfully fulfilling the terms of their charter, is fiscally sound, and complies with applicable laws, regulations, and court orders.” This annual certification also provides charter governing boards an opportunity to confirm with their school leadership that systems are/remain in place to fulfill these critical requirements that impact students, staff, and the public.

1. (3) Documentation of Compliance: As we have historically done, the CSD will review documentation of compliance with several key legal requirements as part of this year’s annual performance-based oversight visit to each charter school. To facilitate effective and efficient compliance review on the day of the visit, please adhere to the guidance provided in the *Annual Performance-Based Oversight Visit Preparation Guide 2021-2022* for the preparation of the school’s compliance documentation. Please ensure that this documentation is current, complete, and accurate. The “Supporting Documentation” column of the table in the attached *Compliance Monitoring and Certification of Board Compliance Review 2021-2022* may provide useful support and assistance in this endeavor.

We appreciate your continued collaboration and cooperation as we work together so that all youth achieve in healthy and safe environments. Should you have questions, please contact your assigned CSD administrator.

Best wishes,

José Cole-Gutiérrez

Director, Charter Schools Division **COMPLIANCE MONITORING AND
CERTIFICATION OF BOARD COMPLIANCE REVIEW
2021-2022**

School Name:	Los Angeles Leadership Academy
Board President Name:	David Nickoll
Charter Management Organization:	
LAUSD Loc. Code:	8756

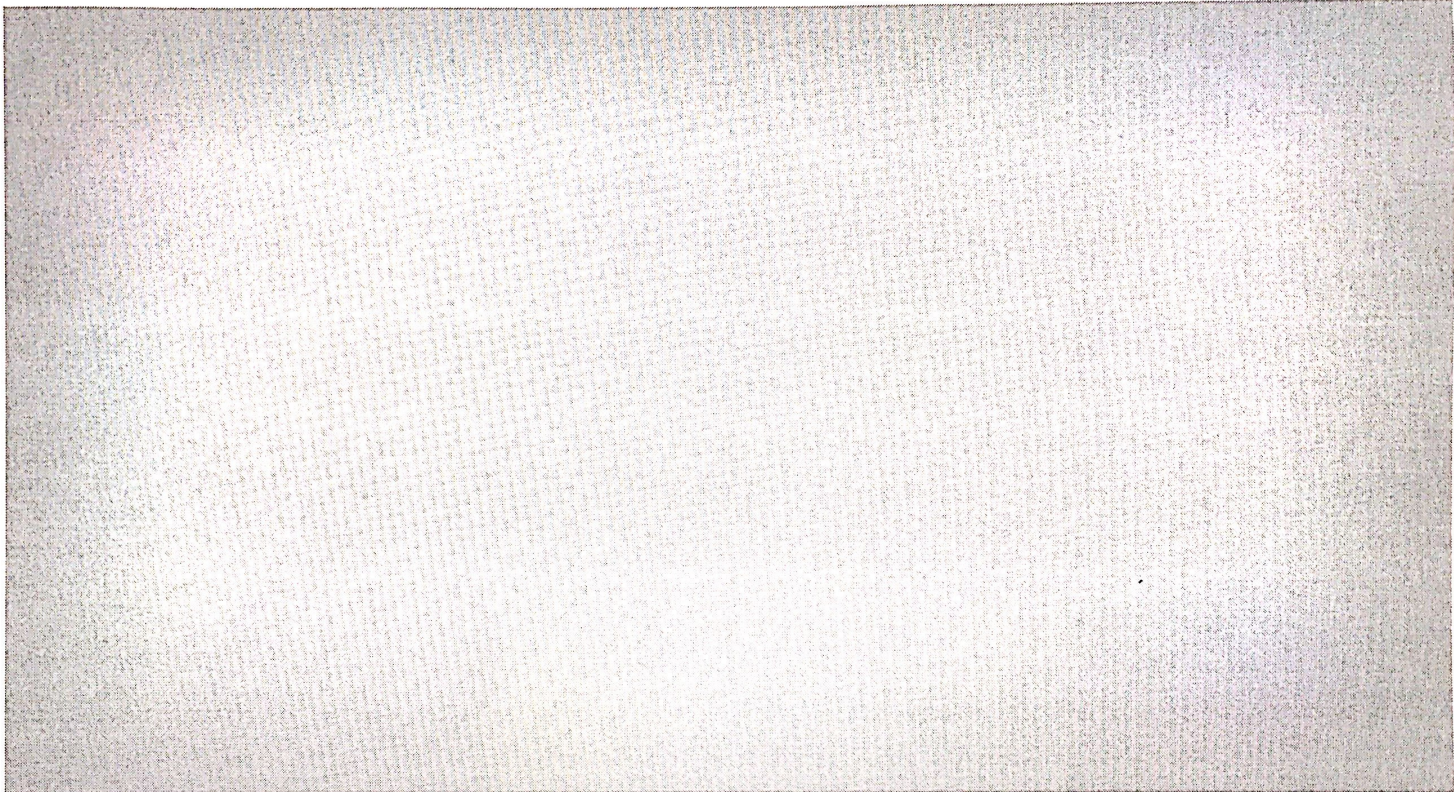
INSTRUCTIONS: This Compliance Monitoring and Certification Checklist needs to be submitted twice but both certifications must be completed on the same form.

First submission should be completed by checking each appropriate box (Compliant **OR** In Process) for items 1-23; school administrator needs sign and date the certification page and submitted all pages no later than October 29, 2021 via Dropbox.

Second submission needs to be completed by checking each appropriate items 1-23 under the board certification column, Board Chair needs to sign the certification page and submit with supporting

documentation such as the Board Agenda where item was discuss, Board Minutes and Board Agenda approving the minutes no later than January 14, 2022 via Dropbox.

Note: Checklist boxes cannot be left uncheck for any of the items unless you indicated Not Applicable (N/A). Compliance Certification with wet signatures must remain at the school site and be available for review upon request by the oversight team at any time.



1. The charter school maintains timely and current verification of **criminal background and TB clearances** for all 45125.1; Ed. Code § 49406; Ed. Code § 44237.

The following information is provided for your information. This information is not intended to be a substitute for the information provided in the contract. The information is provided for your information only. The information is not intended to be a substitute for the information provided in the contract. The information is provided for your information only.

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.	BOARD CERTIFICATION BY JANUARY 14, 2022	
<p> The following information is provided for your information. This information is not intended to be a substitute for the information provided in the contract. The information is provided for your information only. The information is not intended to be a substitute for the information provided in the contract. The information is provided for your information only. </p>	<p> Completed and signed "Criminal Background Clearance Certification" for each faculty and staff member to certify criminal background </p>	<p>X</p>		

<p>1. 1. The Charter Schools Division has the appropriate policies, procedures, and systems in place to ensure that all staff members are properly screened and cleared prior to employment.</p>	<p>clearance prior to employment. Certification of timely DOJ and TB clearances by all contracting entities.</p>	<p>X</p>		
<p>1. 2. The Charter Schools Division has the appropriate policies, procedures, and systems in place to ensure that all staff members are properly screened and cleared prior to employment.</p>	<p>Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements. Ed Code § 49406; Health & Safety Code §§ 121525, 121535, 121545, and 121555.</p>	<p>X</p>		
<p>1. 2. Teachers (including but not limited to English language arts, social studies, science, and mathematics) hold an EL Certification and a valid Commission on Teacher Credentialing Certificate, permit, or other documents equivalent to that which a teacher in other public schools would be required to hold per federal and state law, ESSA. See Ed. Code § 47605(1).</p>	<p>For each certificated staff member: Credential(s) are appropriate for the position(s) to which the person has been assigned, and are in alignment with Ed. Code § 47605(1) and other applicable law</p>	<p>X</p>		
<p>2a. The administration and board have a system in place for reporting applicable employee misconduct to the Commission on Teacher Credentialing.</p>	<p>Master schedule that shows all assignment(s) of each certificated staff member. Internal human resources procedures</p>	<p>X</p>		
<p>1. 3. The Charter Schools Division has been provided with, and parents have access to, the school's most current contact information for each Governing Board member and the 2021-2022 Board meetings calendar. See current <i>Federal, State, and District Required Language for Independent Charter School Petitions (New and Renewal) and Material Revisions (FSDRL)</i>.</p>	<p>Accurate and updated school contact information Accurate and updated list/roster of Governing Board members and contact information Calendar of Governing Board meeting dates and location(s)</p>	<p>X X X</p>		

1. 4. Charter school complies with the pre- and post-lottery and enrollment forms guidelines. See <i>Admissions Requirements and Materials</i> (August 2011).	Lottery form and enrollment packet	x		
1. 5. Charter school shall ensure that staff receives annual training on the charter school's health, safety, and emergency procedures , and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to: a. a. Health, Safety and Emergency Preparedness Plan (School Safety Plan) (see, e.g., Ed Code §§ 32280-32289) b. b. Child Abuse Mandated Reporter training as outlined in Ed. Code § 44691; Penal Code § 11165.7 c. c. Blood borne Pathogens training (see 8 CCR § 5193) d. d. Pupil Suicide Prevention Policy, as outlined in Ed. Code, § 215	Comprehensive Health, Safety, and Emergency Plan	x		
	Documentation of emergency drills and preparedness training	x		
	Documentation of timely and compliant Child Abuse Mandated Reporter training	x		
	Documentation of annual Blood borne Pathogens training	x		
	Documentation of Pupil Suicide Prevention Policy training	x		
1. 6. Co-location Charters only- The school administrator and governing board acknowledges and understands that the independent charter school follows applicable District policy, including the District School Safety Plan, as a co-location school.	Participation in District and site level co-location meetings Review of Policy Bulletin-5532.1 Meeting with local district site principal for additional information and questions	n/a		
1. 7. The charter school has either implemented the LAUSD Master Plan for English Learners and Standard English Learners or updated and implemented its own master plan in accordance with English Language Master Plan requirements. See current FSDRL and 2021-2022 Welcome Letter.	EL Certification Form	x		
	EL Master Plan has been updated (if the school has not adopted the LAUSD EL Master Plan)	x		
1. 8. The charter school's school climate and student discipline systems and procedures align with LAUSD's Discipline Foundation Policy and School Climate Bill of Rights . See current FSDRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy	x		