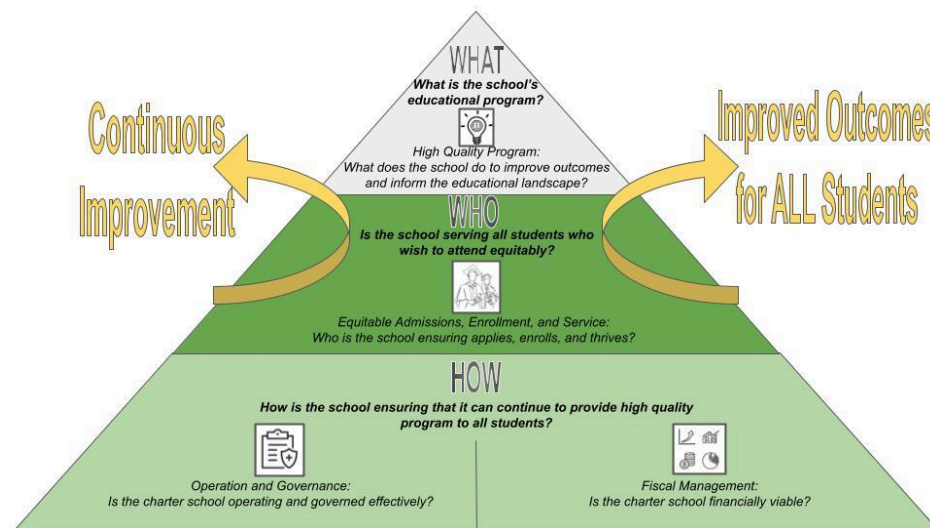


## 2024-2025 Independent Charter Schools Annual Oversight

The calendar of events that follows allows for transparency between the District and the Charter Schools. All dates and deadlines are subject to change when necessary. Changes will be communicated in a timely manner. The following procedures ensure a common understanding of key expectations and practices:

- All documents and information should be submitted via SCUSD’s DTS vault system and will be routed to the appropriate parties.
- If a due date falls on a weekend, holiday, or non-school day, submission is due on the next business day.
- DTS vault will be configured to provide email reminders and notifications as a courtesy.
- The Office of Innovative Schools will hold training sessions to ensure a sufficient understanding of expectations and technology.
- All oversight-related inquiries should be directed to Amanda Goldman, Director of Innovative Schools:
  - [Amanda-Goldman@scusd.edu](mailto:Amanda-Goldman@scusd.edu)      916-839-0335 (cell)      916-643-9428 (office)
- Oversight is organized around four core questions designed to encourage continuous improvement and improved outcomes for all students.



### Estimated Timelines:

June: Oversight Calendar Shared; DTS Updated for coming fiscal year

October: Final Drafts of Site Visit & School Leader Reports Shared

February: Site Visit & School Leader Reports Due

February-April: Site Visits

May: Final Oversight Items Due

June: District Reports Shared for Review & Final Drafts Posted



**Educational Program: Is the charter school’s educational program a success for all?**

Description	Due Date	Action
Leadership Contact Information and General Updates	August 1	Google Form
Certification of IS Master Agreement legal compliance	September 1	Upload
Adopted School Calendars and Bell Schedules (Showing Minimum minutes and days)	September 15	Upload
Pre-Site Visit Report based on template (Including Overview, Continuous Improvement Efforts, ELD, and SPED program information)	February 15	Upload
Local Academic Data aligned with May 2023 SBE requirements	February 15	Upload
Site Visit (Classroom Visits, Focus Groups with Staff, Parents/Students, Records Review)	February 15 - May 1	Authorizer Action
Publicly Available Student Outcome Data (Dashboard and Data Quest)	NA	Authorizer Action

**Public Purpose: Is the charter school serving all students who wish to attend equitably?**

Description	Due Date	Action
Lottery, Admissions, and Enrollment Documents (including application packet)	November 1	Upload
Section on Equity and Access (in School Leader Report)	February 15	Upload
Website Review of Lottery and Admissions Process	NA	Authorizer Action
Stability Rates and Demographic Comparisons (From Data Quest)	NA	Authorizer Action



**Operations and Governance: Is the charter school operating and governed effectively?**

Description	Due Date	Action
Local Control Accountability Plan <ul style="list-style-type: none"> <li>- Adopted LCAP (Current Year)</li> <li>- Evidence of Board Approval of LCAP</li> </ul>	July 1	Upload to DTS, Post to Website, & Send LCAP to SCOE
Board Meeting Calendar (2024-25 by July 1, 2025-26 by May 1)	July 1, May 1	Upload
Board Member Roster, Qualifications, and Contact (Document or Link to Prominent Posting)	October 1	Upload
Charter Board By-Laws	October 1	Upload
Board Meeting Packet (1 submission including agenda, approved minutes, supporting documents, evidence of posting)	Last day of the month that each meeting is held	Upload
Special Education: Letter of Good Standing from SELPA and State Determination Letter (past two years)	February 15	Upload
English Learner Reclassification Policy/Procedure and Instructional Support Plan	February 15	Upload
Mid-Year LCAP Update <ul style="list-style-type: none"> <li>- Proof of review on board agenda</li> </ul>	February 28	Upload
Safety and Facilities - FIT Report, Fire Inspection, Certificate of Occupancy/Building Permit, Insurance Coverage (naming SCUSD as additional insured)	April 15	Upload
Safety - Transportation Policy	April 15	Upload
Foodservice Compliance- Procedures or a narrative explanation with foodservice contract	April 15	Upload
Form 700s for Board Members and Leadership	April 15	Upload
Comprehensive School Safety Plan Assurance	April 15	Upload



**Sacramento City Unified School District, Office of Innovative Schools**

Complete the Annual Charter School Certification of Information from CDE	When Requested	Upload
CALSAAS Report / Staffing Data through Data Quest	NA	Authorizer Action
Website Review / Mandated Policies Postings	NA	Authorizer Action

**Fiscal Management: Is the charter school financially viable?**

Description ( <a href="#">Deadlines Based on CDE reporting dates</a> )	Due Date	Action
ADA P-3 (Annual) with original signatures (prior year)	July 1	In PADC & Upload
Adopted Current Year Budget with Budget Assumptions and Cash Flow Projections	July 1	Upload
Unaudited Actuals (UA) (Prior Year)	September 15	In SACSWEB & Upload
Month 3 Enrollment/Attendance (including in-district and out-of-district percent)	December 1	Upload
First Interim Budget Plus Actual Cash Flow (with Board Approval)	December 15	Upload
Audit Report and Accompanying Documentation	December 15	Upload
P1 ADA with original signatures	January 31	In PADC & Upload
Second Interim Budget Plus Actual Cash Flow (with Board Approval)	March 15	Upload
Contracts/Scope of Work for Contracts in excess of \$250,000/year	March 15	Upload
P2 ADA with original signatures	April 15	In PADC & Upload
Form 990s	May 31	Upload