

Charter School Reporting and Monitoring Activity

All information and documents listed below are to be provided to the Charter Schools Office by the date shown, unless another date is specified in pre-opening conditions for new schools (Schedule C). Annual updates are required by the dates noted on the schedule. Inform the Charter Schools Office if there are no changes requiring an updated submission. Some information and documents (checked in far right column) must be updated within ten (10) business days of the date any changes are approved.

Item	Description	Due Date	Annual Update (if changed; notify CSO if unchanged)	Update within 10 Business Days of any Change
Basic Charter School Information				
School contact information	<ul style="list-style-type: none"> ▪ Name, phone, email and fax for: <ul style="list-style-type: none"> • School leader • Office/operations manager • Personnel/HR lead • Financial reporting lead • Attendance lead • Facilities lead • Special education lead ▪ Emergency phone number for school leader. ▪ Physical and mail address of school. ▪ Office hours. 	Effective date of Charter	August 1st	√
Organizational chart	Structure of organization from governing board to classroom teacher, including Charter Management Organization, if applicable.	Effective date of Charter	August 1st	
Governance				
Board roster	Names and email addresses of all board members, with end date for current term of service, officers and committee assignments identified.	Effective date of Charter	August 1st	√
Board biographies	Brief summaries of the background and experience of board members	Effective date of Charter	August 1st	√
Board clearance	Certification of clearance of governing board members (criminal background check DOJ and FBI; child abuse registry check)	Effective date of Charter		√
Board election process	Consistent with charter and bylaws, brief description of method for nominating and electing board members	Effective date of Charter	August 1st	√
Board training	Verification of annual Brown Act and Fair Political Practices Act training for board and leadership	Effective date of Charter	August 1st	
Board meeting schedule	Dates, times and locations for all regular meetings of the board for the fiscal year; include all standing committees; identify annual organizational meeting at which	Effective date of Charter	August 1st	√

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	board members and officers are elected			
Meeting agendas	Board and standing committee meeting agendas	At time of required posting (Brown Act)		
Meeting minutes	Approved minutes of board and standing committee meetings	Within 2 business days of approval		
Articles of Incorporation	As submitted to the state	Effective date of Charter		√
Bylaws	Latest version approved by the governing board	Effective date of Charter	August 1st	√
501(c)(3) tax-exempt status	Letter from IRS confirming approval of tax exempt status	Effective date of Charter		√
Board Policies				
Conflict of Interest Policy	Conflict policy compliant with Charter and Fair Political Practices Act	Effective date of Charter	August 1st	√
Public Records Act Policy	Procedures to implement the California Public Records Act	Effective date of Charter	August 1st	
Special Education Policy	Including procedures compliant with IDEA and requirements of SELPA; consistent with Charter	Effective date of Charter	August 1st	
Rehabilitation Act §504 Policy	Procedures to ensure compliance with state & federal requirements; consistent with Charter	Effective date of Charter	August 1st	
English Learner Policy	Procedures to ensure compliance with legal requirements, including identification, placement and reclassification; consistent with Charter	Effective date of Charter	August 1st	
Complaint and/or Internal Dispute Resolution Policy	Including procedures and forms; must include Uniform Complaint Procedure; may include other forms and systems established by school	Effective date of Charter	August 1st	√
Fiscal Management/Control Policy	Internal fiscal control policies and procedures meeting GAAP, including procedures for receipt and disbursement of funds, reconciliation of accounts, contracting, budget preparation, and protection of assets	Effective date of Charter	August 1st	
Health and Wellness, and Safety Policies	Covering student health and wellness practices (including immunizations, medications, screenings, student wellness, and food services, including	Effective date of Charter	August 1 st	

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	socioeconomically disadvantaged students) and safety procedures for each campus, including campus supervision, field trip supervision, and screening of volunteers			
Student Grading/Promotion	Policies and procedures regarding student grading, placement of students by grade, promotion from one grade to the next, and retention in current grade; including samples of parent notifications	Effective date of Charter	August 1 st	
Student Free Speech Policy	Standards and procedures regarding student free expression, consistent with applicable state and federal law	Effective date of Charter	August 1 st	
Student Discipline Policy	Policies and procedures for student discipline, including behavior expectations, suspension/expulsion standards, and due process; including procedures for students with disabilities	Effective date of Charter	August 1 st	√
Administration				
Proof of Insurance	Certificate of insurance in the amounts required by the MOU; List Authorizer as additional insured	Effective date of Charter	August 1st	√
Risk Management Plan	Policies and practices to prevent and address reasonably foreseeable risks and incidents occurrences, plus certification that such policies and practices have been instituted	Effective date of Charter	August 1 st	
Disclosure of Claims / Litigation	Required disclosure of any pending or actual litigation and/or claim from any party or notice of potential infraction, criminal or civil action	Immediately		
Employee Handbook	Personnel policy/ies and/or documentation provided to all employees regarding terms of employment; including mandated child abuse reporting, non-discrimination, sexual harassment, and complaint procedures	Effective date of Charter	August 1 st	
Teacher credentials and highly qualified teacher requirements	Submit spreadsheet containing specified information on all instructional personnel	1 month before the first day of school	August 15 th	√
Certification of screening	Certification that all (new) employees have been subject to criminal background check (FBI and DOJ) and tuberculosis screening	1 month before the first day of school	August 15 th	√
STRS/PERS Reporting	Contract with Authorizer for STRS and/or PERS reporting	Effective date of Charter	July 1 st	
Student Admission and Enrollment				
Admission, Enrollment and Exit Procedures	During the term of the charter, Non Profit will provide Authorizer with reports twice	Effective date of	August 1 st	√

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	<p>per year on the school’s outreach efforts, recruitment, admission and enrollment, bearing in mind the program design limitations of the Non-Profit as described in 9.2 of this MOU. The reports shall include, but not be limited to:</p> <ul style="list-style-type: none"> • A description of all plans and activities of the school to make the school and its program known to the neighborhood in which the school is located and the broader community of families throughout county, with an emphasis on communicating that Yu Ming is a public school open to all who wish to attend. • A comprehensive plan for recruiting a diverse student body to the school, with report of activities completed, and progress toward specific targets for communicating with prospective students identified by grade level, gender, language, racial/ethnic identity and socioeconomic status. • A description of strategies including but not limited to those identified in the charter renewal petition (pp. 62-63) namely: posting prominent signage; distributing information and conducting meetings about the school in at least 3 languages, including Spanish; meetings with local pre-schools, early childhood centers, Head Start programs, afterschool and weekend Mandarin language programs, neighborhood groups, community organizations, churches, and youth service organizations; publicizing and holding enrollment sessions in Fruitvale, East Oakland and West Oakland neighborhoods; hosting open houses and tours for interested parents; advertising openings by posting and distributing flyers in neighborhoods, hosting an information booth at community events, buying advertising space, and sending information via direct mail. • Results of the school’s admission process and lottery, compared to specific measurable goals to achieve a racial and ethnic balance comparable to that of the 	Charter		

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	<p>County. Data reported shall include, broken down by grade level, Mandarin language fluency category, race/ethnicity, gender and socioeconomic status: the number of spaces available, applications received, lottery position and admission status (admitted or wait list).</p> <ul style="list-style-type: none"> Results of the school's enrollment process, also compared to specific measurable goals, with data to include the actual number of students confirmed enrolled and attending, broken down by grade level, Mandarin language fluency category, race/ethnicity, gender and socioeconomic status. The April report shall include the same information for any students leaving or entering the school since the start of the academic year, and a description of the process used for filling any vacancies that occurred. <p>Each report shall note what changes have been made from the previously-described plans and why; because it is expected that the plans and activities of the school for outreach, recruitment, lottery, admission and enrollment (including plans for 2016-17 recruitment) will be revised in response to learnings about their effectiveness in achieving the targeted student demographic balance).</p>			
Application Form	Current downloadable or on-line form to apply for admission to the school	Effective date of Charter	October 1 st for enrollment for following academic year	
Required Documents	List of information and documents required to complete enrollment of admitted students	Effective date of Charter	January 1 st for enrollment for following academic year	
Notices to Parents/Guardians	Copies of all mandated notices to parents and guardians, and other applicable law (examples: Title I, Title III, special education, etc.)	1 month before the first day of school	August 15th	
Student/Family	Material provided to students and families	1 month	August 15 th	

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Handbook	regarding school policies, procedures and expectations; including attendance, discipline, parent volunteers, electronics, dress codes, etc.	before the first day of school		
Student Roster	List of students admitted, enrolled and on wait list, including student name, CSIS number, DOB, grade enrolled, parent/guardian name/s, home address, phone, district of residence, prior school attended, enrollment status (i.e., admitted but documentation not complete, enrollment completed, wait list)		September 30 th	
Facilities				
Facilities Lease Agreement(s) <i>(new site requires material revision of charter in accord with pg. 11 of MOU)</i>	Lease, rental agreement, facilities use agreement or similar documentation of right to use school facilities;	When signed, no later than 2 months before the first day of school		√
Building permits	Evidence of ability to occupy the facility for educational purposes and proposed uses, such as Certification of Occupancy, building permits, health department permit, evidence of appropriate zoning, fire marshal inspection, etc.	When completed, no later than 1 month before the first day of school	August 1 st	
Updated Facility Inspection <i>(if charter school renovates or adds classrooms at existing site; new site requires material revision of charter in accord with pg. 11 of MOU)</i>	School site passes, to satisfaction of Authorizer staff, updated facility inspection based on CDE standards	1 week prior to opening		
Educational Program				
Academic calendar	Calendar of academic year showing holidays, recess periods, staff development days, etc.	Effective date of Charter	1 month before start of school	√
Daily bell schedule for site-based programs	Current schedule of class periods on daily and weekly basis, with arrival and dismissal times for regular and early release days	Effective date of Charter	2 weeks before start of school	
State Assessments	Results from statewide assessments	Upon receipt by the charter school	Annually upon receipt	
SARC	State-mandated School Accountability		February 1st	

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	Report Card			
Middle School Program	A clear and cohesive description and detailed plan for expansion into the middle grades and the corresponding issues of curriculum, facilities and budget	Effective date of Charter	August 1st	
High School Program	Potential plans for expansion into the high school grades	Effective date of Charter	August 1st	
LCAP	Local Control and Accountability Plan, using current state template	Effective date of Charter	On or before July 1	
Curriculum	Scope and sequence for all subjects taught in grades served; to be provided as grades are added	August 1 st	August 1 st (until all grades completed)	
A-G Approved Courses: High Schools Only	Verification of UC/CSU approval of A-G courses	August 1 st	August 1 st	
Accreditation: High Schools Only	Documentation of current status of WASC accreditation	Effective date of Charter	August 1 st	√
SELPA Documentation	Verification of membership in a Special Education Local Planning Area (SELPA)	Effective date of Charter	August 1 st	
Independent Study Program Verification (<i>if applicable</i>)	Documentation verifying compliance with independent study requirements as required by MOU	Effective date of Charter	August 1 st	
Attendance Reporting				
20-Day Attendance	Attendance report for new grade or expansion from first 20 days of instruction		1 week before CDE deadline (October)	
First Principal Apportionment (P-1)	Attendance report for first attendance accounting period, in CDE format		1 week before CDE deadline (January)	
Second Principal Apportionment (P-2)	Attendance report for second attendance accounting period, in CDE format		1 week before CDE deadline (May)	
Annual Apportionment (P-Annual)	Attendance report for annual attendance accounting period, in CDE format		1 week before CDE deadline (July)	
Monthly enrollment/attendance	Electronic documentation of monthly enrollment/attendance	15 th of first month in which instruction occurs	15 th of each month	
Attendance Accounting	Description of or instructions for	Effective	August 1 st	

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Procedures	attendance accounting, including name of software program used for tracking student attendance.	date of Charter		
Fiscal and Financial Reporting				
Preliminary Budget	Budget for new fiscal year; completed using CDE/ Authorizer templates, with additional information as requested (i.e., special education)		1 week before July 1 st deadline	
Unaudited Actuals Report for prior fiscal year	Report on prior year revenues and expenditures; completed using CDE/ Authorizer templates		1 week before September 15 th CDE deadline	
First Interim Report	Report on first interim revenues and expenditures; completed using CDE/ Authorizer templates, with additional information as requested (i.e., special education)		1 week before December 15 th CDE deadline	
Second Interim Report	Report on second interim revenues and expenditures; completed using CDE/ Authorizer templates, with additional information as requested (i.e., special education)		1 week before March 15 th CDE	
<p><i>All financial reports will include back-up information, as specified in the Authorizer templates, including, but not limited to:</i></p> <ul style="list-style-type: none"> ▪ <i>Electronic copy of Alternative Report & Attachments</i> ▪ <i>MYP Worksheet (for current and 2 subsequent years)</i> ▪ <i>Assumptions/Narratives Worksheet (current and 2 subsequent years)</i> ▪ <i>Statement of Cash Flow</i> ▪ <i>Supplemental Financial Reports (Monthly Statement of Activities and Balance Sheet)</i> ▪ <i>LCAP Expenditures</i> ▪ <i>Special Education Staffing and Revenue and Expenditure Report</i> 				
Independent Auditor Selection	Notification of independent auditor selected for annual audit		April 1 st	
Annual audit	Annual independent financial audit		December 15 th for prior fiscal year	
Oversight fees	Payment of invoice for oversight fees	Quarterly	Within 30 days of invoice	
Closure Procedures				
Procedures to be used in event of school closure	Plan for school closure, consistent with charter provisions	Effective date of Charter	August 1 st	
Identification of point of contact for closure activities	Name, phone, email, fax and postal address for primary contact in event of school closure	Effective date of Charter	August 1 st	

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Reports to Other Agencies				
Reports to other state agencies	Copies of all reports or documents that the Charter School is required to submit to any public agency in California, including Annual Charter School Information Survey, PENSEC, claims for facilities reimbursement to CSFA, etc.	When submitted to the state or other public agency		