



OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Superintendent

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TO: Board of Education

FROM: Gary Yee, Ed.D., Superintendent  
Silke Bradford, Ed.D., Director-Quality Diverse Providers

DATE: June 11, 2014

RE: Achieve Academy  
Petition Material Revision Request

Legislative File

File ID No.: 14-0849

Introduction Date: 04/23/14

Enactment No.: \_\_\_\_\_

Enactment Date: \_\_\_\_\_

By: \_\_\_\_\_

**ACTION REQUESTED**

**Approve** the material revision to the Achieve Academy charter petition to expand the school program from serving 4<sup>th</sup> and 5<sup>th</sup> to TK-5<sup>th</sup> grades for the 2014-2015 school year; with the simultaneous charter surrender/closure of World Academy (see Charter Petition p. 12).

Since the Achieve Academy grade configuration change will result in the adoption of the World Academy student population and staff, it is therefore reasonable and mutually agreed upon during the petitioner interview, that the performance of World Academy will be evaluated as part of the over-all application of the charter renewal standards at the time of the Achieve Academy charter renewal in 2015-2016. As a condition of the material revision, it is hereby established that the performance of World Academy from the period of July 1, 2010 through June 30, 2014 will be included in the performance evaluation of the Achieve Academy program; as the charter renewal in 2015-2016 will consider the full TK-5 program for purposes of establishing the extent to which the school has met the criteria and standards set forth for charter renewal consideration.

**SUMMARY**

Staff recommends that the OUSD Board of Education approve the material revision to the Achieve Academy petition to expand to TK-5<sup>th</sup> grade, with the simultaneous charter surrender/closure of World Academy, for the following reasons:

- 1) Achieve and World Academy share the same school site and many families have children in both schools
- 2) A TK-5 continuum at Achieve Academy will be comparable to most traditional schools; as opposed to the current 4-5 grade configuration
- 3) Merger of the two schools will result in one school leader who will be able to provide a more cohesive educational program and vertical matriculation

- 4) Achieve Academy was awarded California Distinguished School status for their 833API score; it appears that this success may be leveraged at the K-3 level

## **PROCEDURAL BACKGROUND**

- 1) Education for Change representatives submitted a material revision for the Achieve Academy petition on April 23, 2014 at a regularly scheduled Board of Education meeting.
- 2) A public hearing was held on May 13, 2014; representatives from Education for Change presented.
- 3) A petitioner interview was held on May 27, 2014 with teachers and administration.

## **STATUTORY BACKGROUND**

### ***Pursuant to Education Code §47605:***

Charter law outlines the requirements related to the material revision of charter school petitions.

*Any material revision to any charter component must be proposed and considered according to the standards and criteria in Education Code §47605.*

## **DISCUSSION**

Staff conducted an evaluation of the educational program related to the proposed material revision to the petition pursuant to the Charter Schools Act and with the application of the Oakland Unified School District Petition Evaluation Rubric.

It was determined that the expansion of Achieve Academy to TK-5 (merger with World Academy) would be of benefit to students, staff, and families; in addition to increasing the efficiency and effectiveness of charter oversight for the district and finance and operations for the Education for Change organization.

## **RECOMMENDATION**

Staff recommends that the Oakland Unified School District's Board of Education **approve** the material revision of the Achieve Academy under the California Charter Schools Act. The factual findings illustrated in this report demonstrate that the material revision to the petition satisfies *Education Code §4760(a)(2)*:

*Any material revision to any charter component must be proposed and considered according to the standards and criteria in Education Code §47605.*

**A. PHILOSOPHY AND APPROACH TO INSTRUCTION**

A description of the Educational Philosophy and Approach to Instruction excels if it has the following characteristics:

Petition  
p. 23-57

**1. Rationale:** *Is the rationale compelling?*

- A compelling rationale with a clear foundation in research-based educational practices, teaching methods and/or high standards for student learning;

**2. Mission Alignment:** *Do the philosophy and approach align with the mission and vision?*

- Alignment with mission and vision; and

**3. Population Alignment:** *Does sound reasoning or evidence indicate that the target population is likely to benefit?*

- Persuasive explanation of why the philosophy and approach are appropriate for and likely to result in improved educational performance for the target population, including any available performance data from use of the same educational philosophy and approach to instruction with similar populations.

**1. Rationale:** *Is the rationale compelling?*

Inadequate	Approaches	Meets	Excels
<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

**2. Mission Alignment:** *Do the philosophy and approach align with the mission and vision?*

Inadequate	Approaches	Meets	Excels
<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

**3. Population Alignment:** *Does sound reasoning or evidence indicate that the target population is likely to benefit?*

Inadequate	Approaches	Meets	Excels
<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

**ANALYSIS: EDUCATIONAL PHILOSOPHY AND APPROACH TO INSTRUCTION**

If Meets or Excels; <i>Strengths</i>	Reference	If Approaches or Inadequate; <i>Concerns &amp; Additional Questions</i>	Reference
<p><u>Rationale</u></p> <ul style="list-style-type: none"> <li>- Compelling data on success of Achieve Academy</li> <li>- Specific studies cited in support of the areas of focus for Mathematics and ELA</li> <li>- Research cited in support of the need for a TK program</li> <li>- Balanced literacy approach (58), vocabulary instruction (59), phonics and word study (60), guided reading (62), expansion of blended learning (63), and literacy centers (65) will persist in the merger</li> </ul> <p><u>Mission Alignment</u></p> <p>Clearly identifies the mission and continually refers back to it throughout the text of the material revision</p> <p><u>Population Alignment</u></p> <ul style="list-style-type: none"> <li>- Robust PD plan for implementation of Systematic ELD TK-5<sup>th</sup>; including teacher training prior to the start of the year, as well as EL Achieve providing PD throughout the year</li> <li>- adoption of the Adept assessment system to track progress of ELs</li> <li>- Piloting Imagine Learning ELD Program</li> </ul>	<p>p. 23-25</p> <p>p. 48, 57</p> <p>p. 50</p> <p>Interviews</p> <p>p. 20 Interview</p> <p>p. 49 Interview</p> <p>p. 51 Interview</p>	<p>-</p>	

**Oakland Unified School District**  
**Office of Charter Schools**  
**CHARTER TEXT REVISIONS –ACHIEVE ACADEMY**

**APPENDIX I - REQUIRED CHARTER TEXT REVISIONS:** The approved charter is amended from the filed petition to incorporate the revisions below. The charter school must submit to the District’s Office of Charter Schools a revised charter to include all revisions outlined below in one hard copy and one electronic copy in *WORD* format on a CD or via email of no later than **5:00 PM on August 1, 2014**. **Please see the Required Text Revisions one-page document for full instructions.**

Charter Text	Text Reference	Revision
<u>Measurable Pupil Outcome</u>	Page ( )	<p><i>Add the following text and remove any text to the contrary:</i></p> <p><i>“In accordance with Cal. Ed. Code §47605(b)(5)(A)(ii), ACHIEVE ACADEMY shall include a description of annual goals for all pupils and for each subgroup of pupils identified pursuant to Section 52052, to be achieved in the state priorities, as described in subdivision (d) of Section 52060, that apply for the grade levels served, or the nature of the program operated, by the charter school, and specific annual actions to achieve those goals. A charter petition may identify additional school priorities, the goals for the school priorities, and the specific annual actions to achieve those goals.</i></p> <p><i>ACHIEVE ACADEMY’S pupil outcomes, disaggregated by major subgroups in compliance with Education Code section 47607(b)(5)(A)(ii), are as follows:”</i></p> <p><i>[Charter School to insert pupil outcomes in compliance with Education Code section 47607(b)(5)(A)(ii)].</i></p>
<u>Measurable Pupil Outcome</u>	Page ( )	<p><i>“In accordance with SB 1290, ACHIEVE ACADEMY pupil outcomes will be set related to increases in pupil academic achievement both schoolwide and for all groups of pupils served by the charter school, as that term is defined in subparagraph (B) of paragraph (3) of subdivision (a) of section 47607. The pupil outcomes shall align with state priorities, as described in subdivision (d) of Section 52060, that apply for the grade levels served, or the nature of the program operated, by the charter school.</i></p> <p><i>ACHIEVE ACADEMY’S pupil outcomes, related to increases in pupil academic achievement both schoolwide and for all groups of pupils served by the charter school, as that term is defined in subparagraph (B) of paragraph (3) of subdivision (a) of section 47607, shall be aligned with state priorities, as described in subdivision (d) of Section 52060, are as follows:”</i></p>

		<i>[ACHIEVE ACADEMY to insert pupil outcomes in compliance with Education Code section 47607(b)(5)(B)].</i>
<u>Measurable Pupil Outcome</u>	Page ( )	<p><i><u>“By July 1, 2015, and annually thereafter: “ACHIEVE ACADEMY shall update the goals and actions identified in the charter to provide the following, as set forth in Education Code section 47605.5(a):</u></i></p> <ul style="list-style-type: none"> <li>• <i>A review of the progress towards the goals included in the charter, an assessment of the effectiveness of specific actions toward achieving those goals, and a description of the changes to the specific actions the charter school will make as a result of the review and assessment.</i></li> <li>• <i>Listing and description of the expenditures for the fiscal year in implementing the specific actions included in the charter as a result of the reviews and assessments, classified using the California School Accounting Manual.”</i></li> </ul>
<u>Measurable Pupil Outcome</u>	Page ( )	<i>By September 1, 2015, ACHIEVE ACADEMY shall also provide updated Measurable Pupil Outcomes that align with goals and actions established pursuant to the Local Control Accountability Plan requirements, based on the template provided by the State Board of Education.</i>

<u>Measurable Pupil Outcome</u>	Page ( )	<p><i>“Under Education Code section 47607.3, if the charter school fails to improve outcomes for 3 or more pupil subgroups (or, if less than 3, all pupil subgroups) in 3 or 4 consecutive school years, the following shall apply:</i></p> <ul style="list-style-type: none"> <li>• <i>The chartering authority shall provide technical assistance to the charter school using an evaluation rubric adopted by the State Board.</i></li> <li>• <i>The Superintendent may assign, at the request of the chartering authority and approval of the State Board, the California Collaborative for Educational Excellence to provide advice and assistance to the charter schools.</i></li> <li>• <i>The chartering authority shall consider for revocation any charter school to which the California Collaborative for Educational Excellence has provided advice and assistance, and has made findings that: 1) the charter school has failed, or is unable, to implement the recommendations of the California Collaborative for Educational Excellence; or 2) that the inadequate performance of the charter school, based upon the evaluation rubric, is so persistent or so acute so as to require revocation of the charter.”</i></li> </ul>
<u>Measurable Pupil Outcome</u>	Page ( )	<p><u>Add the following text and remove any text to the contrary:</u></p> <p><i>“Pursuant to the transition to California’s Common Core and the accompanying shift in the state accountability testing system, ACHIEVE ACADEMY will establish baseline performance in the first year of testing administration and will demonstrate growth in performance each year thereafter.”</i></p>
<u>Local Control Accountability Plan</u>	Page ( )	<p><u>Add the following text and remove any text to the contrary:</u></p> <p><i>“ACHIEVE ACADEMY will comply with all requirements pursuant to California Education Code §57605(b)(5)(A)(ii) including developing annual goals, for all pupils (i.e. schoolwide) and for each subgroup of pupils as identified in California Education Code §52052, for each of the applicable eight (8) state priorities identified in California Education Code §52060(d). Beginning in fiscal year 2014-15, ACHIEVE ACADEMY will comply with all elements of the Local Control Accountability Plan pursuant to regulations and templates adopted by the State Board of Education and reserves the right to establish additional, school-specific goals and corresponding assessments throughout the duration of the charter.”</i></p>
<u>Governance</u>	Page ( )	<p><u>Add the following text and remove any text to the contrary:</u></p> <p><i>“ACHIEVE ACADEMY will comply with the District policy</i></p>

		<i>related to charter schools to the extent it aligns with and does not exceed the law applicable to charter schools, as it may be changed from time to time as long as the charter school has been given written notice of the policy change.”</i>
<u>Student Admissions Policies and Procedures</u>	Page ( )	<p><u>Add the following text and remove any text to the contrary:</u></p> <p><i>“ACHIEVE ACADEMY will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition nor discriminate on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).</i></p> <p><i>As part of the Fall Information Update, ACHIEVE ACADEMY will notify the District in writing of the application deadline and proposed lottery date. ACHIEVE ACADEMY will ensure that all application materials will reference these dates as well as provide complete information regarding application procedures, key dates, and admissions preferences and requirements consistent with approved charter.”</i></p>
<u>Public Records</u>	Page ( )	<p><u>Add the following text and remove any text to the contrary:</u></p> <p><i>“ACHIEVE ACADEMY acknowledges that pursuant to Article XVI section 8.5(e) of the California Constitution, sections 2(e), 6, and 8 of Proposition 98, and sections 33126.1(b), 35256(c), and 35258 of the Education Code require schools, including ACHIEVE ACADEMY to provide certain information in certain formats in certain ways to the general public and specifically to parents of students at ACHIEVE ACADEMY and of the District. ACHIEVE ACADEMY further acknowledges that it has the obligation to provide all of such information to the District that is required by these referenced authorities in a timely manner so that the District may meet its obligations under those authorities as well. To the extent that there is information that the District has, but that ACHIEVE ACADEMY does not have that ACHIEVE ACADEMY needs in order to meet its obligations, the District shall provide the same to ACHIEVE ACADEMY in a reasonably timely manner upon request.”</i></p>
<u>Reporting and Accountability</u>	Page ( )	<p><u>Add the following text and remove any text to the contrary:</u></p> <p><i>“If ACHIEVE ACADEMY does not test (i.e., STAR) with the</i></p>

		<p><i>District, ACHIEVE ACADEMY hereby grants authority to the State of California to provide a copy of all test results directly to the District as well as the charter school.</i></p> <p><i>Test results for the prior year, if not provided directly to the District by the State, will be provided by the charter school to the District no later than September 1 of each year.”</i></p>
<u>External Reporting</u>	Page ( )	<p><u>Add the following text and remove any text to the contrary:</u></p> <p><i>“ACHIEVE ACADEMY will maintain sufficient staff and systems including technology, required to ensure timely reporting necessary to comply with the law and to meet all reasonable inquiries from District and other authorized reporting agencies.”</i></p>
<u>Governance Structure of the School</u>	Pages ( )	<p><u>Add the following text and remove any text to the contrary:</u></p> <p><i>“ACHIEVE ACADEMY, in accordance with Education Code Section 47604.3, shall promptly respond to all reasonable inquiries, including but not limited to, inquiries regarding financial records, from the District and shall consult with the District regarding any such inquiries. ACHIEVE ACADEMY acknowledges that it is subject to audit by OUSD if OUSD seeks an audit of ACHIEVE ACADEMY, it shall assume all costs of such audit. This obligation for the District to pay for an audit only applies if the audit requested is specifically requested by the District and is not otherwise required to be completed by ACHIEVE ACADEMY by law or charter provisions.”</i></p>
<u>Governance Structure</u>	Page ( )	<p><u>Add the following text and remove any text to the contrary:</u></p> <p><i>“Members of ACHIEVE ACADEMY’s Governing Board, any administrators, managers or employees, and any other committees of the School shall at all times comply with federal and state laws, nonprofit integrity standards and OUSD’s Charter School policies and regulations regarding ethics and conflicts of interest so long as such policies and regulations are not in conflict with any then-existing applicable statutes or regulations applicable to charter schools.</i></p> <p><i>ACHIEVE ACADEMY and/or its non-profit corporation will be solely responsible for the debts and obligations of the charter school.”</i></p>
<u>Addressing Parent Complaints</u>	Page ( )	<p><u>Add the following text and remove any text to the contrary:</u></p>

		<p><i>ACHIEVE ACADEMY will establish complaint procedures that address both complaints alleging discrimination or violations of law and complaints regarding other areas. ACHIEVE ACADEMY will not, at any time, refer complaints to the District.</i></p> <p><i>The complaint procedures will include the clear information with respect to the response timeline of the school, whether the school’s response will be in writing, the party identified to respond to complaints, the party identified and charged with making final decisions regarding complaints, and whether the final decision will be issued in writing. The procedures will also identify an ombudsperson for situations in which the school leader is the subject of the complaint. The complaint procedures will be clearly articulated in the school’s student and family handbook or distributed widely.</i></p> <p><i>ACHIEVE ACADEMY will designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 (Title IX) and Section 504 of the Rehabilitation Act of 1973 (Section 504) including any investigation of any complaint filed with ACHIEVE ACADEMY alleging its noncompliance with these laws or alleging any actions which would be prohibited by these laws. ACHIEVE ACADEMY will notify all its students and employees of the name, office address, and telephone number of the designated employee or employees.</i></p> <p><i>ACHIEVE ACADEMY will adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action, which would be prohibited by Title IX, or Section 504.</i></p> <p><i>ACHIEVE ACADEMY will implement specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the recipient, that it does not discriminate on the basis of sex or mental or physical disability in the educational program or activity which it operates, and that it is required by Title IX and Section 504 not to discriminate in such a manner.”</i></p>
<p><u>Health and Safety Procedures</u></p>	<p>Page( )</p>	<p><u>Add the following text and remove any text to the contrary:</u></p> <p><i>“ACHIEVE ACADEMY shall occupy facilities that comply with the Asbestos requirement as cited in the Asbestos Hazard</i></p>

		<p><i>Emergency Response Act (AHERA), 40CFR part 763. AHERA requires that any building leased or acquired that is to be used as a school or administrative building shall maintain an asbestos management plan.”</i></p>
<p><u>Dispute Resolutions Procedures</u></p>	<p>Page ( )</p>	<p><u>Add the following text and remove any text to the contrary:</u></p> <p><i>“The staff and Governing Board members of ACHIEVE ACADEMY agree to attempt to resolve all disputes between the District and ACHIEVE ACADEMY regarding this charter pursuant to the terms of this section. Both will refrain from public commentary regarding any disputes until the matter has progressed through the dispute resolution process.</i></p> <p><i>Any controversy or claim arising out of or relating to the charter agreement between the District and ACHIEVE ACADEMY, except any controversy or claim that in any way related to revocation of this charter, shall be handled first through an informal process in accordance with the procedures set forth below.</i></p> <p><i>(1) Any controversy or claim arising out of or relating to the charter agreement, except any controversy or claim that in any way related to revocation of this charter, must be put in writing (“Written Notification”) by the party asserting the existence of such dispute. If the substance of a dispute is a matter that could result in the taking of appropriate action, including, but not limited to, revocation of the charter in accordance with <a href="#">Education Code section 47607(c)</a>, the matter will be addressed at the District's discretion in accordance with that provision of law and any regulations pertaining thereto. The Written Notification must identify the nature of the dispute and all supporting facts known to the party giving the Written Notification. The Written Notification may be tendered by personal delivery, by facsimile, or by certified mail. The Written Notification shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 PM or otherwise on the business day following personal delivery; (b) if by facsimile, upon electronic confirmation of receipt; or (c) if by mail, two (2) business days after deposit in the U.S. Mail. All written notices shall be addressed as follows:</i></p> <p><i>To Charter School, c/o School Director: ACHIEVE ACADEMY</i></p> <p><i>To Coordinator, Office of Charter Schools: Educational Center at Tilden 4551 Steele Street, Room 10 Oakland, California 94619</i></p>

		<p>(2) A written response (“Written Response”) shall be tendered to the party providing the Written Notification within twenty (20) business days from the date of receipt of the Written Notification. The Written Response shall state the responding party’s position on all issues stated in the Written Notification and set forth all fact which the responding party believes supports its position. The Written Response may be tendered by personal delivery, by facsimile, or by certified mail. The Written Response shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00p.m., or otherwise on the business day following personal delivery; (b) if by facsimile, upon electronic confirmation of receipt; or (c) if by mail, two (2) business days after deposit in the U.S. Mail. The parties agree to schedule a conference to discuss the claim or controversy (“Issue Conference”). The Issue Conference shall take place within fifteen (15) business days from the date the Written Response is received by the other party.</p> <p>(3) If the controversy, claim, or dispute is not resolved by mutual agreement at the Issue Conference, then either party may request that the matter be resolved by mediation. Each party shall bear its own costs and expenses associated with the mediation. The mediator’s fees and the administrative fees of the mediation shall be shared equally among the parties. Mediation proceedings shall commence within 60 days from the date of the Issue Conference. The parties shall mutually agree upon the selection of a mediator to resolve the controversy or claim at dispute. If no agreement on a mediator is reached within 30 days after a request to mediate, the parties will use the processes and procedures of the American Arbitration Association (“AAA”) to have an arbitrator appointed...</p> <p>(4) If the mediation is not successful, the parties agree that each party has exhausted its administrative remedies and shall have any such recourse available by law</p>
<p><u>Suspension and Expulsion</u></p>	<p>Pages ( )</p>	<p><u>Add the following text and remove any text to the contrary:</u></p> <p>“ACHIEVE ACADEMY shall notify, within 30 days, the superintendent of the school district of any pupil who is expelled or leaves ACHIEVE ACADEMY without graduating or completing the school year for any reason. The school district notified shall be determined by the pupil’s last known address. ACHIEVE ACADEMY 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</p>

		<p>health information, pursuant to Education Code Section 47605(d)(3).”</p> <p>“ACHIEVE ACADEMY shall define any student dismissal under the Charter School’s disciplinary procedure, or termination of a student’s right to attend the Charter School under its disciplinary procedure, as an “expulsion” under the Education Code.”</p>
<p><u>Suspension and Expulsion: Due Process for Students with Disabilities</u></p>	<p>Pages ( )</p>	<p><u>Add the following text and remove any text to the contrary:</u></p> <p>“In the case of a special education student, or a student who receives 504 accommodations, ACHIEVE ACADEMY will ensure that it makes the necessary adjustments to comply with the mandates of State and federal laws, including the IDEA and Section 504 of the Rehabilitation Plan of 1973, regarding the discipline of students with disabilities. Prior to recommending expulsion for a Section 504 student or special education student, the charter administrator will convene a review committee to determine 1) if the conduct in question was caused by, or had a direct and substantial relationship to the child’s disability; or 2) if the conduct in question was the direct result of the LEA’s failure to implement the 504 plan or IEP. If it is determined that the student’s misconduct was not caused by or had direct and substantial relationship to the child’s disability or the conduct in question was not a direct result of the LEA’s failure to implement the 504 plan or IEP, the student may be expelled.”</p>
<p><u>Independent Fiscal Audits</u></p>	<p>Page ( )</p>	<p><u>Add the following text and remove any text to the contrary:</u></p> <p>“To the extent that ACHIEVE ACADEMY is a recipient of federal funds, including federal Title I, Part A funds, ACHIEVE ACADEMY has agreed to meet all of the programmatic, fiscal and other regulatory requirements of the No Child Left Behind Act and other applicable federal grant programs. ACHIEVE ACADEMY agrees that it will keep and make available to the District any documentation necessary to demonstrate compliance with the requirements of the No Child Left Behind Act and other applicable federal programs, including, but not limited to, documentation related to required parental notifications, appropriate credentialing of teaching and paraprofessional staff, where applicable, or any other mandated federal program requirement. The mandated requirements of NCLB include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Notify parents at the beginning of each school year of their “right to know” the professional qualifications of their child’s classroom teacher including a timely</li> </ul>

		<p><i>notice to each individual parent that the parent’s child has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.</i></p> <ul style="list-style-type: none"> <li>• <i>Develop jointly with, and distribute to, parents of participating children, a school-parent compact.</i></li> <li>• <i>Hold an annual Title I meeting for parents of participating Title I students.</i></li> <li>• <i>Develop jointly with, agree on with, and distribute to, parents of participating children a written parent involvement policy.</i></li> </ul> <p><i>ACHIEVE ACADEMY also understands that as part of its oversight of the school, the Office of Charter Schools may conduct program review of federal and state compliance issues.”</i></p>
<u>Facilities</u>	Page ( )	<p><u>Add the following text and remove any text to the contrary:</u></p> <p><i>“If ACHIEVE ACADEMY fails to submit a certificate of occupancy or other valid documentation to the District verifying that the intended facility in which the school will operate complies with Education Code Section 47610, not less than 30 days before the school is scheduled to begin operation pursuant to the first year of this renewal term, it may not commence operations unless an exception is made by the Office of Charter Schools and/or the local planning department or equivalent agency. If ACHIEVE ACADEMY moves or expands to another facility during the term of this charter, ACHIEVE ACADEMY shall provide a certificate of occupancy or other valid documentation to the District verifying that the intended facility in which the school will operate complies with Education Code Section 47610, to the District for each facility at least 30 days before school is scheduled to begin operations in the facility or facilities. ACHIEVE ACADEMY shall not begin operation in any location for which it has failed to timely provide a certificate of occupancy to the District, unless an exception is made by the Office of Charter Schools and/or the local planning department or equivalent agency. Notwithstanding any language to the contrary in this charter, the interpretation, application, and enforcement of this provision are not subject to the Dispute Resolution Process.”</i></p>
<u>District Fee for Oversight</u>	Page ( )	<p><u>Add the following text and remove any text to the contrary:</u></p> <p><i>“The District may charge for the actual costs of supervisorial oversight of ACHIEVE ACADEMY not to exceed 1% of the charter school’s revenue, or the District may charge for the</i></p>

		<p><i>actual costs of supervisory oversight of the Charter School not to exceed 3% if ACHIEVE ACADEMY is able to obtain substantially rent free facilities from the District. Notwithstanding the foregoing, the District may charge the maximum supervisory oversight fee allowed under the law as it may change from time to time.”</i></p>
<u>Miscellaneous Charter-Related Issues</u>	Page ( )	<p><u>Add the following text and remove any text to the contrary:</u></p> <p><i>“ACHIEVE ACADEMY must submit its renewal petition to the Office of Charter Schools no earlier than 270 days before the charter is due to expire unless otherwise agreed by the Office of Charter Schools...”</i></p>
<u>Miscellaneous Charter-Related Issues</u>	Page ( )	<p><u>Add the following text and remove any text to the contrary:</u></p> <p><i>“The District may revoke the charter of ACHIEVE ACADEMY in accordance with Education Code Section 47607.any successor provisions to section 47607, or other statutory provisions, if enacted after the date of the charter, regarding the revocation of charters.</i></p>
<u>Impact on Charter Authorizer</u>	Page ( )	<p><u>Add the following text and remove any text to the contrary:</u></p> <p>In order to ensure the necessary oversight and review of mandated reports for which the authorizer must determine fiscal health and sustainability, the following schedule of reporting deadline to the District will apply each year of the term of this charter;</p> <ul style="list-style-type: none"> <li>○ September 1 – Final Unaudited Financial Report for Prior Year</li> <li>○ December 1 – Final Audited Financial Report for Prior Year</li> <li>○ December 1 – First Interim Financial Report for Current Year</li> <li>○ March 1 – Second Interim Financial Report for Current Year</li> <li>○ June 15 – Preliminary Budget for Subsequent Year</li> </ul>
<u>Impact on Charter Authorizer</u>	Page ( )	<p><u>Add the following text and remove any text to the contrary:</u></p> <p><i>“ACHIEVE ACADEMY agrees to observe and abide by the following terms and conditions as a requirement for receiving and maintaining their charter authorization:</i></p> <ul style="list-style-type: none"> <li>● <i>ACHIEVE ACADEMY is subject to District oversight.</i></li> <li>● <i>The District’s statutory oversight responsibility</i></li> </ul>

*continues throughout the life of the charter and requires that it, among other things, monitor the fiscal condition of ACHIEVE ACADEMY.*

- *The District is authorized to revoke this charter for, among other reasons, the failure of ACHIEVE ACADEMY to meet generally accepted accounting principles or if it engages in fiscal mismanagement in accordance with Education Code Section 47607.*

*Accordingly, the District hereby reserves the right, at District cost, pursuant to its oversight responsibility, to audit ACHIEVE ACADEMY books, records, data, processes and procedures through the Office of Charter Schools or other means. The audit may include, but is not limited to, the following areas:*

- *Compliance with terms and conditions prescribed in the charter,*
- *Internal controls, both financial and operational in nature,*
- *The accuracy, recording and/or reporting of school financial information,*
- *The school's debt structure,*
- *Governance policies, procedures and history,*
- *The recording and reporting of attendance data,*
- *The school's enrollment process, suspension and expulsion procedures, and parent involvement practices,*
- *Compliance with safety plans and procedures, and*
- *Compliance with applicable grant requirements.*

*ACHIEVE ACADEMY shall cooperate fully with such audits and to make available any and all records necessary for the performance of the audit upon 30 day's notice to ACHIEVE ACADEMY. When 30 days notice may defeat the purpose of the audit, the District may conduct the audit upon 24 hour's notice.*

*In addition, if an allegation of waste, fraud or abuse related to ACHIEVE ACADEMY operations is received by the District, the ACHIEVE ACADEMY shall be expected to cooperate with any investigation undertaken by the Office of Charter Schools, at District cost. This obligation for the District to pay for an audit only applies if the audit requested is specifically requested by the District and is not otherwise required to be completed by ACHIEVE ACADEMY by law or charter provisions."*

**Oakland Unified School District  
Office of Charter Schools**

**Process for Required Text Revisions**

When a staff report is submitted to the Governing Board of the Oakland Unified School District, it is typically accompanied by Required Text Revisions. These revisions ensure that a petition contains required language and, in some cases, corrects material in the petition. Below is the process for incorporating required text revisions after the approval of a petition:

1. Review the required text revision document.
2. Identify the appropriate page number in your petition to insert the revised text
3. Insert the required text into this page, and put the page number into the column marked “Text Reference” on the Required Text Revision document. Do this for all required text revisions.
4. For instances in which the petition already contains the required revision, please put the page number into the “Text Reference” column where the language can be found.
5. Rename the charter petition document “SCHOOL NAME CHARTER PETITION FINAL WITH RTR.CHARTER TERM [INSERT YEAR SPAN (i.e. 2014-2019)]”
6. Email a **copy of the final petition** and a **copy of the Required Text Revisions document, ensuring that the “Text Reference” column is complete with all page numbers**, to the Director of the Office of Charter Schools.
7. Following your submission, and after staff has reviewed the documents, you will receive a confirmation email.

**Checklist for Required Text Revisions Process**

- Did I review the Required Text Revisions document?
- Did I identify the appropriate page number in the petition for each text revision?
- Did I insert the revised text into the petition and record the page number in the “Text Reference” column of the Required Text Revisions document?
- For instances in which the petition already contains the revision, did I record the page number in the “Text Reference” column of the Required Text Revisions document where the revision can be found?
- Did I rename the petition according to the standardized naming format?
- Did I send a copy of the final petition and the Required Text Revisions document to the Office of Charter Schools staff?
- Did I receive a confirmation email from the Office of Charter Schools?

## APPENDIX II - CONDITIONS ON OPENING:

The vast majority of these items are intended to be “one time” submissions for new schools. Only those items marked with an asterisk (\*) are intended to be updated annually. **Please pay careful attention to the due date for all conditions on opening.** All items listed are to either be emailed on or before the due date to [silke.bradford@ousd.k12.ca.us](mailto:silke.bradford@ousd.k12.ca.us) and cc [kamala.puligandla@ousd.k12.ca.us](mailto:kamala.puligandla@ousd.k12.ca.us) or hand-delivered to the OUSD Office of Charter Schools at 4551 Steele Street, Room 9, Oakland, CA 94619. *Hand-delivered items must receive a receipt from the Office of Charter Schools to ensure verification of timely submission.*

Charter Revision		
Tuesday July 1, 2014	<input type="checkbox"/>	Submit to the District’s Office of Charter Schools one hard copy and one electronic copy in <i>MS Word</i> format of a <b>Track Changes</b> version of the revised charter, as well as a <b>Final Text</b> version of the revised petition to include all revisions outlined in the charter approval.
Enrollment Policies and Application for Admission		
Monday, July 14, 2014	<input type="checkbox"/>	Submit list of enrolled students--including name, DOB, prior school, home language, Oakland residency or not, and CSIS number (list to be updated fall 2013 and annually) using Excel template provided by the Office of Charter Schools.*
Complaint Procedures		
Friday, August 1, 2014	<input type="checkbox"/>	Submit current Board-approved Uniform Complaint Process, posting location(s), and method of notifying parents of this annually.
Student Learning Time		
Friday, August 1, 2014	<input type="checkbox"/>	Submit certification of instructional minutes to be provided in 2012-2013.* Carefully read <i>Education Code §46201(a)(3)</i> . [instructional minutes requirement]
	<input type="checkbox"/>	Submit updated, adopted 12-month school calendar distinguishing dates with standard or reduced instructional time, and noting vacation days.*
Code of Conduct, Student Handbook, and Recommended Policies		
Friday, August 1, 2014	<input type="checkbox"/>	Submit Student and Family Handbook.* (Prepare student/family handbook and registration materials--to include the enrollment schedule, school calendar, all policies and procedures pertaining to health and safety, homework, attendance, discipline, suspension and expulsions, parent complaint procedures--in all languages as distributed.)
Insurance Policies		
Monday, July 14, 2014	<input type="checkbox"/>	Submit evidence of commercial general liability insurance for not less than \$1,000,000 per incident; to include the District as additionally insured.
	<input type="checkbox"/>	Submit evidence of fidelity bond coverage for not less than \$50,000 per occurrence and workers’ compensation insurance.
Financial Organization		
Friday, May 30, 2014	<input type="checkbox"/>	Submit copy of the school’s Annual Information Sheet & Funding Survey” to the CDE (plus annual filings to be provided to CDE by June 1 and any updates in future years).
School Facility and Building Safety		
Friday, August 1, 2014	<input type="checkbox"/>	Make available for inspection a current Fire Inspection Certificate.
	<input type="checkbox"/>	Submit Board-approved Drug, Alcohol, and Smoke Free Environment Policies and Procedures.
	<input type="checkbox"/>	Submit current Facilities Safety and Evacuation Plan.

**Special Education Program Plan**

<b>Tuesday, July 1, 2014</b>		
	<input type="checkbox"/>	Submit adopted 504 plan, policy, and procedures.
	<input type="checkbox"/>	Submit Special Education Identification and Assessment Plan.

<b>Budget and Cash Flow</b>		
<b>Friday, August 1, 2014</b>	<input type="checkbox"/>	Submit 2 paper copies, in addition to an electronic version of an updated and revised cash flow statement and 3-year projections.
<b>School Health Plan and Medications Administration Plan</b>		
<b>Friday, August 1, 2014</b>	<input type="checkbox"/>	Submit updated School Health Plan (to comply with immunization audit, hearing and vision screening requirements) and Medications Administration Plan.
<b>Instructional Staff</b>		
<b>Friday, August 1, 2014</b>	<input type="checkbox"/>	Submit a list of teachers hired, including name, DOB, assignments, subject matter certification and credential evidence, qualification to teach ELL students, evidence of current clear tuberculosis test, date of fingerprinting, and date of background review.*
	<input type="checkbox"/>	Submit current employee handbook, including policies and procedures that ensure the health and safety of students and staff.
	<input type="checkbox"/>	Submit list of teachers requiring Beginning Teacher Support and Assessment.
<b>Programming Plans</b>		
<b>Friday, August 1, 2014</b>	<input type="checkbox"/>	Submit English Learner Plan: adopted policies and procedures that pertain to use of a home language survey and mandatory CELDT testing.