

Acton Agua Dulce Unified School District
Charter Policy
Presented to the AADUSD Board of Trustees: June 14, 2018

I. Introduction

A. Vision

The Acton-Agua Dulce Unified School District is committed to pursuing and maintaining educational excellence in order to achieve academic distinction at all campuses. We are committed to a vision of developing our youth into productive and creative individuals that can achieve their highest degree of potential and who will responsibly shape our future.

B. Purpose

Acton-Agua Dulce Unified School District finds the district vision to be consistent with the intent of charter school law. The California Charter Schools Act was intended, among other things, to encourage the use of different and innovative teaching methods, to change from rule-based to performance-based accountability systems and to provide rigorous competition within the public school system. The district vision and charter school law share a common purpose designed to improve student achievement. The Acton-Agua Dulce Unified School District supports the intent of the charter school law and actively supports the development of district-authorized charter schools that provide innovative, high quality learning opportunities.

The California Charter Schools Act outlines the role of school districts by assigning them responsibilities as chartering authorities. These responsibilities fall into three broad categories: review of petitions for the establishment of new charter schools; oversight of charter schools under its authority; and review of renewals and material revisions of charters. Pursuant to California Charter Schools Act, The School Board of Acton Agua-Dulce Unified School District (The Board), authorizes the establishment of charter schools and as such, charter schools shall adhere to the statute.

The purpose of this document is to outline the roles and responsibilities of the school board, superintendent and district staff. The intended purpose of this policy is to provide the Board of Education with support in making decisions based on the best interest of students and the community and to carry out the authorizing responsibilities outlined in the California Charter Schools Act. The policy serves to provide charter school developers, current charter school operators, parents of charter school students and the community with an understanding of the responsibilities and legal requirements of being a charter school in the Acton Agua-Dulce Unified School District.

C. *Guiding Authorizing Principles*

The National Association for Charter School Authorizers (NACSA) outlines three guiding principles for authorizers to follow in fulfilling their authorizing responsibilities. It is the intent of AADUSD to use the principles to guide their work with charter schools.

1. Maintain High Standards

- ❖ Set high standards for approving charter applicants.
- ❖ Maintain high standards for the schools it oversees.
- ❖ Effectively cultivate quality charter schools that meet identified educational needs.
- ❖ Oversee charter schools that, over time, meet the performance standards and targets on a range of measures and metrics set forth in their charter contracts.
- ❖ Close schools that fail to meet standards and targets set forth in law and by contract.

2. Uphold School Autonomy

Honors and preserves core autonomies crucial to school success including:

- ❖ Governing board independence from the authorizer;
- ❖ Personnel;
- ❖ School vision and culture;
- ❖ Instructional programming, design, and use of time;
- ❖ Budgeting;
- ❖ Responsibility for holding schools accountable for their performance;
- ❖ Minimizes administrative and compliance burdens on schools; and
- ❖ Hold schools accountable for outcomes rather than processes.

3. Protect Student and Public Interests

- A. Makes the well-being and interests of students the fundamental value informing all the authorizer's actions and decisions.
- B. Holds schools accountable for fulfilling fundamental public-education obligations to all students, which includes providing:
 - a. Nonselective, nondiscriminatory access to all eligible students;
 - b. Fair treatment in admissions and disciplinary actions for all students;
 - c. Appropriate services for all students, including those with disabilities and English learners, in accordance with applicable law.
- C. Holds schools accountable for fulfilling fundamental obligations to the public, which includes providing:
 - a. Sound governance, management, and stewardship of public funds; and
 - b. Public information and operational transparency in accordance with law. Ensures in its own work:
 - c. Ethical conduct;
 - d. Focus on the mission of chartering high-quality schools;
 - e. Clarity, consistency, and public transparency in authorizing policies, practices, and decisions;

- f. Effective and efficient public stewardship; and
- g. Compliance with applicable laws and regulations.

D. Supports parents and students in being well-informed about the quality of education provided by charter schools.

II. Roles and Responsibilities

A. Board of Education

The Acton Agua Dulce Unified School District Board of Trustees has the ultimate responsibility for approval and denial of new charter petitions, material revisions and renewal petitions. The Board delegates responsibility for petition renewal and charter oversight to the AADUSD Office of School Choice (OSC).

B. Superintendent

The Board authorizes the Superintendent to create all procedures necessary to carry out this policy. Receive, review and transmit to The Board, with a recommendation for approval or denial, all charter applications in a timely fashion, as stipulated by California Statutes.

As required by California statute, monitor charter school contracts and make recommendations to The Board for contract renewal, modifications, or non-renewal/termination based on the charter school's documented progress toward meeting student performance goals, as well as acceptable standards of fiscal management and compliance with federal and state law and school district policy. Additionally, the Superintendent will provide all required reports to the Department of Education.

C. Office of School Choice(OSC)

Personnel within the Office of School Choice (OSC), unless otherwise specified, will perform the charter-related functions identified within this document. This office will serve as the principal point of contact for new charter applicants, charter schools and the district and will serve as the chief source of information for district personnel who may have questions about how to best perform their duties in accordance with charter law.

It is anticipated that the volume of charter-school-related work to be performed by the OSC will vary during the year. High-volume periods are anticipated to be during the fall when most charter applicants will be submitting their petitions and during the spring when existing schools will be submitting their performance audits and renegotiating their memorandum of understanding (MOU). For this reason, district will allow the office to contract some aspects of the charter work and to provide staff support to the office in a manner allowing the office to expand its charter-related capacity during high work-volume periods.

In addition to performing the other duties contained within this document, the OSC will be

responsible for convening and directing meetings of the Charter Leader's Advisory Committee (CLAC). The CLAC will consist of principals/executive directors and, if possible, one board member from each charter.

The procedures called for in this document will be reviewed at the end of each fiscal year and the OSC will provide a full accounting of the charter-related duties performed by the office during the year. This accounting will include recommendations to the Superintendent about adjustments that should be made to improve district operations pertaining to charter schools.

The Office of School Choice will be responsible for executing the following essential functions:

1. Provide parents/guardians with school choice information
2. Offer pre-application support and technical assistance
3. Evaluate applications
4. Provide services to charter schools
5. Perform oversight responsibilities
6. Manage charter renewals, amendments and revocations
7. Provide services, management and/or oversight for special education, facilities and mandated costs

III. Petition Submission and Review

The charter school application process and timelines of the Acton Agua-Dulce Unified School District will comply with the California Charter Schools Act. The process will follow a clear process which ensures that decision-making by the district staff and board closely align with the requirements and standards stated in the Charter Schools Act. The Board of Education shall authorize the Superintendent or the Superintendent's designee, as necessary, to implement the application processes described below.

A. Application Process

1. Pre-submission consultation and technical assistance
 - a) This voluntary pre-submission consultation is intended to assist petitioners in preparing a final petition that meets legal requirements and that takes into account the capabilities and resources of the district. Participation in this process does not ensure the Board of Trustees, which is ultimately responsible for approving or denying petitions, will approve the petition.
 - b) The OSC will be available to respond to technical and other questions from applicants developing their petitions. Petitioners will also be encouraged to seek assistance from the CCSA, CSDC, and other community-based support agencies providing assistance to charter applicants.

Comment [1]: do you want to include a letter of intent to submit a petition

2. Letter of Intent

- a) All potential applicants are required to submit a Letter of Intent outlining a brief summary of the intended charter school. The Letter of Intent should include projected enrollment, school mission and the location of the intended school.
- b) The OSC will review the LOI and will work with the applicant to provide a timeline for submission, review and decision regarding the petition.

B. Application Timeline

The District will follow all timelines outlined in the Charter Schools Act. Charter developers may submit their petition at any time and, as stipulated in Education Code §47605, the board shall either grant or deny the charter within 60 days of receipt of the petition unless both the applicant and the district have agreed to a 30-day extension of the timeline.

The charter applicant will be required to submit the charter petition at a Board of Education meeting. A public hearing will then be held within 30 days of the charter submission and the final board decision will occur within 30 days following the public hearing or within 60 days from the charter submission. The OSC will conduct an initial review to determine whether the application is complete and contains all signatures and elements as required by statute. Petitioners will be notified of any substantial items have been left out of the submitted application and will be given 48 hours to submit the missing items.

Additionally, the District recommends that all petitions to open a school in the fall of the coming year be submitted by April 1 in order to secure board approval in time to open in the fall.

C. Evaluation Process and Criteria

The Office of Charter School will do a thorough and careful review of each submitted charter petition. District staff will use the approved *Acton Agua-Dulce Charter Review Matrix* as the tool for the evaluation and recommendation. The board is committed to evaluating charters that allows both the charter developers and the district to make thoughtful preparation for the adjustments to budgets, facility allocations and personnel assignments that may arise from the approval of a new charter school.

Applicants may have the opportunity through a capacity interview to present their plan and demonstrate the team's capacity to open and maintain a high-quality charter school as well as to answer questions about their petition. Any information or evidence from the capacity interview that is used by the authorizer as a basis for denial of the application must be properly documented by means of a recording or transcript. The OSC will take into consideration the extent to which the applicants possess sufficient knowledge and expertise in the following areas critical to a charter school's success:

1. Curriculum, instruction and assessment.

2. Finance, business management, administrative organization and governance.

Applicants who lack the necessary knowledge and expertise, may ask the OSC will to evaluate any plans the applicants have developed to secure the services of others who possess the skills needed to successfully implement all aspects of the charter. Applicants may modify their petitions in response to suggestions from the OSC but must finish all of their modifications by the 45th day of the evaluation period. At any stage in the evaluation process and at the OSC's discretion, applicants whose petition is likely to be found deficient by the OSC may be informed in writing by the OSC that their application is likely to be recommended for denial. The applicants in such case will be given the option of withdrawing their petition before it is presented to the board. For those applicants wishing to proceed, the OSC will complete its evaluation and submit recommendations to the Superintendent.

Charter petitions are to include the 15 Elements required by Education Code §47605 and signatures as required by law, whether specified in this policy or not. When the OSC has finished its evaluation, they will make written recommendations to the Superintendent regarding the soundness of the charter petition, the alignment with the Charter Schools Act and the knowledge and expertise of the individuals submitting the petition. Copies of the recommendation will be provided to the lead petitioner concurrent with the submission of the OSC Board Report to the Board of Trustees.

AADUSD requires charter developers to provide a "reasonably comprehensive" description of the 15 Elements found in Education Code §47605:

- (A) The educational program, including descriptions of the students to be served, "educated person" in the 21st century, how learning best occurs, annual school goals to achieve state and school priorities, and supporting school actions to achieve school goals.
- (B) Measurable pupil outcomes, including the extent to which all pupils demonstrate that they have attained the skills, knowledge, and attitudes specified as goals for school wide and subgroups and as aligned to state and school priorities.
- (C) Method for measuring outcomes, aligned to state priorities and consistent with the way information is reported on a school accountability report card.
- (D) Governance structure, including, but not limited to, the process to be followed by the school to ensure parental involvement.
- (E) Employee qualifications.
- (F) Health and safety procedures, including criminal background checks.

(G) Means to achieve racial and ethnic balance reflective of the general population of the school district.

(H) Admissions requirements.

(I) Annual financial audit processes, including exceptions and deficiencies resolutions.

(J) Suspension and expulsion policies.

(K) Employee benefits, specifically how/if employees will be covered by STRS and PERS, or social security.

(L) Attendance alternatives.

(M) Return rights of employees.

(N) Dispute resolution procedures, specifically between the district and the charter.

(O) Procedures for closing, including final audit, plans for disposing of any net assets and for the maintenance and transfer of pupil records.

Additionally, AADUSD OSC requires the following information be included in the charter petition:

1. Budget and cash flow projections, including start-up costs, three-year operational budget and three years of cash flow statements
2. Legal assurances
3. Description of founding charter school board of directors and founding team
4. Special education/SELPA/AADUSD Special Education
5. Facilities plan
6. District impact statement
7. Administrative services plan
8. District required affirmations
 - a. Reporting requirements
 - b. Responding to Inquiries

D. Public Hearing

The Board of Trustees will conduct a public hearing as part of a regularly scheduled board meeting and within 30 days of the petition submission. The petitioner will have the opportunity to provide information about the proposed charter school along with any specific information about the education, operation and finance aspects of the school. The public hearing presentation will be limited to 30 minutes. During the public hearing, the board of trustees will be able to “consider the level of support for the petition by teachers employed by the district, other employees of the district and parents,” as outlined in Education Code §47605(b).

E. Recommendation

The AADUSD Office of School Choice will evaluate the charter petition using the AADUSD Charter Petition Review Matrix and will make a recommendation to the Superintendent and Board. The recommendation will be for approval or denial. All denial recommendations will be supported by written findings of fact.

F. Board Action

The Board of Trustees will make a final decision regarding the charter petition. This board action will occur within 60 calendar days or 90 days if an extension has been agreed upon by the district and the petitioner. Pursuant to Education Code §47605(b) the Board shall not deny a petition without written facts of findings to support one or more of the five findings below:

1. the charter school will provide an unsound educational program for students during the term of its charter;
2. the charter school is demonstrably unlikely to successfully implement the program set forth in the petition;
3. the petition does not contain the number of signatures required by subdivision (a)
4. the petition does not contain the necessary affirmations set forth in the Charter Schools Act; or
5. the petition does not contain reasonably comprehensive descriptions of the fifteen required elements set forth in the Charter Schools Act.

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll disabled students who reside outside the special education local plan area in which the district participates. (Education Code [47605.7](#), [47647](#))

Applicants may choose to submit any petition that has been denied by the district to the Los Angeles County Office of Education and if denied by the County the applicants may then submit the charter petition to the State Board of Education.

At any stage in the evaluation process, at the OSC's discretion, applicants whose petition is likely to be found deficient by the OSC may be informed in writing by the OSC that their application is likely to be recommended for denial. The applicants in such case will be given the option of withdrawing their petition before it is presented to the board. For those applicants wishing to proceed, the OSC will complete its evaluation and submit recommendations to the Superintendent.

III. Oversight of Charter Schools

The second phase of the District's responsibility in a charter school's life cycle is that of oversight. It is the fundamental intent of the District is to perform all oversight activities in accordance with the California Charter Schools Act using a performance based review process. The cost of performing the duties required by this section shall be funded with supervisorial oversight fees collected pursuant to Section §47613. Regarding the performance of its oversight responsibilities, the fundamental interest of the district is, on an ongoing basis, to be reasonably assured all charter schools are:

- o Providing a sound education to all students
- o Implementing the charter
- o Complying with all applicable laws
- o Engaging in sound fiscal management

Education Code Section §47604.32 requires the district to do all of the following with respect to each charter school under its authority:

1. Identify at least one staff member as a contact person for the charter school.
2. Visit each charter school annually.
3. Ensure that each charter school under its authority complies with all reports required of charter schools by law.
4. Monitor the fiscal condition of each charter school under its authority.
5. Provide timely notification to the California Department of Education if any of the following circumstances occur or will occur with regard to a charter school for which it is the chartering authority.
 - a. A renewal of the charter is granted or denied.
 - b. The charter is revoked.
 - c. The charter school will cease operation for any reason.

The AADUSD Office of School Choice will engage in the following oversight activities to ensure that each authorized charter school meets the requirements identified in Education Code §47604.32. District OSC staff shall:

1. Serve as the principal point of contact between the district and its charter schools. The OSC will handle both routine and formal communications, answer questions, and respond to concerns regarding services and other issues.
2. Be reasonably familiar with the operations of all of the charter schools in the district. The OSC will remain knowledgeable about the programs offered at all authorized charter schools. A representative of the office will physically visit all district charter schools at least once during each school year and may visit more frequently if the representative of the office has reason to believe that the fundamental interest of the district has been materially comprised or may be at significant risk. The district shall have unrestricted access to charter school facilities and records but shall not necessarily disrupt educational activities at the charter school or request any document to which the district is denied access by law.

3. Monitor ongoing charter school compliance with reporting requirements.

The OSC shall coordinate district departments to ensure charter schools provide in a timely fashion the documents required in the charter petition.

4. Verify charter schools are adhering to all aspects of the Annual Charter School Review document.

The OSC will annually review performance audits and will maintain an archive of past audits. The district will pay for performance audits using oversight funds received from charter schools.

5. Accept complaints regarding the charter school.

The OSC will accept complaints regarding charter schools and investigate those complaints it determines reasonably necessary. The district recognizes complaints may range from matters having a clear, significant, material implication regarding the district's fundamental interest. Complaints pertaining to the daily operation of the school that do not bear upon the district's fundamental interest (e.g. grading policies or decisions, beginning time for the school day, scheduling of school events, or assignments of teachers to classes) will typically be referred by OSC to the charter school's administration and governing authority.

Complaints regarding an allegation of financial impropriety or other serious offense will typically cause the OSC to initiate an investigation. Before commencing an investigation, the office will take into consideration whether the complaint is supported with documentation or comes from an individual in a position likely to have authoritative information. The OSC will inform the charter school in writing when an investigation has been initiated.

IV. Renewals, Material Revisions and Revocations

A. Charter Renewals

Charter renewals are governed by the Charter Schools Act which outlines the process and standards for renewing an existing charter. A petition for renewal submitted pursuant to Education Code section §47607 will be considered by the district board of trustees upon receipt of the petition and will include the following:

1. Documentation that the charter school meets at least one of the criteria specified in Education Code section §47607(b).
2. A copy of the renewal charter petition including a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed.
3. The signature requirement set forth in Education Code section §47605(a) is not applicable to a petition for renewal.

The District may renew the charter for 5 year terms and multiple renewal may be granted. The past performance of the school's academics, finances, and operation in evaluating the likelihood of future

success, along with future plans for improvement if any will be used to determine whether the charter will be granted a renewal. The oversight reports will be a key element and will be reviewed to determine whether the charter school has met the accountability measures required by the charter. Renewal decisions will be based on multiple measures over the course of the charter and will examine the charter's data as a whole unless a serious concern is noted. District staff will also determine whether deficiencies identified through the District oversight have been satisfactorily remedied.

The timeline for charter petition review for renewals is the same as for a new charter school application. The Office of School Choice will work with schools to process charter renewal application in compliance with the legal timelines within the Education Code. In general, however, the OSC will provide suggested timelines by which a charter school can submit its petition with sufficient time to allow for District review and response to the charter school, and the opportunity to appeal to the Los Angeles County Office of Education and State Board of Education, if applicable, to minimize disruption of the school's operations.

The district's Board of Trustees may deny a petition for renewal of a charter school only if the district governing board makes written factual findings, specific to the particular petition, setting forth specific facts to support one or more of the grounds for denial set forth in Education Code section §47605(b) or facts to support a failure to meet one of the criteria set forth in Education Code section §47607(b).

As mandated by Education Code section §47605(b) if within 60 days of its receipt of a petition for renewal, a district governing board has not made a written factual finding, the absence of written factual findings will be considered an approval of the petition for renewal. The district board of trustees and the charter petitioner may extend this date by an additional 30 days only by written mutual agreement.

B. Material Revisions

Charter operators should contact the Office of School Choice if they determine that it wishes to amend its current approved charter. The OSC staff will work with the school to determine whether the amendment constitutes a "material revision" that requires approval by the AADUSD Board of Trustees. Education Code 47606 mandates that a material revision of a charter petition may be made only with the approval of the authority that granted the charter. Changes that constitute a material revision of a charter include but are not limited to:

1. The addition or reduction of grades served
2. Any change to the instructional model or design, other than changes required by law
3. Any change to admissions preferences and/or enrollment procedures
4. Any change to disciplinary procedures
5. A change of location or the addition of new locations
6. A change of options for delivering special education services as described in the charter
7. Any change to governance or leadership structure including, but not limited to, substantial changes in the number of governing Board Members, changes to Board Member selection process or replacement of the nonprofit corporation identified in the charter.

Proposed charter amendments are to be submitted to the OSC and shall be acted upon within 60 days. The same process will be followed as outlined for new charter petitions with the material revision submitted at a regularly scheduled board meeting, a public hearing on the material revision held within 30 days and board decision within 60 days of the material revision submission.

The OSC will review the requested material revision and determine its recommendation. Schools that have consistently met performance objectives and regularly submitted performance audits demonstrating ongoing compliance with laws and contracts may, at the discretion of the superintendent, have their amendment forwarded directly to the Board of Education for final consideration.

Should the charter school's request for a material revision be denied, the school will continue to operate under the current terms of its approved charter. If the request for a material revision is approved the revisions will take place immediately unless a different effective date is stipulated.

C. Charter Revocations

In the event the district receives a complaint or independently discovers a charter school is performing in such a way as to warrant the possible revocation of its charter, the OSC will notify the school as such in writing. If the complaint requires an investigation, the OSC will contact the Office of the Superintendent, which will initiate the investigation. The Office of the Superintendent will report in writing to the board and charter school the investigation results. Upon receiving a report from the Office of the Superintendent, the board will adhere to the dispute resolution procedures called for in each school's charter MOU before revoking the charter. The board, however, retains the right to revoke immediately the charters of schools it deems to be engaging in activities constituting a severe and imminent threat to the health and safety of the school's students.

V. Additional Provisions

A. Memorandum of Understanding

The Board may approve one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school. Any such memorandum of understanding shall be annually reviewed by the OSC and charter school governing body and amended as necessary.

B. Facilities

The district shall make facilities available to charter schools in a manner consistent with all applicable laws. Applications for facilities are to be submitted to the OSC by October 1 in the case of charter schools already in operation and by December 31 for new charter schools anticipated to open the following September in accord with the requirements of Proposition 39. The district's Proposition 39 Facilities Policy shall control the process for property allocation.

C. Mandated Costs

While the district is committed to supporting charter schools that will assist the district to achieve its fundamental mission, the district is also committed to ensuring the state reimburses the district for mandated costs associated with the support of charter schools. The OSC will maintain a log of all costs incurred in the process of approving, overseeing and accommodating the growth of charter schools. This

information will be used to make applications to the State Controller for mandated cost reimbursement. Several of the activities the district believes represent a mandated cost include:

- Responding to information requests
- Evaluating petitions
- Conducting public hearings
- Monitoring charter schools, including special education oversight
- Negotiating administrative service agreements
- Maintaining treasury and tax accounts
- Developing and amending policies and procedures
- Providing training to district employees
- Providing professional development opportunities for charter schools

D. Special Education

Acton-Agua Dulce Unified School District is committed to remaining a single district Special Education Local Plan Area (SELPA) and offers charter applicants two options for delivering special education services. Option 1 is for those applicants who want their school(s) to operate within the district's LEA for purposes of delivering special education services. Option 2 is for those charter schools wishing to join a different SELPA and their own LEA.

Option 1: District Provided Services

This Option is open to all charter applicants approved by the district to join the AADUSD LEA. Charter schools exercising Option 1 contribute an equitable share of their charter school block grant/general purpose funding to cover the costs the district incurs delivering special education services that exceed revenues for those services ("encroachment"). Each year the district recalculates the equitable share charged to the charter schools by projecting the district's special education needs and dividing that figure by district-wide ADA. The OSC will provide charter schools with an estimation of the coming year's special education equitable share by May 1 so that charter schools may develop their annual budgets in a timely fashion. Final calculations of the special education equitable share will be communicated to charter schools by September 1.

Charter schools choosing Option 1 will function exactly as district-managed schools do for purposes of special education and will have all special education services delivered directly by the district or through agreement with the district. Charter developers need only provide within Element 1 of their charter petition a brief description of the school's supportive role of the district's direct delivery of special education. Petitions should also state that Option 1 charter schools will make available the facilities that the district requests in order to deliver special education services. In addition, applicants should be prepared to answer general questions pertaining to special education that may be presented during the capacity interviews.

If a charter school, no longer wishes to implement Option 1 the school is required to submit an amendment as a material revision to their charter petitions or provide verifiable written

assurance to the district by October 1 prior to the affected school year that the charter school will participate as a LEA in a special education local plan are approved by the California Board of Education.

Option 2: Joining a SELPA other than the district's SELPA

Option 2 is only available to applicants proposing to operate their schools as or by a nonprofit public benefit corporation and forming their own LEA. Under Option 2, charter schools may apply to be admitted to another SELPA for the purposes of delivering special education services. Schools that enter other SELPAs will deliver services and receive funding in accordance with the policies and procedures of the SELPAs to which they are admitted. It is expected charter schools exercising this option shall adopt policies and engage in good faith efforts designed to encourage the recruitment and enrollment of special needs students and to make the school accessible to such students.

AADUSD, in the performance of its normal oversight responsibilities, will exercise proper diligence to ensure charter schools, especially with small special education enrollments, are following recruiting and admissions procedures consistent with the fulfillment of that responsibility. A charter school choosing Option 2 will also be expected to enter into a mutually satisfactory indemnity agreement with the district, holding harmless and defending the district from any liability that may arise from the improper or inadequate delivery of special education services at the charter school. Schools selecting Option 2 shall be required to keep on record the semi-annual Pupil Count (CASEMIS) Reports that the school must generate as required by the State of California as well as verification of compliance with special education laws. The school shall inform the district by September 1 of the preceding school year if the school is planning to discontinue its membership in the other SELPA for the following school year and seek readmission to another SELPA.

Additional and detailed information can be found in the *AADUSD Charter School Administrative Procedures and Guidelines*.