

# **BESE-Authorized Charter Schools Monthly Call**

**February 13, 2025  
9:00 AM**



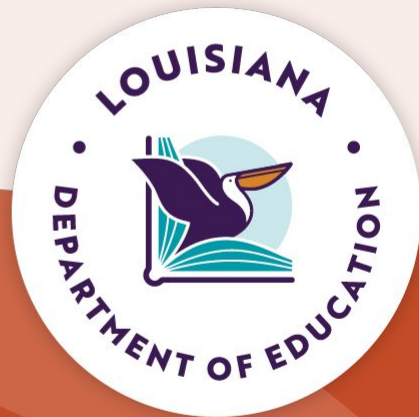
# Contact Information

Please add your **name** and **email address** in the chat. A copy of the powerpoint will be sent to you after this meeting.



# Agenda

- Welcome
- Upcoming Submissions
- Subject-Top 10 Website Compliance Issues
- Subject-Charter School Administrative Changes
- Subject-Quarter 3 Wait List
- Questions



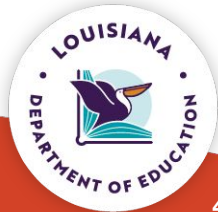
# WELCOME

## Our Goals for BESE Authorized Monthly Calls

We will provide pertinent information and updates.

- Being **INTENTIONAL**
- Listening to your requests
- Each month provide reminders and upcoming required submissions from all departments in the LDOE
- Each call will provide leaders with information tied to the Charter School Performance Compact.

\*\*\*REMINDER: Monthly calls are held every 2nd Thursday @ 9:00 am\*\*\*



# Charter Accountability Reporting

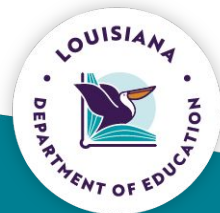
Utilize the [Reporting Calendar](#) as a tool for directions, links to forms, and submission due dates.

If you submit to [Charters@la.gov](mailto:Charters@la.gov), also CC your school's Director.

- Christina Woods - [christina.woods@la.gov](mailto:christina.woods@la.gov)
- Shantel Reynard - [shantel.reynard@la.gov](mailto:shantel.reynard@la.gov)

The [Charter School Library](#) is a great resource!

Subscribe to the LDOE [Newsletter](#)!



# 2025 Upcoming Submissions

Current Month	March Month	April Month
<a href="#">Diploma &amp; Seal Orders</a> <a href="#">Alternate Ed. Application</a>	No Submissions	<a href="#">Quarterly Waitlist Report</a> <a href="#">SLT and Evaluator Ratings</a> <a href="#">Quarter 3 Financial Report</a> <a href="#">PERs</a>

*Reminder: If any staff changes occur please let your director know so that Contact Sheets may be updated.*

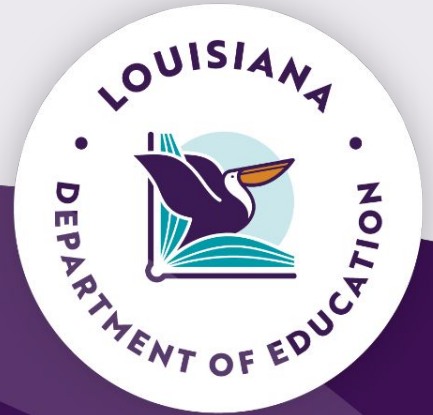


# Material & Non-Material Amendment Submission Deadlines

Material Amendment Requests & Supporting Documentation Due to Charter Accountability Team	BESE SIT Committee Meeting
January 8, 2025	March 11, 2025
No Submissions	April 8, 2025
April 10, 2025	June 10, 2025
June 13, 2025	August 19, 2025



# Charter School Administrative Changes



# Charter School Administrative Changes

Bulletin 126 Chapter 31, §3101 (H) **The charter operator shall notify the Department of Education should the charter operator's chief executive officer or president of the charter school's governing board change.** Such notification shall be made within **two business days of the official board action** taken on this matter.

The top section is mandated by policy.

Positions that the Governor's Office, OSC, AAA, Finance, Grants, and other departments refer to our department for the most current contact information.

All Changes on the Charter Contact Change form should equally be updated on the 2024-2025 Charter Contact excel sheet that was submitted to the Office of School Choice this summer. A new updated form should be sent in whenever there is a change to the key roles mentioned on this form.



Office of School Choice

## Charter Contact Change Form

Bulletin 126, §3101 (H) The charter operator shall notify the Department of Education should the charter operator's chief executive officer or president of the charter school's governing board change. Such notification shall be made within two business days of the official board action taken on this matter.

School Name: \_\_\_\_\_

Leadership Change	
Charter Board Chair <input type="radio"/>	Charter Chief Executive <input type="radio"/>
Is the change denoted above an interim appointment? Yes <input type="radio"/> No <input type="radio"/>	
Name:	
Email:	
Phone Number:	
Address: (required for board chairs)	

\* Unofficial board meeting minutes or actions are submitted along with this form. Send official board meeting minutes when they are approved.

### Charter Contact Sheet Changes

Board member ☐ School leader ☐ Sped Coordinator ☐ CFO ☐ Other ☐

Name:	
Email:	
Phone:	
Address: (required for board member)	




# Quarterly Wait List Report

Quarter 3

Wait List  
Past Due  
January 13

Q4 Due in April

**LOUISIANA DEPARTMENT OF  
EDUCATION**

Office of School Choice

**Charter School Quarterly Report**  
In an effort to monitor seat availability and demand, the Office of School Choice requests a quarterly report of the school's enrollment status. Please submit this form with the appropriate section completed on or before the deadlines below.

<b>Reporting Period: April 1, 2024 - June 30, 2024</b>	<b>Report due July 15, 2024</b>
Total Number of Students Placed on the Waiting List as of June 30, 2025:	
Title, name, and email address of Person Completing/Submitting July 15, 2025 Report	

<b>Reporting Period: July 1, 2024 - September 30, 2024</b>	<b>Report due October 15, 2024</b>
Total Number of Students on the Waiting List as of September 30, 2024:	
Title, name, and email address of Person Completing/Submitting October 15, 2024 Report	

<b>Reporting Period: October 1, 2024 - December 31, 2025</b>	<b>Report due January 15, 2025</b>
Total Number of Students Placed on the Waiting List as of December 31, 2024:	
Title, name, and email address of Person Completing/Submitting January 15, 2025 Report	

<b>Reporting Period: January 1, 2025 - March 31, 2025</b>	<b>Report due April 15, 2025</b>
Total Number of Students Placed on the Waiting List as of March 31, 2025:	
Title, name, and email address of Person Completing/Submitting April 15, 2025 Report	

Louisiana Department of Education  
[doe.louisiana.gov](https://doe.louisiana.gov) | P.O. Box 94064 • Baton Rouge, LA • 70804-9064

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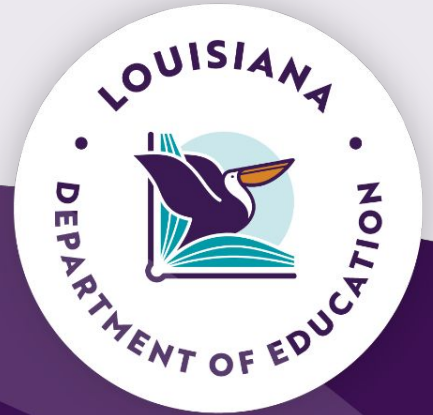
July Q1

October Q2

January Q3



# Top 10 Website Compliance Issues



## School Leader's Email Address and Phone Number (19) Board Chair's Email Address and Phone Number (22)

School	Important Contact Information
	School Name
	School Address
	Phone Number
	Grade Levels Served
	School Leader Name
	School Leader Email
	School Leader Phone
	Board Chair Name
	Board Chair Email
	Board Chair Phone



# Enrollment Deadline (18) and Lottery Procedure (14)

Enrollment	<i>Important Enrollment Information</i>
	Enrollment Forms
	Enrollment Deadlines
	Enrollment Process
	2023-2024 Lottery Procedures



# Process for Families to Request/Access Transportation (12) and Contact Info for School Level Transportation Contact (18)

Transportation	<i>Important Transportation Information</i>
	Process for families to request/access transportation
	Contact information for school-level transportation liaison
	Transportation Plan



# Board Agendas and Board Minutes (13)

<b>*Open Meeting Notifications (R.S. 42:19 (A)(2)(a) and R.S. 42:20 (B)(2))</b>  <b>*Open meeting law applies to both charter boards and committees</b>	<b><i>Important Open Meeting Information</i></b>
	Written notices of the Charter Board and Committee Meeting agenda must be placed on the website no later than 24 hours prior to the meeting (excluding weekends and legal holidays) (R.S. 42:19 (A)(2)(a)).
	The Charter Board and Committee agendas posted include action items, discussion items, date, time, and place of meeting R.S. 42:19 (A)(2)(a).
	The Charter Board and Committee minutes must include the time, date, and place of the meeting.
	The Charter Board and Committee minutes are posted within a reasonable amount of time (approximately 10 days) after approval (R.S. 42:20 (B)).



# Name and Contact info for Public Custodian of Records (13)

<b>Public Custodian of Records (R.A. 44:1)</b>	<b>Important PRR Information</b> The name and contact information of the Public Custodian of Records appears on the website in a manner that is easily accessible by a member of the public.
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# Mandated Reporting with the Department of Child and Family Services (9)

<b>Mandated Reporting with the Department of Child and Family Services</b>	<b><i>Important Mandatory Reporting Information</i></b>
	All schools must post on their website with DCFS toll-free hotline: 1-855-4LA-KIDS (1-855-452-5437)



# Title IX and Nondiscrimination Policy Statement (10)

Title IX	Compliance Information
	<p>A copy of the Charter Board's Nondiscrimination Policy regarding compliance with Title IX</p> <p>Title IX of the Education Amendments of 1972 – C.F.R. 106.8(a); 34 C.F.R. 106.8.(b)</p>
	<p>Each LEA is required under federal law to have a Title IX Coordinator designated and authorized to coordinate Title IX compliance and to have their name or title and contact information (address, telephone number, and email address) identified on the LEA's website and made known to staff and students, along with a statement that the school does not discriminate on the basis of sex in the education programs or activities it operates and that it is required by Title IX not to discriminate in such a manner.</p>



# Questions

For further inquiries, please reach out to

Charter Accountability

[charters@la.gov](mailto:charters@la.gov)

Directors of Charter Accountability

[Shantel.Reynard@la.gov](mailto:Shantel.Reynard@la.gov)

[Christina.Woods@la.gov](mailto:Christina.Woods@la.gov)



# Upcoming BESE-Authorized Charter Monthly Call

March 13, 2025 at 9:00 am

