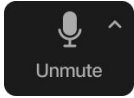


# LEA-Authorized Charter Schools Monthly Call

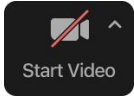


March 12, 2025

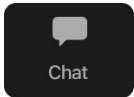
# Zoom Meeting Preparation



- Please make sure your phone or computer is muted to minimize background noise.
  - To do this, hover over the bottom left-hand side of your screen and click “Mute.”



- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
  - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”



- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact [LDOEcommunications@la.gov](mailto:LDOEcommunications@la.gov).



# Contact Information

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



# Agenda

- Monthly Call Goals
- Key Dates
- Annual Review Best Practices
- Educator Evaluation Updates
- CSP Grant Updates



# Monthly Call Goals



# WELCOME

## Goals for Local Authorizer Monthly Calls

To provide pertinent information and updates.

How will this be accomplished?

- Being **INTENTIONAL**
- Listening to your requests
- Each month provide reminders and upcoming key dates pertaining to the authorization process
- Each call will provide leaders with information tied to the Charter RFA process

\*\*\*REMINDER: Monthly calls are held every 2nd Wednesday @ 11:00 am\*\*\*



# Key Dates



# LDOE Submission Due Dates- Local Authorizers

Date	Action
March 1-June 30, 2025	<p><b>Parental Involvement Survey Participation</b>-Annually LEAs and Charters are identified to participate in the Parent Involvement Survey. The data collected in this survey is reported in the annual SPP/APR to the Office of Special Education Programs.</p> <p>If you have any questions or require further information, contact <a href="mailto:yolanda.oates3@la.gov">yolanda.oates3@la.gov</a>.</p>
April 15, 2025	<p><b>Periodic Expenditure Reports</b>- Periodic Expenditure reports in eGMS for all grants due.</p> <p>If you have any questions or require further information, contact <a href="mailto:grantshelpdesk@la.gov">grantshelpdesk@la.gov</a>.</p>
April 30, 2025	<p><b>Quarter 3 Financial Report:</b> Includes budgeted data for the fiscal year, along with the YTD actual data from January 1-March 31. Each quarterly and Annual Financial Report should include a statement from the Charter Operator’s lead executive and Board President certifying the accuracy of the report and the adherence to the Operator’s Internal Control Procedures. The Charter Operator must maintain records in compliance with Generally Accepted Accounting Principles. The forms should be submitted via email to <a href="mailto:CharterFinanceHelpdesk@la.gov">CharterFinanceHelpdesk@la.gov</a>.</p>





# 2024-2025 Annual Charter School Application Process Key Dates

*To begin operation in 2026-27*

Date	Annual RFA Process
January 17, 2025	Local school boards deadline to consider Type 1 and Type 3 charter applications
January 31, 2025	Local school boards notify LDOE of board recommendations regarding the approval or denial of received applications is <b>January 31, 2025</b> through the <a href="#">Jotform</a> process.
→ March 31, 2025	LDOE submission deadline for the full application for Types 2, 4, and 5 applicants
August 19, 2025	Types 2, 4, and 5 Applicants: BESE considers applications for new charter schools



# 2025-2026 Mid-Year Charter School Application Process Timeline

*To begin operation in 2026-27*

Date	Annual RFA Process
June 11, 2025	LDOE application opens for Type 2, 4, and 5 applicants.
June 30, 2025	Letters of Intent due to LDOE.
July 7, 2025	Eligibility Determination Forms Due to LDOE.
July 18, 2025	LDOE submission deadline for the full application for Types 2, 4, and 5 applicants.
September 2025	Capacity Interviews for Type 2, 4, and 5 applicants conducted by 3rd Party Reviewer.
December 9, 2025	Types 2, 4, and 5 Applicants: BESE considers applications for new charter schools.



# Annual Review Best Practices



# Annual Review Best Practices

Annually, an authorizer will assess each charter school under its authorization by collecting information through a set of monitoring and oversight activities in alignment with the performance expectations.

## Purpose of Annual Reviews:

- Provides the authorizer and operator with an opportunity to discuss school performance and roles of each party.
- Ensure that charter school operators are complying with all federal and state policies.



# Annual Review Best Practices

Annual Review Components:

- Systematic Review of Data and Documents
- Coordinated Monitoring of Federal Programs
- Monitoring of Financial Programs
- Site Visits



# Annual Review Best Practices

## Systematic Review of Data and Documents

- As information is reported throughout the school year, the authorizer may conduct systematic data reviews in order to assess school performance in a variety of areas.
- Additionally, the authorizer may routinely review school policies, procedures, and other materials for compliance with law and policy.
- The authorizer may provide operators with an Annual Monitoring Plan to outline the types of data and documents to be reviewed and the process.



# Annual Review Best Practices

## Coordinated Monitoring of Federal Programs

- BESE Authorized Charter Schools participate in the annual Coordinated Monitoring process, conducted by the Statewide Monitoring Team, through which compliance with state and federal programs are assessed.
- Local Authorizers may monitor documentation from the Federal Programs and Grants staff to review adherence to all expectations and requirements, including restrictions on the use of funds, set forth in any federal or state-regulated grants.
  - Title I, II, III
  - McKinney-Vento
  - Carl Perkins
  - CSP



# Annual Review Best Practices

## Monitoring of Financial Performance

- All charter schools are required to submit an Annual Operating Budget, Quarterly Financial Reports, and the Annual Financial Report to the authorizer.
- Authorizers may evaluate each school's financial performance annually using the Fiscal Risk Assessment.





# Site Visits



# Site Visits

Site visits serve a formative purpose to allow the authorizer to:

- Observe and document school performance
  - Qualitative data may be obtained from focus groups, classroom observations, and documentation reviews
- Assess and provide feedback in relation to renewal expectations
  - Correlate feedback with performance framework or renewal policy
- Inform next steps for continuous improvement
  - Identify connections to performance



# Site Visits

Site visit format best practices:

- Establish a protocol for consistent process among all schools authorized.
- Establish a set criteria or indicators for determining what evidence will be collected.
- Establish role of participants.

Logistics:

- Confirm date and length of visit with school operator and participants.
- Set an agenda/schedule for the team and school staff.
- Outline evidence collection activities



# Annual Review Best Practices

## Visit Components:

- Depending on the contractual agreement, visits may be announced or unannounced.
- The activities conducted during the visits depend on a school's performance and may include the following.
  - Classroom observations
  - Staff interviews
  - Audit of student files and records
  - Review of policies and procedures
  - Health and safety review
  - Facilities review
  - Discussions with school and board leadership



# Site Visits

Site Visit Categories:

- General Compliance
- Facilities Compliance
- Special Education Compliance



# Site Visits- OSC Format

<b>Leadership Conversation</b> (~30 min - 1 hour)	Any member(s) of the school leadership team that Principal/ED feels is appropriate to attend. Discussion will center around learning from COVID, teaching and learning, student progress, parent involvement, etc.
<b>Classroom Observations</b> (~30 min)	School leaders will provide a schedule and map of classes taking place and staff will conduct an unguided tour of informal classroom observations.
<b>Facilities Compliance Review</b> (~30 min)	Will address the areas of compliance indicated on the Facilities Compliance Rubric.
<b>General Compliance Review</b> (~15 - 30 min)	Will address the areas of compliance indicated on the General Compliance Rubric.
<b>Special Education Compliance Review</b> (~1 hour)	Will address the areas of compliance indicated on the Special Education Compliance Rubric.
<b>Follow up Conversation</b>	No later than a week following the visit, a Zoom call or a phone call will be set up with the school leadership to formally go over the results of the compliance reviews and communicate any next steps.



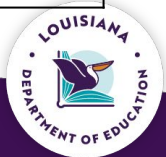
# Site Visits- General Compliance

General Compliance	Acceptable Documentation (to be provided by LEA)	Status at Review
School conducts background checks and fingerprint records for all employees (including, but not limited to: teachers, administrators, bus drivers, custodians) as outlined in <i>R.S. 17:15</i>	Statement of approval from the Louisiana Bureau of Criminal Identification. <i>Third party background checks do not satisfy the requirements of the law.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
School does not employ or contract with staff who have been convicted of any offence listed in <i>R.S.15.587.1</i>	Statements of approval from the LBCI should not include crimes against juveniles or convictions for significant drug or violent offenses. A list of offenses that may violate <i>R.S. 15.587.1</i> should be made in the “notes” column.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
Staff credentials per state law as outlined in <i>Bulletin 746, La. R.S. 3991 (C)(6), R.S. 17:28</i>	Documentation of staff credentials files should be available for review. The review may include the following staff members: <ul style="list-style-type: none"> <li>· Teachers</li> <li>· Business Manager or CFO</li> <li>· School Nurse</li> </ul>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
Procedures for protecting student records per <i>LA Acts 937, 677, and 340.</i>	School will provide documented protocol for compliance with data governance and student privacy laws.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
Home Language Survey, including language translations as required by federal and state requirements as outlined in ESEA/ESSA/Title III guidelines.	School will provide copies of Home Language Survey, including language translations.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
Notification of Homework Assistance Services <i>LA. R.S. 17:182.1, 17:3996(B)(39)</i>	Online services for homework assistance should be posted in prominent location in the school where it can be seen by all students on a daily basis.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing



# Site Visits- General Compliance

General Compliance	Acceptable Documentation (to be provided by LEA)	Status at Review
Sign or notice of translation service offerings as required by OCR guidelines.	School must have notification of translation services, in multiple languages that is visible in an area of primary access to the building.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
Schools posts the required workplace notices as required by the <i>Fair Labor Standards Act, 29 USC 211, 29 CFR 516.4</i>	Fair Labor Standards Act poster is displayed in an area with access by employees.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
School displays employee rights under the Family and Medical Leave Act (FMLA) as required by the <i>FMLA section 109 (29 U.S.C. § 2619)</i>	Rights under the Family Medical Leave Act poster is displayed in an area with access by employees.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
School displays LLA Fraud Hotline posters. <i>LA Act 693 enacted LA. R.S. 24:523.1</i>	School must have Louisiana Legislative Auditor (LLA) notice posted in conspicuous places. The LLA recommends that the notice be posted wherever there is an EEO poster. <i>Acceptable Documentation :</i> <a href="https://www.lla.la.gov/hotline/prints/">https://www.lla.la.gov/hotline/prints/</a>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
School provides nursing services as outlined in <i>R.S.17:28</i> and BESE Policy.	Documentation verifying contracted nursing services.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
School provides hearing and vision screening as outlined in <i>Bulletin 741, Bulletin 1508, and R.S.17:2111.</i>	Documentation verifying the most recent hearing and vision screening. <i>Dependent upon the date of visit, this may be from the previous school year.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing





# Site Visits-Facility Compliance

Facility Compliance	Acceptable Documentation (to be provided by LEA)	Status at Review
Cafeteria/Kitchen/Common Area	Current Permit to operate is posted	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing <input type="checkbox"/> Not Applicable
Cafeteria/Kitchen/Common Area	Kitchen Ansul status is indicated by a green tag	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing <input type="checkbox"/> Not Applicable
Cafeteria/Kitchen/Common Area	DHH Inspection Report is posted	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
Fire Safety	Fire Alarm status is indicated by a green tag	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
Fire Safety	Sprinkler System status is indicated by a green tag	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing <input type="checkbox"/> Not Applicable
Fire Safety	Fire Extinguisher(s) tagged and stamped with a service date within the past 12 months	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
Fire Safety	Fire Evacuation routes posted and exit signs illuminated	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing

Elevator maintenance log should be current.



# Site Visits- Students with Exceptionalities Compliance

Special Education	Acceptable Documentation (to be provided by the LEA)	Status at Review
Evaluation Date:	Evaluation or waiver dated within 3 years. <i>If a signed waiver is present, the initial evaluation must be accompanying the waiver. If the student is new, attach the records request if the evaluation is not uploaded in SER.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
Prior Written Notice	Prior Written Notice is completed, signed, and matches the IEP date. <i>If unable to reach parent for signature, three documented attempts must be listed on the Due Process form.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
IEP Compliance with Evaluation	Student exceptionality on IEP aligns with evaluation. <i>For out of state evaluations, documentation that the school has conducted a formal Bulletin 1508 administrative review using the 1508 checklist is necessary.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
IEP Date:	IEP is dated within one calendar year.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
IEP Signatures	IEP is signed by all required parties. <i>If any person on the IEP team is not present for the meeting, there is a Prior Written Notice excusal form on file.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
Service Minutes Provided	Evidence is present of service minutes provided in accordance with current IEP for current quarter/semester (or since IEP creation/date).	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
Progress Reports	Two most recent progress reports are present in the folder and signed by the <u>service provider</u> and/or <u>special education teacher</u> .	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
Contact Logs	Evidence of attempts to communicate with and/or families in the event of disengagement.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing



# Accountability Intervention Ladder



# Accountability Intervention Ladder

The charter authorizer performance framework should include an intervention process that articulates the steps the authorizer may take should a school fall out of compliance with requirements outlined in the charter school performance compact, law, or policy.

The stages of the intervention process, also known as an accountability ladder, include:

- 1) Good Standing
- 2) Notice of Concern
- 3) Notice of Breach
- 4) Revocation Review



# Accountability Intervention Ladder

## Notices to Charter Operator by Authorizer:

- Notices of Concern-may be minor; occurrence is not considered habitual
- Notices of Breach-contract, policy, or legal violations that impact the safety of the school
  - Breach may be due to the facility, violations of compliance, finance or organizational in nature, or related to any area of the assurances or contract.
  - Breaches may or may not be habitual.
    - May occur at the first instance of a serious violation
    - Such an issuance would be provided to the governing board of the operator



# Annual Review Best Practices

Resources:

- [Charter Performance Compact](#)
- [Charter School Reporting Calendar](#)
- [Data Dictionary](#)
- [Charter Board Self-Assessment](#)



# Educator Evaluation Updates



# LEADS Implementation Support & Resources

The last round of [LEADS Implementation On-Site Support Sessions](#) for the 2024-2025 school year will be held in March. Registration is open in [Eventbrite](#).

- Location: Sabine - Topic: Post-Conferences
- Location: Central Community Schools - Topic: Coaching Plans

Resources to support professional learning are available in the [LEADS Public Collections](#) section of the Professional Learning Platform.

- [Full Length Lesson Sets](#) - Set 1: Fifth Grade Math
- [Video Clip Collection](#)

Please contact [leads@la.gov](mailto:leads@la.gov) with questions.





# LEADS Evaluator Training

- Training for all system and school-level leaders and observers will be offered this spring and summer. Additional training will also be offered in the fall and winter for new hires.
- Training is required for all first-time LEADS evaluators and designated observers. Register on [Eventbrite](#) for selected training.
- **All school systems will participate in the LEADS 2025-2026 Implementation Year.**

Please contact [LEADS@la.gov](mailto:LEADS@la.gov) with questions.



# 2024-2025 Evaluation Data Reporting

[LES](#) is being used for all evaluation data. Even if using legacy systems (COMPASS or approved alternate observation tools) rather than transitioning to LEADS, data will be entered into LES.

Some notes about LES:

- Rosters pre-populate from EdLink.
- Staff information related to eScholar and EdLink 360 data should be up to date.
- Users will access [EdLink Security](#) for LES.

Resources are available to review the operations and functions of LES.

[LES for System Leaders](#)

[LES for System Leaders \(recording\)](#)

[LES for School Leaders](#)

[LES for School Leaders \(recording\)](#)



# CSP Grant Updates



# Charter Schools Program (CSP) Grant Updates

The Office of School Choice is pleased to announce a Winter/Spring CSP grant application cycle with the following timeline. This application cycle is open to those charter groups that have already been authorized either by BESE or their local district and those seeking local authorization with anticipated approval in January 2025.

- Letter of Intent due January 14, 2025
- **NEW! Informational Session [January 21, 2025 at 10:00 AM](#)**
- Eligibility Determination Form due February 3, 2025
- CSP Subgrant Application due March 12, 2025
- Organizations submitting a Letter of Intent will be invited to Technical Assistance Webinars before the Eligibility Determination Form due date.

More information available at the [LDOE's CSP Grant page](#).

Contact: [CSPGrant@la.gov](mailto:CSPGrant@la.gov) or [Tammy.Morgan3@la.gov](mailto:Tammy.Morgan3@la.gov)



# Helpful Links

Resource	Description
<a href="#">Charter School Library</a>	This webpage includes links to charter school finance, guidance, reviews, and pre-opening information.
<a href="#">Newsletter</a>	This webpage offers a links to all newsletters offered by the LDOE.
<a href="#">Charter Inbox</a>	Please reach out to us through the Charter Inbox with your questions.



# Questions

For further inquiries, please reach out to:

Charter Authorization

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

Ex. Director of Charter Authorization

[Jade.Gambino@la.gov](mailto:Jade.Gambino@la.gov)



# Upcoming LEA-Authorized Charter Monthly Call



April 9, 2025 at 11:00 am

Topics: BESE-Authorized RFA Cycle Updates

