

RESOLUTION NO. 09-0079

Petition to operate Academy of Alameda Middle School subject to execution of text revisions, opening conditions and memoranda of understanding

WHEREAS, the California Legislature has charged local school boards with reviewing and acting on petitions for establishment and operation of charter schools; and

WHEREAS, Academy of Alameda Middle School Charter School, as a California non-profit corporation, has delivered a Charter School Petition (“Petition”) to the Alameda Unified School District (“District”) to begin operation of the Academy of Alameda Middle School (“Charter School”); and

WHEREAS, a Petition for approval of the Academy of Alameda Middle School was received by the District’s Board of Education (“Board”) on October 27, 2009, and a public hearing was conducted on November 10, 2009, pursuant to Education Code section 47605, to consider the level of public support for the Charter School by teachers employed by the District, other employees of the District, and parents; and

WHEREAS, the Board has considered the level of support expressed at that public hearing for the Petition by teachers employed by the District, other employees of the District, and parents; and

WHEREAS, the Board has obtained, reviewed, and analyzed the Petition and all information, received with respect to the Petition, including all exhibits and supporting documentation. In reviewing the Petition, the Board has been guided by the intent of the California Legislature that charter schools are and should become an integral part of the California educational system and that establishment of charter schools should be encouraged.

NOW, THEREFORE, the Board does hereby grant the Petition, with the following revisions to their charter and conditions. Should Petitioners fail to make the required revisions and meet the following conditions; the Petition shall be deemed to be denied pursuant to this resolution. The Memoranda of Understanding, once executed shall be affixed to the charter, shall be incorporated by reference thereto, and the terms and conditions of the Memoranda of Understanding shall be treated as having full force and effect as if contained within the charter.

Petitioners shall make the following required revisions and meet the following conditions according to the timelines set forth herein:

Charter Text	Text Reference	Required Revision(s)
<u>1/A</u> <u>Description of Educational Program</u> Plan for Serving Students with Disabilities	(pages 52-53)	Add the following text and remove any text to the contrary: <p style="text-align: center;">Special Education</p> <i>The Academy of Alameda will contract with District and/or a third party for special education related services and administrative support agreed upon per a Memorandum of Understanding. Special education students will be served to the letter of the law.</i>
<u>2 and 3/B and C</u> <u>Measurable Student Outcomes and Methods of Assessment</u>	Page 54-57	Add the following text: <i>Academy of Alameda shall comply with and adhere to the state requirements for participation and administration of all state mandated tests for the school and shall include but not be limited to:</i> <ul style="list-style-type: none"> • <i>California Standards Tests</i> • <i>California Modified Assessment</i> • <i>Physical Fitness Test</i> • <i>California English Language Development Test</i> • <i>CAPA/CMA</i> • <i>STAR</i>
<u>2 and 3/B and C</u> <u>Measurable Student Outcomes and Methods of Assessment</u>	Page 54-57	Add the following text: <ul style="list-style-type: none"> • <i>Academy of Alameda shall identify the staff person responsible for administering all state mandated tests for the school</i>
<u>2 and 3/B and C</u> <u>Measurable Student Outcomes and Methods of Assessment</u>	Page 54-57	Add the following text: <ul style="list-style-type: none"> • <i>Academy of Alameda shall identify its plan for administering all state mandated tests for the school for special education students if that will not be addressed in the Special education MOU</i>
<u>2 and 3/B and C</u> <u>Measurable Student Outcomes and Methods of Assessment</u>	Page 54-57	Add the following text: <ul style="list-style-type: none"> • <i>Academy of Alameda shall identify the specific methods to be used for measuring student outcomes with clear, measureable goals and criteria for pupil outcomes, including baseline goals and benchmarks.</i>
<u>2 and 3/B and C</u> <u>Measurable Student Outcomes and Methods of Assessment</u>	Page 54-57	Add the following text: <ul style="list-style-type: none"> • <i>Academy of Academy shall identify a timeline and calendar for administering all state mandated tests.</i>
<u>4/D</u> <u>Governance</u>	Page 58-60	Add the following text <ul style="list-style-type: none"> • <i>Academy of Alameda shall specify the methods to be used for selecting members of its governing board and for removing members, if necessary</i>
<u>4/D</u> <u>Governance</u>	Page 59	Replace the following text <ul style="list-style-type: none"> • <i>The roles and responsibilities of the Board of</i>

		<p><i>Directors of the Academy of Alameda may include but are not limited to</i></p> <p style="text-align: center;">with</p> <ul style="list-style-type: none"> <i>The roles and responsibilities of the Board of Directors of the Academy of Alameda shall include but are not limited to</i>
<u>4/D Governance</u>	Page 58-60	<p>Add the following text</p> <ul style="list-style-type: none"> <i>Academy of Alameda shall specify the methods for resolving issues of conflict of interest for members of the governing body</i>
<u>4/D Governance</u>	Page 54-57	<p>Add the following text:</p> <ul style="list-style-type: none"> <i>Academy of Alameda shall identify its Volunteer Policy, including requirements for fingerprinting, health screening, etc.</i>
<u>4/D Governance</u>	Page 54-57	<p>Add the following text:</p> <ul style="list-style-type: none"> <i>Academy of Academy of Alameda, 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. Academy of Alameda acknowledges that it is subject to audit by the District. If the District seeks an audit of Academy of Alameda, 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 the Academy of Alameda by law or charter provisions.</i>
<u>5/E Employee qualifications</u>	Page 63-71	<ul style="list-style-type: none"> <i>Academy of Alameda shall identify its plan for the inspection and monitoring of credentials (i.e. a description of the process for handling credential checking and other personnel matters).</i>
<u>5/E Employee qualifications Executive Team Qualifications and Descriptions</u>	Page 67	<p><i>Unless provided for otherwise in the Special Education MOU, the Director of Students and/or Director of Operations shall:</i></p> <ul style="list-style-type: none"> <i>Understand special education law</i> <i>Respond to complaints regarding special education</i> <i>Oversee compliance</i> <i>Oversee special education monitoring and accountability</i> <i>Chair IEPs</i> <i>Provide special education technical assistance</i> <i>Coordinate with outside agencies such as Mental Health AB 3632, Regional Center East Bay (RCEB), California Children Services (CCS)</i>
<u>5/E Employee</u>	Page 68	<p><i>Unless provided for otherwise in the Special Education MOU, Criteria for Certificated Teachers positions may</i></p>

<u>qualifications</u> Instructional Team Certificated Staff		<p><i>include:</i></p> <ul style="list-style-type: none"> - <i>Special Education teacher (RSP and SDC teachers) must hold a mild/moderate teaching credential</i>
<u>5/E</u> <u>Employee</u> <u>qualifications</u>	Page 70	<p>Regarding Custodial/Maintenance Services, add the following text and remove any text to the contrary</p> <ul style="list-style-type: none"> • <i>The Academy of Alameda will contract with AUSD or another appropriate outside agency regarding custodial or maintenance services</i>
<u>5/E</u> <u>Employee</u> <u>qualifications</u>	Page 70	<p>Regarding non-certificated staff, add the following text</p> <ul style="list-style-type: none"> • <i>Academy of Alameda shall specify the credentials/qualifications of non-certificated charter school staff (e.g., counselors, librarians, administrators, nurses and others).</i>
<u>5/E</u> <u>Employee</u> <u>qualifications</u>	Page 71	<p>Regarding Background checks, add the following text and remove any text to the contrary</p> <ul style="list-style-type: none"> • <i>The Academy of Alameda will contract with AUSD or another appropriate outside agency regarding required background checks</i>
<u>6/F</u> <u>Health and Safety</u> <u>of Pupils</u>	Page 72	<p>Add the following text and remove any text to the contrary</p> <ul style="list-style-type: none"> • <i>The Academy of Alameda will comply with all health and safety laws and regulations that apply to non-charter public schools, including those required by USDA, CAL/OSHA.....;</i>
<u>6/F</u> <u>Health and Safety</u> <u>of Pupils</u>	Page 72	<p>Add the following text</p> <ul style="list-style-type: none"> • <u><i>Nutrition:</i></u> <i>The Academy of Alameda will participate in all aspects of the USDA's National School Lunch Program and abide by California Education Code Section 49557 (a). All families will be provided with a letter describing the NSLP and an application for free and reduced meals upon registration.</i>
<u>6/F</u> <u>Health and Safety</u> <u>of Pupils</u> Prescription Medications	Page 73	<p>Add the following text:</p> <p><i>Unless provided for otherwise in the Special Education MOU, Special Education Services and Individual Health Care Plans</i></p> <ul style="list-style-type: none"> - <i>The Academy of Alameda will contract with either District or a third party for nursing services for special education students who require an Individual Health Care Plan (IHCP). An IHCP is part of student's IEP. The IHCP must be developed when needed, monitored and updated when needed, and updated at the beginning of each school year.</i>
<u>6/F</u> <u>Health and Safety</u> <u>of Pupils</u>	Page 77	<p>Add the following text:</p> <ul style="list-style-type: none"> • <i>Academy of Alameda shall describe its plan to comply with state and federal laws regarding environmental protection.</i>
<u>6/F</u> <u>Health and Safety</u>	Page 73- 77	<p>Add the following text:</p> <ul style="list-style-type: none"> • <i>Academy of Alameda shall identify its plan for staff</i>

<u>of Pupils</u>		<i>training on emergency situations.</i>
<u>6/F Health and Safety of Pupils</u>	Page 73	Add the following text: <ul style="list-style-type: none"> • <i>Academy of Alameda shall identify its plan for staff regarding administration of prescription medication, including insulin shots.</i>
<u>6/F Health and Safety of Pupils Comprehensive Sexual Harassment Policies and Procedures</u>	Page 75	Add the following text and remove any text to the contrary (i.e., remove references to AUSD policy) <ul style="list-style-type: none"> • <i>Academy of Alameda will abide by state and federal guidelines regarding sexual harassment</i>
<u>6/F Health and Safety of Pupils</u>	Page 77	Move the text regarding Evidence of Insurance to section 4/D, Governance
<u>7/G Racial and Ethnic Balance</u>	Page 78-79	Add the following text: <p><i>Alameda Academy will submit a detailed report on the racial and ethnic balance of the Charter School. This report shall include detail on all efforts and initiatives to attract and maintain a racial and ethnic balance which reflects that of the District. The report shall also include an analysis of student attrition in the previous school year which impacts racial and ethnic balance, including analysis by demographic categories and by reasons for disenrollment</i></p>
<u>7/G Racial and Ethnic Balance</u>	Page 78-79	Add the following text: <ul style="list-style-type: none"> • <i>Academy of Academy shall identify a timeline for specific outreach efforts to ensure racial and ethnic balance. The timeline shall include orientation and other meetings, processes and procedures aligned with other such meetings for AUSD schools</i>
<u>7/G Racial and Ethnic Balance</u>	Page 79	Change the phrase “may conduct program review” to “shall conduct program review” and correct the reference to AUSD as follows: <ul style="list-style-type: none"> • <i>The Academy of Academy also understands that as part of its oversight of the school AUSD shall conduct program review of federal and state compliance issues</i>
<u>8/H Admission Requirements</u>	Page 80	Add the following text: <ul style="list-style-type: none"> • <i>Academy of Academy is committed to serving families in the immediate neighborhood</i>
<u>8/H Admission Requirements</u>	Page 82	Add the following text: <ul style="list-style-type: none"> • <i>Academy of Academy shall identify a specific timeline and specific, comprehensive procedures for its open application period and for its enrollment process. The timeline shall be aligned</i>

		<i>with similar procedures and processes for AUSD schools</i>
<u>8/H Admission Requirements</u>	Page 82	Add the following text: <ul style="list-style-type: none"> <i>Academy of Alameda shall identify a timeline for specific outreach efforts to publicize the public random drawing to assure equal access to the public random drawing.</i>
<u>9/I Financial Audits</u>	Page 85-86	Add the following text: <ul style="list-style-type: none"> <i>The Academy of Alameda will describe and budget for the specific services it intends to contract with AUSD or another appropriate outside agency</i>
<u>9/I Financial Audits</u>	Page 85-86	Add the following text: <ul style="list-style-type: none"> <i>The Academy of Alameda will describe the manner in which audit exceptions and deficiencies will be resolved to the satisfaction of AUSD, including identifying who is responsible for contracting and overseeing the independent audit, specifying that the auditor will have experience in education finance, indicating the process the Academy of Alameda will follow to address any audit findings and/or resolve any audit exceptions, and outlining the process of providing audit reports to the State Board of Education, CDE or other agency</i>
<u>10/J Student Expulsions</u> Reasons for Suspension and Expulsion	Page 88	Add the following text above the reference to the code regarding hazing <ul style="list-style-type: none"> <i>Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.</i>
<u>10/J Student Expulsions</u>	Page 91	Add the following text in the section "Expulsion Hearing" just before the last paragraph starting with "Written Notice:" <ul style="list-style-type: none"> <i>The Executive Director of the Academy of Alameda will inform in a timely way designated Alameda USD staff of the expulsion of any students from Academy of Alameda. Notification will include the name and last known address of the student as well as the reason for expulsion. For purposes of enrolling students who have been expelled from their previous school, the Academy of Alameda and the Alameda USD shall be considered separate districts. A pupil expelled from the Academy of Alameda for any of the offenses listed in subdivision (a) or (c) of Section 48915, shall not be permitted to enroll in any other school or school district during the period of expulsion unless it is a county community school, juvenile court school or a school district's community day school.</i>

		<ul style="list-style-type: none"> <i>In addition, the school will include data on suspensions and expulsions in its annual performance report to the District, as well as in other reports as required by the state.”</i>
<u>10/J Student Expulsions</u>	Page 87-92	<p>Add the following text</p> <ul style="list-style-type: none"> <i>Unless provided for otherwise in the Fiscal MOU, Academy of Alameda recognizes that it is solely responsible for the administration of student discipline and shall not require the services of the District’s Student Services Department in meeting its obligations under this Element of its charter.</i>
<u>11/K Retirement Systems and Employee Matters</u>	Page 93-95	<p>Add the following text:</p> <ul style="list-style-type: none"> <i>Academy of Academy shall identify a specific timeline for hiring of staff.</i> <i>Academy of Alameda shall develop and publish a comprehensive employee handbook</i>
<u>13/M Employee Rights</u>	Page 96	<p>Add the following text:</p> <ul style="list-style-type: none"> <i>Academy of Alameda will specify the process by which the Academy of will communicate to prospective employees any rights of return those employees may have to AUSD.</i>
<u>14/N Dispute Resolution</u>	Page 97-98	<p>Add the following text and remove any text to the contrary:</p> <p><i>In the event of a dispute between Academy of Alameda and the District, regarding the terms of this charter or any other issue regarding Academy of Alameda, both parties agree to apprise the other, in writing, of the specific disputed issue(s). In the event the initiating party believes the dispute relates to an issue that could potentially lead to revocation of the charter, this shall be specifically noted in the written dispute statement. Within 30 days of sending written correspondence, or longer if both parties agree, the principal of the charter school and the District superintendent, or their designees, shall meet and confer in an attempt to resolve the dispute. The designees must be identified and confirmed in writing.</i></p> <p><i>If this joint meeting fails to resolve the dispute, within 15 days, or longer if both parties agree, either party may request that the other party agree to mediation with a neutral, third party mediator. In the event both parties agree to mediation, all mediation costs and other costs associated with the dispute resolution shall be shared equally the District and the Academy of Alameda.</i></p> <p>If the District believes that the violation constitutes a severe and imminent threat to the health and safety of the school's pupils, this Dispute Resolution Process shall not apply and the District reserves the</p>

		right to take any action it deems appropriate to ensure the safety of students.
<u>14/N</u> <u>Dispute Resolution</u>	Page 99	Remove the following text: <i>Prior to the expiration of this charter, AUSD, at its own expense, will contract an independent third party to perform a school evaluation based upon the measurable goals and terms outlined in this charter.”</i> Add the following text and remove any text to the contrary: <i>The process for any renewal will be governed by and will conform to timelines and processes set forth in AUSD Board Policy and Administrative Regulations</i>
<u>16/P</u> <u>School Closure</u> <u>Procedures</u>	Page 100	Change the following text and remove any text to the contrary: <ul style="list-style-type: none"> • <i>All references to “72 hours” should be changed to “five business days.”</i>
<u>16/P</u> <u>School Closure</u> <u>Procedures</u>	Page 101	Change the following text and remove any text to the contrary in the Section on Facilities <ul style="list-style-type: none"> • <i>If the Academy of Alameda desires to move or expand to another facility during the term of this charter, it shall comply with the District’s Board Policy and Administrative Regulations regarding material amendments to charters.</i> • <i>The Academy of Alameda’s request for facilities under Proposition 39 submitted October 27, 2009 is hereby incorporated by reference.</i>
<u>Financial Plan</u> (First Year Budget, Cash Flow for First three Years, Start Up Costs, Annual Operating Budget, Cash Flow Analysis, Long Term Plan)		Financial Plan was submitted with charter petition but add the following text to petition: <ul style="list-style-type: none"> • <i>The Academy of Alameda’s Financial Plan submitted October 27, 2009 is hereby incorporated by reference.</i>

Date Due	<input type="checkbox"/>	Condition	Monitor
Governance			
June 1, 2010	<input type="checkbox"/>	Submit the names and contact information AAMS Board of Directors and AAMS Core Action Team members, and Board meeting dates, times, and locations *	Asst. Supt.
	<input type="checkbox"/>	Submit Organizational chart	
	<input type="checkbox"/>	Submit resumes for any new member of the AAMS Board of Directors or AAMS Core Action Team that was not included in the Approved Charter	
	<input type="checkbox"/>	Submit bylaws approved by the AAMS Board of Directors	
	<input type="checkbox"/>	Submit AAMS Board policies aligned with the principles of the Brown Act, the Political Reform Act, and policies and procedures regarding self-dealing and conflict of interest	
	<input type="checkbox"/>	Submit any changes to the AAMS Board of Directors or AAMS Core Action Team, and/or governance documents*	
	<input type="checkbox"/>	Submit a description of the specific methods to be used for selecting members of its governing board and for removing members, if necessary	
	<input type="checkbox"/>	Submit a description of the specific methods for resolving conflicts of interest for members of the governing board	
Enrollment Policies and Applications for Admission			
February 14, 2010	<input type="checkbox"/>	Submit Enrollment Policy and an Application for Admission approved by the AAMS Board of Directors	Asst. Supt.
	<input type="checkbox"/>	Submit list of enrolled students – including name, DOB, prior school, home language, Alameda residency or not, and CSIS number (list to be updated September 15 annually) in Excel or equivalent Excel format or an equivalent format* Revised in April 2010	
	<input type="checkbox"/>	Submit a timeline and description of specific outreach efforts to ensure racial and ethnic balance	
	<input type="checkbox"/>	Submit a specific timeline and specific procedures for its open application period and for its enrollment process	
	<input type="checkbox"/>	Submit a timeline and description of specific outreach efforts to publicize any public random drawing	
Nutrition Services Program			
June 1, 2010	<input type="checkbox"/>	Submit written assurance identifying the terms of a contract with an external food service provider, or whether or not the school wishes to contract food services through the District	Chief Financial Officer
Complaint Procedure			
June 1, 2010	<input type="checkbox"/>	Submit Comprehensive Complaint and Investigation Process approved by the AAMS Board of Directors to include the internal Dispute Resolution Policy	Asst. Supt.
	<input type="checkbox"/>	Submit Uniform Complaint Process approved by the AAMS Board of Directors, posting location(s), and method of notifying parents of this annually	
	<input type="checkbox"/>	Submit Comprehensive Anti-Harassment Policies and Procedures approved by the AAMS Board of Directors regarding sexual harassment or other harassment based on gender, race, religion, creed, color, national origin, ancestry, age, medical condition, marital status, sexual orientation, or disability	
Student Learning Time			
June 1, 2010	<input type="checkbox"/>	Submit certification of instructional hours to be provided in 2010-11*	Asst. Supt.
	<input type="checkbox"/>	Submit adopted 12 month school calendar distinguishing dates with	

		standard or reduced instructional time, and noting vacation days*	
Student Assessments			
June 1, 2010	<input type="checkbox"/>	Submit name of the staff person responsible for administering all state mandated tests for the school	Asst. Supt.
	<input type="checkbox"/>	Submit plan describing the specific methods to be used for measuring student outcomes with clear, measureable goals and criteria for pupil outcomes, including baseline goals and benchmarks	
	<input type="checkbox"/>	Submit a timeline and calendar for administering all state mandated tests	
Code of Conduct, Student Handbook, and Recommended Policies			
June 1, 2010	<input type="checkbox"/>	Submit Student Handbook, (Prepare student 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 – in all languages ad distributed)	Asst. Supt.
	<input type="checkbox"/>	Submit Code of Conduct approved by the AAMS Board of Directors	
Financial Organization			
February 19, 2010	<input type="checkbox"/>	Finalize Memorandum of Understanding with District regarding Fiscal Issues	Chief Financial Officer
June 1, 2010	<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, 2009)	
	<input type="checkbox"/>	Submit the school’s Fiscal Policies and Procedures	
	<input type="checkbox"/>	Submit description of the manner in which audit exceptions and deficiencies will be resolved to the satisfaction of AUSD	
	<input type="checkbox"/>	Submit proof of contracts regarding the services for which it intends to contract	
School Facility and Building Safety			
June 1, 2009	<input type="checkbox"/>	Submit Blood Borne Pathogens Exposure Control Plan	Chief Financial Officer
	<input type="checkbox"/>	Submit Facilities Safety and Evacuation Plan	
	<input type="checkbox"/>	Submit Emergency Preparedness Handbook approved by the AAMS Board of Directors	
	<input type="checkbox"/>	Submit Drug, Alcohol, and Smoke Free Environment approved by the AAMS Board of Directors	
	<input type="checkbox"/>	Submit proof of a contract regarding custodial or maintenance services	
	<input type="checkbox"/>	Submit plan to comply with state and federal laws regarding environmental protection	
	<input type="checkbox"/>	Submit plan for staff training on emergency situations	
April 1, 2010	<input type="checkbox"/>	Finalize Memorandum of Understanding with District regarding Facilities Issues	
AAMS must also provide the following unless facilities are those provided by the District pursuant to Proposition 39			
June 1, 2009	<input type="checkbox"/>	Submit a copy of an executed lease or deed for a facility, or suitable comparable facility use agreement, noting occupancy on or before July 1, 2009 or no later than 45 days prior to the start of instruction	
	<input type="checkbox"/>	Submit written assurance that the facility selected for the school is programmatically accessible to physically handicapped individuals	
	<input type="checkbox"/>	Make available for inspection a current Certificate of Occupancy	
	<input type="checkbox"/>	Make available for inspection a current Fire Inspection Certificate	
	<input type="checkbox"/>	Make available for inspection a current Building Safety Inspection Certificate	

	<input type="checkbox"/>	Make available for inspection a current Health Inspection	
	<input type="checkbox"/>	Make available for inspection a current Asbestos Inspection Report and Management Plan	
Special Education Program Plan			
February 19, 2010	<input type="checkbox"/>	Finalize Memorandum of Understanding with District regarding Special Education	Asst. Supt.
June 1, 2010	<input type="checkbox"/>	Submit adopted 504 plan, policy, and procedures	
	<input type="checkbox"/>	Submit Special Education Identification, Assessment, Program and Services Plan	
	<input type="checkbox"/>	Submit plan for administering all state mandated tests for the school for special education students	
Budget and Cash Flow			
March 15, 2010 *Revised and update June 1	<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. Include revised facility expenses	Chief Financial Officer
School Health Plan and Medications Administration Plan			
June 1, 2010	<input type="checkbox"/>	Submit School Health Plan (to comply with immunization audit, hearing and vision screening requirements) and Medications Administration Plan	Asst. Supt.
	<input type="checkbox"/>	Submit plan for staff regarding administration of prescription medication, including insulin shots	
	<input type="checkbox"/>	AAMS will submit health, safety, and risk management policies	
Insurance Policies			
June 1, 2010	<input type="checkbox"/>	Submit evidence of commercial general liability insurance held by AAMS for not less than \$1,000,000 per incident; to include the District as additionally insured	Chief Financial Officer
	<input type="checkbox"/>	Submit evidence of fidelity bond coverage held by AAMS for not less than \$50,000 per occurrence and workers' compensation insurance	
Instructional Staff			
February 14, 2010	<input type="checkbox"/>	Submit a timeline for hiring of staff	Chief Human Resources Officer
March 1, 2010	<input type="checkbox"/>	Submit employee handbook, including policies and procedures that ensure the health and safety of students and staff	
	<input type="checkbox"/>	Submit a description of the plan for the inspection and monitoring of credentials (i.e. a description of the process for handling credential checking and other personnel matters)	
June 1, 2010	<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, date of background review*	
	<input type="checkbox"/>	Submit proof of a contract regarding required background checks	
	<input type="checkbox"/>	Submit list of teachers requiring Beginning Teacher Support and Assessment	
	<input type="checkbox"/>	Submit personnel policies approved by the AAMS Board of Directors	
	<input type="checkbox"/>	Submit description of the process by which AAMS will communicate to prospective employees any rights of return those employees may or may not have to AUSD	
Programming Plans			
June 1, 2010	<input type="checkbox"/>	Submit English Learner Plan- adopted policies and procedures that pertain to use of a home language survey and mandatory CELDT testing	Asst. Supt
	<input type="checkbox"/>	Submit a list of which courses the school considers non-core, non-college preparatory courses	
	<input type="checkbox"/>	Submit a course catalog, or equivalent, notifying parents about	

	<input type="checkbox"/>	transferability of courses to other public schools and the ability of courses to meet college entrance requirements	
	<input type="checkbox"/>	Submit a year one curriculum map	
All Other Staff/Volunteers			
March 1, 2010	<input type="checkbox"/>	Submit description of the specific credentials/qualifications of non-certificated charter school staff (counselors, librarians, administrators, nurses and others)	Chief Human Resources Officer
June 1, 2010	<input type="checkbox"/>	Submit list of all other school employees, on-site contractors, and volunteers working directly with students – including name, position, and evidence of current clear tuberculosis test, date of fingerprinting, and date and outcome of background review in accordance with District policy. *	
	<input type="checkbox"/>	Submit Volunteer Policy	
	<input type="checkbox"/>	Submit volunteer handbook, including policies and procedures that ensure the safety of students and staff	
Evaluation of School Leader, School Administrators, and Teachers			
June 1, 2010	<input type="checkbox"/>	Submit performance evaluation criteria and evaluation plan templates for school site leader/administrator and teachers	Chief Human Resources Officer
Professional Development for School Administrators and Teachers			
June 1, 2010	<input type="checkbox"/>	Submit professional development plans for school site leader(s), administrator(s), and teachers	Asst. Supt.
Attendance Reporting			
June 1, 2010	<input type="checkbox"/>	Submit for review the attendance accounting system	Chief Financial Officer
Additional Information			
June 1, 2010	<input type="checkbox"/>	One District representative on the AAMS Board of Directors	Asst. Supt Asst. Supt.
June 1, 2010	<input type="checkbox"/>	Submit the names and contact information of the AAMS Governing Board members, and Board meeting dates, times, and locations*	
June 30, 2010	<input type="checkbox"/>	Provide a copy of written internal complaint and dispute resolution policy	
Risk Management Program			
September 1 – *Annually	<input type="checkbox"/>	Submit a report of the risk management program operation with the following components – Designated Safety Officer and establish the following are in place, Injury Illness Prevention Plan, Hazard Communication Program, Emergency Plan, Annual Safety Inspections	Chief Financial Officer
October 1 – *Annually	<input type="checkbox"/>	Submit evidence of the following training: Bloodborne Pathogen Training, Employee Safety Training	
Student Demographic Report			
Not later than October 31, *Annually	<input type="checkbox"/>	Submit annually a report of enrollments showing each student’s demographic information, including home address, grade level and school of attendance in the prior fiscal year.	Asst. Supt.
Statement of Facts Roster			
October 31 – *Annually	<input type="checkbox"/>	Submit the current State of Facts Roster of Public Agencies as required by Government Code Section 53051	Asst. Supt.
Evaluation of the Educational Program/General Operations			
January 1 –	<input type="checkbox"/>	Furnish to the District an annual written report and evaluation of its	Asst.

*Annually		educational program and general operation in accordance with the Approved Charter and the Educational Code.	Supt.
Fiscal Reporting - * Annually			
On or before June 15	<input type="checkbox"/>	A preliminary Budget	Chief Financial Officer
On or before July 15	<input type="checkbox"/>	A final Budget	
On or before July 15	<input type="checkbox"/>	Annual Attendance Reports for Period 1 and Period 2	
On or before September 15	<input type="checkbox"/>	A final, unaudited report for the prior school year, derived from the Charter School's general ledger, reflecting actual revenues and total expenditures	
On or before December 15	<input type="checkbox"/>	An interim financial report. This report, derived from the Charter School's general ledger, shall reflect actual revenues and expenditures, as well as, budget activity and changes through October 31	
On or before March 15	<input type="checkbox"/>	A second interim financial report. This report, derived from the Charter School's general ledger, shall reflect actual revenues and expenditures, as well as budget activity and changes through January 31.	
On or before Dec. 15	<input type="checkbox"/>	Annual Audit Report	
Employment Audit - *Annually			
No later than the workday immediately prior to the first day of student instruction- * Annually	<input type="checkbox"/>	Submit a list of all employees verifying TB clearance	Chief Human Resources Officer
	<input type="checkbox"/>	Submit a list of certificated employees verifying credentials held, as well as, the expiration date for each credential	
	<input type="checkbox"/>	Verification that all employees have submitted fingerprints, and prior to employment, were found eligible to work for a public school	
	<input type="checkbox"/>	Master Schedule listing all teaching assignments	

Conclusion:

The Board finds that as set forth above, the Petition satisfies the five legally required categories set forth in Education Code 47605.

For all of the forgoing reasons, the Board hereby approves the Petition for operation of the Academy of Alameda Middle School.

APPROVED, PASSED AND ADOPTED by the Board of Education of the District on the 15th day of December, 2009, by the following vote:

Ayes: Members:

Noes: Members:

Absent: Members:

Ron Mooney
President of the Board of Education
Alameda Unified School District