



**VISTA UNIFIED SCHOOL DISTRICT**  
***CHARTER SCHOOL OVERSIGHT CHECKLIST***

**DATE:** \_\_\_\_\_

**NAME OF CHARTER SCHOOL:** \_\_\_\_\_

**DISTRICT OVERSIGHT REPRESENTATIVE(S):** \_\_\_\_\_

*This Charter School Oversight Checklist is intended to assist the Vista Unified School District and the charter schools it has authorized in addressing annual oversight issues. The Checklist includes findings and recommendations that are designed to provide an overview of the charter school's operations and address areas that may be in need of improvement. This Checklist is not intended to be an exhaustive list of charter school operations subject to oversight by the District, nor is it intended to serve as the sole basis for determining whether a charter school will be subject to potential revocation.*



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**EXECUTIVE SUMMARY OF FINDINGS AND RECOMMENDATIONS/CORRECTIVE ACTION**

<b>Category</b>	<b>Findings</b>	<b>Recommendations/Corrective Action</b>
Statutory Assurances		
Financial Reporting/Financial Stability/ Attendance Accounting/ Financial Operations		



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Governance		



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Personnel		
Operations Management		



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Educational Program / Student Achievement		
Facilities/Maintenance		



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Special Education MOU (if applicable)		



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Facilities MOU (if applicable)		
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<b>STATUTORY ASSURANCES</b>			
<b>Compliance Area</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
<b>Charter school has upheld all of the assurances set forth in Education Code §47605(d), including:</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Shall be nonsectarian in its programs, admission policies, employment practices, and all other operations.	<input type="checkbox"/>	<input type="checkbox"/>	
Shall not charge tuition.	<input type="checkbox"/>	<input type="checkbox"/>	
Shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability.	<input type="checkbox"/>	<input type="checkbox"/>	
Shall admit all students who reside in California who wish to attend (up to the charter school's capacity).	<input type="checkbox"/>	<input type="checkbox"/>	
Shall determine by public random drawing which students, except for students already enrolled, will be allowed to enroll if the number of students who wish to attend exceeds the school's capacity.	<input type="checkbox"/>	<input type="checkbox"/>	
Shall notify the superintendent of the school district of the student's last known address within 30 days if the student is expelled or leaves the charter school without graduating or completing the school year for any reason.	<input type="checkbox"/>	<input type="checkbox"/>	
[ <u>Note</u> : This requirement applies only to students subject to compulsory full-time education.]			





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<b>FINANCIAL REPORTING/STABILITY/ACCOUNTING/OPERATIONS</b>			
<b>Compliance Area: Financial Reporting</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Preliminary annual budget was submitted on or before July 1 <sup>st</sup> .	<input type="checkbox"/>	<input type="checkbox"/>	
First interim financial report (reflecting changes from July 1 <sup>st</sup> through October 31 <sup>st</sup> ) was submitted on or before December 15 <sup>th</sup> .	<input type="checkbox"/>	<input type="checkbox"/>	
Independent financial audit report for prior fiscal year was submitted by December 15 <sup>th</sup> .	<input type="checkbox"/>	<input type="checkbox"/>	
Second interim financial report (reflecting changes from July 1 <sup>st</sup> through January 31 <sup>st</sup> ) was submitted on or before March 15 <sup>th</sup> .	<input type="checkbox"/>	<input type="checkbox"/>	
Final unaudited report (reflecting changes for the full prior year) was submitted on or before September 15 <sup>th</sup> .	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Compliance Area: Financial Stability</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Available cash is sufficient to satisfy current liabilities.	<input type="checkbox"/>	<input type="checkbox"/>	
Operating revenues were greater than operating expenses in the last fiscal year.	<input type="checkbox"/>	<input type="checkbox"/>	
Assets were greater than liabilities at the end of the last fiscal year.	<input type="checkbox"/>	<input type="checkbox"/>	



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Ending fund balance for last fiscal year was at least 3% of the current year's expense budget or \$50,000, whichever is greater, to account for economic uncertainties.	<input type="checkbox"/>	<input type="checkbox"/>	
Any audit findings have been appropriately addressed by the charter school in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	
Cash received exceeded cash expended in the last fiscal year.	<input type="checkbox"/>	<input type="checkbox"/>	
Financial projections and assumptions are reasonable.	<input type="checkbox"/>	<input type="checkbox"/>	
All long-term debt obligations have been included in the multi-year financial projection.	<input type="checkbox"/>	<input type="checkbox"/>	
District staff has been notified of any funding arrangements made with other organizations prior to action taken.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Compliance Area: Attendance Accounting</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Charter school is using a valid attendance accounting system.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school has approved policies that address student attendance, including the attendance requirements for independent study (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school has a process in place to monitor compliance with the minimum instructional minute requirements.	<input type="checkbox"/>	<input type="checkbox"/>	



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Charter school has a process in place to compile average daily attendance (ADA) into a school wide report and grade span reports (TK-3, 4-6, 7-8, 9-12).	<input type="checkbox"/>	<input type="checkbox"/>	
The charter staff person primarily responsible for attendance reporting is adequately trained.	<input type="checkbox"/>	<input type="checkbox"/>	
Student enrollment is stable.	<input type="checkbox"/>	<input type="checkbox"/>	
The charter school maintains a class list for all students.	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance is taken daily by an individual responsible for reporting attendance.	<input type="checkbox"/>	<input type="checkbox"/>	
ADA is claimed only for students enrolled in the charter school who are California residents.	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance records are maintained for auditing purposes.	<input type="checkbox"/>	<input type="checkbox"/>	
Independent study ADA appears to meet all state requirements (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Compliance Area: Financial Operations</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Revenues from restricted resources are accounted for separately and appropriate expenses are charged according to funding restrictions from the granting agency.	<input type="checkbox"/>	<input type="checkbox"/>	
Accounting system adequately reports financial information by function and source to charter school management, governing board and reporting agencies in	<input type="checkbox"/>	<input type="checkbox"/>	



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required formats.			
Financial reports are prepared for and reviewed by the governing board regularly.	<input type="checkbox"/>	<input type="checkbox"/>	
Cash flow projections are prepared and updated regularly to ensure sufficient funds are available to meet the charter school's financial obligations.	<input type="checkbox"/>	<input type="checkbox"/>	
Internal control procedures are implemented to protect assets of the charter school and comply with accounting procedures necessary to prevent misuse of charter school funds.	<input type="checkbox"/>	<input type="checkbox"/>	
Supplemental funding applications, plan, claims, and required documentation are filed with the applicable funding agency by the specified deadline.	<input type="checkbox"/>	<input type="checkbox"/>	
Loans, debts, and outstanding obligations are properly accounted for and paid in a timely manner (as per agreements).	<input type="checkbox"/>	<input type="checkbox"/>	
Governing board has adopted policies regarding the implementation of the Local Control Funding Formula (LCFF) and the charter school's annual requirement to update the Local Control Accountability Plan (LCAP) to account specifically for the expenditures of the supplemental and concentration grant funds generated by English language learners, low income students, and students in foster care.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school staff, management, and governing board			



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are involved in development of the budget.	<input type="checkbox"/>	<input type="checkbox"/>	
Budget has been approved by the governing board and includes budget objectives that reflect the goals of the LCFF.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school management and the governing board regularly review the budget in comparison to actual revenue and expenditures and make necessary adjustments to the budget as new information becomes available.	<input type="checkbox"/>	<input type="checkbox"/>	
The current fiscal year operating budget is updated for changes in the funding rates or ADA, revenue received, and expenses incurred.	<input type="checkbox"/>	<input type="checkbox"/>	
Financial records are maintained for audit purposes.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school has prepared and annual updated its LCAP to account for the expenditures of the supplemental and concentration grant funds.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school has engaged teachers, principals, administrators, other school personnel, parents, and students in the development of the LCAP.	<input type="checkbox"/>	<input type="checkbox"/>	
Governing board of the charter school has reviewed and approved the LCAP, including any amendments to same.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>*Additional assurances or obligations set forth in charter petition (e.g., monthly reporting to authorizer) and</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>



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subject to review:			
_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____			
_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____			

GOVERNANCE			
Compliance Area	YES	NO	Comments
Charter school has a list or roster of governing board members.	<input type="checkbox"/>	<input type="checkbox"/>	
The composition of the governing board is consistent with the approved charter.	<input type="checkbox"/>	<input type="checkbox"/>	
If the charter school is constituted as a nonprofit corporation, the corporate papers (including articles of incorporation and bylaws) are available to the authorizer.	<input type="checkbox"/>	<input type="checkbox"/>	
Bylaws reflect governance processes described in the charter and have reasonable terms regarding financial management and operations of the charter school.	<input type="checkbox"/>	<input type="checkbox"/>	
Governing board has a comprehensive plan to conduct an annual oversight of the academic program which reflects the goals and objectives of the LCAP.	<input type="checkbox"/>	<input type="checkbox"/>	



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Governing board conducts public meetings as frequently as needed to ensure that it addresses the business of the charter school, and its meetings comply with the Brown Act.	<input type="checkbox"/>	<input type="checkbox"/>	
Governing board complies with the following:			
(a) Convenes regularly scheduled meetings with appropriate public notice.	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Participates in Brown Act training on meeting compliance.	<input type="checkbox"/>	<input type="checkbox"/>	
(c) Meeting minutes are made available to the public.	<input type="checkbox"/>	<input type="checkbox"/>	
Governing board adheres to reasonable written conflict of interest policies and makes decisions free from conflict of interest by disqualifying any board member from voting on a particular matter that would materially affect him or her.	<input type="checkbox"/>	<input type="checkbox"/>	
Governing board adheres to reasonable written policies to resolve internal and external conflicts and complaints.	<input type="checkbox"/>	<input type="checkbox"/>	
Governing board maintains written minutes that indicate attendance and a general description of all matters proposed, discussed, and/or decided. Minutes also indicate that the governing board regularly achieves a quorum and is able to progress through issues from one	<input type="checkbox"/>	<input type="checkbox"/>	



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meeting to the next.			
There is a process in place that ensures parents, teachers, and staff may provide input regarding the effectiveness of the charter school.	<input type="checkbox"/>	<input type="checkbox"/>	
Governing board implements an accountability process for the charter school leader.	<input type="checkbox"/>	<input type="checkbox"/>	
There is an effective working relationship between the charter school leader and the governing board.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>*Additional assurances or obligations set forth in charter petition (e.g., monthly reporting to authorizer) and subject to review:</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	

PERSONNEL			
Compliance Area: All employees	YES	NO	Comments
Charter school has documentation of Department of	<input type="checkbox"/>	<input type="checkbox"/>	





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Justice criminal background checks on all employees.			
Charter school has an employee handbook.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school has documentation of tuberculosis test results for all employees.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school has board-approved employee policies that cover issues such as sick leave, personal necessity leave, and overtime pay, among others.	<input type="checkbox"/>	<input type="checkbox"/>	
Employee contracts specify that employees are “at will” (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school's employment practices comply with the terms of its collective bargaining agreement (if applicable).			
Charter school provides professional development trainings and opportunities to staff.	<input type="checkbox"/>	<input type="checkbox"/>	
Employee evaluations are completed regularly and on time.	<input type="checkbox"/>	<input type="checkbox"/>	
Personnel actions are approved by the charter school’s governing board.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school has records indicating that it has trained employees regarding child abuse reporting, blood-borne pathogens, staff and student relationships, and sexual harassment issues.	<input type="checkbox"/>	<input type="checkbox"/>	



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<b>Compliance Area: Certificated Employees</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Teachers who provide instruction in core classes hold the credentials and certifications required to be designated as highly qualified teachers for the subjects they are teaching.	<input type="checkbox"/>	<input type="checkbox"/>	
Teachers have the required CLAD or B-CLAD certification to provide instruction to English learner students enrolled in their classes.	<input type="checkbox"/>	<input type="checkbox"/>	
Teachers who are providing special education and related services hold the appropriate credentials and certifications.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Compliance Area: Classified Employees</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Charter school employs a sufficient number of classified staff to ensure that the necessary clerical and recordkeeping tasks are completed in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school provides adequate staffing for the follow (where applicable):	<input type="checkbox"/>	<input type="checkbox"/>	
(a) Custodial	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Food service	<input type="checkbox"/>	<input type="checkbox"/>	
(c) Information technology	<input type="checkbox"/>	<input type="checkbox"/>	
(d) Lunch/break supervision	<input type="checkbox"/>	<input type="checkbox"/>	
(e) Other	<input type="checkbox"/>	<input type="checkbox"/>	



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*Additional assurances or obligations set forth in charter petition (e.g., monthly reporting to authorizer) and subject to review:	YES	NO	Comments
_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	

OPERATIONS MANAGEMENT			
Compliance Area	YES	NO	Comments
Employment policies are written and consistent with the charter and applicable law.	<input type="checkbox"/>	<input type="checkbox"/>	
Employee records are complete and kept in a manner consistent with the law and charter policies.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate insurance is obtained to provide appropriate levels of risk management.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school has a written admissions policy and lottery procedures that are consistent with the law and its charter.	<input type="checkbox"/>	<input type="checkbox"/>	
Admissions policy and lottery procedures are implemented with fidelity.	<input type="checkbox"/>	<input type="checkbox"/>	



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Charter school adheres to a written discipline policy that is consistent with the law and charter.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school has an up-to-date school safety plan.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school completes all mandatory reporting for local and state agencies in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>*Additional assurances or obligations set forth in charter petition (e.g., monthly reporting to authorizer) and subject to review:</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	

<b>EDUCATIONAL PROGRAM / STUDENT ACHIEVEMENT</b>			
<b>Compliance Area: Educational Program</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Charter school is following its curricular and instructional plan as presented in its charter. The plan has been updated to include new requirements regarding the LCFF and requirements to adopt an LCAP. The plan includes the following:			



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(a) Implementing the Common Core State Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Improving student achievement, graduation rates, and school performance.	<input type="checkbox"/>	<input type="checkbox"/>	
(c) Providing services for English learner students, low income students, and students in foster care.	<input type="checkbox"/>	<input type="checkbox"/>	
(d) Increasing student participation in college preparation, advanced placement, and career technical education courses. (High school only)	<input type="checkbox"/>	<input type="checkbox"/>	
(e) Employing qualified teachers, providing sufficient instructional materials, and maintaining facilities.	<input type="checkbox"/>	<input type="checkbox"/>	
(f) Providing opportunities for parent involvement.	<input type="checkbox"/>	<input type="checkbox"/>	
Students who are achieving either significantly below or significantly above grade level are receiving instruction that addresses their learning differences.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school is implementing a framework for instructional design that is aligned with the needs of the students identified as the target population in the charter.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Compliance Area: Instructional Materials</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Charter school uses state standards-based instructional materials and has an implementation plan for the new Common Core State Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school uses instructional materials that address			



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the specific needs of special education students.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school uses instructional materials that address the specific needs of English learners.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school refrains from using faith-based instructional materials.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Compliance Area: Assessment</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Charter school conducts all state-mandated testing, including those assessments prepared by the Smarter Balanced Assessment Consortium, which are based on the Common Core State Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
A review of Academic Performance Index (API) data indicates that the charter school is on target to meet renewal requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school has submitted a school accountability report card (SARC) containing the required elements, and it is posted on the charter school's website.	<input type="checkbox"/>	<input type="checkbox"/>	
Student achievement data is regularly reported to parents and staff.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school is implementing a plan for collecting, analyzing, and reporting data on student achievement and using the data continually to monitor and improve its educational program.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Compliance Area: Special Populations</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>



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Charter school has adopted policies and practices that indicate compliance with all laws related to the provision of special education, including the following:			
(a) Appropriate placement for students who are enrolling with IEPs.	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Referral and assessment of students suspected of requiring special education and related services.	<input type="checkbox"/>	<input type="checkbox"/>	
(c) Compliance with timelines related to special education.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter School has identified a lead administrator in charge of implementing the special education program and monitoring compliance with its special education MOU (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	
Students who are identified as eligible for special education are receiving instruction and services that comport with their IEPs.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school includes all required members in IEP team meetings.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school has a plan for providing transportation for special education students who require this related service.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter School personnel submit the required IEP documents to the District to comply with CASEMIS	<input type="checkbox"/>	<input type="checkbox"/>	



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reporting requirements in a timely manner.			
Charter school has a process for determining a student's eligibility for services under Section 504 of the Rehabilitation Act of 1973.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school develops and implements accommodations plans for students who are eligible under Section 504.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school ensures that special education funds are not used to serve students with Section 504 plans.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school follows a process to identify and reclassify students who are English learners.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school follows a process to monitor and support recently reclassified English learners (R-FEP).			
<b>Compliance Area: High School Programs Only</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Charter has documentation showing that parents of charter high school students are informed about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school has requested accreditation through the Western Association of Schools and Colleges (WASC) or other sources.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>*Additional assurances or obligations set forth in charter petition (e.g., monthly reporting to authorizer) and subject to review:</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>





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_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____			
_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____			

<b>FACILITIES/MAINTENANCE</b>			
<b>Compliance Area</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Charter school has a custodial schedule showing appropriate and timely attention to providing students with a clean and safe learning environment.	<input type="checkbox"/>	<input type="checkbox"/>	
Staffing for custodial, grounds, and other facilities at each site is sufficient.	<input type="checkbox"/>	<input type="checkbox"/>	
Facilities meet Americans with Disabilities Act (ADA) requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school has a process for routine maintenance to ensure that its facilities (including playgrounds) remain in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
If the facilities are not in good condition, charter school has a schedule for making needed improvements.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school's facilities are adequate for the number of students and types of programs assigned to each site.	<input type="checkbox"/>	<input type="checkbox"/>	



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Charter school has a certificate of occupancy on file.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school has a conditional use permit for each of its sites.	<input type="checkbox"/>	<input type="checkbox"/>	
Facilities are free from mold and other hazardous substances.	<input type="checkbox"/>	<input type="checkbox"/>	
Charter school complies with the Facilities MOU with the District related to use of and modifications/improvements to the facilities and grounds.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>*Additional assurances or obligations set forth in charter petition (e.g., monthly reporting to authorizer) and subject to review:</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____			
_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____			