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**LOS ANGELES UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE OFFICES**

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VIVIAN EKCHIAN
Interim Superintendent of Schools

CHERYL HILDRETH
Superintendent, Local District West

RA'DANIEL MCCOY
Administrator of Operations, Local District West

February 2, 2018

RE: PROPOSITION 39 PRELIMINARY PROPOSALS TO CHARTER SCHOOLS

Dear Principal,

I am writing to inform you that, after carefully weighing various educational, safety and space-related factors, your campus has been identified for a charter school to potentially co-locate in the upcoming school year. It is important to note that, per the laws governing Proposition 39, the District may not know for certain whether a charter school will actually occupy space on your campus until at least May 1, 2018.

This is a complex process and while there will be impacts, the District will continue to work diligently to minimize the disruptions on campuses, and most importantly, to students. Throughout this process, decisions were based on efforts to ensure full compliance with the law, while also attempting to incur the least disruption possible to students in District and charter school programs. Unfortunately, in many situations across the District, spaces critical to important District and local educational initiatives may be identified for reduction or elimination in order to co-locate charter schools in the upcoming school year.

Although the proposal to co-locate a charter school on your campus does not voluntarily offer more than the District's legal obligation, it does represent the District's good faith effort to fully satisfy Proposition 39's requirements.

Consistent with applicable law, the next steps in the Proposition 39 process are as follows:

JANUARY 2018

- Local District Leadership, Maintenance & Operations, and other District staff will support District principals in commencing the identification of a campus configuration that provides equal consideration to both District and charter school programs resulting in the least possible disruption to students.
- District staff will provide District principals with a provisional plan and ask for your recommendations, both of which will be reviewed by the respective Local District Instructional Committee for further input.
- Facilities Services Division's Community Relations staff will contact District principals to provide important information for your local school community.

FEBRUARY 2018

- On or before February 1, the District will make a preliminary proposal regarding the space to be allocated to the charter school and/or to which the charter school is to be provided access.

MARCH 2018

- On or before March 1, the charter school shall respond in writing to the District's preliminary proposal, expressing any concerns, addressing differences between the preliminary proposal and the charter school's facilities request, and/or making counter proposals.
- You will be notified prior to the District providing a final offer of space to the charter school.

APRIL 2018

- On or before April 1, having reviewed any concerns and/or counter proposals made by the charter school, the District will submit in writing a final notification of the space offered to the charter school. The notification shall include a response to the charter school's concerns and/or counter proposals (if any).

MAY 2018

- On or before May 1, the charter school must notify the District in writing whether or not it intends to occupy the offered space or else the final offer expires.
- You will be informed of the final outcome in early May.
- If your campus is confirmed for charter school co-location in the projected school year, you will participate in a meeting at the Local District office with the support of Local District Leadership, Maintenance & Operations, and other District staff. During this meeting, both District and charter school principals will complete the campus Shared Use Agreement, coordinate basic operational details for the start of the projected school year and set initial meetings to incorporate the co-located charter school into your Safe School Plan. The charter school will be required to comply with all District policies and procedures regarding the operations and safety of the campus.

AUGUST 2018

- Each District principal of a co-located campus will appoint a certificated staff member to serve as the Co-location Site Coordinator, who will receive compensation in the form of a differential and serve as support to the District principal, as appropriate.
- Under the leadership of the District principal, each co-located campus will establish a Campus Co-location Advisory Team consisting of both the District and charter school principals, a lead teacher from each school, the District campus plant manager, and one parent representative from the District and charter school programs, respectively. It is recommended that the advisory team collaborate at least once a month, but no less than 6 times per school year.

As you continue developing a collaborative campus culture, focused on student safety and efficient operations, please use the following resources:

- Prop. 39 Principal's Resource Guide
- Bulletin 5532.1 Policy on Co-Locations for District School Facilities' Use Pursuant to Education Code Section 47614 (Proposition 39) dated 12-04-17.

If you have any questions or concerns, please contact the following Charter Schools Operations Coordinator assigned to your respective Local District:

Vernail Skaggs – vernail.skaggs@lausd.net

Local Districts: West, Northwest and Northeast

Lori Pawinski – lap4521@lausd.net

Local Districts: South, East and Central

I am counting on your continued engagement and cooperation to ensure the success of all our students. I deeply appreciate your ongoing commitment to the education and safety of all the children we serve.

Sincerely,



Cheryl Hildreth, Superintendent
Local District West



RaDaniel McCoy, Administrator of Operations
Local District West

c: Proposition 39 (prop39@lausd.net)