

LAUSD's Proposition 39 Space Allocation Process & Co-Location Timeline

August-September: At the beginning of the school year LAUSD Facilities Division conducts a "Road Show" where they meet with principals from every school and do a "walk thru" to determine how space is being utilized. Known as the ECAR (Electronic Capacity Assessment Report) it also defines what rooms/space is considered "vacant and available" for co-location.

October: LAUSD's Facilities Division finalizes the ECAR and makes the information available to principals and the Charter School Division.

November 1st: is the deadline for *principals* to submit requests to remove unused/unsafe bungalows. We recommend that principals submit these requests by September in order to be processed for the following year.

-Please note- In 1998 the School Board approved bungalows to relieve overcrowded classrooms while LAUSD began to build more schools. Bungalows were meant to be temporary.

Co-Location Space Allocation, the Process: November 1st – May 1st

- **November 1st** is the deadline for Charter Schools submit to LAUSD their application to co-locate on an LAUSD campus.
- **November 1st-December 1st** LAUSD reviews the Charters' ADA (Average Daily Attendance) projections and accepts OR objects and responds with projections the District considers reasonable.
- **December-January:** LAUSD's Charter School Division assesses all co-location applications and develops preliminary offers for co-locating charter schools onto District campuses.
- **By February 1st** the District makes an initial offer to the charter schools. The District may offer a Charter school multiple possible co-location matches based on the available space at District schools the charter's projected enrollment. District Principals are notified about a week earlier.
- **By March 1st** the Charter School can accept the District's initial offer or will submit a counter proposal to the District for their consideration.
- **By April 1st** the District will provide the charter school with a final co-location offer.
- **By May 1st** the charter school must accept or reject this offer.
- If the final offer is accepted, the Charter School moves into their new site 10 working days prior to the first day of school instruction. If rejected, no co-location for the following school year.

Co-Located Campuses: From May-August principals from the District and Charter Schools are responsible for developing the Shared Use Agreement (SUA) that will define how space is allocated, utilized and/or shared. *The input of teachers and parents is critical in this process*, but often ignored by the two principals. Chapter chairs will have to insist on having a voice in this process at every step to ensure that the SUA is developed collaboratively. Be prepared to activate your CAT if there's resistance to your participation.

- **In May** LAUSD sponsors a planning meeting amongst Principals of co-located schools to start working on developing the SUA. Chapter Chairs/Prop 39 Site Coordinator should also be there.