



Dehesa Charter Oversight Report

August 18, 2023

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Introduction

Background

According to Education Code 47,600 et seq., charter school authorizers must fulfill certain minimum oversight requirements. The Education Code lacks detail on how these requirements are to be met, therefore the Dehesa School District (District), in consultation with legal counsel, has established a charter oversight process allowing for greater consistency and uniformity in application while providing objective evidence of legal compliance. Considering charter reform efforts at the state level, these charter oversight materials are reviewed and updated on an annual basis to ensure they align with any new legal requirements. The 2019-2020 school year was the first time this oversight process was implemented. The process for the 2020-2021 school year was adjusted to address changes in legal requirements applicable to charter schools, as well as other practical, logistical, and other considerations prior to this school year. A successful adjustment for this 2021-22 school year was to improve the District's oversight review of documentation by aligning the submission dates for required documents to the dates the charter schools receive those documents for the 2021-22 school year. The COVID-19 pandemic created its own challenges that continue into the 2022-23 school year. There were challenges with funding, with charter schools receiving less favorable funding than traditional schools. Statewide some charter schools experienced enrollment loss, while others experienced significant growth. The boards of charter schools, like those of traditional school districts, moved to online meetings. Finally, changes in the law resulted in the closing of many resource centers throughout the state.

Like the considerations and adjustments for the 2020-2021 Dehesa Charter Oversight Report, this 2021-22 Report has been adapting to the COVID-19 pandemic. Compared to last year, more face-to-face interviews took place. However, COVID-19 precautions again required many virtual meetings. In some cases, COVID-19 precautions taken by the charter schools left lasting changes, such as resource centers being closed, or more restricted to students and staff.

To implement the oversight process for the 2022-23 school year, the District renewed its independent contractor agreement with the Small School Districts' Association (SSDA) to provide professional services to the District for high-quality charter school oversight using the District's oversight model. SSDA created an SSDA Charter Oversight Team (SSDA COT) of experts whose background is provided under the "SSDA Charter Oversight Team" heading later in this report. As a significant enhancement for the 2022-23 school year, SSDA included in the Oversight Team CCAP, California Charter Authorizing Professionals. CCAP is a nonprofit organization dedicated to supporting school districts and county offices of education in providing high-quality charter school authorization and oversight.

Once again, the District's governance team is to be commended for maintaining its focus on high-quality oversight. The 2022-23 school year saw several major enhancements as part of the District's commitment to continuous improvement.

The oversight of charter schools in California and nationally varies significantly. However, at its core, high quality oversight focuses on four questions.

1. *Is the charter school's educational program a success?*
2. *Is the charter school financially viable?*
3. *Is the charter school operating and governed effectively?*
4. *Is the charter school serving a public policy purpose?*

The enhancements implemented this year improve the District's ability to answer these questions for the schools it oversees.

Two significant enhancements were the implementation of a web-based authorizer oversight support system called Epicenter. This system, created by the non-profit National Charter School Institute, supports authorizers in twenty states and helps these authorizers effectively oversee more than 2,500 charter schools (www.epicenternow.org). Epicenter notifies schools of documents' due dates, tracks schools' submissions, routes them to appropriate reviewers, and provides a permanent multi-year record. The second enhancement is the implementation of coordinated school site visits. This year the oversight team developed a site visit protocol that focused on key elements of the schools' work based on legal compliance and their educational priorities as described in their LCAP and similar documents. Of the one-day site visits, four visits were in-person, and the visit to Method Schools was virtual. The visits included interviews with senior staff, teachers, students, and parents.

Scope and Process of Oversight

The SSDA COT provided the Dehesa School District (District) the service of assessing each of the five charter schools under the District's authorization. The charter schools were:

- The Heights Charter
- Methods School
- Diego Hills Central
- Cabrillo Point Academy
- Pacific Coast Academy

Using the District's charter oversight process, each of the charter schools was evaluated by the SSDA COT in the following six principal areas during the 2022-2023 school year:

- Governance
- Educational Program/Student Services
- Special Education
- Personnel
- Operations/Facilities
- Finance/Business Systems

The oversight process for the 2022-23 school year incorporated the implementation of Epicenter's web-based authorizer support system. This included implementing the District's list of submissions into the Epicenter system and training schools and consultants on using the Epicenter system. The process also required a significant review of written instructions for submission items, decisions regarding the content of document submissions, certifications to be required, and documents identified for site review. The implementation process had some glitches, including some delays in updates regarding fiscal submissions and the criteria for review of fiscal submissions, but overall went well.

In early 2023, DCOT reviewed materials submitted through Epicenter and began completing the master charter oversight checklist. In March, a site visit protocol was developed, schools were requested to summarize information in preparation for the site visit, and dates were finalized. Site visits were conducted in April and early May. SSDA COT members drafted reports for each school, considering document submissions, site visits, and conversations with school staff and leadership. In early June, these SSDA draft reports were provided to the charter schools to review the portions relevant to their school. In the fifth phase, the District and SSDA received feedback from the charter schools, and updates were made to the report, as appropriate, before it was finalized. Once finalized, the District made the written reports available to the District's governing board, the charter schools, and the public. The reports specify concerns and best practices, recommendations, and/or corrective actions to be taken by the charter school.

Dehesa Charter Oversight Team

This year SSDA has included CCAP as a subcontractor. The addition of CCAP brings a deep level of expertise and experience with charter school authorizing and oversight to support the District's oversight work. SSDA and CCAP are committed to supporting high-quality charter school oversight by all authorizers but have a special focus on supporting small authorizers.

David Patterson, Ed.D., Project Lead, Governance, Operations and Facilities (CCAP)

Since 2012 Dr. Patterson has been a member of the Placer County Board of Education and currently serves as a founding board member of California Charter Authorizing Professionals (CCAP) while serving as an adjunct professor with the Fortune School of Education.

Dr. Patterson's previous experience includes serving as the Director of CARNet (Charter Authorizers Regional Support Network), Director of the Charter Schools Office for the Alameda County Office of Education, and Special Projects Director for Gateway Community Charters in Sacramento, as well as the Superintendent for Athlos Academies. He is the founder and Executive Director Emeritus of the Rocklin Academy Family of Schools. Dr. Patterson was the Director of Governmental Relations for the California Network of Educational Charters, the predecessor of the California Charter School Association, representing charter schools before the legislature, the State Board of Education, the California Department of Education, and the Governor's Office. Dr. Patterson also previously served for ten years at the California Department of Education, where he became the Department's point person for charter schools.

Dr. Patterson is a recognized professional in traditional and charter school law and policy, school reform, and an acknowledged leader in state and national political and legislative activities.

Kathy Granger, Ed.D., Educational Program & Student Services Lead

Dr. Granger has served the educational community for over 38 years. Her previous experience includes serving as Superintendent of Schools for Mountain Empire Unified School District and Assistant Superintendent of Human Resources for Walnut Valley Unified School District, in addition to many years in the classroom and educational services. She is currently an adjunct professor with Alliant International University in the California School of Education. Having worked in both large and small school districts as well as providing oversight for charter schools, Kathy brings a wide range of experience in district office support, site administration, and teaching to the team.

Alicia Alvarez, M.Ed., Special Education Lead

Alicia has worked in the field of education for the past 23 years. She began working as an instructional assistant while completing her BA in psychology. Working in a moderate/severe classroom inspired her to switch her focus to education, with an emphasis on working with students with significant disabilities, autism, and behavioral challenges. In addition to holding a master's in special education, Alicia is also a board-certified behavioral analyst (BCBA) and holds a credential in educational administration.

Diane Herrera, M.A., Personnel Lead

Diane Herrera has over 30 years of experience serving school districts in San Diego County, a bachelor’s degree in psychology, and a master’s degree in industrial and organizational psychology. In 1988, Diane started her career in public education, working in the front offices of small and large districts, and began working in Human Resources in 2003 at the San Diego County Office of Education, supporting all school districts throughout San Diego County. Currently, she works at the San Dieguito Union High School District Human Resources office.

Diane has a deep passion for, and extensive knowledge of, Human Resources and believes that employees are the driving force behind supporting the students in our educational systems. She is a dedicated HR professional with a proven track record of successful human resource projects and strategic planning initiatives.

Barbara Mandelbaum, Governance, Operations, and site visit support (CCAP)

Barbara Mandelbaum is a highly skilled educator and administrator. With more than 20 years of experience in education, she is passionate about supporting small district and charter school leaders in developing compliant, sustainable, data-driven, student-centered systems. Barbara is well-versed in the needs of small/rural districts and charter schools, state and federal compliance, student programs and educational supports, family engagement, and data and assessment.

As a consultant, Barbara works collaboratively with school administrators and educational organizations to build organizational capacity and productivity by bridging the gap between isolated compliance requirements and sustainable, student-centered systems development.

Debi Deal, Retired FCMAT: CFE and CICA, Finance/Business Lead (CCAP)

Debi Deal is a Certified Fraud Examiner and an expert on California school financial accounting. She has worked in private and public organizations in financial record keeping and budget development. With more than 34 years in the education field, she has served in school districts for 18 years as a manager, supervisor, trainer, mentor, and Chief Business Official. In her ten years as an Intervention Specialist for FCMAT, she performed 20 AB139 Extraordinary Audits and served as a statewide FCMAT trainer, as well as an Instructor with the USC School of Education CBO Mentor Program, CASBO trainer, and CARSNet Trainer. She has continued her work as a consultant since her retirement in December 2018, serving as an interim Chief Business Official and supporting the school district’s business offices throughout the state.

Overview of Planned Changes in 2023-24

Under the direction of the District's leadership, the charter school oversight implemented by the District continues to evolve and be strengthened as part of the District's commitment to continuous improvement. Building on the implementation this year of the Epicenter system and lessons learned, for the 2023-24 school year there will be a review of all submissions, identify any that are no longer needed, add any newly required by changes in law, and update submission instructions on the Epicenter system. Through Epicenter, there will be implemented a calendar of submission due dates throughout the year and incorporate timelines for the review of each submission. Dates will be set this fall when spring school site visits will occur. The annual report format will be updated based on the CCAP annual report template and information from the Epicenter system. This will be a collaborative process, guided by district leadership, where the SSDA COT team will work closely with the schools to ensure a high-quality oversight process while also minimizing unnecessary bureaucratic burdens.

Dehesa Charter Oversight Report

The Heights Charter

August 18, 2023

The Heights Charter : Governance

Context

The Heights Charter is a California public benefit corporation approved as a 501(c)(3) tax-exempt non-profit by the IRS. It is governed by a 7-member board of directors (bylaws provide for 5 to 7). The board members have deep involvement in the school and bring a wide range of community engagement and professional skills and experience. The current board chairperson, Kristi Scherbaum, was a former parent active in establishing the school and has returned to the board. The board is guided by the founder and Executive Director, Diana Whyte.

The Height's board document submissions were on time and accurate. The review team evaluated many documents covering organizational management, composition, board meetings and minutes, education code assurances, and board policy. There was also a meeting focusing on governance activities with the governing board president and the executive director.

Summary

The Heights school operates well as a small, tightly knit school. The board has deep ties and operates appropriately and informally. The school is led by its founder Executive Director Diana Whyte. The school's largest challenge is the change of authorization required by law at the end of the term of the charter, June 30, 2025.

Compliance Concerns

No areas of concern were noted in this year's review.

The following suggested changes in best practices may support the school's further improvement:

- Place language on the agenda or otherwise modify board procedures to ensure that a call for public comment occurs before action on any closed session and before the board takes action on any action item.
- Posted board agendas include only the agenda itself, not the attachments. Best practice is to have all materials available in the same time frame that they are made available to board members. If the materials for the posted agenda are made available to board members electronically, best practice is that they are also made available to the general public in the same/similar manner.

The Heights Charter: Educational Program and Student Services

Context

Located in a strip mall at 2710 Alpine Blvd, Unit E, Alpine, California, the Heights Charter was established in 2012. It is a small, single resource center/independent study school serving approximately 260 students, grades TK – 8, and located in San Diego County. The Director is in charge of the Educational Program. Students who attend The Heights Charter have the option to attend in person, be homeschooled, or a combination of the learning environments.

Findings

This school year, the Heights Charter has placed an intense focus on the social-emotional support that students need to be successful in school following the transition back to “in-person” school from COVID. In addition to providing more flexibility in how students receive their education, the charter has implemented content-specific teachers (e.g., ELA, Math) in the middle school grades. “Specials” at the elementary level offer students a well-rounded curriculum that includes the arts and electives.

The interviewed students expressed that they feel very accepted at the school by staff and students alike. They feel that the teachers are focused on helping them to succeed. The parents we spoke with felt the same way saying that the school has a caring and personal environment. They also value the safe learning environment at the school. One parent stated, “They won’t let you [the student] fail.” Another shared that at this school, “kids can be kids.”

Staff collaboration is part of the culture, and teachers have flexibility in how they differentiate the curriculum for their students. It was very evident in speaking with the teachers that they bring a lot of creativity and passion to the classroom. The school has implemented the “Love and Logic” program to continue to develop the relationship-based culture at the school. Core Support, a new program this year, provides students who need additional support in any subject area the time and access to their teachers.

Academically, students at The Heights excel in ELA, scoring 21.4 points above standard. In Mathematics, students are scoring, on average, 24.2 points below standard. By comparison, students in the Alpine Union Elementary District (the location of the charter) scored 18.7 points below standard and 50.3 points below standard in ELA and mathematics, respectively. At Dehesa Elementary School, the scores were 26.9 below and 63.7 below standard. Nevertheless, The Heights has implemented some additional support to improve mathematics performance in the coming years.

Summary

The Educational Program at The Heights Charter is strong and continues to improve. The school has implemented a well-rounded program to address the needs of all learners and works closely with parents to personalize an educational program that will best serve the needs of each individual child. The school has submitted the requested documentation for oversight of the Educational Program.

Compliance Area Concerns

No areas of concern were noted in this year's review.

Best Practices

Continue to refine the mathematics program to improve student performance.

The Heights Charter: Special Education

Context

The Heights is a public charter school serving grades TK-8. As of June 2023, The Heights became its own independent LEA member of the El Dorado Charter Special Education Local Planning Area (SELPA) for special education purposes and is solely responsible for implementing all state and federal special education requirements and for complying with all applicable laws and regulations pertaining to students with disabilities. The special education MOU between The Heights and Dehesa School District is not due for renewal until June 30, 2025.

The Heights is an independent study program that offers families the option of a homeschool curriculum, receiving instruction in core subjects and/or electives from teachers on-site at their resource center location, or a combination of the two. Families have the option to choose how many days per week their student will attend in-person vs. homeschool.

Specialized academic instruction (SAI) services are provided in both a push-in and pull-out model when they are onsite or virtually, depending on the needs of the student. Both formal and informal assessment measures are utilized to assess and monitor student progress and assist in making data-driven decisions related to instruction, goals, and services. Related services, such as speech and language therapy, occupational therapy, and more, are provided by credentialed specialists through an approved non-public agency (NPA). The Heights Charter serves students of all levels, including those with moderate and/or severe disabilities, requiring more individualized support.

Findings

According to data from the 2021-22 School Accountability Report Card (SARC), The Heights does not enroll a disproportionate number of students with disabilities compared to that of the state average. The identification rate of 12.1% for special education is consistent with the 2022 state average of 12.7%. Discipline data provided indicates that there were no suspensions for students with disabilities.

The enrollment process for students with disabilities follows the same process as for general education students; however, additional steps are put into place to ensure students receive the necessary support outlined in their IEP. Upon initial enrollment, the IEP is reviewed by the special education director to ensure appropriate services are provided. The team then reviews the IEP and student performance within the first 30 days (30-day interim) to make adjustments to the IEP or make recommendations as needed.

The Heights Charter School Special Education Procedures Manual is available online and outlines a clear referral process for when the general education team or a family has concerns related to a student's academic performance. The Heights utilizes a student study team (SST) process in which the general education teacher works with parents and school site staff who are familiar with the individual student to put interventions into place. Intervention progress is monitored over a period of 6-8 weeks. Should the student require additional intervention, the SST refers to The Heights special education team for assessment.

Students identified as eligible for special education services have access to the full range of services as indicated by their IEP. The sampling of IEPs submitted for review demonstrates that all required members of the IEP team were present and participated in the meeting. SELPA policies indicate clear timelines in accordance with the Individuals with IDEA and the California Department of Education (CDE). Service accountability is documented via an Excel spreadsheet maintained by the special education director/education specialist.

The Heights continues to employ an additional teacher to support in the special education department. This has greatly helped in reducing the number of overdue annuals and evaluations. Looking forward, The Heights plans to increase the support provided by the additional education specialist so that the school psychologist/education specialist can put a greater focus on supporting the social-emotional needs of students. With the transition to the El Dorado SELPA, teachers at The Heights have had access to a greater array of professional development opportunities.

The 2021-2022 School Accountability Report Card (SARC) data indicates that 96% of the students with disabilities enrolled at The Heights participated in the ELA and math portion of the CASSPP assessment, with 29% falling within the meet or exceed range for ELA and 25% scoring above or exceeded for math.

Summary

The Heights Charter School continues to improve its programming and provide students with disabilities access to small group instruction and intervention within the classroom setting. With their increase in special education staffing, they are better equipped to meet the needs of their students as well as compliance with state timelines. Their flexible learning model allows students to not only have access to the core curriculum but also to a variety of enrichment activities.

Compliance Area Concerns:

- No areas of concern were noted in the year's review.

Best Practices

- Continue to hold and complete IEPs and assessments within the required time frame.
- Continue to build in support to address the social and emotional needs of students.

The Heights Charter: Personnel

Context

The 22-23 Personnel Oversight Checklist review went very smoothly. The Executive Director of The Heights was instrumental in providing the Personnel Oversight Checklist documents for this year's review. The school has an organized method for collecting all required employment data for all staff. Any missing documentation was submitted quickly and completely.

Throughout the site visit, it was clearly evident that the staff and leadership of the school has developed a very supportive climate for students, parents, and staff. There is a strong sense of community, pride, and dedication to continue to serve the families and community.

Staff are provided professional growth opportunities; evaluations are conducted using a thorough and methodical process with input and feedback between staff and leadership. All personnel processes are consistent with the employee handbook and the approved charter.

There was one area of low-level concern from the Oversight Checklist.

Compliance Area Concerns

- **Low – P16:** The first low-level area of concern was related to P16, which requires teachers to legally hold required English Learner (EL) authorizations (CLAD, BCLAD, or equivalent). There was one employee that did not have a credential with an EL authorization. The school has applied for an emergency EL Authorization, and the employee is registered to take the requisite exam in May 2023.

Best Practices

- Follow up and monitor all low-level concerns.

The Heights Charter: Operations and Facilities

Context

Located in a strip mall, The Heights Charter was established in 2012. It is a small, single resource center/independent study school serving approximately 260 students, grades K – 8. The school site is in a strip mall-type environment, and the school has creative, effective, and welcoming educational spaces in this environment. The school has recently acquired additional space in the same location and is making improvements to improve its useability by the school. The Director is in charge of maintenance.

Compliance Area Concerns

- **None**

Best Practices

- Keep the authorizer apprised of the use of the newly acquired space.

The Heights Charter: Finance/Business

Compliance Area Concerns

No areas of concern were noted in this year’s review.

Fiscal Review

Audit

Information is based on the audited financial statements at a “point in time.” It is recommended that the school measures cash on hand monthly using the cash flow statement as well as the end of the school year.

A test of Days of Cash on Hand indicates 218 days of Cash on Hand meets the standard.

Standard:

MEETS STANDARD: At least 60 Days of Cash on Hand

DOES NOT MEET STANDARD: 30-Less than 60 Days of Cash on Hand

FALLS FAR BELOW STANDARD: Less than 30 Days of Cash on Hand

Cash and Cash Equivalents \$1,550,564
Expenses less depreciation divided by 365: $\$2,599,889 - \$273 / 365 = \$7,122$
 $\$1,550,564 / \$7,122 = 218$ days of cash on hand

Cash has increased from the beginning of the year by \$602,273. Cash flow statements submitted with the financial statements show detailed calculations and calculations for days of cash on hand. Cash projections are reasonable and correlate with the budget. The auditor had no findings for the 2021-22 audit year.

Financial Reporting Periods

Adopted Budget 2022-23 & Estimated Actuals 2021-22

Budget projections are reasonable. No significant variances between reporting periods.

Unaudited Actuals 2021-22

THC provided a “year-to-date” projection on the cash flow statement late into the prior fiscal year. That document was used for the financial projection analysis. There were no significant variances between the year-to-date projection and the Unaudited Actuals.

First and Second Interim 2022-23

Budget projections are reasonable. No significant variances between reporting periods.

Attendance

THC documents the average daily attendance and enrollment at each reporting period by grade level. These calculations correlate well with actual reporting to the California Department of Education (CDE).

P1 = 264.45 from CDE
 P2 ADA = 264.42 from THC

Enrollment/UPP

CY = 265
 PY 1 = 264
 PY 2 = 279

FINANCIAL ANALYSIS SECTION

CHARTER SCHOOL INTERIM FINANCIAL REPORT - ALTERNATIVE FORM Second Interim Report - Summary										
Charter School Name: The Heights Charter										
CDS #: 37-68338-0127118										
Charter Approving Entity: Dehesa Elementary										
County: San Diego										
Charter #: 1488										
Fiscal Year: 2022/23										
Description	Object Code	YTD Forecast 2021-22	Unaudited Actuals 2021-22	Difference: YTD Forecast to Unaudited Actuals	Adoption 2022-23	Difference: YTD Forecast to Adoption	1st Interim	Difference: Adoption to 1st Interim	2nd Interim	Difference: 1st Interim to 2nd Interim
A. REVENUES										
5. TOTAL REVENUES		2,950,037	2,766,585	(183,452)	2,899,265	(50,772)	3,138,204	238,939	3,224,122	85,918
B. EXPENDITURES										
8. TOTAL EXPENDITURES		2,639,798	2,599,891	(39,907)	2,761,596	121,798	2,919,384	157,788	2,968,479	49,095
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		310,239	166,694	(143,545)	137,669	(172,570)	218,820	81,151	255,643	36,823
D. OTHER FINANCING SOURCES / USES										
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		310,239	166,694	(143,545)	137,669	(172,570)	218,820	81,151	255,643	36,823
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of July 1	9791	694,095	1,004,334	310,239	1,076,961	382,866	1,171,029	94,068	1,171,029	-
b. Adjustments to Beginning Balance	9793, 9795									
c. Adjusted Beginning Balance		694,095	1,004,334	310,239	1,076,961	382,866	1,171,029	94,068	1,171,029	-
2. Ending Fund Balance, June 30 (E + F.1.c.)		1,004,334	1,171,028	166,694	1,214,630	210,296	1,389,849	175,219	1,426,672	36,823
Components of Ending Fund Balance:										
a. Nonspendable										
Revolving Cash (equals object 9130)	9711									
Stores (equals object 9320)	9712									
Prepaid Expenditures (equals object 9330)	9713									
All Others	9719									
b. Restricted	9740									
c. Committed										
Stabilization Arrangements	9750									
Other Commitments	9760									
d. Assigned										
Other Assignments	9780									
e. Unassigned/Unappropriated										
Reserve for Economic Uncertainties	9789				138,080	138,080		(138,080)		
Unassigned/Unappropriated Amount	9790	1,004,334	1,171,028	166,694	1,076,550	72,216	1,389,849	313,299	1,426,672	36,823

Dehesa Charter Oversight Report

Method Schools

August 18, 2023

Method Schools Governance

Context

Method Schools - San Diego is a tuition-free, independent study, public charter school serving students in Grades TK-12 in San Diego County and adjacent counties. The virtual/independent study school serves approximately 330 students. Method Schools' administrative office is in Murrieta, California.

Method Schools is a California public benefit corporation, founded in 2013. It has 501(c)(3) tax-exempt status from the IRS. It is governed by a five-member board of directors and led by its founders Dr. Jessica Spallino as CEO and Mark Holley as CBO of the school. The board members bring deep K-12 education experience, including teaching, serving as principal, district and county-level professional development, and teaching graduate courses. Board members also bring significant experience in the private sector and community-based nonprofits. Method Schools board document submissions were on time and accurate. The review team evaluated documents that covered organizational management, composition, meeting agendas and minutes, education code assurances, and board policy, including complaint policy and procedures. There was also a meeting focusing on governance activities with the governing board president and the executive director.

◆ Compliance Area Concerns

- ◆ No areas of concern were noted in this year's review.

Best Practices

- Consider the placement of the link for the LCAP and related documents to ensure it meets the requirement of being "prominently posted."

Method Schools: Educational Program and Student Services

Context

Method School prides itself on its fully virtual platform that can educate students when and where they want it. During this past year, they have benefited by receiving feedback on their policies and practices from several state monitors and reviewers. This feedback has provided the foundation for upgrading their practices in many areas.

The school culture is one of flexibility and personalization. Students who are competitive athletes and performers seeking academic advancement and early graduation are all examples of the type of student drawn to Method Schools. College and Career readiness is an important aspect of the program and is being augmented annually by adding career-focused courses and CTE pathways. To better meet the needs of special populations, including SPED and ELLs, the school has implemented professional development opportunities so that staff members are equipped to provide targeted support to these populations of students.

In reviewing student achievement data this past year, Method Schools identified targeted areas for growth. Specific resources were put in place for these targets and more frequent benchmark testing was implemented to monitor growth and progress. For the 2023-2024 school year, Method will implement NWEA MAP testing, a verifiable source of achievement. This focus on academics will support Method's overall academic program and will be used to inform LCAP, WASC, and other planning tools, including the application for charter renewal. This will be critical to their success as current Dashboard numbers indicate that in ELA, students score 39.4 points below standard, and in Math, 79.6 points below standard, both measures below the State of California scores.

The LCAP outlines specific goals for improvements in student achievement and support that will drive ongoing improvement and continued success for Method School and its students.

Summary

The educational program at Method Schools continues to improve. The school has implemented a well-rounded program to address the needs of all learners who need a very flexible learning schedule and works closely with parents to personalize an educational program that will best serve the needs of each individual child. The school has submitted the requested documentation for oversight of the Educational Program.

Compliance Area Concerns:

The documentation that Method Schools - San Diego provided for oversight for the 2022-23 school year presents several areas of concern in the area of Educational Programs and Student Services.

- **Low - E19:** This concern is a low-level concern related to the Charter school generating CAASPP/SBAC, Dashboard, and verified data indicating the charter school is on target for meeting renewal requirements per EC 47607. Method Schools is addressing the testing concerns by adopting NWEA Map testing for the 2023-24 school year and requiring that all enrollees participate in state-mandated testing.

Best Practices

- Address the areas of concern to bring the school into full compliance.

Method Schools: Special Education

Context

Method has up to 22 for students with disabilities. As of June 2022, the school became its own independent LEA member of the El Dorado Charter Special Education Local Planning Area (SELPA) for special education purposes and is solely responsible for implementing all state and federal special education requirements and for complying with all applicable laws and regulations pertaining to students with disabilities. The special education MOU between Method and Dehesa School District is not due for renewal until June 30, 2025.

Method Schools is an online independent study program where special education support and services are provided virtually based on a student's Individualized Education Plan (IEP). Both formal and informal assessment measures are utilized to monitor student progress and assist in making data-driven decisions related to instruction, goals, and services. Students are enrolled in general education classes and receive special education services through one on one or small group sessions with a credentialed education specialist. Related services, such as speech and language therapy, occupational therapy, and other services are provided by credentialed specialists through an approved non-public agency (NPA). Providers continue to utilize Service Tracker, a service delivery monitoring tool available within their IEP system, SEIS. Contracted service providers utilize their own tracking system and are required to upload it into SEIS.

Findings

According to data from the School Accountability Report Card (SARC), Method Schools does not enroll a disproportionate number of students with disabilities compared to that of the state average. The identification rate of 14.0% for special education is slightly above the 2022 state average of 12.7%. At the end of last school year, Dehesa School District was found to be in level two targeted monitoring by CDE in indicator nine (overall students with disabilities) due to a disproportionate number of African American students identified as having a disability.

According to the data, the team found that one student is a Dehesa student, and the other 12 students are Method students. Dehesa School District and Method Schools worked together to conduct targeted reviews, root cause analysis, and develop a special education plan to address the disproportionality. In reviewing the Equity, Disproportionality and Design (EDDS) tool, the risk ratio for African American students with a disability has decreased (below three); however, the risk ratio for white students with a specific learning disability (SLD) has a current risk ratio factor of 5.34. While CDE's maximum risk ratio is three, close attention should be paid to this particular subgroup of students as it is well above the maximum ratio.

The enrollment process for students with disabilities follows the same procedures as for general education student; however, additional steps are put into place to ensure students receive the necessary support. Upon initial enrollment, the IEP is reviewed by the special education director or

coordinator to ensure appropriate services are provided. The student is assigned a student success manager as well as specialized academic instruction according to their IEP minutes. The team then reviews the IEP and student performance within the first 30 days (30-day interim) to make adjustments to the IEP or make recommendations as needed. These policies are not outlined in the Method Schools policy and procedural manual but were shared during the interview with the special education director and coordinator.

The Method Schools Parent and Student Manual outlines a clear referral process for when the general education team or a family has concerns related to a student's academic performance. Method utilizes a multi-tiered system of support (MTSS) model where students may be required to attend additional interventions. Additional interventions may include, required attendance in additional targeted direct instruction (TDI), more frequent progress check-ins with parents and teachers, assignment of a student success manager, and adapted or modified online curriculum. Interventions are put into place for a minimum of 6-8 weeks. If the prescribed interventions are not successful, the general education teacher will initiate a student success team (SST) meeting in which teachers, parents, and the student, when applicable, meet to discuss obstacles and challenges and determine the next steps, which may include continued interventions or referral for special education assessment.

Students identified as eligible for special education services have access to the full range of services as indicated by their IEP. The sampling of IEPs submitted for review demonstrates that all required members of the IEP team were present and participated in the meeting. SELPA policies indicate clear timelines in accordance with the Individuals with Disabilities Education Act (IDEA) and the California Department of Education (CDE).

The 2021-2022 School Accountability Report Card (SARC) data indicates that while Method had an overall participation rate of 91%, only 75% of their students with disabilities population participated in state testing. Methods did not have students with disabilities score in the met or exceeded range. The dashboard data also indicates a very high percentage of chronic absenteeism for students with disabilities, 18.7%. These are two areas of concern that should be addressed as the school begins to plan for next year.

Summary

With the transition to the El Dorado SELPA, teachers and staff at Method Schools have had access to a greater array of professional development opportunities and ongoing training. While the school has continued to improve in the area of special education, three areas of concern were found (described above) and should be addressed as planning continues to take place around instructional practices and re-engagement strategies.

Compliance Area Concerns

There were no concerns based on the compliance checklist.

Best Practices

- Work to increase the participation of students with disabilities in state testing.
- Work to decrease the percentage of students with disabilities that are chronically absent.

Method Schools: Personnel

Context

The 22-23 Personnel Oversight Checklist review went smoothly. The Director – Human Resources and Operations was instrumental in providing all the Personnel Oversight Checklist documents for this year’s review. The Director was very responsive to all requests for further information and follow-up questions.

Staff are provided annual professional growth stipends for which they may select and propose coursework, classes or other professional growth activities aligned with their career development plans for approval from Administration. The charter also provides ongoing instructional staff development training throughout the year. Evaluations are conducted annually, and the charter is planning further development and refinement of the evaluation process. All staff personnel processes are consistent with the employee handbook and the approved charter.

During the 21-22 compliance review process, there was a low-level concern that three teachers did not hold an EL authorization on their basic teaching credential. Method Schools was to work with those teachers to ensure compliance for the 22-23 school year. In the 22-23 follow-up review, it was determined that the same three teachers do not hold an EL authorization on their credentials. In addition, one teacher’s credential expired on 4/1/23.

Compliance Area Concerns

- **High – P15:** A high-level area of concern regarding teachers holding valid California credentials. There was one teacher with an expired credential (expired 4/1/23) instructing students. Upon recognition of this issue, Method Schools provided assurances that the students assigned to that teacher will be taught by a fully credentialed teacher for the rest of the 22-23 school year.
- **Low – P16:** A low level of concern is related to the requirement that teachers hold an EL authorization. Three teachers were identified as not holding an authorization in the 2021-22 school year. One of the teachers was granted a CLAD ON July 1, 2023. A review of the CTC website on August 14, 2023 indicates that two teachers do not currently hold an EL authorization on their basic teaching credentials.

Best Practices

- Method Schools has a plan of action regarding the two staff members missing EL Authorization and the staff member with the expired credential. It is recommended that Method Schools develop more robust internal monitoring processes and structures to efficiently and effectively identify and rectify credential issues so they can be proactive

with these issues in the future. Follow-up on these issues will be noted for the 23-24 review.

Method Schools: Operations and Facilities

Context

Method Schools' administrative offices are located at 38750 Sky Canyon Drive, Suite B, in Murrieta, California. The school does not operate a resource center for students; therefore, the review of facilities is limited. The review team conducted a visit to the school's administrative office. There were no significant findings related to facilities and operations.

Compliance Area Concerns

- None

Method School: Finance/Business

Compliance Area Concerns

No areas of “high” concern were noted in this year’s review. The following “low” level concern was noted:

- **Low - F12:** Audit notes that cash reserves exceed FDIC limits at times and may expose credit risk or loss. Recommend governing board review banking policy for cash levels. Asked that the school review cash levels with regard to FDIC limits with the board.

Method Schools: Fiscal Review

Audit

Information is based on the audited financial statements at a “point in time.” It is recommended that the school measures cash on hand monthly using the cash flow statement as well as the end of the school year.

A test of Days of Cash on Hand indicates 650 days of Cash on Hand meets the standard.

Standard:

MEETS STANDARD: At least 60 Days of Cash on Hand

DOES NOT MEET STANDARD: 30-Less than 60 Days of Cash on Hand

FALLS FAR BELOW STANDARD: Less than 30 Days of Cash on Hand

Cash and Cash Equivalent \$10,921,046

Expenses less depreciation divided by 365: $\$6,167,879 - \$38,115 / 365 = \$16,794$

$\$10,921,046 / \$16,794 = 650$ days of cash on hand

At the beginning of the year, cash was higher, \$10,921,046, and dropped to \$10,303,188 at yearend – a total of \$619,858.

No findings. Clean auditor opinion.

Financial Reporting Periods

Adopted Budget and Estimated Actuals

The Estimated Actuals compared with the Adopted Budget show a significant increase in ADA from 312 to 607 which was based on the expectation that enrollment would grow with year-round offerings. The impact caused a variance of more than 100% increase in LCFF revenues.

In summary-major areas

- LCFF revenues increased by \$3.6M – over 100%
- Other State revenues decreased by \$412K
- Certificated salaries increased by \$573K
- Fund balance increased by \$2.1M

Unaudited Actuals

Unaudited Actuals actually posted a \$2.2M decrease to ending fund balance from an estimated \$8.3M to \$7.7M.

Ending cash \$10.9M; Accounts Receivable \$669K; Loans \$3.3M; Ending Fund Balance \$7.7M

First Interim

Major adjustments causing large variances occurred at First Interim as follows:

- LCFF revenues decreased by \$1.3M
- Certificated salaries decreased by \$416K
- Services decreased by \$118K
- Overall expenditures decreased by \$872K
- Ending fund balance decreased by \$830K

First Interim was returned for further explanation for unreasonable large variances from the Adoption budget to First Interim and a request for additional information as variance continues to fluctuate. LCFF drops by \$1.3M, and several expenditure categories decrease overall by \$873K. CCAP team questions the assumptions used to create the budget.

Second Interim

By the Second Interim, the projected ADA did not materialize, dropping to 465.35. P2 shows 445.01 – another drop of 20 ADA from the Second Interim. Overall, the variance from Adoption to P2 represents 162 less ADA.

A review of the LCFF calculator shows enrollment at 342.

Overall revenues decreased by \$204K; overall expenditures decreased by \$789K; and the ending fund balance increased by \$585K.

Fluctuations at each reporting period indicate that underlying assumptions have not been reliably developed and have no basis in historical information or future expectations. Method Schools has sufficient cash reserves; however, the budget for revenues and expenditures at each reporting period do not represent a reasonable projection.

It is recommended that Methods produce detailed budget assumptions to support any large variances.

Attendance Projections 2022-23

The following represents major variances between reporting periods. Because enrollment and ADA comprise the basis for the LCFF calculations, it is critical that these projections be as accurate as possible and grounded in historical information or evidence to support increases.

Prior Year Actual ADA =	312
Adoption Projected ADA =	607 (+295)
First Interim Projected ADA =	515 (-92)
Second Interim Projected =	465 (-50)
P2 Actual ADA =	445.01 (-20)

FINANCIAL ANALYSIS SECTION

Highlighted areas below in this high-level financial summary show larger variances between financial reporting periods that are beyond standard variance levels.

CHARTER SCHOOL										
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM										
Second Interim Report - Summary										
Charter School Name: Method Schools										
CDS #: 37-68049-0129221										
Charter Approving Entity: Dehesa Elementary										
County: San Diego										
Charter #: 1617										
Fiscal Year: 2022/23										
Description	Object Code	Estimated Actuals 2021-22	Unaudited Actuals 2021-22	Difference: Estimated Actuals to Unaudited Actuals	Adoption 2022-23	Difference: Estimated Actuals to Adoption	1st Interim	Difference: Adoption to 1st Interim	2nd Interim	Difference: 1st Interim to 2nd Interim
A. REVENUES										
5. TOTAL REVENUES		4,260,718	3,952,688	(308,030)	7,475,375	3,214,657	6,308,579	(1,166,796)	6,104,749	(203,830)
B. EXPENDITURES										
8. TOTAL EXPENDITURES		5,939,483	6,187,945	248,462	7,084,938	1,145,455	6,211,945	(872,993)	5,422,656	(789,289)
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)										
		(1,678,765)	(2,235,257)	(556,492)	390,437	2,069,202	96,634	(293,803)	682,093	585,459
D. OTHER FINANCING SOURCES / USES										
		-	-	-	-	-	-	-	-	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)										
		(1,678,765)	(2,235,257)	(556,492)	390,437	2,069,202	96,634	(293,803)	682,093	585,459
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of JULY 1	9791	9,961,903	9,889,092	(72,811)	8,283,138	(1,678,765)	8,283,138	-	8,283,138	-
b. Adjustments to Beginning Balance	9793, 9795	-	72,810	72,810	-	(536,427)	(536,427)	(536,427)	(536,427)	-
c. Adjusted Beginning Balance		9,961,903	9,961,902	(1)	8,283,138	(1,678,765)	7,746,711	(536,427)	7,746,711	-
2. Ending Fund Balance, June 30 (E + F.1.c.)		8,283,138	7,726,645	(556,493)	8,673,575	390,437	7,843,345	(830,230)	8,428,804	585,459

Dehesa Charter Oversight Report

Diego Hills Central

August 18, 2023

Diego Hills Central: Governance

Context

Diego Hills Central is governed by the five-member board of the Diego Plus Education Corporation (DPEC), which also governs another charter school (Diego Valley East Public Charter School). For the purpose of this report the review team evaluated many documents covering organizational management, composition, governance board meetings, education code assurances, and board policy, including complaint policy and procedures. There was also a meeting focusing on governance activities with the governing board president and the executive director.

The board is diverse and brings an extensive amount of knowledge to the school. There are two new board members that are helping the board grow through the exploration of new ideas and the examination of existing practices. The board looks at metrics and outcomes and has the school track reasons for student withdrawal so they can identify and remediate any barriers. All reports and information are very transparent, posted publicly, and translated by a contracted translation company. Translators are also hired to support parents during in-person meetings. Board roster information was provided to the review team; however, it is not as easily accessible to the public on the school's website as might be possible. Site leadership indicated they are working to link the pages to improve accessibility.

Summary

Diego Hill's board and leadership team are well-versed in their legal responsibilities and strive to proactively maintain a high level of compliance and performance.

Compliance Area Concerns

No areas of "high" or "low" concern were noted in this year's review.

Best Practices

Posted board agendas include only the agenda itself, not the attachments. Best practice is to have all materials available in the same time frame that they are made available to board members. If the materials for the posted agenda are made available to board members electronically, best practice is that they are also made available to the general public in the same/similar manner.

Diego Hills Central: Educational Program and Student Services

Context

Diego Hills Central Charter School is a non-profit public school that provides students personalized learning, career training, and life skills. The independent study school serves approximately 350 students, grades 9 – 12 with a learning center located in San Diego, California.

Findings

The site visit to the school validated the integrity of the instructional program. As a DASS school serving a high-need population, Diego Hills Central has created an environment for learning that is welcoming and supportive to students while maintaining the necessary focus for academic progress for students. They place a high priority on “stabilizing” and then “educating” their students. Diego Hills Central has a network in place to provide needed resources for its students so that they will have the opportunity to learn and graduate from high school.

As a DASS school, Diego Hills Central serves a population of students typically between the ages of 14-22. Many of these students have not been successful in a traditional public school setting and are in need of intensive resources and support to reignite their desire and ability to learn. Diego Hills Central provides the necessary resources to get students ready to learn again and the support to guide them successfully through the program. With a focus on having a “plan” when students leave school, Diego Hills customizes the education for each of their students in order to prepare them for college or career upon graduation.

Diego Hills Central has provided the necessary information in the student/parent handbook or via other methods to the appropriate students and their parents. Additionally, the school has proactively addressed how to support and encourage all eligible students to participate in the ELA and Math portions of state testing as well as routine diagnostic testing of students with NWEA MAP testing.

Summary

Diego Hills Central is to be commended for supporting its staff with improved teacher training and onboarding as well as making sure that academic rigor is intact by changing some of the course requirements for graduation. The Educational Program at Diego Hills Central is personalized to best serve the needs of each individual student. The school has submitted the requested documentation for oversight of the Educational Program.

Compliance Area Concerns

- No areas of concern were noted in this year’s review.

Best Practices

Continue to provide effective teacher training to ensure rigor is maintained in the educational program.

Diego Hills Central Charter: Special Education

Context

Diego Hills Central Charter School is authorized by the Dehesa School District but is its own independent local education agency (LEA) member of the El Dorado Charter Special Education Local Planning Area (SELPA) for special education purposes and is solely responsible for implementing all state and federal special education requirements and for complying with all applicable laws and regulations pertaining to students with disabilities and in accordance with Education Code Section 47641(a). The special education MOU between Diego Hills and Dehesa School District was approved on August 17, 2017, and will end on June 30, 2024.

Diego Hills is a general education independent study program offering a personalized learning approach for students in grades 9-12. Special education support and services are provided based on a student's Individualized Education Plan (IEP). Both formal and informal assessment measures are utilized to measure and monitor student progress and assist in making data-driven decisions related to instruction, goals, and services. Students enrolled at Diego Hills have the option to receive their special education services online or in person at their resource center. Services are provided one on one or within a small group setting, depending on student needs. Students, staff, and parents work together to develop a personalized learning experience.

Findings

The CA Dashboard 2022 data indicates a total enrollment of 356, with 20.5% eligible for special education. This is higher than the state average of 12.7%; however, in interviewing school leadership, many students who enroll with Diego Hills are entering with an active IEP. Diego Hills initiates very few special education referrals as they aim to address student needs via the built-in systems of support. Discipline data from 2022 indicate that there were no suspensions for students with disabilities.

The enrollment process for students with disabilities follows the same process as general education students; however, additional steps are outlined within the Diego Hills special education procedure manual, as well as the El Dorado Charter SELPA policies, in order to comply with the requirements of the state and federal law. Upon initial enrollment, the IEP is reviewed by the special education director or coordinator to ensure appropriate services are provided. The team then reviews the IEP and student performance within the first 30 days (30-day interim) and holds a meeting to make adjustments to the IEP as needed and develop the best learning plan for the student.

The Diego Hills Parent and Student Handbook outlines a clear referral process and tiered systems of support when the general education team suspects a disability. Diego Hills has a multidisciplinary student study team (SST) and uses a multi-tiered approach to provide interventions. The SST team consists of general education teachers, student success managers, and parents. Students identified as eligible for special education services have access to the full range of services as indicated by their IEP. The sample IEPs submitted for review demonstrate that all required members of the IEP team are present and participate in the meeting and all identified areas of need are addressed in IEP goals, accommodations, and services. The Diego Hills Parent and Student Handbook and the SELPA policies indicate clear timelines in accordance with the Individuals with IDEA and the California Department of Education (CDE). Diego Hills continues to utilize the Service Tracker tool within the SEIS

IEP system to track service delivery. In addition, they have created an internal tracking tool that sends notifications at 7, 45, and 90 days ahead of the IEP due date. This has helped to ensure that IEPs are held in a timely manner.

According to the 2021-2022 School Accountability Report Card (SARC) data, the sample size of students with disabilities participating in the CAASSP assessment was too small to capture. Since Diego Hills serves students beginning in 9th grade, only the 11th-grade population of students participates in the assessment, creating a small sample size. In reviewing the local assessment measures, 25% of students with disabilities are at or above grade level in English Language Arts, and 10% are at or above grade level in math. The Diego Hills team has made adjustments to their math course offerings in order to address the low performance in this area. They also offer additional tutoring sessions, including late nights and weekends, in order to accommodate the various schedules of the students who attend. Both students and parents who were interviewed shared that they feel very supported at Diego Hills and appreciate the trusting relationships that are built. Parents shared that they are informed of progress towards goals on a regular basis and have seen growth in their students who also have IEPs.

Summary

Diego Hills Central continues to provide a very unique population of students with a place where they feel safe and respected. With their hybrid model, they are able to meet students where they are academically and also offer access to enrichment opportunities, such as music and art.

Compliance Area Concerns

No concerns were noted for this year.

Best Practices

- Continue to ensure that special education policies and procedures are clearly outlined and implemented.
- Continue to utilize the Service Tracker tool available within SEIS to ensure accountability for service provision.
- Continue to monitor special education referrals and ensure tier 1 and tier 2 supports are implemented.

Diego Hills Central: Personnel

Context

The 22-23 Personnel Oversight Checklist review went very smoothly. The Area Superintendent was instrumental in providing all of the Personnel Oversight Checklist documents for this year's review. The Area Superintendent is to be complimented on supplying any missing documentation quickly and completely.

Throughout the site visit, it was clearly evident that the staff and leadership of the Diego Hills Central Academy have a deep commitment to serving the needs of their students and have developed special programs/hours in support of their commitment to them (i.e., evening and weekend tutoring, morning and afternoon teacher hours for working students, food pantry, baby room, etc.). The facility's layout appears to help facilitate student learning without being loud or distracting.

Staff are provided professional growth opportunities; evaluations are conducted using a thorough and methodical process with input and feedback between staff and leadership. All staff personnel processes are consistent with the employee handbook and the approved charter.

The Charter leadership has taken extra measures during the onboarding process for new teachers to ensure the success of new staff. They are given a mentor, instructed in how to use the available technology, and slowly eased into their student caseload over a period of weeks. This onboarding process has produced staff who feel supported, welcomed, and trained in the nuances of independent study learning in the program.

Compliance Area Concerns

- There were no Human Resources compliance areas of concern.

Best Practices

- The leadership team has created a safe haven/environment for their students and should be commended for the strong bonds that develop between staff and students. The Human Resources office should fine tune their process for obtaining signed Local Assignment Option form(s) from staff at the beginning of each year and throughout the school year to ensure compliance for reporting purposes.

Diego Hills Central: Operations and Facilities

Context

Part of the Learn 4 Life network of charter high schools, Diego Hills Charter (DHC) is located in a strip mall at 4348 54th St, San Diego, CA 92115. Since DHC began in the Fall of 2017 as a high school attracting students unsuccessful in traditional high school settings by providing academic support, computer-based math and reading assessments, and job skill training, it has become a WASC Fully Accredited High School. It is a small, single resource center/independent study school serving approximately 350 students.

Diego Hill's operation and facilities documents were on time and accurate. The review team evaluated many documents on the maintenance of facilities and legal compliance and conducted a site visit. There were no significant findings. The school operates a resource center. The review team found the resource center an educational powerful site, with strong usage by students, an effective small group support physical structure in the space, staffed by caring teachers. The site is also equipped with a range of resources, including a science room, a well-equipped music room, and room for yoga and exercise. Addressing student and staff safety, the site has strong physical security measures and on-site security staff.

Diego Hills continues to maintain adequate staffing to ensure it meets health and safety requirements and is operating an effective Resource Center.

Compliance Area Concerns

- None

Diego Hills Central: Finance/Business

Compliance Area Concerns

One area of “high” concern and one are of “low” concern were noted in this year’s review. The following “high” level concern was noted:

- **High – F21:** Concerns regarding cash availability. Based on the audited cash balances reported, DH only had 11 days of cash on hand. Cash levels are critically low.

The following “low” level concern was noted:

- **Low – F29:** Based on low level of cash reserves, recommend monthly reporting of cash levels to the board.

Fiscal Review

Audit

Information is based on the audited financial statements at a “point in time.” It is recommended that the school measures cash on hand monthly using the cash flow statement as well as the end of the school year.

A test of Days of Cash on Hand indicates **11 days of Cash on Hand**, which falls far below the standard.

Standard:

1. MEETS STANDARD: At least 60 Days of Cash on Hand
2. DOES NOT MEET STANDARD: 30-Less than 60 Days of Cash on Hand
3. **FALLS FAR BELOW STANDARD: Less than 30 Days of Cash on Hand**

Cash and Cash Equivalents \$254,681

Expenses less depreciation divided by 365: $\$8,829,147 - \$241,067 / 365 = \$23,529$

$\$254,681 / \$23,529 = 11$ days of cash on hand

At the beginning of the year cash was higher, \$461,463 and decreased to \$254,681 at year-end – a total decrease of \$206,782.

The Diego Hills has confirmed that they have a bank loan of \$750K and a line of credit (current balance zero) that must be incorporated into the cash flow statement for repayment. Given the low cash reserves from normal operations, Diego Hills may be at risk as a going concern.

The auditor had no findings for the 2021-22 audit year.

Cash Flow

The cash flow statement is an important tool especially for small charter schools with lower-than-normal cash balances. For Diego Hills, the cash on hand is only 11 days. There has been a significant reduction in cash from the Beginning to the End of fiscal year 2021-22, even though this was a year with one of the highest cost of living adjustments in California history.

The presentation of the cash flow document aligns with the adoption budget; however, several major object categories were presented by dividing total expenses by 12. An analysis of prior year expenditures in each month should be applied by a percentage method to the current year projections.

This methodology should help with better cash flow management. It is also recommended that Diego Hills review the CDE master cash flow for state and federal grants and entitlements to properly align these cash flows with state apportionments.

Financial Reporting Periods

Narrative and assumption documents were not uploaded to explain large fluctuations and variances between reporting periods. Diego Hills experienced major fluctuations between reporting periods, an indication that budget assumptions and projections do not meet best practices.

Adopted Budget 2022-23 & Estimated Actuals 2021-22

The Estimated Actuals compared with the Adopted Budget using the Alternative Form. The large increase in Special Education funding is not explained.

- Significant decrease in Title I funding of \$365K – this could be misclassified one-time monies
- Large decrease in Other State funds not explained.
- Total revenues declined \$703K
- Certificated salaries declined overall by \$543K
- Classified salaries declined overall by \$ 114K
- Benefits declined overall by \$131K
- Service increased overall by \$174K (and continues to increase at First and Second Interim)

Unaudited Actuals 2021-22

Cash \$183,290; AR \$1,617,026; Loans \$100K (Current); Accounts Payable \$1,615,762; EFB \$952,109.

Minor variances between Estimated and Unaudited Actuals.

First Interim 2022-23

- Another significant decrease in Title I funding of \$158K
- Large decrease in Special Education funding and increase in Other State funds not explained \$939K
- Total revenues increased \$1.3M – at Adoption revenues decreased
- Certificated salaries increased overall by \$310K – at Adoption salaries decreased
- Classified salaries increased overall by \$ 338K – at Adoption salaries decreased
- Benefits increased overall by \$193K - at Adoption benefits decreased

- Service increased overall by \$190K (and continue to increase at Second Interim)

Second Interim 2022-23

By Second Interim, all revenues and expenditures experience minor variances.

Attendance

Prior Year Funded ADA = 337.57 from CDE

Adoption Projected ADA = 310.44 from charter

First Interim Projected ADA = 326.20 from charter

Second Interim Projected = Not disclosed

P1 Funded ADA = 308.52 from charter

P2 Actual ADA = 324.87 from charter

Enrollment/UPP

Diego Hills UPP rate = 87.8% – listing San Diego Unified as the Determinative School District @ 58.5%, however, the charter’s UPP is higher so they will be capped at the determinative school district rate.

CY = 304

PY 1 = 356

PY 2 = 381

FINANCIAL ANALYSIS SECTION

Highlighted areas below in the financial analysis section show large variance levels between financial reporting periods.

CHARTER SCHOOL INTERIM FINANCIAL REPORT - ALTERNATIVE FORM Financial Review										
Charter School Name: Diego Hills Central Public Charter Learn4Life										
CDS #: 37680 490136614										
Charter Approving Entity: Dehesa Elementary										
County: San Diego										
Charter #: 1909										
Fiscal Year: 2022/23										
Description	Object Code	Estimated Actuals 2021-22	Unaudited Actuals 2021-22	Difference: Estimated Actuals to Unaudited Actuals	Adoption 2022-23	Difference: Estimated Actuals to Adoption	1st Interim	Difference: Adoption to 1st Interim	2nd Interim	Difference: 1st Interim to 2nd Interim
A. REVENUES										
5. TOTAL REVENUES		5,708,699	5,775,436	66,737	5,004,880	(703,819)	6,264,012	1,259,132	6,211,898	(52,154)
B. EXPENDITURES										
8. TOTAL EXPENDITURES		5,649,853	5,711,961	62,108	4,987,141	(662,712)	6,127,053	1,139,912	6,085,343	(41,710)
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		58,846	63,475	4,629	17,739	(41,107)	136,959	119,220	126,515	(10,444)
D. OTHER FINANCING SOURCES / USES										
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		58,846	63,475	4,629	17,739	(41,107)	136,959	119,220	126,515	(10,444)
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of July 1	9791	888,633	888,633	-	952,109	63,476	952,109	-	952,109	-
b. Adjustments to Beginning Balance	9793, 9795	-	-	-	-	-	-	-	-	-
c. Adjusted Beginning Balance		888,633	888,633	-	952,109	63,476	952,109	-	952,109	-
2. Ending Fund Balance, June 30 (E + F.1.c.)		947,479	952,108	4,629	969,848	22,369	1,089,068	119,220	1,078,624	(10,444)
Components of Ending Fund Balance:										
a. Nonspendable										
Revolving Cash (equals object 9130)	9711									
Stores (equals object 9320)	9712									
Prepaid Expenditures (equals object 9330)	9713									
All Others	9719									
b. Restricted	9740									
c. Committed										
Stabilization Arrangements	9750									
Other Commitments	9760									
d. Assigned										
Other Assignments	9780									
e. Unassigned/Unappropriated	9797/9796	366,794	998,727	631,933	211,700	(155,094)	591,869	380,169	262,522	(329,347)
Reserve for Economic Uncertainties	9789	-	-	-	-	-	-	-	-	-
Unassigned/Unappropriated Amount	9790	580,685	(46,819)	(627,304)	758,148	177,463	497,199	(260,949)	816,102	318,903

Dehesa Charter Oversight Report

Cabrillo Point Academy

August 18, 2023

Cabrillo Point Academy: Governance

Context

Cabrillo Point Academy is a California public benefit corporation (created in 2017) and is exempt from federal tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a 5-member governing board and is led by Executive Director Jennifer Lorge. The school was previously part of the Inspire Charter School Network, supported by Provenance aka ThinkSuite, but now operates as an independent entity.

Cabrillo Point's board document submissions were on time and accurate. The review team evaluated many documents covering organizational management, composition, governance board meetings, education code assurances, and board policy, including complaint policy and procedures. There was also a meeting focusing on governance activities with the governing board president and the executive director.

Summary

The team has built a substantial amount of internal capacity over the past few years. The leadership team works diligently to proactively meet state and federal accountability mandates.

Compliance Area Concerns

No areas of "high" concern were noted in this year's review. The following "low" level concerns were noted:

- **Low - G8:** - Clarify board membership and terms. The school board is continuing to address board terms and board member continuity prior to revising language in the upcoming charter renewal submission.
- **Low - G56/F22:** - Cabrillo is part of a larger, ongoing FCMAT investigation of Inspire organization. Cabrillo has been fully compliant and cooperative and has provided all documents requested. However, it is not known if the results of the investigation will have a negative impact on the school.

Cabrillo Point Academy: Educational Program and Student Services

Context

Cabrillo Point Academy is a tuition-free, public charter school serving transitional kindergarten through 12th grade students in Orange County. The virtual/independent study school serves approximately 4400 students, grades TK – 12 with offices located in Costa Mesa, Orange County, California.

Cabrillo Point Academy prides itself on its strong focus on academics and access to a multitude of resources to support its students. The school culture is one of continuous improvement and much effort is put into developing long-term relationships with the families that it serves. Examples of this continuous improvement cycle are exhibited in their focus on developing more support for ELL students, developing biliteracy pathways, and efforts to develop resources that will help the non-English speaking parent to homeschool their child(ren) such as implementing parent workshops and parent pods to provide a support network.

Fluctuations in enrollment have made the tracking of test data difficult in past years, but enrollment seems to be stabilizing. The high school program has a graduation rate of 92%, which is higher than the state average. The Dashboard indicates that 49% of ELLs are making progress compared to the state rate of 50%. Distance from Standard in ELA, Math, and Science indicates that CPA students are, on average, performing above the state levels.

CPA has implemented a strong referral and intervention program to support students not making adequate progress and is seeing a high success rate with this program. By providing strong support for their beginning teachers, CPA ensures that teachers new to the online/virtual/homeschool environment are successful with their students.

The LCAP outlines specific goals for improvements in student achievement and support that will drive ongoing improvement and continued success for Cabrillo Point Academy and its students.

Summary

The Educational Program at Cabrillo Point Academy continues to improve. The school identifies one of its biggest challenges to be setting boundaries with parents. The school has worked hard to increase the engagement of families in all aspects of the educational process. Continued professional development, continued adaptability of personalized learning programs, and continually striving to support parents with the balance of homeschooling a child while working will be focused on in the next year. CPA offers a well-rounded program based on the preferences and the needs of all learners and has the appropriate staff and teams in place to support the students. The school has submitted the requested documentation for oversight of the Educational Program.

Compliance Area Concerns

No areas of concern were noted in this year's review.

Best Practices

Continue to refine the educational program and working relationships with parents to ensure rigor in the educational program.

Cabrillo Point Academy: Special Education

Context

Cabrillo Point Academy (CPA) is a tuition free public charter school serving grades K-12, as well as transition age students (up to age 22) who are on IEPs. CPA is its own independent LEA member of the El Dorado Charter Special Education Local Planning Area (SELPA) for special education purposes and is solely responsible for implementing all state and federal special education requirements and for complying with all applicable laws and regulations pertaining to students with disabilities. The special education MOU between CPA and Dehesa School District is not due for renewal until June 30, 2026.

Cabrillo Point Academy is a general education non-classroom based independent study program that provides special education support based on a student's Individualized Education Plan (IEP). Parents, homeschool teachers (HST), instructional coaches, and service providers work together as instructional partners to ensure students can access the curriculum. The majority of students with IEPs enrolled in CPA require services within the mild to moderate range and receive support from a credentialed education specialist. All education specialists are employees of the charter school. CPA also staffs four school psychologists, one nurse, two speech language pathologist, and two occupational therapists. All other required services are contracted by approved non-public agencies.

Findings

According to the 2021-22 SARC data, CPA has a total enrollment of 4,149, with 11% of their population being students eligible for an IEP. This is consistent with the statewide average of 12.7%. Discipline data from 2021-22 indicate that there were no suspensions for students with disabilities. The data also indicate a graduation rate of 78.6% for students with disabilities compared to an overall graduation rate of 91.6%.

The 2021-2022 School Accountability Report Card (SARC) data indicates that 89.66% of the students with disabilities enrolled at CPA participated in the ELA and math portion of the CAASPP assessment, with 25.77% falling within the meet or exceed range for ELA and 17.31% scoring above or exceeded for math. Students with disabilities score 52 points below standard in ELA and 84 points below standard in math. Last year, CPA developed a special education plan (SEP) with the goal of increasing the participation of students with disabilities in statewide testing by 9%. CPA has exceeded this goal, increasing its participation rate by approximately 18%. They continue to modify and implement intervention programs in order to support students with disabilities to meet standards in both ELA and math.

The Cabrillo Point Academy special education procedures manual, as well as the El Dorado Charter SELPA policies, outline clear procedures for the placement of students with IEPs. Upon initial enrollment, the IEP is reviewed by the special education director or coordinator to ensure appropriate services are provided. The team then reviews within the first 30 days to make adjustments as needed. The CPA manual also indicates clear referral processes and tiered systems of support when the team suspects a disability. CPA provides general education support and

interventions that include a Student Study Team (SST) process prior to referring students for special education evaluation. The HST works with an intervention teacher to first put support in place with the general education setting, setting goals and tracking progress along the way.

Students identified as eligible for special education services have access to the full range of services as indicated by their IEP. The sampling of IEPs submitted for review demonstrates that all required members of the IEP team were present at the meeting. In addition, the IEPs reviewed show strong evidence of parent voice and participation. CPA and SELPA policies indicate clear timelines in accordance with the Individuals with Disabilities Education Act (IDEA) and the California Department of Education (CDE).

Summary

Cabrillo Point Academy is continuing to make improvements in its instructional practices in order to close the achievement gap for students with disabilities. They are providing staff and families with information about the importance of participation in statewide assessments, as demonstrated by the 18% increase in participation rates for students with disabilities. Cabrillo Point Academy continues to offer flexible programming and a supportive learning approach for students and families with disabilities.

Compliance Area Concerns

- No areas of concern were noted during this year's review.

Best Practices

- Continue to educate and encourage families of students with IEPs to participate in the statewide assessments.
- Continue to provide families with the support they need in the home to help increase student engagement.

Cabrillo Point Academy: Personnel

Context

The 2022-23 Personnel Oversight Checklist review went very smoothly. The Executive Director and the Assistant Director were instrumental in providing all of the Personnel Oversight Checklist documents for this year's review. The Charter has an organized method for collecting all required employment data for all staff. Any missing documentation was submitted quickly and completely. Throughout the site visit, it was clearly evident that the staff and leadership of Cabrillo Point have developed a strong culture of success and support for both staff and students/families. Staff interviewed enthusiastically expressed their feelings of support, collaboration, and pride throughout the organization. They shared that their work at Cabrillo brings them joy and happiness.

Staff are provided professional growth opportunities; evaluations are conducted using a thorough and methodical process with input and feedback between staff and leadership. All staff personnel processes are consistent with the employee handbook and the approved charter.

Compliance Area Concerns

- There were no Human Resources compliance areas of concern.

Best Practices

- Cabrillo Point Academy has a strong, thoughtful leader in Human Resources. She will be implementing a new payroll system which will allow better processing of payroll, benefits, and retirement systems. Under her leadership, a new evaluation tool has been developed, and the professional development practices are based on identified needs and offered throughout the year. The HR department has a proven method for tracking all mandated compliance areas.

Cabrillo Point Academy: Operations and Facilities

Context

Cabrillo Point Academy has an enrollment of approximately 4200 students, mostly from Orange County. CPA is a virtual independent study charter school with two locations; a center for administration and board meetings located at 3152 Red Hill Ave #150 Costa Mesa, CA 92626, and a commercial building for training, material, storage, and tech support located at 13195 Danielson St #100 & #200 Poway, CA 92064. The Danielson St site is shared with the Pacific Coast Academy and Mission Vista Charter School. Cabrillo Point Academy does not operate a resource center for students; therefore, the review of facilities is limited. Cabrillo Point's operation and facilities documents were on time and accurate. The review team evaluated many documents on the maintenance of facilities and legal compliance and conducted a visit to the school's administrative office.

Compliance Area Concerns

There were no significant findings.

Cabrillo Point Academy: Finance/Business Summary

Compliance Area Concerns

No areas of “high” concern were noted in this year’s review. The following “low” level concerns were noted:

- **Low – F19:** According to the audit: “As of June 30, 2022, the School held \$5,305,360 in excess of the FDIC insured amounts. The School reduces its exposure to risk by maintaining such deposits with high quality financial institutions. The School has not experienced any losses in such accounts and believe it is not exposed to any significant credit risk.”

Recommend discussion with the board and appropriate action by the board.

- **Low – F22:** Cabrillo is part of a larger, ongoing FCMAT investigation of the Inspire organization. Cabrillo has been fully compliant and cooperative and has provided all documents requested. However, it is not known if the results of the investigation will have a negative impact on the school.

Fiscal Review

Audit

Information is based on the audited financial statements at a “point in time.” It is recommended that the school measures cash on hand monthly using the cash flow statement as well as the end of the school year.

A test of Days of Cash on Hand indicates 74 days of Cash on Hand meets the standard.

Standard:

MEETS STANDARD: At least 60 Days of Cash on Hand

DOES NOT MEET STANDARD: 30-Less than 60 Days of Cash on Hand

FALLS FAR BELOW STANDARD: Less than 30 Days of Cash on Hand

Cash and Cash Equivalents \$9,662,964

Expenses less depreciation divided by 365: \$47,778,936-\$7,857/365 = \$130,880

\$9,662,964/\$130,880 = 74 days of cash on hand

At the beginning of the year, cash was higher, \$6,811,278, and increased to \$9,662,964 at yearend – a total increase of \$2,851,686.

No findings. Clean auditor opinion.

Financial Reporting Periods

Adopted Budget and Estimated Actuals

- Significant reductions in Federal and Other State revenues are most likely due to one-time monies elimination.
- While revenues were more than \$2.3M higher in the Adoption, certificated and classified salaries decreased – yet benefits increased. Other State revenues: \$2,050,031

Unaudited Actuals 2021-22

- Total Revenues: \$2,276,349
- Certificated Salaries: -\$702K
- Classified Salaries: \$82K
- Benefits: \$1,855,060
- Books/Supplies: \$814K
- -Fund Balance Restatement: -\$3.470M Unrestricted and \$1.595M Restricted – Net - \$1.874M

First Interim 2022-23

Currently under review. Proof of report was submitted instead of the official report, which was uploaded recently and used in the final financial analysis.

Second Interim 2022-23

All documentation was uploaded for review. Enrollment projections were stabilized.

Attendance

School provided the ALT form; some data is from CDE.

Prior Year Funded ADA = 4,123.23 per CDE

Adoption Projected ADA = 4,221.23

First Interim Projected ADA = 4,221.25

Second Interim Projected = 4,263.69

P1 Funded ADA = 4,246.08 Per CDE

P2 Actual ADA = 4,261.92 Per Charter

Enrollment/UPP

Unduplicated Pupil Percentage = 34.59%

Enrollment:

CY = 4,285

PY 1 = 4,148

PY 2 = 4,415

Financial Analysis

Highlighted areas below in this high-level financial summary show larger variance levels between financial reporting periods that are beyond standard variance levels.

CHARTER SCHOOL										
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM										
Second Interim Report - Summary										
Charter School Name: Cabrillo Point Academy										
CDS #: 37680490132906										
Charter Approving Entity: Dehesa Elementary										
County: San Diego										
Charter #: 1748										
Fiscal Year: 2022/23										
Description	Object Code	Estimated Actuals 2021-22	Unaudited Actuals 2021-22	Difference: Estimated Actuals to Unaudited Actuals	Adoption 2022-23	Difference: Estimated Actuals to Adoption	1st Interim	Difference: Adoption to 1st Interim	2nd Interim	Difference: 1st Interim to 2nd Interim
A. REVENUES										
5. TOTAL REVENUES		49,455,883	51,732,231	2,276,348	49,822,825	366,942	54,153,191	4,330,366	54,942,071	788,880
B. EXPENDITURES										
8. TOTAL EXPENDITURES		46,373,859	47,778,937	1,405,078	47,639,868	1,266,009	50,704,117	3,064,249	50,523,823	(180,294)
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)										
		3,082,024	3,953,294	871,270	2,182,957	(899,067)	3,449,074	1,266,117	4,418,248	969,174
D. OTHER FINANCING SOURCES / USES										
		-	-	-	-	-	-	-	-	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)										
		3,082,024	3,953,294	871,270	2,182,957	(899,067)	3,449,074	1,266,117	4,418,248	969,174
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of July 1	9791	7,039,153	7,039,153	-	8,246,543	1,207,390	9,117,811	871,268	9,117,811	-
b. Adjustments to Beginning Balance	9793, 9795	(1,874,634)	(1,874,637)	(3)	-	1,874,634	3	3	3	-
c. Adjusted Beginning Balance		5,164,519	5,164,516	(3)	8,246,543	3,082,024	9,117,813	871,270	9,117,813	-
2. Ending Fund Balance, June 30 (E + F.1.c.)										
		8,246,543	9,117,810	871,267	10,429,500	2,182,957	12,566,887	2,137,387	13,536,061	969,174

Dehesa Charter Oversight Report

Pacific Coast Academy

August 18, 2023

Pacific Coast Academy: Governance

Context

Pacific Coast Academy is a California public benefit corporation (created in 2017) and is exempt from federal tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a 5- member governing board and is led by Executive Director Krystin Demofonte. The school was previously part of the Inspire Charter School Network, supported by Provenance aka ThinkSuite, but now operates as an independent entity. Pacific Coast Academy's board document submissions were on time and accurate. The review team evaluated many documents covering organizational management, composition, meeting, education code assurances, and board policy, including complaint policy and procedures and there was a meeting with the board chairperson and the executive director.

Compliance Area Concerns

No areas of "high" concern were noted in this year's review. The following "low" level concern was noted:

- **Low - G56/F22:** Pacific Coast Academy is part of a larger, ongoing FCMAT investigation of the Inspire organization. Pacific Coast Academy has been fully compliant and cooperative and has provided all documents requested. However, it is not known if the results of the investigation will have a negative impact on the school.

Pacific Coast Academy: Educational Program and Student Services

Context

Pacific Coast Academy is a tuition-free, public charter school serving transitional kindergarten through 12th grade students in San Diego, Orange, Riverside, and Imperial Counties. The virtual/independent study school serves approximately 4000 students, grades TK – 12 with offices located in San Diego County. The Senior Directors are in charge of the Educational Programs in the various areas.

Findings

PCA is a large school that is able to individualize and support students and families in their educational journey. The educational program offers robust intervention through a variety of resources. Each individual learning plan focuses on goals. Teachers that are assigned to individual students stay with the student for multiple years, so there is a built-in continuity for the learning plan from year to year. The academic data, based on standardized test scores, has been trending upwards. Participation in mandated state testing has significantly increased over the last several years due to some administrative changes and requirements for enrolled students. Fluctuations in enrollment have made the tracking of test data difficult in past years but the enrollment seems to be stabilizing with a current “leave” rate of only 5%, as compared to 20% from a few years ago. The high school program, which serves about 500 students, has a graduation rate at 88.5% (medium). The school is working on its College and Career indicator and is offering five pathways next year in addition to multiple AP courses and on-site AP testing.

Students that were interviewed expressed that they feel well supported and respected at the school. Parents, who are the main teachers for most of the students in this Independent Study/Homeschool environment state that they receive very consistent feedback and support from the credentialed staff. With the flexibility to lessen or increase the pace of learning, or to dual enroll in college-level classes, the opportunity for a truly customized learning plan is appreciated by both the parents and the students.

PCA implements a team approach in the organization of its staff. Regional teams of teachers, supported by a lead, work together in staff development and curriculum planning. New staff joining the team benefits from the longevity of senior leadership and regional leads. Access to an extensive library of curated educational materials allows teachers to customize the learning experience for each student.

Academically, students at Pacific Coast Academy performed at a low level in ELA (2022 scores), scoring 6.8 points below standard. In mathematics, students at Pacific Coast Academy scored, on average, 47.7 points below standard. PCA recognizes that there is much room for growth in these numbers and continues to seek strategies to improve engagement and performance for their students.

Summary

The Educational Program at Pacific Coast Academy continues to improve. The school identifies its biggest challenge as working with parents to find a balance for homeschooling for the working parent. The school has worked hard to increase engagement of families in the required state testing programs as required by statute. PCA offers a well-rounded program based on the preferences and needs of all learners and has the appropriate staff and teams in place to support the students. The school has submitted the requested documentation for oversight of the Educational Program.

Compliance Area Concerns

- No areas of concern were noted in this year's review.

Best Practices

Continue to refine the educational program and working relationships with parents to ensure rigor in the educational program.

Pacific Coast Academy: Special Education

Context

Pacific Coast Academy (PCA) is authorized by the Dehesa School District but is its own independent local education agency (LEA) member of the El Dorado Charter Special Education Local Planning Area (SELPA) for special education purposes and is solely responsible for implementing all state and federal special education requirements and for complying with all applicable laws and regulations pertaining to students with disabilities and in accordance with Education code Section 47641(a). The special education MOU between PCA and Dehesa School District was approved on July 1, 2017 and will be up for renewal on June 30, 2024.

Pacific Coast Academy is an independent study program. Special education support and services are provided based on a student's Individualized Education Plan (IEP). Both formal and informal assessment measures are utilized to measure and monitor student progress and assist in making data driven decisions related to instruction, goals and services. Students enrolled at PCA receive their special education services virtually through one on one or small group sessions with a credentialed education specialist. Related services, such as speech and language therapy, occupational therapy, etc., are provided by an approved non-public agency (NPA). PCA serves students of all levels up to the age of 22, including those with moderate/severe disabilities, requiring more individualized support.

Findings

According to the 2021-22 SARC data, Pacific Coast Academy has a total enrollment of 4,492, with 11.2% of their population being students eligible for special education. This is consistent with the statewide average of 12.7%. Discipline data from 2021-22 indicate that there were no suspensions for students with disabilities.

The enrollment process for students with disabilities follows the same process as general education students, however, additional steps are put into place to ensure students receive the necessary support. The El Dorado County Charter SELPA provides a comprehensive procedural manual for special education in order to comply with the requirements of the Individuals with Disabilities Education Act (IDEA) and the California Department of Education (CDE). Upon initial enrollment, the IEP is reviewed by the special education director or coordinator to ensure appropriate services are provided. The team then reviews the IEP and student performance within the first 30 days (30-day interim) to make adjustments to the IEP or recommendations as needed. When a student's behavior requires additional attention, PCA is able to provide an instructional aide to support the student in the home learning environment.

The PCA Parent and Student manual that is available online outlines a clear referral process for when the general education team or a family has concerns related to a student's academic performance. PCA utilizes a student study team (SST) process in which the home school teacher (HST) works with parents to put interventions in place and monitor progress over a period of 6-8 weeks. The SST team consists of the home school teacher (GE teacher), intervention teachers and parents. Should the student require additional intervention, the SST refers to the PCA assessment team.

Students identified as eligible for special education services have access to the full range of services as indicated by their IEP. The sampling of IEP's submitted for review demonstrates that all required members of the IEP team were present and participated in the meeting. SELPA policies indicate clear timelines in

accordance with the Individuals with IDEA and the California Department of Education (CDE). Service accountability is documented via an excel spreadsheet and is regularly reviewed by the special education director or coordinator. The special education service providers at PCA have also begun using Service Tracker that is part of the IEP system. Special education timelines are monitored 2-3 times per week via the SEIS homepage notifications.

According to the 2021-22 School Accountability Report Card (SARC) data, 92% of the students with disabilities enrolled at PCA participated in the ELA portion of the CASSPP assessment, with 25.5% falling within the meets or exceeds range. PCA had 92% of their students with disabilities participate in the Math portion of CAASPP, with 14% within the meets or exceeds range. Pacific Coast had a significant increase in the participation rate of students with disabilities, which can be attributed to their continued efforts to provide staff and families with training and information around the importance of participation. They have also amended board policies, which makes participation in testing a requirement. Although participation has increased, there continues to be very low achievement for students with disabilities in the area of math, 107 points below standard. Achievement in ELA is in the low range, with 62 points below standard. Local based measures (STAR 360) demonstrate that 45% of students with disabilities met the Spring 2022 SPG score for ELA, and 38% met it for math.

Summary

Pacific Coast Academy offers a flexible learning model for students and families with disabilities. Teachers stay with their students from year to year, which allows for greater consistency. Both parents and students feel well supported in their learning journey.

Compliance Area Concerns

- No concerns were noted in this year's review.

Best Practices

- Continue to utilize the SEIS dashboard to monitor IEP timelines.
- Continue to provide students and families with in-home support for behavior and engagement.

The Pacific Coast Academy: Personnel

Context

The 22-23 Personnel Oversight Checklist review went very smoothly. Personnel Oversight Checklist requirements were submitted in a timely manner by the Executive Director and Senior Director of Personnel. Any missing documentation was submitted quickly and completely. The Charter has an organized method for collecting all required employment data for staff.

Throughout the site visit, it was clearly evident that the staff and leadership of the Charter have worked hard to advance student achievement and improve business practices. Staff interviewed expressed their dedication to the mission of the District and their enthusiastic support for it.

Staff are provided professional growth opportunities; evaluations are conducted using a newly developed, well-designed, and comprehensive evaluation tool that provides a thorough and methodical process that provides the opportunity for input and feedback between staff and leadership. All staff personnel processes are consistent with the employee handbook and the approved charter.

As reported in the 21-22 review, there was one area of low-level concern regarding English Learner authorizations. This concern has been addressed, and all certificated staff currently have valid English Learner authorizations.

There was one area of low-level concern from the Oversight Checklist for the 22-23 review.

Compliance Area Concerns

- Low - P8: One low-level area of concern was related to P8, which requires the Charter to provide federally required training to school personnel providing services to youth experiencing homelessness at least annually. The Charter has developed a plan to address this concern in the 23-24 school year.

Best Practices:

- Follow up and monitor all low-level concerns.

Pacific Coast Academy: Facilities/Operations

Context

With approximately 4,500 students, Pacific Coast Academy (PCA) is a virtual independent study school serving grades TK-12 has its training, administration, tech support, and storage located at 13195 Danielson St #100 & #200 Poway, CA 92064.

Pacific Coast Academy's operation and facilities document submissions were timely and accurate. The review team evaluated many documents on the maintenance of facilities and legal compliance and conducted a site visit. There were no significant findings.

Pacific Coast Academy: Finance/Business Summary

Compliance Areas of Concern

- **F22** - Pacific Coast Academy is part of a larger, ongoing FCMAT investigation of the Inspire organization. Pacific Coast Academy has been fully compliant and cooperative and has provided all documents requested. However, it is not known if the results of the investigation will have a negative impact on the school.

Fiscal Review

Audit

Information is based on the audited financial statements at a “point in time.” It is recommended that the school measures cash on hand monthly using the cash flow statement as well as the end of the school year.

A test of Days of Cash on Hand indicates 66 days of Cash on Hand which meets the standard.

Standard:

1. **MEETS STANDARD: At least 60 Days of Cash on Hand**
2. **DOES NOT MEET STANDARD: 30-Less than 60 Days of Cash on Hand**
3. **FALLS FAR BELOW STANDARD: Less than 30 Days of Cash on Hand**

Cash and Cash Equivalents \$9,002,988

Expenses less depreciation divided by 365: $\$49,717,963 - \$982 / 365 = \$136,211$

$\$9,002,988 / \$136,211 = 66$ days of cash on hand

At the beginning of the year, cash was \$5,335,027 and increased to \$9,002,988 at yearend – a total increase of \$3,667,961.

The auditor had no findings for the 2021-22 audit year.

Financial Reporting Periods

Adopted Budget 2022-23 & Estimated Actuals 2021-22

The Estimated Actuals compared with the Adopted Budget using the Alternative Form. No material variances.

Unaudited Actuals 2021-22

Estimates were well within acceptable ranges. Only a few exceptions that were immaterial.

First Interim 2022-23

At First Interim LCFF, revenues increased by \$7.0M, most likely due to continued increases in cost of living adjustments – coupled with other revenue adjustments, overall revenues increased by \$8.2M.

Other expenditures adjustments were within reasonable ranges.

All adjustments increased the ending fund balance by \$4.7M.

Second Interim 2022-23

No material variances at Second Interim.

material variances at Second Interim.

Cash Flow – Mid-year position is strong and aligns with opening cash. Annual Forecast is reasonably projected through the end of the fiscal period.

Attendance

P1 Funded ADA = 4,851.77 from CDE

P2 Actual ADA = 4,847.03 from PCA

Enrollment

The California Department of Education (CDE) has posted the following enrollment information based on records from PCA:

CY = 4,891 from CDE

PY 1 = 4,492 from CDE

PY 2 = 4,264 from CDE

FINANCIAL ANALYSIS SECTION

Highlighted areas below in this high-level financial summary show larger variances between financial reporting periods that may be beyond standard variance levels.

CHARTER SCHOOL INTERIM FINANCIAL REPORT - ALTERNATIVE FORM Financial Review										
Charter School Name: Pacific Coast Academy										
CDS #: 37 68049 0136416										
Charter Approving Entity: Dehesa Elementary										
County: San Diego										
Charter #: 1892										
Fiscal Year: 2022/23										
Description	Object Code	Estimated Actuals 2021-22	Unaudited Actuals 2021 22	Difference: Estimated Actuals to Unaudited Actuals	Adoption 2022-23	Difference: Estimated Actuals to Adoption	1st Interim	Difference: Adoption to 1st Interim	2nd Interim	Difference: 1st Interim to 2nd Interim
A. REVENUES										
5. TOTAL REVENUES		51,723,522	54,079,837	2,356,315	54,525,778	2,802,256	62,853,779	8,328,001	63,146,417	292,638
B. EXPENDITURES										
8. TOTAL EXPENDITURES		49,227,144	49,717,962	490,818	51,997,146	2,770,002	57,457,258	5,460,112	58,305,702	848,444
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)										
		2,496,378	4,361,875	1,865,497	2,528,632	32,254	5,396,521	2,867,889	4,840,715	(555,806)
D. OTHER FINANCING SOURCES / USES										
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D-4)										
		2,496,378	4,361,875	1,865,497	2,528,632	32,254	5,396,521	2,867,889	4,840,715	(555,806)
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of July 1	9791	5,839,915	5,839,915	-	7,041,211	1,201,296	8,906,707	1,865,496	8,906,707	-
b. Adjustments to Beginning Balance	9793, 9795	(1,295,083)	(1,295,083)	-	-	1,295,083	-	-	(1)	(2)
c. Adjusted Beginning Balance		4,544,832	4,544,832	-	7,041,211	2,496,379	8,906,708	1,865,497	8,906,706	(2)
2. Ending Fund Balance, June 30 (E + F.1.c.)		7,041,210	8,906,707	1,865,497	9,569,843	2,528,633	14,303,229	4,733,386	13,747,421	(555,808)
Components of Ending Fund Balance:										
a. Nonspendable										
Revolving Cash (equals object 9130)	9711									
Stores (equals object 9320)	9712									
Prepaid Expenditures (equals object 9330)	9713									
All Others	9719									
b. Restricted	9740		1,346,636	1,346,636						
c. Committed										
Stabilization Arrangements	9750									
Other Commitments	9760		46,159	46,159						
d. Assigned										
Other Assignments	9780									
e. Unassigned/Unappropriated										
Reserve for Economic Uncertainties	9789	1,476,814		(1,476,814)	1,559,914	83,100	1,723,718	163,804	1,749,171	25,453
Unassigned/Unappropriated Amount	9790	5,564,396	7,513,912	1,949,516	8,009,929	2,445,533	12,579,511	4,569,582	11,998,250	(681,261)

Appendices

GOVERNANCE OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Organizational Management</u>					
G1	If charter school is organized as a nonprofit corporation, the corporate papers are available to the authorizer.	<ul style="list-style-type: none"> • Articles of Incorporation • Bylaws 	Yes / No	High / Low / No / N/A	
G2	Bylaws are comprehensive, with provisions regarding governing board composition, term limits, powers, meetings, committees, officers, etc.	<ul style="list-style-type: none"> • Bylaws 	Yes / No	High / Low / No / N/A	
G3	Any changes to charter or bylaws have been approved by charter school’s governing board and submitted to the authorizer.	<ul style="list-style-type: none"> • Bylaws • Approved charter 	Yes / No	High / Low / No / N/A	
G4	Charter school has an organizational chart and job descriptions that delineate clear separation of duties and responsibilities.	<ul style="list-style-type: none"> • Bylaws • Organizational chart • Board President interview 	Yes / No	High / Low / No / N/A	
G5	Governing board has a robust, outcomes-based process for evaluating the charter school leader.	<ul style="list-style-type: none"> • Summary/Timeline of Process to Evaluate School Leader • Confirmation of Completion of School Leader Evaluation 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G6	There is a process in place that ensures parents, teachers, and other staff provide input regarding the effectiveness of the charter school.	<ul style="list-style-type: none"> • Board president interview • Bylaws • Approved charter • Executive director (or equivalent) interview • Teacher interview • Information available on charter school’s website 	Yes / No	High / Low / No / N/A	
Composition					
G7	Charter school has a list or roster of governing board members that is publicly accessible.	<ul style="list-style-type: none"> • List of board members • Information is available on charter school’s website 	Yes / No	High / Low / No / N/A	
G8	Composition of governing board is consistent with approved charter.	<ul style="list-style-type: none"> • List of board members • Approved charter 	Yes / No	High / Low / No / N/A	
G9	Governing board is diverse and reflects charter school and community population.	<ul style="list-style-type: none"> • Board member biographies • Description of school and community demographics 	Yes / No	High / Low / No / N/A	
G10	Governing board members have relevant knowledge and experience in key areas, such as education, finance, legal, real estate, and fundraising.	<ul style="list-style-type: none"> • Board member biographies • Information posted on charter school’s website • Board President interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G11	Governing board and charter leadership are free of real and perceived conflicts of interest.	<ul style="list-style-type: none"> • Board member biographies • Completed Form 700s • Completed Form 990s • Agendas and minutes 	Yes / No	High / Low / No / N/A	
<u>Meetings</u>					
G12	Governing board conducts meetings as frequently as is needed to ensure that it addresses necessary charter school business, and such meetings are consistent with timelines set forth in charter and bylaws.	<ul style="list-style-type: none"> • Annual governing board meeting calendar • Bylaws • Approved charter 	Yes / No	High / Low / No / N/A	
G13	Governing board members receive annual training regarding Brown Act requirements.	<ul style="list-style-type: none"> • Sign-in sheet from Brown Act training • Copy of materials (e.g., Power Point slides) 	Yes / No	High / Low / No / N/A	
G14	Meetings are noticed and conducted in accordance with the Brown Act.	<ul style="list-style-type: none"> • Sample meeting agendas and minutes • Observation of accessibility of meeting (location, online participation, public comment time, etc.) • Screenshot of charter school website 	Yes / No	High / Low / No / N/A	
G15	Discussion during Board meetings is limited to properly-noticed items on agenda.	<ul style="list-style-type: none"> • Observation of meeting 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G16	Board use of closed session during noticed meetings is consistent with Brown Act.	<ul style="list-style-type: none"> • Sample meeting agendas and minutes • Observation of meeting 	Yes / No	High / Low / No / N/A	
G17	Meeting agendas include sufficiently-detailed items of business to be transacted and any necessary action to be taken by the Board.	<ul style="list-style-type: none"> • Sample meeting agendas 	Yes / No	High / Low / No / N/A	
G18	Governing board has adopted clear public comment policy, including allowance of twice the time limit for non-English-speaker translation.	<ul style="list-style-type: none"> • Sample meeting agendas • Public comment policy 	Yes / No	High / Low / No / N/A	
G19	Board members solicit and provide and/or solicit input from the community served.	<ul style="list-style-type: none"> • Board biographies • Advisory committee/PTO documents • Board President interview 	Yes / No	High / Low / No / N/A	
G20	Minutes are approved and thereafter made available to the public.	<ul style="list-style-type: none"> • Sample meeting minutes • Screenshot of charter school website 	Yes / No	High / Low / No / N/A	
G21	Governing board annually reviews charter school’s compliance with Education Code section 49431.9, which prohibits advertisement of food or beverages.	<ul style="list-style-type: none"> • Board meeting minutes 	Yes / No	High / Low / No / N/A	
G22	The location of governing board meetings complies with the physical location	<ul style="list-style-type: none"> • Observation of location of meeting 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	requirements set forth in Education Code section 47604.1.			No / N/A	
G23	Governing board meetings include a two-way teleconference location at each school site and/or resource center, as applicable.	<ul style="list-style-type: none"> • Observation of meetings (location, teleconference location, etc.) 	Yes / No	High / Low / No / N/A	
G24	If the governing board manages two or more charter schools that are not located in the same county, the board audio and/or video records all board meetings and posts such recordings on each charter school’s website.	<ul style="list-style-type: none"> • Charter school website • Observation of meetings (location, teleconference location, etc.) 	Yes / No	High / Low / No / N/A	
G25	To the extent that the charter school is continuing to hold virtual meetings, the charter school has complied with the requirements of AB 361, including adopting a resolution that makes the necessary findings and allowing for real-time public comment.	<ul style="list-style-type: none"> • AB 361 Resolution • Public comment policy • Board meeting minutes 	Yes / No	High / Low / No / N/A	
Board Policies [<u>Note</u> : The oversight team lead may request additional policies for review that are not listed here.]					
G26	Governing board has adopted parent, student, and employee handbooks, and makes updates to handbooks as needed.	<ul style="list-style-type: none"> • Parent handbook • Student handbook • Employee handbook 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G27	Governing board has adopted policies related to conflict of interest, which align with the requirements of Education Code section 47604.1.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G28	Governing board has adopted/updated policies related to student discipline and due process.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G29	Governing board has adopted/updated policies related to complaints and investigations.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G30	Governing board has adopted/updated internal control policies (and related forms and systems).	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G31	Governing board has adopted/updated policies related to bank signature authorizations.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G32	Governing board has adopted/updated policies related to allowable purchases and purchasing authority.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G33	Governing board has adopted/updated policies related to student harassment and the prevention of acts of bullying, including	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	cyberbullying.			No / N/A	
G34	Governing board has adopted/updated policies related to employee harassment.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G35	Governing board has adopted and annually updates its safety plan by March 1 st to include all legal requirements applicable to charter schools.	<ul style="list-style-type: none"> Board policies Meeting agenda and minutes reflecting annual review and update 	Yes / No	High / Low / No / N/A	
G36	Governing board has adopted policies related to immunization records and administration of medication.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G37	Governing board has adopted policies related to Family Educational Rights and Privacy Act.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G38	Governing board has adopted policies related to Section 504/IDEA compliance.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G39	Governing board has adopted/updated policy on independent study (IS), if offered, to include the following: <ul style="list-style-type: none"> Satisfactory progress as an additional means to evaluate continued participation and placement in IS. 	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> ● Provision of standards-aligned content in IS that is substantially equivalent to quality/intellectual challenge of in-person instruction. ● (High school only) Provision for access to all courses offered for graduation and approved by UC/CSU as creditable under A-G admissions criteria. ● Procedures for tiered reengagement. ● Plan to provide opportunities for synchronous instruction for all grades, and live interaction for grades 4-8. ● Plan to transition students to in-person instruction within 5 instructional days, if requested. <p><i>(Note: Additional requirements for IS Board policies are addressed in the Business and Finance Oversight Checklist and depend on whether the charter school offers traditional or course-based IS.)</i></p>				
Education Code Assurances [Note: As part of the review, the oversight team lead will evaluate whether such assurances are consistent with the charter school’s actual operations.]					
G40	Charter school has complied with assurance that it shall be nonsectarian in program admission policies, employment practices,	<ul style="list-style-type: none"> ● Policy review ● Executive director (or equivalent) interview ● Review of any complaints 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	and all other operations.				
G41	Charter school has complied with assurance that it shall not charge tuition.	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
G42	Charter school has complied with assurance that it shall not discriminate against any pupil on the basis of the characteristics listed in Education Code section 220.	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview • Review of any complaints • Review of recruitment and admissions materials 	Yes / No	High / Low / No / N/A	
G43	Charter school has complied with assurance that it shall admit all students who reside in California who wish to attend (up to the Charter School’s capacity based upon space, staff, or Charter School policy).	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview • Review of any complaints • Review of student demographics and enrollment data • Review of recruitment and admissions materials 	Yes / No	High / Low / No / N/A	
G44	Charter school has complied with assurance that it shall determine by public random drawing, which students, other than those already enrolled, will be allowed to enroll if the number of pupils who wish to attend charter school exceeds charter school’s capacity and make reasonable efforts to accommodate the growth of charter school.	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G45	Charter school has complied with assurance that it shall comply with EC 47605(e)(2) in regard to the establishment of preferences for enrollment which shall not result in limiting enrollment access for pupils with: disabilities, academically low-achieving pupils, English Learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged or pupils based on nationality, race, ethnicity, or sexual orientation.	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
G46	Charter school has complied with assurance that it shall notify the school district of residence of the pupil’s last known address within 30 days if a pupil is expelled or leaves charter school without graduating or completing the school year for any reason.	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
Memorandum of Understanding					
G47	Board and charter school administration are aware of and familiar with the terms of any approved MOUs or agreements between the District and the charter school.	<ul style="list-style-type: none"> • Memoranda of understanding • Review of agenda and minutes • Board President interview 	Yes / No	High / Low / No / N/A	
G48	Charter school has fulfilled its obligations under the MOU(s), including the submission of any required documentation to the	<ul style="list-style-type: none"> • Records of authorizer 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	authorizer.				
G49	Charter school responds promptly to authorizer inquiries.	<ul style="list-style-type: none"> Records of authorizer 	Yes / No	High / Low / No / N/A	
G50	Charter school informs authorizer in advance of any proposed material changes to program or operations.	<ul style="list-style-type: none"> Records of authorizer 	Yes / No	High / Low / No / N/A	
<u>Complaint Policies and Procedures</u>					
G51	Board has adopted policies by which students, parents, and staff may make complaints, and these procedures are posted in every classroom, as applicable, and website.	<ul style="list-style-type: none"> Board policies Review of student/parent and staff handbooks Observation of classrooms Observation of website 	Yes / No	High / Low / No / N/A	
G52	Complaint policies and procedures are available in the main/front office or website for nonclassroom-based programs.	<ul style="list-style-type: none"> Observation of main office / website 	Yes / No	High / Low / No / N/A	
G53	Complaints are handled in a manner that is consistent with the charter school’s policies and procedures, and there is no apparent bias or conflicts of interest.	<ul style="list-style-type: none"> Review of policies Board President interview School leader interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G54	Charter school has policies that allow for student, parent, and staff complaints to be appealed to the charter school’s Board.	<ul style="list-style-type: none"> Review of policies Review of website Review of student/parent and staff handbooks 	Yes / No	High / Low / No / N/A	
G55	Charter school has policies for student disciplinary actions that include appropriate due process.	<ul style="list-style-type: none"> Review of charter Review of policies Review of student/parent handbook 	Yes / No	High / Low / No / N/A	
G56	Charter school leadership discloses and ensures Board is fully informed of any anticipated or pending litigation.	<ul style="list-style-type: none"> Board President interview School leader interview Review of agendas 	Yes / No	High / Low / No / N/A	
Planning					
G52	Board adopted an annual update to the Local Control and Accountability Plan (LCAP) by July 1, 2022, which was submitted to the authorizer and County Office of Education.	<ul style="list-style-type: none"> Review of annual update to LCAP Authorizer records 	Yes / No	High / Low / No / N/A	
G53	Board held a public hearing for review and comment on both the annual update to the LCAP and budget overview for parents/guardians.	<ul style="list-style-type: none"> Sample agendas and minutes 	Yes / No	High / Low / No / N/A	
G54	Charter school has prominently posted its LCAP, including any approved updates or revisions, on home page of its website.	<ul style="list-style-type: none"> Review of website 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G55	On or before February 28, 2023, the charter school presents the 2022-23 annual update to the LCAP at a regularly scheduled board meeting, which includes presentation of the 2022-23 Supplement, all available mid-year outcome data related to metrics in the 2022-23 LCAP, and mid-year expenditure and implementation data on all actions identified in 2022-23 LCAP.	<ul style="list-style-type: none"> • Board agenda and minutes 	Yes / No	High / Low / No / N/A	
G56	(If applicable.) Plan delineating the use of the Educator Effectiveness Block Grant funds is presented at Board meeting and adopted at subsequent meeting on or before December 30, 2022.	<ul style="list-style-type: none"> • Expenditure plan • Board agendas and minutes 	Yes / No	High / Low / No / N/A	

Name of School: The Heights Charter School _____

EDUCATIONAL PROGRAM AND STUDENT SERVICES OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Educational Program</u>					
E1	Charter school curricular and instructional plan complies with approved charter.	X Approved charter X Description of courses, instructional framework, and/or scope and sequence	Yes / No	High / Low / No / N/A	
E2	Charter school curricular and instructional plan is aligned with the needs of students that approved charter identifies as target population.	X Approved charter X Description of courses, instructional framework, and/or scope and sequence X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E3	Charter school staffing complies with approved charter.	X Approved charter X Staffing chart	Yes / No	High / Low / No / N/A	
E4	Charter school staffing is sufficient to carry out educational program.	X Staffing chart X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E5	If applicable, parents of 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.	X Student handbook	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E6	Charter school has obtained WASC accreditation, if applicable.	<ul style="list-style-type: none"> WASC accreditation 	Yes / No	High / Low / No / N/A	TK-8 school, not applicable
E7	If classroom-based charter school serves grades TK/K-6, and receives Expanded Learning Opportunities Program (“ELOP”) funding, it offers and provides to unduplicated pupils, access to expanded learning opportunity programs, consistent with program requirements.	<ul style="list-style-type: none"> ELOP Plan Guide Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Services to Special Populations</u>					
E8	Charter school follows process for identification and reclassification of students who are English Learners.	X Student handbook X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E9	Charter school identifies all homeless children and youths and unaccompanied youths enrolled at the charter school. The charter school liaison for homeless children and youths ensures identification of such children and youths through outreach and coordination activities with other organizations and referral of services to homeless families.	<ul style="list-style-type: none"> Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E10	Charter school posts the contact information of liaisons for homeless children and youths and unaccompanied youths, and specific information regarding educational rights and resources available to persons experiencing homelessness on the school website.	X Website	Yes / No	High / Low / No / N/A	
E11	If charter school graduates students, it has notified students in foster care, homeless students, and students of a military family or with migrant status of their rights of exemption from local graduation requirements.	<ul style="list-style-type: none"> • Student handbook • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E12	Charter school policies and practices ensure referral and assessment of students suspected of needing accommodations under Section 504.	X Student handbook X Charter policies and procedures manual X CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E13	Students identified as eligible under Section 504 receive accommodations and supports required by their 504 plans.	<ul style="list-style-type: none"> • Sample 504 plans • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Curricular Materials</u>					

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E14	Charter school uses standards-aligned instructional materials.	X Description of courses, instructional framework, and/or scope and sequence X Classroom observations	Yes / No	High / Low / No / N/A	
E15	Charter school uses instructional materials that address the specific needs of English Learners.	X Description of courses, instructional framework, and/or scope and sequence X Instructional leader (or equivalent) interview X Classroom observations	Yes / No	High / Low / No / N/A	
E16	Charter school provides integrated English Language Development within regular classes in all content areas in a manner that is aligned with state content and ELD standards.	X Instructional leader (or equivalent) interview X Classroom observations	Yes / No	High / Low / No / N/A	
E17	Charter school provides designated English Language Development for a specific protected time during the school day that is aligned with ELD standards.	X Class schedule X Instructional leader (or equivalent) interview X Classroom observations	Yes / No	High / Low / No / N/A	
<u>Assessment</u>					
E18	Charter school administers state-mandated testing according to testing rules and regulations as required for all K-12 schools in California.	X Assessment calendar X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E19	SBAC and Dashboard Data (and verified data, if applicable) indicate that the charter school is on target for meeting renewal requirements as set forth in EC 47607.	<ul style="list-style-type: none"> • SBAC X Dashboard Data X Verified Data (if applicable) 	Yes / No	High / Low / No / N/A	
E20	Charter school has completed and timely posted a SARC containing required elements.	X SARC	Yes / No	High / Low / No / N/A	
E21	Charter school regularly collects student achievement data and reports it to parents and staff.	<ul style="list-style-type: none"> x Sample data reports to parents X Sample data reports to staff X Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E22	Charter school provides required notifications of language proficiency assessments (ELPAC), including whether a child is a long-term English Learner or is at-risk of becoming one.	<ul style="list-style-type: none"> X Notifications/letters to parents X Home language surveys 	Yes / No	High / Low / No / N/A	
E23	Charter school has a Local Control and Accountability Plan. LCAP has been presented to, reviewed, and approved by the Charter school’s Board.	<ul style="list-style-type: none"> X LCAP X Minutes from Board meeting 	Yes / No	High / Low / No / N/A	
E24	LCAP and annual update address student academic performance across all student populations.	X Review of LCAP/annual update	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E25	Title I funds/categorical funding are being used to supplement the school’s LCAP goals.	<ul style="list-style-type: none"> • LCAP • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E26	As applicable, the charter school has completed a School Plan for Student Achievement (SPSA) that meets federal school planning and stakeholder requirements for Title I.	<ul style="list-style-type: none"> • SPSA 	Yes / No	High / Low / No / N/A	
E27	The charter school has complied with the programmatic requirements for the development and implementation of a school site council (including composition, meetings, etc.) if it receives federal funding under Title I.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview • School site council handbook • Membership lists • Meeting notices/agendas and minutes 	Yes / No	High / Low / No / N/A	
<u>Admissions</u>					
E28	Charter school complies with the admissions practices described in the approved charter.	X Approved charter X Admissions/enrollment forms and policies X Lottery procedures	Yes / No	High / Low / No / N/A	
E29	Admissions process for a student with an IEP is the same as for a student without an IEP.	X Admissions/enrollment forms and policies	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E30	Student data demonstrates that population is reflective of the District (including racial and ethnic background, students with disabilities, English learners, and FRPL students).	X Charter school student data X Student data from nearby school districts	Yes / No	High / Low / No / N/A	
E31	Charter school enrollment forms indicate compliance with all applicable laws, including prohibition on collecting information regarding immigration status; prohibition on collecting social security numbers unless required by law; and, as required by Education Code section 49452.9(a), health care coverage options and enrollment assistance information.	X Admissions/enrollment forms and policies	Yes / No	High / Low / No / N/A	
E32	If charter school has used lottery system to determine which students will be allowed to enroll, process was held in the manner described in the approved charter.	X Approved charter X Admissions/enrollment forms and policies X Lottery procedures	Yes / No	High / Low / No / N/A	
E33	If charter school serves transitional kindergarten (“TK”), ensure compliance with TK implementation dates, and enrollment and ratio requirements, pursuant to Ed. Code section 48000. (For 2022-23 school year, child with fifth birthday between September 2 and	X Admissions/enrollment forms and policies X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	February 2 shall be admitted to a TK program.)				
<u>Discipline</u>					
E34	<p>Charter school discipline policies and practices are consistent with terms of charter, and applicable legal updates, including, but not limited to:</p> <ul style="list-style-type: none"> • Providing homework assignments, upon request by the parent/guardian, for students suspended for 2 or more schooldays; • Prohibiting suspension and/or prohibiting recommendations for expulsion of students in applicable grades, for disrupting school activities or willful defiance 	<p>X Approved charter X Discipline policies and procedures, including policies regarding discipline of students with disabilities</p>	<p>Yes / No</p>	<p>High / Low / No / N/A</p>	
E35	<p>Student discipline procedures comply with due process requirements set forth in Education Code section 47605, charter, and/or discipline policies and procedures, including all requirements for disciplining students with disabilities.</p>	<p>X Discipline policies and procedures, including policies regarding discipline of students with disabilities X Instructional leader (or equivalent) interview</p>	<p>Yes / No</p>	<p>High / Low / No / N/A</p>	
E36	<p>Charter school has not disproportionately suspended or</p>	<p>X Discipline data X Discipline policies and procedures, including policies regarding discipline</p>	<p>Yes / No</p>	<p>High / Low /</p>	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	expelled students of certain racial or ethnic backgrounds, or students with disabilities.	of students with disabilities		No / N/A	
Health and Safety					
E37	Charter School has adopted and annually updates its school safety plan, addressing fire emergencies, earthquakes, criminal incidents, accidents, injuries, and other threats to the health and safety of students and staff, consistent with Education Code requirements applicable to charter schools.	X School safety plan	Yes / No	High / Low / No / N/A	
E38	Staff has been trained in health, safety, and emergency procedures, and appropriate first aid supplies are kept on hand.	X Training sign-in sheets • Observation of main office	Yes / No	High / Low / No / N/A	
E39	Charter school has a policy/procedure for visitors to enter and leave campus.	X Policy or procedure	Yes / No	High / Low / No / N/A	
E40	Charter school provides for the screening of pupils’ vision, hearing, screening for scoliosis, and required immunizations.	• Records of student screenings	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E41	If charter school serves students in grades 7-12, governing board has adopted Suicide Prevention Policy that was created in conjunction with stakeholders, specifically lists its high-risk groups, addresses the needs of those high-risk students, and was updated in the last 5 years.	X Suicide Prevention Policy (7-12) • Board meeting minutes	Yes / No	High / Low / No / N/A	
E42	If charter school serves students in grades K-6, governing board has adopted Suicide Prevention Policy that was created in conjunction with stakeholders, specifically lists its high-risk groups, addresses the needs of those high-risk students, is age appropriate and delivered and discussed in a manner that is sensitive to needs of young pupils, and written to ensure proper coordination and consultation with the county mental health plan if a referral is made for mental health or related services on behalf of a student who is a Medi-Cal beneficiary.	X Suicide Prevention Policy (K-6) • Board meeting minutes	Yes / No	High / Low / No / N/A	
E43	If charter school qualifies for FRPL for all meals that it provides, it has applied to provide a universal meal service to all students at the school, or, if not, has submitted a governing board resolution to the state claiming a fiscal hardship	• Application for universal meal service • Board resolution	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	(with evidence that those finding are reviewed in a public meeting every 4 years), as provided in Education Code section 49564(c).				
E44	Charter school provides two meals free of charge during each school day to any student who requests a meal, without consideration of eligibility for FRPL, with a maximum of one free meal for each meal service period.	X Executive director (or equivalent) interview	Yes / No	High / Low / No / N/A	
E45	If a nonclassroom-based charter, charter school provides at least one meal per day to students who qualify for FRPL, if they are scheduled for educational activities lasting two or more hours at the school site, resource center, meeting space, or other satellite facility operated by the charter school.	X Executive director (or equivalent) interview	Yes / No	High / Low / No / N/A	
E46	Charter school posts on its website in a prominent, conspicuous location, the Title IX information, including the name and contact number/e-mail for the Title IX Coordinator for that school, required suicide prevention policies, policies and procedures on sexual harassment, anti-discrimination, anti-harassment, anti-intimidation, anti-bullying, and anti-cyberbullying, and a section on social	<ul style="list-style-type: none"> • Screenshot from website 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	medial bullying.				
E47	If charter school serves students in grades 7-12, it provides comprehensive sexual health and HIV prevention education, as required by Education Code section 51930, et seq.	<ul style="list-style-type: none"> • Sexual health and HIV prevention education course description 	Yes / No	High / Low / No / N/A	
E48	Charter school has developed methods for informing parents/guardians of students in grades 6-12 regarding human trafficking prevention resources, as required by Education Code section 49381.	x Policy or other description of method for informing parents/guardians	Yes / No	High / Low / No / N/A	
E49	If charter school sponsors or hosts an on-campus event that is not part of an interscholastic athletic program in or around a swimming pool, ensure there is at least one adult with a valid certification of CPR training to be present throughout the duration of the event.	X Record of valid certification for designated adult	Yes / No	High / Low / No / N/A	
E50	If charter school submits an affidavit to the State Superintendent of Instruction due to an emergency condition that resulted in a school closure for an event occurring after September 1, 2021, it shall certify that it has a plan for which independent study will be offered, and	X Executive director (or equivalent) interview <ul style="list-style-type: none"> • Affidavit • Independent study plan • Public health or safety order 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	provide a copy of an applicable state or local public health or public safety order that required campus closure.				
E51	On and after January 1, 2023, charter school provides the CDE type 1 diabetes informational materials to parents/guardians either when a student is first enrolled in elementary school, or with other required notices provided pursuant to Ed. Code section 48980 at the start of the first semester or quarter.	X Notice	Yes / No	High / Low / No / N/A	
<u>Parent Notifications</u>					
E52	Charter school provides a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act.	X Notice	Yes / No	High / Low / No / N/A	
E53	If charter school serves students in 11th grade, parents of those students are notified by January 1st that the student will be deemed a Cal Grant applicant unless the student opts out, as required by Education Code section 69432.9(d)(1).	• Notice	Yes / No	High / Low / No / N/A	
E54	If charter school serves students in 12th grade, parents of those students are	• Notice	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	notified of student’s GPA by October 1st, as required by Education Code section 69432.9(c)(2).			No / N/A	
E55	Charter school notifies parents at least twice a year regarding how to initiate access to available student mental health services on campus or in the community.	X Notice	Yes / No	High / Low / No / N/A	
E56	Charter school ensures all 12 th grade students either (1) complete and submit the FAFSA, or (2) if the student is exempt from paying nonresident tuition, complete and submit the Student Aid Commission form for purposes of the California Dream Act, unless the student opts out per Ed. Code section 51225.7(c), or is deemed to be exempt by the charter school per Ed. Code section 51225.7(d).	<ul style="list-style-type: none"> Direction to complete FAFSA/Student Aid Commission form submission and/or opt-out form 	Yes / No	High / Low / No / N/A	
E57	If charter school receives funding from the American Rescue Plan Elementary and Secondary School Emergency Relief, it shall annually administer the CDE housing questionnaire to all parents/guardians of students and to all unaccompanied youths, and report the results to the CDE.	<ul style="list-style-type: none"> Notice 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E58	If 15% or more of the students enrolled in the charter school speak a single primary language other than English, requires all notices, reports, statements, or records sent to the parent/guardian to be written in English and the primary language, and authorizes the parent/guardian to respond either in English or the primary language.	<ul style="list-style-type: none"> Executive director (or equivalent) interview Copies of sample notices, reports, statements, or records sent to parents/guardians 	Yes / No	High / Low / No / N/A	
<u>Student Records</u>					
E59	Charter school maintains comprehensive records regarding its students.	X Roster of students, including name, grade level, school district of residence, county of residence, parent/guardian name, and contact number	Yes / No	High / Low / No / N/A	
E60	Charter school maintains student records, including special education records, in a confidential and secure location.	X Policy regarding confidentiality of student records <ul style="list-style-type: none"> Observation of main office 	Yes / No	High / Low / No / N/A	
E61	Charter school has a policy or procedure for parents to review student files, including a log.	X Policy regarding review of records	Yes / No	High / Low / No / N/A	
E62	Charter school has policy or procedure regarding release of student information.	X Policy regarding release of student information	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E63	Teachers have reasonable access to special education records.	X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E64	If applicable, charter school updates a former student’s records to include their updated legal name or gender if the charter school receives government-issued documentation that demonstrates the former student’s legal name or gender has been changed. Charter school reissues specified documents conferred upon, or issued to, the former student with the updated legal name or gender, if requested by the former student..	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
Student Retention / Grade Changes / High School Coursework Completion (AB 104)					
E65	If applicable, charter school has permitted an eligible student, for whom a decision to retain is made by the charter school, to be retained in the student’s 2020-21 grade level for the 2021-22 school year.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview • Record(s) reflecting retention 	Yes / No	High / Low / No / N/A	
E66	Charter school has provided consultation within 30 days of request by a parent or guardian of a student eligible for retention.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview • Documentation reflecting date of request and date of consultation 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E67	Charter school, if serving high school students, posted notice on its website and provided written notice to students and parents/guardians of grade change option within 15 days of CDE posting of an application template.	<ul style="list-style-type: none"> • Screenshot of website • Copy of notice (dated) 	Yes / No	High / Low / No / N/A	
E68	If applicable, charter school changed student’s transcript and notified student and parent/guardian of change within 15 days of receipt of student’s application.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview • Evidence of notification 	Yes / No	High / Low / No / N/A	
E69	If applicable, charter school exempted a student who was in third or fourth year of high school for 2020-21 and who is not on track to graduate in 4 years, from all coursework and other requirements adopted by charter school that are in addition to state’s graduation requirements.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E70	If applicable, charter school provided opportunity to student in third or fourth year of high school who is not on track to graduate to complete required coursework for state graduation requirements (e.g., completion of fifth year of instruction, credit recovery, etc.).	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview • Evidence of opportunities provided to recoup credit 	Yes / No	High / Low / No / N/A	

Name of School: The Heights Charter School _____

SPECIAL EDUCATION OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Special Education Program</u>					
S1	Charter school policies and practices ensure appropriate placement for students who are enrolling with IEPs.	<ul style="list-style-type: none"> • Student handbook • Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S2	Charter school policies and practices ensure referral and assessment of students suspected of requiring special education and related services.	<ul style="list-style-type: none"> • Student handbook • Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S3	Charter school policies and practices ensure compliance with IDEA special education timelines.	<ul style="list-style-type: none"> • Student handbook • Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S4	Students identified as eligible for special education receive services required by	<ul style="list-style-type: none"> • Sample IEPs • Instructional leader (or equivalent) interview 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	their IEPs and 504 plans.			No / N/A	
S5	All required members of IEP teams attend IEP meetings.	<ul style="list-style-type: none"> • Sample IEPs 	Yes / No	High / Low / No / N/A	
S6	Charter school does not enroll a disproportionately small number of students with disabilities.	<ul style="list-style-type: none"> • Data demonstrating percentage of students with disabilities in charter school 	Yes / No	High / Low / No / N/A	
S7	Charter school ensures that special education funds are not used to serve students identified for accommodations under Section 504.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S8	Board and charter school administration are aware of and familiar with the terms of the special education MOU between the District and the charter school.	<ul style="list-style-type: none"> • Special Education MOU • Review of agenda and minutes • Board President interview 	Yes / No	High / Low / No / N/A	
S9	Charter school has fulfilled its obligations under the MOU, including the submission of any required documentation to the authorizer.	<ul style="list-style-type: none"> • Records of authorizer 	Yes / No	High / Low / No / N/A	

Name of School: The Heights Charter School

PERSONNEL OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>All Employees</u>					
P1	Charter school employee handbook and policies are consistent with approved charter and any MOUs.	X Employee handbook X Employee policies X Approved charter X Employment-related MOUs	Yes / No	High / Low / No / N/A	
P2	Charter school employee handbook and policies guarantee fair hiring practices.	X Employee handbook X Employee policies	Yes / No	High / Low / No / N/A	
P3	Charter school enters employment contracts with all persons hired to work at school.	X Sample employment contracts	Yes / No	High / Low / No / N/A	
P4	All employees have been fingerprinted, including Department of Justice background checks.	X Documentation of fingerprint clearance for all employees	Yes / No	High / Low / No / N/A	
P5	All employees have passed TB test and results are current.	X Documentation of current TB test results for all employees	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
P6	All employees have undergone AB 1432 Child Abuse Neglect and Reporting training within first 6 weeks of school or 6 weeks of employment.	X Certificates of training	Yes / No	High / Low / No / N/A	
P7	If charter school employs 50+ employees, all supervisors have undergone anti-harassment training, including harassment based on sexual orientation and gender identity and expression.	X Certificates of training	Yes / No	High / Low / No / N/A	
P8	Charter school provides federally required training to school personnel providing services to youth experiencing homelessness at least annually.	• Certificates of training	Yes / No	High / Low / No / N/A	
P9	Charter school has DFEH poster regarding transgender rights posted in a prominent and accessible location.	X Observation of main office /website	Yes / No	High / Low / No / N/A	
P10	If charter school employs 20+ employees, it provides up to 12 weeks of job-protected, unpaid parental leave.	X Employee handbook	Yes / No	High / Low / No / N/A	
P11	If charter school employs 25+ employees, it provides protected leave and sick leave as	X Employee handbook	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
	it pertains to child and relative care laws.			No / N/A	
P12	Governing board approves personnel actions.	<ul style="list-style-type: none"> Governing board minutes 	Yes / No	High / Low / No / N/A	
Certificated Employees					
P13	Charter school employs sufficient teaching staff to satisfy terms of approved charter and applicable law.	X Staff organizational chart X Approved charter X Operations MOU	Yes / No	High / Low / No / N/A	
P14	Charter school provides teachers with professional development opportunities.	X Professional development calendar X Professional development session agenda X Teacher interviews	Yes / No	High / Low / No / N/A	
P15	Teachers providing instruction in core	X Staff organizational chart X Documentation of credentials,	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	subject areas have the required credentials, certifications, qualifying coursework and/or qualifying degree to meet state and federal requirements, terms of approved charter, and any MOUs.	certifications, qualifying coursework, and qualifying degree(s) held by core teachers X Approved charter X Operations MOU		No / N/A	
P16	Teachers have the legally required CLAD or B-CLAD certification to provide instruction to their students.	X Staff organizational X Documentation of credentials and certifications held by teachers	Yes / No	High / Low / No / N/A	One teacher missing EL authorization; District submitted paperwork for Emergency EL authorization. No EL students are in this classroom.
P17	Teachers providing special education and related services have required credentials, certifications, qualifying coursework and/or qualifying degree .	X Staff organizational chart X Documentation of credentials, certifications, qualifying coursework, and qualifying degree(s) held by special education teachers	Yes / No	High / Low / No / N/A	
P18	Charter school leadership conducts regularly, timely evaluations of teachers.	X Sample evaluations X Teacher interviews	Yes / No	High / Low / No / N/A	
<u>Classified Employees</u>					
P19	Classified employees who provide instructional support in core subject areas, special education, and English language learning meet state and federal requirements, terms of approved charter,	X Staff organizational chart X Documentation of qualifications held by classified aides X Approved charter X Operations MOU	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	and any MOUs.				
Miscellaneous					
P20	If charter school employs school security officers or security guards working on school property, provide required training course during regular work hours.	<ul style="list-style-type: none"> • Certificates of training 	Yes / No	High / Low / No / N/A	

Name of School: The Heights Charter School _____

OPERATIONS AND FACILITIES OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Maintenance of Facilities</u>					
O1	A designated person is responsible for overseeing operations and facilities management.	<ul style="list-style-type: none"> • Staff organizational chart 	Yes / No	High / Low / No / N/A	
O2	Facilities are adequate for number of students and types of programs.	<ul style="list-style-type: none"> • Capacity chart for campus facilities • Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
O3	Charter school has process for routine inspections of grounds to ensure that they remain in good condition and free from mold and other hazardous substances.	<ul style="list-style-type: none"> • Inspection logs • Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Legal Compliance</u>					
O4	All facilities meet Americans with Disabilities Act requirements.	<ul style="list-style-type: none"> • ADA certification 	Yes / No	High / Low / No / N/A	
O5	All single-user restrooms have been	<ul style="list-style-type: none"> • Operations manager (or equivalent) interview 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	designated as all-gender restrooms.			No / N/A	
O6	Charter school has developed asbestos management plan in accordance with the Asbestos Hazard Emergency Response Act.	<ul style="list-style-type: none"> Asbestos Management Plan 	Yes / No	High / Low / No / N/A	
O7	Charter school has certificate of occupancy on file.	<ul style="list-style-type: none"> Certificate of occupancy 	Yes / No	High / Low / No / N/A	
O8	Charter school has conditional use permit on file, as applicable.	<ul style="list-style-type: none"> Conditional use permit 	Yes / No	High / Low / No / N/A	
O9	Charter school has safety inspection by local fire department on file.	<ul style="list-style-type: none"> Safety inspection by local fire department 	Yes / No	High / Low / No / N/A	
O10	If charter school participates in an interscholastic athletic program, it has a written emergency action plan and at least one automated external defibrillator for the school.	<ul style="list-style-type: none"> Emergency action plan Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
O11	If charter school serves any grades 6-12, it stocks restrooms with an adequate supply of free menstrual products, available and	<ul style="list-style-type: none"> Operations manager (or equivalent) interview 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	accessible, free of cost, in all women’s restrooms and all-gender restrooms, and in at least one men’s restroom, at all times, and post designated notice.	<ul style="list-style-type: none"> • Notice regarding provision of menstrual products and contact information for designated employee 		No / N/A	
O12	If charter school is aware of a lactating pupil, it has made accommodations for lactation other than a restroom and has provided a place to safely store milk.	<ul style="list-style-type: none"> • Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
O13	Charter school has adequate insurance coverage that names the District as additional insured, as applicable.	<ul style="list-style-type: none"> • Certificates of insurance 	Yes / No	High / Low / No / N/A	
O14	Charter school has provided assurance that it complies with the geographic and site limitations under Education Code sections 47605 and 47605.1, as recently amended by Assembly Bill 1507.	<ul style="list-style-type: none"> • Operations manager (or equivalent) interview • Designation of any charter facilities (e.g., resource centers, etc.) • Review of addresses of facilities 	Yes / No	High / Low / No / N/A	Charter renewal not until 2026 when this will be addressed through a petition request to an authorizer that meets the geographic requirements.
O15	Charter school has identified all facilities and their respective locations, including those that are available for use by students enrolled in the charter school for any purpose related to the charter school’s educational program (whether or not such facility(ies) is/are owned, leased, rented, or subleased by the charter school	<ul style="list-style-type: none"> • List of facilities • Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
	or a different entity).				
O16	Charter school has not added or begun using any new or different facilities that are not identified in the most recent charter petition or material revision (as applicable) approved by the District's governing board.	<ul style="list-style-type: none"> • List of facilities • Operations manager (or equivalent) interview • Authorizer records 	Yes / No	High / Low / No / N/A	
O17	Charter school has revised bell schedules to ensure middle school begins no earlier than 8:00 a.m., and high school begins no earlier than 8:30 a.m. (as applicable to grade levels served).	<ul style="list-style-type: none"> • Bell schedule 	Yes / No	High / Low / No / N/A	
O18	If charter school plans to hold a career or college fair, provide notice to each apprenticeship program in the same county as the charter school of the planned date/time and location of the fair.	<ul style="list-style-type: none"> • Notice(s) to apprenticeship programs (if applicable) 	Yes / No	High / Low / No / N/A	
O19	Charter school ensures any contracting entities obtain criminal records summaries for any employee who interacts with students, outside of the immediate supervision and control of the student's parent/guardian or charter	<ul style="list-style-type: none"> • Operations manager (or equivalent) interview • Affidavit and/or certification from contracting entities of criminal records summaries (as applicable) 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	school employee.				

FISCAL AND BUSINESS SYSTEMS OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Budget, Accounting, and Financial Reporting</u>					
F1	Governing board policies address budget, accounting, and financial reporting.	<ul style="list-style-type: none"> • Board policies 	Yes / No	High / Low / No / N/A	
F2	Current budget has been approved by the governing board.	<ul style="list-style-type: none"> • Current/adopted budget • Board meeting minutes 	Yes / No	High / Low / No / N/A	
F3	Charter school has clear process for reviewing and revising the budget (e.g., in light of changes in student enrollment or operations), including governing board approval.	<ul style="list-style-type: none"> • Board meeting minutes • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F4	Charter school’s Local Control and Accountability Plan (LCAP) or annual update aligns with LCFF Calculator.	<ul style="list-style-type: none"> • LCAP or annual update • LCFF Calculator 	Yes / No	High / Low / No / N/A	
F5	Budget provides for all financial obligations.	<ul style="list-style-type: none"> • Current budget compared with Cash Flow Statement 	Yes / No	High / Low / No / N/A	
F6	Governing board approves all required	<ul style="list-style-type: none"> • Required financial reports • Board meeting minutes 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	financial reports.			No / N/A	
F7	On or before July 1st, the charter school submits the adopted budget and estimated current year actuals to the authorizer.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F8	On or before December 15th, the charter school submits the interim financial report to the authorizer.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F9	On or before March 15th, the charter school submits the second interim financial report to the authorizer.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F10	On or before September 15th, the charter school submits the final unaudited actuals report for the full prior year.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F11	Charter school maintains separate accounts for restricted revenues and expenditures.	<ul style="list-style-type: none"> • Financial records 	Yes / No	High / Low / No / N/A	
F12	Charter school regularly prepares cash flow projections to ensure that it has sufficient funds to meet its financial obligations.	<ul style="list-style-type: none"> • Financial records 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F13	Charter school’s business accounting system complies with state accounting and reporting requirements.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F14	On or before December 30, 2021, the charter school develops and adopts a plan delineating the expenditure of the Educator Effectiveness Block Grant.	<ul style="list-style-type: none"> Expenditure plan 	Yes / No	High / Low / No / N/A	
Audit					
F15	Charter school has selected a state-approved auditing firm, and annually submits independent auditor selection certification and contract to authorizer and county office of education by March 31st.	<ul style="list-style-type: none"> Proof of submission of auditor certification and contract Director of finance (or equivalent) interview and proof that they met the March 31st deadline 	Yes / No	High / Low / No / N/A	
F16	Charter school has developed auditing schedule/timeline.	<ul style="list-style-type: none"> Auditing schedule/timeline 	Yes / No	High / Low / No / N/A	
F17	Charter school has submitted prior year’s financial audit to authorizer.	<ul style="list-style-type: none"> Previous year’s audit Proof of submission 	Yes / No	High / Low / No / N/A	
F18	Charter school has developed and implemented plan of corrective action for each audit finding and recommendation, as	<ul style="list-style-type: none"> Corrective plan of action Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	applicable.				
<u>Financial Condition</u>					
F19	Charter school maintains an appropriate level of reserves for economic uncertainties.	<ul style="list-style-type: none"> • Financial reports compared with the MOU/Petition required reserve level established. • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F20	Charter school prepares three-year financial projections (current plus two subsequent years) based on reasonable assumptions and includes all long-term debt obligations.	<ul style="list-style-type: none"> • Financial records along with the three year Cash Flow Statement • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F21	Based on the projections, charter school will be able to meet its financial obligations and maintain an appropriate level of reserves in the current and two subsequent fiscal years.	<ul style="list-style-type: none"> • Financial records • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F22	Charter school is not a party to any current or pending litigation/disputes that would affect the charter school’s financial position.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F23	Charter school maintains a written policy regarding the process to identify, address, and monitor risks of fraud.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview • Written policy regarding fraud 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F24	Charter school is not aware of actions of fraud, or allegations of fraud, within the charter school that would affect cash, expenditures, and/or investments.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
Cash Receipts					
F25	Charter school has policies addressing cash receipts.	<ul style="list-style-type: none"> Cash receipt policy – 	Yes / No	High / Low / No / N/A	
F26	Charter school maintains records of all monies received (e.g., issues receipts).	<ul style="list-style-type: none"> Cash receipt policy Sample records of cash receipts Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F27	Charter school deposits monies in a timely manner.	<ul style="list-style-type: none"> Cash receipt policy Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F28	Charter school maintains records of deposits of all monies.	<ul style="list-style-type: none"> Cash receipt policy Sample records of cash deposits Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F29	Charter school reconciles bank statements to ensure receipt and deposit of monies is accurately reported.	<ul style="list-style-type: none"> Cash receipt policy Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F30	Charter school’s board has adopted a resolution or formally approved any interfund transfers via the due to/due from process, which details all material facts related to such transfers.	<ul style="list-style-type: none"> Board-adopted resolution and/or meeting minutes evidencing formal approval of interfund transfer(s). 	Yes / No	High / Low / No / N/A	
Disbursements					
F31	Charter school has policies addressing disbursements.	<ul style="list-style-type: none"> Disbursement policy 	Yes / No	High / Low / No / N/A	
F32	Disbursements require all of the following: (1) an original invoice from the vendor; (2) a receiving document; (3) appropriate approval of the purchase; and (4) ratification by the governing board, if amount exceeds maximum dollar amount set forth in charter school policy.	<ul style="list-style-type: none"> Disbursement policy Director of finance (or equivalent) interview – 	Yes / No	High / Low / No / N/A	
F33	Checks are signed by authorized employees.	<ul style="list-style-type: none"> Disbursement policy Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F34	Charter school has adopted a system to maintain vendor payment information for preparation of 1099s.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F35	Charter school has segregated duties between purchasing, receiving, and accounts payable.	<ul style="list-style-type: none"> • Staff organizational chart • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Payroll</u>					
F36	Charter school has a salary schedule or other satisfactory salary structure.	<ul style="list-style-type: none"> • Salary schedule (Binder 6, Tab 21) 	Yes / No	High / Low / No / N/A	
F37	Tax deposits are completed in a timely manner.	<ul style="list-style-type: none"> • Proof of tax deposits • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F38	Earnings are properly recorded for retirement reporting to Social Security, PERS, STRS.	<ul style="list-style-type: none"> • Proof of recording of earnings • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F39	Charter school has system to provide STRS data to authorizer.	<ul style="list-style-type: none"> • Proof of submission of STRS data • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F40	Charter school has system to maintain employee earning records for preparation of W-2s.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F41	Charter school adheres to provisions of any leased staff (non-instructional only) agreement or MOU, including invoicing for	<ul style="list-style-type: none"> • Leased Staff Agreement • Invoicing of leased staff • Evidence of Board approval of invoices. 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	every leased staff member and Board approval of same.				
Equipment Inventory					
F42	Charter school has policies addressing the purchase and maintenance of equipment.	<ul style="list-style-type: none"> Equipment purchase and maintenance policy 	Yes / No	High / Low / No / N/A	
F43	Charter school maintains an equipment inventory that is physically located on each site.	<ul style="list-style-type: none"> Equipment inventory 	Yes / No	High / Low / No / N/A	
F44	Equipment purchased with federal funds is properly identified.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview – 	Yes / No	High / Low / No / N/A	
Student Attendance (All Schools)					
F45	Charter school uses a generally-approved attendance accounting system.	<ul style="list-style-type: none"> Screenshot of attendance accounting system 	Yes / No	High / Low / No / N/A	
F46	There is a designated staff person responsible for administering attendance.	<ul style="list-style-type: none"> Staff organizational chart 	Yes / No	High / Low / No / N/A	
F47	Charter school calendar includes a minimum of 175 instructional days.	<ul style="list-style-type: none"> School calendar 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F48	Charter school class/bell schedule ensures minimum instructional minutes (36,000 for K, 50,400 for 1st - 3rd, 54,000 for 4th - 8th, 64,800 for 9th - 12th).	<ul style="list-style-type: none"> Class/bell schedule (Binder 6, Tab 29) 	Yes / No	High / Low / No / N/A	
F49	Student absences are excluded from apportionment days.	<ul style="list-style-type: none"> Attendance reports Attendance clerk (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F50	Charter school only claims ADA for teachers who hold an appropriate credential or certificate.	<ul style="list-style-type: none"> Attendance reports Attendance clerk (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F51 c	Charter school submits P1, P2, and P3 attendance reports to authorizer, along with back-up documents.	<ul style="list-style-type: none"> Proof of submission 	Yes / No	High / Low / No / N/A	
F52	Charter school has clear procedures for enrolling students, and confirming that students are not enrolled elsewhere to avoid dual enrollment.	<ul style="list-style-type: none"> Enrollment and disenrollment policies and procedures 	Yes / No	High / Low / No / N/A	
F53	Charter school has clear procedures for disenrolling students and providing notification to the student’s district of residence.	<ul style="list-style-type: none"> Enrollment and disenrollment policies and procedures 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F54	Charter school has clear procedures for claiming and reporting ADA to the state.	<ul style="list-style-type: none"> • Policies and procedures related to claiming and reporting ADA 	Yes / No	High / Low / No / N/A	
F55	Charter school ensures that students are not enrolled in more than one track for which it claims apportionment.	<ul style="list-style-type: none"> • Attendance clerk (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F56	Any changes in enrollment/ADA from school year to school year are reasonable and do not exceed threshold under Operations MOU that would trigger the need for a material revision to the charter.	<ul style="list-style-type: none"> • Teacher roster and monthly ADA reports 	Yes / No	High / Low / No / N/A	
<u>Student Attendance (Schools Offering Independent Study)</u>					
<u>Requirements Applicable to All Independent Study Programs</u>					
F57	The program of each student in independent study is overseen by a certificated employee as is required by Education Code section 51747.5(a) and 51749.5(a)(3).	<ul style="list-style-type: none"> • Student enrollment report • Staff organizational chart • Independent study parent interview • Independent study teacher interview 	Yes / No	High / Low / No / N/A	
F58	Charter school meets ratio of ADA to FTE certificated employees required by Education Code section 51745.6(d) and 51749.5(a)(13) (i.e., 25:1 or ratio in largest unified school	<ul style="list-style-type: none"> • Student enrollment report • Staff organizational chart 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	district).	<ul style="list-style-type: none"> • Independent study coordinator (or equivalent) interview • Independent study teacher interview 			
F59	In accordance with Education Code sections 51745(c) and 51749.5(a)(7), students with IEPs do not participate in independent study unless their IEPs provide for that placement.	<ul style="list-style-type: none"> • IEP review • Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F60	In accordance with Education Code sections 51747.3(a) and 51749.5(a)(6), charter school does not provide any funds or other things of value to students who attend independent study programs (or their parents/guardians) that it does not provide to students who attend classroom-based programs (or their parents/guardians).	<ul style="list-style-type: none"> • Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F61	In accordance with Education Code sections 51747.3(c) and 51749.5(a)(6), charter school claims ADA only for students who are residents of the county in which the apportionment claim is reported, or who are residents of a county immediately adjacent to the county in which the apportionment claim is reported.	<ul style="list-style-type: none"> • Independent study coordinator (or equivalent) interview • Student enrollment report 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F62	Pursuant to Education Code section 47634.2, charter school has submitted a determination of funding form, and SBE subsequently issued a determination of funding.	<ul style="list-style-type: none"> Request for determination of funding SBE determination of funding 	Yes / No	High / Low / No / N/A	
F63	Charter school has a process to track the number of pupils participating in independent study for 15 or more school days.	<ul style="list-style-type: none"> Independent study coordinator (or equivalent) interview Record of student participation in independent study (e.g., attendance tracking chart) 	Yes / No	High / Low / No / N/A	
F64	Charter school retains evidence of satisfactory educational progress for each independent study student, including a file of representative samples of each student’s work products (signed/initialed and dated by supervising teacher).	<ul style="list-style-type: none"> Sample grade books Sample transcripts Work samples Independent study parent interview 	Yes / No	High / Low / No / N/A	
F65	<p>In accordance with Section 51747(e) and 51749.5(a)(4)(C), charter school offers opportunities for live and synchronous instruction as follows:</p> <ul style="list-style-type: none"> Transitional kindergarten and grades 1 to 3: Daily synchronous instruction. 	<ul style="list-style-type: none"> Board policy Independent study coordinator (or equivalent) interview Independent study parent interview Independent study teacher interview Record of student participation in 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> ● Grades 4 to 8: Opportunities for both daily live interaction and at least weekly synchronous instruction. ● Grades 9 to 12: Opportunities for at least weekly synchronous instruction. 	independent study (e.g., attendance tracking chart)			
<u>Traditional Independent Study</u>					
F66	<p>Governing board has adopted and implemented written policy addressing each of the requirements in Education Code section 51747:</p> <ul style="list-style-type: none"> ● Max length of time that may elapse between IS assignment and completion ● Level of satisfactory educational performance and number of missed assignments allowed before evaluation ● Provision of content aligned to grade level standards ● Procedures for tiered reengagement strategies ● Plan to provide synchronous instruction and live interaction for applicable grade level spans 	<ul style="list-style-type: none"> ● Board policy 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> ● Plan for transition to in-person instruction (if applicable) ● Requirement for current written agreement to be maintained on file 				
F67	<p>Current written agreement is on file for each independent study student that contains the information required by Education Code section 51747(g):</p> <ul style="list-style-type: none"> ● Manner, time, frequency, and place for submitting assignments, reporting academic progress, and communicating with parent/guardian re: academic progress of student ● Objectives and methods of study for student’s work and methods to evaluate that work ● Specific resources available to the student (including access to connectivity and devices to participate and complete work) ● Statement re: max time between assignment and completion, level of satisfactory progress, and number of missed assignments allowed before evaluation ● Duration of independent study agreement, including beginning and ending dates 	<ul style="list-style-type: none"> ● Sample agreements ● Independent study parent interview ● Independent study teacher interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> ● Statement of number of course credits or measures of academic accomplishment to be earned ● Statement of academic and other supports to be provided to address student needs if not performing at grade level ● Statement that independent study is optional and no student is required to participate ● Signed by required persons (including certificated employee designated as having responsibility for the special education programming of the student, if any) 				
F68	Charter school claims apportionment credit for independent study (1) only to the extent of the time value of student work products, as personally judged in each instance by a certificated teacher, or (2) the combined time value of student work product and student participation in synchronous instruction .	<ul style="list-style-type: none"> ● Credit register ● Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F69	Charter school maintains daily/hourly attendance credit register (separate from classroom attendance records) on a current basis as time values of student work products are evaluated by certificated teachers.	<ul style="list-style-type: none"> ● Credit register ● Independent study coordinator (or equivalent) interview ● Independent study parent interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
		<ul style="list-style-type: none"> Independent study teacher interview 			
F70	As is required by Education Code section 51747.5(c), charter school documents each student’s participation in live interaction and synchronous instruction on each school day, as applicable, in whole or in part, for which independent study is provided.	<ul style="list-style-type: none"> Independent study coordinator (or equivalent) interview Independent study parent interview Independent study teacher interview Record of student participation in independent study (e.g., attendance tracking chart) 	Yes / No	High / Low / No / N/A	
<u>Course-Based Independent Study</u>					
F71	<p>Governing board has adopted and implemented written policy addressing each of the requirements in Education Code section 51749.5:</p> <ul style="list-style-type: none"> Requirement that a signed independent study agreement is kept on file Courses are taught under supervision of certificated employee Courses are annually certified and provide required daily live and synchronous instructional opportunities 	<ul style="list-style-type: none"> Board policy Evidence of annual certification of courses (e.g., Board resolution) 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> ● Plan to provide synchronous instruction and live interaction for applicable grade level spans ● Students meet age, residency, and enrollment requirements ● Students with IEPs only participate if pursuant to IEP ● Temporarily disabled pupils do not receive individual instruction through independent study ● Process to determine satisfactory educational progress ● Procedures for tiered reengagement strategies ● Plan to transition to in-person instruction if requested by family ● Requirement that proctor administer exams ● Process to report, credit, and disaggregate statewide testing results ● Statement that independent study is optional ● Statement regarding permissible ratio of ADA to FTE certificated employees ● Statement regarding compliance with legally required instructional minute minimums ● Prohibition on only offering required courses through independent study ● Prohibition on student fees 				

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> Prohibition on excluding students for lack of materials, equipment, or internet access 				
F72	Charter school annually certifies independent study courses as being of the same rigor and educational quality as classroom-based courses, including information regarding instructional minutes and opportunities for live and synchronous instruction, as required by Education Code section 51749.5(a)(4).	<ul style="list-style-type: none"> Evidence of annual certification of courses (e.g., Board resolution) Independent study teacher interview 	Yes / No	High / Low / No / N/A	
F73	Students enrolled in course-based independent study courses meet the applicable age requirements established pursuant to Sections 46300.1, 46300.4, 47612, and 47612.1.	<ul style="list-style-type: none"> Board policy Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F74	Charter school does not offer courses required for high school graduation or UC or Cal State admission exclusively through independent study, as prohibited by Education Code section 51749.5(a)(15).	<ul style="list-style-type: none"> List of course offerings 	Yes / No	High / Low / No / N/A	
F75	Charter school claims apportionment as follows: <ul style="list-style-type: none"> For each school day, add the combined equivalent daily 	<ul style="list-style-type: none"> Credit register Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<p>instructional minutes, as certified in the annual course certification, for course-based independent study courses in which the student is enrolled.</p> <ul style="list-style-type: none"> ● For each school day, add the combined daily instructional minutes of courses authorized by all other laws and regulations in which the student is enrolled and for which the student meets applicable attendance requirements (e.g., minutes from any in-person class or other program in which the student is enrolled). ● For each school day, add the sums of the two bullet points above. ● If the resultant sum meets applicable minimum school day requirements, credit each school day that the student is demonstrating satisfactory educational progress (up to one unit of ADA per day). <p>If more than 10 percent of the total ADA of the charter school is claimed pursuant to this section, then the amount of ADA for all pupils in courses authorized pursuant to this section that is in excess of 10 percent of the total ADA for the charter school shall be reduced by either (A) the statewide average rate of absence for elementary school districts for</p>				

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<p>kindergarten and grades 1 to 8, inclusive, or (B) the statewide average rate of absence for high school districts for grades 9 to 12, inclusive, as applicable, as calculated by the department for the prior fiscal year, with the resultant figures and ranges rounded to the nearest 10th.</p>				
F76	<p>Current written agreement is on file for each independent study student that contains the information required by Education Code section 51749.6:</p> <ul style="list-style-type: none"> ● Summary of Board policy ● Duration of the enrolled course(s), duration of the independent study agreement (max 1 year), and the number of course credits for each enrolled course ● Statement re: learning objectives and expectations for each course, including description of measurement of satisfactory educational progress and when a pupil evaluation is required ● Specific resources available to the student (including access to connectivity and devices to participate and complete work) ● Statement of academic and other supports to be provided to address student needs if not performing at 	<ul style="list-style-type: none"> ● Sample agreements ● Independent study parent interview ● Independent study teacher interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<p>grade level or need for support in other areas</p> <ul style="list-style-type: none"> ● Statement that independent study is optional and no student is required to participate ● Manner, time, frequency, and place for submitting assignments, reporting academic progress, and communicating with parent/guardian re: academic progress of student ● Objectives and methods of study for student’s work and methods to evaluate that work ● Statement re: max time between assignment and completion, level of satisfactory progress, and number of missed assignments allowed before evaluation ● Statement of number of course credits or measures of academic accomplishment to be earned ● Signed by required persons 				

Name of School: Method School _____

GOVERNANCE OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Organizational Management</u>					
G1	If charter school is organized as a nonprofit corporation, the corporate papers are available to the authorizer.	<ul style="list-style-type: none"> • Articles of Incorporation • Bylaws 	Yes / No	High / Low / No / N/A	
G2	Bylaws are comprehensive, with provisions regarding governing board composition, term limits, powers, meetings, committees, officers, etc.	<ul style="list-style-type: none"> • Bylaws 	Yes / No	High / Low / No / N/A	
G3	Any changes to charter or bylaws have been approved by charter school’s governing board and submitted to the authorizer.	<ul style="list-style-type: none"> • Bylaws • Approved charter 	Yes / No	High / Low / No / N/A	
G4	Charter school has an organizational chart and job descriptions that delineate clear separation of duties and responsibilities.	<ul style="list-style-type: none"> • Bylaws • Organizational chart • Board President interview 	Yes / No	High / Low / No / N/A	
G5	Governing board has a robust, outcomes-based process for evaluating the charter school leader.	<ul style="list-style-type: none"> • Summary/Timeline of Process to Evaluate School Leader • Confirmation of Completion of School Leader Evaluation • Board president interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G6	There is a process in place that ensures parents, teachers, and other staff provide input regarding the effectiveness of the charter school.	<ul style="list-style-type: none"> • Bylaws • Approved charter • Executive director (or equivalent) interview • Teacher interview • Information available on charter school’s website 	Yes / No	High / Low / No / N/A	
Composition					
G7	Charter school has a list or roster of governing board members that is publicly accessible.	<ul style="list-style-type: none"> • List of board members • Information is available on charter school’s website 	Yes / No	High / Low / No / N/A	
G8	Composition of governing board is consistent with approved charter.	<ul style="list-style-type: none"> • List of board members • Approved charter 	Yes / No	High / Low / No / N/A	
G9	Governing board is diverse and reflects charter school and community population.	<ul style="list-style-type: none"> • Board member biographies • Description of school and community demographics 	Yes / No	High / Low / No / N/A	
G10	Governing board members have relevant knowledge and experience in key areas, such as education, finance, legal, real estate, and fundraising.	<ul style="list-style-type: none"> • Board member biographies • Information posted on charter school’s website • Board President interview 	Yes / No	High / Low / No / N/A	
G11	Governing board and charter leadership are free of real and perceived conflicts of interest.	<ul style="list-style-type: none"> • Board member biographies • Completed Form 700s • Completed Form 990s • Agendas and minutes 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
Meetings					
G12	Governing board conducts meetings as frequently as is needed to ensure that it addresses necessary charter school business, and such meetings are consistent with timelines set forth in charter and bylaws.	<ul style="list-style-type: none"> • Annual governing board meeting calendar • Bylaws • Approved charter 	Yes / No	High / Low / No / N/A	
G13	Governing board members receive annual training regarding Brown Act requirements.	<ul style="list-style-type: none"> • Sign-in sheet from Brown Act training • Copy of materials (e.g., Power Point slides) 	Yes / No	High / Low / No / N/A	
G14	Meetings are noticed and conducted in accordance with the Brown Act.	<ul style="list-style-type: none"> • Sample meeting agendas and minutes • Observation of accessibility of meeting (location, online participation, public comment time, etc.) • Screenshot of charter school website 	Yes / No	High / Low / No / N/A	
G15	Discussion during Board meetings is limited to properly-noticed items on agenda.	<ul style="list-style-type: none"> • Observation of meeting 	Yes / No	High / Low / No / N/A	
G16	Board use of closed session during noticed meetings is consistent with Brown Act.	<ul style="list-style-type: none"> • Sample meeting agendas and minutes • Observation of meeting 	Yes / No	High / Low / No / N/A	
G17	Meeting agendas include sufficiently-detailed items of business to be transacted	<ul style="list-style-type: none"> • Sample meeting agendas 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	and any necessary action to be taken by the Board.			No / N/A	
G18	Governing board has adopted clear public comment policy, including allowance of twice the time limit for non-English-speaker translation.	<ul style="list-style-type: none"> • Sample meeting agendas • Public comment policy 	Yes / No	High / Low / No / N/A	
G19	Board members solicit and provide and/or solicit input from the community served.	<ul style="list-style-type: none"> • Board biographies • Advisory committee/PTO documents • Board President interview 	Yes / No	High / Low / No / N/A	
G20	Minutes are approved and thereafter made available to the public.	<ul style="list-style-type: none"> • Sample meeting minutes • Screenshot of charter school website 	Yes / No	High / Low / No / N/A	
G21	Governing board annually reviews charter school’s compliance with Education Code section 49431.9, which prohibits advertisement of food or beverages.	<ul style="list-style-type: none"> • Board meeting minutes 	Yes / No	High / Low / No / N/A	
G22	The location of governing board meetings complies with the physical location requirements set forth in Education Code section 47604.1.	<ul style="list-style-type: none"> • Observation of location of meeting 	Yes / No	High / Low / No / N/A	
G23	Governing board meetings include a two-way teleconference location at each school site and/or resource center, as applicable.	<ul style="list-style-type: none"> • Observation of meetings (location, teleconference location, etc.) 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G24	If the governing board manages two or more charter schools that are not located in the same county, the board audio and/or video records all board meetings and posts such recordings on each charter school’s website.	<ul style="list-style-type: none"> Charter school website Observation of meetings (location, teleconference location, etc.) 	Yes / No	High / Low / No / N/A	
G25	To the extent that the charter school is continuing to hold virtual meetings, the charter school has complied with the requirements of AB 361, including adopting a resolution that makes the necessary findings and allowing for real-time public comment.	<ul style="list-style-type: none"> AB 361 Resolution Public comment policy Board meeting minutes 	Yes / No	High / Low / No / N/A	
Board Policies [Note: The oversight team lead may request additional policies for review that are not listed here.]					
G26	Governing board has adopted parent, student, and employee handbooks, and makes updates to handbooks as needed.	<ul style="list-style-type: none"> Parent handbook Student handbook Employee handbook 	Yes / No	High / Low / No / N/A	
G27	Governing board has adopted policies related to conflict of interest, which align with the requirements of Education Code section 47604.1.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G28	Governing board has adopted/updated policies related to student discipline and due	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	process.				
G29	Governing board has adopted/updated policies related to complaints and investigations.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G30	Governing board has adopted/updated internal control policies (and related forms and systems).	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G31	Governing board has adopted/updated policies related to bank signature authorizations.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G32	Governing board has adopted/updated policies related to allowable purchases and purchasing authority.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G33	Governing board has adopted/updated policies related to student harassment and the prevention of acts of bullying, including cyberbullying.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G34	Governing board has adopted/updated policies related to employee harassment.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G35	Governing board has adopted and annually updates its safety plan by March 1 st to	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	include all legal requirements applicable to charter schools.	<ul style="list-style-type: none"> Meeting agenda and minutes reflecting annual review and update 		No / N/A	
G36	Governing board has adopted policies related to immunization records and administration of medication.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G37	Governing board has adopted policies related to Family Educational Rights and Privacy Act.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G38	Governing board has adopted policies related to Section 504/IDEA compliance.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G39	<p>Governing board has adopted/updated policy on independent study (IS), if offered, to include the following:</p> <ul style="list-style-type: none"> Satisfactory progress as an additional means to evaluate continued participation and placement in IS. Provision of standards-aligned content in IS that is substantially equivalent to quality/intellectual challenge of in-person instruction. (High school only) Provision for access to all courses offered for graduation and approved by UC/CSU as creditable under A-G admissions criteria. 	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> ● Procedures for tiered reengagement. ● Plan to provide opportunities for synchronous instruction for all grades, and live interaction for grades 4-8. ● Plan to transition students to in-person instruction within 5 instructional days, if requested. <p><i>(Note: Additional requirements for IS Board policies are addressed in the Business and Finance Oversight Checklist and depend on whether the charter school offers traditional or course-based IS.)</i></p>				
Education Code Assurances [<u>Note</u> : As part of the review, the oversight team lead will evaluate whether such assurances are consistent with the charter school’s actual operations.]					
G40	Charter school has complied with assurance that it shall be nonsectarian in program admission policies, employment practices, and all other operations.	<ul style="list-style-type: none"> ● Policy review ● Executive director (or equivalent) interview ● Review of any complaints 	Yes / No	High / Low / No / N/A	
G41	Charter school has complied with assurance that it shall not charge tuition.	<ul style="list-style-type: none"> ● Policy review ● Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
G42	Charter school has complied with assurance that it shall not discriminate against any pupil on the basis of the characteristics	<ul style="list-style-type: none"> ● Policy review ● Executive director (or equivalent) interview ● Review of any complaints 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	listed in Education Code section 220.	<ul style="list-style-type: none"> Review of recruitment and admissions materials 			
G43	Charter school has complied with assurance that it shall admit all students who reside in California who wish to attend (up to the Charter School’s capacity based upon space, staff, or Charter School policy).	<ul style="list-style-type: none"> Policy review Executive director (or equivalent) interview Review of any complaints Review of student demographics and enrollment data Review of recruitment and admissions materials 	Yes / No	High / Low / No / N/A	
G44	Charter school has complied with assurance that it shall determine by public random drawing, which students, other than those already enrolled, will be allowed to enroll if the number of pupils who wish to attend charter school exceeds charter school’s capacity and make reasonable efforts to accommodate the growth of charter school.	<ul style="list-style-type: none"> Policy review Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
G45	Charter school has complied with assurance that it shall comply with EC 47605(e)(2) in regard to the establishment of preferences for enrollment which shall not result in limiting enrollment access for pupils with: disabilities, academically low-achieving pupils, English Learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged or pupils based on nationality, race, ethnicity,	<ul style="list-style-type: none"> Policy review Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	or sexual orientation.				
G46	Charter school has complied with assurance that it shall notify the school district of residence of the pupil’s last known address within 30 days if a pupil is expelled or leaves charter school without graduating or completing the school year for any reason.	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
Memorandum of Understanding					
G47	Board and charter school administration are aware of and familiar with the terms of any approved MOUs or agreements between the District and the charter school.	<ul style="list-style-type: none"> • Memoranda of understanding • Review of agenda and minutes • Board President interview 	Yes / No	High / Low / No / N/A	
G48	Charter school has fulfilled its obligations under the MOU(s), including the submission of any required documentation to the authorizer.	<ul style="list-style-type: none"> • Records of authorizer 	Yes / No	High / Low / No / N/A	
G49	Charter school responds promptly to authorizer inquiries.	<ul style="list-style-type: none"> • Records of authorizer 	Yes / No	High / Low / No / N/A	
G50	Charter school informs authorizer in advance of any proposed material changes to program or operations.	<ul style="list-style-type: none"> • Records of authorizer 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Complaint Policies and Procedures</u>					
G51	Board has adopted policies by which students, parents, and staff may make complaints, and these procedures are posted in every classroom, as applicable, and website.	<ul style="list-style-type: none"> • Board policies • Review of student/parent and staff handbooks • Observation of classrooms • Observation of website 	Yes / No	High / Low / No / N/A	
G52	Complaint policies and procedures are available in the main/front office or website for nonclassroom-based programs.	<ul style="list-style-type: none"> • Observation of main office / website 	Yes / No	High / Low / No / N/A	
G53	Complaints are handled in a manner that is consistent with the charter school’s policies and procedures, and there is no apparent bias or conflicts of interest.	<ul style="list-style-type: none"> • Review of policies • Board President interview • School leader interview 	Yes / No	High / Low / No / N/A	
G54	Charter school has policies that allow for student, parent, and staff complaints to be appealed to the charter school’s Board.	<ul style="list-style-type: none"> • Review of policies • Review of website • Review of student/parent and staff handbooks 	Yes / No	High / Low / No / N/A	
G55	Charter school has policies for student disciplinary actions that include appropriate due process.	<ul style="list-style-type: none"> • Review of charter • Review of policies • Review of student/parent handbook 	Yes / No	High / Low / No / N/A	
G56	Charter school leadership discloses and ensures Board is fully informed of any	<ul style="list-style-type: none"> • Board President interview • School leader interview • Review of agendas 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	anticipated or pending litigation.				
<u>Planning</u>					
G52	Board adopted an annual update to the Local Control and Accountability Plan (LCAP) by July 1, 2022, which was submitted to the authorizer and County Office of Education.	<ul style="list-style-type: none"> Review of annual update to LCAP Authorizer records 	Yes / No	High / Low / No / N/A	
G53	Board held a public hearing for review and comment on both the annual update to the LCAP and budget overview for parents/guardians.	<ul style="list-style-type: none"> Sample agendas and minutes 	Yes / No	High / Low / No / N/A	
G54	Charter school has prominently posted its LCAP, including any approved updates or revisions, on home page of its website.	<ul style="list-style-type: none"> Review of website 	Yes / No	High / Low / No / N/A	
G55	On or before February 28, 2023, the charter school presents the 2022-23 annual update to the LCAP at a regularly scheduled board meeting, which includes presentation of the 2022-23 Supplement, all available mid-year outcome data related to metrics in the 2022-23 LCAP, and mid-year expenditure and implementation data on all actions identified in 2022-23 LCAP.	<ul style="list-style-type: none"> Board agenda and minutes 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G56	(If applicable.) Plan delineating the use of the Educator Effectiveness Block Grant funds is presented at Board meeting and adopted at subsequent meeting on or before December 30, 2022.	<ul style="list-style-type: none"> • Expenditure plan • Board agendas and minutes 	Yes / No	High / Low / No / N/A	

Name of School: Methods School _____

EDUCATIONAL PROGRAM AND STUDENT SERVICES OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Educational Program</u>					
E1	Charter school curricular and instructional plan complies with approved charter.	X Approved charter X Description of courses, instructional framework, and/or scope and sequence	Yes / No	High / Low / No / N/A	
E2	Charter school curricular and instructional plan is aligned with the needs of students that approved charter identifies as target population.	X Approved charter X Description of courses, instructional framework, and/or scope and sequence X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E3	Charter school staffing complies with approved charter.	X Approved charter X Staffing chart	Yes / No	High / Low / No / N/A	
E4	Charter school staffing is sufficient to carry out educational program.	X Staffing chart X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E5	If applicable, parents of 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.	X Student handbook	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E6	Charter school has obtained WASC accreditation, if applicable.	X WASC accreditation	Yes / No	High / Low / No / N/A	
E7	If classroom-based charter school serves grades TK/K-6, and receives Expanded Learning Opportunities Program (“ELOP”) funding, it offers and provides to unduplicated pupils, access to expanded learning opportunity programs, consistent with program requirements.	<ul style="list-style-type: none"> • ELOP Plan Guide • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Services to Special Populations</u>					
E8	Charter school follows process for identification and reclassification of students who are English Learners.	X Student handbook X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E9	Charter school identifies all homeless children and youths and unaccompanied youths enrolled at the charter school. The charter school liaison for homeless children and youths ensures identification of such children and youths through outreach and coordination activities with other organizations and referral of services to homeless families.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E10	Charter school posts the contact information of liaisons for homeless children and youths and unaccompanied youths, and specific information regarding educational rights and resources available to persons experiencing homelessness on the school website.	<ul style="list-style-type: none"> • Website 	Yes / No	High / Low / No / N/A	
E11	If charter school graduates students, it has notified students in foster care, homeless students, and students of a military family or with migrant status of their rights of exemption from local graduation requirements.	X Student handbook <ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E12	Charter school policies and practices ensure referral and assessment of students suspected of needing accommodations under Section 504.	X Student handbook X Charter policies and procedures manual X CALPADS reports for Fall 1 submission <ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E13	Students identified as eligible under Section 504 receive accommodations and supports required by their 504 plans.	<ul style="list-style-type: none"> • Sample 504 plans • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Curricular Materials</u>					

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E14	Charter school uses standards-aligned instructional materials.	<ul style="list-style-type: none"> Description of courses, instructional framework, and/or scope and sequence Classroom observations 	Yes / No	High / Low / No / N/A	
E15	Charter school uses instructional materials that address the specific needs of English Learners.	<ul style="list-style-type: none"> Description of courses, instructional framework, and/or scope and sequence Instructional leader (or equivalent) interview Classroom observations 	Yes / No	High / Low / No / N/A	
E16	Charter school provides integrated English Language Development within regular classes in all content areas in a manner that is aligned with state content and ELD standards.	<ul style="list-style-type: none"> Instructional leader (or equivalent) interview Classroom observations 	Yes / No	High / Low / No / N/A	
E17	Charter school provides designated English Language Development for a specific protected time during the school day that is aligned with ELD standards.	<ul style="list-style-type: none"> Class schedule Instructional leader (or equivalent) interview Classroom observations 	Yes / No	High / Low / No / N/A	
Assessment					
E18	Charter school administers state-mandated testing according to testing rules and regulations as required for all K-12 schools in California.	<ul style="list-style-type: none"> X Assessment calendar X Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E19	SBAC and Dashboard Data (and verified data, if applicable) indicate that the charter school is on target for meeting renewal requirements as set forth in EC 47607.	<ul style="list-style-type: none"> • SBAC • Dashboard Data X Verified Data (if applicable) 	Yes / No	High / Low / No / N/A	
E20	Charter school has completed and timely posted a SARC containing required elements.	X SARC	Yes / No	High / Low / No / N/A	
E21	Charter school regularly collects student achievement data and reports it to parents and staff.	X Sample data reports to parents X Sample data reports to staff <ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E22	Charter school provides required notifications of language proficiency assessments (ELPAC), including whether a child is a long-term English Learner or is at-risk of becoming one.	<ul style="list-style-type: none"> • Notifications/letters to parents • Home language surveys 	Yes / No	High / Low / No / N/A	
E23	Charter school has a Local Control and Accountability Plan. LCAP has been presented to, reviewed, and approved by the Charter school’s Board.	X LCAP <ul style="list-style-type: none"> • Minutes from Board meeting 	Yes / No	High / Low / No / N/A	
E24	LCAP and annual update address student academic performance across all student populations.	X Review of LCAP/annual update	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E25	Title I funds/categorical funding are being used to supplement the school’s LCAP goals.	<ul style="list-style-type: none"> • LCAP • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E26	As applicable, the charter school has completed a School Plan for Student Achievement (SPSA) that meets federal school planning and stakeholder requirements for Title I.	<ul style="list-style-type: none"> • SPSA 	Yes / No	High / Low / No / N/A	
E27	The charter school has complied with the programmatic requirements for the development and implementation of a schoolsite council (including composition, meetings, etc.) if it receives federal funding under Title I.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview • Schoolsite council handbook • Membership lists • Meeting notices/agendas and minutes 	Yes / No	High / Low / No / N/A	
<u>Admissions</u>					
	Charter school complies with the admissions practices described in the approved charter.	<ul style="list-style-type: none"> X Approved charter X Admissions/enrollment forms and policies X Lottery procedures 	Yes / No	High / Low / No / N/A	
E28	Admissions process for a student with an IEP is the same as for a student without an IEP.	<ul style="list-style-type: none"> X Admissions/enrollment forms and policies 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E29	Student data demonstrates that population is reflective of the District (including racial and ethnic background, students with disabilities, English learners, and FRPL students).	X Charter school student data X Student data from nearby school districts	Yes / No	High / Low / No / N/A	
E30	Charter school enrollment forms indicate compliance with all applicable laws, including prohibition on collecting information regarding immigration status; prohibition on collecting social security numbers unless required by law; and, as required by Education Code section 49452.9(a), health care coverage options and enrollment assistance information.	X Admissions/enrollment forms and policies	Yes / No	High / Low / No / N/A	
E31	If charter school has used lottery system to determine which students will be allowed to enroll, process was held in the manner described in the approved charter.	X Approved charter X Admissions/enrollment forms and policies X Lottery procedures	Yes / No	High / Low / No / N/A	
E32	If charter school serves transitional kindergarten (“TK”), ensure compliance with TK implementation dates, and enrollment and ratio requirements, pursuant to Ed. Code section 48000. (For 2022-23 school year, child with fifth birthday between September 2 and	X Admissions/enrollment forms and policies X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	February 2 shall be admitted to a TK program.)				
<u>Discipline</u>					
E33	<p>Charter school discipline policies and practices are consistent with terms of charter, and applicable legal updates, including, but not limited to:</p> <ul style="list-style-type: none"> • Providing homework assignments, upon request by the parent/guardian, for students suspended for 2 or more schooldays; • Prohibiting suspension and/or prohibiting recommendations for expulsion of students in applicable grades, for disrupting school activities or willful defiance 	<p>X Approved charter X Discipline policies and procedures, including policies regarding discipline of students with disabilities</p>	<p>Yes / No</p>	<p>High / Low / No / N/A</p>	
E34	<p>Student discipline procedures comply with due process requirements set forth in Education Code section 47605, charter, and/or discipline policies and procedures, including all requirements for disciplining students with disabilities.</p>	<p>X Discipline policies and procedures, including policies regarding discipline of students with disabilities</p> <ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	<p>Yes / No</p>	<p>High / Low / No / N/A</p>	
E35	<p>Charter school has not disproportionately suspended or</p>	<p>X Discipline data x Discipline policies and procedures, including policies regarding discipline</p>	<p>Yes / No</p>	<p>High / Low /</p>	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	expelled students of certain racial or ethnic backgrounds, or students with disabilities.	of students with disabilities		No / N/A	
Health and Safety					
E36	Charter School has adopted and annually updates its school safety plan, addressing fire emergencies, earthquakes, criminal incidents, accidents, injuries, and other threats to the health and safety of students and staff, consistent with Education Code requirements applicable to charter schools.	x School safety plan	Yes / No	High / Low / No / N/A	
E37	Staff has been trained in health, safety, and emergency procedures, and appropriate first aid supplies are kept on hand.	X Training sign-in sheets • Observation of main office	Yes / No	High / Low / No / N/A	
E38	Charter school has a policy/procedure for visitors to enter and leave campus.	• Policy or procedure	No	High / Low / No / N/A	
E39	Charter school provides for the screening of pupils’ vision, hearing, screening for scoliosis, and required immunizations.	• Records of student screenings	No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E40	If charter school serves students in grades 7-12, governing board has adopted Suicide Prevention Policy that was created in conjunction with stakeholders, specifically lists its high-risk groups, addresses the needs of those high-risk students, and was updated in the last 5 years.	<ul style="list-style-type: none"> X Suicide Prevention Policy (7-12) • Board meeting minutes 	Yes / No	High / Low / No / N/A	
E41	If charter school serves students in grades K-6, governing board has adopted Suicide Prevention Policy that was created in conjunction with stakeholders, specifically lists its high-risk groups, addresses the needs of those high-risk students, is age appropriate and delivered and discussed in a manner that is sensitive to needs of young pupils, and written to ensure proper coordination and consultation with the county mental health plan if a referral is made for mental health or related services on behalf of a student who is a Medi-Cal beneficiary.	<ul style="list-style-type: none"> • Suicide Prevention Policy (K-6) • Board meeting minutes 	Yes / No	High / Low / No / N/A	
E42	If charter school qualifies for FRPL for all meals that it provides, it has applied to provide a universal meal service to all students at the school, or, if not, has submitted a governing board resolution to the state claiming a fiscal hardship	<ul style="list-style-type: none"> • Application for universal meal service • Board resolution 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	(with evidence that those finding are reviewed in a public meeting every 4 years), as provided in Education Code section 49564(c).				
E43	Charter school provides two meals free of charge during each schoolday to any student who requests a meal, without consideration of eligibility for FRPL, with a maximum of one free meal for each meal service period.	<ul style="list-style-type: none"> Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E44	If a nonclassroom-based charter, charter school provides at least one meal per day to students who qualify for FRPL, if they are scheduled for educational activities lasting two or more hours at the school site, resource center, meeting space, or other satellite facility operated by the charter school.	<ul style="list-style-type: none"> Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E45	Charter school posts on its website in a prominent, conspicuous location, the Title IX information, including the name and contact number/e-mail for the Title IX Coordinator for that school, required suicide prevention policies, policies and procedures on sexual harassment, anti-discrimination, anti-harassment, anti-intimidation, anti-bullying, and anti-cyberbullying, and a section on social	<ul style="list-style-type: none"> Screenshot from website 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	medial bullying.				
E46	If charter school serves students in grades 7-12, it provides comprehensive sexual health and HIV prevention education, as required by Education Code section 51930, et seq.	<ul style="list-style-type: none"> • Sexual health and HIV prevention education course description 	Yes / No	High / Low / No / N/A	
E47	Charter school has developed methods for informing parents/guardians of students in grades 6-12 regarding human trafficking prevention resources, as required by Education Code section 49381.	X Policy or other description of method for informing parents/guardians	Yes / No	High / Low / No / N/A	
E48	If charter school sponsors or hosts an on-campus event that is not part of an interscholastic athletic program in or around a swimming pool, ensure there is at least one adult with a valid certification of CPR training to be present throughout the duration of the event.	<ul style="list-style-type: none"> • Record of valid certification for designated adult 	Yes / No	High / Low / No / N/A	
E49	If charter school submits an affidavit to the State Superintendent of Instruction due to an emergency condition that resulted in a school closure for an event occurring after September 1, 2021, it shall certify that it has a plan for which independent study will be offered, and	<ul style="list-style-type: none"> • Executive director (or equivalent) interview • Affidavit • Independent study plan • Public health or safety order 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	provide a copy of an applicable state or local public health or public safety order that required campus closure.				
E50	On and after January 1, 2023, charter school provides the CDE type 1 diabetes informational materials to parents/guardians either when a student is first enrolled in elementary school, or with other required notices provided pursuant to Ed. Code section 48980 at the start of the first semester or quarter.	<ul style="list-style-type: none"> • Notice 	Yes / No	High / Low / No / N/A	
<u>Parent Notifications</u>					
E51	Charter school provides a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act.	<ul style="list-style-type: none"> • Notice 	Yes / No	High / Low / No / N/A	
E52	If charter school serves students in 11th grade, parents of those students are notified by January 1st that the student will be deemed a Cal Grant applicant unless the student opts out, as required by Education Code section 69432.9(d)(1).	<ul style="list-style-type: none"> • Notice 	Yes / No	High / Low / No / N/A	
E53	If charter school serves students in 12th grade, parents of those students are	<ul style="list-style-type: none"> • Notice 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	notified of student’s GPA by October 1st, as required by Education Code section 69432.9(c)(2).			No / N/A	
E54	Charter school notifies parents at least twice a year regarding how to initiate access to available student mental health services on campus or in the community.	<ul style="list-style-type: none"> • Notice 	Yes / No	High / Low / No / N/A	
E55	Charter school ensures all 12 th grade students either (1) complete and submit the FAFSA, or (2) if the student is exempt from paying nonresident tuition, complete and submit the Student Aid Commission form for purposes of the California Dream Act, unless the student opts out per Ed. Code section 51225.7(c), or is deemed to be exempt by the charter school per Ed. Code section 51225.7(d).	<ul style="list-style-type: none"> • Direction to complete FAFSA/Student Aid Commission form submission and/or opt-out form 	Yes / No	High / Low / No / N/A	
E56	If charter school receives funding from the American Rescue Plan Elementary and Secondary School Emergency Relief, it shall annually administer the CDE housing questionnaire to all parents/guardians of students and to all unaccompanied youths, and report the results to the CDE.	<ul style="list-style-type: none"> • Notice 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E57	If 15% or more of the students enrolled in the charter school speak a single primary language other than English, requires all notices, reports, statements, or records sent to the parent/guardian to be written in English and the primary language, and authorizes the parent/guardian to respond either in English or the primary language.	<ul style="list-style-type: none"> Executive director (or equivalent) interview Copies of sample notices, reports, statements, or records sent to parents/guardians 	Yes / No	High / Low / No / N/A	
<u>Student Records</u>					
E58	Charter school maintains comprehensive records regarding its students.	<ul style="list-style-type: none"> Roster of students, including name, grade level, school district of residence, county of residence, parent/guardian name, and contact number 	Yes / No	High / Low / No / N/A	
E59	Charter school maintains student records, including special education records, in a confidential and secure location.	X Policy regarding confidentiality of student records <ul style="list-style-type: none"> Observation of main office 	Yes / No	High / Low / No / N/A	
E60	Charter school has a policy or procedure for parents to review student files, including a log.	X Policy regarding review of records	Yes / No	High / Low / No / N/A	
E61	Charter school has policy or procedure regarding release of student information.	X Policy regarding release of student information	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E62	Teachers have reasonable access to special education records.	<ul style="list-style-type: none"> Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E63	If applicable, charter school updates a former student’s records to include their updated legal name or gender if the charter school receives government-issued documentation that demonstrates the former student’s legal name or gender has been changed. Charter school reissues specified documents conferred upon, or issued to, the former student with the updated legal name or gender, if requested by the former student..	<ul style="list-style-type: none"> Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Student Retention / Grade Changes / High School Coursework Completion (AB 104)</u>					
E64	If applicable, charter school has permitted an eligible student, for whom a decision to retain is made by the charter school, to be retained in the student’s 2020-21 grade level for the 2021-22 school year.	<ul style="list-style-type: none"> Instructional leader (or equivalent) interview Record(s) reflecting retention 	Yes / No	High / Low / No / N/A	
E65	Charter school has provided consultation within 30 days of request by a parent or guardian of a student eligible for retention.	<ul style="list-style-type: none"> Instructional leader (or equivalent) interview Documentation reflecting date of request and date of consultation 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E66	Charter school, if serving high school students, posted notice on its website and provided written notice to students and parents/guardians of grade change option within 15 days of CDE posting of an application template.	<ul style="list-style-type: none"> • Screenshot of website • Copy of notice (dated) 	Yes / No	High / Low / No / N/A	
E67	If applicable, charter school changed student’s transcript and notified student and parent/guardian of change within 15 days of receipt of student’s application.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview • Evidence of notification 	Yes / No	High / Low / No / N/A	
E68	If applicable, charter school exempted a student who was in third or fourth year of high school for 2020-21 and who is not on track to graduate in 4 years, from all coursework and other requirements adopted by charter school that are in addition to state’s graduation requirements.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E69	If applicable, charter school provided opportunity to student in third or fourth year of high school who is not on track to graduate to complete required coursework for state graduation requirements (e.g., completion of fifth year of instruction, credit recovery, etc.).	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview X Evidence of opportunities provided to recoup credit	Yes / No	High / Low / No / N/A	

Name of School: Methods School _____

SPECIAL EDUCATION OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Special Education Program</u>					
S1	Charter school policies and practices ensure appropriate placement for students who are enrolling with IEPs.	<ul style="list-style-type: none"> • Student handbook • Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S2	Charter school policies and practices ensure referral and assessment of students suspected of requiring special education and related services.	<ul style="list-style-type: none"> • Student handbook • Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S3	Charter school policies and practices ensure compliance with IDEA special education timelines.	<ul style="list-style-type: none"> • Student handbook • Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S4	Students identified as eligible for special education receive services required by	<ul style="list-style-type: none"> • Sample IEPs • Instructional leader (or equivalent) interview 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	their IEPs and 504 plans.			No / N/A	
S5	All required members of IEP teams attend IEP meetings.	<ul style="list-style-type: none"> • Sample IEPs 	Yes / No	High / Low / No / N/A	
S6	Charter school does not enroll a disproportionately small number of students with disabilities.	<ul style="list-style-type: none"> • Data demonstrating percentage of students with disabilities in charter school 	Yes / No	High / Low / No / N/A	
S7	Charter school ensures that special education funds are not used to serve students identified for accommodations under Section 504.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S8	Board and charter school administration are aware of and familiar with the terms of the special education MOU between the District and the charter school.	<ul style="list-style-type: none"> • Special Education MOU • Review of agenda and minutes • Board President interview 	Yes / No	High / Low / No / N/A	
S9	Charter school has fulfilled its obligations under the MOU, including the submission of any required documentation to the authorizer.	<ul style="list-style-type: none"> • Records of authorizer 	Yes / No	High / Low / No / N/A	

Name of School: Method Schools

PERSONNEL OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>All Employees</u>					
P1	Charter school employee handbook and policies are consistent with approved charter and any MOUs.	X Employee handbook X Employee policies X Approved charter n/a Employment-related MOUs	Yes / No	High / Low / No / N/A	
P2	Charter school employee handbook and policies guarantee fair hiring practices.	X Employee handbook X Employee policies	Yes / No	High / Low / No / N/A	
P3	Charter school enters employment contracts with all persons hired to work at school.	X Sample employment contracts	Yes / No	High / Low / No / N/A	
P4	All employees have been fingerprinted, including Department of Justice background checks.	X Documentation of fingerprint clearance for all employees	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
P5	All employees have passed TB test and results are current.	X Documentation of current TB test results for all employees	Yes / No	High / Low / No / N/A	
P6	All employees have undergone AB 1432 Child Abuse Neglect and Reporting training within first 6 weeks of school or 6 weeks of employment.	X Certificates of training	Yes / No	High / Low / No / N/A	
P7	If charter school employs 50+ employees, all supervisors have undergone anti-harassment training, including harassment based on sexual orientation and gender identity and expression.	X Certificates of training	Yes / No	High / Low / No / N/A	
P8	Charter school provides federally required training to school personnel providing services to youth experiencing homelessness at least annually.	• Certificates of training	Yes / No	High / Low / No / N/A	
P9	Charter school has DFEH poster regarding transgender rights posted in a prominent and accessible location.	X Observation of main office /website (photo provided)	Yes / No	High / Low / No / N/A	
P10	If charter school employs 20+ employees, it provides up to 12 weeks of job-protected,	X Employee handbook	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
	unpaid parental leave.			No / N/A	
P11	If charter school employs 25+ employees, it provides protected leave and sick leave as it pertains to child and relative care laws.	X Employee handbook	Yes / No	High / Low / No / N/A	
P12	Governing board approves personnel actions.	<ul style="list-style-type: none"> Governing board minutes 	Yes / No	High / Low / No / N/A	
<u>Certificated Employees</u>					
P13	Charter school employs sufficient teaching staff to satisfy terms of approved charter and applicable law.	X Staff organizational chart X Approved charter X Operations MOU	Yes / No	High / Low / No / N/A	
P14	Charter school provides teachers with professional development opportunities.	X Professional development calendar X Professional development session agenda X Teacher interviews	Yes / No	High / Low / No / N/A	
P15	Teachers providing instruction in core subject areas have the required credentials, certifications, qualifying coursework and/or qualifying degree to meet state and federal requirements, terms of approved charter, and any MOUs.	X Staff organizational chart X Documentation of credentials, certifications, qualifying coursework, and qualifying degree(s) held by core teachers X Approved charter X Operations MOU	Yes / No	High / Low / No / N/A	A high-level area of concern regarding teachers holding valid California credentials. There was one teacher with an expired credential (expired 4/1/23) instructing students. Upon recognition of this issue, Method Schools provided assurances that the students assigned to that teacher will be

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
					taught by a fully credentialed teacher for the rest of the 22-23 school year.
P16	Teachers have the legally required CLAD or B-CLAD certification to provide instruction to their students.	X Staff organizational X Documentation of credentials and certifications held by teachers	Yes / No	High / Low / No / N/A	A low level of concern is related to the requirement that teachers hold an EL authorization. Three teachers were identified as not holding an authorization in the 2021-22 school year. One of the teachers was granted a CLAD ON July 1,2023. A review of the CTC website on August 14, 2023 indicates that two teachers do not currently hold an EL authorization on their basic teaching credentials.
P17	Teachers providing special education and related services have required credentials, certifications, qualifying coursework and/or qualifying degree .	X Staff organizational chart X Documentation of credentials, certifications, qualifying coursework, and qualifying degree(s) held by special education teachers	Yes / No	High / Low/ No / N/A	
P18	Charter school leadership conducts regularly, timely evaluations of teachers.	X Sample evaluations X Teacher interviews	Yes / No	High / Low / No / N/A	
Classified Employees					
P19	Classified employees who provide instructional support in core subject areas, special education, and English language learning meet state and federal requirements, terms of approved charter,	X Staff organizational chart n/a Documentation of qualifications held by classified aides X Approved charter X Operations MOU	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	and any MOUs.				
Miscellaneous					
P20	If charter school employs school security officers or security guards working on school property, provide required training course during regular work hours.	n/a Certificates of training	Yes / No	High / Low / No / N/A	

OPERATIONS AND FACILITIES OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Maintenance of Facilities</u>					
O1	A designated person is responsible for overseeing operations and facilities management.	<ul style="list-style-type: none"> Staff organizational chart 	Yes / No	High / Low / No / N/A	
O2	Facilities are adequate for number of students and types of programs.	<ul style="list-style-type: none"> Capacity chart for campus facilities Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
O3	Charter school has process for routine inspections of grounds to ensure that they remain in good condition and free from mold and other hazardous substances.		Yes / No	High / Low / No / N/A	
<u>Legal Compliance</u>					
O4	All facilities meet Americans with Disabilities Act requirements.	<ul style="list-style-type: none"> ADA certification 	Yes / No	High / Low / No / N/A	
O5	All single-user restrooms have been	<ul style="list-style-type: none"> Operations manager (or equivalent) interview 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	designated as all-gender restrooms.			No / N/A	
O6	Charter school has developed asbestos management plan in accordance with the Asbestos Hazard Emergency Response Act.	<ul style="list-style-type: none"> Asbestos Management Plan 	Yes / No	High / Low / No / N/A	
O7	Charter school has certificate of occupancy on file.	<ul style="list-style-type: none"> Certificate of occupancy 	Yes / No	High / Low / No / N/A	
O8	Charter school has conditional use permit on file, as applicable.	<ul style="list-style-type: none"> Conditional use permit 	Yes / No	High / Low / No / N/A	
O9	Charter school has safety inspection by local fire department on file.	<ul style="list-style-type: none"> Safety inspection by local fire department 	Yes / No	High / Low / No / N/A	
O10	If charter school participates in an interscholastic athletic program, it has a written emergency action plan and at least one automated external defibrillator for the school.	<ul style="list-style-type: none"> Emergency action plan Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
O11	If charter school serves any grades 6-12, it stocks restrooms with an adequate supply of free menstrual products, available and	<ul style="list-style-type: none"> Operations manager (or equivalent) interview 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	accessible, free of cost, in all women’s restrooms and all-gender restrooms, and in at least one men’s restroom, at all times, and post designated notice.	<ul style="list-style-type: none"> Notice regarding provision of menstrual products and contact information for designated employee 		No / N/A	
O12	If charter school is aware of a lactating pupil, it has made accommodations for lactation other than a restroom and has provided a place to safely store milk.	<ul style="list-style-type: none"> Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
O13	Charter school has adequate insurance coverage that names the District as additional insured, as applicable.	<ul style="list-style-type: none"> Certificates of insurance 	Yes / No	High / Low / No / N/A	
O14	Charter school has provided assurance that it complies with the geographic and site limitations under Education Code sections 47605 and 47605.1, as recently amended by Assembly Bill 1507.	<ul style="list-style-type: none"> Operations manager (or equivalent) interview Designation of any charter facilities (e.g., resource centers, etc.) Review of addresses of facilities 	Yes / No	High / Low / No / N/A	
O15	Charter school has identified all facilities and their respective locations, including those that are available for use by students enrolled in the charter school for any purpose related to the charter school’s educational program (whether or not such facility(ies) is/are owned, leased, rented, or subleased by the charter school	<ul style="list-style-type: none"> List of facilities Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
	or a different entity).				
O16	Charter school has not added or begun using any new or different facilities that are not identified in the most recent charter petition or material revision (as applicable) approved by the District's governing board.	<ul style="list-style-type: none"> • List of facilities • Operations manager (or equivalent) interview • Authorizer records 	Yes / No	High / Low / No / N/A	
O17	Charter school has revised bell schedules to ensure middle school begins no earlier than 8:00 a.m., and high school begins no earlier than 8:30 a.m. (as applicable to grade levels served).	<ul style="list-style-type: none"> • Bell schedule 	Yes / No	High / Low / No / N/A	
O18	If charter school plans to hold a career or college fair, provide notice to each apprenticeship program in the same county as the charter school of the planned date/time and location of the fair.	<ul style="list-style-type: none"> • Notice(s) to apprenticeship programs (if applicable) 	Yes / No	High / Low / No / N/A	
O19	Charter school ensures any contracting entities obtain criminal records summaries for any employee who interacts with students, outside of the immediate supervision and control of the student's parent/guardian or charter	<ul style="list-style-type: none"> • Operations manager (or equivalent) interview • Affidavit and/or certification from contracting entities of criminal records summaries (as applicable) 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
	school employee.				

FISCAL AND BUSINESS SYSTEMS OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Budget, Accounting, and Financial Reporting</u>					
F1	Governing board policies address budget, accounting, and financial reporting.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
F2	Current budget has been approved by the governing board.	<ul style="list-style-type: none"> Current/adopted budget Board meeting minutes 	Yes / No	High / Low / No / N/A	
F3	Charter school has clear process for reviewing and revising the budget (e.g., in light of changes in student enrollment or operations), including governing board approval.	<ul style="list-style-type: none"> Board meeting minutes Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F4	Charter school’s Local Control and Accountability Plan (LCAP) or annual update aligns with LCFF Calculator.	<ul style="list-style-type: none"> LCAP or annual update LCFF Calculator 	Yes / No	High / Low / No / N/A	
F5	Budget provides for all financial obligations.	<ul style="list-style-type: none"> Current budget compared with Cash Flow Statement 	Yes / No	High / Low / No / N/A	
F6	Governing board approves all required	<ul style="list-style-type: none"> Required financial reports Board meeting minutes 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	financial reports.			No / N/A	
F7	On or before July 1st, the charter school submits the adopted budget and estimated current year actuals to the authorizer.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F8	On or before December 15th, the charter school submits the interim financial report to the authorizer.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F9	On or before March 15th, the charter school submits the second interim financial report to the authorizer.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F10	On or before September 15th, the charter school submits the final unaudited actuals report for the full prior year.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F11	Charter school maintains separate accounts for restricted revenues and expenditures.	<ul style="list-style-type: none"> • Financial records 	Yes / No	High / Low / No / N/A	
F12	Charter school regularly prepares cash flow projections to ensure that it has sufficient funds to meet its financial obligations.	<ul style="list-style-type: none"> • Financial records 	Yes / No	High / Low / No / N/A	<p>Audit notes that cash reserves exceed FDIC limits at times and may expose credit risk or loss. Recommend governing board review banking policy for cash levels.</p> <p>Requested the school review cash levels with</p>

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
					regards to FDIC limits with board.
F13	Charter school’s business accounting system complies with state accounting and reporting requirements.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F14	On or before December 30, 2021, the charter school develops and adopts a plan delineating the expenditure of the Educator Effectiveness Block Grant.	<ul style="list-style-type: none"> Expenditure plan 	Yes / No	High / Low / No / N/A	
Audit					
F15	Charter school has selected a state-approved auditing firm, and annually submits independent auditor selection certification and contract to authorizer and county office of education by March 31st.	<ul style="list-style-type: none"> Proof of submission of auditor certification and contract Director of finance (or equivalent) interview and proof that they met the March 31st deadline 	Yes / No	High / Low / No / N/A	
F16	Charter school has developed auditing schedule/timeline.	<ul style="list-style-type: none"> Auditing schedule/timeline 	Yes / No	High / Low / No / N/A	
F17	Charter school has submitted prior year’s financial audit to authorizer.	<ul style="list-style-type: none"> Previous year’s audit Proof of submission 	Yes / No	High / Low / No / N/A	
F18	Charter school has developed and implemented plan of corrective action for	<ul style="list-style-type: none"> Corrective plan of action Director of finance (or equivalent) interview – 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	each audit finding and recommendation, as applicable.	require the list (if any) of corrective actions that has been board approved. This should also be in the Board minutes		No / N/A	
<u>Financial Condition</u>					
F19	Charter school maintains an appropriate level of reserves for economic uncertainties.	<ul style="list-style-type: none"> Financial reports compared with the MOU/Petition required reserve level established. Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F20	Charter school prepares three-year financial projections (current plus two subsequent years) based on reasonable assumptions and includes all long-term debt obligations.	<ul style="list-style-type: none"> Financial records along with the three-year Cash Flow Statement Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F21	Based on the projections, charter school will be able to meet its financial obligations and maintain an appropriate level of reserves in the current and two subsequent fiscal years.	<ul style="list-style-type: none"> Financial records – Multiyear Financial Projection current plus two years Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F22	Charter school is not a party to any current or pending litigation/disputes that would affect the charter school’s financial position.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview Letter to certify by the Executive Director 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F23	Charter school maintains a written policy regarding the process to identify, address, and monitor risks of fraud.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview • Written policy regarding fraud Board policy and Administrative Regulation 	Yes / No	High / Low / No / N/A	
F24	Charter school is not aware of actions of fraud, or allegations of fraud, within the charter school that would affect cash, expenditures, and/or investments.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview Letter from Executive Director 	Yes / No	High / Low / No / N/A	
Cash Receipts					
F25	Charter school has policies addressing cash receipts.	<ul style="list-style-type: none"> • Cash receipt policy – Either handbook or Administrative Regulation 	Yes / No	High / Low / No / N/A	
F26	Charter school maintains records of all monies received (e.g., issues receipts).	<ul style="list-style-type: none"> • Cash receipt policy Either handbook or Administrative Regulation • Sample records of cash receipts and Bank Deposit along with Bank Statement • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F27	Charter school deposits monies in a timely manner.	<ul style="list-style-type: none"> • Cash receipt policy • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
		Bank Deposit along with Bank Statement			
F28	Charter school maintains records of deposits of all monies.	<ul style="list-style-type: none"> • Cash receipt policy • Sample records of cash deposits log • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F29	Charter school reconciles bank statements to ensure receipt and deposit of monies is accurately reported.	<ul style="list-style-type: none"> • Cash receipt policy • Director of finance (or equivalent) interview review sample deposits to bank statement – this requires a random sampling 	Yes / No	High / Low / No / N/A	
F30	Charter school’s board has adopted a resolution or formally approved any interfund transfers via the due to/due from process, which details all material facts related to such transfers.	<ul style="list-style-type: none"> • Board-adopted resolution and/or meeting minutes evidencing formal approval of interfund transfer(s). 	Yes / No	High / Low / No / N/A	
<u>Disbursements</u>					
F31	Charter school has policies addressing disbursements.	<ul style="list-style-type: none"> • Disbursement policy 	Yes / No	High / Low / No / N/A	
F32	Disbursements require all of the following: (1) an original invoice from the vendor; (2) a receiving document; (3) appropriate approval of the purchase; and (4) ratification	<ul style="list-style-type: none"> • Disbursement policy • Director of finance (or equivalent) interview – this requires random sampling 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	by the governing board, if amount exceeds maximum dollar amount set forth in charter school policy.				
F33	Checks are signed by authorized employees.	<ul style="list-style-type: none"> Disbursement policy Director of finance (or equivalent) interview this requires random sampling 	Yes / No	High / Low / No / N/A	
F34	Charter school has adopted a system to maintain vendor payment information for preparation of 1099s.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview review 1099 list with Master Vendor payments 	Yes / No	High / Low / No / N/A	
F35	Charter school has segregated duties between purchasing, receiving, and accounts payable.	<ul style="list-style-type: none"> Staff organizational chart Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Payroll</u>					
F36	Charter school has a salary schedule or other satisfactory salary structure.	<ul style="list-style-type: none"> Salary schedule (Binder 6, Tab 21) 	Yes / No	High / Low / No / N/A	
F37	Tax deposits are completed in a timely manner.	<ul style="list-style-type: none"> Proof of tax deposits Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F38	Earnings are properly recorded for retirement reporting to Social Security,	<ul style="list-style-type: none"> Proof of recording of earnings Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	PERS, STRS.				
F39	Charter school has system to provide STRS data to authorizer.	<ul style="list-style-type: none"> • Proof of submission of STRS data • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F40	Charter school has system to maintain employee earning records for preparation of W-2s.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F41	Charter school adheres to provisions of any leased staff (non-instructional only) agreement or MOU, including invoicing for every leased staff member and Board approval of same.	<ul style="list-style-type: none"> • Leased Staff Agreement • Invoicing of leased staff • Evidence of Board approval of invoices. 	Yes / No	High / Low / No / N/A	
Equipment Inventory					
F42	Charter school has policies addressing the purchase and maintenance of equipment.	<ul style="list-style-type: none"> • Equipment purchase and maintenance policy 	Yes / No	High / Low / No / N/A	
F43	Charter school maintains an equipment inventory that is physically located on each site.	<ul style="list-style-type: none"> • Equipment inventory 	Yes / No	High / Low / No / N/A	
F44	Equipment purchased with federal funds is properly identified.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview – review Fixed Assets listing 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
		including Resource Coding			
Student Attendance (All Schools)					
F45	Charter school uses a generally approved attendance accounting system.	<ul style="list-style-type: none"> • Screenshot of attendance accounting system 	Yes / No	High / Low / No / N/A	
F46	There is a designated staff person responsible for administering attendance.	<ul style="list-style-type: none"> • Staff organizational chart identifying roles and responsibilities 	Yes / No	High / Low / No / N/A	
F47	Charter school calendar includes a minimum of 175 instructional days.	<ul style="list-style-type: none"> • School calendar 	Yes / No	High / Low / No / N/A	
F48	Charter school class/bell schedule ensures minimum instructional minutes (36,000 for K, 50,400 for 1st - 3rd, 54,000 for 4th - 8th, 64,800 for 9th - 12th).	<ul style="list-style-type: none"> • Class/bell schedule (Binder 6, Tab 29) 	Yes / No	High / Low / No / N/A	
F49	Student absences are excluded from apportionment days.	<ul style="list-style-type: none"> • Attendance reports • Attendance clerk (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F50	Charter school only claims ADA for teachers who hold an appropriate credential or certificate.	<ul style="list-style-type: none"> • Attendance reports • Attendance clerk (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F51	Charter school submits P1, P2, and P3 attendance reports to authorizer, along with back-up documents.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F52	Charter school has clear procedures for enrolling students and confirming that students are not enrolled elsewhere to avoid dual enrollment.	<ul style="list-style-type: none"> • Enrollment and disenrollment policies and procedures 	Yes / No	High / Low / No / N/A	
F53	Charter school has clear procedures for disenrolling students and providing notification to the student’s district of residence.	<ul style="list-style-type: none"> • Enrollment and disenrollment policies and procedures – provide samples 	Yes / No	High / Low / No / N/A	
F54	Charter school has clear procedures for claiming and reporting ADA to the state.	<ul style="list-style-type: none"> • Policies and procedures related to claiming and reporting ADA 	Yes / No	High / Low / No / N/A	
F55	Charter school ensures that students are not enrolled in more than one track for which it claims apportionment.	<ul style="list-style-type: none"> • Attendance clerk (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F56	Any changes in enrollment/ADA from school year to school year are reasonable and do not exceed threshold under Operations MOU that would trigger the need for a material revision to the charter.	<ul style="list-style-type: none"> • Teacher roster and monthly ADA reports 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
Student Attendance (Schools Offering Independent Study)					
Requirements Applicable to All Independent Study Programs					
F57	The program of each student in independent study is overseen by a certificated employee as is required by Education Code section 51747.5(a) and 51749.5(a)(3).	<ul style="list-style-type: none"> • Student enrollment report • Staff organizational chart • Independent study parent interview • Independent study teacher interview 	Yes / No	High / Low / No / N/A	
F58	Charter school meets ratio of ADA to FTE certificated employees required by Education Code section 51745.6(d) and 51749.5(a)(13) (i.e., 25:1 or ratio in largest unified school district).	<ul style="list-style-type: none"> • Student enrollment report • Staff organizational chart • Independent study coordinator (or equivalent) interview • Independent study teacher interview 	Yes / No	High / Low / No / N/A	
F59	In accordance with Education Code sections 51745(c) and 51749.5(a)(7), students with IEPs do not participate in independent study unless their IEPs provide for that placement.	<ul style="list-style-type: none"> • IEP review • Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F60	In accordance with Education Code sections 51747.3(a) and 51749.5(a)(6), charter school does not provide any funds or other things of value to students who attend independent study programs (or their	<ul style="list-style-type: none"> • Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	parents/guardians) that it does not provide to students who attend classroom-based programs (or their parents/guardians).				
F61	In accordance with Education Code sections 51747.3(c) and 51749.5(a)(6), charter school claims ADA only for students who are residents of the county in which the apportionment claim is reported, or who are residents of a county immediately adjacent to the county in which the apportionment claim is reported.	<ul style="list-style-type: none"> • Independent study coordinator (or equivalent) interview • Student enrollment report 	Yes / No	High / Low / No / N/A	
F62	Pursuant to Education Code section 47634.2, charter school has submitted a determination of funding form, and SBE subsequently issued a determination of funding.	<ul style="list-style-type: none"> • Request for determination of funding • SBE determination of funding 	Yes / No	High / Low / No / N/A	
F63	Charter school has a process to track the number of pupils participating in independent study for 15 or more school days.	<ul style="list-style-type: none"> • Independent study coordinator (or equivalent) interview • Record of student participation in independent study (e.g., attendance tracking chart) 	Yes / No	High / Low / No / N/A	
B	Charter school retains evidence of satisfactory educational progress for each independent study student, including a file	<ul style="list-style-type: none"> • Sample grade books • Sample transcripts • Work samples 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	of representative samples of each student’s work products (signed/initialed and dated by supervising teacher).	<ul style="list-style-type: none"> Independent study parent interview 			
F64	<p>In accordance with Section 51747(e) and 51749.5(a)(4)(C), charter school offers opportunities for live and synchronous instruction as follows:</p> <ul style="list-style-type: none"> Transitional kindergarten and grades 1 to 3: Daily synchronous instruction. Grades 4 to 8: Opportunities for both daily live interaction and at least weekly synchronous instruction. Grades 9 to 12: Opportunities for at least weekly synchronous instruction. 	<ul style="list-style-type: none"> Board policy Independent study coordinator (or equivalent) interview Independent study parent interview Independent study teacher interview Record of student participation in independent study (e.g., attendance tracking chart) 	Yes / No	High / Low / No / N/A	
Traditional Independent Study					
F65	Governing board has adopted and implemented written policy addressing each of the requirements in Education Code section 51747:	<ul style="list-style-type: none"> Board policy 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> ● Max length of time that may elapse between IS assignment and completion ● Level of satisfactory educational performance and number of missed assignments allowed before evaluation ● Provision of content aligned to grade level standards ● Procedures for tiered reengagement strategies ● Plan to provide synchronous instruction and live interaction for applicable grade level spans ● Plan for transition to in-person instruction (if applicable) ● Requirement for current written agreement to be maintained on file 				
F66	<p>Current written agreement is on file for each independent study student that contains the information required by Education Code section 51747(g):</p> <ul style="list-style-type: none"> ● Manner, time, frequency, and place for submitting assignments, reporting academic progress, and communicating with parent/guardian re: academic progress of student ● Objectives and methods of study for student’s work and methods to evaluate that work 	<ul style="list-style-type: none"> ● Sample agreements ● Independent study parent interview ● Independent study teacher interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> ● Specific resources available to the student (including access to connectivity and devices to participate and complete work) ● Statement re: max time between assignment and completion, level of satisfactory progress, and number of missed assignments allowed before evaluation ● Duration of independent study agreement, including beginning and ending dates ● Statement of number of course credits or measures of academic accomplishment to be earned ● Statement of academic and other supports to be provided to address student needs if not performing at grade level ● Statement that independent study is optional and no student is required to participate ● Signed by required persons (including certificated employee designated as having responsibility for the special education programming of the student, if any) 				
F67	Charter school claims apportionment credit for independent study (1) only to the extent of the time value of student work products,	<ul style="list-style-type: none"> ● Credit register ● Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	as personally judged in each instance by a certificated teacher, or (2) the combined time value of student work product and student participation in synchronous instruction .				
F68	Charter school maintains daily/hourly attendance credit register (separate from classroom attendance records) on a current basis as time values of student work products are evaluated by certificated teachers.	<ul style="list-style-type: none"> • Credit register • Independent study coordinator (or equivalent) interview • Independent study parent interview • Independent study teacher interview 	Yes / No	High / Low / No / N/A	
F69	As is required by Education Code section 51747.5(c), charter school documents each student’s participation in live interaction and synchronous instruction on each schoolday, as applicable, in whole or in part, for which independent study is provided.	<ul style="list-style-type: none"> • Independent study coordinator (or equivalent) interview • Independent study parent interview • Independent study teacher interview • Record of student participation in independent study (e.g., attendance tracking chart) 	Yes / No	High / Low / No / N/A	
<u>Course-Based Independent Study</u>					
F70	Governing board has adopted and implemented written policy addressing each of the requirements in Education Code	<ul style="list-style-type: none"> • Board policy 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	section 51749.5: <ul style="list-style-type: none"> ● Requirement that a signed independent study agreement is kept on file ● Courses are taught under supervision of certificated employee ● Courses are annually certified and provide required daily live and synchronous instructional opportunities ● Plan to provide synchronous instruction and live interaction for applicable grade level spans ● Students meet age, residency, and enrollment requirements ● Students with IEPs only participate if pursuant to IEP ● Temporarily disabled pupils do not receive individual instruction through independent study ● Process to determine satisfactory educational progress ● Procedures for tiered reengagement strategies ● Plan to transition to in-person instruction if requested by family ● Requirement that proctor administer exams ● Process to report, credit, and disaggregate statewide testing results 	<ul style="list-style-type: none"> ● Evidence of annual certification of courses (e.g., Board resolution) 			

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> • Statement that independent study is optional • Statement regarding permissible ratio of ADA to FTE certificated employees • Statement regarding compliance with legally required instructional minute minimums • Prohibition on only offering required courses through independent study • Prohibition on student fees • Prohibition on excluding students for lack of materials, equipment, or internet access 				
F71	Charter school annually certifies independent study courses as being of the same rigor and educational quality as classroom-based courses, including information regarding instructional minutes and opportunities for live and synchronous instruction, as required by Education Code section 51749.5(a)(4).	<ul style="list-style-type: none"> • Evidence of annual certification of courses (e.g., Board resolution) • Independent study teacher interview 	Yes / No	High / Low / No / N/A	
F72	Students enrolled in course-based independent study courses meet the applicable age requirements established pursuant to Sections 46300.1, 46300.4,	<ul style="list-style-type: none"> • Board policy • Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	47612, and 47612.1.				
F73	Charter school does not offer courses required for high school graduation or UC or Cal State admission exclusively through independent study, as prohibited by Education Code section 51749.5(a)(15).	<ul style="list-style-type: none"> List of course offerings 	Yes / No	High / Low / No / N/A	
F74	<p>Charter school claims apportionment as follows:</p> <ul style="list-style-type: none"> For each schoolday, add the combined equivalent daily instructional minutes, as certified in the annual course certification, for course-based independent study courses in which the student is enrolled. For each schoolday, add the combined daily instructional minutes of courses authorized by all other laws and regulations in which the student is enrolled and for which the student meets applicable attendance requirements (e.g., minutes from any in-person class or other program in which the student is enrolled). For each schoolday, add the sums of the two bullet points above. 	<ul style="list-style-type: none"> Credit register Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> If the resultant sum meets applicable minimum school day requirements, credit each schoolday that the student is demonstrating satisfactory educational progress (up to one unit of ADA per day). <p>If more than 10 percent of the total ADA of the charter school is claimed pursuant to this section, then the amount of ADA for all pupils in courses authorized pursuant to this section that is in excess of 10 percent of the total ADA for the charter school shall be reduced by either (A) the statewide average rate of absence for elementary school districts for kindergarten and grades 1 to 8, inclusive, or (B) the statewide average rate of absence for high school districts for grades 9 to 12, inclusive, as applicable, as calculated by the department for the prior fiscal year, with the resultant figures and ranges rounded to the nearest 10th.</p>				
F75	<p>Current written agreement is on file for each independent study student that contains the information required by Education Code section 51749.6:</p> <ul style="list-style-type: none"> Summary of Board policy Duration of the enrolled course(s), duration of the independent study agreement (max 1 year), and the 	<ul style="list-style-type: none"> Sample agreements Independent study parent interview Independent study teacher interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<p>number of course credits for each enrolled course</p> <ul style="list-style-type: none"> ● Statement re: learning objectives and expectations for each course, including description of measurement of satisfactory educational progress and when a pupil evaluation is required ● Specific resources available to the student (including access to connectivity and devices to participate and complete work) ● Statement of academic and other supports to be provided to address student needs if not performing at grade level or need for support in other areas ● Statement that independent study is optional and no student is required to participate ● Manner, time, frequency, and place for submitting assignments, reporting academic progress, and communicating with parent/guardian re: academic progress of student ● Objectives and methods of study for student’s work and methods to evaluate that work ● Statement re: max time between assignment and completion, level of satisfactory progress, and 				

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	number of missed assignments allowed before evaluation <ul style="list-style-type: none"> ● Statement of number of course credits or measures of academic accomplishment to be earned ● Signed by required persons 				

Name of School: Diego Hills _____

GOVERNANCE OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Organizational Management</u>					
G1	If charter school is organized as a nonprofit corporation, the corporate papers are available to the authorizer.	<ul style="list-style-type: none"> • Articles of Incorporation • Bylaws 	Yes / No	High / Low / No / N/A	
G2	Bylaws are comprehensive, with provisions regarding governing board composition, term limits, powers, meetings, committees, officers, etc.	<ul style="list-style-type: none"> • Bylaws 	Yes / No	High / Low / No / N/A	
G3	Any changes to charter or bylaws have been approved by charter school’s governing board and submitted to the authorizer.	<ul style="list-style-type: none"> • Bylaws • Approved charter 	Yes / No	High / Low / No / N/A	
G4	Charter school has an organizational chart and job descriptions that delineate clear separation of duties and responsibilities.	<ul style="list-style-type: none"> • Bylaws • Organizational chart • Board President interview 	Yes / No	High / Low / No / N/A	
G5	Governing board has a robust, outcomes-based process for evaluating the charter school leader.	<ul style="list-style-type: none"> • Summary/Timeline of Process to Evaluate School Leader • Confirmation of Completion of School Leader Evaluation • Board president interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G6	There is a process in place that ensures parents, teachers, and other staff provide input regarding the effectiveness of the charter school.	<ul style="list-style-type: none"> • Bylaws • Approved charter • Executive director (or equivalent) interview • Teacher interview • Information available on charter school’s website 	Yes / No	High / Low / No / N/A	
Composition					
G7	Charter school has a list or roster of governing board members that is publicly accessible.	<ul style="list-style-type: none"> • List of board members • Information is available on charter school’s website 	Yes / No	High / Low / No / N/A	
G8	Composition of governing board is consistent with approved charter.	<ul style="list-style-type: none"> • List of board members • Approved charter 	Yes / No	High / Low / No / N/A	
G9	Governing board is diverse and reflects charter school and community population.	<ul style="list-style-type: none"> • Board member biographies • Description of school and community demographics 	Yes / No	High / Low / No / N/A	
G10	Governing board members have relevant knowledge and experience in key areas, such as education, finance, legal, real estate, and fundraising.	<ul style="list-style-type: none"> • Board member biographies • Information posted on charter school’s website • Board President interview 	Yes / No	High / Low / No / N/A	
G11	Governing board and charter leadership are free of real and perceived conflicts of interest.	<ul style="list-style-type: none"> • Board member biographies • Completed Form 700s • Completed Form 990s • Agendas and minutes 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
Meetings					
G12	Governing board conducts meetings as frequently as is needed to ensure that it addresses necessary charter school business, and such meetings are consistent with timelines set forth in charter and bylaws.	<ul style="list-style-type: none"> • Annual governing board meeting calendar • Bylaws • Approved charter 	Yes / No	High / Low / No / N/A	
G13	Governing board members receive annual training regarding Brown Act requirements.	<ul style="list-style-type: none"> • Sign-in sheet from Brown Act training • Copy of materials (e.g., Power Point slides) 	Yes / No	High / Low / No / N/A	
G14	Meetings are noticed and conducted in accordance with the Brown Act.	<ul style="list-style-type: none"> • Sample meeting agendas and minutes • Observation of accessibility of meeting (location, online participation, public comment time, etc.) • Screenshot of charter school website 	Yes / No	High / Low / No / N/A	
G15	Discussion during Board meetings is limited to properly-noticed items on agenda.	<ul style="list-style-type: none"> • Observation of meeting 	Yes / No	High / Low / No / N/A	
G16	Board use of closed session during noticed meetings is consistent with Brown Act.	<ul style="list-style-type: none"> • Sample meeting agendas and minutes • Observation of meeting 	Yes / No	High / Low / No / N/A	
G17	Meeting agendas include sufficiently-detailed items of business to be transacted	<ul style="list-style-type: none"> • Sample meeting agendas 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	and any necessary action to be taken by the Board.			No / N/A	
G18	Governing board has adopted clear public comment policy, including allowance of twice the time limit for non-English-speaker translation.	<ul style="list-style-type: none"> • Sample meeting agendas • Public comment policy 	Yes / No	High / Low / No / N/A	
G19	Board members solicit and provide and/or solicit input from the community served.	<ul style="list-style-type: none"> • Board biographies • Advisory committee/PTO documents • Board President interview 	Yes / No	High / Low / No / N/A	
G20	Minutes are approved and thereafter made available to the public.	<ul style="list-style-type: none"> • Sample meeting minutes • Screenshot of charter school website 	Yes / No	High / Low / No / N/A	
G21	Governing board annually reviews charter school’s compliance with Education Code section 49431.9, which prohibits advertisement of food or beverages.	<ul style="list-style-type: none"> • Board meeting minutes 	Yes / No	High / Low / No / N/A	
G22	The location of governing board meetings complies with the physical location requirements set forth in Education Code section 47604.1.	<ul style="list-style-type: none"> • Observation of location of meeting 	Yes / No	High / Low / No / N/A	
G23	Governing board meetings include a two-way teleconference location at each school site and/or resource center, as applicable.	<ul style="list-style-type: none"> • Observation of meetings (location, teleconference location, etc.) 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G24	If the governing board manages two or more charter schools that are not located in the same county, the board audio and/or video records all board meetings and posts such recordings on each charter school’s website.	<ul style="list-style-type: none"> Charter school website Observation of meetings (location, teleconference location, etc.) 	Yes / No	High / Low / No / N/A	
G25	To the extent that the charter school is continuing to hold virtual meetings, the charter school has complied with the requirements of AB 361, including adopting a resolution that makes the necessary findings and allowing for real-time public comment.	<ul style="list-style-type: none"> AB 361 Resolution Public comment policy Board meeting minutes 	Yes / No	High / Low / No / N/A	
Board Policies [Note: The oversight team lead may request additional policies for review that are not listed here.]					
G26	Governing board has adopted parent, student, and employee handbooks, and makes updates to handbooks as needed.	<ul style="list-style-type: none"> Parent handbook Student handbook Employee handbook 	Yes / No	High / Low / No / N/A	
G27	Governing board has adopted policies related to conflict of interest, which align with the requirements of Education Code section 47604.1.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G28	Governing board has adopted/updated policies related to student discipline and due	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	process.				
G29	Governing board has adopted/updated policies related to complaints and investigations.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G30	Governing board has adopted/updated internal control policies (and related forms and systems).	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G31	Governing board has adopted/updated policies related to bank signature authorizations.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G32	Governing board has adopted/updated policies related to allowable purchases and purchasing authority.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G33	Governing board has adopted/updated policies related to student harassment and the prevention of acts of bullying, including cyberbullying.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G34	Governing board has adopted/updated policies related to employee harassment.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G35	Governing board has adopted and annually updates its safety plan by March 1 st to	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	include all legal requirements applicable to charter schools.	<ul style="list-style-type: none"> Meeting agenda and minutes reflecting annual review and update 		No / N/A	
G36	Governing board has adopted policies related to immunization records and administration of medication.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G37	Governing board has adopted policies related to Family Educational Rights and Privacy Act.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G38	Governing board has adopted policies related to Section 504/IDEA compliance.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G39	<p>Governing board has adopted/updated policy on independent study (IS), if offered, to include the following:</p> <ul style="list-style-type: none"> Satisfactory progress as an additional means to evaluate continued participation and placement in IS. Provision of standards-aligned content in IS that is substantially equivalent to quality/intellectual challenge of in-person instruction. (High school only) Provision for access to all courses offered for graduation and approved by UC/CSU as creditable under A-G admissions criteria. 	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> ● Procedures for tiered reengagement. ● Plan to provide opportunities for synchronous instruction for all grades, and live interaction for grades 4-8. ● Plan to transition students to in-person instruction within 5 instructional days, if requested. <p><i>(Note: Additional requirements for IS Board policies are addressed in the Business and Finance Oversight Checklist and depend on whether the charter school offers traditional or course-based IS.)</i></p>				
Education Code Assurances [<u>Note</u> : As part of the review, the oversight team lead will evaluate whether such assurances are consistent with the charter school’s actual operations.]					
G40	Charter school has complied with assurance that it shall be nonsectarian in program admission policies, employment practices, and all other operations.	<ul style="list-style-type: none"> ● Policy review ● Executive director (or equivalent) interview ● Review of any complaints 	Yes / No	High / Low / No / N/A	
G41	Charter school has complied with assurance that it shall not charge tuition.	<ul style="list-style-type: none"> ● Policy review ● Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
G42	Charter school has complied with assurance that it shall not discriminate against any pupil on the basis of the characteristics	<ul style="list-style-type: none"> ● Policy review ● Executive director (or equivalent) interview ● Review of any complaints 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	listed in Education Code section 220.	<ul style="list-style-type: none"> Review of recruitment and admissions materials 			
G43	Charter school has complied with assurance that it shall admit all students who reside in California who wish to attend (up to the Charter School’s capacity based upon space, staff, or Charter School policy).	<ul style="list-style-type: none"> Policy review Executive director (or equivalent) interview Review of any complaints Review of student demographics and enrollment data Review of recruitment and admissions materials 	Yes / No	High / Low / No / N/A	
G44	Charter school has complied with assurance that it shall determine by public random drawing, which students, other than those already enrolled, will be allowed to enroll if the number of pupils who wish to attend charter school exceeds charter school’s capacity and make reasonable efforts to accommodate the growth of charter school.	<ul style="list-style-type: none"> Policy review Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
G45	Charter school has complied with assurance that it shall comply with EC 47605(e)(2) in regard to the establishment of preferences for enrollment which shall not result in limiting enrollment access for pupils with: disabilities, academically low-achieving pupils, English Learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged or pupils based on nationality, race, ethnicity,	<ul style="list-style-type: none"> Policy review Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	or sexual orientation.				
G46	Charter school has complied with assurance that it shall notify the school district of residence of the pupil’s last known address within 30 days if a pupil is expelled or leaves charter school without graduating or completing the school year for any reason.	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
Memorandum of Understanding					
G47	Board and charter school administration are aware of and familiar with the terms of any approved MOUs or agreements between the District and the charter school.	<ul style="list-style-type: none"> • Memoranda of understanding • Review of agenda and minutes • Board President interview 	Yes / No	High / Low / No / N/A	
G48	Charter school has fulfilled its obligations under the MOU(s), including the submission of any required documentation to the authorizer.	<ul style="list-style-type: none"> • Records of authorizer 	Yes / No	High / Low / No / N/A	
G49	Charter school responds promptly to authorizer inquiries.	<ul style="list-style-type: none"> • Records of authorizer 	Yes / No	High / Low / No / N/A	
G50	Charter school informs authorizer in advance of any proposed material changes to program or operations.	<ul style="list-style-type: none"> • Records of authorizer 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Complaint Policies and Procedures</u>					
G51	Board has adopted policies by which students, parents, and staff may make complaints, and these procedures are posted in every classroom, as applicable, and website.	<ul style="list-style-type: none"> • Board policies • Review of student/parent and staff handbooks • Observation of classrooms • Observation of website 	Yes / No	High / Low / No / N/A	
G52	Complaint policies and procedures are available in the main/front office or website for nonclassroom-based programs.	<ul style="list-style-type: none"> • Observation of main office / website 	Yes / No	High / Low / No / N/A	
G53	Complaints are handled in a manner that is consistent with the charter school’s policies and procedures, and there is no apparent bias or conflicts of interest.	<ul style="list-style-type: none"> • Review of policies • Board President interview • School leader interview 	Yes / No	High / Low / No / N/A	
G54	Charter school has policies that allow for student, parent, and staff complaints to be appealed to the charter school’s Board.	<ul style="list-style-type: none"> • Review of policies • Review of website • Review of student/parent and staff handbooks 	Yes / No	High / Low / No / N/A	
G55	Charter school has policies for student disciplinary actions that include appropriate due process.	<ul style="list-style-type: none"> • Review of charter • Review of policies • Review of student/parent handbook 	Yes / No	High / Low / No / N/A	
G56	Charter school leadership discloses and ensures Board is fully informed of any	<ul style="list-style-type: none"> • Board President interview • School leader interview • Review of agendas 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	anticipated or pending litigation.				
<u>Planning</u>					
G52	Board adopted an annual update to the Local Control and Accountability Plan (LCAP) by July 1, 2022, which was submitted to the authorizer and County Office of Education.	<ul style="list-style-type: none"> • Review of annual update to LCAP • Authorizer records 	Yes / No	High / Low / No / N/A	
G53	Board held a public hearing for review and comment on both the annual update to the LCAP and budget overview for parents/guardians.	<ul style="list-style-type: none"> • Sample agendas and minutes 	Yes / No	High / Low / No / N/A	
G54	Charter school has prominently posted its LCAP, including any approved updates or revisions, on home page of its website.	<ul style="list-style-type: none"> • Review of website 	Yes / No	High / Low / No / N/A	
G55	On or before February 28, 2023, the charter school presents the 2022-23 annual update to the LCAP at a regularly scheduled board meeting, which includes presentation of the 2022-23 Supplement, all available mid-year outcome data related to metrics in the 2022-23 LCAP, and mid-year expenditure and implementation data on all actions identified in 2022-23 LCAP.	<ul style="list-style-type: none"> • Board agenda and minutes 	Yes / No	High / Low / No / N/A	NA

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G56	(If applicable.) Plan delineating the use of the Educator Effectiveness Block Grant funds is presented at Board meeting and adopted at subsequent meeting on or before December 30, 2022.	<ul style="list-style-type: none"> • Expenditure plan • Board agendas and minutes 	Yes / No	High / Low / No / N/A	

Name of School: Diego Hills _____

EDUCATIONAL PROGRAM AND STUDENT SERVICES OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Educational Program</u>					
E1	Charter school curricular and instructional plan complies with approved charter.	X Approved charter X Description of courses, instructional framework, and/or scope and sequence	Yes / No	High / Low / No / N/A	
E2	Charter school curricular and instructional plan is aligned with the needs of students that approved charter identifies as target population.	X Approved charter X Description of courses, instructional framework, and/or scope and sequence Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E3	Charter school staffing complies with approved charter.	X Approved charter X Staffing chart	Yes / No	High / Low / No / N/A	
E4	Charter school staffing is sufficient to carry out educational program.	X Staffing chart Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E5	If applicable, parents of 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.	X Student handbook	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E6	Charter school has obtained WASC accreditation, if applicable.	X WASC accreditation	Yes / No	High / Low / No / N/A	
E7	If classroom-based charter school serves grades TK/K-6, and receives Expanded Learning Opportunities Program (“ELOP”) funding, it offers and provides to unduplicated pupils, access to expanded learning opportunity programs, consistent with program requirements.	<ul style="list-style-type: none"> • ELOP Plan Guide • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Services to Special Populations</u>					
E8	Charter school follows process for identification and reclassification of students who are English Learners.	X Student handbook X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E9	Charter school identifies all homeless children and youths and unaccompanied youths enrolled at the charter school. The charter school liaison for homeless children and youths ensures identification of such children and youths through outreach and coordination activities with other organizations and referral of services to homeless families.	X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E10	Charter school posts the contact information of liaisons for homeless children and youths and unaccompanied youths, and specific information regarding educational rights and resources available to persons experiencing homelessness on the school website.	X Website	Yes / No	High / Low / No / N/A	
E11	If charter school graduates students, it has notified students in foster care, homeless students, and students of a military family or with migrant status of their rights of exemption from local graduation requirements.	X Student handbook X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E12	Charter school policies and practices ensure referral and assessment of students suspected of needing accommodations under Section 504.	X Student handbook X Charter policies and procedures manual X CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E13	Students identified as eligible under Section 504 receive accommodations and supports required by their 504 plans.	X Sample 504 plans \X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
<u>Curricular Materials</u>					

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E14	Charter school uses standards-aligned instructional materials.	X Description of courses, instructional framework, and/or scope and sequence X Classroom observations	Yes / No	High / Low / No / N/A	
E15	Charter school uses instructional materials that address the specific needs of English Learners.	X Description of courses, instructional framework, and/or scope and sequence X Instructional leader (or equivalent) interview X Classroom observations	Yes / No	High / Low / No / N/A	
E16	Charter school provides integrated English Language Development within regular classes in all content areas in a manner that is aligned with state content and ELD standards.	X Instructional leader (or equivalent) interview X Classroom observations X Student Handbook X Course Catalog	Yes / No	High / Low / No / N/A	
E17	Charter school provides designated English Language Development for a specific protected time during the school day that is aligned with ELD standards.	<ul style="list-style-type: none"> • Class schedule X Instructional leader (or equivalent) interview X Classroom observations X Student Handbook	Yes / No	High / Low / No / N/A	
Assessment					
E18	Charter school administers state-mandated testing according to testing rules and regulations as required for all K-12 schools in California.	X Assessment calendar X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E19	SBAC and Dashboard Data (and verified data, if applicable) indicate that the charter school is on target for meeting renewal requirements as set forth in EC 47607.	X SBAC X Dashboard Data	Yes / No	High / Low / No / N/A	
E20	Charter school has completed and timely posted a SARC containing required elements.	X SARC	Yes / No	High / Low / No / N/A	
E21	Charter school regularly collects student achievement data and reports it to parents and staff.	X Sample data reports to parents X Sample data reports to staff X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E22	Charter school provides required notifications of language proficiency assessments (ELPAC), including whether a child is a long-term English Learner or is at-risk of becoming one.	X Notifications/letters to parents X Home language surveys	Yes / No	High / Low / No / N/A	
E23	Charter school has a Local Control and Accountability Plan. LCAP has been presented to, reviewed, and approved by the Charter school’s Board.	X LCAP X Minutes from Board meeting	Yes / No	High / Low / No / N/A	
E24	LCAP and annual update address student academic performance across all student populations.	X Review of LCAP/annual update	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E25	Title I funds/categorical funding are being used to supplement the school’s LCAP goals.	X LCAP • Director of finance (or equivalent) interview	Yes / No	High / Low / No / N/A	
E26	As applicable, the charter school has completed a School Plan for Student Achievement (SPSA) that meets federal school planning and stakeholder requirements for Title I.	• SPSA	Yes / No	High / Low / No / N/A	
E27	The charter school has complied with the programmatic requirements for the development and implementation of a schoolsite council (including composition, meetings, etc.) if it receives federal funding under Title I.	• Instructional leader (or equivalent) interview • Schoolsite council handbook • Membership lists • Meeting notices/agendas and minutes	Yes / No	High / Low / No / N/A	
<u>Admissions</u>					
E28	Charter school complies with the admissions practices described in the approved charter.	X Approved charter X Admissions/enrollment forms and policies X Lottery procedures	Yes / No	High / Low / No / N/A	
E29	Admissions process for a student with an IEP is the same as for a student without an IEP.	X Admissions/enrollment forms and policies	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E30	Student data demonstrates that population is reflective of the District (including racial and ethnic background, students with disabilities, English learners, and FRPL students).	X Charter school student data X Student data from nearby school districts	Yes / No	High / Low / No / N/A	
E31	Charter school enrollment forms indicate compliance with all applicable laws, including prohibition on collecting information regarding immigration status; prohibition on collecting social security numbers unless required by law; and, as required by Education Code section 49452.9(a), health care coverage options and enrollment assistance information.	X Admissions/enrollment forms and policies	Yes / No	High / Low / No / N/A	
E32	If charter school has used lottery system to determine which students will be allowed to enroll, process was held in the manner described in the approved charter.	X Approved charter X Admissions/enrollment forms and policies X Lottery procedures	Yes / No	High / Low / No / N/A	
E33	If charter school serves transitional kindergarten (“TK”), ensure compliance with TK implementation dates, and enrollment and ratio requirements, pursuant to Ed. Code section 48000. (For 2022-23 school year, child with fifth birthday between September 2 and	<ul style="list-style-type: none"> • Admissions/enrollment forms and policies • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	February 2 shall be admitted to a TK program.)				
<u>Discipline</u>					
E34	<p>Charter school discipline policies and practices are consistent with terms of charter, and applicable legal updates, including, but not limited to:</p> <ul style="list-style-type: none"> • Providing homework assignments, upon request by the parent/guardian, for students suspended for 2 or more schooldays; • Prohibiting suspension and/or prohibiting recommendations for expulsion of students in applicable grades, for disrupting school activities or willful defiance 	<p>X Approved charter X Discipline policies and procedures, including policies regarding discipline of students with disabilities</p>	<p>Yes / No</p>	<p>High / Low / No / N/A</p>	
E35	<p>Student discipline procedures comply with due process requirements set forth in Education Code section 47605, charter, and/or discipline policies and procedures, including all requirements for disciplining students with disabilities.</p>	<p>X Discipline policies and procedures, including policies regarding discipline of students with disabilities X Instructional leader (or equivalent) interview</p>	<p>Yes / No</p>	<p>High / Low / No / N/A</p>	
E36	<p>Charter school has not disproportionately suspended or</p>	<p>X Discipline data X Discipline policies and procedures, including policies regarding discipline</p>	<p>Yes / No</p>	<p>High / Low /</p>	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	expelled students of certain racial or ethnic backgrounds, or students with disabilities.	of students with disabilities		No / N/A	
Health and Safety					
E37	Charter School has adopted and annually updates its school safety plan, addressing fire emergencies, earthquakes, criminal incidents, accidents, injuries, and other threats to the health and safety of students and staff, consistent with Education Code requirements applicable to charter schools.	X School safety plan	Yes / No	High / Low / No / N/A	
E38	Staff has been trained in health, safety, and emergency procedures, and appropriate first aid supplies are kept on hand.	X Training sign-in sheets X Observation of main office	Yes / No	High / Low / No / N/A	
E39	Charter school has a policy/procedure for visitors to enter and leave campus.	X Policy or procedure	Yes / No	High / Low / No / N/A	
E40	Charter school provides for the screening of pupils’ vision, hearing, screening for scoliosis, and required immunizations.	X Records of student screenings	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E41	If charter school serves students in grades 7-12, governing board has adopted Suicide Prevention Policy that was created in conjunction with stakeholders, specifically lists its high-risk groups, addresses the needs of those high-risk students, and was updated in the last 5 years.	<ul style="list-style-type: none"> X Suicide Prevention Policy X Board meeting minutes 	Yes / No	High / Low / No / N/A	
E42	If charter school serves students in grades K-6, governing board has adopted Suicide Prevention Policy that was created in conjunction with stakeholders, specifically lists its high-risk groups, addresses the needs of those high-risk students, is age appropriate and delivered and discussed in a manner that is sensitive to needs of young pupils, and written to ensure proper coordination and consultation with the county mental health plan if a referral is made for mental health or related services on behalf of a student who is a Medi-Cal beneficiary.	<ul style="list-style-type: none"> • Suicide Prevention Policy (K-6) • Board meeting minutes 	Yes / No	High / Low / No / N/A	
E43	If charter school qualifies for FRPL for all meals that it provides, it has applied to provide a universal meal service to all students at the school, or, if not, has submitted a governing board resolution to the state claiming a fiscal hardship	<ul style="list-style-type: none"> • Application for universal meal service • Board resolution 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	(with evidence that those finding are reviewed in a public meeting every 4 years), as provided in Education Code section 49564(c).				
E44	Charter school provides two meals free of charge during each schoolday to any student who requests a meal, without consideration of eligibility for FRPL, with a maximum of one free meal for each meal service period.	X Executive director (or equivalent) interview X Observed in site visit	Yes / No	High / Low / No / N/A	
E45	If a nonclassroom-based charter, charter school provides at least one meal per day to students who qualify for FRPL, if they are scheduled for educational activities lasting two or more hours at the school site, resource center, meeting space, or other satellite facility operated by the charter school.	X Executive director (or equivalent) interview X Observed in site visit	Yes / No	High / Low / No / N/A	
E46	Charter school posts on its website in a prominent, conspicuous location, the Title IX information, including the name and contact number/e-mail for the Title IX Coordinator for that school, required suicide prevention policies, policies and procedures on sexual harassment, anti-discrimination, anti-harassment, anti-intimidation, anti-bullying, and anti-cyberbullying, and a section on social	X Screenshot from website	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	medial bullying.				
E47	If charter school serves students in grades 7-12, it provides comprehensive sexual health and HIV prevention education, as required by Education Code section 51930, et seq.	X Sexual health and HIV prevention education course description	Yes / No	High / Low / No / N/A	
E48	Charter school has developed methods for informing parents/guardians of students in grades 6-12 regarding human trafficking prevention resources, as required by Education Code section 49381.	X Policy or other description of method for informing parents/guardians	Yes / No	High / Low / No / N/A	
E49	If charter school sponsors or hosts an on-campus event that is not part of an interscholastic athletic program in or around a swimming pool, ensure there is at least one adult with a valid certification of CPR training to be present throughout the duration of the event.	<ul style="list-style-type: none"> • Record of valid certification for designated adult 	Yes / No	High / Low / No / N/A	
E50	If charter school submits an affidavit to the State Superintendent of Instruction due to an emergency condition that resulted in a school closure for an event occurring after September 1, 2021, it shall certify that it has a plan for which independent study will be offered, and	<ul style="list-style-type: none"> • Executive director (or equivalent) interview • Affidavit • Independent study plan • Public health or safety order 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	provide a copy of an applicable state or local public health or public safety order that required campus closure.				
E51	On and after January 1, 2023, charter school provides the CDE type 1 diabetes informational materials to parents/guardians either when a student is first enrolled in elementary school, or with other required notices provided pursuant to Ed. Code section 48980 at the start of the first semester or quarter.	X Notice	Yes / No	High / Low / No / N/A	
Yes					
E52	Charter school provides a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act.	X Notice	Yes / No	High / Low / No / N/A	
E53	If charter school serves students in 11th grade, parents of those students are notified by January 1st that the student will be deemed a Cal Grant applicant unless the student opts out, as required by Education Code section 69432.9(d)(1).	X Notice	Yes / No	High / Low / No / N/A	
E54	If charter school serves students in 12th grade, parents of those students are	X Notice	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	notified of student’s GPA by October 1st, as required by Education Code section 69432.9(c)(2).			No / N/A	
E55	Charter school notifies parents at least twice a year regarding how to initiate access to available student mental health services on campus or in the community.	X Notice	Yes / No	High / Low / No / N/A	
E56	Charter school ensures all 12 th grade students either (1) complete and submit the FAFSA, or (2) if the student is exempt from paying nonresident tuition, complete and submit the Student Aid Commission form for purposes of the California Dream Act, unless the student opts out per Ed. Code section 51225.7(c), or is deemed to be exempt by the charter school per Ed. Code section 51225.7(d).	X Direction to complete FAFSA/Student Aid Commission form submission and/or opt-out form	Yes / No	High / Low / No / N/A	
E57	If charter school receives funding from the American Rescue Plan Elementary and Secondary School Emergency Relief, it shall annually administer the CDE housing questionnaire to all parents/guardians of students and to all unaccompanied youths, and report the results to the CDE.	X Notice	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E58	If 15% or more of the students enrolled in the charter school speak a single primary language other than English, requires all notices, reports, statements, or records sent to the parent/guardian to be written in English and the primary language, and authorizes the parent/guardian to respond either in English or the primary language.	X Executive director (or equivalent) interview X Copies of sample notices, reports, statements, or records sent to parents/guardians	Yes / No	High / Low / No / N/A	
<u>Student Records</u>					
E59	Charter school maintains comprehensive records regarding its students.	X Roster of students, including name, grade level, school district of residence, county of residence, parent/guardian name, and contact number	Yes / No	High / Low / No / N/A	
E60	Charter school maintains student records, including special education records, in a confidential and secure location.	X Policy regarding confidentiality of student records <ul style="list-style-type: none"> ● Observation of main office 	Yes / No	High / Low / No / N/A	
E61	Charter school has a policy or procedure for parents to review student files, including a log.	X Policy regarding review of records	Yes / No	High / Low / No / N/A	
E62	Charter school has policy or procedure regarding release of student information.	X Policy regarding release of student information	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E63	Teachers have reasonable access to special education records.	X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E64	If applicable, charter school updates a former student’s records to include their updated legal name or gender if the charter school receives government-issued documentation that demonstrates the former student’s legal name or gender has been changed. Charter school reissues specified documents conferred upon, or issued to, the former student with the updated legal name or gender, if requested by the former student..	<ul style="list-style-type: none"> Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Student Retention / Grade Changes / High School Coursework Completion (AB 104)</u>					
E65	If applicable, charter school has permitted an eligible student, for whom a decision to retain is made by the charter school, to be retained in the student’s 2020-21 grade level for the 2021-22 school year.	X Instructional leader (or equivalent) interview <ul style="list-style-type: none"> Record(s) reflecting retention 	Yes / No	High / Low / No / N/A	
E66	Charter school has provided consultation within 30 days of request by a parent or guardian of a student eligible for retention.	X Instructional leader (or equivalent) interview <ul style="list-style-type: none"> Documentation reflecting date of request and date of consultation 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E67	Charter school, if serving high school students, posted notice on its website and provided written notice to students and parents/guardians of grade change option within 15 days of CDE posting of an application template.	<ul style="list-style-type: none"> X Screenshot of website X Copy of notice (dated) 	Yes / No	High / Low / No / N/A	
E68	If applicable, charter school changed student’s transcript and notified student and parent/guardian of change within 15 days of receipt of student’s application.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview X Evidence of notification 	Yes / No	High / Low / No / N/A	
E69	If applicable, charter school exempted a student who was in third or fourth year of high school for 2020-21 and who is not on track to graduate in 4 years, from all coursework and other requirements adopted by charter school that are in addition to state’s graduation requirements.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E70	If applicable, charter school provided opportunity to student in third or fourth year of high school who is not on track to graduate to complete required coursework for state graduation requirements (e.g., completion of fifth year of instruction, credit recovery, etc.).	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview • Evidence of opportunities provided to recoup credit 	Yes / No	High / Low / No / N/A	

Name of School: ___Diego Hills_____

SPECIAL EDUCATION OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Special Education Program</u>					
S1	Charter school policies and practices ensure appropriate placement for students who are enrolling with IEPs.	<ul style="list-style-type: none"> • Student handbook • Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S2	Charter school policies and practices ensure referral and assessment of students suspected of requiring special education and related services.	<ul style="list-style-type: none"> • Student handbook • Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S3	Charter school policies and practices ensure compliance with IDEA special education timelines.	<ul style="list-style-type: none"> • Student handbook • Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
S4	Students identified as eligible for special education receive services required by their IEPs and 504 plans.	<ul style="list-style-type: none"> • Sample IEPs • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S5	All required members of IEP teams attend IEP meetings.	<ul style="list-style-type: none"> • Sample IEPs 	Yes / No	High / Low / No / N/A	
S6	Charter school does not enroll a disproportionately small number of students with disabilities.	<ul style="list-style-type: none"> • Data demonstrating percentage of students with disabilities in charter school 	Yes / No	High / Low / No / N/A	
S7	Charter school ensures that special education funds are not used to serve students identified for accommodations under Section 504.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S8	Board and charter school administration are aware of and familiar with the terms of the special education MOU between the District and the charter school.	<ul style="list-style-type: none"> • Special Education MOU • Review of agenda and minutes • Board President interview 	Yes / No	High / Low / No / N/A	
S9	Charter school has fulfilled its obligations under the MOU, including the submission of any required documentation to the authorizer.	<ul style="list-style-type: none"> • Records of authorizer 	Yes / No	High / Low / No / N/A	

Name of School: Diego Hills Central

PERSONNEL OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>All Employees</u>					
P1	Charter school employee handbook and policies are consistent with approved charter and any MOUs.	X Employee handbook X Employee policies X Approved charter n/a Employment-related MOUs	Yes / No	High / Low / No / N/A	
P2	Charter school employee handbook and policies guarantee fair hiring practices.	X Employee handbook X Employee policies	Yes / No	High / Low / No / N/A	
P3	Charter school enters employment contracts with all persons hired to work at school.	X Sample employment contracts	Yes / No	High / Low / No / N/A	
P4	All employees have been fingerprinted, including Department of Justice background checks.	X Documentation of fingerprint clearance for all employees	Yes / No	High / Low / No / N/A	
P5	All employees have passed TB test and results are current.	X Documentation of current TB test results for all employees	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
P6	All employees have undergone AB 1432 Child Abuse Neglect and Reporting training within first 6 weeks of school or 6 weeks of employment.	X Certificates of training	Yes / No	High / Low / No / N/A	
P7	If charter school employs 50+ employees, all supervisors have undergone anti-harassment training, including harassment based on sexual orientation and gender identity and expression.	X Certificates of training	Yes / No	High / Low / No / N/A	
P8	Charter school provides federally required training to school personnel providing services to youth experiencing homelessness at least annually.	X Certificates of training	Yes / No	High / Low / No / N/A	
P9	Charter school has DFEH poster regarding transgender rights posted in a prominent and accessible location.	X Observation of main office /website	Yes / No	High / Low / No / N/A	
P10	If charter school employs 20+ employees, it provides up to 12 weeks of job-protected, unpaid parental leave.	X Employee handbook	Yes / No	High / Low / No / N/A	
P11	If charter school employs 25+ employees, it provides protected leave and sick leave as	X Employee handbook	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	it pertains to child and relative care laws.			No / N/A	
P12	Governing board approves personnel actions.	X Governing board minutes	Yes / No	High / Low / No / N/A	
<u>Certificated Employees</u>					
P13	Charter school employs sufficient staff to satisfy terms of approved charter and applicable law.	X Staff organizational chart X Approved charter X Operations MOU	Yes / No	High / Low / No / N/A	
P14	Charter school provides teachers with professional development opportunities.	X Professional development calendar X Professional development session agenda X Teacher interviews	Yes / No	High / Low / No / N/A	
P15	Teachers providing instruction in core subject areas have the required credentials, certifications, qualifying coursework and/or qualifying degree to meet state and federal requirements, terms of approved charter, and any MOUs.	X Staff organizational chart X Documentation of credentials, certifications, qualifying coursework, and qualifying degree(s) held by core teachers X Approved charter X Operations MOU	Yes / No	High / Low / No / N/A	
P16	Teachers have the legally required CLAD or B-CLAD certification to provide instruction to their students.	X Staff organizational X Documentation of credentials and certifications held by teachers	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
P17	Teachers providing special education and related services have required credentials, certifications, qualifying coursework and/or qualifying degree .	X Staff organizational chart X Documentation of credentials, certifications, qualifying coursework, and qualifying degree(s) held by special education teachers	Yes / No	High / Low / No / N/A	
P18	Charter school leadership conducts regularly, timely evaluations of teachers.	X Sample evaluations X Teacher interviews	Yes / No	High / Low / No / N/A	
<u>Classified Employees</u>					
P19	Classified employees who provide instructional support in core subject areas, special education, and English language learning meet state and federal requirements, terms of approved charter, and any MOUs.	X Staff organizational chart X Documentation of qualifications held by classified aides X Approved charter X Operations MOU	Yes / No	High / Low / No / N/A	
<u>Miscellaneous</u>					
P20	If charter school employs school security officers or security guards working on school property, provide required training course during regular work hours.	<ul style="list-style-type: none"> • Certificates of training 	Yes / No	High / Low / No / N/A	

Name of School: Diego Hills _____

OPERATIONS AND FACILITIES OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Maintenance of Facilities</u>					
O1	A designated person is responsible for overseeing operations and facilities management.	<ul style="list-style-type: none"> • Staff organizational chart 	Yes / No	High / Low / No / N/A	
O2	Facilities are adequate for number of students and types of programs.	<ul style="list-style-type: none"> • Capacity chart for campus facilities • Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
O3	Charter school has process for routine inspections of grounds to ensure that they remain in good condition and free from mold and other hazardous substances.	<ul style="list-style-type: none"> • Inspection logs • Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Legal Compliance</u>					
O4	All facilities meet Americans with Disabilities Act requirements.	<ul style="list-style-type: none"> • ADA certification 	Yes / No	High / Low / No / N/A	
O5	All single-user restrooms have been	<ul style="list-style-type: none"> • Operations manager (or equivalent) interview 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
	designated as all-gender restrooms.			No / N/A	
O6	Charter school has developed asbestos management plan in accordance with the Asbestos Hazard Emergency Response Act.	<ul style="list-style-type: none"> • Asbestos Management Plan 	Yes / No	High / Low / No / N/A	
O7	Charter school has certificate of occupancy on file.	<ul style="list-style-type: none"> • Certificate of occupancy 	Yes / No	High / Low / No / N/A	
O8	Charter school has conditional use permit on file, as applicable.	<ul style="list-style-type: none"> • Conditional use permit 	Yes / No	High / Low / No / N/A	
O9	Charter school has safety inspection by local fire department on file.	<ul style="list-style-type: none"> • Safety inspection by local fire department 	Yes / No	High / Low / No / N/A	
O10	If charter school participates in an interscholastic athletic program, it has a written emergency action plan and at least one automated external defibrillator for the school.	<ul style="list-style-type: none"> • Emergency action plan • Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
O11	If charter school serves any grades 6-12, it stocks restrooms with an adequate supply of free menstrual products, available and	<ul style="list-style-type: none"> • Operations manager (or equivalent) interview 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
	accessible, free of cost, in all women's restrooms and all-gender restrooms, and in at least one men's restroom, at all times, and post designated notice.	<ul style="list-style-type: none"> Notice regarding provision of menstrual products and contact information for designated employee 		No / N/A	
O12	If charter school is aware of a lactating pupil, it has made accommodations for lactation other than a restroom and has provided a place to safely store milk.	<ul style="list-style-type: none"> Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
O13	Charter school has adequate insurance coverage that names the District as additional insured, as applicable.	<ul style="list-style-type: none"> Certificates of insurance 	Yes / No	High / Low / No / N/A	
O14	Charter school has provided assurance that it complies with the geographic and site limitations under Education Code sections 47605 and 47605.1, as recently amended by Assembly Bill 1507.	<ul style="list-style-type: none"> Operations manager (or equivalent) interview Designation of any charter facilities (e.g., resource centers, etc.) Review of addresses of facilities 	Yes / No	High / Low / No / N/A	
O15	Charter school has identified all facilities and their respective locations, including those that are available for use by students enrolled in the charter school for any purpose related to the charter school's educational program (whether or not such facility(ies) is/are owned, leased, rented, or subleased by the charter school	<ul style="list-style-type: none"> List of facilities Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
	or a different entity).				
O16	Charter school has not added or begun using any new or different facilities that are not identified in the most recent charter petition or material revision (as applicable) approved by the District's governing board.	<ul style="list-style-type: none"> • List of facilities • Operations manager (or equivalent) interview • Authorizer records 	Yes / No	High / Low / No / N/A	
O17	Charter school has revised bell schedules to ensure middle school begins no earlier than 8:00 a.m., and high school begins no earlier than 8:30 a.m. (as applicable to grade levels served).	<ul style="list-style-type: none"> • Bell schedule 	Yes / No	High / Low / No / N/A	
O18	If charter school plans to hold a career or college fair, provide notice to each apprenticeship program in the same county as the charter school of the planned date/time and location of the fair.	<ul style="list-style-type: none"> • Notice(s) to apprenticeship programs (if applicable) 	Yes / No	High / Low / No / N/A	
O19	Charter school ensures any contracting entities obtain criminal records summaries for any employee who interacts with students, outside of the immediate supervision and control of the student's parent/guardian or charter	<ul style="list-style-type: none"> • Operations manager (or equivalent) interview • Affidavit and/or certification from contracting entities of criminal records summaries (as applicable) 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
	school employee.				

FISCAL AND BUSINESS SYSTEMS OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Budget, Accounting, and Financial Reporting</u>					
F1	Governing board policies address budget, accounting, and financial reporting.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
F2	Current budget has been approved by the governing board.	<ul style="list-style-type: none"> Current/adopted budget Board meeting minutes 	Yes / No	High / Low / No / N/A	
F3	Charter school has clear process for reviewing and revising the budget (e.g., in light of changes in student enrollment or operations), including governing board approval.	<ul style="list-style-type: none"> Board meeting minutes Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F4	Charter school’s Local Control and Accountability Plan (LCAP) or annual update aligns with LCFF Calculator.	<ul style="list-style-type: none"> LCAP or annual update LCFF Calculator 	Yes / No	High / Low / No / N/A	
F5	Budget provides for all financial obligations.	<ul style="list-style-type: none"> Current budget compared with Cash Flow Statement 	Yes / No	High / Low / No / N/A	
F6	Governing board approves all required	<ul style="list-style-type: none"> Required financial reports Board meeting minutes 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	financial reports.			No / N/A	
F7	On or before July 1st, the charter school submits the adopted budget and estimated current year actuals to the authorizer.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F8	On or before December 15th, the charter school submits the interim financial report to the authorizer.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F9	On or before March 15th, the charter school submits the second interim financial report to the authorizer.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F10	On or before September 15th, the charter school submits the final unaudited actuals report for the full prior year.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F11	Charter school maintains separate accounts for restricted revenues and expenditures.	<ul style="list-style-type: none"> • Financial records 	Yes / No	High / Low / No / N/A	
F12	Charter school regularly prepares cash flow projections to ensure that it has sufficient funds to meet its financial obligations.	<ul style="list-style-type: none"> • Financial records 	Yes / No	High / Low / No / N/A	

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F13	Charter school’s business accounting system complies with state accounting and reporting requirements.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F14	On or before December 30, 2021, the charter school develops and adopts a plan delineating the expenditure of the Educator Effectiveness Block Grant.	<ul style="list-style-type: none"> Expenditure plan 	Yes / No	High / Low / No / N/A	
Audit					
F15	Charter school has selected a state-approved auditing firm, and annually submits independent auditor selection certification and contract to authorizer and county office of education by March 31st.	<ul style="list-style-type: none"> Proof of submission of auditor certification and contract Director of finance (or equivalent) interview and proof that they met the March 31st deadline 	Yes / No	High / Low / No / N/A	
F16	Charter school has developed auditing schedule/timeline.	<ul style="list-style-type: none"> Auditing schedule/timeline 	Yes / No	High / Low / No / N/A	
F17	Charter school has submitted prior year’s financial audit to authorizer.	<ul style="list-style-type: none"> Previous year’s audit Proof of submission 	Yes / No	High / Low / No / N/A	
F18	Charter school has developed and implemented plan of corrective action for each audit finding and recommendation, as	<ul style="list-style-type: none"> Corrective plan of action Director of finance (or equivalent) interview – require the list (if any) of 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	applicable.	corrective actions that has been board approved. This should also be in the Board minutes			
Financial Condition					
F19	Charter school maintains an appropriate level of reserves for economic uncertainties.	<ul style="list-style-type: none"> Financial reports compared with the MOU/Petition required reserve level established. Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F20	Charter school prepares three-year financial projections (current plus two subsequent years) based on reasonable assumptions and includes all long-term debt obligations.	<ul style="list-style-type: none"> Financial records along with the three-year Cash Flow Statement Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F21	Based on the projections, charter school will be able to meet its financial obligations and maintain an appropriate level of reserves in the current and two subsequent fiscal years.	<ul style="list-style-type: none"> Financial records – Multiyear Financial Projection current plus two years Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	Concerns regarding cash availability as noted in the financial review. Based on the audited cash balances reported, DH only had 11 days of cash on hand. Cash levels are critically low.
F22	Charter school is not a party to any current or pending litigation/disputes that would affect the charter school’s financial position.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview Letter to certify by the Executive Director 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F23	Charter school maintains a written policy regarding the process to identify, address, and monitor risks of fraud.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview • Written policy regarding fraud Board policy and Administrative Regulation 	Yes / No	High / Low / No / N/A	
F24	Charter school is not aware of actions of fraud, or allegations of fraud, within the charter school that would affect cash, expenditures, and/or investments.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview Letter from Executive Director 	Yes / No	High / Low / No / N/A	
Cash Receipts					
F25	Charter school has policies addressing cash receipts.	<ul style="list-style-type: none"> • Cash receipt policy – Either handbook or Administrative Regulation 	Yes / No	High / Low / No / N/A	
F26	Charter school maintains records of all monies received (e.g., issues receipts).	<ul style="list-style-type: none"> • Cash receipt policy Either handbook or Administrative Regulation • Sample records of cash receipts and Bank Deposit along with Bank Statement • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F27	Charter school deposits monies in a timely manner.	<ul style="list-style-type: none"> • Cash receipt policy • Director of finance (or equivalent) interview Bank Deposit along with Bank Statement 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F28	Charter school maintains records of deposits of all monies.	<ul style="list-style-type: none"> • Cash receipt policy • Sample records of cash deposits log • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	.
F29	Charter school reconciles bank statements to ensure receipt and deposit of monies is accurately reported.	<ul style="list-style-type: none"> • Cash receipt policy • Director of finance (or equivalent) interview review sample deposits to bank statement – this requires a random sampling 	Yes / No	High / Low / No / N/A	Based on low level of cash reserves, recommend monthly reporting of cash levels to the board.
F30	Charter school’s board has adopted a resolution or formally approved any interfund transfers via the due to/due from process, which details all material facts related to such transfers.	<ul style="list-style-type: none"> • Board-adopted resolution and/or meeting minutes evidencing formal approval of interfund transfer(s). 	Yes / No	High / Low / No / N/A	
<u>Disbursements</u>					
F31	Charter school has policies addressing disbursements.	<ul style="list-style-type: none"> • Disbursement policy 	Yes / No	High / Low / No / N/A	
F32	Disbursements require all of the following: (1) an original invoice from the vendor; (2) a receiving document; (3) appropriate approval of the purchase; and (4) ratification by the governing board, if amount exceeds maximum dollar amount set forth in charter	<ul style="list-style-type: none"> • Disbursement policy • Director of finance (or equivalent) interview – this requires random sampling 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	school policy.				
F33	Checks are signed by authorized employees.	<ul style="list-style-type: none"> Disbursement policy Director of finance (or equivalent) interview this requires random sampling 	Yes / No	High / Low / No / N/A	
F34	Charter school has adopted a system to maintain vendor payment information for preparation of 1099s.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview review 1099 list with Master Vendor payments 	Yes / No	High / Low / No / N/A	
F35	Charter school has segregated duties between purchasing, receiving, and accounts payable.	<ul style="list-style-type: none"> Staff organizational chart Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Payroll</u>					
F36	Charter school has a salary schedule or other satisfactory salary structure.	<ul style="list-style-type: none"> Salary schedule (Binder 6, Tab 21) 	Yes / No	High / Low / No / N/A	
F37	Tax deposits are completed in a timely manner.	<ul style="list-style-type: none"> Proof of tax deposits Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F38	Earnings are properly recorded for retirement reporting to Social Security, PERS, STRS.	<ul style="list-style-type: none"> Proof of recording of earnings Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F39	Charter school has system to provide STRS data to authorizer.	<ul style="list-style-type: none"> • Proof of submission of STRS data • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F40	Charter school has system to maintain employee earning records for preparation of W-2s.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F41	Charter school adheres to provisions of any leased staff (non-instructional only) agreement or MOU, including invoicing for every leased staff member and Board approval of same.	<ul style="list-style-type: none"> • Leased Staff Agreement • Invoicing of leased staff • Evidence of Board approval of invoices. 	Yes / No	High / Low / No / N/A	
<u>Equipment Inventory</u>					
F42	Charter school has policies addressing the purchase and maintenance of equipment.	<ul style="list-style-type: none"> • Equipment purchase and maintenance policy 	Yes / No	High / Low / No / N/A	
F43	Charter school maintains an equipment inventory that is physically located on each site.	<ul style="list-style-type: none"> • Equipment inventory 	Yes / No	High / Low / No / N/A	
F44	Equipment purchased with federal funds is properly identified.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview – review Fixed Assets listing including Resource Coding 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
Student Attendance (All Schools)					
F45	Charter school uses a generally approved attendance accounting system.	<ul style="list-style-type: none"> • Screenshot of attendance accounting system 	Yes / No	High / Low / No / N/A	
F46	There is a designated staff person responsible for administering attendance.	<ul style="list-style-type: none"> • Staff organizational chart identifying roles and responsibilities 	Yes / No	High / Low / No / N/A	
F47	Charter school calendar includes a minimum of 175 instructional days.	<ul style="list-style-type: none"> • School calendar 	Yes / No	High / Low / No / N/A	
F48	Charter school class/bell schedule ensures minimum instructional minutes (36,000 for K, 50,400 for 1st - 3rd, 54,000 for 4th - 8th, 64,800 for 9th - 12th).	<ul style="list-style-type: none"> • Class/bell schedule (Binder 6, Tab 29) 	Yes / No	High / Low / No / N/A	
F49	Student absences are excluded from apportionment days.	<ul style="list-style-type: none"> • Attendance reports • Attendance clerk (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F50	Charter school only claims ADA for teachers who hold an appropriate credential or certificate.	<ul style="list-style-type: none"> • Attendance reports • Attendance clerk (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F51	Charter school submits P1, P2, and P3 attendance reports to authorizer, along with	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	back-up documents.				
F52	Charter school has clear procedures for enrolling students and confirming that students are not enrolled elsewhere to avoid dual enrollment.	<ul style="list-style-type: none"> Enrollment and disenrollment policies and procedures 	Yes / No	High / Low / No / N/A	
F53	Charter school has clear procedures for disenrolling students and providing notification to the student’s district of residence.	<ul style="list-style-type: none"> Enrollment and disenrollment policies and procedures – provide samples 	Yes / No	High / Low / No / N/A	
F54	Charter school has clear procedures for claiming and reporting ADA to the state.	<ul style="list-style-type: none"> Policies and procedures related to claiming and reporting ADA 	Yes / No	High / Low / No / N/A	
F55	Charter school ensures that students are not enrolled in more than one track for which it claims apportionment.	<ul style="list-style-type: none"> Attendance clerk (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F56	Any changes in enrollment/ADA from school year to school year are reasonable and do not exceed threshold under Operations MOU that would trigger the need for a material revision to the charter.	<ul style="list-style-type: none"> Teacher roster and monthly ADA reports 	Yes / No	High / Low / No / N/A	
Student Attendance (Schools Offering Independent Study)					

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
Requirements Applicable to All Independent Study Programs					
F57	The program of each student in independent study is overseen by a certificated employee as is required by Education Code section 51747.5(a) and 51749.5(a)(3).	<ul style="list-style-type: none"> • Student enrollment report • Staff organizational chart • Independent study parent interview • Independent study teacher interview 	Yes / No	High / Low / No / N/A	
F58	Charter school meets ratio of ADA to FTE certificated employees required by Education Code section 51745.6(d) and 51749.5(a)(13) (i.e., 25:1 or ratio in largest unified school district).	<ul style="list-style-type: none"> • Student enrollment report • Staff organizational chart • Independent study coordinator (or equivalent) interview • Independent study teacher interview 	Yes / No	High / Low / No / N/A	
F59	In accordance with Education Code sections 51745(c) and 51749.5(a)(7), students with IEPs do not participate in independent study unless their IEPs provide for that placement.	<ul style="list-style-type: none"> • IEP review • Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F60	In accordance with Education Code sections 51747.3(a) and 51749.5(a)(6), charter school does not provide any funds or other things of value to students who attend independent study programs (or their parents/guardians) that it does not provide to students who attend classroom-based	<ul style="list-style-type: none"> • Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	programs (or their parents/guardians).				
F61	In accordance with Education Code sections 51747.3(c) and 51749.5(a)(6), charter school claims ADA only for students who are residents of the county in which the apportionment claim is reported, or who are residents of a county immediately adjacent to the county in which the apportionment claim is reported.	<ul style="list-style-type: none"> • Independent study coordinator (or equivalent) interview • Student enrollment report 	Yes / No	High / Low / No / N/A	
F62	Pursuant to Education Code section 47634.2, charter school has submitted a determination of funding form, and SBE subsequently issued a determination of funding.	<ul style="list-style-type: none"> • Request for determination of funding • SBE determination of funding 	Yes / No	High / Low / No / N/A	
F63	Charter school has a process to track the number of pupils participating in independent study for 15 or more school days.	<ul style="list-style-type: none"> • Independent study coordinator (or equivalent) interview • Record of student participation in independent study (e.g., attendance tracking chart) 	Yes / No	High / Low / No / N/A	
F64	Charter school retains evidence of satisfactory educational progress for each independent study student, including a file of representative samples of each student’s work products (signed/initialed and dated	<ul style="list-style-type: none"> • Sample grade books • Sample transcripts • Work samples • Independent study parent interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	by supervising teacher).				
F65	<p>In accordance with Section 51747(e) and 51749.5(a)(4)(C), charter school offers opportunities for live and synchronous instruction as follows:</p> <ul style="list-style-type: none"> ● Transitional kindergarten and grades 1 to 3: Daily synchronous instruction. ● Grades 4 to 8: Opportunities for both daily live interaction and at least weekly synchronous instruction. ● Grades 9 to 12: Opportunities for at least weekly synchronous instruction. 	<ul style="list-style-type: none"> ● Board policy ● Independent study coordinator (or equivalent) interview ● Independent study parent interview ● Independent study teacher interview ● Record of student participation in independent study (e.g., attendance tracking chart) 	Yes / No	High / Low / No / N/A	
<u>Traditional Independent Study</u>					
F66	<p>Governing board has adopted and implemented written policy addressing each of the requirements in Education Code section 51747:</p> <ul style="list-style-type: none"> ● Max length of time that may elapse between IS assignment and completion 	<ul style="list-style-type: none"> ● Board policy 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> ● Level of satisfactory educational performance and number of missed assignments allowed before evaluation ● Provision of content aligned to grade level standards ● Procedures for tiered reengagement strategies ● Plan to provide synchronous instruction and live interaction for applicable grade level spans ● Plan for transition to in-person instruction (if applicable) ● Requirement for current written agreement to be maintained on file 				
F67	<p>Current written agreement is on file for each independent study student that contains the information required by Education Code section 51747(g):</p> <ul style="list-style-type: none"> ● Manner, time, frequency, and place for submitting assignments, reporting academic progress, and communicating with parent/guardian re: academic progress of student ● Objectives and methods of study for student’s work and methods to evaluate that work ● Specific resources available to the student (including access to 	<ul style="list-style-type: none"> ● Sample agreements ● Independent study parent interview ● Independent study teacher interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<p>connectivity and devices to participate and complete work)</p> <ul style="list-style-type: none"> ● Statement re: max time between assignment and completion, level of satisfactory progress, and number of missed assignments allowed before evaluation ● Duration of independent study agreement, including beginning and ending dates ● Statement of number of course credits or measures of academic accomplishment to be earned ● Statement of academic and other supports to be provided to address student needs if not performing at grade level ● Statement that independent study is optional and no student is required to participate ● Signed by required persons (including certificated employee designated as having responsibility for the special education programming of the student, if any) 				
F68	Charter school claims apportionment credit for independent study (1) only to the extent of the time value of student work products, as personally judged in each instance by a certificated teacher, or (2) the combined	<ul style="list-style-type: none"> ● Credit register ● Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	time value of student work product and student participation in synchronous instruction .				
F69	Charter school maintains daily/hourly attendance credit register (separate from classroom attendance records) on a current basis as time values of student work products are evaluated by certificated teachers.	<ul style="list-style-type: none"> • Credit register • Independent study coordinator (or equivalent) interview • Independent study parent interview • Independent study teacher interview 	Yes / No	High / Low / No / N/A	
F70	As is required by Education Code section 51747.5(c), charter school documents each student’s participation in live interaction and synchronous instruction on each schoolday, as applicable, in whole or in part, for which independent study is provided.	<ul style="list-style-type: none"> • Independent study coordinator (or equivalent) interview • Independent study parent interview • Independent study teacher interview • Record of student participation in independent study (e.g., attendance tracking chart) 	Yes / No	High / Low / No / N/A	
<u>Course-Based Independent Study</u>					
F71	Governing board has adopted and implemented written policy addressing each of the requirements in Education Code section 51749.5:	<ul style="list-style-type: none"> • Board policy • Evidence of annual certification of courses (e.g., Board resolution) 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> ● Requirement that a signed independent study agreement is kept on file ● Courses are taught under supervision of certificated employee ● Courses are annually certified and provide required daily live and synchronous instructional opportunities ● Plan to provide synchronous instruction and live interaction for applicable grade level spans ● Students meet age, residency, and enrollment requirements ● Students with IEPs only participate if pursuant to IEP ● Temporarily disabled pupils do not receive individual instruction through independent study ● Process to determine satisfactory educational progress ● Procedures for tiered reengagement strategies ● Plan to transition to in-person instruction if requested by family ● Requirement that proctor administer exams ● Process to report, credit, and disaggregate statewide testing results 				

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> • Statement that independent study is optional • Statement regarding permissible ratio of ADA to FTE certificated employees • Statement regarding compliance with legally required instructional minute minimums • Prohibition on only offering required courses through independent study • Prohibition on student fees • Prohibition on excluding students for lack of materials, equipment, or internet access 				
F72	Charter school annually certifies independent study courses as being of the same rigor and educational quality as classroom-based courses, including information regarding instructional minutes and opportunities for live and synchronous instruction, as required by Education Code section 51749.5(a)(4).	<ul style="list-style-type: none"> • Evidence of annual certification of courses (e.g., Board resolution) • Independent study teacher interview 	Yes / No	High / Low / No / N/A	
F73	Students enrolled in course-based independent study courses meet the applicable age requirements established pursuant to Sections 46300.1, 46300.4,	<ul style="list-style-type: none"> • Board policy • Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	47612, and 47612.1.				
F74	Charter school does not offer courses required for high school graduation or UC or Cal State admission exclusively through independent study, as prohibited by Education Code section 51749.5(a)(15).	<ul style="list-style-type: none"> List of course offerings 	Yes / No	High / Low / No / N/A	
F75	<p>Charter school claims apportionment as follows:</p> <ul style="list-style-type: none"> For each schoolday, add the combined equivalent daily instructional minutes, as certified in the annual course certification, for course-based independent study courses in which the student is enrolled. For each schoolday, add the combined daily instructional minutes of courses authorized by all other laws and regulations in which the student is enrolled and for which the student meets applicable attendance requirements (e.g., minutes from any in-person class or other program in which the student is enrolled). For each schoolday, add the sums of the two bullet points above. 	<ul style="list-style-type: none"> Credit register Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> If the resultant sum meets applicable minimum school day requirements, credit each schoolday that the student is demonstrating satisfactory educational progress (up to one unit of ADA per day). <p>If more than 10 percent of the total ADA of the charter school is claimed pursuant to this section, then the amount of ADA for all pupils in courses authorized pursuant to this section that is in excess of 10 percent of the total ADA for the charter school shall be reduced by either (A) the statewide average rate of absence for elementary school districts for kindergarten and grades 1 to 8, inclusive, or (B) the statewide average rate of absence for high school districts for grades 9 to 12, inclusive, as applicable, as calculated by the department for the prior fiscal year, with the resultant figures and ranges rounded to the nearest 10th.</p>				
F76	<p>Current written agreement is on file for each independent study student that contains the information required by Education Code section 51749.6:</p> <ul style="list-style-type: none"> Summary of Board policy Duration of the enrolled course(s), duration of the independent study agreement (max 1 year), and the 	<ul style="list-style-type: none"> Sample agreements Independent study parent interview Independent study teacher interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<p>number of course credits for each enrolled course</p> <ul style="list-style-type: none"> ● Statement re: learning objectives and expectations for each course, including description of measurement of satisfactory educational progress and when a pupil evaluation is required ● Specific resources available to the student (including access to connectivity and devices to participate and complete work) ● Statement of academic and other supports to be provided to address student needs if not performing at grade level or need for support in other areas ● Statement that independent study is optional and no student is required to participate ● Manner, time, frequency, and place for submitting assignments, reporting academic progress, and communicating with parent/guardian re: academic progress of student ● Objectives and methods of study for student’s work and methods to evaluate that work ● Statement re: max time between assignment and completion, level of satisfactory progress, and 				

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	number of missed assignments allowed before evaluation <ul style="list-style-type: none"> ● Statement of number of course credits or measures of academic accomplishment to be earned ● Signed by required persons 				

Name of School: Cabrillo Point _____

GOVERNANCE OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Organizational Management</u>					
G1	If charter school is organized as a nonprofit corporation, the corporate papers are available to the authorizer.	<ul style="list-style-type: none"> • Articles of Incorporation • Bylaws 	Yes / No	High / Low / No / N/A	
G2	Bylaws are comprehensive, with provisions regarding governing board composition, term limits, powers, meetings, committees, officers, etc.	<ul style="list-style-type: none"> • Bylaws 	Yes / No	High / Low / No / N/A	
G3	Any changes to charter or bylaws have been approved by charter school’s governing board and submitted to the authorizer.	<ul style="list-style-type: none"> • Bylaws • Approved charter 	Yes / No	High / Low / No / N/A	
G4	Charter school has an organizational chart and job descriptions that delineate clear separation of duties and responsibilities.	<ul style="list-style-type: none"> • Bylaws • Organizational chart • Board President interview 	Yes / No	High / Low / No / N/A	
G5	Governing board has a robust, outcomes-based process for evaluating the charter school leader.	<ul style="list-style-type: none"> • Summary/Timeline of Process to Evaluate School Leader • Confirmation of Completion of School Leader Evaluation • Board president interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G6	There is a process in place that ensures parents, teachers, and other staff provide input regarding the effectiveness of the charter school.	<ul style="list-style-type: none"> • Bylaws • Approved charter • Executive director (or equivalent) interview • Teacher interview • Information available on charter school’s website 	Yes / No	High / Low / No / N/A	
Composition					
G7	Charter school has a list or roster of governing board members that is publicly accessible.	<ul style="list-style-type: none"> • List of board members • Information is available on charter school’s website 	Yes / No	High / Low / No / N/A	
G8	Composition of the governing board is consistent with the approved charter.	<ul style="list-style-type: none"> • List of board members • Approved charter 	Yes / No	High / Low / No / N/A	School board is continuing to address board terms and board member continuity prior to revising language in charter renewal submission.
G9	Governing board is diverse and reflects charter school and community population.	<ul style="list-style-type: none"> • Board member biographies • Description of school and community demographics 	Yes / No	High / Low / No / N/A	
G10	Governing board members have relevant knowledge and experience in key areas, such as education, finance, legal, real estate, and fundraising.	<ul style="list-style-type: none"> • Board member biographies • Information posted on charter school’s website • Board President interview 	Yes / No	High / Low / No / N/A	
G11	Governing board and charter leadership are free of real and perceived conflicts of	<ul style="list-style-type: none"> • Board member biographies • Completed Form 700s • Completed Form 990s 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	interest.	<ul style="list-style-type: none"> Agendas and minutes 			
<u>Meetings</u>					
G12	Governing board conducts meetings as frequently as is needed to ensure that it addresses necessary charter school business, and such meetings are consistent with timelines set forth in charter and bylaws.	<ul style="list-style-type: none"> Annual governing board meeting calendar Bylaws Approved charter 	Yes / No	High / Low / No / N/A	
G13	Governing board members receive annual training regarding Brown Act requirements.	<ul style="list-style-type: none"> Sign-in sheet from Brown Act training Copy of materials (e.g., Power Point slides) 	Yes / No	High / Low / No / N/A	
G14	Meetings are noticed and conducted in accordance with the Brown Act.	<ul style="list-style-type: none"> Sample meeting agendas and minutes Observation of accessibility of meeting (location, online participation, public comment time, etc.) Screenshot of charter school website 	Yes / No	High / Low / No / N/A	
G15	Discussion during Board meetings is limited to properly-noticed items on agenda.	<ul style="list-style-type: none"> Observation of meeting Review of meeting minutes 	Yes / No	High / Low / No / N/A	
G16	Board use of closed session during noticed meetings is consistent with Brown Act.	<ul style="list-style-type: none"> Sample meeting agendas and minutes Observation of meeting 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G17	Meeting agendas include sufficiently-detailed items of business to be transacted and any necessary action to be taken by the Board.	<ul style="list-style-type: none"> • Sample meeting agendas 	Yes / No	High / Low / No / N/A	
G18	Governing board has adopted clear public comment policy, including allowance of twice the time limit for non-English-speaker translation.	<ul style="list-style-type: none"> • Sample meeting agendas • Public comment policy 	Yes / No	High / Low / No / N/A	
G19	Board members solicit and provide and/or solicit input from the community served.	<ul style="list-style-type: none"> • Board biographies • Advisory committee/PTO documents • Board President interview 	Yes / No	High / Low / No / N/A	
G20	Minutes are approved and thereafter made available to the public.	<ul style="list-style-type: none"> • Sample meeting minutes • Screenshot of charter school website 	Yes / No	High / Low / No / N/A	
G21	Governing board annually reviews charter school’s compliance with Education Code section 49431.9, which prohibits advertisement of food or beverages.	<ul style="list-style-type: none"> • Board meeting minutes 	Yes / No	High / Low / No / N/A	
G22	The location of governing board meetings complies with the physical location requirements set forth in Education Code section 47604.1.	<ul style="list-style-type: none"> • Observation of location of meeting 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G23	Governing board meetings include a two-way teleconference location at each school site and/or resource center, as applicable.	<ul style="list-style-type: none"> • Observation of meetings (location, teleconference location, etc.) 	Yes / No	High / Low / No / N/A	
G24	If the governing board manages two or more charter schools that are not located in the same county, the board audio and/or video records all board meetings and posts such recordings on each charter school’s website.	<ul style="list-style-type: none"> • Charter school website • Observation of meetings (location, teleconference location, etc.) 	Yes / No	High / Low / No / N/A	
G25	To the extent that the charter school is continuing to hold virtual meetings, the charter school has complied with the requirements of AB 361, including adopting a resolution that makes the necessary findings and allowing for real-time public comment.	<ul style="list-style-type: none"> • AB 361 Resolution • Public comment policy • Board meeting minutes 	Yes / No	High / Low / No / N/A	
Board Policies [Note: The oversight team lead may request additional policies for review that are not listed here.]					
G26	Governing board has adopted parent, student, and employee handbooks, and makes updates to handbooks as needed.	<ul style="list-style-type: none"> • Parent handbook • Student handbook • Employee handbook 	Yes / No	High / Low / No / N/A	
G27	Governing board has adopted policies related to conflict of interest, which align with the requirements of Education Code	<ul style="list-style-type: none"> • Board policies 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	section 47604.1.				
G28	Governing board has adopted/updated policies related to student discipline and due process.	<ul style="list-style-type: none"> • Board policies 	Yes / No	High / Low / No / N/A	
G29	Governing board has adopted/updated policies related to complaints and investigations.	<ul style="list-style-type: none"> • Board policies 	Yes / No	High / Low / No / N/A	
G30	Governing board has adopted/updated internal control policies (and related forms and systems).	<ul style="list-style-type: none"> • Board policies 	Yes / No	High / Low / No / N/A	
G31	Governing board has adopted/updated policies related to bank signature authorizations.	<ul style="list-style-type: none"> • Board policies 	Yes / No	High / Low / No / N/A	
G32	Governing board has adopted/updated policies related to allowable purchases and purchasing authority.	<ul style="list-style-type: none"> • Board policies 	Yes / No	High / Low / No / N/A	
G33	Governing board has adopted/updated policies related to student harassment and the prevention of acts of bullying, including cyberbullying.	<ul style="list-style-type: none"> • Board policies 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G34	Governing board has adopted/updated policies related to employee harassment.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G35	Governing board has adopted and annually updates its safety plan by March 1 st to include all legal requirements applicable to charter schools.	<ul style="list-style-type: none"> Board policies Meeting agenda and minutes reflecting annual review and update 	Yes / No	High / Low / No / N/A	
G36	Governing board has adopted policies related to immunization records and administration of medication.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G37	Governing board has adopted policies related to Family Educational Rights and Privacy Act.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G38	Governing board has adopted policies related to Section 504/IDEA compliance.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G39	<p>Governing board has adopted/updated policy on independent study (IS), if offered, to include the following:</p> <ul style="list-style-type: none"> Satisfactory progress as an additional means to evaluate continued participation and placement in IS. Provision of standards-aligned content in IS that is substantially 	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<p>equivalent to quality/intellectual challenge of in-person instruction.</p> <ul style="list-style-type: none"> ● (High school only) Provision for access to all courses offered for graduation and approved by UC/CSU as creditable under A-G admissions criteria. ● Procedures for tiered reengagement. ● Plan to provide opportunities for synchronous instruction for all grades, and live interaction for grades 4-8. ● Plan to transition students to in-person instruction within 5 instructional days, if requested. <p><i>(Note: Additional requirements for IS Board policies are addressed in the Business and Finance Oversight Checklist and depend on whether the charter school offers traditional or course-based IS.)</i></p>				
Education Code Assurances [<u>Note</u> : As part of the review, the oversight team lead will evaluate whether such assurances are consistent with the charter school’s actual operations.]					
G40	Charter school has complied with assurance that it shall be nonsectarian in program admission policies, employment practices, and all other operations.	<ul style="list-style-type: none"> ● Policy review ● Executive director (or equivalent) interview ● Review of any complaints 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G41	Charter school has complied with assurance that it shall not charge tuition.	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
G42	Charter school has complied with assurance that it shall not discriminate against any pupil on the basis of the characteristics listed in Education Code section 220.	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview • Review of any complaints • Review of recruitment and admissions materials 	Yes / No	High / Low / No / N/A	
G43	Charter school has complied with assurance that it shall admit all students who reside in California who wish to attend (up to the Charter School’s capacity based upon space, staff, or Charter School policy).	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview • Review of any complaints • Review of student demographics and enrollment data • Review of recruitment and admissions materials 	Yes / No	High / Low / No / N/A	
G44	Charter school has complied with assurance that it shall determine by public random drawing, which students, other than those already enrolled, will be allowed to enroll if the number of pupils who wish to attend charter school exceeds charter school’s capacity and make reasonable efforts to accommodate the growth of charter school.	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
G45	Charter school has complied with assurance that it shall comply with EC 47605(e)(2) in regard to the establishment of preferences for enrollment which shall not result in	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	limiting enrollment access for pupils with: disabilities, academically low-achieving pupils, English Learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged or pupils based on nationality, race, ethnicity, or sexual orientation.				
G46	Charter school has complied with assurance that it shall notify the school district of residence of the pupil’s last known address within 30 days if a pupil is expelled or leaves charter school without graduating or completing the school year for any reason.	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Memorandum of Understanding</u>					
G47	Board and charter school administration are aware of and familiar with the terms of any approved MOUs or agreements between the District and the charter school.	<ul style="list-style-type: none"> • Memoranda of understanding • Review of agenda and minutes • Board President interview 	Yes / No	High / Low / No / N/A	
G48	Charter school has fulfilled its obligations under the MOU(s), including the submission of any required documentation to the authorizer.	<ul style="list-style-type: none"> • Records of authorizer 	Yes / No	High / Low / No / N/A	
G49	Charter school responds promptly to authorizer inquiries.	<ul style="list-style-type: none"> • Records of authorizer 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G50	Charter school informs authorizer in advance of any proposed material changes to program or operations.	<ul style="list-style-type: none"> Records of authorizer 	Yes / No	High / Low / No / N/A	
<u>Complaint Policies and Procedures</u>					
G51	Board has adopted policies by which students, parents, and staff may make complaints, and these procedures are posted in every classroom, as applicable, and website.	<ul style="list-style-type: none"> Board policies Review of student/parent and staff handbooks Observation of classrooms Observation of website 	Yes / No	High / Low / No / N/A	
G52	Complaint policies and procedures are available in the main/front office or website for nonclassroom-based programs.	<ul style="list-style-type: none"> Observation of main office / website 	Yes / No	High / Low / No / N/A	
G53	Complaints are handled in a manner that is consistent with the charter school’s policies and procedures, and there is no apparent bias or conflicts of interest.	<ul style="list-style-type: none"> Review of policies Board President interview School leader interview 	Yes / No	High / Low / No / N/A	
G54	Charter school has policies that allow for student, parent, and staff complaints to be appealed to the charter school’s Board.	<ul style="list-style-type: none"> Review of policies Review of website Review of student/parent and staff handbooks 	Yes / No	High / Low / No / N/A	
G55	Charter school has policies for student disciplinary actions that include appropriate	<ul style="list-style-type: none"> Review of charter Review of policies Review of student/parent handbook 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	due process.				
G56	Charter school leadership discloses and ensures Board is fully informed of any anticipated or pending litigation.	<ul style="list-style-type: none"> Board President interview School leader interview Review of agendas 	Yes / No	High / Low / No / N/A	Cabrillo is part of a larger, ongoing FCMAT investigation of the Inspire organization. Cabrillo has been fully compliant and cooperative and has provided all documents requested. However, it is not known if the results of the investigation will have a negative impact on the school.
Planning					
G52	Board adopted an annual update to the Local Control and Accountability Plan (LCAP) by July 1, 2022, which was submitted to the authorizer and County Office of Education.	<ul style="list-style-type: none"> Review of annual update to LCAP Authorizer records 	Yes / No	High / Low / No / N/A	
G53	Board held a public hearing for review and comment on both the annual update to the LCAP and budget overview for parents/guardians.	<ul style="list-style-type: none"> Sample agendas and minutes 	Yes / No	High / Low / No / N/A	
G54	Charter school has prominently posted its LCAP, including any approved updates or revisions, on home page of its website.	<ul style="list-style-type: none"> Review of website 	Yes / No	High / Low / No / N/A	
G55	On or before February 28, 2023, the charter school presents the 2022-23 annual update to the LCAP at a regularly scheduled board meeting, which includes presentation of the	<ul style="list-style-type: none"> Board agenda and minutes 	Yes / No	High / Low / No / N/A	NA

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	2022-23 Supplement, all available mid-year outcome data related to metrics in the 2022-23 LCAP, and mid-year expenditure and implementation data on all actions identified in 2022-23 LCAP.				
G56	(If applicable.) Plan delineating the use of the Educator Effectiveness Block Grant funds is presented at Board meeting and adopted at subsequent meeting on or before December 30, 2022.	<ul style="list-style-type: none"> • Expenditure plan • Board agendas and minutes 	Yes / No	High / Low / No / N/A	

EDUCATIONAL PROGRAM AND STUDENT SERVICES OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Educational Program</u>					
E1	Charter school curricular and instructional plan complies with approved charter.	X Approved charter X Description of courses, instructional framework, and/or scope and sequence	Yes / No	High / Low / No / N/A	
E2	Charter school curricular and instructional plan is aligned with the needs of students that approved charter identifies as target population.	X Approved charter X Description of courses, instructional framework, and/or scope and sequence X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E3	Charter school staffing complies with approved charter.	X Approved charter X Staffing chart	Yes / No	High / Low / No / N/A	
E4	Charter school staffing is sufficient to carry out educational program.	X Staffing chart X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E5	If applicable, parents of 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.	X Student handbook	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E6	Charter school has obtained WASC accreditation, if applicable.	X WASC accreditation	Yes / No	High / Low / No / N/A	
E7	If classroom-based charter school serves grades TK/K-6, and receives Expanded Learning Opportunities Program (“ELOP”) funding, it offers and provides to unduplicated pupils, access to expanded learning opportunity programs, consistent with program requirements.	<ul style="list-style-type: none"> • ELOP Plan Guide • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Services to Special Populations</u>					
E8	Charter school follows process for identification and reclassification of students who are English Learners.	X Student handbook <ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E9	Charter school identifies all homeless children and youths and unaccompanied youths enrolled at the charter school. The charter school liaison for homeless children and youths ensures identification of such children and youths through outreach and coordination activities with other organizations and referral of services to homeless families.	x Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E10	Charter school posts the contact information of liaisons for homeless children and youths and unaccompanied youths, and specific information regarding educational rights and resources available to persons experiencing homelessness on the school website.	X Website	Yes / No	High / Low / No / N/A	
E11	If charter school graduates students, it has notified students in foster care, homeless students, and students of a military family or with migrant status of their rights of exemption from local graduation requirements.	X Student handbook <ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E12	Charter school policies and practices ensure referral and assessment of students suspected of needing accommodations under Section 504.	X Student handbook X Charter policies and procedures manual X CALPADS reports for Fall 1 submission <ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E13	Students identified as eligible under Section 504 receive accommodations and supports required by their 504 plans.	<ul style="list-style-type: none"> • Sample 504 plans X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
<u>Curricular Materials</u>					

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E14	Charter school uses standards-aligned instructional materials.	X Description of courses, instructional framework, and/or scope and sequence X Classroom observations	Yes / No	High / Low / No / N/A	
E15	Charter school uses instructional materials that address the specific needs of English Learners.	X Description of courses, instructional framework, and/or scope and sequence X Instructional leader (or equivalent) interview X Classroom observations	Yes / No	High / Low / No / N/A	
E16	Charter school provides integrated English Language Development within regular classes in all content areas in a manner that is aligned with state content and ELD standards.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview • Classroom observations 	Yes / No	High / Low / No / N/A	
E17	Charter school provides designated English Language Development for a specific protected time during the school day that is aligned with ELD standards.	X Class schedule <ul style="list-style-type: none"> • Instructional leader (or equivalent) interview • Classroom observations 	Yes / No	High / Low / No / N/A	
Assessment					
E18	Charter school administers state-mandated testing according to testing rules and regulations as required for all K-12 schools in California.	X Assessment calendar X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E19	SBAC and Dashboard Data (and verified data, if applicable) indicate that the charter school is on target for meeting renewal requirements as set forth in EC 47607.	X SBAC X Dashboard Data	Yes / No	High / Low / No / N/A	
E20	Charter school has completed and timely posted a SARC containing required elements.	X SARC	Yes / No	High / Low / No / N/A	
E21	Charter school regularly collects student achievement data and reports it to parents and staff.	X Sample data reports to parents X Sample data reports to staff • Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E22	Charter school provides required notifications of language proficiency assessments (ELPAC), including whether a child is a long-term English Learner or is at-risk of becoming one.	X Notifications/letters to parents X Home language surveys	Yes / No	High / Low / No / N/A	
E23	Charter school has a Local Control and Accountability Plan. LCAP has been presented to, reviewed, and approved by the Charter school’s Board.	X LCAP X Minutes from Board meeting	Yes / No	High / Low / No / N/A	
E24	LCAP and annual update address student academic performance across all student populations.	X Review of LCAP/annual update	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E25	Title I funds/categorical funding are being used to supplement the school’s LCAP goals.	X LCAP <ul style="list-style-type: none"> Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E26	As applicable, the charter school has completed a School Plan for Student Achievement (SPSA) that meets federal school planning and stakeholder requirements for Title I.	<ul style="list-style-type: none"> SPSA 	Yes / No	High / Low / No / N/A	
E27	The charter school has complied with the programmatic requirements for the development and implementation of a schoolsite council (including composition, meetings, etc.) if it receives federal funding under Title I.	<ul style="list-style-type: none"> Instructional leader (or equivalent) interview School Site council handbook Meeting notices/agendas and minutes 	Yes / No	High / Low / No / N/A	
Admissions					
E28	Charter school complies with the admissions practices described in the approved charter.	X Approved charter X Admissions/enrollment forms and policies X Lottery procedures	Yes / No	High / Low / No / N/A	
E29	Admissions process for a student with an IEP is the same as for a student without an IEP.	X Admissions/enrollment forms and policies	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E30	Student data demonstrates that population is reflective of the District (including racial and ethnic background, students with disabilities, English learners, and FRPL students).	<input checked="" type="checkbox"/> Charter school student data <input checked="" type="checkbox"/> Student data from nearby school districts	Yes / No	High / Low / No / N/A	
E31	Charter school enrollment forms indicate compliance with all applicable laws, including prohibition on collecting information regarding immigration status; prohibition on collecting social security numbers unless required by law; and, as required by Education Code section 49452.9(a), health care coverage options and enrollment assistance information.	<input checked="" type="checkbox"/> Admissions/enrollment forms and policies	Yes / No	High / Low / No / N/A	
E32	If charter school has used lottery system to determine which students will be allowed to enroll, process was held in the manner described in the approved charter.	<input checked="" type="checkbox"/> Approved charter <input checked="" type="checkbox"/> Admissions/enrollment forms and policies <input checked="" type="checkbox"/> Lottery procedures	Yes / No	High / Low / No / N/A	
E33	If charter school serves transitional kindergarten (“TK”), ensure compliance with TK implementation dates, and enrollment and ratio requirements, pursuant to Ed. Code section 48000. (For 2022-23 school year, child with fifth birthday between September 2 and	<input checked="" type="checkbox"/> Admissions/enrollment forms and policies <ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	February 2 shall be admitted to a TK program.)				
<u>Discipline</u>					
E34	<p>Charter school discipline policies and practices are consistent with terms of charter, and applicable legal updates, including, but not limited to:</p> <ul style="list-style-type: none"> • Providing homework assignments, upon request by the parent/guardian, for students suspended for 2 or more schooldays; • Prohibiting suspension and/or prohibiting recommendations for expulsion of students in applicable grades, for disrupting school activities or willful defiance 	<p>X Approved charter X Discipline policies and procedures, including policies regarding discipline of students with disabilities</p>	Yes / No	High / Low / No / N/A	
E35	Student discipline procedures comply with due process requirements set forth in Education Code section 47605, charter, and/or discipline policies and procedures, including all requirements for disciplining students with disabilities.	<p>X Discipline policies and procedures, including policies regarding discipline of students with disabilities</p> <ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E36	Charter school has not disproportionately suspended or	<p>X Discipline data X Discipline policies and procedures, including policies regarding discipline</p>	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	expelled students of certain racial or ethnic backgrounds, or students with disabilities.	of students with disabilities		No / N/A	
Health and Safety					
E37	Charter School has adopted and annually updates its school safety plan, addressing fire emergencies, earthquakes, criminal incidents, accidents, injuries, and other threats to the health and safety of students and staff, consistent with Education Code requirements applicable to charter schools.	X School safety plan	Yes / No	High / Low / No / N/A	
E38	Staff has been trained in health, safety, and emergency procedures, and appropriate first aid supplies are kept on hand.	X Training sign-in sheets <ul style="list-style-type: none"> • Observation of main office 	Yes / No	High / Low / No / N/A	
E39	Charter school has a policy/procedure for visitors to enter and leave campus.	X Policy or procedure	Yes / No	High / Low / No / N/A	
E40	Charter school provides for the screening of pupils’ vision, hearing, screening for scoliosis, and required immunizations.	X Records of student screenings	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E41	If charter school serves students in grades 7-12, governing board has adopted Suicide Prevention Policy that was created in conjunction with stakeholders, specifically lists its high-risk groups, addresses the needs of those high-risk students, and was updated in the last 5 years.	X Suicide Prevention Policy <ul style="list-style-type: none"> • Board meeting minutes 	Yes / No	High / Low / No / N/A	
E42	If charter school serves students in grades K-6, governing board has adopted Suicide Prevention Policy that was created in conjunction with stakeholders, specifically lists its high-risk groups, addresses the needs of those high-risk students, is age appropriate and delivered and discussed in a manner that is sensitive to needs of young pupils, and written to ensure proper coordination and consultation with the county mental health plan if a referral is made for mental health or related services on behalf of a student who is a Medi-Cal beneficiary.	X Suicide Prevention Policy <ul style="list-style-type: none"> • Board meeting minutes 	Yes / No	High / Low / No / N/A	
E43	If charter school qualifies for FRPL for all meals that it provides, it has applied to provide a universal meal service to all students at the school, or, if not, has submitted a governing board resolution to the state claiming a fiscal hardship	<ul style="list-style-type: none"> • Application for universal meal service • Board resolution 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	(with evidence that those finding are reviewed in a public meeting every 4 years), as provided in Education Code section 49564(c).				
E44	Charter school provides two meals free of charge during each schoolday to any student who requests a meal, without consideration of eligibility for FRPL, with a maximum of one free meal for each meal service period.	<ul style="list-style-type: none"> Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E45	If a nonclassroom-based charter, charter school provides at least one meal per day to students who qualify for FRPL, if they are scheduled for educational activities lasting two or more hours at the school site, resource center, meeting space, or other satellite facility operated by the charter school.	<ul style="list-style-type: none"> Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E46	Charter school posts on its website in a prominent, conspicuous location, the Title IX information, including the name and contact number/e-mail for the Title IX Coordinator for that school, required suicide prevention policies, policies and procedures on sexual harassment, anti-discrimination, anti-harassment, anti-intimidation, anti-bullying, and anti-cyberbullying, and a section on social	<ul style="list-style-type: none"> Screenshot from website 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	medial bullying.				
E47	If charter school serves students in grades 7-12, it provides comprehensive sexual health and HIV prevention education, as required by Education Code section 51930, et seq.	X Sexual health and HIV prevention education course description	Yes / No	High / Low / No / N/A	
E48	Charter school has developed methods for informing parents/guardians of students in grades 6-12 regarding human trafficking prevention resources, as required by Education Code section 49381.	X Policy or other description of method for informing parents/guardians	Yes / No	High / Low / No / N/A	
E49	If charter school sponsors or hosts an on-campus event that is not part of an interscholastic athletic program in or around a swimming pool, ensure there is at least one adult with a valid certification of CPR training to be present throughout the duration of the event.	<ul style="list-style-type: none"> • Record of valid certification for designated adult 	Yes / No	High / Low / No / N/A	
E50	If charter school submits an affidavit to the State Superintendent of Instruction due to an emergency condition that resulted in a school closure for an event occurring after September 1, 2021, it shall certify that it has a plan for which independent study will be offered, and	<ul style="list-style-type: none"> • Executive director (or equivalent) interview • Affidavit • Independent study plan • Public health or safety order 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	provide a copy of an applicable state or local public health or public safety order that required campus closure.				
E51	On and after January 1, 2023, charter school provides the CDE type 1 diabetes informational materials to parents/guardians either when a student is first enrolled in elementary school, or with other required notices provided pursuant to Ed. Code section 48980 at the start of the first semester or quarter.	<ul style="list-style-type: none"> • Notice 	Yes / No	High / Low / No / N/A	
<u>Parent Notifications</u>					
E52	Charter school provides a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act.	X Notice	Yes / No	High / Low / No / N/A	
E53	If charter school serves students in 11th grade, parents of those students are notified by January 1st that the student will be deemed a Cal Grant applicant unless the student opts out, as required by Education Code section 69432.9(d)(1).	X Notice	Yes / No	High / Low / No / N/A	
E54	If charter school serves students in 12th grade, parents of those students are	X Notice	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
	notified of student's GPA by October 1st, as required by Education Code section 69432.9(c)(2).			No / N/A	
E55	Charter school notifies parents at least twice a year regarding how to initiate access to available student mental health services on campus or in the community.	X Notice	Yes / No	High / Low / No / N/A	
E56	Charter school ensures all 12 th grade students either (1) complete and submit the FAFSA, or (2) if the student is exempt from paying nonresident tuition, complete and submit the Student Aid Commission form for purposes of the California Dream Act, unless the student opts out per Ed. Code section 51225.7(c), or is deemed to be exempt by the charter school per Ed. Code section 51225.7(d).	X Direction to complete FAFSA/Student Aid Commission form submission and/or opt-out form	Yes / No	High / Low / No / N/A	
E57	If charter school receives funding from the American Rescue Plan Elementary and Secondary School Emergency Relief, it shall annually administer the CDE housing questionnaire to all parents/guardians of students and to all unaccompanied youths, and report the results to the CDE.	<ul style="list-style-type: none"> • Notice • X LCAP 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E58	If 15% or more of the students enrolled in the charter school speak a single primary language other than English, requires all notices, reports, statements, or records sent to the parent/guardian to be written in English and the primary language, and authorizes the parent/guardian to respond either in English or the primary language.	<ul style="list-style-type: none"> • Executive director (or equivalent) interview X Copies of sample notices, reports, statements, or records sent to parents/guardians	Yes / No	High / Low / No / N/A	
<u>Student Records</u>					
E59	Charter school maintains comprehensive records regarding its students.	X Roster of students, including name, grade level, school district of residence, county of residence, parent/guardian name, and contact number	Yes / No	High / Low / No / N/A	
E60	Charter school maintains student records, including special education records, in a confidential and secure location.	X Policy regarding confidentiality of student records <ul style="list-style-type: none"> • Observation of main office 	Yes / No	High / Low / No / N/A	
E61	Charter school has a policy or procedure for parents to review student files, including a log.	X Policy regarding review of records	Yes / No	High / Low / No / N/A	
E62	Charter school has policy or procedure regarding release of student information.	X Policy regarding release of student information	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E63	Teachers have reasonable access to special education records.	X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E64	If applicable, charter school updates a former student’s records to include their updated legal name or gender if the charter school receives government-issued documentation that demonstrates the former student’s legal name or gender has been changed. Charter school reissues specified documents conferred upon, or issued to, the former student with the updated legal name or gender, if requested by the former student..	<ul style="list-style-type: none"> Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
Student Retention / Grade Changes / High School Coursework Completion (AB 104)					
E65	If applicable, charter school has permitted an eligible student, for whom a decision to retain is made by the charter school, to be retained in the student’s 2020-21 grade level for the 2021-22 school year.	<ul style="list-style-type: none"> Instructional leader (or equivalent) interview Record(s) reflecting retention 	Yes / No	High / Low / No / N/A	
E66	Charter school has provided consultation within 30 days of request by a parent or guardian of a student eligible for retention.	<ul style="list-style-type: none"> Instructional leader (or equivalent) interview Documentation reflecting date of request and date of consultation 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E67	Charter school, if serving high school students, posted notice on its website and provided written notice to students and parents/guardians of grade change option within 15 days of CDE posting of an application template.	<ul style="list-style-type: none"> • X Screenshot of website • X Copy of notice (dated) 	Yes / No	High / Low / No / N/A	
E68	If applicable, charter school changed student’s transcript and notified student and parent/guardian of change within 15 days of receipt of student’s application.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview X Evidence of notification	Yes / No	High / Low / No / N/A	
E69	If applicable, charter school exempted a student who was in third or fourth year of high school for 2020-21 and who is not on track to graduate in 4 years, from all coursework and other requirements adopted by charter school that are in addition to state’s graduation requirements.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E70	If applicable, charter school provided opportunity to student in third or fourth year of high school who is not on track to graduate to complete required coursework for state graduation requirements (e.g., completion of fifth year of instruction, credit recovery, etc.).	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview X Evidence of opportunities provided to recoup credit	Yes / No	High / Low / No / N/A	

Name of School: ____Cabrillo Point_____

SPECIAL EDUCATION OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Special Education Program</u>					
S1	Charter school policies and practices ensure appropriate placement for students who are enrolling with IEPs.	<ul style="list-style-type: none"> • Student handbook • Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S2	Charter school policies and practices ensure referral and assessment of students suspected of requiring special education and related services.	<ul style="list-style-type: none"> • Student handbook • Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S3	Charter school policies and practices ensure compliance with IDEA special education timelines.	<ul style="list-style-type: none"> • Student handbook • Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S4	Students identified as eligible for special education receive services required by	<ul style="list-style-type: none"> • Sample IEPs • Instructional leader (or equivalent) interview 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	their IEPs and 504 plans.			No / N/A	
S5	All required members of IEP teams attend IEP meetings.	<ul style="list-style-type: none"> • Sample IEPs 	Yes / No	High / Low / No / N/A	
S6	Charter school does not enroll a disproportionately small number of students with disabilities.	<ul style="list-style-type: none"> • Data demonstrating percentage of students with disabilities in charter school 	Yes / No	High / Low / No / N/A	
S7	Charter school ensures that special education funds are not used to serve students identified for accommodations under Section 504.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S8	Board and charter school administration are aware of and familiar with the terms of the special education MOU between the District and the charter school.	<ul style="list-style-type: none"> • Special Education MOU • Review of agenda and minutes • Board President interview 	Yes / No	High / Low / No / N/A	
S9	Charter school has fulfilled its obligations under the MOU, including the submission of any required documentation to the authorizer.	<ul style="list-style-type: none"> • Records of authorizer 	Yes / No	High / Low / No / N/A	

Name of School: Cabrillo Point Academy

PERSONNEL OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>All Employees</u>					
P1	Charter school employee handbook and policies are consistent with approved charter and any MOUs.	X Employee handbook X Employee policies X Approved charter X Employment-related MOUs	Yes / No	High / Low / No / N/A	
P2	Charter school employee handbook and policies guarantee fair hiring practices.	X Employee handbook X Employee policies	Yes / No	High / Low / No / N/A	
P3	Charter school enters employment contracts with all persons hired to work at school.	X Sample employment contracts	Yes / No	High / Low / No / N/A	
P4	All employees have been fingerprinted, including Department of Justice background checks.	X Documentation of fingerprint clearance for all employees	Yes / No	High / Low / No / N/A	
P5	All employees have passed TB test and results are current.	X Documentation of current TB test results for all employees	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
P6	All employees have undergone AB 1432 Child Abuse Neglect and Reporting training within first 6 weeks of school or 6 weeks of employment.	X Certificates of training	Yes / No	High / Low / No / N/A	
P7	If charter school employs 50+ employees, all supervisors have undergone anti-harassment training, including harassment based on sexual orientation and gender identity and expression.	X Certificates of training	Yes / No	High / Low / No / N/A	
P8	Charter school provides federally required training to school personnel providing services to youth experiencing homelessness at least annually.	x Certificates of training	Yes / No	High / Low / No / N/A	
P9	Charter school has DFEH poster regarding transgender rights posted in a prominent and accessible location.	x Observation of main office /website	Yes / No	High / Low / No / N/A	
P10	If charter school employs 20+ employees, it provides up to 12 weeks of job-protected, unpaid parental leave.	X Employee handbook	Yes / No	High / Low / No / N/A	
P11	If charter school employs 25+ employees, it provides protected leave and sick leave as	X Employee handbook	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
	it pertains to child and relative care laws.			No / N/A	
P12	Governing board approves personnel actions.	x Governing board minutes	Yes / No	High / Low / No / N/A	
<u>Certificated Employees</u>					
P13	Charter school employs sufficient teaching staff to satisfy terms of approved charter and applicable law.	X Staff organizational chart X Approved charter X Operations MOU	Yes / No	High / Low / No / N/A	
P14	Charter school provides teachers with professional development opportunities.	X Professional development calendar X Professional development session agenda x Teacher interviews	Yes / No	High / Low / No / N/A	
P15	Teachers providing instruction in core subject areas have the required credentials, certifications, qualifying coursework and/or qualifying degree to meet state and federal requirements, terms of approved charter, and any MOUs.	X Staff organizational chart X Documentation of credentials, certifications, qualifying coursework, and qualifying degree(s) held by core teachers X Approved charter X Operations MOU	Yes / No	High / Low / No / N/A	
P16	Teachers have the legally required CLAD or B-CLAD certification to provide instruction to their students.	X Staff organizational X Documentation of credentials and certifications held by teachers	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
P17	Teachers providing special education and related services have required credentials, certifications, qualifying coursework and/or qualifying degree .	X Staff organizational chart X Documentation of credentials, certifications, qualifying coursework, and qualifying degree(s) held by special education teachers	Yes / No	High / Low / No / N/A	
P18	Charter school leadership conducts regularly, timely evaluations of teachers.	x Sample evaluations x Teacher interviews	Yes / No	High / Low / No / N/A	
<u>Classified Employees</u>					
P19	Classified employees who provide instructional support in core subject areas, special education, and English language learning meet state and federal requirements, terms of approved charter, and any MOUs.	X Staff organizational chart X Documentation of qualifications held by classified aides X Approved charter x Operations MOU	Yes / No	High / Low / No / N/A	
<u>Miscellaneous</u>					
P20	If charter school employs school security officers or security guards working on school property, provide required training course during regular work hours.	N/A Certificates of training	Yes / No	High / Low / No / N/A	

Name of School: Cabrillo Point _____

OPERATIONS AND FACILITIES OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Maintenance of Facilities</u>					
O1	A designated person is responsible for overseeing operations and facilities management.	<ul style="list-style-type: none"> • Staff organizational chart 	Yes / No	High / Low / No / N/A	
O2	Facilities are adequate for number of students and types of programs.	<ul style="list-style-type: none"> • Capacity chart for campus facilities • Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
O3	Charter school has process for routine inspections of grounds to ensure that they remain in good condition and free from mold and other hazardous substances.	<ul style="list-style-type: none"> • Inspection logs • Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Legal Compliance</u>					
O4	All facilities meet Americans with Disabilities Act requirements.	<ul style="list-style-type: none"> • ADA certification 	Yes / No	High / Low / No / N/A	
O5	All single-user restrooms have been	<ul style="list-style-type: none"> • Operations manager (or equivalent) interview 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	designated as all-gender restrooms.			No / N/A	
O6	Charter school has developed asbestos management plan in accordance with the Asbestos Hazard Emergency Response Act.	<ul style="list-style-type: none"> Asbestos Management Plan 	Yes / No	High / Low / No / N/A	
O7	Charter school has certificate of occupancy on file.	<ul style="list-style-type: none"> Certificate of occupancy 	Yes / No	High / Low / No / N/A	
O8	Charter school has conditional use permit on file, as applicable.	<ul style="list-style-type: none"> Conditional use permit 	Yes / No	High / Low / No / N/A	
O9	Charter school has safety inspection by local fire department on file.	<ul style="list-style-type: none"> Safety inspection by local fire department 	Yes / No	High / Low / No / N/A	
O10	If charter school participates in an interscholastic athletic program, it has a written emergency action plan and at least one automated external defibrillator for the school.	<ul style="list-style-type: none"> Emergency action plan Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
O11	If charter school serves any grades 6-12, it stocks restrooms with an adequate supply of free menstrual products, available and	<ul style="list-style-type: none"> Operations manager (or equivalent) interview 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	accessible, free of cost, in all women’s restrooms and all-gender restrooms, and in at least one men’s restroom, at all times, and post designated notice.	<ul style="list-style-type: none"> • Notice regarding provision of menstrual products and contact information for designated employee 		No / N/A	
O12	If charter school is aware of a lactating pupil, it has made accommodations for lactation other than a restroom and has provided a place to safely store milk.	<ul style="list-style-type: none"> • Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
O13	Charter school has adequate insurance coverage that names the District as additional insured, as applicable.	<ul style="list-style-type: none"> • Certificates of insurance 	Yes / No	High / Low / No / N/A	
O14	Charter school has provided assurance that it complies with the geographic and site limitations under Education Code sections 47605 and 47605.1, as recently amended by Assembly Bill 1507.	<ul style="list-style-type: none"> • Operations manager (or equivalent) interview • Designation of any charter facilities (e.g., resource centers, etc.) • Review of addresses of facilities 	Yes / No	High / Low / No / N/A	
O15	Charter school has identified all facilities and their respective locations, including those that are available for use by students enrolled in the charter school for any purpose related to the charter school’s educational program (whether or not such facility(ies) is/are owned, leased, rented, or subleased by the charter school	<ul style="list-style-type: none"> • List of facilities • Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	or a different entity).				
O16	Charter school has not added or begun using any new or different facilities that are not identified in the most recent charter petition or material revision (as applicable) approved by the District’s governing board.	<ul style="list-style-type: none"> • List of facilities • Operations manager (or equivalent) interview • Authorizer records 	Yes / No	High / Low / No / N/A	
O17	Charter school has revised bell schedules to ensure middle school begins no earlier than 8:00 a.m., and high school begins no earlier than 8:30 a.m. (as applicable to grade levels served).	<ul style="list-style-type: none"> • Bell schedule 	Yes / No	High / Low / No / N/A	
O18	If charter school plans to hold a career or college fair, provide notice to each apprenticeship program in the same county as the charter school of the planned date/time and location of the fair.	<ul style="list-style-type: none"> • Notice(s) to apprenticeship programs (if applicable) 	Yes / No	High / Low / No / N/A	
O19	Charter school ensures any contracting entities obtain criminal records summaries for any employee who interacts with students, outside of the immediate supervision and control of the student’s parent/guardian or charter	<ul style="list-style-type: none"> • Operations manager (or equivalent) interview • Affidavit and/or certification from contracting entities of criminal records summaries (as applicable) 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
	school employee.				

Cabrillo Point Academy

FISCAL AND BUSINESS SYSTEMS OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Budget, Accounting, and Financial Reporting</u>					
F1	Governing board policies address budget, accounting, and financial reporting.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
F2	Current budget has been approved by the governing board.	<ul style="list-style-type: none"> Current/adopted budget Board meeting minutes 	Yes / No	High / Low / No / N/A	
F3	Charter school has clear process for reviewing and revising the budget (e.g., in light of changes in student enrollment or operations), including governing board approval.	<ul style="list-style-type: none"> Board meeting minutes Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F4	Charter school’s Local Control and Accountability Plan (LCAP) or annual update aligns with LCFF Calculator.	<ul style="list-style-type: none"> LCAP or annual update LCFF Calculator 	Yes / No	High / Low / No / N/A	
F5	Budget provides for all financial obligations.	<ul style="list-style-type: none"> Current budget compared with Cash Flow Statement 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F6	Governing board approves all required financial reports.	<ul style="list-style-type: none"> • Required financial reports • Board meeting minutes 	Yes / No	High / Low / No / N/A	
F7	On or before July 1st, the charter school submits the adopted budget and estimated current year actuals to the authorizer.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F8	On or before December 15th, the charter school submits the interim financial report to the authorizer.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F9	On or before March 15th, the charter school submits the second interim financial report to the authorizer.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F10	On or before September 15th, the charter school submits the final unaudited actuals report for the full prior year.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F11	Charter school maintains separate accounts for restricted revenues and expenditures.	<ul style="list-style-type: none"> • Financial records 	Yes / No	High / Low / No / N/A	
F12	Charter school regularly prepares cash flow projections to ensure that it has sufficient funds to meet its financial obligations.	<ul style="list-style-type: none"> • Financial records 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F13	Charter school’s business accounting system complies with state accounting and reporting requirements.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F14	On or before December 30, 2021, the charter school develops and adopts a plan delineating the expenditure of the Educator Effectiveness Block Grant.	<ul style="list-style-type: none"> Expenditure plan 	Yes / No	High / Low / No / N/A	
Audit					
F15	Charter school has selected a state-approved auditing firm, and annually submits independent auditor selection certification and contract to authorizer and county office of education by March 31st.	<ul style="list-style-type: none"> Proof of submission of auditor certification and contract Director of finance (or equivalent) interview and proof that they met the March 31st deadline 	Yes / No	High / Low / No / N/A	
F16	Charter school has developed auditing schedule/timeline.	<ul style="list-style-type: none"> Auditing schedule/timeline 	Yes / No	High / Low / No / N/A	
F17	Charter school has submitted prior year’s financial audit to authorizer.	<ul style="list-style-type: none"> Previous year’s audit Proof of submission 	Yes / No	High / Low / No / N/A	
F18	Charter school has developed and implemented plan of corrective action for each audit finding and recommendation, as	<ul style="list-style-type: none"> Corrective plan of action Director of finance (or equivalent) interview – require the list (if any) of 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	applicable.	corrective actions that has been board approved. This should also be in the Board minutes			
Financial Condition					
F19	Charter school maintains an appropriate level of reserves for economic uncertainties.	<ul style="list-style-type: none"> Financial reports compared with the MOU/Petition required reserve level established. Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	<p>According to the audit: “As of June 30, 2022, the School held \$5,305,360 in excess of the FDIC insured amounts. The School reduces its exposure to risk by maintaining such deposits with high quality financial institutions. The School has not experienced any losses in such accounts and believe it is not exposed to any significant credit risk.”</p> <p>Recommend discussion with the board and appropriate action by the board.</p>
F20	Charter school prepares three-year financial projections (current plus two subsequent years) based on reasonable assumptions and includes all long-term debt obligations.	<ul style="list-style-type: none"> Financial records along with the three-year Cash Flow Statement Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F21	Based on the projections, charter school will be able to meet its financial obligations and maintain an appropriate level of reserves in	<ul style="list-style-type: none"> Financial records – Multiyear Financial Projection current plus two years 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	the current and two subsequent fiscal years.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview 			
F22	Charter school is not a party to any current or pending litigation/disputes that would affect the charter school’s financial position.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview Letter to certify by the Executive Director 	Yes / No	High / Low / No / N/A	Cabrillo is part of a larger, ongoing FCMAT investigation of the Inspire organization. Cabrillo has been fully compliant and cooperative and has provided all documents requested. However, it is not known if the results of the investigation will have a negative impact on the school.
F23	Charter school maintains a written policy regarding the process to identify, address, and monitor risks of fraud.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview Written policy regarding fraud Board policy and Administrative Regulation 	Yes / No	High / Low / No / N/A	
F24	Charter school is not aware of actions of fraud, or allegations of fraud, within the charter school that would affect cash, expenditures, and/or investments.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview Letter from Executive Director 	Yes / No	High / Low / No / N/A	
Cash Receipts					
F25	Charter school has policies addressing cash receipts.	<ul style="list-style-type: none"> Cash receipt policy – Either handbook or Administrative Regulation 	Yes / No	High / Low / No / N/A	
F26	Charter school maintains records of all monies received (e.g., issues receipts).	<ul style="list-style-type: none"> Cash receipt policy Either handbook or Administrative Regulation Sample records of cash receipts and Bank Deposit 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
		along with Bank Statement <ul style="list-style-type: none"> • Director of finance (or equivalent) interview 			
F27	Charter school deposits monies in a timely manner.	<ul style="list-style-type: none"> • Cash receipt policy • Director of finance (or equivalent) interview Bank Deposit along with Bank Statement	Yes / No	High / Low / No / N/A	
F28	Charter school maintains records of deposits of all monies.	<ul style="list-style-type: none"> • Cash receipt policy • Sample records of cash deposits log • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F29	Charter school reconciles bank statements to ensure receipt and deposit of monies is accurately reported.	<ul style="list-style-type: none"> • Cash receipt policy • Director of finance (or equivalent) interview review sample deposits to bank statement – this requires a random sampling	Yes / No	High / Low / No / N/A	
F30	Charter school’s board has adopted a resolution or formally approved any interfund transfers via the due to/due from process, which details all material facts related to such transfers.	<ul style="list-style-type: none"> • Board-adopted resolution and/or meeting minutes evidencing formal approval of interfund transfer(s). 	Yes / No	High / Low / No / N/A	
<u>Disbursements</u>					

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F31	Charter school has policies addressing disbursements.	<ul style="list-style-type: none"> Disbursement policy 	Yes / No	High / Low / No / N/A	
F32	Disbursements require all of the following: (1) an original invoice from the vendor; (2) a receiving document; (3) appropriate approval of the purchase; and (4) ratification by the governing board, if amount exceeds maximum dollar amount set forth in charter school policy.	<ul style="list-style-type: none"> Disbursement policy Director of finance (or equivalent) interview – this requires random sampling 	Yes / No	High / Low / No / N/A	
F33	Checks are signed by authorized employees.	<ul style="list-style-type: none"> Disbursement policy Director of finance (or equivalent) interview this requires random sampling 	Yes / No	High / Low / No / N/A	
F34	Charter school has adopted a system to maintain vendor payment information for preparation of 1099s.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview review 1099 list with Master Vendor payments 	Yes / No	High / Low / No / N/A	
F35	Charter school has segregated duties between purchasing, receiving, and accounts payable.	<ul style="list-style-type: none"> Staff organizational chart Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
Payroll					
F36	Charter school has a salary schedule or	<ul style="list-style-type: none"> Salary schedule (Binder 6, Tab 21) 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	other satisfactory salary structure.			No / N/A	
F37	Tax deposits are completed in a timely manner.	<ul style="list-style-type: none"> • Proof of tax deposits • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F38	Earnings are properly recorded for retirement reporting to Social Security, PERS, STRS.	<ul style="list-style-type: none"> • Proof of recording of earnings • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F39	Charter school has system to provide STRS data to authorizer.	<ul style="list-style-type: none"> • Proof of submission of STRS data • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F40	Charter school has system to maintain employee earning records for preparation of W-2s.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F41	Charter school adheres to provisions of any leased staff (non-instructional only) agreement or MOU, including invoicing for every leased staff member and Board approval of same.	<ul style="list-style-type: none"> • Leased Staff Agreement • Invoicing of leased staff • Evidence of Board approval of invoices. 	Yes / No	High / Low / No / N/A	
<u>Equipment Inventory</u>					
F42	Charter school has policies addressing the	<ul style="list-style-type: none"> • Equipment purchase and maintenance policy 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	purchase and maintenance of equipment.			No / N/A	
F43	Charter school maintains an equipment inventory that is physically located on each site.	<ul style="list-style-type: none"> Equipment inventory 	Yes / No	High / Low / No / N/A	
F44	Equipment purchased with federal funds is properly identified.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview – review Fixed Assets listing including Resource Coding 	Yes / No	High / Low / No / N/A	
Student Attendance (All Schools)					
F45	Charter school uses a generally approved attendance accounting system.	<ul style="list-style-type: none"> Screenshot of attendance accounting system 	Yes / No	High / Low / No / N/A	
F46	There is a designated staff person responsible for administering attendance.	<ul style="list-style-type: none"> Staff organizational chart identifying roles and responsibilities 	Yes / No	High / Low / No / N/A	
F47	Charter school calendar includes a minimum of 175 instructional days.	<ul style="list-style-type: none"> School calendar 	Yes / No	High / Low / No / N/A	
F48	Charter school class/bell schedule ensures minimum instructional minutes (36,000 for K, 50,400 for 1st - 3rd, 54,000 for 4th - 8th, 64,800 for 9th - 12th).	<ul style="list-style-type: none"> Class/bell schedule (Binder 6, Tab 29) 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F49	Student absences are excluded from apportionment days.	<ul style="list-style-type: none"> • Attendance reports • Attendance clerk (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F50	Charter school only claims ADA for teachers who hold an appropriate credential or certificate.	<ul style="list-style-type: none"> • Attendance reports • Attendance clerk (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F51	Charter school submits P1, P2, and P3 attendance reports to authorizer, along with back-up documents.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F52	Charter school has clear procedures for enrolling students and confirming that students are not enrolled elsewhere to avoid dual enrollment.	<ul style="list-style-type: none"> • Enrollment and disenrollment policies and procedures 	Yes / No	High / Low / No / N/A	
F53	Charter school has clear procedures for disenrolling students and providing notification to the student’s district of residence.	<ul style="list-style-type: none"> • Enrollment and disenrollment policies and procedures – provide samples 	Yes / No	High / Low / No / N/A	
F54	Charter school has clear procedures for claiming and reporting ADA to the state.	<ul style="list-style-type: none"> • Policies and procedures related to claiming and reporting ADA 	Yes / No	High / Low / No / N/A	
F55	Charter school ensures that students are not enrolled in more than one track for which it	<ul style="list-style-type: none"> • Attendance clerk (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	claims apportionment.				
F56	Any changes in enrollment/ADA from school year to school year are reasonable and do not exceed threshold under Operations MOU that would trigger the need for a material revision to the charter.	<ul style="list-style-type: none"> Teacher roster and monthly ADA reports 	Yes / No	High / Low / No / N/A	
<u>Student Attendance (Schools Offering Independent Study)</u>					
<u>Requirements Applicable to All Independent Study Programs</u>					
F57	The program of each student in independent study is overseen by a certificated employee as is required by Education Code section 51747.5(a) and 51749.5(a)(3).	<ul style="list-style-type: none"> Student enrollment report Staff organizational chart Independent study parent interview Independent study teacher interview 	Yes / No	High / Low / No / N/A	
F58	Charter school meets ratio of ADA to FTE certificated employees required by Education Code section 51745.6(d) and 51749.5(a)(13) (i.e., 25:1 or ratio in largest unified school district).	<ul style="list-style-type: none"> Student enrollment report Staff organizational chart Independent study coordinator (or equivalent) interview Independent study teacher interview 	Yes / No	High / Low / No / N/A	
F59	In accordance with Education Code sections 51745(c) and 51749.5(a)(7), students with	<ul style="list-style-type: none"> IEP review 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	IEPs do not participate in independent study unless their IEPs provide for that placement.	<ul style="list-style-type: none"> Independent study coordinator (or equivalent) interview 			
F60	In accordance with Education Code sections 51747.3(a) and 51749.5(a)(6), charter school does not provide any funds or other things of value to students who attend independent study programs (or their parents/guardians) that it does not provide to students who attend classroom-based programs (or their parents/guardians).	<ul style="list-style-type: none"> Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F61	In accordance with Education Code sections 51747.3(c) and 51749.5(a)(6), charter school claims ADA only for students who are residents of the county in which the apportionment claim is reported, or who are residents of a county immediately adjacent to the county in which the apportionment claim is reported.	<ul style="list-style-type: none"> Independent study coordinator (or equivalent) interview Student enrollment report 	Yes / No	High / Low / No / N/A	
F62	Pursuant to Education Code section 47634.2, charter school has submitted a determination of funding form, and SBE subsequently issued a determination of funding.	<ul style="list-style-type: none"> Request for determination of funding SBE determination of funding 	Yes / No	High / Low / No / N/A	
F63	Charter school has a process to track the number of pupils participating in	<ul style="list-style-type: none"> Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	independent study for 15 or more school days.	<ul style="list-style-type: none"> Record of student participation in independent study (e.g., attendance tracking chart) 			
F64	Charter school retains evidence of satisfactory educational progress for each independent study student, including a file of representative samples of each student’s work products (signed/initialed and dated by supervising teacher).	<ul style="list-style-type: none"> Sample grade books Sample transcripts Work samples Independent study parent interview 	Yes / No	High / Low / No / N/A	
F65	<p>In accordance with Section 51747(e) and 51749.5(a)(4)(C), charter school offers opportunities for live and synchronous instruction as follows:</p> <ul style="list-style-type: none"> Transitional kindergarten and grades 1 to 3: Daily synchronous instruction. Grades 4 to 8: Opportunities for both daily live interaction and at least weekly synchronous instruction. Grades 9 to 12: Opportunities for at least weekly synchronous instruction. 	<ul style="list-style-type: none"> Board policy Independent study coordinator (or equivalent) interview Independent study parent interview Independent study teacher interview Record of student participation in independent study (e.g., attendance tracking chart) 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Traditional Independent Study</u>					
F66	<p>Governing board has adopted and implemented written policy addressing each of the requirements in Education Code section 51747:</p> <ul style="list-style-type: none"> ● Max length of time that may elapse between IS assignment and completion ● Level of satisfactory educational performance and number of missed assignments allowed before evaluation ● Provision of content aligned to grade level standards ● Procedures for tiered reengagement strategies ● Plan to provide synchronous instruction and live interaction for applicable grade level spans ● Plan for transition to in-person instruction (if applicable) ● Requirement for current written agreement to be maintained on file 	<ul style="list-style-type: none"> ● Board policy 	Yes / No	High / Low / No / N/A	
F67	Current written agreement is on file for each independent study student that contains the information required by Education Code	<ul style="list-style-type: none"> ● Sample agreements ● Independent study parent interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	section 51747(g): <ul style="list-style-type: none"> ● Manner, time, frequency, and place for submitting assignments, reporting academic progress, and communicating with parent/guardian re: academic progress of student ● Objectives and methods of study for student’s work and methods to evaluate that work ● Specific resources available to the student (including access to connectivity and devices to participate and complete work) ● Statement re: max time between assignment and completion, level of satisfactory progress, and number of missed assignments allowed before evaluation ● Duration of independent study agreement, including beginning and ending dates ● Statement of number of course credits or measures of academic accomplishment to be earned ● Statement of academic and other supports to be provided to address student needs if not performing at grade level ● Statement that independent study is optional and no student is required to participate 	<ul style="list-style-type: none"> ● Independent study teacher interview 			

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> Signed by required persons (including certificated employee designated as having responsibility for the special education programming of the student, if any) 				
F68	Charter school claims apportionment credit for independent study (1) only to the extent of the time value of student work products, as personally judged in each instance by a certificated teacher, or (2) the combined time value of student work product and student participation in synchronous instruction .	<ul style="list-style-type: none"> Credit register Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F69	Charter school maintains daily/hourly attendance credit register (separate from classroom attendance records) on a current basis as time values of student work products are evaluated by certificated teachers.	<ul style="list-style-type: none"> Credit register Independent study coordinator (or equivalent) interview Independent study parent interview Independent study teacher interview 	Yes / No	High / Low / No / N/A	
F70	As is required by Education Code section 51747.5(c), charter school documents each student’s participation in live interaction and synchronous instruction on each schoolday, as applicable, in whole or in part, for which independent study is provided.	<ul style="list-style-type: none"> Independent study coordinator (or equivalent) interview Independent study parent interview Independent study teacher interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
		<ul style="list-style-type: none"> Record of student participation in independent study (e.g., attendance tracking chart) 			
Course-Based Independent Study					
F71	<p>Governing board has adopted and implemented written policy addressing each of the requirements in Education Code section 51749.5:</p> <ul style="list-style-type: none"> Requirement that a signed independent study agreement is kept on file Courses are taught under supervision of certificated employee Courses are annually certified and provide required daily live and synchronous instructional opportunities Plan to provide synchronous instruction and live interaction for applicable grade level spans Students meet age, residency, and enrollment requirements Students with IEPs only participate if pursuant to IEP Temporarily disabled pupils do not receive individual instruction through independent study 	<ul style="list-style-type: none"> Board policy Evidence of annual certification of courses (e.g., Board resolution) 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> ● Process to determine satisfactory educational progress ● Procedures for tiered reengagement strategies ● Plan to transition to in-person instruction if requested by family ● Requirement that proctor administer exams ● Process to report, credit, and disaggregate statewide testing results ● Statement that independent study is optional ● Statement regarding permissible ratio of ADA to FTE certificated employees ● Statement regarding compliance with legally required instructional minute minimums ● Prohibition on only offering required courses through independent study ● Prohibition on student fees ● Prohibition on excluding students for lack of materials, equipment, or internet access 				
F72	Charter school annually certifies independent study courses as being of the same rigor and educational quality as classroom-based courses, including	<ul style="list-style-type: none"> ● Evidence of annual certification of courses (e.g., Board resolution) ● Independent study teacher interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	information regarding instructional minutes and opportunities for live and synchronous instruction, as required by Education Code section 51749.5(a)(4).				
F73	Students enrolled in course-based independent study courses meet the applicable age requirements established pursuant to Sections 46300.1, 46300.4, 47612, and 47612.1.	<ul style="list-style-type: none"> • Board policy • Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F74	Charter school does not offer courses required for high school graduation or UC or Cal State admission exclusively through independent study, as prohibited by Education Code section 51749.5(a)(15).	<ul style="list-style-type: none"> • List of course offerings 	Yes / No	High / Low / No / N/A	
F75	<p>Charter school claims apportionment as follows:</p> <ul style="list-style-type: none"> • For each schoolday, add the combined equivalent daily instructional minutes, as certified in the annual course certification, for course-based independent study courses in which the student is enrolled. • For each schoolday, add the combined daily instructional minutes of courses authorized by 	<ul style="list-style-type: none"> • Credit register • Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
	<p>all other laws and regulations in which the student is enrolled and for which the student meets applicable attendance requirements (e.g., minutes from any in-person class or other program in which the student is enrolled).</p> <ul style="list-style-type: none"> ● For each schoolday, add the sums of the two bullet points above. ● If the resultant sum meets applicable minimum school day requirements, credit each schoolday that the student is demonstrating satisfactory educational progress (up to one unit of ADA per day). <p>If more than 10 percent of the total ADA of the charter school is claimed pursuant to this section, then the amount of ADA for all pupils in courses authorized pursuant to this section that is in excess of 10 percent of the total ADA for the charter school shall be reduced by either (A) the statewide average rate of absence for elementary school districts for kindergarten and grades 1 to 8, inclusive, or (B) the statewide average rate of absence for high school districts for grades 9 to 12, inclusive, as applicable, as calculated by the department for the prior fiscal year, with the resultant figures and</p>				

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	ranges rounded to the nearest 10th.				
F76	<p>Current written agreement is on file for each independent study student that contains the information required by Education Code section 51749.6:</p> <ul style="list-style-type: none"> ● Summary of Board policy ● Duration of the enrolled course(s), duration of the independent study agreement (max 1 year), and the number of course credits for each enrolled course ● Statement re: learning objectives and expectations for each course, including description of measurement of satisfactory educational progress and when a pupil evaluation is required ● Specific resources available to the student (including access to connectivity and devices to participate and complete work) ● Statement of academic and other supports to be provided to address student needs if not performing at grade level or need for support in other areas ● Statement that independent study is optional and no student is required to participate ● Manner, time, frequency, and place for submitting assignments, 	<ul style="list-style-type: none"> ● Sample agreements ● Independent study parent interview ● Independent study teacher interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
	<p>reporting academic progress, and communicating with parent/guardian re: academic progress of student</p> <ul style="list-style-type: none"> ● Objectives and methods of study for student's work and methods to evaluate that work ● Statement re: max time between assignment and completion, level of satisfactory progress, and number of missed assignments allowed before evaluation ● Statement of number of course credits or measures of academic accomplishment to be earned ● Signed by required persons 				

Name of School: Pacific Coast Academy_____

GOVERNANCE OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Organizational Management</u>					
G1	If charter school is organized as a nonprofit corporation, the corporate papers are available to the authorizer.	<ul style="list-style-type: none"> • Articles of Incorporation • Bylaws 	Yes / No	High / Low / No / N/A	
G2	Bylaws are comprehensive, with provisions regarding governing board composition, term limits, powers, meetings, committees, officers, etc.	<ul style="list-style-type: none"> • Bylaws 	Yes / No	High / Low / No / N/A	
G3	Any changes to charter or bylaws have been approved by charter school’s governing board and submitted to the authorizer.	<ul style="list-style-type: none"> • Bylaws • Approved charter 	Yes / No	High / Low / No / N/A	
G4	Charter school has an organizational chart and job descriptions that delineate clear separation of duties and responsibilities.	<ul style="list-style-type: none"> • Bylaws • Organizational chart • Board President interview 	Yes / No	High / Low / No / N/A	
G5	Governing board has a robust, outcomes-based process for evaluating the charter school leader.	<ul style="list-style-type: none"> • Summary/Timeline of Process to Evaluate School Leader • Confirmation of Completion of School Leader Evaluation • Board president interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G6	There is a process in place that ensures parents, teachers, and other staff provide input regarding the effectiveness of the charter school.	<ul style="list-style-type: none"> • Bylaws • Approved charter • Executive director (or equivalent) interview • Teacher interview • Information available on charter school’s website 	Yes / No	High / Low / No / N/A	\
Composition					
G7	Charter school has a list or roster of governing board members that is publicly accessible.	<ul style="list-style-type: none"> • List of board members • Information is available on charter school’s website 	Yes / No	High / Low / No / N/A	
G8	Composition of governing board is consistent with approved charter.	<ul style="list-style-type: none"> • List of board members • Approved charter 	Yes / No	High / Low / No / N/A	
G9	Governing board is diverse and reflects charter school and community population.	<ul style="list-style-type: none"> • Board member biographies • Description of school and community demographics 	Yes / No	High / Low / No / N/A	
G10	Governing board members have relevant knowledge and experience in key areas, such as education, finance, legal, real estate, and fundraising.	<ul style="list-style-type: none"> • Board member biographies • Information posted on charter school’s website • Board President interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G11	Governing board and charter leadership are free of real and perceived conflicts of interest.	<ul style="list-style-type: none"> • Board member biographies • Completed Form 700s • Completed Form 990s • Agendas and minutes 	Yes / No	High / Low / No / N/A	
<u>Meetings</u>					
G12	Governing board conducts meetings as frequently as is needed to ensure that it addresses necessary charter school business, and such meetings are consistent with timelines set forth in charter and bylaws.	<ul style="list-style-type: none"> • Annual governing board meeting calendar • Bylaws • Approved charter 	Yes / No	High / Low / No / N/A	
G13	Governing board members receive annual training regarding Brown Act requirements.	<ul style="list-style-type: none"> • Sign-in sheet from Brown Act training • Copy of materials (e.g., Power Point slides) 	Yes / No	High / Low / No / N/A	
G14	Meetings are noticed and conducted in accordance with the Brown Act.	<ul style="list-style-type: none"> • Sample meeting agendas and minutes • Observation of accessibility of meeting (location, online participation, public comment time, etc.) • Screenshot of charter school website 	Yes / No	High / Low / No / N/A	
G15	Discussion during Board meetings is limited to properly-noticed items on agenda.	<ul style="list-style-type: none"> • Observation of meeting 	Yes / No	High / Low / No / N/A	

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G16	Board use of closed session during noticed meetings is consistent with Brown Act.	<ul style="list-style-type: none"> • Sample meeting agendas and minutes • Observation of meeting 	Yes / No	High / Low / No / N/A	
G17	Meeting agendas include sufficiently-detailed items of business to be transacted and any necessary action to be taken by the Board.	<ul style="list-style-type: none"> • Sample meeting agendas 	Yes / No	High / Low / No / N/A	
G18	Governing board has adopted clear public comment policy, including allowance of twice the time limit for non-English-speaker translation.	<ul style="list-style-type: none"> • Sample meeting agendas • Public comment policy 	Yes / No	High / Low / No / N/A	
G19	Board members solicit and provide and/or solicit input from the community served.	<ul style="list-style-type: none"> • Board biographies • Advisory committee/PTO documents • Board President interview 	Yes / No	High / Low / No / N/A	
G20	Minutes are approved and thereafter made available to the public.	<ul style="list-style-type: none"> • Sample meeting minutes • Screenshot of charter school website 	Yes / No	High / Low / No / N/A	
G21	Governing board annually reviews charter school’s compliance with Education Code section 49431.9, which prohibits advertisement of food or beverages.	<ul style="list-style-type: none"> • Board meeting minutes 	Yes / No	High / Low / No / N/A	
G22	The location of governing board meetings complies with the physical location	<ul style="list-style-type: none"> • Observation of location of meeting 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	requirements set forth in Education Code section 47604.1.			No / N/A	
G23	Governing board meetings include a two-way teleconference location at each school site and/or resource center, as applicable.	<ul style="list-style-type: none"> • Observation of meetings (location, teleconference location, etc.) 	Yes / No	High / Low / No / N/A	
G24	If the governing board manages two or more charter schools that are not located in the same county, the board audio and/or video records all board meetings and posts such recordings on each charter school’s website.	<ul style="list-style-type: none"> • Charter school website • Observation of meetings (location, teleconference location, etc.) 	Yes / No	High / Low / No / N/A	
G25	To the extent that the charter school is continuing to hold virtual meetings, the charter school has complied with the requirements of AB 361, including adopting a resolution that makes the necessary findings and allowing for real-time public comment.	<ul style="list-style-type: none"> • AB 361 Resolution • Public comment policy • Board meeting minutes 	Yes / No	High / Low / No / N/A	
Board Policies [<u>Note</u> : The oversight team lead may request additional policies for review that are not listed here.]					
G26	Governing board has adopted parent, student, and employee handbooks, and makes updates to handbooks as needed.	<ul style="list-style-type: none"> • Parent handbook • Student handbook • Employee handbook 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G27	Governing board has adopted policies related to conflict of interest, which align with the requirements of Education Code section 47604.1.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G28	Governing board has adopted/updated policies related to student discipline and due process.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G29	Governing board has adopted/updated policies related to complaints and investigations.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G30	Governing board has adopted/updated internal control policies (and related forms and systems).	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G31	Governing board has adopted/updated policies related to bank signature authorizations.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G32	Governing board has adopted/updated policies related to allowable purchases and purchasing authority.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G33	Governing board has adopted/updated policies related to student harassment and the prevention of acts of bullying, including	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	cyberbullying.			No / N/A	
G34	Governing board has adopted/updated policies related to employee harassment.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G35	Governing board has adopted and annually updates its safety plan by March 1 st to include all legal requirements applicable to charter schools.	<ul style="list-style-type: none"> Board policies Meeting agenda and minutes reflecting annual review and update 	Yes / No	High / Low / No / N/A	
G36	Governing board has adopted policies related to immunization records and administration of medication.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G37	Governing board has adopted policies related to Family Educational Rights and Privacy Act.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G38	Governing board has adopted policies related to Section 504/IDEA compliance.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
G39	Governing board has adopted/updated policy on independent study (IS), if offered, to include the following: <ul style="list-style-type: none"> Satisfactory progress as an additional means to evaluate continued participation and placement in IS. 	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> ● Provision of standards-aligned content in IS that is substantially equivalent to quality/intellectual challenge of in-person instruction. ● (High school only) Provision for access to all courses offered for graduation and approved by UC/CSU as creditable under A-G admissions criteria. ● Procedures for tiered reengagement. ● Plan to provide opportunities for synchronous instruction for all grades, and live interaction for grades 4-8. ● Plan to transition students to in-person instruction within 5 instructional days, if requested. <p><i>(Note: Additional requirements for IS Board policies are addressed in the Business and Finance Oversight Checklist and depend on whether the charter school offers traditional or course-based IS.)</i></p>				
Education Code Assurances [Note: As part of the review, the oversight team lead will evaluate whether such assurances are consistent with the charter school’s actual operations.]					
G40	Charter school has complied with assurance that it shall be nonsectarian in program admission policies, employment practices,	<ul style="list-style-type: none"> ● Policy review ● Executive director (or equivalent) interview ● Review of any complaints 	Yes / No	High / Low / No / N/A	

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	and all other operations.				
G41	Charter school has complied with assurance that it shall not charge tuition.	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
G42	Charter school has complied with assurance that it shall not discriminate against any pupil on the basis of the characteristics listed in Education Code section 220.	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview • Review of any complaints • Review of recruitment and admissions materials 	Yes / No	High / Low / No / N/A	
G43	Charter school has complied with assurance that it shall admit all students who reside in California who wish to attend (up to the Charter School’s capacity based upon space, staff, or Charter School policy).	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview • Review of any complaints • Review of student demographics and enrollment data • Review of recruitment and admissions materials 	Yes / No	High / Low / No / N/A	
G44	Charter school has complied with assurance that it shall determine by public random drawing, which students, other than those already enrolled, will be allowed to enroll if the number of pupils who wish to attend charter school exceeds charter school’s capacity and make reasonable efforts to accommodate the growth of charter school.	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G45	Charter school has complied with assurance that it shall comply with EC 47605(e)(2) in regard to the establishment of preferences for enrollment which shall not result in limiting enrollment access for pupils with: disabilities, academically low-achieving pupils, English Learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged or pupils based on nationality, race, ethnicity, or sexual orientation.	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
G46	Charter school has complied with assurance that it shall notify the school district of residence of the pupil’s last known address within 30 days if a pupil is expelled or leaves charter school without graduating or completing the school year for any reason.	<ul style="list-style-type: none"> • Policy review • Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
Memorandum of Understanding					
G47	Board and charter school administration are aware of and familiar with the terms of any approved MOUs or agreements between the District and the charter school.	<ul style="list-style-type: none"> • Memoranda of understanding • Review of agenda and minutes • Board President interview 	Yes / No	High / Low / No / N/A	
G48	Charter school has fulfilled its obligations under the MOU(s), including the submission of any required documentation to the	<ul style="list-style-type: none"> • Records of authorizer 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	authorizer.				
G49	Charter school responds promptly to authorizer inquiries.	<ul style="list-style-type: none"> Records of authorizer 	Yes / No	High / Low / No / N/A	
G50	Charter school informs authorizer in advance of any proposed material changes to program or operations.	<ul style="list-style-type: none"> Records of authorizer 	Yes / No	High / Low / No / N/A	
<u>Complaint Policies and Procedures</u>					
G51	Board has adopted policies by which students, parents, and staff may make complaints, and these procedures are posted in every classroom, as applicable, and website.	<ul style="list-style-type: none"> Board policies Review of student/parent and staff handbooks Observation of classrooms Observation of website 	Yes / No	High / Low / No / N/A	
G52	Complaint policies and procedures are available in the main/front office or website for nonclassroom-based programs.	<ul style="list-style-type: none"> Observation of main office / website 	Yes / No	High / Low / No / N/A	
G53	Complaints are handled in a manner that is consistent with the charter school’s policies and procedures, and there is no apparent bias or conflicts of interest.	<ul style="list-style-type: none"> Review of policies Board President interview School leader interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
G54	Charter school has policies that allow for student, parent, and staff complaints to be appealed to the charter school’s Board.	<ul style="list-style-type: none"> Review of policies Review of website Review of student/parent and staff handbooks 	Yes / No	High / Low / No / N/A	
G55	Charter school has policies for student disciplinary actions that include appropriate due process.	<ul style="list-style-type: none"> Review of charter Review of policies Review of student/parent handbook 	Yes / No	High / Low / No / N/A	
G56	Charter school leadership discloses and ensures Board is fully informed of any anticipated or pending litigation.	<ul style="list-style-type: none"> Board President interview School leader interview Review of agendas 	Yes / No	High / Low / No / N/A	Pacific Coast Academy is part of a larger, ongoing FCMAT investigation of the Inspire organization. Pacific Coast Academy has been fully compliant and cooperative and has provided all documents requested. However, it is not known if the results of the investigation will have a negative impact on the school.
Planning					
G52	Board adopted an annual update to the Local Control and Accountability Plan (LCAP) by July 1, 2022, which was submitted to the authorizer and County Office of Education.	<ul style="list-style-type: none"> Review of annual update to LCAP Authorizer records 	Yes / No	High / Low / No / N/A	
G53	Board held a public hearing for review and comment on both the annual update to the	<ul style="list-style-type: none"> Sample agendas and minutes 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted ? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	LCAP and budget overview for parents/guardians.			No / N/A	
G54	Charter school has prominently posted its LCAP, including any approved updates or revisions, on home page of its website.	<ul style="list-style-type: none"> • Review of website 	Yes / No	High / Low / No / N/A	
G55	On or before February 28, 2023, the charter school presents the 2022-23 annual update to the LCAP at a regularly scheduled board meeting, which includes presentation of the 2022-23 Supplement, all available mid-year outcome data related to metrics in the 2022-23 LCAP, and mid-year expenditure and implementation data on all actions identified in 2022-23 LCAP.	<ul style="list-style-type: none"> • Board agenda and minutes 	Yes / No	High / Low / No / N/A	
G56	(If applicable.) Plan delineating the use of the Educator Effectiveness Block Grant funds is presented at Board meeting and adopted at subsequent meeting on or before December 30, 2022.	<ul style="list-style-type: none"> • Expenditure plan • Board agendas and minutes 	Yes / No	High / Low / No / N/A	

Name of School: Pacific Coast Academy_____

EDUCATIONAL PROGRAM AND STUDENT SERVICES OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Educational Program</u>					
E1	Charter school curricular and instructional plan complies with approved charter.	X Approved charter X Description of courses, instructional framework, and/or scope and sequence	Yes / No	High / Low / No / N/A	
E2	Charter school curricular and instructional plan is aligned with the needs of students that approved charter identifies as target population.	X Approved charter X Description of courses, instructional framework, and/or scope and sequence X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E3	Charter school staffing complies with approved charter.	X Approved charter X Staffing chart	Yes / No	High / Low / No / N/A	
E4	Charter school staffing is sufficient to carry out educational program.	X Staffing chart X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E5	If applicable, parents of 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.	X Student handbook	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E6	Charter school has obtained WASC accreditation, if applicable.	X WASC accreditation	Yes / No	High / Low / No / N/A	
E7	If classroom-based charter school serves grades TK/K-6, and receives Expanded Learning Opportunities Program (“ELOP”) funding, it offers and provides to unduplicated pupils, access to expanded learning opportunity programs, consistent with program requirements.	<ul style="list-style-type: none"> • ELOP Plan Guide • Instructional leader (or equivalent) interview 	N/A	High / Low / No / N/A	
<u>Services to Special Populations</u>					
E8	Charter school follows process for identification and reclassification of students who are English Learners.	X Student handbook <ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E9	Charter school identifies all homeless children and youths and unaccompanied youths enrolled at the charter school. The charter school liaison for homeless children and youths ensures identification of such children and youths through outreach and coordination activities with other organizations and referral of services to homeless families.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E10	Charter school posts the contact information of liaisons for homeless children and youths and unaccompanied youths, and specific information regarding educational rights and resources available to persons experiencing homelessness on the school website.	X Website	Yes / No	High / Low / No / N/A	
E11	If charter school graduates students, it has notified students in foster care, homeless students, and students of a military family or with migrant status of their rights of exemption from local graduation requirements.	X Student handbook <ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E12	Charter school policies and practices ensure referral and assessment of students suspected of needing accommodations under Section 504.	X Student handbook X Charter policies and procedures manual X CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
E13	Students identified as eligible under Section 504 receive accommodations and supports required by their 504 plans.	<ul style="list-style-type: none"> • Sample 504 plans X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	
<u>Curricular Materials</u>					

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E14	Charter school uses standards-aligned instructional materials.	X Description of courses, instructional framework, and/or scope and sequence • Classroom observations	Yes / No	High / Low / No / N/A	
E15	Charter school uses instructional materials that address the specific needs of English Learners.	X Description of courses, instructional framework, and/or scope and sequence • Instructional leader (or equivalent) interview • Classroom observations	Yes / No	High / Low / No / N/A	
E16	Charter school provides integrated English Language Development within regular classes in all content areas in a manner that is aligned with state content and ELD standards.	• Instructional leader (or equivalent) interview • Classroom observations	Yes / No	High / Low / No / N/A	
E17	Charter school provides designated English Language Development for a specific protected time during the school day that is aligned with ELD standards.	• Class schedule • Instructional leader (or equivalent) interview X Classroom observations	Yes / No	High / Low / No / N/A	
Assessment					
E18	Charter school administers state-mandated testing according to testing rules and regulations as required for all K-12 schools in California.	X Assessment calendar X Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E19	SBAC and Dashboard Data (and verified data, if applicable) indicate that the charter school is on target for meeting renewal requirements as set forth in EC 47607.	<ul style="list-style-type: none"> • SBAC X Dashboard Data 	Yes / No	High / Low / No / N/A	
E20	Charter school has completed and timely posted a SARC containing required elements.	<ul style="list-style-type: none"> • X SARC 	Yes / No	High / Low / No / N/A	
E21	Charter school regularly collects student achievement data and reports it to parents and staff.	<ul style="list-style-type: none"> X Sample data reports to parents X Sample data reports to staff X Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E22	Charter school provides required notifications of language proficiency assessments (ELPAC), including whether a child is a long-term English Learner or is at-risk of becoming one.	<ul style="list-style-type: none"> X Notifications/letters to parents X Home language surveys 	Yes / No	High / Low / No / N/A	
E23	Charter school has a Local Control and Accountability Plan. LCAP has been presented to, reviewed, and approved by the Charter school’s Board.	<ul style="list-style-type: none"> X LCAP X Minutes from Board meeting 	Yes / No	High / Low / No / N/A	
E24	LCAP and annual update address student academic performance across all student populations.	<ul style="list-style-type: none"> X Review of LCAP/annual update 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E25	Title I funds/categorical funding are being used to supplement the school’s LCAP goals.	X LCAP • Director of finance (or equivalent) interview	Yes / No	High / Low / No / N/A	
E26	As applicable, the charter school has completed a School Plan for Student Achievement (SPSA) that meets federal school planning and stakeholder requirements for Title I.	• SPSA	Yes / No	High / Low / No / N/A	
E27	The charter school has complied with the programmatic requirements for the development and implementation of a schoolsite council (including composition, meetings, etc.) if it receives federal funding under Title I.	• Instructional leader (or equivalent) interview • Schoolsite council handbook • Membership lists • Meeting notices/agendas and minutes	Yes / No	High / Low / No / N/A	
Admissions					
E28	Charter school complies with the admissions practices described in the approved charter.	X Approved charter X Admissions/enrollment forms and policies X Lottery procedures	Yes / No	High / Low / No / N/A	
E29	Admissions process for a student with an IEP is the same as for a student without an IEP.	X Admissions/enrollment forms and policies	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E30	Student data demonstrates that population is reflective of the District (including racial and ethnic background, students with disabilities, English learners, and FRPL students).	X Charter school student data X Student data from nearby school districts	Yes / No	High / Low / No / N/A	
E31	Charter school enrollment forms indicate compliance with all applicable laws, including prohibition on collecting information regarding immigration status; prohibition on collecting social security numbers unless required by law; and, as required by Education Code section 49452.9(a), health care coverage options and enrollment assistance information.	X Admissions/enrollment forms and policies	Yes / No	High / Low / No / N/A	
E32	If charter school has used lottery system to determine which students will be allowed to enroll, process was held in the manner described in the approved charter.	X Approved charter X Admissions/enrollment forms and policies X Lottery procedures	Yes / No	High / Low / No / N/A	
E33	If charter school serves transitional kindergarten (“TK”), ensure compliance with TK implementation dates, and enrollment and ratio requirements, pursuant to Ed. Code section 48000. (For 2022-23 school year, child with fifth birthday between September 2 and	X Admissions/enrollment forms and policies • Instructional leader (or equivalent) interview	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	February 2 shall be admitted to a TK program.)				
<u>Discipline</u>					
E34	<p>Charter school discipline policies and practices are consistent with terms of charter, and applicable legal updates, including, but not limited to:</p> <ul style="list-style-type: none"> • Providing homework assignments, upon request by the parent/guardian, for students suspended for 2 or more schooldays; • Prohibiting suspension and/or prohibiting recommendations for expulsion of students in applicable grades, for disrupting school activities or willful defiance 	<p>X Approved charter X Discipline policies and procedures, including policies regarding discipline of students with disabilities</p>	<p>Yes / No</p>	<p>High / Low / No / N/A</p>	
E35	<p>Student discipline procedures comply with due process requirements set forth in Education Code section 47605, charter, and/or discipline policies and procedures, including all requirements for disciplining students with disabilities.</p>	<p>X Discipline policies and procedures, including policies regarding discipline of students with disabilities</p> <ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	<p>Yes / No</p>	<p>High / Low / No / N/A</p>	
E36	<p>Charter school has not disproportionately suspended or</p>	<p>X Discipline data X Discipline policies and procedures, including policies regarding discipline</p>	<p>Yes / No</p>	<p>High / Low /</p>	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	expelled students of certain racial or ethnic backgrounds, or students with disabilities.	of students with disabilities		No / N/A	
Health and Safety					
E37	Charter School has adopted and annually updates its school safety plan, addressing fire emergencies, earthquakes, criminal incidents, accidents, injuries, and other threats to the health and safety of students and staff, consistent with Education Code requirements applicable to charter schools.	X School safety plan	Yes / No	High / Low / No / N/A	
E38	Staff has been trained in health, safety, and emergency procedures, and appropriate first aid supplies are kept on hand.	X Training sign-in sheets <ul style="list-style-type: none"> • Observation of main office 	Yes / No	High / Low / No / N/A	
E39	Charter school has a policy/procedure for visitors to enter and leave campus.	<ul style="list-style-type: none"> • Policy or procedure 	Yes / No	High / Low / No / N/A	
E40	Charter school provides for the screening of pupils’ vision, hearing, screening for scoliosis, and required immunizations.	<ul style="list-style-type: none"> • Records of student screenings 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E41	If charter school serves students in grades 7-12, governing board has adopted Suicide Prevention Policy that was created in conjunction with stakeholders, specifically lists its high-risk groups, addresses the needs of those high-risk students, and was updated in the last 5 years.	X Suicide Prevention Policy (7-12) • Board meeting minutes	Yes / No	High / Low / No / N/A	
E42	If charter school serves students in grades K-6, governing board has adopted Suicide Prevention Policy that was created in conjunction with stakeholders, specifically lists its high-risk groups, addresses the needs of those high-risk students, is age appropriate and delivered and discussed in a manner that is sensitive to needs of young pupils, and written to ensure proper coordination and consultation with the county mental health plan if a referral is made for mental health or related services on behalf of a student who is a Medi-Cal beneficiary.	X Suicide Prevention Policy (K-6) • Board meeting minutes	Yes / No	High / Low / No / N/A	
E43	If charter school qualifies for FRPL for all meals that it provides, it has applied to provide a universal meal service to all students at the school, or, if not, has submitted a governing board resolution to the state claiming a fiscal hardship	• Application for universal meal service • Board resolution	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	(with evidence that those finding are reviewed in a public meeting every 4 years), as provided in Education Code section 49564(c).				
E44	Charter school provides two meals free of charge during each schoolday to any student who requests a meal, without consideration of eligibility for FRPL, with a maximum of one free meal for each meal service period.	<ul style="list-style-type: none"> Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E45	If a nonclassroom-based charter, charter school provides at least one meal per day to students who qualify for FRPL, if they are scheduled for educational activities lasting two or more hours at the school site, resource center, meeting space, or other satellite facility operated by the charter school.	<ul style="list-style-type: none"> Executive director (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E46	Charter school posts on its website in a prominent, conspicuous location, the Title IX information, including the name and contact number/e-mail for the Title IX Coordinator for that school, required suicide prevention policies, policies and procedures on sexual harassment, anti-discrimination, anti-harassment, anti-intimidation, anti-bullying, and anti-cyberbullying, and a section on social	<ul style="list-style-type: none"> Screenshot from website 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	medial bullying.				
E47	If charter school serves students in grades 7-12, it provides comprehensive sexual health and HIV prevention education, as required by Education Code section 51930, et seq.	X Sexual health and HIV prevention education course description	Yes / No	High / Low / No / N/A	
E48	Charter school has developed methods for informing parents/guardians of students in grades 6-12 regarding human trafficking prevention resources, as required by Education Code section 49381.	X Policy or other description of method for informing parents/guardians	Yes / No	High / Low / No / N/A	
E49	If charter school sponsors or hosts an on-campus event that is not part of an interscholastic athletic program in or around a swimming pool, ensure there is at least one adult with a valid certification of CPR training to be present throughout the duration of the event.	<ul style="list-style-type: none"> • Record of valid certification for designated adult 	Yes / No	High / Low / No / N/A	
E50	If charter school submits an affidavit to the State Superintendent of Instruction due to an emergency condition that resulted in a school closure for an event occurring after September 1, 2021, it shall certify that it has a plan for which independent study will be offered, and	<ul style="list-style-type: none"> • Executive director (or equivalent) interview • Affidavit • Independent study plan • Public health or safety order 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	provide a copy of an applicable state or local public health or public safety order that required campus closure.				
E51	On and after January 1, 2023, charter school provides the CDE type 1 diabetes informational materials to parents/guardians either when a student is first enrolled in elementary school, or with other required notices provided pursuant to Ed. Code section 48980 at the start of the first semester or quarter.	<ul style="list-style-type: none"> • Notice 	Yes / No	High / Low / No / N/A	
<u>Parent Notifications</u>					
E52	Charter school provides a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act.	X Notice	Yes / No	High / Low / No / N/A	
E53	If charter school serves students in 11th grade, parents of those students are notified by January 1st that the student will be deemed a Cal Grant applicant unless the student opts out, as required by Education Code section 69432.9(d)(1).	X Notice	Yes / No	High / Low / No / N/A	
E54	If charter school serves students in 12th grade, parents of those students are	X Notice	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	notified of student’s GPA by October 1st, as required by Education Code section 69432.9(c)(2).			No / N/A	
E55	Charter school notifies parents at least twice a year regarding how to initiate access to available student mental health services on campus or in the community.	X Notice	Yes / No	High / Low / No / N/A	
E56	Charter school ensures all 12 th grade students either (1) complete and submit the FAFSA, or (2) if the student is exempt from paying nonresident tuition, complete and submit the Student Aid Commission form for purposes of the California Dream Act, unless the student opts out per Ed. Code section 51225.7(c), or is deemed to be exempt by the charter school per Ed. Code section 51225.7(d).	X Direction to complete FAFSA/Student Aid Commission form submission and/or opt-out form	Yes / No	High / Low / No / N/A	
E57	If charter school receives funding from the American Rescue Plan Elementary and Secondary School Emergency Relief, it shall annually administer the CDE housing questionnaire to all parents/guardians of students and to all unaccompanied youths, and report the results to the CDE.	• Notice	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E58	If 15% or more of the students enrolled in the charter school speak a single primary language other than English, requires all notices, reports, statements, or records sent to the parent/guardian to be written in English and the primary language, and authorizes the parent/guardian to respond either in English or the primary language.	<ul style="list-style-type: none"> • Executive director (or equivalent) interview X Copies of sample notices, reports, statements, or records sent to parents/guardians	Yes / No	High / Low / No / N/A	
<u>Student Records</u>					
E59	Charter school maintains comprehensive records regarding its students.	X Roster of students, including name, grade level, school district of residence, county of residence, parent/guardian name, and contact number	Yes / No	High / Low / No / N/A	
E60	Charter school maintains student records, including special education records, in a confidential and secure location.	X Policy regarding confidentiality of student records <ul style="list-style-type: none"> • Observation of main office 	Yes / No	High / Low / No / N/A	
E61	Charter school has a policy or procedure for parents to review student files, including a log.	X Policy regarding review of records	Yes / No	High / Low / No / N/A	
E62	Charter school has policy or procedure regarding release of student information.	X Policy regarding release of student information	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E63	Teachers have reasonable access to special education records.	<ul style="list-style-type: none"> Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E64	If applicable, charter school updates a former student’s records to include their updated legal name or gender if the charter school receives government-issued documentation that demonstrates the former student’s legal name or gender has been changed. Charter school reissues specified documents conferred upon, or issued to, the former student with the updated legal name or gender, if requested by the former student..	<ul style="list-style-type: none"> Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
Student Retention / Grade Changes / High School Coursework Completion (AB 104)					
E65	If applicable, charter school has permitted an eligible student, for whom a decision to retain is made by the charter school, to be retained in the student’s 2020-21 grade level for the 2021-22 school year.	X Policy <ul style="list-style-type: none"> Instructional leader (or equivalent) interview Record(s) reflecting retention 	Yes / No	High / Low / No / N/A	
E66	Charter school has provided consultation within 30 days of request by a parent or guardian of a student eligible for retention.	<ul style="list-style-type: none"> Instructional leader (or equivalent) interview X Documentation reflecting date of request and date of consultation	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
E67	Charter school, if serving high school students, posted notice on its website and provided written notice to students and parents/guardians of grade change option within 15 days of CDE posting of an application template.	<ul style="list-style-type: none"> • Screenshot of website X Copy of notice (dated)	Yes / No	High / Low / No / N/A	
E68	If applicable, charter school changed student’s transcript and notified student and parent/guardian of change within 15 days of receipt of student’s application.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview X Evidence of notification	Yes / No	High / Low / No / N/A	
E69	If applicable, charter school exempted a student who was in third or fourth year of high school for 2020-21 and who is not on track to graduate in 4 years, from all coursework and other requirements adopted by charter school that are in addition to state’s graduation requirements.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
E70	If applicable, charter school provided opportunity to student in third or fourth year of high school who is not on track to graduate to complete required coursework for state graduation requirements (e.g., completion of fifth year of instruction, credit recovery, etc.).	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview X Evidence of opportunities provided to recoup credit	Yes / No	High / Low / No / N/A	

Name of School: Pacific Coast Academy _____

SPECIAL EDUCATION OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Special Education Program</u>					
S1	Charter school policies and practices ensure appropriate placement for students who are enrolling with IEPs.	<ul style="list-style-type: none"> • Student handbook • Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S2	Charter school policies and practices ensure referral and assessment of students suspected of requiring special education and related services.	<ul style="list-style-type: none"> • Student handbook • Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S3	Charter school policies and practices ensure compliance with IDEA special education timelines.	<ul style="list-style-type: none"> • Student handbook • Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission • Instructional leader (or equivalent) interview 	Yes / No	High / Low / No / N/A	
S4	Students identified as eligible for special education receive services required by	<ul style="list-style-type: none"> • Sample IEPs • Instructional leader (or equivalent) interview 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	their IEPs and 504 plans.			No / N/A	
S5	All required members of IEP teams attend IEP meetings.	<ul style="list-style-type: none"> • Sample IEPs 	Yes / No	High / Low / No / N/A	
S6	Charter school does not enroll a disproportionately small number of students with disabilities.	<ul style="list-style-type: none"> • Data demonstrating percentage of students with disabilities in charter school 	Yes / No	High / Low / No / N/A	
S7	Charter school ensures that special education funds are not used to serve students identified for accommodations under Section 504.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	xxxxx
S8	Board and charter school administration are aware of and familiar with the terms of the special education MOU between the District and the charter school.	<ul style="list-style-type: none"> • Special Education MOU • Review of agenda and minutes • Board President interview 	Yes / No	High / Low / No / N/A	
S9	Charter school has fulfilled its obligations under the MOU, including the submission of any required documentation to the authorizer.	<ul style="list-style-type: none"> • Records of authorizer 	Yes / No	High / Low / No / N/A	

Name of School: Pacific Coast Academy

PERSONNEL OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
<u>All Employees</u>					
P1	Charter school employee handbook and policies are consistent with approved charter and any MOUs.	X Employee handbook X Employee policies X Approved charter X Employment-related MOUs	Yes / No	High / Low / No / N/A	
P2	Charter school employee handbook and policies guarantee fair hiring practices.	X Employee handbook X Employee policies	Yes / No	High / Low / No / N/A	
P3	Charter school enters employment contracts with all persons hired to work at school.	X Sample employment contracts	Yes / No	High / Low / No / N/A	
P4	All employees have been fingerprinted, including Department of Justice background checks.	X Documentation of fingerprint clearance for all employees	Yes / No	High / Low / No / N/A	
P5	All employees have passed TB test and results are current.	X Documentation of current TB test results for all employees	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
P6	All employees have undergone AB 1432 Child Abuse Neglect and Reporting training within first 6 weeks of school or 6 weeks of employment.	X Certificates of training	Yes / No	High / Low / No / N/A	
P7	If charter school employs 50+ employees, all supervisors have undergone anti-harassment training, including harassment based on sexual orientation and gender identity and expression.	X Certificates of training	Yes / No	High / Low / No / N/A	
P8	Charter school provides federally required training to school personnel providing services to youth experiencing homelessness at least annually.	<ul style="list-style-type: none"> • Certificates of training 	No	High / Low / No / N/A	The District has developed a plan to identify homeless youth and staff who work with identified students and will provide training for staff in the 23-24 SY.
P9	Charter school has DFEH poster regarding transgender rights posted in a prominent and accessible location.	X Observation of main office /website	Yes / No	High / Low / No / N/A	
P10	If charter school employs 20+ employees, it provides up to 12 weeks of job-protected, unpaid parental leave.	X Employee handbook	Yes / No	High / Low / No / N/A	
P11	If charter school employs 25+ employees, it provides protected leave and sick leave as	X Employee handbook	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	it pertains to child and relative care laws.			No / N/A	
P12	Governing board approves personnel actions.	<ul style="list-style-type: none"> Governing board minutes 	No	High / Low / No / N/A	
<u>Certificated Employees</u>					
P13	Charter school employs sufficient teaching staff to satisfy terms of approved charter and applicable law.	<ul style="list-style-type: none"> X Staff organizational chart X Approved charter X Operations MOU 	Yes / No	High / Low / No / N/A	
P14	Charter school provides teachers with professional development opportunities.	<ul style="list-style-type: none"> X Professional development calendar X Professional development session agenda X Teacher interviews 	Yes / No	High / Low / No / N/A	
P15	Teachers providing instruction in core subject areas have the required credentials, certifications, qualifying coursework and/or qualifying degree to meet state and federal requirements, terms of approved charter, and any MOUs.	<ul style="list-style-type: none"> X Staff organizational chart X Documentation of credentials, certifications, qualifying coursework, and qualifying degree(s) held by core teachers X Approved charter X Operations MOU 	Yes / No	High / Low / No / N/A	
P16	Teachers have the legally required CLAD or B-CLAD certification to provide instruction to their students.	<ul style="list-style-type: none"> X Staff organizational X Documentation of credentials and certifications held by teachers 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
P17	Teachers providing special education and related services have required credentials, certifications, qualifying coursework and/or qualifying degree .	X Staff organizational chart X Documentation of credentials, certifications, qualifying coursework, and qualifying degree(s) held by special education teachers	Yes / No	High / Low / No / N/A	
P18	Charter school leadership conducts regularly, timely evaluations of teachers.	X Sample evaluations X Teacher interviews	Yes / No	High / Low / No / N/A	
<u>Classified Employees</u>					
P19	Classified employees who provide instructional support in core subject areas, special education, and English language learning meet state and federal requirements, terms of approved charter, and any MOUs.	X Staff organizational chart X Documentation of qualifications held by classified aides X Approved charter X Operations MOU	Yes / No	High / Low / No / N/A	
<u>Miscellaneous</u>					
P20	If charter school employs school security officers or security guards working on school property, provide required training course during regular work hours.	<ul style="list-style-type: none"> • Certificates of training 	Yes / No	High / Low / No / N/A	

Name of School: Pacific Coast Academy _____

OPERATIONS AND FACILITIES OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Maintenance of Facilities</u>					
O1	A designated person is responsible for overseeing operations and facilities management.	<ul style="list-style-type: none"> • Staff organizational chart 	Yes / No	High / Low / No / N/A	
O2	Facilities are adequate for number of students and types of programs.	<ul style="list-style-type: none"> • Capacity chart for campus facilities • Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
O3	Charter school has process for routine inspections of grounds to ensure that they remain in good condition and free from mold and other hazardous substances.	<ul style="list-style-type: none"> • Inspection logs • Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Legal Compliance</u>					
O4	All facilities meet Americans with Disabilities Act requirements.	<ul style="list-style-type: none"> • ADA certification 	Yes / No	High / Low / No / N/A	
O5	All single-user restrooms have been	<ul style="list-style-type: none"> • Operations manager (or equivalent) interview 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	designated as all-gender restrooms.			No / N/A	
O6	Charter school has developed asbestos management plan in accordance with the Asbestos Hazard Emergency Response Act.	<ul style="list-style-type: none"> • Asbestos Management Plan 	Yes / No	High / Low / No / N/A	
O7	Charter school has certificate of occupancy on file.	<ul style="list-style-type: none"> • Certificate of occupancy 	Yes / No	High / Low / No / N/A	
O8	Charter school has conditional use permit on file, as applicable.	<ul style="list-style-type: none"> • Conditional use permit 	Yes / No	High / Low / No / N/A	
O9	Charter school has safety inspection by local fire department on file.	<ul style="list-style-type: none"> • Safety inspection by local fire department 	Yes / No	High / Low / No / N/A	
O10	If charter school participates in an interscholastic athletic program, it has a written emergency action plan and at least one automated external defibrillator for the school.	<ul style="list-style-type: none"> • Emergency action plan • Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
O11	If charter school serves any grades 6-12, it stocks restrooms with an adequate supply of free menstrual products, available and	<ul style="list-style-type: none"> • Operations manager (or equivalent) interview 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
	accessible, free of cost, in all women's restrooms and all-gender restrooms, and in at least one men's restroom, at all times, and post designated notice.	<ul style="list-style-type: none"> Notice regarding provision of menstrual products and contact information for designated employee 		No / N/A	
O12	If charter school is aware of a lactating pupil, it has made accommodations for lactation other than a restroom and has provided a place to safely store milk.	<ul style="list-style-type: none"> Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	
O13	Charter school has adequate insurance coverage that names the District as additional insured, as applicable.	<ul style="list-style-type: none"> Certificates of insurance 	Yes / No	High / Low / No / N/A	
O14	Charter school has provided assurance that it complies with the geographic and site limitations under Education Code sections 47605 and 47605.1, as recently amended by Assembly Bill 1507.	<ul style="list-style-type: none"> Operations manager (or equivalent) interview Designation of any charter facilities (e.g., resource centers, etc.) Review of addresses of facilities 	Yes / No	High / Low / No / N/A	
O15	Charter school has identified all facilities and their respective locations, including those that are available for use by students enrolled in the charter school for any purpose related to the charter school's educational program (whether or not such facility(ies) is/are owned, leased, rented, or subleased by the charter school	<ul style="list-style-type: none"> List of facilities Operations manager (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	or a different entity).				
O16	Charter school has not added or begun using any new or different facilities that are not identified in the most recent charter petition or material revision (as applicable) approved by the District’s governing board.	<ul style="list-style-type: none"> • List of facilities • Operations manager (or equivalent) interview • Authorizer records 	Yes / No	High / Low / No / N/A/	
O17	Charter school has revised bell schedules to ensure middle school begins no earlier than 8:00 a.m., and high school begins no earlier than 8:30 a.m. (as applicable to grade levels served).	<ul style="list-style-type: none"> • Bell schedule 	Yes / No	High / Low / No / N/A	
O18	If charter school plans to hold a career or college fair, provide notice to each apprenticeship program in the same county as the charter school of the planned date/time and location of the fair.	<ul style="list-style-type: none"> • Notice(s) to apprenticeship programs (if applicable) 	Yes / No	High / Low / No / N/A	
O19	Charter school ensures any contracting entities obtain criminal records summaries for any employee who interacts with students, outside of the immediate supervision and control of the student’s parent/guardian or charter	<ul style="list-style-type: none"> • Operations manager (or equivalent) interview • Affidavit and/or certification from contracting entities of criminal records summaries (as applicable) 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [<u>Note</u> : The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No [Indicate N/A if applicable.]	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a "No" response to the "Submitted?" category. Also required for a "High" or "Low" response to "Level of Concern" category.]
	school employee.				

FISCAL AND BUSINESS SYSTEMS OVERSIGHT CHECKLIST

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
<u>Budget, Accounting, and Financial Reporting</u>					
F1	Governing board policies address budget, accounting, and financial reporting.	<ul style="list-style-type: none"> Board policies 	Yes / No	High / Low / No / N/A	
F2	Current budget has been approved by the governing board.	<ul style="list-style-type: none"> Current/adopted budget Board meeting minutes 	Yes / No	High / Low / No / N/A	
F3	Charter school has clear process for reviewing and revising the budget (e.g., in light of changes in student enrollment or operations), including governing board approval.	<ul style="list-style-type: none"> Board meeting minutes Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F4	Charter school’s Local Control and Accountability Plan (LCAP) or annual update aligns with LCFF Calculator.	<ul style="list-style-type: none"> LCAP or annual update LCFF Calculator 	Yes / No	High / Low / No / N/A	
F5	Budget provides for all financial obligations.	<ul style="list-style-type: none"> Current budget 	Yes / No	High / Low / No / N/A	
F6	Governing board approves all required	<ul style="list-style-type: none"> Required financial reports Board meeting minutes 	Yes / No	High / Low /	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	financial reports.			No / N/A	
F7	On or before July 1st, the charter school submits the adopted budget and estimated current year actuals to the authorizer.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F8	On or before December 15th, the charter school submits the interim financial report to the authorizer.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F9	On or before March 15th, the charter school submits the second interim financial report to the authorizer.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F10	On or before September 15th, the charter school submits the final unaudited actuals report for the full prior year.	<ul style="list-style-type: none"> • Proof of submission 	Yes / No	High / Low / No / N/A	
F11	Charter school maintains separate accounts for restricted revenues and expenditures.	<ul style="list-style-type: none"> • Financial records 	Yes / No	High / Low / No / N/A	
F12	Charter school regularly prepares cash flow projections to ensure that it has sufficient funds to meet its financial obligations.	<ul style="list-style-type: none"> • Financial records 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
F13	Charter school’s business accounting system complies with state accounting and reporting requirements.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F14	On or before December 30, 2021, the charter school develops and adopts a plan delineating the expenditure of the Educator Effectiveness Block Grant.	<ul style="list-style-type: none"> Expenditure plan 	Yes / No	High / Low / No / N/A	
Audit					
F15	Charter school has selected a state-approved auditing firm, and annually submits independent auditor selection certification and contract to authorizer and county office of education by March 31st.	<ul style="list-style-type: none"> Proof of submission of auditor certification and contract Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F16	Charter school has developed auditing schedule/timeline.	<ul style="list-style-type: none"> Auditing schedule/timeline 	Yes / No	High / Low / No / N/A	
F17	Charter school has submitted prior year’s financial audit to authorizer.	<ul style="list-style-type: none"> Previous year’s audit Proof of submission 	Yes / No	High / Low / No / N/A	
F18	Charter school has developed and implemented plan of corrective action for each audit finding and recommendation, as	<ul style="list-style-type: none"> Corrective plan of action Director of finance (or equivalent) interview – 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	applicable.				
<u>Financial Condition</u>					
F19	Charter school maintains an appropriate level of reserves for economic uncertainties.	<ul style="list-style-type: none"> Financial records. Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F20	Charter school prepares three-year financial projections (current plus two subsequent years) based on reasonable assumptions and includes all long-term debt obligations.	<ul style="list-style-type: none"> Financial records Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F21	Based on the projections, charter school will be able to meet its financial obligations and maintain an appropriate level of reserves in the current and two subsequent fiscal years.	<ul style="list-style-type: none"> Financial records Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F22	Charter school is not a party to any current or pending litigation/disputes that would affect the charter school’s financial position.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	Pacific Coast Academy is part of a larger, ongoing FCMAT investigation of the Inspire organization. Pacific Coast Academy has been fully compliant and cooperative and has provided all documents requested. However, it is not known if the results of the investigation will have a negative impact on the school.
F23	Charter school maintains a written policy	<ul style="list-style-type: none"> Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	regarding the process to identify, address, and monitor risks of fraud.	<ul style="list-style-type: none"> Written policy regarding fraud 			
F24	Charter school is not aware of actions of fraud, or allegations of fraud, within the charter school that would affect cash, expenditures, and/or investments.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
Cash Receipts					
F25	Charter school has policies addressing cash receipts.	<ul style="list-style-type: none"> Cash receipt policy – 	Yes / No	High / Low / No / N/A	
F26	Charter school maintains records of all monies received (e.g., issues receipts).	<ul style="list-style-type: none"> Cash receipt policy Sample records of cash receipts Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F27	Charter school deposits monies in a timely manner.	<ul style="list-style-type: none"> Cash receipt policy Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F28	Charter school maintains records of deposits of all monies.	<ul style="list-style-type: none"> Cash receipt policy Sample records of cash deposits Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F29	Charter school reconciles bank statements to ensure receipt and deposit of monies is	<ul style="list-style-type: none"> Cash receipt policy Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	accurately reported.				
F30	Charter school’s board has adopted a resolution or formally approved any interfund transfers via the due to/due from process, which details all material facts related to such transfers.	<ul style="list-style-type: none"> Board-adopted resolution and/or meeting minutes evidencing formal approval of interfund transfer(s). 	Yes / No	High / Low / No / N/A	
<u>Disbursements</u>					
F31	Charter school has policies addressing disbursements.	<ul style="list-style-type: none"> Disbursement policy 	Yes / No	High / Low / No / N/A	
F32	Disbursements require all of the following: (1) an original invoice from the vendor; (2) a receiving document; (3) appropriate approval of the purchase; and (4) ratification by the governing board, if amount exceeds maximum dollar amount set forth in charter school policy.	<ul style="list-style-type: none"> Disbursement policy Director of finance (or equivalent) interview – 	Yes / No	High / Low / No / N/A	
F33	Checks are signed by authorized employees.	<ul style="list-style-type: none"> Disbursement policy Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F34	Charter school has adopted a system to maintain vendor payment information for preparation of 1099s.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	

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F35	Charter school has segregated duties between purchasing, receiving, and accounts payable.	<ul style="list-style-type: none"> • Staff organizational chart • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
<u>Payroll</u>					
F36	Charter school has a salary schedule or other satisfactory salary structure.	<ul style="list-style-type: none"> • Salary schedule (Binder 6, Tab 21) 	Yes / No	High / Low / No / N/A	
F37	Tax deposits are completed in a timely manner.	<ul style="list-style-type: none"> • Proof of tax deposits • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F38	Earnings are properly recorded for retirement reporting to Social Security, PERS, STRS.	<ul style="list-style-type: none"> • Proof of recording of earnings • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F39	Charter school has system to provide STRS data to authorizer.	<ul style="list-style-type: none"> • Proof of submission of STRS data • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F40	Charter school has system to maintain employee earning records for preparation of W-2s.	<ul style="list-style-type: none"> • Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F41	Charter school adheres to provisions of any leased staff (non-instructional only) agreement or MOU, including invoicing for	<ul style="list-style-type: none"> • Leased Staff Agreement • Invoicing of leased staff • Evidence of Board approval of invoices. 	Yes / No	High / Low / No / N/A	

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	every leased staff member and Board approval of same.				
Equipment Inventory					
F42	Charter school has policies addressing the purchase and maintenance of equipment.	<ul style="list-style-type: none"> Equipment purchase and maintenance policy 	Yes / No	High / Low / No / N/A	
F43	Charter school maintains an equipment inventory that is physically located on each site.	<ul style="list-style-type: none"> Equipment inventory 	Yes / No	High / Low / No / N/A	
F44	Equipment purchased with federal funds is properly identified.	<ul style="list-style-type: none"> Director of finance (or equivalent) interview 	Yes / No	High / Low / No / N/A	
Student Attendance (All Schools)					
F45	Charter school uses a generally approved attendance accounting system.	<ul style="list-style-type: none"> Screenshot of attendance accounting system 	Yes / No	High / Low / No / N/A	
F46	There is a designated staff person responsible for administering attendance.	<ul style="list-style-type: none"> Staff organizational chart 	Yes / No	High / Low / No / N/A	
F47	Charter school calendar includes a minimum of 175 instructional days.	<ul style="list-style-type: none"> School calendar 	Yes / No	High / Low / No / N/A	

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F48	Charter school class/bell schedule ensures minimum instructional minutes (36,000 for K, 50,400 for 1st - 3rd, 54,000 for 4th - 8th, 64,800 for 9th - 12th).	<ul style="list-style-type: none"> Class/bell schedule (Binder 6, Tab 29) 	Yes / No	High / Low / No / N/A	
F49	Student absences are excluded from apportionment days.	<ul style="list-style-type: none"> Attendance reports Attendance clerk (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F50	Charter school only claims ADA for teachers who hold an appropriate credential or certificate.	<ul style="list-style-type: none"> Attendance reports Attendance clerk (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F51	Charter school submits P1, P2, and P3 attendance reports to authorizer, along with back-up documents.	<ul style="list-style-type: none"> Proof of submission 	Yes / No	High / Low / No / N/A	
F52	Charter school has clear procedures for enrolling students, and confirming that students are not enrolled elsewhere to avoid dual enrollment.	<ul style="list-style-type: none"> Enrollment and disenrollment policies and procedures 	Yes / No	High / Low / No / N/A	
F53	Charter school has clear procedures for disenrolling students and providing notification to the student’s district of residence.	<ul style="list-style-type: none"> Enrollment and disenrollment policies and procedures 	Yes / No	High / Low / No / N/A	

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F54	Charter school has clear procedures for claiming and reporting ADA to the state.	<ul style="list-style-type: none"> • Policies and procedures related to claiming and reporting ADA 	Yes / No	High / Low / No / N/A	
F55	Charter school ensures that students are not enrolled in more than one track for which it claims apportionment.	<ul style="list-style-type: none"> • Attendance clerk (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F56	Any changes in enrollment/ADA from school year to school year are reasonable and do not exceed threshold under Operations MOU that would trigger the need for a material revision to the charter.	<ul style="list-style-type: none"> • Teacher roster and monthly ADA reports 	Yes / No	High / Low / No / N/A	
<u>Student Attendance (Schools Offering Independent Study)</u>					
<u>Requirements Applicable to All Independent Study Programs</u>					
F57	The program of each student in independent study is overseen by a certificated employee as is required by Education Code section 51747.5(a) and 51749.5(a)(3).	<ul style="list-style-type: none"> • Student enrollment report • Staff organizational chart • Independent study parent interview • Independent study teacher interview 	Yes / No	High / Low / No / N/A	
F58	Charter school meets ratio of ADA to FTE certificated employees required by Education Code section 51745.6(d) and 51749.5(a)(13) (i.e., 25:1 or ratio in largest unified school	<ul style="list-style-type: none"> • Student enrollment report • Staff organizational chart 	Yes / No	High / Low / No / N/A	

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	district).	<ul style="list-style-type: none"> Independent study coordinator (or equivalent) interview Independent study teacher interview 			
F59	In accordance with Education Code sections 51745(c) and 51749.5(a)(7), students with IEPs do not participate in independent study unless their IEPs provide for that placement.	<ul style="list-style-type: none"> IEP review Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F60	In accordance with Education Code sections 51747.3(a) and 51749.5(a)(6), charter school does not provide any funds or other things of value to students who attend independent study programs (or their parents/guardians) that it does not provide to students who attend classroom-based programs (or their parents/guardians).	<ul style="list-style-type: none"> Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F61	In accordance with Education Code sections 51747.3(c) and 51749.5(a)(6), charter school claims ADA only for students who are residents of the county in which the apportionment claim is reported, or who are residents of a county immediately adjacent to the county in which the apportionment claim is reported.	<ul style="list-style-type: none"> Independent study coordinator (or equivalent) interview Student enrollment report 	Yes / No	High / Low / No / N/A	

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F62	Pursuant to Education Code section 47634.2, charter school has submitted a determination of funding form, and SBE subsequently issued a determination of funding.	<ul style="list-style-type: none"> • Request for determination of funding • SBE determination of funding 	Yes / No	High / Low / No / N/A	
F63	Charter school has a process to track the number of pupils participating in independent study for 15 or more school days.	<ul style="list-style-type: none"> • Independent study coordinator (or equivalent) interview • Record of student participation in independent study (e.g., attendance tracking chart) 	Yes / No	High / Low / No / N/A	
F64	Charter school retains evidence of satisfactory educational progress for each independent study student, including a file of representative samples of each student’s work products (signed/initialed and dated by supervising teacher).	<ul style="list-style-type: none"> • Sample grade books • Sample transcripts • Work samples • Independent study parent interview 	Yes / No	High / Low / No / N/A	
F65	<p>In accordance with Section 51747(e) and 51749.5(a)(4)(C), charter school offers opportunities for live and synchronous instruction as follows:</p> <ul style="list-style-type: none"> • Transitional kindergarten and grades 1 to 3: Daily synchronous instruction. 	<ul style="list-style-type: none"> • Board policy • Independent study coordinator (or equivalent) interview • Independent study parent interview • Independent study teacher interview • Record of student participation in 	Yes / No	High / Low / No / N/A	

No.	Compliance Area	Evidence to Review [Note: The charter school may be asked to provide additional documentation for any of the compliance areas.]	Submitted? Yes / No	Level of Concern High / Low / No / N/A	Findings/Comments [Required for a “No” response to the “Submitted?” category. Also required for a “High” or “Low” response to “Level of Concern” category.]
	<ul style="list-style-type: none"> Grades 4 to 8: Opportunities for both daily live interaction and at least weekly synchronous instruction. Grades 9 to 12: Opportunities for at least weekly synchronous instruction. 	independent study (e.g., attendance tracking chart)			
<u>Traditional Independent Study</u>					
F66	<p>Governing board has adopted and implemented written policy addressing each of the requirements in Education Code section 51747:</p> <ul style="list-style-type: none"> Max length of time that may elapse between IS assignment and completion Level of satisfactory educational performance and number of missed assignments allowed before evaluation Provision of content aligned to grade level standards Procedures for tiered reengagement strategies Plan to provide synchronous instruction and live interaction for applicable grade level spans 	<ul style="list-style-type: none"> Board policy 	Yes / No	High / Low / No / N/A	

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	<ul style="list-style-type: none"> ● Plan for transition to in-person instruction (if applicable) ● Requirement for current written agreement to be maintained on file 				
F67	<p>Current written agreement is on file for each independent study student that contains the information required by Education Code section 51747(g):</p> <ul style="list-style-type: none"> ● Manner, time, frequency, and place for submitting assignments, reporting academic progress, and communicating with parent/guardian re: academic progress of student ● Objectives and methods of study for student’s work and methods to evaluate that work ● Specific resources available to the student (including access to connectivity and devices to participate and complete work) ● Statement re: max time between assignment and completion, level of satisfactory progress, and number of missed assignments allowed before evaluation ● Duration of independent study agreement, including beginning and ending dates 	<ul style="list-style-type: none"> ● Sample agreements ● Independent study parent interview ● Independent study teacher interview 	Yes / No	High / Low / No / N/A	

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	<ul style="list-style-type: none"> ● Statement of number of course credits or measures of academic accomplishment to be earned ● Statement of academic and other supports to be provided to address student needs if not performing at grade level ● Statement that independent study is optional and no student is required to participate ● Signed by required persons (including certificated employee designated as having responsibility for the special education programming of the student, if any) 				
F68	Charter school claims apportionment credit for independent study (1) only to the extent of the time value of student work products, as personally judged in each instance by a certificated teacher, or (2) the combined time value of student work product and student participation in synchronous instruction .	<ul style="list-style-type: none"> ● Credit register ● Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F69	Charter school maintains daily/hourly attendance credit register (separate from classroom attendance records) on a current basis as time values of student work products are evaluated by certificated teachers.	<ul style="list-style-type: none"> ● Credit register ● Independent study coordinator (or equivalent) interview ● Independent study parent interview 	Yes / No	High / Low / No / N/A	

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		<ul style="list-style-type: none"> Independent study teacher interview 			
F70	As is required by Education Code section 51747.5(c), charter school documents each student’s participation in live interaction and synchronous instruction on each schoolday, as applicable, in whole or in part, for which independent study is provided.	<ul style="list-style-type: none"> Independent study coordinator (or equivalent) interview Independent study parent interview Independent study teacher interview Record of student participation in independent study (e.g., attendance tracking chart) 	Yes / No	High / Low / No / N/A	
<u>Course-Based Independent Study</u>					
F71	<p>Governing board has adopted and implemented written policy addressing each of the requirements in Education Code section 51749.5:</p> <ul style="list-style-type: none"> Requirement that a signed independent study agreement is kept on file Courses are taught under supervision of certificated employee Courses are annually certified and provide required daily live and synchronous instructional opportunities 	<ul style="list-style-type: none"> Board policy Evidence of annual certification of courses (e.g., Board resolution) 	Yes / No	High / Low / No / N/A	

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	<ul style="list-style-type: none"> ● Plan to provide synchronous instruction and live interaction for applicable grade level spans ● Students meet age, residency, and enrollment requirements ● Students with IEPs only participate if pursuant to IEP ● Temporarily disabled pupils do not receive individual instruction through independent study ● Process to determine satisfactory educational progress ● Procedures for tiered reengagement strategies ● Plan to transition to in-person instruction if requested by family ● Requirement that proctor administer exams ● Process to report, credit, and disaggregate statewide testing results ● Statement that independent study is optional ● Statement regarding permissible ratio of ADA to FTE certificated employees ● Statement regarding compliance with legally required instructional minute minimums ● Prohibition on only offering required courses through independent study ● Prohibition on student fees 				

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	<ul style="list-style-type: none"> Prohibition on excluding students for lack of materials, equipment, or internet access 				
F72	Charter school annually certifies independent study courses as being of the same rigor and educational quality as classroom-based courses, including information regarding instructional minutes and opportunities for live and synchronous instruction, as required by Education Code section 51749.5(a)(4).	<ul style="list-style-type: none"> Evidence of annual certification of courses (e.g., Board resolution) Independent study teacher interview 	Yes / No	High / Low / No / N/A	
F73	Students enrolled in course-based independent study courses meet the applicable age requirements established pursuant to Sections 46300.1, 46300.4, 47612, and 47612.1.	<ul style="list-style-type: none"> Board policy Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	
F74	Charter school does not offer courses required for high school graduation or UC or Cal State admission exclusively through independent study, as prohibited by Education Code section 51749.5(a)(15).	<ul style="list-style-type: none"> List of course offerings 	Yes / No	High / Low / No / N/A	
F75	Charter school claims apportionment as follows: <ul style="list-style-type: none"> For each schoolday, add the combined equivalent daily 	<ul style="list-style-type: none"> Credit register Independent study coordinator (or equivalent) interview 	Yes / No	High / Low / No / N/A	

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	<p>instructional minutes, as certified in the annual course certification, for course-based independent study courses in which the student is enrolled.</p> <ul style="list-style-type: none"> ● For each schoolday, add the combined daily instructional minutes of courses authorized by all other laws and regulations in which the student is enrolled and for which the student meets applicable attendance requirements (e.g., minutes from any in-person class or other program in which the student is enrolled). ● For each schoolday, add the sums of the two bullet points above. ● If the resultant sum meets applicable minimum school day requirements, credit each schoolday that the student is demonstrating satisfactory educational progress (up to one unit of ADA per day). <p>If more than 10 percent of the total ADA of the charter school is claimed pursuant to this section, then the amount of ADA for all pupils in courses authorized pursuant to this section that is in excess of 10 percent of the total ADA for the charter school shall be reduced by either (A) the statewide average rate of absence for elementary school districts for</p>				

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	<p>kindergarten and grades 1 to 8, inclusive, or (B) the statewide average rate of absence for high school districts for grades 9 to 12, inclusive, as applicable, as calculated by the department for the prior fiscal year, with the resultant figures and ranges rounded to the nearest 10th.</p>				
F76	<p>Current written agreement is on file for each independent study student that contains the information required by Education Code section 51749.6:</p> <ul style="list-style-type: none"> ● Summary of Board policy ● Duration of the enrolled course(s), duration of the independent study agreement (max 1 year), and the number of course credits for each enrolled course ● Statement re: learning objectives and expectations for each course, including description of measurement of satisfactory educational progress and when a pupil evaluation is required ● Specific resources available to the student (including access to connectivity and devices to participate and complete work) ● Statement of academic and other supports to be provided to address student needs if not performing at 	<ul style="list-style-type: none"> ● Sample agreements ● Independent study parent interview ● Independent study teacher interview 	Yes / No	High / Low / No / N/A	

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	<p>grade level or need for support in other areas</p> <ul style="list-style-type: none"> ● Statement that independent study is optional and no student is required to participate ● Manner, time, frequency, and place for submitting assignments, reporting academic progress, and communicating with parent/guardian re: academic progress of student ● Objectives and methods of study for student’s work and methods to evaluate that work ● Statement re: max time between assignment and completion, level of satisfactory progress, and number of missed assignments allowed before evaluation ● Statement of number of course credits or measures of academic accomplishment to be earned ● Signed by required persons 				