



Small School Districts' Association

PO Box 276045
Sacramento, CA 95827
Tel: (916) 750-0722
www.ssda.org

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Ray Edman, Founder, 1926-2006

SSDA OFFICE

Timothy J. Taylor, Executive Director
(916) 750-0722; tim@ssda.org

**Ashley Slovak, Director, Events &
Corporate Partnerships**
(916) 750-0722; ashley@ssda.org

**Taylor Smith, Director, Communications &
Operations**
(916) 750-0722; taylor@ssda.org

June 29, 2022

Bradley Johnson, Superintendent/CBO
Dehesa School District
4612 Dehesa Rd.
El Cajon, CA 92019

Dear Superintendent Johnson,

The Small School District Association (SSDA) is honored to present this 2021-2022 Dehesa Charter Oversight Report for your review. Continued improvement has proven to be the result of SSDA and Dehesa School District's Professional Services Agreement (PSA) to provide oversight to the charter schools authorized by your District. We are delighted to present this 2021-22 report's summaries and checklists that indicate a trajectory of compliance and best practices leading to an even more successful oversight model.

As our letter with last year's report mentioned, there was statewide interest in replicating the benefits of the Dehesa oversight model. The California Department of Education developed a grant awarded to the Santa Clara County Office of Education in partnership with the California Charter Authorizers Professionals (CCAP) to support charter authorizers' oversight efforts called the California Authorizer Support Initiative (CASI). The focus on improved oversight, as demonstrated by the work in this area that Dehesa and SSDA have accomplished, was instrumental in developing CASI. The leadership from you and Dehesa's governance team will continue to ripple benefits statewide!

The continued benefit of improving the relationships among all involved in this oversight process is evident in the report's data; the number of concerns has continued to drop. The continued improvements of the checklists done by the District's legal counsel have been a valuable and proactive approach to protecting the District. As the two-year window for the waiver to not conduct charter, oversight is coming to an end, hundreds of districts will have to begin oversight and authorization processes beginning next school year. We cannot thank you enough for your leadership and commitment to authorizing and overseeing charter schools to help other districts throughout California.

Here at SSDA, we look forward to continuing to serve your needs and improve the education of all students. I hope you can join CCAP and SSDA at the 2022 authorizing summit in Costa Mesa on June 22-24. I will host a panel, deliver opening remarks, and mention your leadership in this area.

Sincerely,

Tim Taylor
Executive Director
Small School Districts' Association (SSDA)



Dehesa Charter Oversight Report

June 29, 2022

Prepared by the SSDA Charter
Oversight Team for Dehesa
School District

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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.

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, the District again entered into an independent contractor agreement with the Small School Districts' Association (SSDA) to provide professional services to the District for improved charter school oversight using the District's oversight model. The 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.

Once again, the District governance team is to be commended for maintaining its focus on oversight improvement while experiencing severe budget adjustments and COVID-19 pandemic precautions. The District, SSDA, and charter school staff are also to be commended again for their flexibility and focus in the pursuit of improving the oversight of the District's charter schools. Like previous years, oversight processes enjoyed improved communication between SSDA and the charter schools. A significant improvement was more use of a Google drive with shared digital files. Also, a better understanding of the oversight by all parties involved resulted from the awareness provided by the previous two years of oversight experience. Continuity in District leadership again also helped the oversight greatly.

Scope and Process of Oversight

Using the District's updated Dehesa Charter Oversight Documents list, 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
- Method School
- Diego Hills Central
- Cabrillo Point Academy
- Pacific Coast Academy

Using the District's charter oversight process, each of the charter schools were evaluated by the SSDA COT in the following six principal areas during the 2021-2022 school year:

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

This oversight process, began during the summer of 2021 when the District met with the SSDA COT to debrief the 2020-2021 process experience and make adjustments for the 2021-2022 oversight checklist process. Beginning in late October 2020, the District requested from the charter schools a series of documents showing compliance in the six principal areas. Beginning in mid-December 2021, the second phase of the process conducted a detailed compliance checklist review of charter school documents requested by the District. In mid-January 2022 the District arranged virtual and some on-site meeting visits for the DCOT to meet with key charter school personnel, board members, and parents/ guardians of students (as applicable), while completing relevant parts of the master charter oversight checklist. Based on these interviews, and review or analysis of the documentation submitted by the charter schools, the applicable portions of the master charter oversight checklist was assessed for compliance. Due to the COVID-19 pandemic, the visits toward the end of this phase took place mostly online. Considering that the majority of these schools operate in virtual environments, this was a fairly easy adjustment to the oversight process.

Beginning in late March 2022 the fourth phase started when the SSDA COT wrote draft reports evaluating each charter school's compliance in the six principal areas based on the checklists. The SSDA COT reviewed any Notices of Concerns to evaluate whether the charter schools had addressed the issues raised therein. The Checklists were then used to review any current concerns and/or suggest practices to help improvement in the charter schools. In May these SSDA draft reports were then 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

David Patterson, Ed.D., Governanc Lead

Since 2012 Dr. Patterson has been a member on the Placer County Board of Education and also 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 CARSNet (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, 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. The California Charter Schools Association recognized him as the recipient of the "Hart Vision Award for Charter School Leader of the Year" in 2012 and 1998 for outstanding leadership and excellence in education.

Tom Krzmarzick, Finance/Business Lead

Tom Krzmarzick retired as the Assistant Superintendent, Business & Administrative Services from the Bonsall Unified School District. Mr. Krzmarzick recently served as a Board Member for the Elite Academic Academy Charter School, Mountain Empire. Prior to serving at the Bonsall Unified School District, he served as a Financial Consultant for the San Diego County Office of Education reviewing school district fiscal reports and financial health. In addition to reviewing school district's fiscal condition for SDCOE, he developed SELPA Allocation Plans for the East County SELPA and South County SELPAs in San Diego County. Before serving at the San Diego County Office of Education, Mr. Krzmarzick served as CFO for an educational development and support corporation, ETS Pulliam. Mr. Krzmarzick also served as a

Consultant for the San Bernardino County Superintendent of Schools Office in the Business Services Department, as well as serving as Chief of Staff for the Superintendent of Schools for San Bernardino County. Before working in the public school arena, Mr. Krzmarzick served as the Whitehead College Business Manager for the University of Redlands. Mr. Krzmarzick began his career at TRW in Rancho Bernardo, CA serving in various fiscal analysis, project control and business management positions.

Cynthia Free, Personnel Lead

Cynthia Free has 38 years of experience in Educational Services, 31 years being at San Diego County Office of Education HR/Credentials and Livescan Services Department. Her expertise in California state education codes and regulations, payroll, data collection, state audit and accountability are recognized by county human resources and credential departments throughout the state of California. Cynthia's connection and incisive thinking of HR functions in both certificated and classified employment allowed her to create a favorable relationship between the various school district offices and the San Diego County Office of Education.

Because of her knowledge and frontline contact with HR staff, administrators and Superintendents, she was invited to serve on numerous educational task forces, committees, and boards throughout the state. These included the California Commission on Teacher Credentialing (CCTC), California Department of Education (CDE), Personnel Administrators Steering Services Committee (PASSCo), and Credentials Counselors and Analysts of California (CCAC). Her knowledge of the day-to-day functions of district administrators and staff is invaluable.

As a frontline oversight auditor for CCTC and CDE, her focus was to discover discrepancies in certificated and classified employee positions and correct the situation through legal avenues in the California Education Code, support the superintendents in this process, and bring employment practices to their attention. Cynthia developed and implemented training workshops and seminars that were presented to San Diego district offices and other county credential offices to assist in their employment procurement procedures in order to stay in compliance with state assignment monitoring. She developed reporting procedures recognized and shared throughout the state with other county offices. She is recognized throughout the state for her incisive forward-thinking regarding teacher credentialing.

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

After a 35 year career in education, Dr Ganger recently retired from serving as the Superintendent of the Mountain Empire Unified School District where she also provided oversight for several charter schools. With additional background as an assistant superintendent and director in Human Resources, Kathy also brings a wide range experience of district office support, site administration, teaching mathematics, and working in in large as well as small school districts.

Alicia Alvarez, M.Ed., Special Education Lead

Alicia Alvarez has worked in the field of special 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 in working with students with significant disabilities, autism and behavioral challenges. In addition to holding a Masters in special education, Alicia is also a board certified behavior analyst (BCBA) and is completing her clear credential in educational administration.

Alicia taught in a moderate/severe classroom in San Diego Unified School District for 7 years before becoming a Program Specialist overseeing the Autism Coordinated Education Team in Chula Vista Elementary School District. When the team was disbanded after four years due to funding, Alicia went back to the classroom as a resource specialist. During this time, Alicia also began working for the San Diego County Office of Education, supporting teachers who were obtaining their Autism Authorization through SDCOE. This work led Alicia to another program specialist position with the North Coastal Consortium for Special Education (NCCSE) In this role, Alicia supported the special education department in the Oceanside Unified School District. In Oceanside, Alicia supported special education teachers and programs, providing training in evidenced based practices, IEP compliance, behavioral supports, and alternate curriculum and assessment for students with moderate/severe disabilities. Alicia spent five years in Oceanside before obtaining a coordinator position with NCCSE. As a coordinator, Alicia supervised the itinerant teachers of the Deaf and Hard of Hearing (DHH) as well as the preschool, elementary and high school DHH programs. This past year, Alicia transferred to the East County SELPA to be closer to home. She continues to supervise the SELPA itinerant staff and is also the special education coordinator for Dehesa School District.

Justin Cunningham, Ed.D, Facilities/Operations Lead, Project Lead

Through 42 years, Dr. Justin Cunningham has served public education at the site, district, county, regional or state levels. Fifteen of those years were with the San Diego County Office of Education providing services to small school districts, many with charter schools. During nine years as Superintendent of the Bonsall Unified School District, Dr. Cunningham also served, authorized, and revoked charter schools.

Dr. Cunningham was Chair of the Writing Committee for the 1993 Health Framework for California Public Schools, a 1999 Distinguished Educator for the California Department of

Education, the Small School Districts' Association's 2013 Outstanding Superintendent of the Year, and the Classroom of the Future Foundation's 2017 Innovative Superintendent of the Year.

Dr. Cunningham is currently a Personnel Commissioner for the San Dieguito Union High School District, and Project Lead of the Small School Districts' Association's Charter Oversight Team.

Governance Overview for Dehesa

All the five charter schools benefit deeply from the service of dedicated and caring board members. As is expected, each board has its own board culture, and each has its own areas of strength in fulfilling its responsibilities as the legal entity responsible for the governance of their charter. As a result of the Dehesa Elementary School District current comprehensive charter school oversight process that the district has implemented since 2019-20 and the ongoing work of the respective charter school boards, in whole each board is meeting the myriad of technical requirements required of them as the governance body for a charter school in the state of California as well as a number of best practices.

The district is also supporting each of the charter school boards (and their senior leadership) on a deeper level. In addition to meeting the array of legal and process requirements, the district is placing an emphasis on each board's capacity, as a lay board, to assess the three core questions regarding their school(s); Is the school's educational program a success, is the school fiscally viable and is the school operated and governed effectively. As each board increases their capacity to evaluate their students' success and their school(s) effectiveness, they will also increase their capacity to provide the strategic direction, effective oversight and strong leadership that empower the school(s)' leadership and staff to create and sustain culture of quality and a self-sustaining system of continuous improvement.

In addition to the overview of governance, the following specific best practices, which are in place in some schools, will support the overall governance process across all the schools.

- Return to in-person meetings.
- Include a flag salute at the beginning of each meeting.
- Continue to support transparency and public participation by continuing to provide online access and/or a recording of meetings (audio only or full video).
- Online agenda postings that allow quick access to attachments for each agenda item.
- Place language on every 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.
- Ensure access to Board meeting information, board agendas, and board member information appears prominently on the school's home page.
- Ongoing board evaluation of board meeting content to ensure time is devoted to evaluation of student performance and the school's progress in meeting specific goals for its students. If not in place already, consider adopting a board activity calendar that includes significant reviews of academic performance data.
- Through professional development, including but not limited to board study sessions, support board members capacity to evaluate the school's performance in the three core performance areas, educational program, fiscal viability and operations, and governance effectiveness.

Dehesa Charter Oversight Report

The Heights Charter

June 29, 2022

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). Six of the seven board members are current or past parents of students attending the school. The board members bring a wide range of community engagement and professional skills and experience to the board. The school is led by its founder, Executive Director Diana Whyte. The other two members of the leadership team are Kim Koenig, Director of Special Education and Nicky Jones, Assistant Director.

Compliance Concerns

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

- G5 – The board’s review of the Executive Director’s performance is limited and informal. A more formal process with specific goals and miles stones identified will strengthen the board ability to meet its oversight obligations as well as assist the Executive Director by having mutually agreed to goals for the school.
- G17 - Posted board agendas include only the agenda itself, not the attachments. All materials need to be available in the same time frame that they are made available to board members.

Best Practices

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

- Modify the board agenda format to clearly identify public hearings, including language that encourages public input. Examples are hearings related to the LCAP and similar documents.
- 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.
- Continue efforts to promote parent and public participation.
- Address as appropriate for The Heights, the overall Best Practice recommendations made for all schools.

Assigned District Staff Person: Diana Whyte
 Position of Assigned Staff Person: Executive Director

THE HEIGHTS CHARTER 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.	X Articles of Incorporation X Bylaws	Yes	No	
G2	Bylaws are comprehensive, with provisions regarding governing board composition, term limits, powers, meetings, committees, officers, etc.	X Bylaws	Yes	No	Bylaws are comprehensive. The school has contracted with district IT support to post all board policies on the schools. Website.
G3	Any changes to charter or bylaws have been approved by charter school’s governing board and submitted to the authorizer.	X Bylaws X Approved charter	Yes	No	
G4	Charter school has an organizational chart and job descriptions that delineate clear separation of duties and responsibilities.	X Bylaws X Organizational chart X Board President interview	Yes	No	Current organizational charter does not identify the employee in that position. Organizational charts submitted in the future will include this information.
G5	Governing board has a robust, outcomes-based process for evaluating the charter school leader.	X Summary/Timeline of Process to Evaluate School Leader • Confirmation of Completion of School Leader Evaluation X Board president interview	Yes	Low	The formal evaluation process for the Executive Director is limited in scope. The need for a more robust process as well as session planning by the board was discussed with the Board President.

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 X Information available on charter school’s website 	Yes	No	LCAP process provided information about input process.
<u>Composition</u>					
G7	Charter school has a list or roster of governing board members that is publicly accessible.	X List of board members X Information is available on charter school’s website	Yes	No	
G8	Composition of governing board is consistent with approved charter.	X List of board members X Approved charter	Yes	No	
G9	Governing board is diverse and reflects charter school and community population.	X Board member biographies X Description of school and community demographics	Yes	No	
G10	Governing board members have relevant knowledge and experience in key areas, such as education, finance, legal, real estate, and fundraising.	X Board member biographies X Information posted on charter school’s website X Board President interview	Yes	No	

G11	Governing board and charter leadership are free of real and perceived conflicts of interest.	<input checked="" type="checkbox"/> Board member biographies <input checked="" type="checkbox"/> Completed Form 700s <input checked="" type="checkbox"/> Completed Form 990s <input checked="" type="checkbox"/> Agendas and minutes	Yes	No	
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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.]
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<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.	<input checked="" type="checkbox"/> Annual governing board meeting calendar <ul style="list-style-type: none"> • Bylaws • Approved charter 	Yes	No	The board generally meets monthly.
G13	Governing board members receive annual training regarding Brown Act requirements.	<input checked="" type="checkbox"/> Sign-in sheet from Brown Act training <ul style="list-style-type: none"> • Copy of materials (e.g., Power Point slides) 	Yes	No	
G14	Meetings are noticed and conducted in accordance with the Brown Act.	<input checked="" type="checkbox"/> Sample meeting agendas and minutes <input checked="" type="checkbox"/> Observation of accessibility of meeting (location, online participation, public comment time, etc.) <ul style="list-style-type: none"> • Screenshot of charter school website 	Yes	No	
G15	Discussion during Board meetings is limited to properly-noticed items on agenda.	<input checked="" type="checkbox"/> Observation of meeting	Yes	No	

G16	Board use of closed session during noticed meetings is consistent with Brown Act.	X Sample meeting agendas and minutes • Observation of meeting	Yes	No	
G17	Meeting agendas include sufficiently-detailed items of business to be transacted	X Sample meeting agendas	Yes	Low	Posted board agendas include only the agenda itself, not the attachments. Agenda materials need to be available to the public at the same time they are available to board members.

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 any necessary action to be taken by the Board.				
G18	Governing board has adopted clear public comment policy, including allowance of twice the time limit for non-English-speaker translation.	X Sample meeting agendas X Public comment policy	Yes	No	
G19	Board members solicit and provide and/or solicit input from the community served.	X Board biographies • Advisory committee/PTO documents X Board President interview	Yes	No	COVID 19 pandemic has continued to make community participation difficult.
G20	Minutes are approved and thereafter made available to the public.	• Sample meeting minutes X Screenshot of charter school website	Yes	No	
G21	Governing board annually reviews charter school’s compliance with Education Code section 49431.9, which prohibits advertisement of food or beverages.	X Board meeting minutes	Yes	No	

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 	NA	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.) 	NA	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"> X Charter school website X Observation of meetings (location, teleconference location, etc.) 	NA	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"> X AB 361 Resolution • Public comment policy • Board meeting minutes 	Yes	No	

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.	X Parent handbook X Student handbook X Employee handbook	Yes	No	
G27	Governing board has adopted policies related to conflict of interest, which align with the requirements of Education Code section 47604.1.	X Board policies	Yes	No	Board policy adopted 10/19/2020, All board policies are in the process of being uploaded to school's website.
G28	Governing board has adopted/updated policies related to student discipline and due process.	X Board policies	Yes	No	

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.]
G29	Governing board has adopted/updated policies related to complaints and investigations.	X Board policies	Yes	No	
G30	Governing board has adopted/updated internal control policies (and related forms and systems).	X Board policies	Yes	No	
G31	Governing board has adopted/updated policies related to bank signature authorizations.	X Board policies	Yes	No	

G32	Governing board has adopted/updated policies related to allowable purchases and purchasing authority.	X Board policies	Yes	No	
G33	Governing board has adopted/updated policies related to student harassment and the prevention of acts of bullying, including cyberbullying.	X Board policies	Yes	No	
G34	Governing board has adopted/updated policies related to employee harassment.	X Board policies	Yes	No	
G35	Governing board has adopted and annually updates its safety plan by March 1 st to include all legal requirements applicable to charter schools.	X Board policies X Meeting agenda and minutes reflecting annual review and update	Yes	No	

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.]
G36	Governing board has adopted policies related to immunization records and administration of medication.	X Board policies	Yes	No	In parent/student handbook
G37	Governing board has adopted policies related to Family Educational Rights and Privacy Act.	X Board policies	Yes	No	

G38	Governing board has adopted policies related to Section 504/IDEA compliance.	X Board policies	Yes	No	
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. • Procedures for tiered reengagement. • Plan to provide opportunities for synchronous instruction for all grades, and live interaction for grades 4-8. 	X Board policies	Yes	No	

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.]
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	<ul style="list-style-type: none"> 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>				
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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, and all other operations.	<ul style="list-style-type: none"> Policy review X Executive director (or equivalent) interview X Review of any complaints 	Yes	No	
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	
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 X Executive director (or equivalent) interview X Review of any complaints X Review of recruitment and admissions materials 	Yes	No	
G43	Charter school has complied with assurance that it shall admit all students who reside in California who wish to attend (up to the	<ul style="list-style-type: none"> Policy review X Executive director (or equivalent) interview X Review of any complaints 	Yes	No	

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.]
	Charter School’s capacity based upon space, staff, or Charter School policy).	<ul style="list-style-type: none"> • Review of student demographics and enrollment data X Review of recruitment and admissions materials 			
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"> X Policy review X Executive director (or equivalent) interview 	Yes	No	
G45	Charter school has complied with assurance that it shall comply with EC 47605(d)(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"> X Policy review X Executive director (or equivalent) interview 	Yes	No	
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	<ul style="list-style-type: none"> • Policy review X Executive director (or equivalent) interview 	Yes	No	

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.]
	charter school without graduating or completing the school year for any reason.				
<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.	X Memoranda of understanding • Review of agenda and minutes X Board President interview	Yes	No	THE Heights is in the process of joining the El Dorado SELPA.
G48	Charter school has fulfilled its obligations under the MOU(s), including the submission of any required documentation to the authorizer.	• Records of authorizer	Yes	No	
G49	Charter school responds promptly to authorizer inquiries.	• Records of authorizer	Yes	No	
G50	Charter school informs authorizer in advance of any proposed material changes to program or operations.	• Records of authorizer	Yes	No	
<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	X Board policies X Review of student/parent and staff handbooks • Observations of classrooms X Observation of website	Yes	No	

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.]
	in every classroom, as applicable, and website.				
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	Available on website.
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 X Board President interview X School leader interview 	Yes	No	
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 X Review of student/parent and staff handbooks 	Yes	No	
G55	Charter school has policies for student disciplinary actions that include appropriate due process.	<ul style="list-style-type: none"> X Review of charter X Review of policies X Review of student/parent handbook 	Yes	No	
G56	Charter school leadership discloses and ensures Board is fully informed of any anticipated or pending litigation.	<ul style="list-style-type: none"> X Board President interview X School leader interview • Review of agendas 	Yes	No	
Planning					

G57	Board adopted an annual update to the Local Control and Accountability Plan (LCAP) by	X Review of annual update to LCAP • Authorizer records	Yes	No	
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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.]
	July 1, 2021, which was submitted to the authorizer and County Office of Education.				
G58	Board held a public hearing for review and comment on both the annual update to the LCAP and budget overview for parents/guardians.	X Sample agendas and minutes	Yes	No	
G59	Charter school has prominently posted its LCAP, including any approved updates or revisions, on home page of its website.	X Review of website	Yes	No	
G60	On or before February 28, 2022, the charter school presents the 2021-22 annual update to the LCAP at a regularly scheduled board meeting, which includes presentation of the 2021-22 Supplement, all available mid-year outcome data related to metrics in the 2021-22 LCAP, and mid-year expenditure and implementation data on all actions identified in 2021-22 LCAP..	X Board agenda and minutes	Yes	No	Review was of board responsibilities, and not a comprehensive review of content.

G61	(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, 2021.	<ul style="list-style-type: none"> • Expenditure plan • Board agendas and minutes 	NA	N/A	
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The Heights Charter: Finance/Business

Context

The Heights Charter School projects an Average Daily Attendance (ADA) for FY 2021-22 of 264.7. The school's enrollment is consistent and stable from year to year. This is primarily due to the program delivery model of one class per grade level each year. Per the 2nd Interim report from the school, the Ending Fund Balance for FY 2021-22 is projected to be \$1,072,435 representing approximately 40.2% of total projected expenditures. Interviews and discussions were held with the Executive Director and the Coordinator, Office/Business Services.

Compliance Area Concerns

- No concerns were noted for Compliance Areas reviewed
- No Audit Findings from prior year Audit Report as well as recently reviewed FY 2019-20 Audit Report

Best Practices:

- The Heights Charter School has developed by design, its TK through 8th grade program with an eye on maintaining high quality education delivery through maintaining consistent enrollment from year to year. In doing so, the educational design provides for consistent, usually anticipated expenditures and revenues year to year. This control of enrollment growth in exchange for consistent, quality services translate to the school's stable financial performance and accurate projections/reporting. School provides for both synchronous and asynchronous learning via its educational delivery model.

Assigned District Staff Person: Diana Whyte, Stephanie Whitehouse
 Position of Assigned Staff Person: Executive Director, Director

FY22 THE HEIGHTS CHARTER FINANCE/BUSINESS 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.	X Board policies	Yes	No	Evidence provided
F2	Current budget has been approved by the governing board.	X Current/adopted budget X Board meeting minutes	Yes	No	Evidence provided
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.	X Board meeting minutes X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F4	Charter school’s Local Control and Accountability Plan (LCAP) or annual update aligns with LCFF Calculator.	X LCAP or annual update X LCFF Calculator	Yes	No	Evidence provided
F5	Budget provides for all financial obligations.	X Current budget	Yes	No	Evidence provided
F6	Governing board approves all required financial reports.	X Required financial reports X Board meeting minutes	Yes	No	Evidence provided. Formal approvals at Budget Adoption, 1 st and 2 nd Interim as well as Unaudited Actuals required reports.

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.]
F7	On or before July 1st, the charter school submits the adopted budget and estimated current year actuals to the authorizer.	X Proof of submission	Yes	No	Evidence provided
F8	On or before December 15th, the charter school submits the interim financial report to the authorizer.	X Proof of submission	Yes	No	Evidence provided
F9	On or before March 15th, the charter school submits the second interim financial report to the authorizer.	X Proof of submission	Yes	No	Evidence provided
F10	On or before September 15th, the charter school submits the final unaudited actuals report for the full prior year.	X Proof of submission	Yes	No	Evidence provided
F11	Charter school maintains separate accounts for restricted revenues and expenditures.	X Financial records	Yes	No	Alt SACS related form utilized, includes both restricted revenues and expenditures
F12	Charter school regularly prepares cash flow projections to ensure that it has sufficient funds to meet its financial obligations.	X Financial records	Yes	No	Formally prepared during Adopted Budget, 1 st and 2 nd Interim Reporting periods
F13	Charter school’s business accounting system complies with state accounting and reporting requirements.	X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F14	On or before December 30, 2021, the charter school develops and adopts a plan delineating	X Expenditure plan	Yes	No	Evidence provided

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 expenditure of the Educator Effectiveness Block Grant.				
<u>Audit</u>					
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.	X Proof of submission of auditor certification and contract X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F16	Charter school has developed auditing schedule/timeline.	X Auditing schedule/timeline	Yes	No	Evidence provided
F17	Charter school has submitted prior year’s financial audit to authorizer.	X Previous year’s audit X Proof of submission	Yes	No	Evidence provided
F18	Charter school has developed and implemented plan of corrective action for each audit finding and recommendation, as applicable.	X Director of finance (or equivalent) interview	Yes	N/A	Not applicable
<u>Financial Condition</u>					
F19	Charter school maintains an appropriate level of reserves for economic uncertainties.	X Financial records X Director of finance (or equivalent) interview	Yes	No	Reserve levels appropriate. For current year at its 2 nd Interim Report the school is projecting Reserves of \$1.07M or 40.2% of Total Expenditures. School projects a yearly operating balance of \$68,101 for FY 2021-22

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.]
F20	Charter school prepares three-year financial projections (current plus two subsequent years) based on reasonable assumptions and includes all long-term debt obligations.	X Financial records X Director of finance (or equivalent) interview	Yes	No	School formally presents 3-year projections at Adopted Budget, and 1 st and 2 nd Interim reporting periods.
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.	X Financial records X Director of finance (or equivalent) interview	Yes	No	All projections for current and two subsequent fiscal years indicate school will be able to meet its financial obligations and maintain appropriate level of reserves.
F22	Charter school is not a party to any current or pending litigation/disputes that would affect the charter school’s financial position.	X Director of finance (or equivalent) interview	Yes	No	None noted
F23	Charter school maintains a written policy regarding the process to identify, address, and monitor risks of fraud.	X Director of finance (or equivalent) interview X Written policy regarding fraud	Yes	No	Included in Fiscal Policies
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.	X Director of finance (or equivalent) interview	Yes	No	School not aware of any allegations of fraud
Cash Receipts					
F25	Charter school has policies addressing cash receipts.	X Cash receipt policy	Yes	No	Evidence provided

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.]
F26	Charter school maintains records of all monies received (e.g., issues receipts).	<ul style="list-style-type: none"> X Cash receipt policy X Sample records of cash receipts X Director of finance (or equivalent) interview 	Yes	No	Evidence provided
F27	Charter school deposits monies in a timely manner.	<ul style="list-style-type: none"> X Cash receipt policy X Director of finance (or equivalent) interview 	Yes	No	Evidence provided
F28	Charter school maintains records of deposits of all monies.	<ul style="list-style-type: none"> X Cash receipt policy X Sample records of cash deposits X Director of finance (or equivalent) interview 	Yes	No	Evidence provided
F29	Charter school reconciles bank statements to ensure receipt and deposit of monies is accurately reported.	<ul style="list-style-type: none"> X Cash receipt policy X Director of finance (or equivalent) interview 	Yes	No	Evidence provided
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 / N/A	Not applicable. No interfund transfer transactions
<u>Disbursements</u>					
F31	Charter school has policies addressing disbursements.	<ul style="list-style-type: none"> X Disbursement policy 	Yes	No	Evidence provided
F32	Disbursements require all of the following: (1) an original invoice from the vendor; (2) a	<ul style="list-style-type: none"> X Disbursement policy X Director of finance (or equivalent) interview 	Yes	No	

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.]
	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.				Evidence provided
F33	Checks are signed by authorized employees.	X Disbursement policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F34	Charter school has adopted a system to maintain vendor payment information for preparation of 1099s.	X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F35	Charter school has segregated duties between purchasing, receiving, and accounts payable.	X Staff organizational chart X Director of finance (or equivalent) interview	Yes	No	Evidence provided
<u>Payroll</u>					
F36	Charter school has a salary schedule or other satisfactory salary structure.	X Salary schedule	Yes	No	Evidence provided
F37	Tax deposits are completed in a timely manner.	X Proof of tax deposits X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F38	Earnings are properly recorded for retirement reporting to Social Security, PERS, STRS.	X Proof of recording of earnings X Director of finance (or equivalent) interview	Yes	N/A	Evidence provided for Social Security. School staff and teachers do not participate in PERS and STRS

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.	X Proof of submission of STRS data X Director of finance (or equivalent) interview	Yes	N/A	N/A
F40	Charter school has system to maintain employee earning records for preparation of W-2s.	X Director of finance (or equivalent) interview	Yes	N/A	Evidence provided
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.	• X Leased Staff Agreement X Invoicing of leased staff X Evidence of Board approval of invoices.	Yes	N/A	Not applicable. No leased staff agreements or MOU
<u>Equipment Inventory</u>					
F42	Charter school has policies addressing the purchase and maintenance of equipment.	X Equipment purchase and maintenance policy	Yes	No	Evidence provided
F43	Charter school maintains an equipment inventory that is physically located on each site.	X Equipment inventory	Yes	No	Evidence provided
F44	Equipment purchased with federal funds is properly identified.	X Director of finance (or equivalent) interview	Yes	No	Alt SACS methodology used
<u>Student Attendance (All Schools)</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.]
F45	Charter school uses a generally-approved attendance accounting system.	X Screenshot of attendance accounting system	Yes	No	Evidence provided. Related Alt SACS format used
F46	There is a designated staff person responsible for administering attendance.	X Staff organizational chart	Yes	No	Evidence provided
F47	Charter school calendar includes a minimum of 175 instructional days.	X School calendar	Yes	No	Evidence provided
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).	X Class/bell schedule	Yes	No	Evidence provided
F49	Student absences are excluded from apportionment days.	X Attendance reports X Attendance clerk (or equivalent) interview	Yes	No	Evidence provided
F50	Charter school only claims ADA for teachers who hold an appropriate credential or certificate.	X Attendance reports X Attendance clerk (or equivalent) interview	Yes	No	Evidence provided
F51	Charter school submits P1, P2, and P3 attendance reports to authorizer, along with back-up documents.	X Proof of submission	Yes	No	Evidence provided
F52	Charter school has clear procedures for enrolling students, and confirming that	X Enrollment and disenrollment policies and procedures	Yes	No	Evidence provided

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.]
	students are not enrolled elsewhere to avoid dual enrollment.				
F53	Charter school has clear procedures for disenrolling students and providing notification to the student’s district of residence.	X Enrollment and disenrollment policies and procedures	Yes	No	Evidence provided
F54	Charter school has clear procedures for claiming and reporting ADA to the state.	X Policies and procedures related to claiming and reporting ADA	Yes	No	Evidence provided
F55	Charter school ensures that students are not enrolled in more than one track for which it claims apportionment.	X Attendance clerk (or equivalent) interview	Yes	No	Evidence provided
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.	X Teacher roster and monthly ADA reports	Yes	No	
<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).	X Student enrollment report X Staff organizational chart X Sample work papers reviewed by teacher	Yes	No	Evidence provided

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.]
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).	X Student enrollment report X Staff organizational chart X Ratio of ADA to Teacher report	Yes	No	Evidence provided
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.	X IEP review X Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided
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).	X Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided
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.	X Independent study coordinator (or equivalent) interview X Student enrollment report	Yes	No	Evidence provided
F62	Pursuant to Education Code section 47634.2, charter school has submitted a determination	X Request for determination of funding	Yes	No	Evidence provided

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 funding form, and SBE subsequently issued a determination of funding.	X SBE determination of funding			
F63	Charter school has a process to track the number of pupils participating in independent study for 15 or more school days.	X Independent study coordinator (or equivalent) interview X Record of student participation in independent study (e.g., attendance tracking chart)	Yes	No	Evidence provided
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).	X Sample grade books X Sample transcripts X Work samples	Yes	No	Evidence provided
F65	In accordance with Section 51747(e) and 51749.5(a)(4)(C), charter school offers opportunities for live and synchronous instruction as follows: <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. 	X Board policy X Independent study coordinator (or equivalent) interview X Record of student participation in independent study (e.g., attendance tracking chart)	Yes	No	Evidence provided. Synchronous instruction offered/provided as part of school’s educational delivery model.

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 	X Board policy	Yes	No	Evidence provided
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 	<p>X Sample agreements X Enrollment policies</p>	Yes	No	Evidence provided

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>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 ● 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 				
F68	Charter school claims apportionment credit for independent study only to the extent of the time value of student work products, as	X Credit register / work samples X Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided

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.]
	personally judged in each instance by a certificated teacher.				
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.	<input checked="" type="checkbox"/> Credit register <input checked="" type="checkbox"/> Independent study coordinator (or equivalent) interview <input checked="" type="checkbox"/> Work Samples	Yes	No	Evidence provided
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.	<input checked="" type="checkbox"/> Independent study coordinator (or equivalent) interview <input checked="" type="checkbox"/> Credit Register/work samples <input checked="" type="checkbox"/> Record of student participation in independent study (e.g., attendance tracking chart)	Yes	No	Evidence provided. As part of its delivery model, school documents student’s participation in live interaction and synchronous instruction as applicable
<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"> ● 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 	<input checked="" type="checkbox"/> Board policy <input checked="" type="checkbox"/> Evidence of annual certification of courses (e.g., Board resolution)	Yes	No	Evidence provided

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 ● Prohibition on excluding students for lack of materials, equipment, or internet access 				

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.]
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).	<input checked="" type="checkbox"/> Evidence of annual certification of courses (e.g., Board resolution) <input checked="" type="checkbox"/> Independent study coordinator interview	Yes	No	Evidence provided
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.	<input checked="" type="checkbox"/> Board policy <input checked="" type="checkbox"/> Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided
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).	<input checked="" type="checkbox"/> List of course offerings	Yes	No	Evidence provided
F75	Charter school claims apportionment as follows: <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 	<input checked="" type="checkbox"/> Credit register <input checked="" type="checkbox"/> Independent study coordinator (or equivalent) interview	Yes	No	Charter School offers traditional independent study program and its apportionment is claimed via Ed Code Sections 51745-51745.5. Attendance earned is based on the time value of assignments as judged by the Supervising Teacher. School is claiming apportionment appropriately.

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>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 ranges rounded to the nearest 10th.</p>				
F76	Current written agreement is on file for each independent study student that contains the information required by Education Code section 51749.6:	<ul style="list-style-type: none"> X Sample agreements X Enrollment Policies X Independent Study Coordinator interview 	Yes	No	Evidence provided. Written agreement is on file with each independent study student. Agreement

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"> ● 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, 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 				contains required data per Ed Code section 51749.6

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.]
	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 				

815-21/6200779.1

The Heights Charter: Personnel

Context

The Executive Director of The Heights Charter was instrumental in providing all of the Personnel Oversight Checklist documents for this year's review. For the 20-21 review there was one teacher who needed to meet the EL (CLAD, BCLAD, or equivalent) authorization. The 21-22 review showed all teachers with EL authorizations on their credentials. With this follow-up complete The Heights Charter had no concerns for the 21-22 review.

Compliance Area Concerns

- None

Best Practices:

- Since this was the third year of the DCOT review The Heights Charter has made a great effort to track all of the needed Personnel requirements and maintain an accurate data base to house this information.

Assigned District Staff Person: Diana Whyte
 Position of Assigned Staff Person: Executive Director

THE HEIGHTS CHARTER 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	MOU’s N/A- Per Diana Whyte/Exec. Director
P2	Charter school employee handbook and policies guarantee fair hiring practices	X Employee handbook X Employee policies	Yes	No	
P3	Charter school enters employment contracts with all persons hired to work at school.	X Sample employment contracts	Yes	No	
P4	All employees have been fingerprinted, including Department of Justice background checks.	X Documentation of fingerprint clearance for all employees	Yes	No	
P5	All employees have passed TB test and results are current.	X Documentation of current TB test results for all employees	Yes	No	

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	
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	
P8	Charter school has DFEH poster regarding transgender rights posted in a prominent and accessible location.	X Observation of main office /website	Yes	No	Photo submitted – front office area
P9	If charter school employs 20+ employees, it provides up to 12 weeks of job-protected, unpaid parental leave.	X Employee handbook	Yes	No	
P10	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	
P11	Governing board approves personnel actions.	X Governing board minutes	Yes	No	

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>Certificated Employees</u>					
P12	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	
P13	Charter school provides teachers with professional development opportunities.	X Professional development calendar X Professional development session agenda X Teacher interviews	Yes	No	Teacher interview 3/21/22
P14	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	
P15	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	

P16	Teachers providing special education and related services have required credentials, certifications, qualifying coursework and/or qualifying degree .	<input checked="" type="checkbox"/> Staff organizational chart <input checked="" type="checkbox"/> Documentation of credentials, certifications, qualifying coursework, and qualifying degree(s) held by special education teachers	Yes	No	
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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	Charter school leadership conducts regularly, timely evaluations of teachers.	<input checked="" type="checkbox"/> Sample evaluations <input checked="" type="checkbox"/> Teacher interviews	Yes	No	Teacher interview 3/21/22

<u>Classified Employees</u>					
P18	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.	<input checked="" type="checkbox"/> Staff organizational chart <input checked="" type="checkbox"/> Documentation of qualifications held by classified aides <input checked="" type="checkbox"/> Approved charter <input checked="" type="checkbox"/> Operations MOU	Yes	No	10 IA’s – great documentation submitted

The Heights Charter: Educational Program and Student Services

Context

Located in a strip mall at 2710 Alpine Blvd, Unit E, Alpine, CA 91901, The Heights Charter was established in 2012. It is a small, single resource center/independent study school serving approximately 270 students, grades K – 8 and located in Alpine, CA in San Diego County. The Director is in charge of the Educational Program. Most of The Heights students attend in-person classes for 2 to 4 days per week.

Compliance Area Concerns

E27 - Low

There is a Low Level Concern related to #E27 which relates to the Charter school student data demonstrating that the population is reflective of the District (including racial and ethnic background, students with disabilities, English learners, and FRPL students). While this was addressed through a recruitment plan submitted as a corrective action for 2020-21, the population data provided for the 2021-22 review is from SANDAG for the total population of the area and may not be reflective of enrollment in nearby district(s) or of Dehesa School District.

Best Practices:

- E19: This relates to the Charter school providing required notifications of language proficiency assessments (ELPAC), including whether a child is a long-term English Learner or is at-risk of becoming one. The charter did provide sample letters regarding the required notifications of language proficiency assessments (ELPAC). It is this reviewer's opinion that the letters are somewhat cursory and that all fields of the letter of notification should be completed for a more professional presentation. If the Charter has no students who are ELLs or whose parents have exempted them from receiving ELD services, such documentation should be included in the annual oversight documentation.
- E27: Charter school strives to reflect a similar demographic to the local or authorizing school district.

Assigned District Staff Person: Stephanie Kehrer/Diana Whyte
 Position of Assigned Staff Person: Coordinator Office/Portfolio Manager; Executive Director

THE HEIGHTS CHARTER 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	INTERVIEW-done March 30, 2022
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	INTERVIEW-done March 30, 2022
E3	Charter school staffing complies with approved charter.	X Approved charter X Staffing chart	Yes	No	
E4	Charter school staffing is sufficient to carry out educational program.	X Staffing chart • Instructional leader (or equivalent) interview	Yes	No	Interview during site visit
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 Instructional leader (or equivalent) interview	Yes	N/A	
E6	Charter school has obtained WASC accreditation, if applicable.		No	N/A	N/A K-8 school

<u>Services to Special Populations</u>					
E7	Charter school follows process for identification and reclassification of students who are English Learners.	X Student handbook • Instructional leader (or equivalent) interview	Yes	No	SH pg 15 INTERVIEW-done March 30, 2022
E8	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 • Instructional leader (or equivalent) interview	Yes	N/A	
E9	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 • Instructional leader (or equivalent) interview	Yes	No	SH pg 12 SPED P&P on website SELPA Manual on website
E10	Students identified as eligible under Section 504 receive accommodations and supports required by their 504 plans.	X Sample 504 plans • Instructional leader (or equivalent) interview	Yes	No	Redacted 504 plan share in prior year INTERVIEW-done March 30, 2022
<u>Curricular Materials</u>					
E11	Charter school uses standards-aligned instructional materials.	X Description of courses, instructional framework, and/or scope and sequence • Classroom observations	Yes	No	Multiple curriculum options available for homeschooling families INTERVIEW-OBSERVATION-done March 30, 2022

E12	Charter school uses instructional materials that address the specific needs of English Learners.	X Description of courses, instructional framework, and/or scope and sequence <ul style="list-style-type: none"> • Instructional leader (or equivalent) interview • Classroom observations 	Yes	No	Curriculum Materials available for ELD instruction.
E13	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	Curriculum Materials available for ELD instruction. Provided detail in prior years on EL Program
E14	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	Difficult to ascertain due to low number of Ell students and the non- on-site attendance of home school Confirmed during interview at site visit
<u>Assessment</u>					
E15	Charter school administers state-mandated testing according to testing rules and regulations as required for all K-12 schools in California.	X Assessment calendar <ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes	No	INTERVIEW March 30, 2022 Did submit timeline of testing in oversight documents. “Academic Calendar” on website only shows the 1st and last day of school and federal holidays.
E16	SBAC and Dashboard Data indicate that the charter school is on target for meeting renewal requirements as set forth in EC 47607.	SBAC <ul style="list-style-type: none"> • Dashboard Data 	Yes	No	Suspended due to COVID Provided other test results
E17	Charter school has completed and timely posted a SARC containing required elements.	X SARC	Yes	No	on website

E18	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	Staff MAP (RIT) score data provided Parent MAP test letter provided Improvement from last year
E19	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	HLS sample provided Template Letter for initial ELPAC provided Template of Letter indicating whether a child is a long-term English Learner or is at-risk of becoming one is provided Letters are sloppy and have not completed all fields for a more professional presentation
E20	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	On website
E21	LCAP and annual update address student academic performance across all student populations.	• Review of LCAP/annual update	Yes	No	website
E22	Title I funds/categorical funding are being used to supplement the school's LCAP goals.	X LCAP X Director of finance (or equivalent) interview	Yes	N/A	website
E23	As applicable, the charter school has completed a School Plan for Student Achievement (SPSA) that meets federal	X SPSA		N/A	

	school planning and stakeholder requirements for Title I.				
E24	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.	<input checked="" type="checkbox"/> Instructional leader (or equivalent) interview <input checked="" type="checkbox"/> Schoolsite council handbook Membership lists <input checked="" type="checkbox"/> Meeting notices/agendas and minutes		N/A	
<u>Admissions</u>					
E25	Charter school complies with the admissions practices 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	Lottery procedures pg 35 Admissions forms on website
E26	Admissions process for a student with an IEP is the same as for a student without an IEP.	<input checked="" type="checkbox"/> Admissions/enrollment forms and policies	Yes	No	in handbook
E27	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 Student data from nearby school districts	Yes	Low	Difficult to ascertain Low number of ELLs, Foster Youth, SES Roster provided includes SSID, grade, postal code, SDR, county Data provided from SANDAG for total population and may not be reflective of enrollment in nearby district(s) or of Dehesa Corrective action plan submitted in 2020
E28	Charter school enrollment forms indicate compliance with all applicable laws, including prohibition on collecting information regarding immigration status;	<input checked="" type="checkbox"/> Admissions/enrollment forms and policies	Yes	No	Admission forms and handbook provided

	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.				
E29	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	Documentation for procedures is provided Lottery pg 35
Discipline					
E30	Charter school discipline policies and practices are consistent with terms of charter.	X Approved charter X Discipline policies and procedures, including policies regarding discipline of students with disabilities	Yes	No	
E31	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.	X Discipline policies and procedures, including policies regarding discipline of students with disabilities X Instructional leader (or equivalent) interview	Yes	No	
E32	Charter school has not disproportionately suspended or expelled students of certain racial or ethnic backgrounds, or students with disabilities.	X Discipline data X Discipline policies and procedures, including policies regarding discipline of students with disabilities	Yes	No	susp/exp rules in SH pg 49
Health and Safety					
E33	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	X School safety plan	Yes	No	On website - approved Feb 28, 2022

	and staff, consistent with Education Code requirements				
E34	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	sign in sheets from 8/20/21 and from CPR Will recommend that Mandated reporter training docs be submitted yearly.
E35	Charter school has a policy/procedure for visitors to enter and leave campus.	X Policy or procedure	Yes	No	Provided last year
E36	Charter school provides for the screening of pupils' vision, hearing, screening for scoliosis, and required immunizations.	X Records of student screenings	No	No	Statement in 20-21 that screening not occurring due to Covid
E37	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 X Board meeting minutes	Yes	No	On website - approved 10-16-17
E38	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 (with evidence that those finding are reviewed in a public meeting every 4 years), as provided in Education Code section 49564(c).	X Application for universal meal service X Board resolution	No	N/A	Handbook states that a meal is provided if a student qualifies for FRLP
E39	Charter school provides at least one meal per day to students who qualify for	X Executive director (or equivalent) interview	Yes	N/A	Handbook states that a meal is provided if a student qualifies for FRLP

	FRPL, except as provided for nonclassroom-based programs.				
E40	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.	X Screenshot from website	Yes	No	SH pg 27 On website
E41	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	SH pg 11
E42	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	Provided in handbook pg 12
<u>Parent Notifications</u>					
E43	Charter school provides a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act.	X Notice	Yes	No	SH pg 16
E44	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	No	N/A	

E45	If charter school serves students in 12th grade, parents of those students are notified of student's GPA by October 1st, as required by Education Code section 69432.9(c)(2).	X Notice	No	N/A	
E46	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	SHJ pg 21 On website
<u>Student Records</u>					
E47	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	Recommendation - Roster provided includes SSIS, Grade, Zip, SDR, county - Not full data requested but enough to satisfy definition of comprehensive records
E48	Charter school maintains student records, including special education records, in a confidential and secure location.	X Policy regarding confidentiality of student records Observation of main office	Yes	No	Policy in Handbook
E49	Charter school has a policy or procedure for parents to review student files, including a log.	X Policy regarding review of records	Yes	No	Policy in Handbook
E50	Charter school has policy or procedure regarding release of student information.	X Policy regarding release of student information	Yes	No	Policy in Handbook
E51	Teachers have reasonable access to special education records.	<ul style="list-style-type: none"> Instructional leader (or equivalent) interview 	Yes	No	Documentation provided in prior year
<u>Student Retention / Grade Changes / High School Coursework Completion (AB 104)</u>					

E52	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 X Record(s) reflecting retention	No	N/A	
E53	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 X Documentation reflecting date of request and date of consultation	No	N/A	
E54	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.	X Screenshot of website X Copy of notice (dated)	No	N/A	
E55	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.	X Instructional leader (or equivalent) interview X Evidence of notification	No	N/A	
E56	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.	X Instructional leader (or equivalent) interview	No	N/A	
E57	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	X Instructional leader (or equivalent) interview X Evidence of opportunities provided to recoup credit	No	N/A	

	requirements (e.g., completion of fifth year of instruction, credit recovery, etc.).				
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The Heights Charter School: Special Education

Context

The Heights Charter School (THC) is authorized by the Dehesa School District and functions as a public school within the district for special education purposes. As a member of the East County Special Education Local Plan Area (SELPA), students have access to the full continuum of programs and services.

The Heights is a TK-8th grade independent study program that offers families the option of a 100% home school curriculum or receiving instruction in core subjects or electives from teachers on site at their resource center location. Families have the option to choose how many days per week they would like to attend. 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 measure 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, etc., are provided by credentialed specialists through an approved non-public agency (NPA). The Heights Charter serves students of all levels, including those with moderate/severe disabilities, requiring more individualized support.

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 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 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. THC 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 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 THC 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 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 that is maintained by the special education director/education specialist.

It was found that at the end of last year, The Heights had a significant number of students with late annuals (plan review) and/or overdue assessments (eligibility review). Upon review of the current SEIS Dashboard data, there are no overdue plan reviews or eligibility reviews. In addition, recommendations from last year's review suggested that The Heights provide additional staffing to support special education. The Heights has assigned a portion of a teacher contract to directly support the special education department, specifically in the area of special education accountability and data reporting.

Due to the ongoing COVID-19 pandemic, the state of California waived participation in the 2020-21 CAASPP test. Local education agencies were given the opportunity to use either the CAASPP or internal diagnostic assessments. The Heights utilized NWEA MAP assessment in lieu of the CAASPP. Seventy-nine percent of the students with disabilities participated in MAP testing for both ELA and math. Forty-two percent of the students scored at or above grade level in ELA and 15% scored at or above grade level for math.

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 13.3% for special education is consistent with the 2021 state average of 13.3%. Discipline data provided indicate that there were no suspensions for students with disabilities.

Compliance Area Concerns:

- There are no areas of concern.

Best Practices:

- Continue to provide adequate staffing to be able to meet the educational needs of students, as well as to complete the duties of a school psychologist, special education director and data reporting.

Assigned District Staff Person: The Heights Charter (THC)
 Position of Assigned Staff Person: Kim Koenig, Special Education Director

THE HEIGHTS CHARTER 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 X Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview 	Yes	No	<p>Charter procedural manual not provided, however, reviewer found on THC website.</p> <p>Clear policies are outlined for enrollment. (30-day interim process)</p>
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 X Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview 	Yes	No	<p>Charter procedural manual not provided, however, reviewer found on THC website.</p> <p>Clear referral SST process</p>
S3	Charter school policies and practices ensure compliance with IDEA special education timelines.	<ul style="list-style-type: none"> • Student handbook X Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview 	Yes	No	<p>Charter procedural manual not provided, however, reviewer found on THC website.</p> <p>Timelines clearly outlined within procedure manual</p>

S4	Students identified as eligible for special education receive services required by their IEPs and 504 plans.	X Sample IEPs X Instructional leader (or equivalent) interview	Yes	No	IEPs reviewed within SEIS and sample service logs provided indicate IEP service minutes are met
S5	All required members of IEP teams attend IEP meetings.	X Sample IEPs	Yes	No	IEPs reviewed within SEIS, indicate all required members of the IEP team were present
S6	Charter school does not enroll a disproportionately small number of students with disabilities.	X Data demonstrating percentage of students with disabilities in charter school	Yes	No	SARC Data 21-22- 13.3%
S7	Charter school ensures that special education funds are not used to serve students identified for accommodations under Section 504.	X Director of finance (or equivalent) interview	Yes	No	Finance department has a clear process in place for ensuring special education funds are not
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.	X Special Education MOU • Review of agenda and minutes • Board President interview	Yes	<u>No</u>	MOU amended August 2021 to extend the special education MOU expiration date to June 2025
S9	Charter school has fulfilled its obligations under the MOU, including the submission of any required documentation to the authorizer.	• Records of authorizer	Yes	No	

The Heights Charter: Operations and Facilities

Context

Located in a strip mall at 2710 Alpine Blvd, Unit E, Alpine, CA 91901, The Heights Charter was established in 2012. It is a small, single resource center/independent study school serving approximately 260 students, grades K – 8 and located in Alpine, CA in San Diego County. The Director is in charge of maintenance. The interviews and checklist items addressed were all met. The Heights Charter, despite the COVID pandemic continues to improve in its practices related to its Operations and Facilities. Personnel changes presented some challenges to The Heights Charter School, however they are to be commended for responding to such challenges with appropriate adjustments that maintained the quality of their program.

Compliance Area Concerns

- None

Best Practices

- Include operations and facilities on org chart.

Assigned District Staff Person: Diana Whyte
 Position of Assigned Staff Person: Executive Director

THE HEIGHTS CHARTER OPERATIONS AND FACILITIES 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 [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.	X Staff organizational chart	Yes	No	No such designated person indicated on org chart but maintenance is.
O2	Facilities are adequate for number of students and types of programs.	X Capacity chart for campus facilities X Operations manager (or equivalent) interview	Yes	No	
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.	X Inspection logs X Operations manager (or equivalent) interview	Yes	No	
<u>Legal Compliance</u>					
O4	All facilities meet Americans with Disabilities Act requirements.	X ADA certification	Yes	No	Statement submitted that facilities were built in 2002 and meet ADA requirements
O5	All single-user restrooms have been designated as all-gender restrooms.	X Operations manager (or equivalent) interview	Yes	No	Observed 4/1/22

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.]
O6	Charter school has developed asbestos management plan in accordance with the Asbestos Hazard Emergency Response Act.	X Asbestos Management Plan	No	N/A	Statement submitted that facilities were built in 2002 and all meet asbestos requirements
O7	Charter school has certificate of occupancy on file.	X Certificate of occupancy	No	N/A	Statement submitted that they do not have such a certificate for this leased property, but the County Major Use Permit does provide needed information.
O8	Charter school has conditional use permit on file, as applicable.	X Conditional use permit	No	No	Do not have a CUP, but submitted a County Major Use Permit that provides needed information
O9	Charter school has safety inspection by local fire department on file.	X Safety inspection by local fire department	Yes	No	Last year’s was signed off on 4/0721.
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.	X Emergency action plan X Operations manager (or equivalent) interview	Yes	No / N/A	AED observed 4/1/22
O11	If charter school serves any grades 6-12, and meets the 40% pupil poverty rate, it provides feminine hygiene products, including tampons and sanitary napkins, in a least 50% of the school’s restrooms.	X Operations manager (or equivalent) interview	NA	N/A	According to Exec. Director they are still below pupil poverty rate

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.]
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.	X Operations manager (or equivalent) interview	N/A	N/A	
O13	Charter school has adequate insurance coverage that names the District as additional insured, as applicable.	X Certificates of insurance	Yes	No	
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.	X Operations manager (or equivalent) interview X Designation of any charter facilities (e.g., resource centers, etc.)	N/A	N/A	Charter renewal not until 2025 when this will be addressed in reauthorization
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 or a different entity).	X List of facilities X Operations manager (or equivalent) interview X Review of addresses of facilities	Yes	No	All enrichment vendor sites listed on this year’s insurance docs. Added suite
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.	X List of facilities X Operations manager (or equivalent) interview X Authorizer records	Yes	No	Another suite was added to their present location.

Dehesa Charter Oversight Report

Method School

June 29, 2022

Method School Governance

Context

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 5-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.

Compliance Area Concerns

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

- None

Best Practices

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

- Add a discussion of future goals to the evaluation process for the CEO.
- Continue to develop parental participation, based on the existing plan for the Parent Advisory Committee.
- Consider including some role for the board in the complaint policy
- Address as appropriate for Method Schools the overall Best Practice recommendations made for all schools.

Assigned District Staff Person: Dr. Jessica Spallino
 Position of Assigned Staff Person: CEO

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.	X Articles of Incorporation X Bylaws	Yes	No	The IRS issued a letter dated 06/21/2021 confirming the tax exempt status with an effective date of November 15, 2020. As a follow up to last years, report. the school submitted documentation addressing the ongoing role of SmartFox and that it does not present a conflict of interest.
G2	Bylaws are comprehensive, with provisions regarding governing board composition, term limits, powers, meetings, committees, officers, etc.	X Bylaws	Yes	No	
G3	Any changes to charter or bylaws have been approved by charter school’s governing board and submitted to the authorizer.	• X Bylaws • X Approved charter	Yes	No	
G4	Charter school has an organizational chart and job descriptions that delineate clear separation of duties and responsibilities.	• Bylaws X Organizational chart X Board President interview	Yes	No	

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 X Board president interview 	Yes	No	Every rating was outstanding. No discussions of future goals.
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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"> • X Bylaws X Approved charter X Executive director (or equivalent) interview • X Teacher interview X Information available on charter school’s website 	Yes	No	

<u>Composition</u>					
G7	Charter school has a list or roster of governing board members that is publicly accessible.	<ul style="list-style-type: none"> X List of board members X Information is available on charter school’s website 	Yes	No	Contact information for board members on the website is not on webpage where the board member bios are located..
G8	Composition of governing board is consistent with approved charter.	<ul style="list-style-type: none"> X List of board members X Approved charter 	Yes	No	Terms of the board members are not listed on website.
G9	Governing board is diverse and reflects charter school and community population.	<ul style="list-style-type: none"> X Board member biographies X Description of school and community demographics 	Yes	No	

G10	Governing board members have relevant knowledge and experience in key areas, such as education, finance, legal, real estate, and fundraising.	<input checked="" type="checkbox"/> Board member biographies <input checked="" type="checkbox"/> Information posted on charter school's website <input checked="" type="checkbox"/> Board President interview	Yes	No	
G11	Governing board and charter leadership are free of real and perceived conflicts of interest.	<input checked="" type="checkbox"/> Board member biographies <input checked="" type="checkbox"/> Completed Form 700s <input checked="" type="checkbox"/> Completed Form 990s • Agendas and minutes	Yes	No	

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.]
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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.	<input checked="" type="checkbox"/> Annual governing board meeting calendar • Bylaws <input checked="" type="checkbox"/> Approved charter	Yes	No	
G13	Governing board members receive annual training regarding Brown Act requirements.	• Sign-in sheet from Brown Act training • <input checked="" type="checkbox"/> Copy of materials (e.g., Power Point slides)	Yes	No	Confirmation provided that all board members will complete training this school year.
G14	Meetings are noticed and conducted in accordance with the Brown Act.	<input checked="" type="checkbox"/> Sample meeting agendas and minutes <input checked="" type="checkbox"/> Observation of accessibility of meeting (location, online participation, public comment time, etc.) • Screenshot of charter school website	Yes	No	

G15	Discussion during Board meetings is limited to properly-noticed items on agenda.	<ul style="list-style-type: none"> • Observation of meeting 	Yes	No	
G16	Board use of closed session during noticed meetings is consistent with Brown Act.	<ul style="list-style-type: none"> X Sample meeting agendas and minutes • Observation of meeting 	Yes	No	
G17	Meeting agendas include sufficiently-detailed items of business to be transacted	X Sample meeting agendas	Yes	No	Meeting agendas are complete, including attachments, and are easily accessible on the school's website.

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 any necessary action to be taken by the Board.				
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"> X Sample meeting agendas X Public comment policy 	Yes	No	
G19	Board members solicit and provide and/or solicit input from the community served.	<ul style="list-style-type: none"> X Board biographies • Advisory committee/PTO documents X Board President interview 	Yes	No	Concern about the level of parental participation was noted last year. School has created a Parent Advisory Committee Plan and is actively recruiting members. One committee member has been solicited so far.
G20	Minutes are approved and thereafter made available to the public.	<ul style="list-style-type: none"> X Sample meeting minutes X Screenshot of charter school website 	Yes	No	Document Center on their website is comprehensive and easy to navigate.

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	N/A	Not applicable to Methods
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	N/A	Not applicable to Methods
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	N/A	Not applicable to Methods

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"> X Charter school website X Observation of meetings (location, teleconference location, etc.) 	NA	N/A	Not applicable to Methods
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"> X AB 361 Resolution X Public comment policy X Board meeting minutes 	Yes	No	

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.	X Parent handbook X Student handbook X Employee handbook	Yes	No	
G27	Governing board has adopted policies related to conflict of interest, which align with the requirements of Education Code section 47604.1.	X Board policies	Yes	No	
G28	Governing board has adopted/updated policies related to student discipline and due process.	X Board policies	Yes	No	

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.]
G29	Governing board has adopted/updated policies related to complaints and investigations.	X Board policies	Yes	No	
G30	Governing board has adopted/updated internal control policies (and related forms and systems).	X Board policies	Yes	No	
G31	Governing board has adopted/updated policies related to bank signature authorizations.	X Board policies	Yes	No	

G32	Governing board has adopted/updated policies related to allowable purchases and purchasing authority.	X Board policies	Yes	No	
G33	Governing board has adopted/updated policies related to student harassment and the prevention of acts of bullying, including cyberbullying.	X Board policies	Yes	No	
G34	Governing board has adopted/updated policies related to employee harassment.	X Board policies	Yes	No	
G35	Governing board has adopted and annually updates its safety plan by March 1 st to include all legal requirements applicable to charter schools.	X Board policies X Meeting agenda and minutes reflecting annual review and update	Yes	No	Approved December 14, 2021

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.]
G36	Governing board has adopted policies related to immunization records and administration of medication.	X Board policies	Yes	No	
G37	Governing board has adopted policies related to Family Educational Rights and Privacy Act.	X Board policies	Yes	No	

G38	Governing board has adopted policies related to Section 504/IDEA compliance.	X Board policies	Yes	No	
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. • Procedures for tiered reengagement. • Plan to provide opportunities for synchronous instruction for all grades, and live interaction for grades 4-8. 	X Board policies	Yes	No	

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.]
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	<ul style="list-style-type: none"> 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>				
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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, and all other operations.	<input checked="" type="checkbox"/> Policy review <ul style="list-style-type: none"> Executive director (or equivalent) interview Review of any complaints 	Yes	No	
G41	Charter school has complied with assurance that it shall not charge tuition.	<input checked="" type="checkbox"/> Policy review <ul style="list-style-type: none"> Executive director (or equivalent) interview 	Yes	No	
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.	<input checked="" type="checkbox"/> Policy review <input checked="" type="checkbox"/> Executive director (or equivalent) interview <ul style="list-style-type: none"> Review of any complaints Review of recruitment and admissions materials 	Yes	No	
G43	Charter school has complied with assurance that it shall admit all students who reside in California who wish to attend (up to the	<input checked="" type="checkbox"/> Policy review <ul style="list-style-type: none"> Executive director (or equivalent) interview Review of any complaints 	Yes	No	

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.]
	Charter School’s capacity based upon space, staff, or Charter School policy).	<ul style="list-style-type: none"> • Review of student demographics and enrollment data X Review of recruitment and admissions materials 			
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"> X Policy review • Executive director (or equivalent) interview 	Yes	No	
G45	Charter school has complied with assurance that it shall comply with EC 47605(d)(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"> X Policy review • Executive director (or equivalent) interview 	Yes	No	
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	<ul style="list-style-type: none"> X Policy review X Executive director (or equivalent) interview 	Yes	No	

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.]
	charter school without graduating or completing the school year for any reason.				
<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"> X Memoranda of understanding X Review of agenda and minutes X Board President interview 	Yes	No	
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	
G49	Charter school responds promptly to authorizer inquiries.	<ul style="list-style-type: none"> • Records of authorizer 	Yes	No	
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	
<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	<ul style="list-style-type: none"> • Board policies X Review of student/parent and staff handbooks • Observation of classrooms • Observation of website 	Yes	No	

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.]
	in every classroom, as applicable, and website.				
G52	Complaint policies and procedures are available in the main/front office or website for nonclassroom-based programs.	X Observation of main office / website	Yes	No	
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.	X Review of policies • Board President interview • School leader interview	Yes	No	
G54	Charter school has policies that allow for student, parent, and staff complaints to be appealed to the charter school’s Board.	X Review of policies X Review of website • Review of student/parent and staff handbooks	Yes	No	Compliant policy includes no role for the board.
G55	Charter school has policies for student disciplinary actions that include appropriate due process.	• Review of charter X Review of policies X Review of student/parent handbook	Yes	No	Limited information in handbook or board policies regarding due process.
G56	Charter school leadership discloses and ensures Board is fully informed of any anticipated or pending litigation.	X Board President interview X School leader interview • Review of agendas		No	
Planning					

Method School: Finance/Business

Context

Method Charter School is projecting funding based on enrollment and ADA of 363 and 315 respectively (per 2nd Interim Report) for FY 2021-22. This is a significant reduction to its Original Budget enrollment and ADA levels of 600 and 582. Major reasons for this reduction in enrollment/ADA are: The school's leadership team scaling back its year-round track offerings, eliminating an athletic program, as well as student decisions to return to in person instruction. Also, prior year enrollment and ADA was based on "Hold Harmless" legislation due to the COVID 19 Pandemic which were artificially inflated. The school benefitted tremendously from these legislative changes the two prior years. Due to the significant ADA reduction in FY 2021-22, the school is projecting deficit spending of \$1.9 million for the year. The deficit is a result of the school's decision to maintain staffing levels at prior year levels despite the enrollment decline. The school expects to recover most of the lost enrollment/ADA in FY 2022-23. Currently, the school is projecting a very healthy \$8.0 million, or 135% ending balance for year-end FY 2021-22 after the deficit spending. The school projects enrollment growth in FY 2022-23 at a rate that will allow for a yearly operational balance or no deficit spending.

Compliance Area Concerns

- None

Best Practices:

- For financial performance, the school reviews and analyzes its net margin % per student revenue received. Hiring of a Chief Financial Officer at the beginning of the year as part of the School's Leadership Team.

Recommendations:

- Continue to monitor and track projected enrollment growth for FY 2022-23 to ensure an operationally balance budget is achievable. Continue additional efforts implemented in the past year to strengthen accurate reporting of attendance.

Assigned District Staff Person: Stephanie Bryant, Jade Fernandez
 Position of Assigned Staff Person: CFO, Student Services, Enrollment

FY22 METHOD SCHOOL FINANCE/BUSINESS 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.	X Board policies	Yes	No	Evidence provided
F2	Current budget has been approved by the governing board.	X Current/adopted budget X Board meeting minutes	Yes	No	Evidence provided
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.	X Board meeting minutes X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F4	Charter school’s Local Control and Accountability Plan (LCAP) or annual update aligns with LCFF Calculator.	X LCAP or annual update X LCFF Calculator	Yes	No	Evidence provided
F5	Budget provides for all financial obligations.	X Current budget	Yes	No	Evidence provided
F6	Governing board approves all required financial reports.	X Required financial reports X Board meeting minutes	Yes	No	Evidence provided. Formal approvals at Budget Adoption, 1 st and 2 nd Interim as well as Unaudited Actuals required reports.

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.]
F7	On or before July 1st, the charter school submits the adopted budget and estimated current year actuals to the authorizer.	X Proof of submission	Yes	No	Evidence provided
F8	On or before December 15th, the charter school submits the interim financial report to the authorizer.	X Proof of submission	Yes	No	Evidence provided
F9	On or before March 15th, the charter school submits the second interim financial report to the authorizer.	X Proof of submission	Yes	No	Evidence provided
F10	On or before September 15th, the charter school submits the final unaudited actuals report for the full prior year.	X Proof of submission	Yes	No	Evidence provided
F11	Charter school maintains separate accounts for restricted revenues and expenditures.	X Financial records	Yes	No	Alt SACS related form utilized, includes both restricted revenues and expenditures
F12	Charter school regularly prepares cash flow projections to ensure that it has sufficient funds to meet its financial obligations.	X Financial records	Yes	No	Formally prepared during Adopted Budget, 1 st and 2 nd Interim Reporting periods
F13	Charter school’s business accounting system complies with state accounting and reporting requirements.	X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F14	On or before December 30, 2021, the charter school develops and adopts a plan delineating	X Expenditure plan	Yes	No	Evidence provided

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 expenditure of the Educator Effectiveness Block Grant.				
<u>Audit</u>					
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.	X Proof of submission of auditor certification and contract X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F16	Charter school has developed auditing schedule/timeline.	X Auditing schedule/timeline	Yes	No	Evidence provided
F17	Charter school has submitted prior year’s financial audit to authorizer.	X Previous year’s audit X Proof of submission	Yes	No	Evidence provided
F18	Charter school has developed and implemented plan of corrective action for each audit finding and recommendation, as applicable.	X Director of finance (or equivalent) interview	Yes	N/A	Not applicable
<u>Financial Condition</u>					
F19	Charter school maintains an appropriate level of reserves for economic uncertainties.	X Financial records X Director of finance (or equivalent) interview	Yes	No	Projected reserves as of 2nd Interim Report of: \$8.0M, or 134.7% of total projected expenditures. However, Charter projecting a \$1.97M operating deficit for FY 2021-22 by design.

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.]
F20	Charter school prepares three-year financial projections (current plus two subsequent years) based on reasonable assumptions and includes all long-term debt obligations.	X Financial records X Director of finance (or equivalent) interview	Yes	No	School formally presents 3-year projections at Adopted Budget, and 1 st and 2 nd Interim reporting periods.
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.	X Financial records X Director of finance (or equivalent) interview	Yes	No	All projections for current and two subsequent fiscal years indicate school will be able to meet its financial obligations and maintain appropriate level of reserves. At its 2 nd Interim Report, school projected a \$9.0M reserve in FY 2022-23 (151.7%), and an \$11.0M reserve in FY 2023-24 (177.6%)
F22	Charter school is not a party to any current or pending litigation/disputes that would affect the charter school’s financial position.	X Director of finance (or equivalent) interview	Yes	No	None noted
F23	Charter school maintains a written policy regarding the process to identify, address, and monitor risks of fraud.	X Director of finance (or equivalent) interview X Written policy regarding fraud	Yes	No	Included in Fiscal Policies
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.	X Director of finance (or equivalent) interview	Yes	No	School not aware of any allegations of fraud
<u>Cash Receipts</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.]
F25	Charter school has policies addressing cash receipts.	X Cash receipt policy	Yes	No	Evidence provided
F26	Charter school maintains records of all monies received (e.g., issues receipts).	X Cash receipt policy X Sample records of cash receipts X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F27	Charter school deposits monies in a timely manner.	X Cash receipt policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F28	Charter school maintains records of deposits of all monies.	X Cash receipt policy X Sample records of cash deposits X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F29	Charter school reconciles bank statements to ensure receipt and deposit of monies is accurately reported.	X Cash receipt policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
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.	• Board-adopted resolution and/or meeting minutes evidencing formal approval of interfund transfer(s).	Yes	No	Not applicable. No interfund transfer transactions

Disbursements

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.	X Disbursement policy	Yes	No	Evidence provided
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.	X Disbursement policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F33	Checks are signed by authorized employees.	X Disbursement policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F34	Charter school has adopted a system to maintain vendor payment information for preparation of 1099s.	X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F35	Charter school has segregated duties between purchasing, receiving, and accounts payable.	X Staff organizational chart X Director of finance (or equivalent) interview	Yes	No	Evidence provided
<u>Payroll</u>					
F36	Charter school has a salary schedule or other satisfactory salary structure.	X Salary schedule	Yes	No	Evidence provided
F37	Tax deposits are completed in a timely manner.	X Proof of tax deposits X Director of finance (or equivalent) interview	Yes	No	Evidence provided

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.]
F38	Earnings are properly recorded for retirement reporting to Social Security, PERS, STRS.	X Proof of recording of earnings X Director of finance (or equivalent) interview	Yes	N/A	Evidence provided for Social Security. School staff and teachers do not participate in PERS and STRS
F39	Charter school has system to provide STRS data to authorizer.	X Proof of submission of STRS data X Director of finance (or equivalent) interview	Yes	N/A	N/A
F40	Charter school has system to maintain employee earning records for preparation of W-2s.	X Director of finance (or equivalent) interview	Yes	N/A	Evidence provided
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	N/A	Not applicable. No leased staff agreements or MOU
<u>Equipment Inventory</u>					
F42	Charter school has policies addressing the purchase and maintenance of equipment.	X Equipment purchase and maintenance policy	Yes	No	Evidence provided
F43	Charter school maintains an equipment inventory that is physically located on each site.	X Equipment inventory	Yes	No	Evidence provided
F44	Equipment purchased with federal funds is properly identified.	X Director of finance (or equivalent) interview	Yes	No	Alt SACS methodology used

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>Student Attendance (All Schools)</u>					
F45	Charter school uses a generally-approved attendance accounting system.	X Screenshot of attendance accounting system	Yes	No	Evidence provided. Related Alt SACS format used
F46	There is a designated staff person responsible for administering attendance.	X Staff organizational chart	Yes	No	Evidence provided
F47	Charter school calendar includes a minimum of 175 instructional days.	X School calendar	Yes	No	Evidence provided
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).	X Class/bell schedule	Yes	No	Evidence provided
F49	Student absences are excluded from apportionment days.	X Attendance reports X Attendance clerk (or equivalent) interview	Yes	No	Evidence provided
F50	Charter school only claims ADA for teachers who hold an appropriate credential or certificate.	X Attendance reports X Attendance clerk (or equivalent) interview	Yes	No	Evidence provided
F51	Charter school submits P1, P2, and P3 attendance reports to authorizer, along with back-up documents.	X Proof of submission	Yes	No	Evidence provided

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.]
F52	Charter school has clear procedures for enrolling students, and confirming that students are not enrolled elsewhere to avoid dual enrollment.	X Enrollment and disenrollment policies and procedures	Yes	No	Evidence provided
F53	Charter school has clear procedures for disenrolling students and providing notification to the student’s district of residence.	X Enrollment and disenrollment policies and procedures	Yes	No	Evidence provided
F54	Charter school has clear procedures for claiming and reporting ADA to the state.	X Policies and procedures related to claiming and reporting ADA	Yes	No	Evidence provided. Charter recently strengthened its review of Engagement Log by adding signatures to the teachers Self-Audit procedure for each learning period. Additional internal routine audits of small sample conducted for each teacher by Grade Level Leads
F55	Charter school ensures that students are not enrolled in more than one track for which it claims apportionment.	X Attendance clerk (or equivalent) interview	Yes	No	Evidence provided
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.	X Teacher roster and monthly ADA reports	Yes	No	Reasonable. Charter is projecting a significant reduction in enrollment/ADA this year due to the school scaling back year-round track offerings, elimination of an athletic program, as well as many students returned to in-person instruction this year. In addition, prior year enrollment/ADA levels were based on “Hold Harmless” legislative provisions due to COVID-19 Pandemic.

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>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).	<input checked="" type="checkbox"/> Student enrollment report <input checked="" type="checkbox"/> Staff organizational chart <input checked="" type="checkbox"/> Sample work papers reviewed by teacher	Yes	No	Evidence provided
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).	<input checked="" type="checkbox"/> Student enrollment report <input checked="" type="checkbox"/> Staff organizational chart <input checked="" type="checkbox"/> Ratio of ADA to Teacher report	Yes	No	Evidence provided
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.	<input checked="" type="checkbox"/> IEP review <input checked="" type="checkbox"/> Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided
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).	<input checked="" type="checkbox"/> Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided

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.]
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.	<input checked="" type="checkbox"/> Independent study coordinator (or equivalent) interview <input checked="" type="checkbox"/> Student enrollment report	Yes	No	Evidence provided
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.	<input checked="" type="checkbox"/> Request for determination of funding <input checked="" type="checkbox"/> SBE determination of funding	Yes	No	Evidence provided
F63	Charter school has a process to track the number of pupils participating in independent study for 15 or more school days.	<input checked="" type="checkbox"/> Independent study coordinator (or equivalent) interview <input checked="" type="checkbox"/> Record of student participation in independent study (e.g., attendance tracking chart)	Yes	No	Evidence provided
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).	<input checked="" type="checkbox"/> Sample grade books <input checked="" type="checkbox"/> Sample transcripts <input checked="" type="checkbox"/> Work samples	Yes	No	Evidence provided
F65	In accordance with Section 51747(e) and 51749.5(a)(4)(C), charter school offers	<input checked="" type="checkbox"/> Board policy <input checked="" type="checkbox"/> Independent study coordinator (or equivalent) interview <input checked="" type="checkbox"/> Record of student	Yes	No	Synchronous instruction provided if needed

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>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. 	<p>participation in independent study (e.g., attendance tracking chart)</p>			
<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 	<p>X Board policy</p>	<p>Yes</p>	<p>No</p>	<p>Evidence provided</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.]
	<ul style="list-style-type: none"> ● 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 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 	<p>X Sample agreements X Enrollment policies</p>	Yes	No	Evidence provided

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 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 				
F68	Charter school claims apportionment credit for independent study only to the extent of the time value of student work products, as personally judged in each instance by a certificated teacher.	X Credit register / work samples X Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided
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.	X Credit register X Independent study coordinator (or equivalent) interview X Work Samples	Yes	No	Evidence provided
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.	X Independent study coordinator (or equivalent) interview X Credit Register/work samples X Record of student participation in independent study (e.g., attendance tracking chart)	Yes	No	Evidence provided. Synchronous instruction provided as needed
<u>Course-Based Independent Study</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.]
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 ● 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 	<p>X Board policy X Evidence of annual certification of courses (e.g., Board resolution)</p>	Yes	No	Evidence provided

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 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).	X Evidence of annual certification of courses (e.g., Board resolution) X Independent study coordinator interview	Yes	No	Evidence provided
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.	X Board policy X Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided
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).	X List of course offerings	Yes	No	Evidence provided

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.]
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. • 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</p>	<ul style="list-style-type: none"> X Credit register X Independent study coordinator (or equivalent) interview 	Yes	No	<p>Charter School offers traditional independent study program and its apportionment is claimed via Ed Code Sections 51745-51745.5. Attendance earned is based on the time value of assignments as judged by the Supervising Teacher. School is claiming apportionment appropriately.</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.]
	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.				
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 	<ul style="list-style-type: none"> X Sample agreements X Enrollment Policies X Independent Study Coordinator interview 	Yes	No	Evidence provided. Written agreement is on file with each independent study student. Agreement contains required data per Ed Code section 51749.6

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 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 				

Method School: Personnel

Oversight Checklist Context

The Director of HR and Compliance is responsible for all Personnel processes at the charter site. There is area of Low- level concerns from the Personnel Oversight Checklist for 21-22.

Compliance Area Concerns

- A Low level of Concern was related to P15 which requires teachers to legally hold required English Learner (EL) authorizations (CLAD, BCLAD or equivalent). There are three teachers who do not hold an EL authorization on their basic teaching credential. Method Charter is working with these teachers to become compliant for the 2022-23 school year.

Best Practices:

- Follow up and monitor the low level concern for 2022-23.

Assigned District Staff Person: Tracy Robertson
 Position of Assigned Staff Person: Director of HR and Compliance

METHOD SCHOOL 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	Approved Charter - 6/8/2021 No Employment related MOU’s
P2	Charter school employee handbook and policies guarantee fair hiring practices.	X Employee handbook X Employee policies	Yes	No	
P3	Charter school enters employment contracts with all persons hired to work at school.	X Sample employment contracts	Yes	No	3 provided for 21-22 school year
P4	All employees have been fingerprinted, including Department of Justice background checks.	X Documentation of fingerprint clearance for all employees	Yes	No	
P5	All employees have passed TB test and results are current.	X Documentation of current TB test results for all employees	Yes	No	All employees complete for 21-22 review

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	All employees completed training for 21-22 review
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	All employees completed training for 21-22 review
P8	Charter school has DFEH poster regarding transgender rights posted in a prominent and accessible location.	X Observation of main office /website	Yes	No	
P9	If charter school employs 20+ employees, it provides up to 12 weeks of job-protected, unpaid parental leave.	X Employee handbook	Yes	No	
P10	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	
P11	Governing board approves personnel actions.	X Governing board minutes	No	No	Board informed of personnel actions via information item on Agendas.

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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.]
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<u>Certificated Employees</u>					
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P12	Charter school employs sufficient teaching staff to satisfy terms of approved charter and applicable law.	<input checked="" type="checkbox"/> Staff organizational chart <input checked="" type="checkbox"/> Approved charter <input checked="" type="checkbox"/> Operations MOU	Yes	No	Operations MOU approved 8/10/21
P13	Charter school provides teachers with professional development opportunities.	<input checked="" type="checkbox"/> Professional development calendar <input checked="" type="checkbox"/> Professional development session agenda <input checked="" type="checkbox"/> Teacher interviews	Yes	No	Teacher interview completed 3/16/22
P14	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.	<input checked="" type="checkbox"/> Staff organizational chart <input checked="" type="checkbox"/> Documentation of credentials, certifications, qualifying coursework, and qualifying degree(s) held by core teachers <input checked="" type="checkbox"/> Approved charter <input checked="" type="checkbox"/> Operations MOU	Yes	No	Operations MOU approved 8/10/21

P15	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	Low	3 teachers working on EL authorizations: teacher 1 – completion expected 22-23 teacher 2. - began courses 3/5/22 teacher 3. – begin coursework after spring break All should complete for 22-23 review
P16	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	

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	Charter school leadership conducts regularly, timely evaluations of teachers.	X Sample evaluations X Teacher interviews	Yes	No	Teacher interview completed 3/16/22
<u>Classified Employees</u>					
P18	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 N/A Documentation of qualifications held by classified aides X Approved charter X Operations MOU	Yes	No	No classified aides employed at Method Charter

22 Method School: Educational Program and Student Services

Context

Method is a tuition-free, independent study, public charter school serving students in Grades TK-12 in San Diego County and adjacent counties.

Compliance Area Concerns

None

Best Practices: Responses to address Oversight Concerns were very helpful.

Assigned District Staff Person: Jana Sosnoski
 Position of Assigned Staff Person: Chief Academic Officer

METHOD 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	
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	
E3	Charter school staffing complies with approved charter.	X Approved charter X Staffing chart	Yes	No	
E4	Charter school staffing is sufficient to carry out educational program.	X Staffing chart X Instructional leader (or equivalent) interview	Yes	No	
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	

E6	Charter school has obtained WASC accreditation, if applicable.	X WASC accreditation	Yes	No	Provided directory from WASC. Need dates Addressed in report Website states the online program is WASC accredited
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Services to Special Populations

E7	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	Pg 61-62 student handbook
E8	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	
E9	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 CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview	Yes	No	Pg 25
E10	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	

Curricular Materials

E11	Charter school uses standards-aligned instructional materials.	X Description of courses, instructional framework, and/or scope and sequence X Classroom observations	Yes	No	
E12	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	
E13	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	EL support is required course, per scope and sequence, at HS level. No mention of ELD integration or support at K-8 levels Curriculum provided that shows ELD integrated into curriculum clarification requested and received
E14	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	Class schedule provide but no ELD in schedule Materials provided
<u>Assessment</u>					
E15	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	State testing addressed on website. Assessment calendar provided
E16	SBAC and Dashboard Data indicate that the charter school is on target for meeting	SBAC X Dashboard Data	Yes	No	Provided iReady data in lieu of CAASPP

	renewal requirements as set forth in EC 47607.				
E17	Charter school has completed and timely posted a SARC containing required elements.	X SARC	Yes	No	Posted on SARC on website.
E18	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	
E19	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	HLS is part of online application Letter for initial ELPAC provided Letter indicating whether a child is a long-term English Learner or is at-risk of becoming one is provided
E20	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	In Governance folder
E21	LCAP and annual update address student academic performance across all student populations.	X Review of LCAP/annual update	Yes	No	all available on website
E22	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	NA
E23	As applicable, the charter school has completed a School Plan for Student	X SPSA		NA	NA: Verified not a T1 school

	Achievement (SPSA) that meets federal school planning and stakeholder requirements for Title I.				
E24	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.	<input checked="" type="checkbox"/> Instructional leader (or equivalent) interview <input checked="" type="checkbox"/> Schoolsite council handbook <input checked="" type="checkbox"/> Membership lists <input checked="" type="checkbox"/> Meeting notices/agendas and minutes		NA	NA
<u>Admissions</u>					
E25	Charter school complies with the admissions practices 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	
E26	Admissions process for a student with an IEP is the same as for a student without an IEP.	<input checked="" type="checkbox"/> Admissions/enrollment forms and policies	Yes	No	In handbook
E27	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	
E28	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	Admission forms and handbook provided

E29	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	Documentation for procedures is provided
<u>Discipline</u>					
E30	Charter school discipline policies and practices are consistent with terms of charter.	<input checked="" type="checkbox"/> Approved charter <input checked="" type="checkbox"/> Discipline policies and procedures, including policies regarding discipline of students with disabilities	Yes	No	
E31	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.	<input checked="" type="checkbox"/> Discipline policies and procedures, including policies regarding discipline of students with disabilities <input checked="" type="checkbox"/> Instructional leader (or equivalent) interview	Yes	No	
E32	Charter school has not disproportionately suspended or expelled students of certain racial or ethnic backgrounds, or students with disabilities.	<input checked="" type="checkbox"/> Discipline data <input checked="" type="checkbox"/> Discipline policies and procedures, including policies regarding discipline of students with disabilities	Yes	No	SARC indicates no suspensions or expulsions
<u>Health and Safety</u>					
E33	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.	<input checked="" type="checkbox"/> School safety plan	Yes	No	
E34	Staff has been trained in health, safety, and emergency procedures, and	<input checked="" type="checkbox"/> Training sign-in sheets <input checked="" type="checkbox"/> Observation of main office	Yes	No	CPR training certs provided

	appropriate first aid supplies are kept on hand.				
E35	Charter school has a policy/procedure for visitors to enter and leave campus.	X Policy or procedure	Yes	No	
E36	Charter school provides for the screening of pupils' vision, hearing, screening for scoliosis, and required immunizations.	X Records of student screenings	No	N/A	NA
E37	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 X Board meeting minutes	Yes	No	Submitted in prior years
E38	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 (with evidence that those finding are reviewed in a public meeting every 4 years), as provided in Education Code section 49564(c).	X Application for universal meal service X Board resolution	No	N/A	Online learning
E39	Charter school provides at least one meal per day to students who qualify for FRPL, except as provided for nonclassroom-based programs.	X Executive director (or equivalent) interview	Yes	N/A	
E40	Charter school posts on its website in a prominent, conspicuous location, the Title IX information, including the name	X Screenshot from website	Yes	No	

	and contact number/e-mail for the Title IX Coordinator for that school.				
E41	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	
E42	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	Provided in handbook
<u>Parent Notifications</u>					
E43	Charter school provides a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act.	X Notice	Yes	No	
E44	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	
E45	If charter school serves students in 12th grade, parents of those students are notified of student's GPA by October 1st, as required by Education Code section 69432.9(c)(2).	X Notice	Yes	No	

E46	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	
<u>Student Records</u>					
E47	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	
E48	Charter school maintains student records, including special education records, in a confidential and secure location.	X Policy regarding confidentiality of student records Observation of main office	Yes	No	
E49	Charter school has a policy or procedure for parents to review student files, including a log.	X Policy regarding review of records	Yes	No	
E50	Charter school has policy or procedure regarding release of student information.	X Policy regarding release of student information	Yes	No	
E51	Teachers have reasonable access to special education records.	X Instructional leader (or equivalent) interview	Yes	No	
<u>Student Retention / Grade Changes / High School Coursework Completion (AB 104)</u>					
E52	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 X Record(s) reflecting retention	Yes	No	

E53	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	
E54	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	In handbook for 2021-22
E55	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"> X Instructional leader (or equivalent) interview X Evidence of notification 	Yes		
E56	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"> X Instructional leader (or equivalent) interview 	Yes		
E57	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"> X Instructional leader (or equivalent) interview X Evidence of opportunities to recoup credit provided 	Yes	No	Retention documentation provided but not recoupment documentation Document regarding credit recoup opportunities provided.

Method School: Special Education

Context

Method Schools is authorized by the Dehesa School District and functions as a public school within the district for special education purposes. As a member of the East County Special Education Local Plan Area (SELPA), students have access to the full continuum of programs and services.

Method School is an online independent study program. 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 their 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, etc., 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 into SEIS.

The enrollment process for students with disabilities follow the same procedures as general education students, 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 have 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, 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 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 IEP's submitted for review demonstrates that

all required members of the IEP team were present and participated in the meeting. East County SELPA policies indicate clear timelines in accordance with the Individuals with IDEA and the California Department of Education (CDE).

Due to the ongoing COVID-19 pandemic, the state of California waived participation in the 2020-21 CAASPP test. Local education agencies were given the opportunity to use either the CAASPP or internal diagnostic assessments. Because of student familiarity with the iReady, Method Schools utilized iReady diagnostic in lieu of the CAASPP. Methods assess 1,090 students for ELA and 1,083 in math, however, the number of students with disabilities participating in the assessment is not indicated.

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 12.0% for special education is consistent with the 2021 state average of 13.3%. More recently, Dehesa School District was found to be in level 2 targeted review by CDE in indicator 9 (overall students with disabilities) due to a disproportionate number of African-American students identified as having a disability. In looking at the data, it was found that one student is a Dehesa student and the other 12 students are Method students. Dehesa School District and Method Schools are currently working together to conduct targeted reviews and develop a special education plan to address the disproportionality. Discipline data as of December 2021 indicate that there were no suspensions for students with disabilities.

Compliance Area Concerns

None

Best Practices:

- Consider having contract service providers utilize the SEIS service tracker tool rather than uploading their service minutes.
- Implement plan for disproportionality issue among African-American students.

Assigned District Staff Person: Method School
 Position of Assigned Staff Person: Jade Fernandez, Special Education Director

METHOD 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.	X Student handbook X Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview	Yes	No	
S2	Charter school policies and practices ensure referral and assessment of students suspected of requiring special education and related services.	X Student handbook X Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview	Yes	No	Policies outline steps for identifying students with suspected disabilities, including the implementation of interventions within the GE setting, team follow-up and finally possible referral.
S3	Charter school policies and practices ensure compliance with IDEA special education timelines.	X X Student handbook X Charter/SELPA policies and procedures manual X CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview	Yes	No	The procedural manual does identify the major timelines such as 60 days to complete assessment, however, through interviews and review of IEPs it is evident that timelines are followed

S4	Students identified as eligible for special education receive services required by their IEPs and 504 plans.	X Sample IEPs X Instructional leader (or equivalent) interview	Yes	No	IEP's indicate that students have access to a range of services
S5	All required members of IEP teams attend IEP meetings.	X Sample IEPs	Yes	No	Sample IEP's indicate that all team members are present
S6	Charter school does not enroll a disproportionately small number of students with disabilities.	X Data demonstrating percentage of students with disabilities in charter school	Yes	No	2021 SARC data-12%- consistent with state average of 13.3%
S7	Charter school ensures that special education funds are not used to serve students identified for accommodations under Section 504.	X Director of finance (or equivalent) interview	Yes	No	Students with 504's are supported out of student services and not special education
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.	X Special Education MOU <ul style="list-style-type: none"> • Review of agenda and minutes • Board President interview 	Yes	No	MOU renewed/approved July 2018-June 2023
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	

Method School: Operations and Facilities

Context

Currently located in a strip mall at 24620 Jefferson Avenue, Murrieta CA 92562 in Riverside County, Method School is a virtual independent study school with a declining enrollment of approximately 360 students. Grades K –12 are served but it is predominantly made of high school students. Method School is currently using the facility as administrative offices. However, in a continued response to the COVID-19, precautions most Method staff are working from home. A visit to the site confirmed this. They have added some interscholastic athletics, with a basketball team using the facilities of a nearby middle school.

Compliance Area Concerns

- None

Best Practices

Improved attention to checklist compliance.

Assigned District Staff Person: Tracy Robertson
 Position of Assigned Staff Person: Director of HR and Operations

METHOD SCHOOL OPERATIONS AND FACILITIES 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 [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.	X Staff organizational chart	Yes	No	Tracy Robertson
O2	Facilities are adequate for number of students and types of programs.	<ul style="list-style-type: none"> • Capacity chart for campus facilities X Operations manager (or equivalent) interview 	No	N/A	Method is a virtual school
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"> X Inspection logs X Operations manager (or equivalent) interview 	Yes	No	Mold Inspection signed off 3/18/22, 3/21/22
<u>Legal Compliance</u>					
O4	All facilities meet Americans with Disabilities Act requirements.	<ul style="list-style-type: none"> • ADA certification 	No	No /N/A	Property management and City of Murrieta are unable to produce an ADA certification, and ADA requirements were observed. Modern construction
O5	All single-user restrooms have been designated as all-gender restrooms.	X Operations manager (or equivalent) interview	No	No	Observed 3/29/22

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.]
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 	No	N/A	The building was constructed after 1986 and meets AHER requirements.
O7	Charter school has certificate of occupancy on file.	X Certificate of occupancy	Yes	No	This commercial occupancy inspection was issued 8/14/2014 as part of a construction permit
O8	Charter school has conditional use permit on file, as applicable.	X Conditional use permit	Yes	No	This permit was revised 1/24/2018
O9	Charter school has safety inspection by local fire department on file.	X Safety inspection by local fire department	Yes	No	Dated 10/13/21
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.	X Emergency action plan X Operations manager (or equivalent) interview	Yes	No	There is an Emergency Action Plan and an AED was observed 3/29/22
O11	If charter school serves any grades 6-12, and meets the 40% pupil poverty rate, it provides feminine hygiene products, including tampons and sanitary napkins, in a least 50% of the school’s restrooms.	X Operations manager (or equivalent) interview	Yes	No / N/A	Observed 3/29/22.
O12	If charter school is aware of a lactating pupil, it has made accommodations for	X Operations manager (or equivalent) interview	N/A	N/A	This is a virtual school.

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.]
	lactation other than a restroom and has provided a place to safely store milk.				
O13	Charter school has adequate insurance coverage that names the District as additional insured, as applicable.	X Certificates of insurance	Yes	No	As signed on 6/29/21
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.	X Operations manager (or equivalent) interview • Designation of any charter facilities (e.g., resource centers, etc.) • Review of addresses of facilities	Yes	N/A	Basketball team uses facilities at Chevala Middle School
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 or a different entity).	X List of facilities? X Operations manager (or equivalent) interview	Yes	No / N/A	Chevala Middle School as a rented site for their new basketball just started in April.
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.	X List of facilities X Operations manager (or equivalent) interview • Authorizer records	Yes	No	

Dehesa Charter Oversight Report

Diego Hills Central

June 29, 2022

Diego Hills Central: Governance

Context

Diego Hills Central is governed by the 4-member board (bylaws allow up to 5) of the Diego Plus Education Corporation (DPEC), which also governs another charter school (Diego Valley East Public Charter School). The board members bring a wide range of experience in public education, private sector and community service to the board. Both schools are served by Lifelong Learning Administration Corporation (LLAC) and share some staff with other schools through LLAC. Area Superintendent Lindsay Reese serves as senior staff and oversees Lisa Youngflesh who serves as the principal.

Compliance Area Concerns

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

- **Low - G19:** Concerns continue regarding the level of parental and community input. The school has Parent and Advisory Committee and English Learner Advisory Committees. It is also recognized that the pandemic has placed additional challenges in this area.

Best Practices

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

- Continue to address board member diversity and capacity through the addition of a fifth board member.
- Address as appropriate for Diego Hills the overall Best Practice recommendations made for all schools.

Assigned District Staff Person: Lindsay Reese
 Position of Assigned Staff Person: Area Superintendent

DIEGO HILLS CENTRAL 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.	x Articles of Incorporation x Bylaws	Yes	No	Articles of Incorporation IRS 501(c)3 Letter Bylaws Bylaws are on the school’s website along with extensive policy documents.
G2	Bylaws are comprehensive, with provisions regarding governing board composition, term limits, powers, meetings, committees, officers, etc.	x Bylaws	Yes	No	https://dhcentralcharter.org/board-policies/ Bylaws are on the school’s website along with extensive policy documents.
G3	Any changes to charter or bylaws have been approved by charter school’s governing board and submitted to the authorizer.	x Bylaws x Approved charter	Yes	No	No changes
G4	Charter school has an organizational chart and job descriptions that delineate clear separation of duties and responsibilities.	x Bylaws x Organizational chart x Job Descriptions AS/CFO/Controller <input checked="" type="checkbox"/> Board President interview	Yes	No	Revised Org Chart Job descriptions for Area Sup/ CFO/Controller

G5	Governing board has a robust, outcomes-based process for evaluating the charter school leader.	<input checked="" type="checkbox"/> Summary/Timeline of Process to Evaluate School Leader <input checked="" type="checkbox"/> Confirmation of Completion of School Leader Evaluation <input type="checkbox"/> <input checked="" type="checkbox"/> Board president interview	Yes	No	Well documented and complete process.
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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.	<input checked="" type="checkbox"/> Bylaws <input checked="" type="checkbox"/> Approved charter <input checked="" type="checkbox"/> Executive director (or equivalent) interview <input type="checkbox"/> <input checked="" type="checkbox"/> Teacher interview <input checked="" type="checkbox"/> Information available on charter school’s website	Yes	No	<p>There is a public comment policy for board meetings.</p> <p>All the members of the governing board have terms that expire on June 30, 2022. School is taking comment under consideration. School expects to make a change.</p> <p>Students, families and staff are surveyed at least annually. Survey Participation Results - uploaded to google and emailed on 5/5/22</p> <p>Lindsay Reese meeting 3/2/22 PAC and ELAC Committees meet quarterly to provide feedback</p>

<u>Composition</u>					
G7	Charter school has a list or roster of governing board members that is publicly accessible.	<input checked="" type="checkbox"/> List of board members <input checked="" type="checkbox"/> Information is available on charter school’s website	Yes	Low	Contact info for the board members not provided in submission. School indicates they are working to resolve.
G8	Composition of governing board is consistent with approved charter.	<input checked="" type="checkbox"/> List of board members <input checked="" type="checkbox"/> Approved charter	Yes	No	Charter Petition available.
G9	Governing board is diverse and reflects charter school and community population.	<input checked="" type="checkbox"/> Board member biographies <input checked="" type="checkbox"/> Description of school and community demographics	Yes	No	Two Latino board members, one from the community. School is aware and is working on it on an ongoing basis

G10	Governing board members have relevant knowledge and experience in key areas, such as education, finance, legal, real estate, and fundraising.	X Board member biographies • Information posted on charter school’s website • Board President interview	Yes	No	Board members have a wide breath of experience and expertise.
G11	Governing board and charter leadership are free of real and perceived conflicts of interest.	X Board member biographies X Completed Form 700s X Completed Form 990s • Agendas and minutes	Yes	No	Board Member biographies

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.]
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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.	X Annual governing board meeting calendar • Bylaws X Approved charter	Yes	No	Board Meetings occur as needed and are consistent with timelines set forth in the charter and bylaws. Charter Petition Bylaws
G13	Governing board members receive annual training regarding Brown Act requirements.	X Sign-in sheet from Brown Act training • Copy of materials (e.g., Power Point slides)	Yes	No	
G14	Meetings are noticed and conducted in accordance with the Brown Act.	X Sample meeting agendas and minutes • Observation of accessibility of meeting (location, online participation, public comment time, etc.) X Screenshot of charter school website	Yes	No	

G15	Discussion during Board meetings is limited to properly-noticed items on agenda.	<ul style="list-style-type: none"> • Observation of meeting 	Yes	No	
G16	Board use of closed session during noticed meetings is consistent with Brown Act.	<ul style="list-style-type: none"> X Sample meeting agendas and minutes • Observation of meeting 	Yes	No	
G17	Meeting agendas include sufficiently-detailed items of business to be transacted	X Sample meeting agendas	Yes	No	

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 any necessary action to be taken by the Board.				
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"> X Sample meeting agendas X Public comment policy 	Yes	No	
G19	Board members solicit and provide and/or solicit input from the community served.	<ul style="list-style-type: none"> X Board biographies X Advisory committee/ PTO documents X Board President interview 	Yes	Low	Limited input from the public. School recognizes this issue. School indicates that there are 4 parent advisory committee per year, LCAP process. School also notes that a large number of students are adults.
G20	Minutes are approved and thereafter made available to the public.	<ul style="list-style-type: none"> X Sample meeting minutes X Screenshot of charter school website 	Yes	No	Board Meetings posted on website

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	N/A	Not required. Will remain not covered by law.
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	N/A	Only one location
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	

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"> X Charter school website X Observation of meetings (location, teleconference location, etc.) 	NA	N/A	Only one location
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"> X AB 361 Resolution X Public comment policy X Board meeting minutes 	Yes	No	

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.	X Parent handbook X Student handbook X Employee handbook	Yes	No	Handbooks are updated annually or more often as needed. Handbooks are reviewed and approved by the board. Board Adopted Parent/Student handbook - located on school website
G27	Governing board has adopted policies related to conflict of interest, which align with the requirements of Education Code section 47604.1.	X Board policies	Yes	No	Board Adopted Conflict of Interest Policy
G28	Governing board has adopted/updated policies related to student discipline and due process.	X Board policies	Yes	No	Handbooks are updated annually or more often as needed. Handbooks are reviewed and approved by the board. Board Adopted Parent/Student handbook - located on school website

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.]
G29	Governing board has adopted/updated policies related to complaints and investigations.	X Board policies	Yes	No	Board Adopted Complaint Policy – Revised June 2019 Policy is complete and includes a complaint form to assist the person filing a complaint.
G30	Governing board has adopted/updated internal control policies (and related forms and systems).	X Board policies	Yes	No	Board Adopted Fiscal Policies
G31	Governing board has adopted/updated policies related to bank signature authorizations.	X Board policies	Yes	No	Board Adopted Fiscal Policies

G32	Governing board has adopted/updated policies related to allowable purchases and purchasing authority.	X Board policies	Yes	No	Board Adopted Fiscal Policies
G33	Governing board has adopted/updated policies related to student harassment and the prevention of acts of bullying, including cyberbullying.	X Board policies	Yes	No	Board Adopted Bullying/Student Harassment Policy
G34	Governing board has adopted/updated policies related to employee harassment.	X Board policies	Yes	No	Board Adopted Employee Handbook – page 9
G35	Governing board has adopted and annually updates its safety plan by March 1 st to include all legal requirements applicable to charter schools.	≡ Board policies X Meeting agenda and minutes reflecting annual review and update	Yes	No	Board Adopted School Safety Plan

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.]
G36	Governing board has adopted policies related to immunization records and administration of medication.	X Board policies	Yes	No	Board Adopted Medication Policy
G37	Governing board has adopted policies related to Family Educational Rights and Privacy Act.	X Board policies	Yes	No	Board Adopted Parent/Student Handbook – see Section on Pupil Records on page 22

G38	Governing board has adopted policies related to Section 504/IDEA compliance.	X Board policies	Yes	No	Board Adopted 504 Policy
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. • 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. 	X Board policies	Yes	No	Board Adopted Personalized Learning Policy – <ul style="list-style-type: none"> • see section 2.9 • see section 2.8 • see section 2.8 • see section 2.9 • see section 2.9 • see section 2.7

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.]
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	<ul style="list-style-type: none"> 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>				
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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, and all other operations.	X Policy review <ul style="list-style-type: none"> Executive director (or equivalent) interview Review of any complaints 	Yes	No	Board Adopted Personalized Learning Policy – See section 1.1 Board Adopted Parent/Student Handbook – see page 70 Enrollment Policy
G41	Charter school has complied with assurance that it shall not charge tuition.	X Policy review <ul style="list-style-type: none"> Executive director (or equivalent) interview 	Yes	No	Board Adopted Parent/Student Handbook – see page 3 bullet 4
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.	X Policy review <ul style="list-style-type: none"> Executive director (or equivalent) interview Review of any complaints Review of recruitment and admissions materials 	Yes	No	Board Adopted Parent/Student Handbook – see page 4 second bullet from bottom of page
G43	Charter school has complied with assurance that it shall admit all students who reside in California who wish to attend (up to the	X Policy review <ul style="list-style-type: none"> Executive director (or equivalent) interview Review of any complaints 	Yes	No	Board Adopted Parent/Student Handbook – see enrollment policy page 10.

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.]
	Charter School’s capacity based upon space, staff, or Charter School policy).	<ul style="list-style-type: none"> • Review of student demographics and enrollment data X Review of recruitment and admissions materials 			
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"> X Policy review • Executive director (or equivalent) interview 	Yes	No	Board Adopted Parent/Student Handbook – see page 70 Public Random Drawing
G45	Charter school has complied with assurance that it shall comply with EC 47605(d)(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"> X Policy review • Executive director (or equivalent) interview 	Yes	No	Board Adopted Parent/Student Handbook – see page 3 last bullet
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	<ul style="list-style-type: none"> X Policy review • Executive director (or equivalent) interview 	Yes	No	Board Adopted Parent/Student Handbook – see page 5 bullet 5

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.]
	charter school without graduating or completing the school year for any reason.				
<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 X Review of agenda and minutes • Board President interview 	Yes	No	Operational MOU approved by the board in August 2021 Board Approved Operational MOU
G48	Charter school has fulfilled its obligations under the MOU(s), including the submission of any required documentation to the authorizer.	X Records of authorizer	Yes	No	
G49	Charter school responds promptly to authorizer inquiries.	X Records of authorizer	Yes	No	
G50	Charter school informs authorizer in advance of any proposed material changes to program or operations.	X Records of authorizer	Yes	No	
<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	<ul style="list-style-type: none"> X Board policies X Review of student/parent and staff handbooks • Observation of classrooms • Observation of website 	Yes	No	Complaint form accessible on website; process described in parent/student handbook with links to form

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.]
	in every classroom, as applicable, and website.				
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	
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"> X Review of policies • XBoard President • interview X School leader interview 	Yes	No	No complaints referenced in board agendas
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"> X Review of policies • Review of website X Review of student/parent and staff handbooks 	Yes	No	General complaint policy includes board appeal.
G55	Charter school has policies for student disciplinary actions that include appropriate due process.	<ul style="list-style-type: none"> XReview of charter XReview of policies X Review of student/parent handbook 	Yes	No	School adheres to Ed Code 48900 et seq. for its Suspension/Expulsion policy.
G56	Charter school leadership discloses and ensures Board is fully informed of any anticipated or pending litigation.	<ul style="list-style-type: none"> X Board President interview • School leader interview X Review of agendas 	Yes	No	Most agendas have a closed session item on the agenda for “anticipated litigation” or “existing litigation”; no evidence of failure to inform.
Planning					

G57	Board adopted an annual update to the Local Control and Accountability Plan (LCAP) by	X Review of annual update to LCAP • Authorizer records	Yes	No	June 2021 Board Meeting Minutes – see page 8
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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.]
	July 1, 2021, which was submitted to the authorizer and County Office of Education.				
G58	Board held a public hearing for review and comment on both the annual update to the LCAP and budget overview for parents/guardians.	X Sample agendas and minutes	Yes	No	June 2021 Board Meeting Minutes – see page 7
G59	Charter school has prominently posted its LCAP, including any approved updates or revisions, on home page of its website.	X Review of website	Yes	No	LCAP is prominently displayed under the Accountability tab on the school website.
G60	On or before February 28, 2022, the charter school presents the 2021-22 annual update to the LCAP at a regularly scheduled board meeting, which includes presentation of the 2021-22 Supplement, all available mid-year outcome data related to metrics in the 2021-22 LCAP, and mid-year expenditure and implementation data on all actions identified in 2021-22 LCAP..	X Board agenda and minutes	Yes	No	January 2022 Board Meeting Minutes – See page 4

G61	(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, 2021.	<ul style="list-style-type: none"> • Expenditure plan X Board agendas and minutes 	Yes	No	November 2021 Board Meeting Minutes – See page 3-4
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815-21/6200776.1

Diego Hills Central Charter: Finance/Business

Context

Diego Hills Central Charter projects ADA during its Second Interim Report for FY 2021-22 of 366.63. The prior year's ADA was significantly higher (723.93) due to "Hold Harmless" legislation related to the COVID-19 Pandemic. Financially, the school benefited significantly from this legislation in its prior two years of operation. Per the 2nd Interim report for the current year, the Ending Fund Balance for FY 2021-22 is projected to be \$976,049 representing 16.94% of total projected expenditures. Interviews and discussions were held with the Area Superintendent for the school as well as the finance team of LLAC.

Compliance Area Concerns

- No area concern regarding checklist items for Finance/Business.
- No audit findings from the recent FY 2020-21 audit report

Best Practices:

- Well organized responses and summary via a matrix including document attachments per each checklist item from DCOT Finance/Business Checklist. The matrix was extremely helpful during review process. Reporting systems and processes shared during the interview process was excellent. Implemented position control system to assist in keeping costs aligned with budget and staffing aligned with need.

Recommendations:

- Congratulations on recent WASC Accreditation.

Assigned District Staff Person: Lindsay Reese, Quita Sharifi
 Position of Assigned Staff Person: Area Superintendent, CFO LLAC

FY 22 DIEGO HILLS CENTRAL FINANCE/ BUSINESS 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.	X Board policies	Yes	No	Evidence provided
F2	Current budget has been approved by the governing board.	X Current/adopted budget X Board meeting minutes	Yes	No	Evidence provided
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.	X Board meeting minutes X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F4	Charter school’s Local Control and Accountability Plan (LCAP) or annual update aligns with LCFF Calculator.	X LCAP or annual update X LCFF Calculator	Yes	No	Evidence provided
F5	Budget provides for all financial obligations.	X Current budget	Yes	No	Evidence provided
F6	Governing board approves all required financial reports.	X Required financial reports X Board meeting minutes	Yes	No	Evidence provided. Formal approvals at Budget Adoption, 1 st and 2 nd Interim as well as Unaudited Actuals required reports.

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.]
F7	On or before July 1st, the charter school submits the adopted budget and estimated current year actuals to the authorizer.	X Proof of submission	Yes	No	Evidence provided
F8	On or before December 15th, the charter school submits the interim financial report to the authorizer.	X Proof of submission	Yes	No	Evidence provided
F9	On or before March 15th, the charter school submits the second interim financial report to the authorizer.	X Proof of submission	Yes	No	Evidence provided
F10	On or before September 15th, the charter school submits the final unaudited actuals report for the full prior year.	X Proof of submission	Yes	No	Evidence provided
F11	Charter school maintains separate accounts for restricted revenues and expenditures.	X Financial records	Yes	No	Alt SACS related Form Utilized, includes both restricted revenues and expenditures
F12	Charter school regularly prepares cash flow projections to ensure that it has sufficient funds to meet its financial obligations.	X Financial records	Yes	No	Formally prepared during Adopted Budget, 1 st and 2 nd Interim Reporting periods
F13	Charter school’s business accounting system complies with state accounting and reporting requirements.	X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F14	On or before December 30, 2021, the charter school develops and adopts a plan delineating	X Expenditure plan	Yes	No	Evidence provided

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 expenditure of the Educator Effectiveness Block Grant.				
<u>Audit</u>					
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.	X Proof of submission of auditor certification and contract X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F16	Charter school has developed auditing schedule/timeline.	X Auditing schedule/timeline	Yes	No	Evidence provided
F17	Charter school has submitted prior year’s financial audit to authorizer.	X Previous year’s audit X Proof of submission	Yes	No	Evidence provided
F18	Charter school has developed and implemented plan of corrective action for each audit finding and recommendation, as applicable.	X Director of finance (or equivalent) interview	Yes	N/A	Not applicable
<u>Financial Condition</u>					
F19	Charter school maintains an appropriate level of reserves for economic uncertainties.	X Financial records X Director of finance (or equivalent) interview	Yes	No	Reserve levels appropriate. For current year at its 2 nd Interim Report the school is projecting Reserves of \$976,049 or 16.94% of Total Expenditures. School projects a yearly operating balance of \$87,416 for FY 2021-22

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.]
F20	Charter school prepares three-year financial projections (current plus two subsequent years) based on reasonable assumptions and includes all long-term debt obligations.	X Financial records X Director of finance (or equivalent) interview	Yes	No	School formally presents 3-year projections at Adopted Budget, and 1 st and 2 nd Interim reporting periods.
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.	X Financial records X Director of finance (or equivalent) interview	Yes	No	All projections for current and two subsequent fiscal years indicate school will be able to meet its financial obligations and maintain appropriate level of reserves. At its 2 nd Interim Report, school projected a \$1.08M reserve in FY 2022-23, or 19.85%, and a \$1.15M reserve in FY 2023-24, or 177.6%.
F22	Charter school is not a party to any current or pending litigation/disputes that would affect the charter school’s financial position.	X Director of finance (or equivalent) interview	Yes	No	Not aware of any pending litigation or disputes that would affect the school’s financial positio
F23	Charter school maintains a written policy regarding the process to identify, address, and monitor risks of fraud.	X Director of finance (or equivalent) interview X Written policy regarding fraud	Yes	No	Included in Fiscal Policies
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.	X Director of finance (or equivalent) interview	Yes	No	School not aware of any allegations of fraud
<u>Cash Receipts</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.]
F25	Charter school has policies addressing cash receipts.	X Cash receipt policy	Yes	No	Evidence provided
F26	Charter school maintains records of all monies received (e.g., issues receipts).	X Cash receipt policy X Sample records of cash receipts X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F27	Charter school deposits monies in a timely manner.	X Cash receipt policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F28	Charter school maintains records of deposits of all monies.	X Cash receipt policy X Sample records of cash deposits X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F29	Charter school reconciles bank statements to ensure receipt and deposit of monies is accurately reported.	X Cash receipt policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
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.	• Board-adopted resolution and/or meeting minutes evidencing formal approval of inter-fund transfer(s).	Yes	No / N/A	Not applicable. No interfund transfer transactions

Disbursements

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.	X Disbursement policy	Yes	No	Evidence provided
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.	X Disbursement policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F33	Checks are signed by authorized employees.	X Disbursement policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F34	Charter school has adopted a system to maintain vendor payment information for preparation of 1099s.	X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F35	Charter school has segregated duties between purchasing, receiving, and accounts payable.	X Staff organizational chart X Director of finance (or equivalent) interview	Yes	No	Evidence provided
<u>Payroll</u>					
F36	Charter school has a salary schedule or other satisfactory salary structure.	X Salary schedule	Yes	No	Evidence provided
F37	Tax deposits are completed in a timely manner.	X Proof of tax deposits X Director of finance (or equivalent) interview	Yes	No	Evidence provided

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.]
F38	Earnings are properly recorded for retirement reporting to Social Security, PERS, STRS.	X Proof of recording of earnings X Director of finance (or equivalent) interview	Yes	N/A	Evidence provided for Social Security. School staff and teachers do not participate in PERS and STRS. However, school does provide up to a 10% match in 403(b) plans
F39	Charter school has system to provide STRS data to authorizer.	X Proof of submission of STRS data X Director of finance (or equivalent) interview	Yes	N/A	N/A
F40	Charter school has system to maintain employee earning records for preparation of W-2s.	X Director of finance (or equivalent) interview	Yes	N/A	Evidence provided
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.	Not applicable	Yes	N/A	Not applicable. No leased staff agreements or MOU
<u>Equipment Inventory</u>					
F42	Charter school has policies addressing the purchase and maintenance of equipment.	X Equipment purchase and maintenance policy	Yes	No	Evidence provided
F43	Charter school maintains an equipment inventory that is physically located on each site.	X Equipment inventory	Yes	No	Evidence provided

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.]
F44	Equipment purchased with federal funds is properly identified.	X Director of finance (or equivalent) interview	Yes	No	Alt SACS methodology used
<u>Student Attendance (All Schools)</u>					
F45	Charter school uses a generally-approved attendance accounting system.	X Screenshot of attendance accounting system	Yes	No	Evidence provided. Related Alt SACS format used
F46	There is a designated staff person responsible for administering attendance.	X Staff organizational chart	Yes	No	Evidence provided
F47	Charter school calendar includes a minimum of 175 instructional days.	X School calendar	Yes	No	Evidence provided
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).	X Class/bell schedule	Yes	No	Evidence provided
F49	Student absences are excluded from apportionment days.	X Attendance reports X Attendance clerk (or equivalent) interview	Yes	No	Evidence provided
F50	Charter school only claims ADA for teachers who hold an appropriate credential or certificate.	X Attendance reports X Attendance clerk (or equivalent) interview	Yes	No	Evidence provided

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.	X Proof of submission	Yes	No	Evidence provided
F52	Charter school has clear procedures for enrolling students, and confirming that students are not enrolled elsewhere to avoid dual enrollment.	X Enrollment and disenrollment policies and procedures	Yes	No	Evidence provided
F53	Charter school has clear procedures for disenrolling students and providing notification to the student’s district of residence.	X Enrollment and disenrollment policies and procedures	Yes	No	Evidence provided
F54	Charter school has clear procedures for claiming and reporting ADA to the state.	X Policies and procedures related to claiming and reporting ADA	Yes	No	Evidence provided.
F55	Charter school ensures that students are not enrolled in more than one track for which it claims apportionment.	X Attendance clerk (or equivalent) interview	Yes	No	Evidence provided
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.	X Teacher roster and monthly ADA reports	Yes	No	Enrollment has not changed in past two years. However, enrollment dropped significantly three years ago due to a new facility location . The school significantly benefited from the hold harmless legislation funding the at the 2019-20 level.

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>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"> X Student enrollment report X Staff organizational chart X Sample work papers reviewed by teacher 	Yes	No	Evidence provided
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"> X Student enrollment report X Staff organizational chart X Ratio of ADA to Teacher report 	Yes	No	Evidence provided
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"> X IEP review X Independent study coordinator (or equivalent) interview 	Yes	No	Evidence provided
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"> X Independent study coordinator (or equivalent) interview 	Yes	No	Evidence provided

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.]
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.	<input checked="" type="checkbox"/> Independent study coordinator (or equivalent) interview <input checked="" type="checkbox"/> Student enrollment report	Yes	No	Evidence provided
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.	<input checked="" type="checkbox"/> Request for determination of funding <input checked="" type="checkbox"/> SBE determination of funding	Yes	No	Evidence provided
F63	Charter school has a process to track the number of pupils participating in independent study for 15 or more school days.	<input checked="" type="checkbox"/> Independent study coordinator (or equivalent) interview <input checked="" type="checkbox"/> Record of student participation in independent study (e.g., attendance tracking chart)	Yes	No	Evidence provided
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).	<input checked="" type="checkbox"/> Sample grade books <input checked="" type="checkbox"/> Sample transcripts <input checked="" type="checkbox"/> Work samples	Yes	No	Evidence provided
F65	In accordance with Section 51747(e) and 51749.5(a)(4)(C), charter school offers	<input checked="" type="checkbox"/> Board policy <input checked="" type="checkbox"/> Independent study coordinator (or equivalent) interview <input checked="" type="checkbox"/> Record of student	Yes	No	Synchronous instruction provided if needed

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>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. 	participation in 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 	X Board policy	Yes	No	Evidence provided

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 ● 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 ● Statement of number of course credits or measures of academic accomplishment to be earned 	<ul style="list-style-type: none"> X Sample agreements X Enrollment policies 	Yes	No	Evidence provided

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 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 				
F68	Charter school claims apportionment credit for independent study only to the extent of the time value of student work products, as personally judged in each instance by a certificated teacher.	X Credit register / work samples X Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided
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.	X Credit register X Independent study coordinator (or equivalent) interview X Work Samples	Yes	No	Evidence provided
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.	X Independent study coordinator (or equivalent) interview X Credit Register/work samples X Record of student participation in independent study (e.g., attendance tracking chart)	Yes	No	Evidence provided. Synchronous instruction provided as needed
<u>Course-Based Independent Study</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.]
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 ● 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 	<p>X Board policy X Evidence of annual (e.g., Board resolution)</p>	Yes	No	Evidence provided

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 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).	X Evidence of annual certification of courses (e.g., Board resolution) X Independent study coordinator interview	Yes	No	Evidence provided
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.	X Board policy X Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided
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).	X List of course offerings	Yes	No	Evidence provided

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.]
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. ● 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</p>	<ul style="list-style-type: none"> X Credit register X Independent study coordinator (or equivalent) interview 	Yes	No	<p>Charter School offers traditional independent study program and its apportionment is claimed via Ed Code Sections 51745-51745.5. Attendance earned is based on the time value of assignments as judged by the Supervising Teacher. School is claiming apportionment appropriately.</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.]
	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.				
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 	<ul style="list-style-type: none"> X Sample agreements X Enrollment Policies X Independent Study Coordinator interview 	Yes	No	Evidence provided. Written agreement is on file with each independent study student. Agreement contains required data per Ed Code section 51749.6

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 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 				

Diego Hills Central Charter: Personnel 2021-2022

Oversight Checklist Context

The Area Superintendent is responsible for all Personnel processes at the charter site. All items on the Personnel Oversight Checklist were submitted on time in a very organized process. Based on the information submitted for the DCOT Personnel review there were no levels of concerns from the Personnel Oversight Checklist.

Compliance Area Concerns

- None

Best Practices:

- Diego Hills Central Charter has an efficient and organized process for submitting documents that verify all employee requirements to be hired at the charter school. Some of these required documents were excellent in presentation and thought. Such as the Professional Development sessions and training materials for staff, documentation of required clearances, certificates of trainings and the personnel actions that were reflected in the Governing Board minutes.

Assigned District Staff Person: Lindsay Reese
 Position of Assigned Staff Person: Area Superintendent

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	Approved Charter unchanged No MOU’s
P2	Charter school employee handbook and policies guarantee fair hiring practices	X Employee handbook X Employee policies	Yes	No	
P3	Charter school enters employment contracts with all persons hired to work at school.	X Sample employment contracts	Yes	No	
P4	All employees have been fingerprinted, including Department of Justice background checks.	X Documentation of fingerprint clearance for all employees	Yes	No	
P5	All employees have passed TB test and results are current.	X Documentation of current TB test results for all employees	Yes	No	

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	
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	
P8	Charter school has DFEH poster regarding transgender rights posted in a prominent and accessible location.	X Observation of main office /website	Yes	No	Front office posted – photo submitted
P9	If charter school employs 20+ employees, it provides up to 12 weeks of job-protected, unpaid parental leave.	X Employee handbook	Yes	No	
P10	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	
P11	Governing board approves personnel actions.	X Governing board minutes	Yes	No	PA’s approved by board.

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>Certificated Employees</u>					
P12	Charter school employs sufficient teaching staff to satisfy terms of approved charter and applicable law.	<input checked="" type="checkbox"/> Staff organizational chart <input checked="" type="checkbox"/> Approved charter <input checked="" type="checkbox"/> Operations MOU	Yes	No	Operations MOU approved 8/26/21
P13	Charter school provides teachers with professional development opportunities.	<input checked="" type="checkbox"/> Professional development calendar <input checked="" type="checkbox"/> Professional development session agenda <input checked="" type="checkbox"/> Teacher interviews	Yes	No	Teacher interview 3/23/22
P14	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.	<input checked="" type="checkbox"/> Staff organizational chart <input checked="" type="checkbox"/> Documentation of credentials, certifications, qualifying coursework, and qualifying degree(s) held by core teachers <input checked="" type="checkbox"/> Approved charter <input checked="" type="checkbox"/> Operations MOU	Yes	No	Operations MOU approved 8/26/21
P15	Teachers have the legally required CLAD or B-CLAD certification to provide instruction to their students.	<input checked="" type="checkbox"/> Staff organizational <input checked="" type="checkbox"/> Documentation of credentials and certifications held by teachers	Yes	No	

P16	Teachers providing special education and related services have required credentials, certifications, qualifying coursework and/or qualifying degree .	<input checked="" type="checkbox"/> Staff organizational chart <input checked="" type="checkbox"/> Documentation of credentials, certifications, qualifying coursework, and qualifying degree(s) held by special education teachers	Yes	No	
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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.]
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P17	Charter school leadership conducts regularly, timely evaluations of teachers.	<input checked="" type="checkbox"/> Sample evaluations <input checked="" type="checkbox"/> Teacher interviews	Yes	No	Teacher interview 3/23/22
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Classified Employees

P18	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.	<input checked="" type="checkbox"/> Staff organizational chart <input checked="" type="checkbox"/> Documentation of qualifications held by classified aides <input checked="" type="checkbox"/> Approved charter <input checked="" type="checkbox"/> Operations MOU	Yes	No	
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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. They are located at 4348 54th Street, San Diego, CA 92115.

Compliance Area Concerns

The documentation that Diego Hills Central Charter provided for oversight for the 2021-22 school year presents no areas of concern in the area of Educational Programs. Although the school presented several areas of low concern in the 2020-21 school year, this year's documentation provides evidence that those areas of low concern are currently of no concern.

This year 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 they are proactively addressing how to develop and implement a plan 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 other measures.

Best Practices

Diego Hills Central is to be commended for completing a successful WASC accreditation cycle.

Assigned District Staff Person: Lindsay Reese,
 Position of Assigned Staff Person: Area Superintendent

DIEGO HILLS CENTRAL 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	
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	
E3	Charter school staffing complies with approved charter.	X Approved charter X Staffing chart	Yes	No	
E4	Charter school staffing is sufficient to carry out educational program.	X Staffing chart X Instructional leader (or equivalent) interview	Yes	No	
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	pg 17

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.]
E6	Charter school has obtained WASC accreditation, if applicable.	X WASC accreditation	Yes	No	Provided-letter through 6/30/22 Justin provided additional info regarding updated WASC
<u>Services to Special Populations</u>					
E7	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	
E8	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	
E9	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 Fall1 submission X Instructional leader (or equivalent) interview	Yes	No	
E10	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	
<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.]
E11	Charter school uses standards-aligned instructional materials.	X Description of courses, instructional framework, and/or scope and sequence X Classroom observations	Yes	No	
E12	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	Yes	No	
E13	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.	observations X Instructional leader (or equivalent) interview X Classroom observations X Student Handbook X Course Catalog	Yes	No	Student Parent Handbook pg 10 Course Catalog pgs 10-11
E14	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 X Student Handbook	Yes	No	Class schedule dependent on personalized learning plan and Master Agreement Student Handbook pg 10
<u>Assessment</u>					
E15	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	Also addressed in handbook

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.]
E16	SBAC and Dashboard Data 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	Diverse and underserved population make up L4L school
E17	Charter school has completed and timely posted a SARC containing required elements.	X SARC	Yes	No	
E18	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	
E19	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	Initial letter provided
E20	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	
E21	LCAP and annual update address student academic performance across all student populations.	X Review of LCAP/annual update	Yes	No	areas of growth are identified in LCAP

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.]
E22	Title I funds/categorical funding are being used to supplement the school’s LCAP goals.	X LCAP X Director of finance (or interview equivalent)	Yes	N/A	All LCAP funds are LCFF
E23	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.	X SPSA		N/A	n/a
E24	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.	X Instructional leader (or equivalent) interview X School site council handbook X Membership lists X Meeting notices/agendas and minutes		N/A	n/a
<u>Admissions</u>					
E25	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	
E26	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	
E27	Student data demonstrates that population is reflective of the District (including racial and ethnic background, students	X Charter school student data X Student data from nearby school districts	Yes	No	

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.]
	with disabilities, English learners, and FRPL students).				
E28	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	
E29	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	
<u>Discipline</u>					
E30	Charter school discipline policies and practices are consistent with terms of charter.	X Approved charter X Discipline policies and procedures, including policies regarding discipline of students with disabilities	Yes	No	
E31	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.	X Discipline policies and procedures, including policies regarding discipline of students with disabilities X Instructional leader (or equivalent) interview	Yes	No	

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.]
E32	Charter school has not disproportionately suspended or expelled students of certain racial or ethnic backgrounds, or students with disabilities.	X Discipline data X Discipline policies and procedures, including policies regarding discipline of students with disabilities	Yes	No	
<u>Health and Safety</u>					
E33	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	
E34	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	
E35	Charter school has a policy/procedure for visitors to enter and leave campus.	X Policy or procedure	Yes	No	Included COVID policy updates
E36	Charter school provides for the screening of pupils’ vision, hearing, screening for scoliosis, and required immunizations.	X Records of student screenings	Yes	No	Copy of immunization record provided
E37	If charter school serves students in grades 7-12, governing board has adopted	X Suicide Prevention Policy X Board meeting minutes	Yes	No	

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.]
	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.				
E38	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 (with evidence that those finding are reviewed in a public meeting every 4 years), as provided in Education Code section 49564(c).	X Application for universal meal service Board resolution	Yes	N/A	Not required but provided
E39	Charter school provides at least one meal per day to students who qualify for FRPL, except as provided for nonclassroom-based programs.	X Executive director (or equivalent) interview	Yes	N/A	Provided, though not required
E40	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.	X Screenshot from website	Yes	No	
E41	If charter school serves students in grades 7-12, it provides comprehensive sexual health and HIV prevention education, as	X Sexual health and HIV prevention education course description	Yes	No	Submitted in previous year

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.]
	required by Education Code section 51930, et seq.				
E42	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	
<u>Parent Notifications</u>					
E43	Charter school provides a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act.	X Notice	Yes	No	
E44	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	
E45	If charter school serves students in 12th grade, parents of those students are notified of student’s GPA by October 1st, as required by Education Code section 69432.9(c)(2).	X Notice	Yes	No	

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.]
E46	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	
<u>Student Records</u>					
E47	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	
E48	Charter school maintains student records, including special education records, in a confidential and secure location.	X Policy regarding confidentiality of student records X Observation of main office	Yes	No	
E49	Charter school has a policy or procedure for parents to review student files, including a log.	X Policy regarding review of records	Yes	No	
E50	Charter school has policy or procedure regarding release of student information.	X Policy regarding release of student information	Yes	No	
E51	Teachers have reasonable access to special education records.	X Instructional leader (or equivalent) interview	Yes	No	Verification provided
<u>Student Retention / Grade Changes / High School Coursework Completion (AB 104)</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.]
E52	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 X Record(s) reflecting retention	Yes	No	Not applicable Statement provided that student are never retained
E53	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 X Documentation reflecting date of request and date of consultation	Yes	No	Not applicable-see above
E54	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.	X Screenshot of website X Copy of notice (dated)	Yes	No	
E55	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.	X Instructional leader (or equivalent) interview X Evidence of notification	Yes	No	
E56	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	X Instructional leader (or equivalent) interview	No	N/A	Not applicable - DASS school operating under different requirements

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.]
	addition to state’s graduation requirements.				
E57	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.).	Instructional leader (or equivalent) interview Evidence of opportunities provided to recoup credit	No	N/A	

815-21/6180223.1 815-21/6179139.1

Diego Hills Central Charter School: Special Education

Context

Diego Hills Central Public Charter School (DHPCPS) 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 DHPCPS and Dehesa School District was approved on August 17, 2017 and will end on June 30, 2022. Due to the passage of Assembly bill 130, charter schools who have a term expiring between Jun 1, 2022 and June 30, 2025 automatically receive a 2 year extension. Therefore, the MOU between DHPCPS and Dehesa School District has been extended to 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.

The enrollment process for students with disabilities follows the same process as general education students, however, additional steps are outlined within the DHPCPS special education procedure manual, as well as the El Dorado Charter SELPA policies in order to comply with the requirements of the Individuals with Disabilities Education Act (IDEA). 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.

The DHPCPS manual outlines a clear referral process and tiered systems of support when the general education team suspects a disability. DHPCPS 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 IEP submitted for review demonstrates that all required members of the IEP team were present and participated in the meeting and all identified areas of need are addressed in IEP goals, accommodations and services. DHPCPS and SELPA policies indicate clear timelines in accordance with the Individuals with IDEA and the

California Department of Education (CDE). DHCPCS continues to utilize the Service Tracker tool within the SEIS IEP system to track service delivery.

Due to COVID-19 continuing into the 2020-2021 school year, school districts were permitted to administer local measures in lieu of statewide assessments. Therefore, the 2020-2021 data are not comparable with other school year data. According to the 2020-2021 School Accountability Report Card (SARC) data, 95% of the students with disabilities enrolled at DHCPCS participated in the ELA portion of the CASSPP assessment, with 10% falling within the meets or exceeds range. DHCPCS had 95% of their students with disabilities participate in the Math portion of CAASPP, with 0% within the meets or exceeds range. The percentage of students with disabilities meeting or exceeding targets is consistent with that of other student populations at DHCPCS.

The CA Dashboard 2021 data indicate a total enrollment of 354, with 21.5% eligible for an IEP. This is higher than the 2021 state average of 13.3%. Discipline data from 2021 data provided indicate that there were no suspensions for students with disabilities.

Compliance Area Concerns

- No Concerns

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

Assigned District Staff Person: Lindsay Reese,
 Position of Assigned Staff Person: Area Superintendent

DIEGO HILLS CENTRAL 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.	X Student handbook X Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview	Yes	No	SELPA policies and procedural manual indicate policies for providing the full continuum of special education services Parent/student handbook indicates process when enrolling with an IEP
S2	Charter school policies and practices ensure referral and assessment of students suspected of requiring special education and related services.	X Student handbook X Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview	Yes	No	SELPA policies and procedural manual indicate policies and procedures for handling referrals for special education as well as completing assessments
S3	Charter school policies and practices ensure compliance with IDEA special education timelines.	X Student handbook X Charter/SELPA policies and procedures manual X CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview	Yes	No	SELPA policies and procedural manual identify timelines for completing assessments, holding meetings and responding to parent requests

S4	Students identified as eligible for special education receive services required by their IEPs and 504 plans.	<ul style="list-style-type: none"> X Sample IEPs X Instructional leader (or equivalent) interview 	Yes	No	Clear enrollment process for students with IEP's, SEIS Tracker service logs
S5	All required members of IEP teams attend IEP meetings.	<ul style="list-style-type: none"> • Sample IEPs 	Yes	No	IEP meeting notes, signature page include required team members
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	354 enrolled, with 21.5% eligible for an IEP, higher than the state average of 13.3%
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	School administrators are responsible for 504 plans, ordering materials, equipment to ensure funds are taken from student services and not sped.
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"> X Special Education MOU • Review of agenda and minutes X Board President interview 	Yes	No	MOU approved August 2017-June 2022; amended August 2021 to extend to June 2024
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	

Diego Hills Charter School: 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 400 students. They are now accepting K-8 students. The interviews and checklist items addressed were all met. DHC, despite the COVID pandemic continues to improve in its practices related to its Operations and Facilities. Each year of oversight shows DHC continually improving in using a trauma based view of developing resilience in the students they serve.

Compliance Area Concerns

- Nohe

Best Practices

- Area Superintendent is exceptionally well organized in meeting Oversight Checklist items for this report.

Assigned District Staff Person: Lindsay Reese
 Position of Assigned Staff Person: Area Superintendent

DIEGO HILLS CENTRAL OPERATIONS AND FACILITIES 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 [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.	X Staff organizational chart	Yes	No	Lindsay Reese
O2	Facilities are adequate for number of students and types of programs.	X Capacity chart for campus facilities X Operations manager (or equivalent) interview	Yes	No	Submitted in 20-21 report
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.	X Inspection logs X Operations manager (or equivalent) interview	Yes	No	Conducted by Jessica Balsano
<u>Legal Compliance</u>					
O4	All facilities meet Americans with Disabilities Act requirements.	X ADA certification	Yes	No	The certification statement from the architect meets this requirement and was done during City Inspection of construction
O5	All single-user restrooms have been designated as all-gender restrooms.	X Operations manager (or equivalent) interview	Yes	No	Observed 3/30/22

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.]
O6	Charter school has developed asbestos management plan in accordance with the Asbestos Hazard Emergency Response Act.	X Asbestos Management Plan	Yes	No	Dated 10/21/19
O7	Charter school has certificate of occupancy on file.	X Certificate of occupancy	Yes	No	Dated 3/30/20
O8	Charter school has conditional use permit on file, as applicable.	X Conditional use permit	Yes	No	Dated 4/23/18
O9	Charter school has safety inspection by local fire department on file.	X Safety inspection by local fire department	Yes	No	Dated 4/26/22
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.	X Emergency action plan X Operations manager (or equivalent) interview	Yes	No	Observed 3/20/22
O11	If charter school serves any grades 6-12, and meets the 40% pupil poverty rate, it provides feminine hygiene products, including tampons and sanitary napkins, in a least 50% of the school’s restrooms.	X Operations manager (or equivalent) interview	Yes	No	Observed 3/30/22
O12	If charter school is aware of a lactating pupil, it has made accommodations for	X Operations manager (or equivalent) interview	Yes	No	Observed 3/30/22

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.]
	lactation other than a restroom and has provided a place to safely store milk.				
O13	Charter school has adequate insurance coverage that names the District as additional insured, as applicable.	X Certificates of insurance	Yes	No	Dated 7/6/21
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.	X Operations manager (or equivalent) interview X Designation of any charter facilities (e.g., resource centers, etc.) X Review of addresses of facilities	Yes	No	
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 or a different entity).	X List of facilities X Operations manager (or equivalent) interview	Yes	No	San Diego and Lancaster
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.	X List of facilities X Operations manager (or equivalent) interview • Authorizer records	Yes	No	

Dehesa Charter Oversight Report

Cabrillo Point Academy

June 29, 2022

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 Senior Director Jennifer Lorge. The school was previously part of the Inspire (renamed Provenance, now ThinkSuite) charter school network but has worked to have a structure that operates as an independent entity.

Compliance Area Concerns

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

- **G1** - Charter document should be updated to reflect changes made to governance, organizational structure and operations as part of the separation from Inspire/Provenance.
- **G8** - Clarify board membership and terms. The charter petition as approved 11/08/2018 identifies the charter school as Inspire Charter School South, identifying Inspire Charter Schools as the sole member. The current status needs be clarified. The charter calls for three-year terms, but other documents list the terms as one year. The bylaws list two-year terms. All terms are listed in ending June 30, 2022. Recommend that board terms be staggered to all for continuity.
- **G56** - Cabrillo is in the middle of an ongoing FCMAT investigation. Cabrillo has been compliant and has turned in all documents and is working with them. The school has also recently resolved a number of legal issues. Additional oversight regarding legal issues may be warranted.

Best Practices

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

- Currently 5 member board. Bylaws allow 3 to 11 members, including a preference for one member to be a parent, all with one-year terms. Consider extending of board member terms and staggering of terms to ensure continuity
- Address as appropriate for Cabrillo Point Academy the overall Best Practice recommendations made for all schools.

Assigned District Staff Person: Jennifer Lorge
 Position of Assigned Staff Person: Executive Director

CABRILLO POINT 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.	X Articles of Incorporation X Bylaws	Yes	Low	Charter document needs update of changes made to governance, organizational structure and operations as part of the separation from Inspire/Provenance.
G2	Bylaws are comprehensive, with provisions regarding governing board composition, term limits, powers, meetings, committees, officers, etc.	X Bylaws	Yes	No	
G3	Any changes to charter or bylaws have been approved by charter school’s governing board and submitted to the authorizer.	X Bylaws • Approved charter	Yes	No	
G4	Charter school has an organizational chart and job descriptions that delineate clear separation of duties and responsibilities.	• Bylaws X Organizational chart X Board President interview	Yes	No	
G5	Governing board has a robust, outcomes-based process for evaluating the charter school leader.	X Summary/Timeline of Process to Evaluate School Leader • Confirmation of Completion of School Leader Evaluation • Board president interview	Yes	No	

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 X Approved charter X Executive director (or equivalent) interview • Teacher interview X Information available on charter school’s website 	Yes	No	There are indications of progress occurring with parental engagement.
<u>Composition</u>					
G7	Charter school has a list or roster of governing board members that is publicly accessible.	<ul style="list-style-type: none"> X List of board members X Information is available charter school’s website 	Yes	No	
G8	Composition of governing board is consistent with approved charter.	<ul style="list-style-type: none"> X List of board members X Approved charter 	Yes	Low	The charter petition as approved 11/08/2018 identifies the charter school as Inspire Charter School South, identifying Inspire Charter Schools as the sole member. The current status needs be clarified. The charter calls for three year terms, but other documents list the terms as one year. The bylaws list two year terms. All terms are listed in ending June 30, 2022. Recommend that board terms be staggered for continuity.
G9	Governing board is diverse and reflects charter school and community population.	<ul style="list-style-type: none"> X Board member biographies X Description of school and community demographics 	Yes	No	
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"> X Board member biographies X Information posted on charter school’s website X Board President interview 	Yes	No	

G11	Governing board and charter leadership are free of real and perceived conflicts of interest.	<ul style="list-style-type: none"> X Board member biographies X Completed Form 700s Completed Form 990s • Agendas and minutes 	Yes	No	Review of the 2020 990 form may be helpful in confirming no conflict of interest.
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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.]
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<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"> X Annual governing board meeting calendar • Bylaws • X Approved charter 	Yes	No	
G13	Governing board members receive annual training regarding Brown Act requirements.	<ul style="list-style-type: none"> • Sign-in sheet from Brown Act training • X Copy of materials (e.g., Power Point slides) 	Yes	No	Mrs Moon has received training in previous years and was provided training material from current year training
G14	Meetings are noticed and conducted in accordance with the Brown Act.	<ul style="list-style-type: none"> X Sample meeting agendas and minutes X Observation of accessibility of meeting (location, online participation, public comment time, etc.) • Screenshot of charter school website 	Yes	No	
G15	Discussion during Board meetings is limited to properly-noticed items on agenda.	<ul style="list-style-type: none"> X Observation of meeting 	Yes	No	

G16	Board use of closed session during noticed meetings is consistent with Brown Act.	X Sample meeting agendas and minutes • Observation of meeting	Yes	No	
G17	Meeting agendas include sufficiently-detailed items of business to be transacted	X Sample meeting agendas	Yes	No	

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 any necessary action to be taken by the Board.				
G18	Governing board has adopted clear public comment policy, including allowance of twice the time limit for non-English-speaker translation.	X Sample meeting agendas X Public comment policy	Yes	No	
G19	Board members solicit and provide and/or solicit input from the community served.	• Board biographies • Advisory committee/PTO documents • Board President interview	Yes	No	
G20	Minutes are approved and thereafter made available to the public.	X Sample meeting minutes X Screenshot of charter school website	Yes	No	
G21	Governing board annually reviews charter school’s compliance with Education Code section 49431.9, which prohibits advertisement of food or beverages.	• Board meeting minutes	Yes	NA	

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 	NA	NA	
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.) 	NA	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.]
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"> X Charter school website X Observation of meetings (location, teleconference location, etc.) 	NA	NA	
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"> X AB 361 Resolution X Public comment policy X Board meeting minutes 	Yes	No	

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.	X Parent handbook X Student handbook X Employee handbook	Yes	No	
G27	Governing board has adopted policies related to conflict of interest, which align with the requirements of Education Code section 47604.1.	X Board policies	Yes	No	
G28	Governing board has adopted/updated policies related to student discipline and due process.	X Board policies	Yes	No	

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.]
G29	Governing board has adopted/updated policies related to complaints and investigations.	X Board policies	Yes	No	
G30	Governing board has adopted/updated internal control policies (and related forms and systems).	X Board policies	Yes	No	
G31	Governing board has adopted/updated policies related to bank signature authorizations.	X Board policies	Yes	No	

G32	Governing board has adopted/updated policies related to allowable purchases and purchasing authority.	X Board policies	Yes	No	
G33	Governing board has adopted/updated policies related to student harassment and the prevention of acts of bullying, including cyberbullying.	X Board policies	Yes	No	
G34	Governing board has adopted/updated policies related to employee harassment.	• Board policies	Yes	No	
G35	Governing board has adopted and annually updates its safety plan by March 1 st to include all legal requirements applicable to charter schools.	• Board policies X Meeting agenda and minutes reflecting annual review and update	Yes	No	

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.]
G36	Governing board has adopted policies related to immunization records and administration of medication.	X Board policies	Yes	No	
G37	Governing board has adopted policies related to Family Educational Rights and Privacy Act.	X Board policies	Yes	No	

G38	Governing board has adopted policies related to Section 504/IDEA compliance.	X Board policies	Yes	No	
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. • 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. 	X Board policies	Yes	No	

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.]
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	<ul style="list-style-type: none"> 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>				
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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, and all other operations.	X Policy review • Executive director (or equivalent) interview Review of any complaints	Yes	No	
G41	Charter school has complied with assurance that it shall not charge tuition.	X Policy review X Executive director (or equivalent) interview	Yes	No	
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.	X Policy review X Executive director (or equivalent) interview • Review of any complaints X Review of recruitment and admissions materials	Yes	No	
G43	Charter school has complied with assurance that it shall admit all students who reside in California who wish to attend (up to the	X Policy review Executive director (or equivalent) interview • Review of any complaints	Yes	No	

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.]
	Charter School’s capacity based upon space, staff, or Charter School policy).	<ul style="list-style-type: none"> • Review of student demographics and enrollment data X Review of recruitment and admissions materials 			
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"> X Policy review X executive director (or equivalent) interview 	Yes	No	
G45	Charter school has complied with assurance that it shall comply with EC 47605(d)(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"> X Policy review X Executive director (or equivalent) interview 	Yes	No	
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	<ul style="list-style-type: none"> X Policy review Executive X director (or equivalent) interview 	Yes	No	

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.]
	charter school without graduating or completing the school year for any reason.				
<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.	<input checked="" type="checkbox"/> Memoranda of understanding <ul style="list-style-type: none"> • Review of agenda and minutes <input checked="" type="checkbox"/> Board President interview	Yes	No	
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	
G49	Charter school responds promptly to authorizer inquiries.	<ul style="list-style-type: none"> • Records of authorizer 	Yes	No	
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	
<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	<input checked="" type="checkbox"/> Board policies <input checked="" type="checkbox"/> Review of student/parent and staff handbooks <ul style="list-style-type: none"> • Observation of classrooms <input checked="" type="checkbox"/> Observation of website	Yes	No	

	website				
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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.]
G52	Complaint policies and procedures are available in the main/front office or website for nonclassroom-based programs.	X Observation of main office / website	Yes	No	
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.	X Review of policies • Board President interview • School leader interview	Yes	No	
G54	Charter school has policies that allow for student, parent, and staff complaints to be appealed to the charter school’s Board.	X Review of policies • Review of website • Review of student/parent and staff handbooks	Yes	No	
G55	Charter school has policies for student disciplinary actions that include appropriate due process.	• Review of charter X Review of policies X Review of student/parent handbook	Yes	No	

G56	Charter school leadership discloses and ensures Board is fully informed of any anticipated or pending litigation.	<input checked="" type="checkbox"/> Board President interview <input checked="" type="checkbox"/> School leader interview <input checked="" type="checkbox"/> Review of agendas	Yes	Low	Executive Director indicated that there is no policy, but it is best practice that is held to by the ED. Cabrillo is in the middle of an ongoing FCMAT investigation. Cabrillo has been compliant and has turned in all documents and is working with them. The school has also recently resolved a number of legal issues. Additional oversight regarding legal issues may be warranted.
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Planning

G57	Board adopted an annual update to the Local Control and Accountability Plan (LCAP) by	<input checked="" type="checkbox"/> Review of annual update to LCAP <input checked="" type="checkbox"/> Authorizer records	Yes	No	
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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.]
	July 1, 2021, which was submitted to the authorizer and County Office of Education.				
G58	Board held a public hearing for review and comment on both the annual update to the LCAP and budget overview for parents/guardians.	<input checked="" type="checkbox"/> Sample agendas and minutes	Yes	No	
G59	Charter school has prominently posted its LCAP, including any approved updates or revisions, on home page of its website.	<input checked="" type="checkbox"/> Review of website	Yes	No	

G60	On or before February 28, 2022, the charter school presents the 2021-22 annual update to the LCAP at a regularly scheduled board meeting, which includes presentation of the 2021-22 Supplement, all available mid-year outcome data related to metrics in the 2021-22 LCAP, and mid-year expenditure and implementation data on all actions identified in 2021-22 LCAP..	X Board agenda and minutes	Yes	No	
G61	(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, 2021.	<ul style="list-style-type: none"> • Expenditure plan X Board agendas and minutes 	Yes	No	

815-21/6200776.1

Cabrillo Point Academy: Finance/Business Summary

Context

Cabrillo Point Academy Charter School provides the education for a projected enrollment of approximately 4,223 students. Per the school's 2nd Interim Report, the Ending Fund Balance for FY 2021-22 is projected to be \$8.2M, or 17.8% of its projected \$46.4M total projected expenditures. The operational balance for FY 2021-22 projects a yearly Ending Balance of \$3.05M. Interviews and discussions were held with the Sr. Director, Director, and lead staff of the school's business/finance outside vendor.

Compliance Area Concerns

- No Audit findings were noted from the school's recently completed Audit Report
- **F22** -The Charter School has recently submitted an Assignment for the Benefit of Creditors (ABC) Claim of Provenance, for \$4,356,654. Provenance provided back-office administrative and business service to the school in prior years of operation of the school. The ABC Claim recovery is not reflected in any of the school's financial projections or statements. The school fortunately received stimulus funding for the Covid-19 Pandemic via SB86, and ESSR II and III funding. In addition, state funding levels were based on "Hold Harmless" enrollment figures from the prior year before the pandemic. This isn't a Compliance Area Concern. However, for the Summary Report, the issue of the ABC Claim is noted.

Best Practices:

- The current year Shared Administrative Staff Agreement between Pacific Coast Academy and Mission Vista Charter schools is well done, a creative sharing of administrative tasks and reconcilable via an approved matrix of staff and related payroll. All "teachers of record" supporting the school's students are employed by the school for FY 2021-22.
- The school recently revised its Board Policies to require Board approval prior to any interfund transfers or loans to other schools or entities
- Over the past two years the school has shifted expenditures of approximately \$5.4 million from Sub-agreements, and professional services to in-house staff employed by the charter school. In essence, a migration from outsourced back-office support to a more in-house support model.
- A very cohesive, supportive team approach is noticeable when dealing with the Charter School Leadership folks.

Recommendations:

- Due to the ever-changing atmosphere in projecting enrollments for the charter school, continue to monitor student shifts and related impacts to operating budget.

Assigned District Staff Person: Jenna Lorge, Erika Vanderspek, Jason Sitomer

Position of Assigned Staff Person: Executive Director, Assistant Senior Director, Director of Client Finance, Charter Impact

FY 22 CABRILLO POINT ACADEMY FINANCE/BUSINESS 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.	X Board policies	Yes	No	Evidence provided
F2	Current budget has been approved by the governing board.	X Current/adopted budget X Board meeting minutes	Yes	No	Evidence provided
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.	X Board meeting minutes X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F4	Charter school’s Local Control and Accountability Plan (LCAP) or annual update aligns with LCFF Calculator.	X LCAP or annual update X LCFF Calculator	Yes	No	Evidence provided
F5	Budget provides for all financial obligations.	X Current budget	Yes	No	Evidence provided
F6	Governing board approves all required financial reports.	X Required financial reports X Board meeting minutes	Yes	No	Evidence provided. Formal approvals at Budget Adoption, 1 st and 2 nd Interim as well as Unaudited Actuals required reports.

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.]
F7	On or before July 1st, the charter school submits the adopted budget and estimated current year actuals to the authorizer.	X Proof of submission	Yes	No	Evidence provided
F8	On or before December 15th, the charter school submits the interim financial report to the authorizer.	X Proof of submission	Yes	No	Evidence provided
F9	On or before March 15th, the charter school submits the second interim financial report to the authorizer.	X Proof of submission	Yes	No	Evidence provided
F10	On or before September 15th, the charter school submits the final unaudited actuals report for the full prior year.	X Proof of submission	Yes	No	Evidence provided
F11	Charter school maintains separate accounts for restricted revenues and expenditures.	X Financial records	Yes	No	Alt SACS form utilized, includes both restricted revenues and expenditures
F12	Charter school regularly prepares cash flow projections to ensure that it has sufficient funds to meet its financial obligations.	X Financial records	Yes	No	Formally prepared during Adopted Budget, 1 st and 2 nd Interim Reporting periods
F13	Charter school’s business accounting system complies with state accounting and reporting requirements.	X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F14	On or before December 30, 2021, the charter school develops and adopts a plan delineating	X Expenditure plan	Yes	No	Evidence provided

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 expenditure of the Educator Effectiveness Block Grant.				
<u>Audit</u>					
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.	X Proof of submission of auditor certification and contract X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F16	Charter school has developed auditing schedule/timeline.	X Auditing schedule/timeline	Yes	No	Evidence provided
F17	Charter school has submitted prior year’s financial audit to authorizer.	X Previous year’s audit X Proof of submission	Yes	No	Evidence provided
F18	Charter school has developed and implemented plan of corrective action for each audit finding and recommendation, as applicable.	X Director of finance (or equivalent) interview	Yes	N/A	Not applicable
<u>Financial Condition</u>					
F19	Charter school maintains an appropriate level of reserves for economic uncertainties.	X Financial records X Director of finance (or equivalent) interview	Yes	No	Evidence provided. Current year projection at 2 nd Interim estimates reserves at \$8.2M, or 17.8% of expenditures

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.]
F20	Charter school prepares three-year financial projections (current plus two subsequent years) based on reasonable assumptions and includes all long-term debt obligations.	X Financial records X Director of finance (or equivalent) interview	Yes	No	School formally presents 3-year projections at Adopted Budget, and 1 st and 2 nd Interim reporting periods.
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.	X Financial records X Director of finance (or equivalent) interview	Yes	No	Per the recent 2 nd Interim Report, the school is projecting reserves of \$8.7M and \$10.68M in FY’s 2022-23 and 2023-24 respectively. The projected reserve levels represent a 18.22% reserve in FY 2022-23 and a 21.80% reserve in FY 2023-24.
F22	Charter school is not a party to any current or pending litigation/disputes that would affect the charter school’s financial position.	X Director of finance (or equivalent) interview	Yes	No	Charter School has recently filed an Assignment for the Benefit of Creditors claim of \$4.357M against Inspire/Provenance . Charter has conservatively not included any receivables noted in the claim in its financial projections. Credit claim is still on-going
F23	Charter school maintains a written policy regarding the process to identify, address, and monitor risks of fraud.	X Director of finance (or equivalent) interview X Written policy regarding fraud	Yes	No	School maintains a written policy regarding the process to identify, address & monitor risks of 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.	X Director of finance (or equivalent) interview	Yes	No	Charter School is not aware of actions of fraud, or allegations of fraud, within the School that would affect cash, expenditures and/or investments
Cash Receipts					

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.]
F25	Charter school has policies addressing cash receipts.	X Cash receipt policy	Yes	No	Evidence provided
F26	Charter school maintains records of all monies received (e.g., issues receipts).	X Cash receipt policy X Sample records of cash receipts X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F27	Charter school deposits monies in a timely manner.	X Cash receipt policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F28	Charter school maintains records of deposits of all monies.	X Cash receipt policy X Sample records of cash deposits X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F29	Charter school reconciles bank statements to ensure receipt and deposit of monies is accurately reported.	X Cash receipt policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
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.	X Revised Board Policy requiring Board approval on any interfund transfers or loans to other entities	Yes	No	Charter’s Board recently revised its Board Policy of requiring formal Board approval via Resolution for any interfund transfers or loans.
<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.	X Disbursement policy	Yes	No	Evidence provided
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.	X Disbursement policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F33	Checks are signed by authorized employees.	X Disbursement policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F34	Charter school has adopted a system to maintain vendor payment information for preparation of 1099s.	X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F35	Charter school has segregated duties between purchasing, receiving, and accounts payable.	X Staff organizational chart X Director of finance (or equivalent) interview	Yes	No	Evidence provided
<u>Payroll</u>					
F36	Charter school has a salary schedule or other satisfactory salary structure.	X Salary schedule	Yes	No	Evidence provided
F37	Tax deposits are completed in a timely manner.	X Proof of tax deposits X Director of finance (or equivalent) interview	Yes	No	Evidence provided

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.]
F38	Earnings are properly recorded for retirement reporting to Social Security, PERS, STRS.	X Proof of recording of earnings X Director of finance (or equivalent) interview	Yes	N/A	Evidence provided
F39	Charter school has system to provide STRS data to authorizer.	X Proof of submission of STRS data X Director of finance (or equivalent) interview	Yes	N/A	Evidence provided
F40	Charter school has system to maintain employee earning records for preparation of W-2s.	X Director of finance (or equivalent) interview	Yes	N/A	Evidence provided
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.	Not applicable	Yes	N/A	No Leased Teacher/Staff agreement or MOU exists for the current year. All “teachers of record” supporting the school’s students are employed by the school for FY 2020-21. The school has implemented a Shared Admin Staff Agreement or MOU with two other Charter Schools for the current year administrative efforts. The current year Shared Admins Staff Agreement is well done, creative and reconcilable via an approved matrix of staff and related payroll
<u>Equipment Inventory</u>					
F42	Charter school has policies addressing the purchase and maintenance of equipment.	X Equipment purchase and maintenance policy	Yes	No	Evidence provided

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.]
F43	Charter school maintains an equipment inventory that is physically located on each site.	X Equipment inventory	Yes	No	Evidence provided
F44	Equipment purchased with federal funds is properly identified.	X Director of finance (or equivalent) interview	Yes	No	Alt SACS methodology used
<u>Student Attendance (All Schools)</u>					
F45	Charter school uses a generally-approved attendance accounting system.	X Screenshot of attendance accounting system	Yes	No	Evidence provided. Related Alt SACS format used
F46	There is a designated staff person responsible for administering attendance.	X Staff organizational chart	Yes	No	Evidence provided
F47	Charter school calendar includes a minimum of 175 instructional days.	X School calendar	Yes	No	Evidence provided
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).	X Class/bell schedule	Yes	No	Evidence provided
F49	Student absences are excluded from apportionment days.	X Attendance reports X Attendance clerk (or equivalent) interview	Yes	No	Evidence provided

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.]
F50	Charter school only claims ADA for teachers who hold an appropriate credential or certificate.	X Attendance reports X Attendance clerk (or equivalent) interview	Yes	No	Evidence provided
F51	Charter school submits P1, P2, and P3 attendance reports to authorizer, along with back-up documents.	X Proof of submission	Yes	No	Evidence provided
F52	Charter school has clear procedures for enrolling students, and confirming that students are not enrolled elsewhere to avoid dual enrollment.	X Enrollment and disenrollment policies and procedures	Yes	No	Evidence provided
F53	Charter school has clear procedures for disenrolling students and providing notification to the student’s district of residence.	X Enrollment and disenrollment policies and procedures	Yes	No	Evidence provided
F54	Charter school has clear procedures for claiming and reporting ADA to the state.	X Policies and procedures related to claiming and reporting ADA	Yes	No	Evidence provided.
F55	Charter school ensures that students are not enrolled in more than one track for which it claims apportionment.	X Attendance clerk (or equivalent) interview	Yes	No	Evidence provided
F56	Any changes in enrollment/ADA from school year to school year are reasonable and do not exceed threshold under Operations MOU that	X Teacher roster and monthly ADA reports	Yes	No	Reasonable. Enrollment/ADA does not fluctuate much from year to year

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.]
	would trigger the need for a material revision to the charter.				
<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).	X Student enrollment report X Staff organizational chart X Sample work papers reviewed by teacher	Yes	No	Evidence provided
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).	X Student enrollment report X Staff organizational chart X Ratio of ADA to Teacher report	Yes	No	Evidence provided
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.	X IEP review X Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided
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	X Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided

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.]
	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.	<input checked="" type="checkbox"/> Independent study coordinator (or equivalent) interview <input checked="" type="checkbox"/> Student enrollment report	Yes	No	Evidence provided
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.	<input checked="" type="checkbox"/> Request for determination of funding <input checked="" type="checkbox"/> SBE determination of funding	Yes	No	Evidence provided
F63	Charter school has a process to track the number of pupils participating in independent study for 15 or more school days.	<input checked="" type="checkbox"/> Independent study coordinator (or equivalent) interview <input checked="" type="checkbox"/> Record of student participation in independent study (e.g., attendance tracking chart)	Yes	No	Evidence provided
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).	<input checked="" type="checkbox"/> Sample grade books <input checked="" type="checkbox"/> Sample transcripts <input checked="" type="checkbox"/> Work samples	Yes	No	Evidence provided

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.]
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"> X Board policy X Independent study coordinator (or equivalent) interview X Record of student participation in independent study (e.g., attendance tracking chart) 	Yes	No	Language added to Master Agreement to offer synchronous instruction if needed
<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 	<ul style="list-style-type: none"> X Board policy 	Yes	No	Evidence provided

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"> ● 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 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"> X Sample agreements X Enrollment policies 	Yes	No	Evidence provided

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 				
F68	Charter school claims apportionment credit for independent study only to the extent of the time value of student work products, as personally judged in each instance by a certificated teacher.	X Credit register / work samples X Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided
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.	X Credit register X Independent study coordinator (or equivalent) interview X Work Samples	Yes	No	Evidence provided
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.	X Independent study coordinator (or equivalent) interview X Credit Register/work samples X Record of student participation in independent study (e.g., attendance tracking chart)	Yes	No	Evidence provided. Synchronous instruction provided as needed. Language added to Master Agreement to offer synchronous instruction if needed

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>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 ● 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 	<p>X Board policy X Evidence of annual certification of courses (e.g., Board resolution)</p>	Yes	No	Evidence provided

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 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 information regarding instructional minutes and opportunities for live and synchronous instruction, as required by Education Code section 51749.5(a)(4).	X Evidence of annual certification of courses (e.g., Board resolution) X Independent study coordinator interview	Yes	No	Evidence provided
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.	X Board policy X Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided
F74	Charter school does not offer courses required for high school graduation or UC or Cal State admission exclusively through independent	X List of course offerings	Yes	No	Evidence provided

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.]
	study, as prohibited by Education Code section 51749.5(a)(15).				
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. ● 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</p>	<p>X Credit register X Independent study coordinator (or equivalent) interview</p>	Yes	No	<p>Charter School offers traditional independent study program and its apportionment is claimed via Ed Code Sections 51745-51745.5. Attendance earned is based on the time value of assignments as judged by the Supervising Teacher. School is claiming apportionment appropriately.</p> <p>Course-based independent study apportionment is not applicable for Charter</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.]
	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.				
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 	<ul style="list-style-type: none"> X Sample agreements X Enrollment Policies X Independent Study Coordinator interview 	Yes	No	Evidence provided. Written agreement is on file with each independent study student. Agreement contains required data per Ed Code section 51749.6

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>student needs if not performing at 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 				

Cabrillo Point Academy: Personnel 2021-2022

Context

The 21-22 Personnel Oversight Checklist Review was a smooth process with all of the documentation needed for this third-year review. The Executive Director and HR Director both worked together to submit the items needed after the preliminary review of submitted documents. There was only one Low-level concern from the Personnel Oversight Checklist.

Compliance Area Concerns

- Only one Low level of Concern was related to #P15 which relates to English Learner authorizations on credentials. A letter was sent out to all teaching staff to complete EL requirements by 6/30/21. If a teacher is not EL compliant their contract will not be renewed for 21-22. The 20-21 review year showed one teacher not compliant. This was remedied and compliant by 11/30/21. A new teacher was found not compliant with the appropriate EL authorization for the 21-22 review. An emergency permit application is in process through the charter and San Diego County Office of Education for the activation of a Temporary County Certificate (TCC) to cover the assignment.

Best Practices:

- Follow up and monitor low- level concern in the area of EL authorizations for teachers.

Assigned District Staff Person: Jennifer Lorge, Joy Harris
 Position of Assigned Staff Person: Executive Director/Principal Director of HR

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	
P2	Charter school employee handbook and policies guarantee fair hiring practices	X Employee handbook X Employee policies	Yes	No	
P3	Charter school enters employment contracts with all persons hired to work at school.	X Sample employment contracts	Yes	No	
P4	All employees have been fingerprinted, including Department of Justice background checks.	X Documentation of fingerprint clearance for all employees	Yes	No	
P5	All employees have passed TB test and results are current.	X Documentation of current TB test results for all employees	Yes	No	

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	
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	
P8	Charter school has DFEH poster regarding transgender rights posted in a prominent and accessible location.	X Observation of main office /website	Yes	No	
P9	If charter school employs 20+ employees, it provides up to 12 weeks of job-protected, unpaid parental leave.	X Employee handbook	Yes	No	
P10	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	
P11	Governing board approves personnel actions.	X Governing board minutes	Yes	No	

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>Certificated Employees</u>					
P12	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	Operations MOU approved 8/26/21
P13	Charter school provides teachers with professional development opportunities.	X Professional development Calendar X Professional development session agenda X Teacher interviews	Yes	No	Teacher interview 3/18/22
P14	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	Operations MOU approved 8/26/21
P15	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	Low	1 employee – No ELauthorization – Holds: TC2P Emergency application in process at charter. Will Be sent to San Diego County for Temp Co. Cert. (TCC) for coverage

P16	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	
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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	Charter school leadership conducts regularly, timely evaluations of teachers.	X Sample evaluations X Teacher interviews	Yes	No	Teacher interview 3/18/22

Classified Employees

P18	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	
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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 mostly in Orange County. The virtual/independent study school serves approximately 4300 students, grades TK – 12 with offices located in Orange County, California. The Principal is in charge of the Educational Program.

Compliance Area Concerns

None identified

The documentation that Cabrillo Point Academy provided for oversight for the 2021-22 school year presents no areas of concern in the area of Educational Programs and Student Services. Although the school presented several areas of low concern in the 2020-21 school year, this year's documentation provides evidence that those areas of low concern are currently of no concern.

This year Cabrillo Point Academy has provided the necessary information in the student/parent handbook or via other methods to the appropriate students and their parents.

Best Practices:

- **AB 104** - If Cabrillo Point Academy implements any of the AB 104 practices in the future, please include such documentation in future oversight cycles.

Assigned District Staff Person: Jenna Lorge

Position of Assigned Staff Person: Principal

CABRILLO POINT ACADEMY 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	
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	
E3	Charter school staffing complies with approved charter.	X Approved charter X Staffing chart	Yes	No	
E4	Charter school staffing is sufficient to carry out educational program.	X Staffing chart Instructional leader (or equivalent) interview	Yes	No	
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	pg 5 SH

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.]
E6	Charter school has obtained WASC accreditation, if applicable.	X WASC accreditation	Yes	No	pg 5 SH
<u>Services to Special Populations</u>					
E7	Charter school follows process for identification and reclassification of students who are English Learners.	X Student handbook X Instructional leader (or equivalent)	Yes	No	SH pg 39
E8	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	Policy manual
E9	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	Identification of Individuals for 504 Policy - adopted 5/30/18
E10	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	Identification of Individuals for 504 Policy - adopted 5/30/18 504 sample provided
<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.]
E11	Charter school uses standards-aligned instructional materials.	X Description of courses, instructional framework, and/or scope and sequence X Classroom observations	Yes	No	
E12	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	EL Curriculum described in handbook
E13	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	No	No	Outlined in petition
E14	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	Outlined in petition Parents as teachers provided with many resources to address ELL needs
Assessment					
E15	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	Addressed in documentation
E16	SBAC and Dashboard Data indicate that the charter school is on target for meeting	X SBAC X Dashboard Data	Yes	No	Data provided

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.]
	renewal requirements as set forth in EC 47607.				
E17	Charter school has completed and timely posted a SARC containing required elements.	X SARC	Yes	No	On website
E18	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	Available 24/7 to parents; samples provided
E19	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	
E20	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	
E21	LCAP and annual update address student academic performance across all student populations.	X Review of LCAP/annual update	Yes	No	Board minutes include discussion of academic progress and LCAP indicators Also included in LCAP

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.]
E22	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	
E23	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.	X SPSA	No	No	No SPSA, only the LCAP
E24	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.	Instructional leader (or equivalent) interview School Site council handbook Membership lists X Meeting notices/agendas and minutes	No	No	No School site council documentation provided Multiple Title I family engagement events are offered including the annual Title 1 parent meetings and other information meetings throughout the year. Agendas and meeting notices online
<u>Admissions</u>					
E25	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	Lottery procedures in policy manual
E26	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	In SH

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.]
E27	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	Provided
E28	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	
E29	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	Lottery policy in Policy Manual
<u>Discipline</u>					
E30	Charter school discipline policies and practices are consistent with terms of charter.	<input checked="" type="checkbox"/> Approved charter <input checked="" type="checkbox"/> Discipline policies and procedures, including policies regarding discipline of students with disabilities	Yes	No	
E31	Student discipline procedures comply with due process requirements set forth in Education Code section 47605, charter,	<input checked="" type="checkbox"/> Discipline policies and procedures, including policies regarding discipline of students with disabilities	Yes	No	SH

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/or discipline policies and procedures, including all requirements for disciplining students with disabilities.	<ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 			
E32	Charter school has not disproportionately suspended or expelled students of certain racial or ethnic backgrounds, or students with disabilities.	<ul style="list-style-type: none"> X Discipline data X Discipline policies and procedures, including policies regarding discipline of students with disabilities 	Yes	No	SH Data provided
<u>Health and Safety</u>					
E33	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.	<ul style="list-style-type: none"> X School safety plan 	Yes	No	In Policy manual Board approval docs provided
E34	Staff has been trained in health, safety, and emergency procedures, and appropriate first aid supplies are kept on hand.	<ul style="list-style-type: none"> X Training sign-in sheets Observation of main office 	Yes	No	Provided
E35	Charter school has a policy/procedure for visitors to enter and leave campus.	<ul style="list-style-type: none"> X Policy or procedure 	Yes	No	

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.]
E36	Charter school provides for the screening of pupils’ vision, hearing, screening for scoliosis, and required immunizations.	X Records of student screenings	Yes	No	Policy provided
E37	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 X Board meeting minutes	Yes	No	In policy manual
E38	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 (with evidence that those finding are reviewed in a public meeting every 4 years), as provided in Education Code section 49564(c).	X Application for universal meal service X Board resolution	No	No	N/A Online or homeschool
E39	Charter school provides at least one meal per day to students who qualify for FRPL, except as provided for nonclassroom-based programs.	X Executive director (or equivalent) interview	No	N/A	N/A
E40	Charter school posts on its website in a prominent, conspicuous location, the	X Screenshot from website	Yes	No	Policy Manual and on website

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.]
	Title IX information, including the name and contact number/e-mail for the Title IX Coordinator for that school.				
E41	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	Notification provided for parents
E42	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	Policy Manual and website
<u>Parent Notifications</u>					
E43	Charter school provides a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act.	X Notice	Yes	No	Policy Manual and website
E44	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	Provided

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.]
E45	If charter school serves students in 12th grade, parents of those students are notified of student’s GPA by October 1st, as required by Education Code section 69432.9(c)(2).	X Notice	Yes	No	Provided
E46	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	Policy Manual and website
<u>Student Records</u>					
E47	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	Provided
E48	Charter school maintains student records, including special education records, in a confidential and secure location.	X Policy regarding confidentiality of student records Observation of main office	Yes	No	Provided
E49	Charter school has a policy or procedure for parents to review student files, including a log.	X Policy regarding review of records	Yes	No	In SH
E50	Charter school has policy or procedure regarding release of student information.	X Policy regarding release of student information	Yes	No	SH

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.]
E51	Teachers have reasonable access to special education records.	X Instructional leader (or equivalent interview)	Yes	No	Verification provided
<u>Student Retention / Grade Changes / High School Coursework Completion (AB 104)</u>					
E52	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 X Record(s) reflecting retention	Yes	No	Provided
E53	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 X Documentation reflecting date of request and date of consultation	Yes	No	Provided
E54	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.	X Screenshot of website X Copy of notice (dated)	Yes	No	Provided
E55	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.	X Instructional leader (or equivalent) interview X Evidence of notification	Yes	No	Provided
E56	If applicable, charter school exempted a student who was in third or fourth year of	X Instructional leader (or equivalent) interview	Yes	No	In policy manual

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.]
	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.				
E57	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.).	Instructional leader (or equivalent) interview X Evidence of opportunities provided to recoup credit	Yes	No	Provided

815-21/6180223.1 815-21/6179139.1

Cabrillo Point Academy: Special Education

Context

Cabrillo Point Academy (CPA) is a tuition free public charter school serving grades K-10. It 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 MOU between CPA and Dehesa School District was renewed on July 1, 2019 and will end on June 30, 2024.

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 and one occupational therapist. All other required services are contracted by approved non-public agencies.

Due to COVID-19 continuing into the 2020-2021 school year, school districts were permitted to administer local measures in lieu of statewide assessments. Therefore, the 2020-2021 data are not comparable with other school year data. According to the 2020-2021 School Accountability Report Card (SARC) data, 71.53% of the students with disabilities enrolled at CPA participated in the ELA portion of the CASSPP assessment, with 36.82% falling within the meet or exceed range. CPA had 70.82% of their students with disabilities participate in the Math portion of CAASPP, with 21.11 within the meets or exceeds range. CPA has developed a special education plan (SEP) with a goal to increase the participation of students with disabilities in statewide testing by 9%. This effort will be addressed by increased training and support for parents of students with disabilities to help them understand the importance of participation in statewide assessments.

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 IEP's. 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 follows a Student Study Team (SST) process when 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).

As of November 2021, CPA had a total enrollment of 4,213, with 472 students eligible for an IEP. Their special education population of 11.20% is consistent with the 2021 state average of 13.3%. Discipline data from 2020-2021 indicate that there were no suspensions for students with disabilities.

Compliance Area Concerns

- There are no areas of concern.

Best Practices:

- Continue to ensure that special education policies and procedures are clearly outlined and implemented.

Assigned District Staff Person: Cabrillo Point Academy
 Position of Assigned Staff Person: Pamela Gandara, Special Education Director

CABRILLO POINT 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.	X Student handbook X Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview	Yes	No	Procedures for placing students with IEP’s outlined in manual; interview revealed that students with IEP’s are appropriately placed upon enrollment.
S2	Charter school policies and practices ensure referral and assessment of students suspected of requiring special education and related services.	• X Student handbook X Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview	Yes	No	Manual identifies process for referrals and assessment Parent/student handbook indicate process for special education referral
S3	Charter school policies and practices ensure compliance with IDEA special education timelines.	X Student handbook X Charter/SELPA policies and procedures manual X CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview	Yes	No	Timelines are clearly identified in procedure manual

S4	Students identified as eligible for special education receive services required by their IEPs and 504 plans.	X Sample IEPs X Instructional leader (or equivalent) interview	Yes	No	IEP's and interview indicate that students receive services as outlined in the IEP
S5	All required members of IEP teams attend IEP meetings.	X Sample IEPs	Yes	No	Sample IEP's indicate all required team members were present
S6	Charter school does not enroll a disproportionately small number of students with disabilities.	X Data demonstrating percentage of students with disabilities in charter school	Yes	No	11.2% (total enrollment of 4,213, with 472 students eligible for an IEP)
S7	Charter school ensures that special education funds are not used to serve students identified for accommodations under Section 504.	X Director of finance (or equivalent) interview	Yes	No	Worked with student services dept. to establish a clear process for invoicing expenditures. Different budget code for sped (IEP) vs. student services (504).
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.	X Special Education MOU • Review of agenda and minutes X Board President interview	Yes	No	Board approved MOU July 1, 2019- June 30, 2024
S9	Charter school has fulfilled its obligations under the MOU, including the submission of any required documentation to the authorizer.	• Records of authorizer	Yes	<u>No</u>	

Cabrillo Point Academy : Operations and Facilities

Context

With 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.

Compliance Area Concerns

- **O4** -ADA cert for Danielson. The ADA cert submitted for Redhill has many comments in red indicating needed corrections but dates for possible solution completion have not been completed by property owner.

Best Practices

Continue improvement and organization in operations and facilities practices such as reminding the Red Hill property owners of the lack of dates for possible solutions to the red comments on their ADA certification.

Assigned District Staff Person: Jenna Lorge, Erika Vanderspek
 Position of Assigned Staff Person: Senior Director, Assistant Senior Director

CABRILLO POINT ACADEMY OPERATIONS AND FACILITIES 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 [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.	X Staff organizational chart	yes	No	Org chart has no names for positions
O2	Facilities are adequate for number of students and types of programs.	<ul style="list-style-type: none"> • Capacity chart for campus facilities X Operations manager (or equivalent) interview 	No	N/A	Being a virtual school, these are not facilities for students. Submitted statement: These are not campus facilities, so our school does not have this type of document to provide.
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"> X Inspection logs X Operations manager (or equivalent) interview 	Yes	No	Inspection checklist submitted for both Danielson St and Red Hill locations. State inspection of Dehesa Elementary included as well.
<u>Legal Compliance</u>					
O4	All facilities meet Americans with Disabilities Act requirements.	X ADA certification	Yes	Low	ADA cert for Danielson. The ADA cert submitted for Redhill has many comments in red indicating needed corrections but dates for possible solution completion have not been completed by property owner.

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.]
O5	All single-user restrooms have been designated as all-gender restrooms.	X Operations manager (or equivalent) interview	Yes	No	Danielson St and Red Hill Observations
O6	Charter school has developed asbestos management plan in accordance with the Asbestos Hazard Emergency Response Act.	• Asbestos Management Plan	No	N/A	No facilities containing asbestos due to modern construction
O7	Charter school has certificate of occupancy on file.	X Certificate of occupancy	No	N/A	Business license for Danielson St only
O8	Charter school has conditional use permit on file, as applicable.	X Conditional use permit	No	N/A	Statement submitted that CUP not applicable for Danielson St or Red Hill locations.
O9	Charter school has safety inspection by local fire department on file.	X Safety inspection by local fire department	Yes	No	Fire inspection performed February 10 , 2022 for Red Hill Location required correction status update approved 2/14/22 Danielson
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.	X Emergency action plan X Operations manager (or equivalent) interview	Yes	NA/ No	No interscholastic athletics Virtual instruction only. Comprehensive School Safety Plan submitted
O11	If charter school serves any grades 6-12, and meets the 40% pupil poverty rate, it	X Operations manager (or equivalent) interview	No	N/A	Virtual instruction only

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.]
	provides feminine hygiene products, including tampons and sanitary napkins, in a least 50% of the school’s restrooms.				
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.	X Operations manager (or equivalent) interview	No	No / N/A	Virtual instruction only
O13	Charter school has adequate insurance coverage that names the District as additional insured, as applicable.	X Certificates of insurance	Yes	No	Submitted policy shows 7/1/22 expiration.
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.	X Operations manager (or equivalent) interview • Designation of any charter facilities (e.g., resource centers, etc.) • Review of addresses of facilities	Yes	No	
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 or a different entity).	X List of facilities X Operations manager (or equivalent) interview	Yes	No	CPA stores student records at Dehesa.
O16	Charter school has not added or begun using any new or different facilities that are not identified in the most recent charter	X List of facilities X Operations manager (or equivalent) interview	Yes	No	

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.]
	petition or material revision (as applicable) approved by the District’s governing board.	Authorizer records			

815-21/6181072.1

Dehesa Charter Oversight Report

Pacific Coast Academy

June 29, 2022

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, an Executive Director. The school was previously part of the Inspire (renamed Provenance, now ThinkSuite) charter school network but has worked to have a structure that operates as an independent entity.

Compliance Area Concerns

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

- **G6** - Concerns continue regarding the level of parental and community input. The school has Parent and Advisory Committee and English Learner Advisory Committees. It is also recognized that the pandemic has placed additional challenges in this area.
- **G59** - To reach the LCAP from the homepage requires a click on Public Documents then LCAP. School is reviewing ways to make the LCAP more prominent on the homepage.

Best Practices

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

- Currently 5-member board. Bylaws allow 3 to 11 members, including a preference for one member to be a parent, all with one-year terms. Consider extending of board member terms and staggering of terms to ensure continuity
- Address as appropriate for Pacific Coast Academy the overall Best Practice recommendations made for all schools.

Assigned District Staff Person: Krystin Demofonte
 Position of Assigned Staff Person: Executive Director

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.	X Articles of Incorporation X Bylaws	Yes	No	
G2	Bylaws are comprehensive, with provisions regarding governing board composition, term limits, powers, meetings, committees, officers, etc.	X Bylaws	Yes	No	
G3	Any changes to charter or bylaws have been approved by charter school’s governing board and submitted to the authorizer.	X Bylaws X Approved charter	Yes	No	
G4	Charter school has an organizational chart and job descriptions that delineate clear separation of duties and responsibilities.	X Bylaws X Organizational chart X Board President interview	Yes	No	Organizational chart is comprehensive but lacks names, only lists positions. Request future charter to include names.
G5	Governing board has a robust, outcomes-based process for evaluating the charter school leader.	X Summary/Timeline of Process to Evaluate School Leader X Confirmation of Completion of School Leader Evaluation X Board president interview	Yes	No	Robust process.

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 X Executive director (or equivalent) interview • Teacher interview X Information available on charter school’s website 	Yes	Low	School has a English Learner Advisory Committee (ELAC) and a Parent Advisory Committed (PAC). However the school has indicated that it continues to lack parental participation in these committees. Additional efforts need to occur to ensure parental participation.
<u>Composition</u>					
G7	Charter school has a list or roster of governing board members that is publicly accessible.	<ul style="list-style-type: none"> X List of board members X Information is available on charter school’s website 	Yes	No	Contact information needed on website for board members.
G8	Composition of governing board is consistent with approved charter.	<ul style="list-style-type: none"> X List of board members X Approved charter 	Yes	No	Currently 5 member board. Bylaws allow 3 to 11 members, one for parent with one year terms. Recommend extending of board member terms and staggering of terms to ensure continuity.
G9	Governing board is diverse and reflects charter school and community population.	<ul style="list-style-type: none"> X Board member biographies X Description of school and community demographics 	Yes	No	Diverse board, but no Hispanic members.
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"> X Board member biographies X Information posted on charter school’s website • Board President interview 	Yes	No	

G11	Governing board and charter leadership are free of real and perceived conflicts of interest.	<ul style="list-style-type: none"> X Board member biographies X Completed Form 700s X Completed Form 990s • Agendas and minutes 	Yes	No	Since the 2019-20 charter review, the school has continued to solidify its independence from the Providence Network. A review of the 990 for 2020 when available is advisable to review the organizational and compensation practices currently in place.
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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>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"> X Annual governing board meeting calendar • X Bylaws • X Approved charter 	Yes	No	
G13	Governing board members receive annual training regarding Brown Act requirements.	<ul style="list-style-type: none"> X Sign-in sheet from Brown Act training • Copy of materials (e.g., Power Point slides) 	Yes	No	
G14	Meetings are noticed and conducted in accordance with the Brown Act.	<ul style="list-style-type: none"> X Sample meeting agendas and minutes X Observation of accessibility of meeting (location, online participation, public comment time, etc.) • Screenshot of charter school website 	Yes	No	
G15	Discussion during Board meetings is limited to properly-noticed items on agenda.	<ul style="list-style-type: none"> X Observation of meeting 	Yes	No	

G16	Board use of closed session during noticed meetings is consistent with Brown Act.	X Sample meeting agendas and minutes • Observation of meeting	Yes	No	
G17	Meeting agendas include sufficiently-detailed items of business to be transacted	X Sample meeting agendas	Yes	No	

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 any necessary action to be taken by the Board.				
G18	Governing board has adopted clear public comment policy, including allowance of twice the time limit for non-English-speaker translation.	X Sample meeting agendas X Public comment policy	Yes	No	
G19	Board members solicit and provide and/or solicit input from the community served.	X Board biographies • Advisory committee/PTO documents X Board President interview	Yes	No	Surveys done are at the request of the board. The results of most current survey were submitted. Also see comment in G6.
G20	Minutes are approved and thereafter made available to the public.	X Sample meeting minutes • Screenshot of charter school website	Yes	No	
G21	Governing board annually reviews charter school’s compliance with Education Code section 49431.9, which prohibits advertisement of food or beverages.	• Board meeting minutes	Yes	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	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	One location only

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.]
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"> • X Charter school website X Observation of meetings (location, teleconference location, etc.) 	Yes	No	
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"> X AB 361 Resolution X Public comment policy X Board meeting minutes 	Yes	No	

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.	X Parent handbook X Student handbook X Employee handbook	Yes	No	
G27	Governing board has adopted policies related to conflict of interest, which align with the requirements of Education Code section 47604.1.	X Board policies	Yes	No	
G28	Governing board has adopted/updated policies related to student discipline and due process.	• Board policies	Yes	No	

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.]
G29	Governing board has adopted/updated policies related to complaints and investigations.	X Board policies	Yes	No	
G30	Governing board has adopted/updated internal control policies (and related forms and systems).	X Board policies	Yes	No	Revised October 2020
G31	Governing board has adopted/updated policies related to bank signature authorizations.	X Board policies	Yes	No	

G32	Governing board has adopted/updated policies related to allowable purchases and purchasing authority.	X Board policies	Yes	No	Delegated authority is \$100,000
G33	Governing board has adopted/updated policies related to student harassment and the prevention of acts of bullying, including cyberbullying.	X Board policies	Yes	No	
G34	Governing board has adopted/updated policies related to employee harassment.	X Board policies	Yes	No	
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 X Meeting agenda and minutes reflecting annual review and update 	Yes	No	

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.]
G36	Governing board has adopted policies related to immunization records and administration of medication.	X Board policies	Yes	No	Adopted August 2020
G37	Governing board has adopted policies related to Family Educational Rights and Privacy Act.	X Board policies	Yes	No	Adopted September 2018

G38	Governing board has adopted policies related to Section 504/IDEA compliance.	X Board policies	Yes	No	Adopted May 2018
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. • 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. 	X Board policies	Yes	No	

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.]
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	<ul style="list-style-type: none"> 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>				
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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, and all other operations.	<input checked="" type="checkbox"/> Policy review <input checked="" type="checkbox"/> Executive director (or equivalent) interview <ul style="list-style-type: none"> Review of any complaints 	Yes	No	
G41	Charter school has complied with assurance that it shall not charge tuition.	<input checked="" type="checkbox"/> Policy review <input checked="" type="checkbox"/> Executive director (or equivalent) interview	Yes	No	
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.	<input checked="" type="checkbox"/> Policy review <ul style="list-style-type: none"> Executive director (or equivalent) interview <input checked="" type="checkbox"/> Review of any complaints <input checked="" type="checkbox"/> Review of recruitment and admissions materials	Yes	No	
G43	Charter school has complied with assurance that it shall admit all students who reside in California who wish to attend (up to the	<input checked="" type="checkbox"/> Policy review <input checked="" type="checkbox"/> Executive director (or equivalent) interview <ul style="list-style-type: none"> Review of any complaints 	Yes	No	

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.]
	Charter School’s capacity based upon space, staff, or Charter School policy).	<ul style="list-style-type: none"> • Review of student demographics and enrollment data X Review of recruitment and admissions materials 			
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"> X Policy review X Executive director (or equivalent) interview 	Yes	No	
G45	Charter school has complied with assurance that it shall comply with EC 47605(d)(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"> X Policy review X Executive director (or equivalent) interview 	Yes	No	
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	<ul style="list-style-type: none"> X Policy review X Executive director (or equivalent) interview 	Yes	No	

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.]
	charter school without graduating or completing the school year for any reason.				
<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"> X Memoranda of understanding X Review of agenda and minutes X Board President interview 	Yes	No	
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	
G49	Charter school responds promptly to authorizer inquiries.	<ul style="list-style-type: none"> • Records of authorizer 	Yes	No	
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	
<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	<ul style="list-style-type: none"> X Board policies X Review of student/parent and staff handbooks • Observation of classrooms • Observation of website 	Yes	No	

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.]
	in every classroom, as applicable, and website.				
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	On website
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 X Board President interview X School leader interview 	Yes	No	
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 X Review of website X Review of student/parent and staff handbooks 	Yes	No	
G55	Charter school has policies for student disciplinary actions that include appropriate due process.	<ul style="list-style-type: none"> • Review of charter X Review of policies X Review of student/parent handbook 	Yes	No	
G56	Charter school leadership discloses and ensures Board is fully informed of any anticipated or pending litigation.	<ul style="list-style-type: none"> X Board President interview X School leader interview • Review of agendas 	Yes	No	ED – no policy, but it is best practice that is held to by the ED. PCA is in the middle of an ongoing FCMAT investigation. PCA has been compliant and has turned in all documents and is working with them. PCA underwent a full forensic audit from Dehesa and did not have any findings.
<u>Planning</u>					

G57	Board adopted an annual update to the Local Control and Accountability Plan (LCAP) by	<ul style="list-style-type: none"> • Review of annual update to LCAP X Authorizer records 	Yes	No	1/2/3/2021 BM
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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.]
	July 1, 2021, which was submitted to the authorizer and County Office of Education.				
G58	Board held a public hearing for review and comment on both the annual update to the LCAP and budget overview for parents/guardians.	X Sample agendas and minutes	Yes	No	
G59	Charter school has prominently posted its LCAP, including any approved updates or revisions, on home page of its website.	X Review of website	Yes	Low	To reach the LCAP from the homepage requires a click on Public Documents then LCAP. School is reviewing ways to make the LCAP more prominent on the homepage.
G60	On or before February 28, 2022, the charter school presents the 2021-22 annual update to the LCAP at a regularly scheduled board meeting, which includes presentation of the 2021-22 Supplement, all available mid-year outcome data related to metrics in the 2021-22 LCAP, and mid-year expenditure and implementation data on all actions identified in 2021-22 LCAP..	X Board agenda and minutes	Yes	No	12/19/2021 BM

G61	(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, 2021.	<ul style="list-style-type: none"> • Expenditure plan X Board agendas and minutes 	Yes	No	12/192021 BM
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815-21/6200776.1

Pacific Coast Academy Charter School: Finance/Business Summary

Context

Pacific Coast Academy Charter School provides the education for a projected enrollment of approximately 4,500 students. Per the school's 2nd Interim Report, the Ending Fund Balance for FY 2021-22 is projected to be \$6.8M, or 13.69% of its projected \$49.8M total projected expenditures. The operational balance for FY 2021-22 projects a yearly Ending Balance of \$2.27M. Interviews and discussions were held with the Sr. Director, Director, and lead staff of the school's business/finance outside vendor.

Compliance Area Concerns

- No Audit findings were noted from the school's recently completed Audit Report
- The Charter School has recently submitted an Assignment for the Benefit of Creditors (ABC) Claim of Provenance, for \$3,775,968. Provenance provided back-office administrative and business service to the school in prior years of operation of the school. The ABC Claim recovery is not reflected in any of the school's financial projections or statements. The school fortunately received stimulus funding for the Covid-19 Pandemic via SB86, and ESSR II and III funding. In addition, state funding levels were based on "Hold Harmless" enrollment figures from the prior year before the pandemic. This isn't a Compliance Area Concern. However, for the Summary Report, the issue of the ABC Claim is noted.

Best Practices:

- The current year Shared Administrative Staff Agreement between Cabrillo Point Academy and Mission Vista Charter schools is well done, a creative sharing of administrative tasks and reconcilable via an approved matrix of staff and related payroll. All "teachers of record" supporting the school's students are employed by the school for FY 2021-22.
- The school recently revised its Board Policies to require Board approval prior to any interfund transfers or loans to other schools or entities
- Over the past two years the school has shifted expenditures of approximately \$6.04 million from Sub-agreements, and professional services to in-house staff employed by the charter school. In essence, a migration from outsourced back-office support to a more in-house support model.
- A very cohesive, supportive team approach is noticeable when dealing with the Charter School Leadership folks.

Recommendations:

- Due to the ever-changing atmosphere in projecting enrollments for the charter school, continue to monitor student shifts and related impacts to operating budget.

Assigned District Staff Person: Krystin Demofonte, Sheri Erlendson
 Position of Assigned Staff Person: Executive Director, Deputy Executive Director

FY 22 PACIFIC COAST ACADEMY FINANCE/BUSINESS 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.	X Board policies	Yes	No	Evidence provided
F2	Current budget has been approved by the governing board.	X Current/adopted budget X Board meeting minutes	Yes	No	Evidence provided
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.	X Board meeting minutes X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F4	Charter school’s Local Control and Accountability Plan (LCAP) or annual update aligns with LCFF Calculator.	X LCAP or annual update X LCFF Calculator	Yes	No	Evidence provided
F5	Budget provides for all financial obligations.	X Current budget	Yes	No	Evidence provided
F6	Governing board approves all required financial reports.	X Required financial reports X Board meeting minutes	Yes	No	Evidence provided. Formal approvals at Budget Adoption, 1 st and 2 nd Interim as well as Unaudited Actuals required reports.

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.]
F7	On or before July 1st, the charter school submits the adopted budget and estimated current year actuals to the authorizer.	X Proof of submission	Yes	No	Evidence provided
F8	On or before December 15th, the charter school submits the interim financial report to the authorizer.	X Proof of submission	Yes	No	Evidence provided
F9	On or before March 15th, the charter school submits the second interim financial report to the authorizer.	X Proof of submission	Yes	No	Evidence provided
F10	On or before September 15th, the charter school submits the final unaudited actuals report for the full prior year.	X Proof of submission	Yes	No	Evidence provided
F11	Charter school maintains separate accounts for restricted revenues and expenditures.	X Financial records	Yes	No	Alt SACS form utilized, includes both restricted revenues and expenditures
F12	Charter school regularly prepares cash flow projections to ensure that it has sufficient funds to meet its financial obligations.	X Financial records	Yes	No	Formally prepared during Adopted Budget, 1 st and 2 nd Interim Reporting periods
F13	Charter school’s business accounting system complies with state accounting and reporting requirements.	X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F14	On or before December 30, 2021, the charter school develops and adopts a plan delineating	X Expenditure plan	Yes	No	Evidence provided

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 expenditure of the Educator Effectiveness Block Grant.				
<u>Audit</u>					
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.	X Proof of submission of auditor certification and contract X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F16	Charter school has developed auditing schedule/timeline.	X Auditing schedule/timeline	Yes	No	Evidence provided
F17	Charter school has submitted prior year’s financial audit to authorizer.	X Previous year’s audit X Proof of submission	Yes	No	Evidence provided
F18	Charter school has developed and implemented plan of corrective action for each audit finding and recommendation, as applicable.	X Director of finance (or equivalent) interview	Yes	N/A	Not applicable
<u>Financial Condition</u>					
F19	Charter school maintains an appropriate level of reserves for economic uncertainties.	X Financial records X Director of finance (or equivalent) interview	Yes	No	Evidence provided. Current year projection at 2 nd Interim estimates reserves at \$6.8M, or 13.69% of expenditures.

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.]
F20	Charter school prepares three-year financial projections (current plus two subsequent years) based on reasonable assumptions and includes all long-term debt obligations.	X Financial records X Director of finance (or equivalent) interview	Yes	No	School formally presents 3-year projections at Adopted Budget, and 1 st and 2 nd Interim reporting periods.
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.	X Financial records X Director of finance (or equivalent) interview	Yes	No	Per the recent 2 nd Interim Report, the school is projecting reserves of \$8.4M and \$10.2M in FY’s 2022-23 and 2023-24 respectively. The projected reserve levels represent a 16.51% reserve in FY 2022-23 and a 19.02% reserve in FY 2023-24
F22	Charter school is not a party to any current or pending litigation/disputes that would affect the charter school’s financial position.	X Director of finance (or equivalent) interview	Yes	No	Charter School has recently filed an Assignment for the Benefit of Creditors claim of \$3.776M against Inspire/Provenance . Charter has conservatively not included any receivables noted in the claim in its financial projections. Credit claim is still on-going
F23	Charter school maintains a written policy regarding the process to identify, address, and monitor risks of fraud.	X Director of finance (or equivalent) interview X Written policy regarding fraud	Yes	No	School maintains a written policy regarding the process to identify, address & monitor risks of 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.	X Director of finance (or equivalent) interview	Yes	No	Charter School is not aware of actions of fraud, or allegations of fraud, within the School that would affect cash, expenditures and/or investments
Cash Receipts					

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.]
F25	Charter school has policies addressing cash receipts.	X Cash receipt policy	Yes	No	Evidence provided
F26	Charter school maintains records of all monies received (e.g., issues receipts).	X Cash receipt policy X Sample records of cash receipts X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F27	Charter school deposits monies in a timely manner.	X Cash receipt policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F28	Charter school maintains records of deposits of all monies.	X Cash receipt policy X Sample records of cash deposits X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F29	Charter school reconciles bank statements to ensure receipt and deposit of monies is accurately reported.	X Cash receipt policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
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.	X Revised Board Policy requiring Board approval on any interfund transfers or loans to other entities	Yes	No	Charter’s Board recently revised its Board Policy of requiring formal Board approval via Resolution for any interfund transfers or loans.
<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.	X Disbursement policy	Yes	No	Evidence provided
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.	X Disbursement policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F33	Checks are signed by authorized employees.	X Disbursement policy X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F34	Charter school has adopted a system to maintain vendor payment information for preparation of 1099s.	X Director of finance (or equivalent) interview	Yes	No	Evidence provided
F35	Charter school has segregated duties between purchasing, receiving, and accounts payable.	X Staff organizational chart X Director of finance (or equivalent) interview	Yes	No	Evidence provided
<u>Payroll</u>					
F36	Charter school has a salary schedule or other satisfactory salary structure.	X Salary schedule	Yes	No	Evidence provided
F37	Tax deposits are completed in a timely manner.	X Proof of tax deposits X Director of finance (or equivalent) interview	Yes	No	Evidence provided

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.]
F38	Earnings are properly recorded for retirement reporting to Social Security, PERS, STRS.	X Proof of recording of earnings X Director of finance (or equivalent) interview	Yes	N/A	Evidence provided
F39	Charter school has system to provide STRS data to authorizer.	X Proof of submission of STRS data X Director of finance (or equivalent) interview	Yes	N/A	Evidence provided
F40	Charter school has system to maintain employee earning records for preparation of W-2s.	X Director of finance (or equivalent) interview	Yes	N/A	Evidence provided
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.	Not applicable	Yes	N/A	No Leased Teacher/Staff agreement or MOU exists for the current year. All “teachers of record” supporting the school’s students are employed by the school for FY 2020-21. The school has implemented a Shared Admin Staff Agreement or MOU with two other Charter Schools for the current year administrative efforts. The current year Shared Admins Staff Agreement is well done, creative and reconcilable via an approved matrix of staff and related payroll
<u>Equipment Inventory</u>					
F42	Charter school has policies addressing the purchase and maintenance of equipment.	X Equipment purchase and maintenance policy	Yes	No	Evidence provided

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.]
F43	Charter school maintains an equipment inventory that is physically located on each site.	X Equipment inventory	Yes	No	Evidence provided
F44	Equipment purchased with federal funds is properly identified.	X Director of finance (or equivalent) interview	Yes	No	Alt SACS methodology used
<u>Student Attendance (All Schools)</u>					
F45	Charter school uses a generally-approved attendance accounting system.	X Screenshot of attendance accounting system	Yes	No	Evidence provided. Alt SACS format used
F46	There is a designated staff person responsible for administering attendance.	X Staff organizational chart	Yes	No	Evidence provided
F47	Charter school calendar includes a minimum of 175 instructional days.	X School calendar	Yes	No	Evidence provided
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).	X Class/bell schedule	Yes	No	Evidence provided
F49	Student absences are excluded from apportionment days.	X Attendance reports X Attendance clerk (or equivalent) interview	Yes	No	Evidence provided

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.]
F50	Charter school only claims ADA for teachers who hold an appropriate credential or certificate.	X Attendance reports X Attendance clerk (or equivalent) interview	Yes	No	Evidence provided
F51	Charter school submits P1, P2, and P3 attendance reports to authorizer, along with back-up documents.	X Proof of submission	Yes	No	Evidence provided
F52	Charter school has clear procedures for enrolling students, and confirming that students are not enrolled elsewhere to avoid dual enrollment.	X Enrollment and disenrollment policies and procedures	Yes	No	Evidence provided
F53	Charter school has clear procedures for disenrolling students and providing notification to the student’s district of residence.	X Enrollment and disenrollment policies and procedures	Yes	No	Evidence provided
F54	Charter school has clear procedures for claiming and reporting ADA to the state.	X Policies and procedures related to claiming and reporting ADA	Yes	No	Evidence provided.
F55	Charter school ensures that students are not enrolled in more than one track for which it claims apportionment.	X Attendance clerk (or equivalent) interview	Yes	No	Evidence provided
F56	Any changes in enrollment/ADA from school year to school year are reasonable and do not exceed threshold under Operations MOU that	X Teacher roster and monthly ADA reports	Yes	No	Reasonable.

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.]
	would trigger the need for a material revision to the charter.				
<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).	X Student enrollment report X Staff organizational chart X Sample work papers reviewed by teacher	Yes	No	Evidence provided
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).	X Student enrollment report X Staff organizational chart X Ratio of ADA to Teacher report	Yes	No	Evidence provided
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.	X IEP review X Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided
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	X Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided

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.]
	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.	<input checked="" type="checkbox"/> Independent study coordinator (or equivalent) interview <input checked="" type="checkbox"/> Student enrollment report	Yes	No	Evidence provided
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.	<input checked="" type="checkbox"/> Request for determination of funding <input checked="" type="checkbox"/> SBE determination of funding	Yes	No	Evidence provided
F63	Charter school has a process to track the number of pupils participating in independent study for 15 or more school days.	<input checked="" type="checkbox"/> Independent study coordinator (or equivalent) interview <input checked="" type="checkbox"/> Record of student participation in independent study (e.g., attendance tracking chart)	Yes	No	Evidence provided
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).	<input checked="" type="checkbox"/> Sample grade books <input checked="" type="checkbox"/> Sample transcripts <input checked="" type="checkbox"/> Work samples	Yes	No	Evidence provided

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.]
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"> X Board policy X Independent study coordinator (or equivalent) interview X Record of student participation in independent study (e.g., attendance tracking chart) 	Yes	No	Language added to Master Agreement to offer synchronous instruction if needed
<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 	<ul style="list-style-type: none"> X Board policy 	Yes	No	Evidence provided

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"> ● 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 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 	<p>X Sample agreements X Enrollment policies</p>	Yes	No	Evidence provided

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 				
F68	Charter school claims apportionment credit for independent study only to the extent of the time value of student work products, as personally judged in each instance by a certificated teacher.	X Credit register / work samples X Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided
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.	X Credit register X Independent study coordinator (or equivalent) interview X Work Samples	Yes	No	Evidence provided
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.	X Independent study coordinator (or equivalent) interview X Credit Register/work samples X Record of student participation in independent study (e.g., attendance tracking chart)	Yes	No	Evidence provided. Synchronous instruction provided as needed. Language added to Master Agreement to offer synchronous instruction if needed

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>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 ● 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 	<p>X Board policy X Evidence of annual certification of courses (e.g., Board resolution)</p>	Yes	No	Evidence provided

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 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 information regarding instructional minutes and opportunities for live and synchronous instruction, as required by Education Code section 51749.5(a)(4).	X Evidence of annual certification of courses (e.g., Board resolution) X Independent study coordinator interview	Yes	No	Evidence provided
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.	X Board policy X Independent study coordinator (or equivalent) interview	Yes	No	Evidence provided
F74	Charter school does not offer courses required for high school graduation or UC or Cal State admission exclusively through independent	X List of course offerings	Yes	No	Evidence provided

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.]
	study, as prohibited by Education Code section 51749.5(a)(15).				
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. ● 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</p>	<p>X Credit register X Independent study coordinator (or equivalent) interview</p>	Yes	No	<p>Charter School offers traditional independent study program and its apportionment is claimed via Ed Code Sections 51745-51745.5. Attendance earned is based on the time value of assignments as judged by the Supervising Teacher. School is claiming apportionment appropriately.</p> <p>Course-based independent study apportionment is not applicable for Charter</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.]
	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.				
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 	<ul style="list-style-type: none"> X Sample agreements X Enrollment Policies X Independent Study Coordinator interview 	Yes	No	Evidence provided. Written agreement is on file with each independent study student. Agreement contains required data per Ed Code section 51749.6

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>student needs if not performing at 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 				

Pacific Coast Academy: Personnel 2021-2022

Oversight Checklist Context

The 21-22 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. After the preliminary review was sent to them on what was missing all documentation was submitted quickly and complete. There were two areas of Low-level concerns from the Oversight Checklist.

Compliance Area Concerns

- No PA's are approved by the board at Pacific Coast Academy. The Executive Director has the authority to hire, fire and evaluate staff. This was approved at the 5/4/2020 board meeting. This was also resubmitted to Dehesa School District on 9/11/20 for the Notice of concerns. It is considered a No level of concern because it was excepted by Dehesa.
- A Low level of Concern which requires teachers to legally hold required English Learner (EL) authorizations (CLAD, BCLAD or equivalent) was **P15**. There were two employees that did not have a credential with an EL authorization. Because of COVID issues both teachers were given time extended for the 22-23 school year to complete the EL authorization requirement.

Best Practices:

- Follow up and monitor all Low-level concerns.

Assigned District Staff Person: Krystin Demofonte

Position of Assigned Staff Person: Executive Director

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	
P2	Charter school employee handbook and policies guarantee fair hiring practices	X Employee handbook X Employee policies	Yes	No	
P3	Charter school enters employment contracts with all persons hired to work at school.	X Sample employment contracts	Yes	No	
P4	All employees have been fingerprinted, including Department of Justice background checks.	X Documentation of fingerprint clearance for all employees	Yes	No	
P5	All employees have passed TB test and results are current.	X Documentation of current TB test results for all employees	Yes	No	

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	
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	
P8	Charter school has DFEH poster regarding transgender rights posted in a prominent and accessible location.	X Observation of main office /website	Yes	No	
P9	If charter school employs 20+ employees, it provides up to 12 weeks of job-protected, unpaid parental leave.	X Employee handbook	Yes	No	
P10	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	
P11	Governing board approves personnel actions.	X Governing board minutes	Yes	No	Board grants authority to Executive Director to approve all Personnel Actions. Board approves budget for all hires.

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>Certificated Employees</u>					
P12	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	Operations MOU approved 9/2/21
P13	Charter school provides teachers with professional development opportunities.	X Professional development calendar X Professional development session agenda X Teacher interviews	Yes	No	Teacher interview 3/18/22
P14	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	Operations MOU approved 9/2/21
P15	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	Low	2 employees – No EL authorization Charter extended time to employees to 2022-23 to complete requirements due to COVID-19 One holds: L-1 R3 Mild/Mod, Another holds: CL R3 Mod/Sev & Mild/Mod

P16	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	
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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.]
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P17	Charter school leadership conducts regularly, timely evaluations of teachers.	X Sample evaluations X Teacher interviews	Yes	No	Teacher interview 3/18/22
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Classified Employees

P18	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	
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2022 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 of the various programs.

Compliance Area Concerns

None identified

The documentation that Pacific Coast Academy provided for oversight for the 2021-22 school year presents no areas of concern in the area of Educational Programs and Student Services. Although the school presented several areas of low concern in the 2020-21 school year, this year's documentation provides evidence that those areas of low concern are currently of no concern.

This year Pacific Coast Academy has provided the necessary information in the student/parent handbook or via other methods to the appropriate students and their parents.

Best Practices:

- **AB 104** - If Pacific Coast Academy implements any of the AB 104 practices please include such documentation in future oversight cycles.

Assigned District Staff Person: Erica Corioso
 Position of Assigned Staff Person: Senior Director

PACIFIC COAST ACADEMY 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	Pgs 118-166
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	Pgs 118-166
E3	Charter school staffing complies with approved charter.	X Approved charter X Staffing chart	Yes	No	Pg 57
E4	Charter school staffing is sufficient to carry out educational program.	X Staffing chart Instructional leader (or equivalent) interview	Yes	No	
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	Pg 6 SH

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.]
E6	Charter school has obtained WASC accreditation, if applicable.	X WASC accreditation	Yes	No	Thru 6/30/27 Improved from last year
<u>Services to Special Populations</u>					
E7	Charter school follows process for identification and reclassification of students who are English Learners.	X Student handbook Instructional leader (or equivalent) interview	Yes	No	ELPAC described in SH pg 40
E8	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 Instructional leader (or equivalent) interview	Yes	No	Letter provided in prior year to satisfy this element
E9	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 Instructional leader (or equivalent) interview	Yes	No	504 on pg 24 SH, located in Policy Manual, Samples provided last year
E10	Students identified as eligible under Section 504 receive accommodations and supports required by their 504 plans.	X Sample 504 plans Instructional leader (or equivalent) interview	Yes	No	

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>Curricular Materials</u>					
E11	Charter school uses standards-aligned instructional materials.	X Description of courses, instructional framework, and/or scope and sequence Classroom observations	Yes	No	In SH and in approved charter
E12	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	EL Master plan Online access to ELD resources via PCA website
E13	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	EL Master Plan
E14	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 • Instructional leader (or equivalent) interview Classroom observations	Yes	No	EL Master Plan
<u>Assessment</u>					
E15	Charter school administers state-mandated testing according to testing rules and regulations as required for all K-12 schools in California.	X Assessment calendar Instructional leader (or equivalent) interview	Yes	No	Addressed in SH. Schedule varies

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.]
E16	SBAC and Dashboard Data indicate that the charter school is on target for meeting renewal requirements as set forth in EC 47607.	<input type="checkbox"/> SBAC <input checked="" type="checkbox"/> Dashboard Data	Yes	No	Provided evidence of progress
E17	Charter school has completed and timely posted a SARC containing required elements.	<input checked="" type="checkbox"/> SARC	Yes	No	SARC online
E18	Charter school regularly collects student achievement data and reports it to parents and staff.	<input checked="" type="checkbox"/> Sample data reports to parents <input checked="" type="checkbox"/> Sample data reports to staff Instructional leader (or equivalent) interview	Yes	No	Provided
E19	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.	<input checked="" type="checkbox"/> Notifications/letters to parents <input checked="" type="checkbox"/> Home language surveys	Yes	No	Provided
E20	Charter school has a Local Control and Accountability Plan. LCAP has been presented to, reviewed, and approved by the Charter school’s Board.	<input checked="" type="checkbox"/> LCAP <input checked="" type="checkbox"/> Minutes from Board meeting	Yes	No	
E21	LCAP and annual update address student academic performance across all student populations.	<ul style="list-style-type: none"> Review of LCAP/annual update 	No	No	Review of LCAP by reviewer

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.]
E22	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	Also addressed in SH
E23	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		N/A	Provided letter that n/a
E24	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		N/A	N/A
<u>Admissions</u>					
E25	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	process in SH pg 6 Lottery procedures on website under” enrollment”
E26	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	
E27	Student data demonstrates that population is reflective of the District (including	X Charter school student data X Student data from nearby school districts	Yes	No	Comparable

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.]
	racial and ethnic background, students with disabilities, English learners, and FRPL students).				
E28	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	All available on website
E29	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	All available on website
<u>Discipline</u>					
E30	Charter school discipline policies and practices are consistent with terms of charter.	<ul style="list-style-type: none"> • Approved charter • Discipline policies and procedures, including policies regarding discipline of students with disabilities 	Yes	No	Also in SH pg 6
E31	Student discipline procedures comply with due process requirements set forth in Education Code section 47605, charter, and/or discipline policies and procedures,	X Discipline policies and procedures, including policies regarding discipline of students with disabilities Instructional leader (or equivalent) interview	Yes	No	In SH pg 48

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 all requirements for disciplining students with disabilities.				
E32	Charter school has not disproportionately suspended or expelled students of certain racial or ethnic backgrounds, or students with disabilities.	X Discipline data X Discipline policies and procedures, including policies regarding discipline of students with disabilities	Yes	No	Provided - difficult to compare IS charter with seat-based schools . Rates are low for suspension and expulsion for PCA
<u>Health and Safety</u>					
E33	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	Provided The board approved the Safety Plan 1/27/22
E34	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	

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.]
E35	Charter school has a policy/procedure for visitors to enter and leave campus.	Policy or procedure	Yes	N/A	Virtual school n/a
E36	Charter school provides for the screening of pupils’ vision, hearing, screening for scoliosis, and required immunizations.	Records of student screenings	Yes	No	In prior years, PCA provided info from legal counsel that this is not required.
E37	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 Board meeting minutes	Yes	No	SH pg 44
E38	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 (with evidence that those finding are reviewed in a public meeting every 4 years), as provided in Education Code section 49564(c).	Application for universal meal service Board resolution	N/A	N/A	
E39	Charter school provides at least one meal per day to students who qualify for	Executive director (or equivalent) interview	N/A	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.]
	FRPL, except as provided for nonclassroom-based programs.				
E40	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.	X Screenshot from website	Yes	No	Provided I also visited this website and it is relatively easy to find
E41	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	Provided in 20-21
E42	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	On website
<u>Parent Notifications</u>					
E43	Charter school provides a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act.	X Notice	Yes	No	Pg 49 handbook

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.]
E44	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	Notice provided
E45	If charter school serves students in 12th grade, parents of those students are notified of student’s GPA by October 1st, as required by Education Code section 69432.9(c)(2).	X Notice	Yes	No	Notice provided
E46	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	On website and in student Handbook
<u>Student Records</u>					
E47	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	Provided
E48	Charter school maintains student records, including special education records, in a confidential and secure location.	X Policy regarding confidentiality of student records Observation of main office	Yes	No	In SH

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.]
E49	Charter school has a policy or procedure for parents to review student files, including a log.	X Policy regarding review of records	Yes	No	In SH pg 43
E50	Charter school has policy or procedure regarding release of student information.	X Policy regarding release of student information	Yes	No	In SH pg 43
E51	Teachers have reasonable access to special education records.	• Instructional leader (or equivalent) interview	Yes	No	Through SEIS and SIS
Student Retention / Grade Changes / High School Coursework Completion (AB 104)					
E52	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 Instructional leader (or equivalent) interview X Record(s) reflecting retention	Yes	No	Policy provided
E53	Charter school has provided consultation within 30 days of request by a parent or guardian of a student eligible for retention.	Instructional leader (or equivalent) interview X Documentation reflecting date of request and date of consultation	Yes	No	Provided
E54	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.	Screenshot of website X Copy of notice (dated)	Yes	No	Provided

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.]
E55	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.	Instructional leader (or equivalent) interview X Evidence of notification	Yes	No	Provided
E56	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	Policy Provided via email after consultation with director
E57	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.).	Instructional leader (or equivalent) interview X Evidence of opportunities provided to recoup credit	Yes	No	Provided

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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 was scheduled to end on June 30, 2022. Due to the passage of Assembly bill 130, charter schools who have a term expiring between Jun 1, 2022 and June 30, 2025 automatically receive a 2 year extension. Therefore, the MOU between PCA and Dehesa School District has been extended to 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, including those with moderate/severe disabilities, requiring more individualized support.

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). 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.

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.

Due to COVID-19 continuing into the 2020-2021 school year, school districts were permitted to administer local measures in lieu of statewide assessments. Therefore, the 2020-2021 data are not comparable with other school year data. According to the 2020-2021 School Accountability Report Card (SARC) data, 68.79% of the students with disabilities enrolled at PCA participated in the ELA portion of the CASSPP assessment, with 27.44% falling within the meets or exceeds range. PCA had 67.83% of their students with disabilities participate in the Math portion of CAASPP, with 18.96% within the meets or exceeds range.

According to data from November 2021, PCA does not enroll a disproportionate number of students with disabilities compared to that of the state average. The identification rate of 11.45% for special education was determined using the CALPADS enrollment of 4,480 and SEIS counts of 513. This is consistent with the 2021 state average of 13.3%. Discipline data provided indicate that there were no suspensions for students with disabilities. Clear discipline policies and procedures are in place and outlined in the Parent/Student Handbook.

Compliance Area Concerns

- **S1** PCA does not have (or did not provide) a policies and procedures manual specific to special education. Low level concern.

Best Practices:

- Consider developing a Special Education Procedural manual that is specific to PCA as some procedures may differ from that of the El Dorado SELPA.

Assigned District Staff Person: Pacific Coast Academy
 Position of Assigned Staff Person: John Egnor, SpEd Director and Jennifer Fenati, Assistant SpEd. Director

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.	X Student handbook X Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview	Yes	Low	All students admitted; 30 day review meeting to determine appropriateness of placement SELPA manual provided, Parent and Student handbook outlines special education process (referral, assessment, IEP development, service delivery)
S2	Charter school policies and practices ensure referral and assessment of students suspected of requiring special education and related services.	X Student handbook X Charter/SELPA policies and procedures manual • CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview	Yes	No	SELPA, Charter policies and Parent/Student Handbook indicate process for identifying and evaluating students SELPA manual provided, but no special education policy and procedure manual specific to PCA
S3	Charter school policies and practices ensure compliance with IDEA special education timelines.	X Student handbook X Charter/SELPA policies and procedures manual X CALPADS reports for Fall 1 submission X Instructional leader (or equivalent) interview	Yes	No	Timelines indicated in SELPA procedural manual follow that of IDEA http://charterselpa.org/program-support/procedural-guide/

S4	Students identified as eligible for special education receive services required by their IEPs and 504 plans.	<input checked="" type="checkbox"/> Sample IEPs <ul style="list-style-type: none"> • Instructional leader (or equivalent) interview 	Yes	No	IEP service logs, IEP services connect to IEP goals
S5	All required members of IEP teams attend IEP meetings.	<input checked="" type="checkbox"/> Sample IEPs	Yes	No	Required members participated in IEP meetings
S6	Charter school does not enroll a disproportionately small number of students with disabilities.	<input checked="" type="checkbox"/> Data demonstrating percentage of students with disabilities in charter school	Yes	No	Percentage of students enrolled with a disability- 11.45% (4/2022) Consistent with 2021 state average of 13.3%
S7	Charter school ensures that special education funds are not used to serve students identified for accommodations under Section 504.	<input checked="" type="checkbox"/> Director of finance (or equivalent) interview	Yes	No	504 supports are not provided using sped funding or sped staff.
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.	<input checked="" type="checkbox"/> Special Education MOU <ul style="list-style-type: none"> • Review of agenda and minutes • Board President interview 	Yes	No	MOU approved by district-11/19/20; board meeting minutes not attached; amended August 2021
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	

Pacific Coast Academy: Facilities/Operations

Context

With approximately 4500 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. PCA no longer has the resource center/ independent study school serving students grades K – 8 at 102 Baker St Costa Mesa, CA in Orange County; it has shut down due to COVID restrictions. Also, PCA has 8880 Rio San Diego Drive, 8th Floor, SD CA 92108 for a conference room and intake assessment office for SPED.

Compliance Area Concerns

- None

Best Practices

Continued improvements in innovative approaches to operations and facilities such as the SPED being located at on Rio San Diego Dr.

Assigned District Staff Person: Krystin Demofonte, Sheri Erlendson
 Position of Assigned Staff Person: Executive Director, Deputy Executive Director

PACIFIC COAST ACADEMY OPERATIONS AND FACILITIES 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 [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.	X Staff organizational chart	Yes	No	Names are not included with positions but Executive Director and Deputy Executive Director fill this position
O2	Facilities are adequate for number of students and types of programs.	<ul style="list-style-type: none"> • Capacity chart for campus facilities X Operations manager (or equivalent) interview 	No	No	Statement for Rio was submitted, conference room and assessment office observed 4/21/22 Statement that Danielson is a virtual school was submitted. Observed 4/20/22
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"> X Inspection logs X Operations manager (or equivalent) interview 	Yes	No	Danielson St. For Rio it is for preventive work order of fire sprinkler system.
<u>Legal Compliance</u>					
O4	All facilities meet Americans with Disabilities Act requirements.	X ADA certification	Yes	No	Danielson Street has been inspected by a Certified Access Specialist. A statement of the Certificate of occupancy was submitted that said The owners of the Rio property said they

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.]
					didn't need to submit on because of the building being built in 1989, it was ADA certified. Observed 4/21/22
O5	All single-user restrooms have been designated as all-gender restrooms.	X Operations manager (or equivalent) interview	No	N/A	No single-user restrooms at Danielson or Rio. Observed 4/20,21/22
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 	No	N/A	Danielson Street Building was constructed in 2006. There is no Asbestos as the Rio San Diego building because it was built in 1989
O7	Charter school has certificate of occupancy on file.	X Certificate of occupancy	No	N/A	A business certificate has been submitted for Danielson St. PCA doesn't need a Certificate of Occupancy for Rio San Diego Drive.
O8	Charter school has conditional use permit on file, as applicable.	<ul style="list-style-type: none"> Conditional use permit 	No	N/A	Two statements submitted claiming a CUP is not applicable for Danielson, or Rio San Diego Dr locations
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 / N/A	Danielson St had one last year.
O10	If charter school participates in an interscholastic athletic program, it has a written emergency action plan and at least	X Emergency action plan Operations manager (or equivalent) interview	Yes	N/A	Neither site participates in a interscholastic athletic program

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.]
	one automated external defibrillator for the school.				
O11	If charter school serves any grades 6-12, and meets the 40% pupil poverty rate, it provides feminine hygiene products, including tampons and sanitary napkins, in a least 50% of the school’s restrooms.	X Operations manager (or equivalent) interview	Yes	No	
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.	X Operations manager (or equivalent) interview	No	No	Not aware of any lactating pupils
O13	Charter school has adequate insurance coverage that names the District as additional insured, as applicable.	√ Certificates of insurance	Yes	No	Danielson site dates 7/6/21 and this doesn’t apply to Rio location.
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.	X Operations manager (or equivalent) interview • Designation of any charter facilities (e.g., resource centers, etc.) X Review of addresses of facilities	Yes	No	
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	X List of facilities X Operations manager (or equivalent) interview	Yes	No	Four rooms at 13915 Danielson St, Poway, CA 92064 for tech support, admin, storage, library, accounting, enrichment and governance (non instructional)

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.]
	subleased by the charter school or a different entity).				8880 Rio San Diego Drive, 8th Floor, SD CA 92108 for conference room and intake assessment office for SPED
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.	List of facilities X Operations manager (or equivalent) interview • Authorizer records	Yes	N/A	

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