



**BOARD OF EDUCATION  
REGULAR MEETING AGENDA**

October 10, 2023  
6:30 P.M.

*Board of Education Board Room  
1300 17<sup>th</sup> Street, City CENTRE - Bakersfield, CA 93301*

Any materials required by law to be made available to the public prior to a meeting of the Kern County Board of Education can be inspected during normal business hours at the Kern County Superintendent of Schools Office, 1300 17<sup>th</sup> Street, Seventh Floor, Bakersfield, CA 93301.

An individual who requires disability related accommodations or modifications, including auxiliary aids and service, in order to participate in the board meeting should contact the superintendent's office at (661) 636-4624 (Government Code 54954.2).

This meeting is being held in an in-person format. Members of the public wishing to provide comment to the Board can attend the meeting in person. Correspondence sent by mail or email to [kcboe@kern.org](mailto:kcboe@kern.org) before noon on the date of the board meeting on subjects within the Board's jurisdiction will be provided to the Board at the meeting and made available for public inspection. Members of the public may also observe the meeting via livestream at the following link: [\(1\) Kern County Board of Education - YouTube](#).

**1.0 General Functions**

**1.1 Call to order time \_\_\_\_\_ p.m.**

**1.2 Pledge of Allegiance to the Flag**

**1.3 Roll Call**

**Present**

**Absent**

Julie Beechinor, *Area 1*

\_\_\_\_\_

\_\_\_\_\_

Joe Marcano, *Area 2*

\_\_\_\_\_

\_\_\_\_\_

Mary M. Little, *Area 3*

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Jose Gonzalez, *Area 4*

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Paula Bray, *Area 5*

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\_\_\_\_\_

Daniel R. Giordano, *Area 6*

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Lori Cisneros, *Area 7*

\_\_\_\_\_

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Dr. John G. Mendiburu, *Superintendent*

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**1.4 Agenda Issues**

**1.5 Approval of the Minutes from September 12, 2023**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

## 2.0 Closed Session

### 2.1 Conference with Legal Counsel-Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: 1 potential case. A copy of the July 25, 2023, written communication threatening litigation is available for public inspection at the office of the Kern County Superintendent of Schools, 1300 17<sup>th</sup> Street, Bakersfield, CA 93301, Attn: Gaye Edwards, 661-636-4624

## 3.0 Public Comments

The Board of Education appreciates comments from members of the public who have the opportunity to address the Board on agenda items (before the Board's consideration of the item) and on other matters within the Board's jurisdiction.

To move the meeting business along efficiently, individual speakers are allotted up to three minutes each, and the total time for comment on each agenda or other topic within the Board's jurisdiction will be limited to 20 minutes. In exceptional circumstances, the Board President may, with Board consent, reduce or increase the amount of time allowed or public input and/or the time allotted for each speaker, when such adjustment is necessary to ensure full opportunity for public input within the time allotted. Any such adjustment shall be done in an equitable manner, so as to allow a diversity of viewpoints. The President may also ask members of the public with the same viewpoint to select a few individuals to address the Board regarding that viewpoint.

To allow the Board to organize the public comments, persons wishing to speak will need to fill out a form before the board meeting begins, providing a name and the agenda item or other topic within the Board's jurisdiction on which they wish to speak. Items not appearing on the agenda cannot, by law, be the subject of board action.

## 4.0 Informational Items – No Action Taken

### 4.1 Grow Academy Annual Oversight Report

### 4.2 Wonderful College Prep Academy-Delano Oversight Report

### 4.3 Wonderful College Prep Academy-Lost Hills Oversight Report

### 4.4 REALMS Charter School Oversight Report

### 4.5 Camp KEEP Presentation

## 5.0 Action Items

All consent agenda items for the Kern County Board of Education are considered to be routine and will be enacted by one motion unless a board member requests separate action on a specific item. Approval is recommended on all items listed.

### 5.1 Consent Agenda

#### 5.1.1 Graduation Diplomas

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

### 5.2 General Business

#### 5.2.1 Adoption of Gann Limitation Resolution

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

5.2.2 Accept and File Williams Act Uniform Complaint Quarterly Reports

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

5.2.3 Discussion and Possible Action Regarding Process for Filling Board Vacancies

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**6.0 Report of County Board of Trustee Members**

**6.1 Members of the Board will report out on various topics.**

**7.0 Report of County Superintendent**

**7.1 The County Superintendent will report out on various topics.**

**8.0 Agenda Items for the Next Meeting**

**8.1 Items to be considered for the next agenda**

**9.0 Adjournment**

**9.1 Unless otherwise posted, the next regularly scheduled meeting will be held on November 14, 2023 at 6:30p.m.**

**9.2 Time of adjournment: \_\_\_\_\_ p.m.**



## BOARD OF EDUCATION REGULAR MEETING MINUTES

September 12, 2023

6:30 P.M.

*Board of Education Board Room  
1300 17<sup>th</sup> Street, City CENTRE - Bakersfield, CA 93301*

### 1.0 General Functions

#### 1.1 Call to order time 6:30 p.m.

#### 1.2 Pledge of Allegiance to the Flag

#### 1.3 Roll Call

Board Members Present: Julie A. Beechinor, Paula E. Bray, Lori J. Cisneros, Daniel R. Giordano, Jose Gonzalez, Jr., Mary M. Little, and Joseph L. Marcano

Also Present: Dr. John G. Mendiburu, Superintendent, Mr. Christian Shannon, Assistant Superintendent, Mr. Steve Sanders, Chief of Staff, Mr. Frank Fekete, Mr. Grant Herndon, General Counsel, Schools Legal Service, Ms. Melissa Allen, Lead Attorney, Schools Legal Service.

Dr. Mendiburu read Mr. Ronald Froehlich's resignation letter and reviewed the process for accepting applications of interest for consideration to fill the Area 1 seat on the Board and there were three applications. One of the applicants is a teacher working in a K-12 school and that makes him ineligible to serve as a board member.

#### 1.4 Agenda Issues

None.

#### 1.5 Approval of the Minutes from August 8, 2023

Motion by Mr. Marcano, seconded by Ms. Bray, to approve the minutes of August 8, 2023.  
Vote as follows:

Ms. Bray	yes	Mr. Giordano	yes	Ms. Little	yes
Ms. Cisneros	yes	Mr. Gonzalez	yes	Ms. Marcano	yes

### 2.0 Public Comments

Mr. David James gave a brief update on CAAT Charter School development.

Members of the public voiced objections for the process used for selecting a board member to fill the Area 1 seat vacated by Mr. Ronald Froehlich. One speaker voiced support for Ms. Julie Beechinor to fill the vacant seat.

**3.0 Provisional Appointment to Fill Vacancy on Board of Education**

**3.1 Provisional Appointment**

Dr. Mendiburu stated that information regarding two applicants as reviewed by board members prior to the board meeting. Dr. Mendiburu read the biographies for Ms. Tara Carter and Ms. Julie Beechinor. Dr. Mendiburu explained that the appointment shall serve the remainder of Mr. Froehlich’s term of office. Mr. Fekete explained that the Board itself can call a special election within 60 days of when Mr. Froehlich’s resignation was received by the office, and the seat would be vacant until an election in March. The Board would be responsible for the cost of the election because it would not be consolidated with a regular election. Board member discussion was held. Motion by Mr. Marcano, seconded by Ms. Bray, to appoint Ms. Julie Beechinor to fill the board vacancy for Area 1. A roll call vote was taken:

Ms. Bray	yes	Mr. Giordano	yes	Ms. Little	no
Ms. Cisneros	no	Mr. Gonzalez	yes	Ms. Marcano	yes

**3.2 Oath of Office**

Dr. Mendiburu gave the Oath of Office to Ms. Beechinor.

**4.0 Closed Session**

**4.1 Conference with Legal Counsel-Existing Litigation**

(Subdivision (a) of Government Code section 54956.9) Kern County Court Case number BCV-23-100890.

**4.2 Conference with Legal Counsel-Anticipated Litigation**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: 1 potential case. A copy of the July 25, 2023, written communication threatening litigation is available for public inspection at the office of the Kern County Superintendent of Schools, 1300 17<sup>th</sup> Street, Bakersfield, CA 93301, Attn: Gaye Edwards, 661-636-4624

Closed session concluded at 7:59 p.m.

**5.0 Informational Items – No Action Taken**

**5.1 No Informational items.**

**6.0 Action Items**

**6.1 Consent Agenda**

Motion by Ms. Little, seconded by Ms. Beechinor, to approve the list of graduation diplomas (Exhibit 23-24-11) and the District English Learner Advisory Committee (DELAC) Meeting Minutes (Exhibit 23-24-12).

Ms. Beechinor	yes	Mr. Giordano	yes	Ms. Little	yes
Ms. Bray	yes	Mr. Gonzalez	yes	Ms. Marcano	yes
Ms. Cisneros	yes				

## 6.2 General Business

### 6.2.1 Approval of Annual Submittal of the Consolidated Application

The annual document is Exhibit 23-24-13. Motion by Ms. Bray, seconded by Mr. Marcano, to approve the Consolidated Application. Vote as follows:

Ms. Beechinor	yes	Mr. Giordano	yes	Ms. Little	yes
Ms. Bray	yes	Mr. Gonzalez	yes	Ms. Marcano	yes
Ms. Cisneros	yes				

### 6.2.2 Approval of Apportionment of Tulare Forest Reserve Funds

A schedule of apportionment from the Tulare County Office of Education for forest reserve funds is Exhibit 23-23-14. Motion by Ms. Bray, seconded by Mr. Gonzalez, to approve the apportionment schedule for the funds. Vote as follows:

Ms. Beechinor	yes	Mr. Giordano	yes	Ms. Little	yes
Ms. Bray	yes	Mr. Gonzalez	yes	Ms. Marcano	yes
Ms. Cisneros	yes				

### 6.2.3 Discussion and Possible Action Regarding Parent Notifications

Board discussion was held regarding adopting a board policy for supporting parent notification when a student identifies as transgender. Mr. Marcano made a motion to table this until we find out more information about litigation that is pending between Chino Valley Unified School District and the Attorney General's office, and also in addition to that, if any other new legislation comes up that is on point for this whether it be a senate bill, an assembly bill or a proposition. Ms. Beechinor gave a second to the motion. A roll call vote was taken:

Ms. Beechinor	yes	Mr. Giordano	yes	Ms. Little	no
Ms. Bray	yes	Mr. Gonzalez	yes	Ms. Marcano	yes
Ms. Cisneros	no				

## 7.0 Report of County Board of Trustee Members

Ms. Little said she appreciated the discussion and the Board giving the time for everyone to have the opportunity to speak. It is our God given right to have information about our students. We are a legislative body, and it is in our jurisdiction to speak for what is unfair and unjust. We are also responsible for following the laws and following the constitutional laws. Ms. Little said that SB494 regarding Board's responsibility for terminating a superintendent and a bill introduced for the removal of a school trustee that are not in agreement of school policies are bills to keep an eye on. Ms. Little inquired about which board member is serving on the Camp KEEP Board and asked if an update could be provided as she would like this Board to continue that.

Ms. Beechinor reported that she is honored to serve on the Board and will do her very best to look at both sides of issues. She stated that she wants to serve education as a role model and looks forward to her service on the Board.

## **8.0 Report of County Superintendent**

Dr. Mendiburu reported that September is School Attendance Awareness Month and College Night was held in partnership with Cal State Bakersfield and Kern High School District and over 7,000 students attended. College and Career Pathways for Alternative Education is hitting the ground running, and we will have an update for you.

## **9.0 Agenda Items for the Next Meeting**

A Camp KEEP update was requested for the October board meeting.

## **10.0 Adjournment**

- 10.1 Unless otherwise posted, the next regularly scheduled meeting will be held on **October 10, 2023 at 6:30p.m.**
- 10.2 Time of adjournment: 9:39 p.m.

**Office of John G. Mendiburu**  
**Kern County Superintendent of Schools**  
*Advocates for Children...*

***Charter School Oversight Review***  
***2022-23***

***School: GROW CHARTER ACADEMY***

The Charter School Oversight Review will be completed annually based on compliance with the terms and conditions of the approved charter, related agreements including the Memorandum of Understanding, and all applicable laws. Any deficiencies will be reviewed with the Charter School administration. The annual evaluations will be a factor upon which a renewal decision will be made at the end of the term of the charter.

There will be at least one site visit by the Oversight Review team annually to assess the Charter School's progress. The focus of the visit will be teaching and learning, but will include the areas listed below:

- 1 – General Requirements
- 2 – Fiscal and Business Operations
- 3 – Educational Program and Assessment
- 4 – Facilities
- 5 – Governance
- 6 – Human Resources
- 7 – Student Services

The Charter School Evaluation Form will be completed and presented annually to the Kern County Board of Education at their regularly scheduled meeting in September following the close of the prior fiscal year.



## 1. GENERAL REQUIREMENTS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	<b>Y N N/A</b>	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Authorizer Requirements</b>		
1. Has Authorizer identified its staff person who is the contact person for the Charter School? [EC 47604.32]	<b>Y</b>	Dr. Lisa Gilbert, Deputy Superintendent of Instructional Supports.
2. Has a schedule or plan been made to visit the Charter School at least annually? [EC 47604.32]	<b>Y</b>	Site visited on April 17, 2023.
3. Has authorizer identified the individual or entity responsible for ensuring that Charter School submits all fiscal reports required by law? [EC 47604.33]	<b>Y</b>	Marcos Gamino, KCSOS Fiscal Analyst District Advisory.
4. Has authorizer identified the individual or entity responsible for monitoring the fiscal condition of the Charter School? [EC 47604.33]	<b>Y</b>	Marcos Gamino, KCSOS Fiscal Analyst District Advisory.
<b>B. Charter School Education Code Requirements</b>		
1. Have material revisions made to the approved charter been approved by the governing board of the Charter School and the Kern County Board of Education?	<b>N/A</b>	
2. The Charter School's assurances include the following in their charter petition and those listed in EC 47605(d) and (e) stating that the Charter School:		
a) Shall be nonsectarian in program admission policies, employment practices, and all other operations.	<b>Y</b>	Charter Petition reviewed.
b) Shall not charge tuition.	<b>Y</b>	Charter Petition reviewed.
c) Shall not discriminate against any pupil on the basis of the characteristics listed in *EC Section 220.	<b>Y</b>	Charter Petition reviewed.
d) Shall admit all students who reside in California who wish to attend (up to the Charter School's capacity based upon space, staff, or Charter School policy).	<b>Y</b>	Charter Petition reviewed.
e) 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 the Charter School exceeds the Charter School's capacity and make reasonable efforts to accommodate the growth of the Charter School.	<b>Y</b>	Charter Petition reviewed.
f) Shall comply with EC 47605(e) 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.	<b>Y</b>	Charter Petition reviewed.
g) Shall notify the school district of residence of the pupil's last known address within 30 days if a pupil is expelled or leaves the Charter School without graduating or completing the school year for any reason.	<b>Y</b>	Charter Petition reviewed.

### 1. GENERAL REQUIREMENTS

<p><i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i></p>	<p><b>Y</b> <b>N</b> <b>N/A</b></p>	<p><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></p>
<p><b>C. Memorandum of Understanding</b></p>		
<p>1. Has the Charter School complied with the terms of the current Memorandum of Understanding?</p>	<p><b>Y</b></p>	<p>MOU reviewed.</p>
<p>2. Does charter school administration understand the content and purpose of the Memorandum of Understanding?</p>	<p><b>Y</b></p>	<p>Verbal assurance.</p>
<p><b>D. Board Policy Updates</b></p>		
<p>1. Has the Charter School board documented that it annually reviews the charter’s compliance with EC 49431.2(d) which prohibits the advertisement of food or beverages as incentives to students during the school day?</p>	<p><b>Y</b></p>	<p>Board approval of Health and Wellness Policy. Policy states the prohibition of advertisements on campus. Board minutes provided.</p>
<p>2. Has the Charter School updated its enrollment board policy and/or charter petition language to include the characteristic of immigration status of students or their families in regard to discrimination and the prohibition from the collecting information or documents regarding such status? (EC 200, 220, 234.1, 234.7)</p>	<p><b>Y</b></p>	<p>The Grow Public Schools Board of Directors approved AB699 model policy in June 2018 and shared annually.</p>
<p>3. Does the charter’s policy for receiving and investigating complaints of discrimination, harassment, intimidation and bullying based on any of the actual or perceived characteristics set forth in *Section 422.55 of the Penal Code, include a requirement that, if school personnel witness such an act, they shall take immediate steps to intervene when safe to do so? {EC 234.1(b)}</p>	<p><b>Y</b></p>	<p>Parent/Student Handbook provided and reviewed.</p>
<p>4. Has the Charter School updated its policies and practices regarding not collecting or soliciting Social Security numbers or the last 4 digits thereof from pupils or their parents/guardian unless required to do so by state/federal law? (EC 49076.7)</p>	<p><b>Y</b></p>	<p>The Grow Public Schools Board of Directors approved AB699 model policy in June 2018 and its shares it annually.</p>
<p>5. If the charter serves high school students, has it revised its policy on the transferability of coursework for pupils in foster care, are homeless, are participating in a “newcomer program”, a child of a military family, or a migrant student to accept full or partial credit for all full or partial coursework satisfactorily completed while attending another public school per EC 51225.2?</p>	<p><b>N/A</b></p>	
<p>6. If the charter serves high school students, did it revise its graduation policy for 3<sup>rd</sup> or 4<sup>th</sup> year pupils who are not on tract to graduate to exempt them from coursework not included in the state’s required coursework for graduation requirements?</p>	<p><b>N/A</b></p>	
<p><b>E. Items Specific to the Charter Petition and MOU</b></p>		
<p><b>Comments:</b></p>		<p><b>N/A</b></p>
<p><b>Review conducted by:</b> Cathie Morris, KCSOS Charter School Consultant</p>		

## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Student Attendance</b>		
1. Is there a satisfactory attendance accounting system used?	Y	Grow Academy uses Infinite Campus SIS.
2. Is the staff person primarily responsible for attendance reporting adequately trained?	Y	Training provided by Infinite Campus, Home Office staff, as well as CALPADS/FCMAT training.
3. Is there an approved Charter School calendar that includes a minimum of 175 instructional days?	Y	School Calendar Provided; 180 days of instruction approved by the Grow Board.
4. Is there an approved class (bell) schedule?	Y	Bell Schedule and Instructional Minutes provided. Total instructional minutes exceed requirements.
5. Is there a process to monitor compliance with the minimum instructional minute requirements as defined by Title 5, Section 11963?	Y	Bell Schedule and Instructional Minute Calculations are reviewed annually and approved by the Board of Directors.
6. Is attendance taken daily by an individual responsible for taking attendance?	Y	Attendance is taken by teachers through Infinite Campus. Absences verified by the Attendance Clerk.
7. Are absences excluded from the apportionment days?	Y	Documentation provided and reviewed.
8. Has the charter maintained an average TK class enrollment of not more than 24 pupils, and a 1-12 pupil ratio? {EC 48000(g)}	Y	Documentation provided and reviewed.
9. Has Average Daily Attendance only been claimed for teachers who hold an appropriate certificate, permit or other document issued by CTC, consistent with EC 47605(l)?	Y	Staffing roster provided and reviewed.
<b>Student Attendance – Independent Study</b>		
10. Are records maintained for audit as well as the total independent study ADA?	N/A	No long-term independent study.
11. Does the Charter School meet the requirement related to the ratio of ADA to FTE certificated employees as prescribed under 5CCR 11704 as evidenced by support documentation and calculations? <ul style="list-style-type: none"> <li>• 25:1, or;</li> <li>• The ratio of pupils to FTE certificated employees for all other educational programs operated by the largest unified school district, as measured by ADA, as reported at the 2<sup>nd</sup> principal apportionment in the prior year, in the county or counties in which the Charter School operates?</li> </ul>	N/A	
12. Does the Charter School have board-approved, written policies related to independent Study that reflect compliance with EC 51747 and 51749.5? (apportionment, course of study and evaluation)	N/A	
13. Does the Charter School <u>have records</u> that <u>demonstrate adherence to policies</u> related to EC 51745-51749.3 and Title 5, 11700-11705 in regard to claiming apportionment? <ul style="list-style-type: none"> <li>• Placement of SWDs into independent study: EC 51745( c)</li> <li>• Ratio of ADA for independent study to FTE staff: EC 51745.6</li> <li>• Apportionment claims and gifts of value: EC 51747.3(a)</li> <li>• Adherence to geographic restrictions: EC 51747.3(b)</li> <li>• Supervision of and assignment of credit by credentialed teachers to claim apportionment credit: EC 51747.5(a)</li> <li>• Credit awarded for ADA based only upon work products: EC 51747.5(b)</li> </ul>	N/A	

## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
14. Does the Charter School have documentation that it has completed the "determination of funding" process pursuant to EC 47634.2 and Title 5, 11963.2-11963.7?	N/A	
<b>B. Cash Receipts</b>		
1. Are there approved policies addressing cash receipts?	Y	Fiscal Policies reviewed and approved by the Board.
2. Are there receipts issued for all monies received?	Y	Receipts are given for all cash received at the school.
3. Is an audit trail maintained to assure deposit of all monies?	Y	Cash is counted by two individuals at the school, and recorded in a receipt book. Then counted by two CMO individuals and deposited.
4. Is cash stored in a secure place prior to deposit?	Y	Stored in school safe.
5. Are deposits made in a timely manner?	Y	Within 48 hours of receipt.
6. Is there a segregation of duties for the receipt of monies, the deposit of monies, and the reconciliation of bank statements?	Y	Receipts/deposits made by different staff. Bank reconciliation completed/reviewed by back office.
7. Are there adequate records maintained for audit?	Y	Documentation provided and reviewed.
<b>C. Disbursements</b>		
1. Are there approved policies addressing disbursements?	Y	Fiscal Policy provided and reviewed.
2. Do disbursements require:		
a) An original invoice from the vendor?	Y	Fiscal Policy provided and reviewed
b) A receiving document?	Y	Fiscal Policy provided and reviewed
c) Appropriate approval of the purchase?	Y	Fiscal Policy provided and reviewed
3. Are checks signed by authorized employees?	Y	Fiscal Policy provided and reviewed
4. Is there a system to maintain vendor payment information for preparation of 1099s?	Y	Identified in accounting system.
5. Is there a segregation of duties between purchasing, receiving, and accounts payable?	Y	Purchasing is done at school site and accounts payable completed by CMO.
6. Are disbursements approved/ratified by Board?	Y	Reviewed at monthly board meetings.
7. Are there adequate records maintained for audit?	Y	Documentation provided and reviewed.
<b>D. Payroll</b>		
1. Does the Charter School have a Board-approved Salary Schedule or other satisfactory salary structure?	Y	Board-approved Salary Schedule provided.
2. Are tax deposits completed in a timely manner?	Y	Documentation provided and reviewed.
3. Are earnings properly recorded for retirement reporting to Social Security, PERS, STRS?	Y	EdTec records and reports earnings.
4. Is there a system to provide STRS data to the county superintendent?	Y	STRS Data reported to county, as required.
5. Is there a satisfactory system to maintain employee earning records for preparation of W-2s?	Y	EdTec maintains and reports earnings for W-2s.
6. Is there appropriate segregation of duties between the maintenance of employee data, salary schedules, and payroll payments?	Y	Charter school provides payroll data to EdTec who processes and maintains payroll data.
7. Are there adequate records maintained for audit?	Y	Records kept at school site, EdTec and CMO.

## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>E. Budget, Accounting, and Financial Reporting</b>		
1. Are there board approved policies addressing budget, accounting and financial reporting?	Y	Fiscal Policy provided and reviewed.
2. Has the budget been approved by the Board?	Y	Board-meeting minutes provided/reviewed.
3. Is there a process to review and revise the budget for changes in student enrollment and operations?	Y	Budgets reviewed monthly, and adjustments made, if needed.
4. Are budget revisions approved/ratified by the Board?	Y	Board approves substantive revisions.
5. Are financial obligations provided for in the budget?	Y	Documentation provided/reviewed.
6. Are separate accounts maintained for restricted revenues and expenditures?	Y	Separate resource codes are used in accounting software.
7. Are financial reports prepared and reviewed by the Board on a regular basis?	Y	The board reviews financial reports at monthly meetings.
8. Are mandated financial reports provided to the county Superintendent of schools in a timely manner? (EC 47604.33)		
On or before July 1 <sup>st</sup> , the preliminary budget.		
On or before December 15 <sup>th</sup> , the interim financial report.		
On or before March 15 <sup>th</sup> , the second interim financial report.	Y	
On or before September 15 <sup>th</sup> , the final unaudited report for The full prior year.		All mandated reports are provided to county office in a timely manner.
9. Are cash flow projections prepared, updated and provided to the county on a regular basis to assure there are sufficient funds that are available to meet the financial obligations of the charter school?	Y	Budgets reviewed and confirmed.
10. Does the charter school's budget align with the school's LCAP and LCAP Addendum/LEA Plan?	Y	Budgets and LCAP provided and reviewed.
11. Did the Charter's LCAP indicate that the Charter's proportionality obligation was fully met through its listed actions/services for its unduplicated pupils? If not, did it report the unused portion and planned uses of those funds in its LCAP? (EC 42238.07)	Y	Documentation provided and reviewed.
12. Is there a business accounting/information system that complies with State accounting and reporting requirements?	Y	Accounts are maintained in Netsuite Software using SACS Codes.
<b>F. Audit</b>		
1. Which state-approved audit firm has been selected?	Y	Clifton, Larson, Allen
2. Has an audit schedule/timeline been developed?	Y	Pre-audit scheduled for June. EOY audit is scheduled for October 2023.
3. Has a copy of the prior year audit been provided to the county Superintendent?	Y	Audit report provided and reviewed.
4. If needed, has a corrective action plan been developed?	Y	P2 corrections made per documentation.
5. Are records maintained for audit?	Y	Documentation provided.



### 3. EDUCATIONAL PROGRAM AND ASSESSMENT

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Educational Program</b>		
1. Is the Charter School following its curricular and instructional plan as presented in the approved Charter petition?	Y	Curriculum list provided, classrooms observed.
2. Is the Charter School staffing sufficient to carry out the educational program and consistent with the terms of the charter petition?	Y	Staff roster provided/reviewed.
3. Are parents of high school students informed about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements?	N/A	
4. Is the Charter School implementing a framework for instructional design that is aligned with the needs of the students identified as the target population in the approved charter petition?	Y	Deployment Model for ELD. Students are grouped by proficiency level and rotate through stations during Learning Lab. Students receive 30 minutes of Designated ELD daily during this time.  ELD Plan for students calls out ADEPT, Rosetta Stone, GLAD, etc. Interventions provided to students, as needs are identified. (See Item 3A-4 Comment below.)
5. Has the Charter School obtained WASC accreditation as outlined in the petition, if applicable?	N/A	
<b>B. Services to Special Populations</b>		
1. Has the Charter School adopted policies and practices that reflect compliance with all laws related to the provision of Special Education including:		
a) Appropriate placement for students who are enrolling with IEPs?	Y	SIRAS data and documents reviewed, including a sample 30-day IEP and Annual IEP. 4/19/23 Classroom visits also confirmed appropriate placement of students with IEPs. Charter has not been completing— per 4/18/23 phone conversation. They have been honoring the incoming IEP until the 30-day was held, however, per IDEA regulations.
b) Referral and assessment of students suspected of requiring special education and related services?	Y	Reviewed sample Referral for Assessment, sample Consent for Assessment, and SWDs section of Student/Parent Handbook that notes Child Find procedures in Google Drive. Also reviewed current SIRAS data.
c) Compliance with the timelines related to special education?	Y	Reviewed CALPADS 16.8 report as of 4/18/23, cross-referenced to current SIRAS data as of 4/18/23.
2. Are students who are identified as being eligible for Special Education receiving services required by their IEPs?	Y	Reviewed sample IEP Services Page and sample Service Log and Service Tracker in Google folder. IEP services also witnessed during 4/19/23 classroom observations.
3. Does the Charter School provide for the inclusion of all of the required members to participate in IEP team meetings?	Y	Review of current SIRAS data and reviewed sample IEP Meeting Participation page uploaded to Google Drive.

### 3. EDUCATIONAL PROGRAM AND ASSESSMENT

<p><i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i></p>	<p><b>Y N N/A</b></p>	<p><b><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></b></p>
<p>4. Does the Charter School have a plan for the provision of transportation of Special Education students who require this related service?</p>	<p><b>Y</b></p>	<p>No current SWDs with specialized transportation needs. However, SPED Coordinator confirmed charter has MOU with KCSOS transportation should the need arise.</p>
<p>5. Does the Charter School have a process for determining a student's eligibility for services under Section 504?</p>	<p><b>Y</b></p>	<p>Reviewed charter 504 Procedures.</p>
<p>6. Does the Charter School develop and implement accommodation plans for any students who are 504 eligible?</p>	<p><b>Y</b></p>	<p>Reviewed sample 504 Plan. 504 plan accommodations also observed during 4/19/23 classroom observations.</p>
<p>7. Does the Charter School ensure that Special Education funds are not used to serve students identified under Section 504?</p>	<p><b>Y</b></p>	<p>Charter CBO confirmed SPED funds are never used for students with 504 plans.</p>
<p>8. Does the Charter School follow a process for identification and reclassification of students who are English Learners?</p>	<p><b>Y</b></p>	<p>Identification and Reclassification procedures and policies reviewed.</p>
<p>9. If the Charter School graduates students, has it notified its students in foster care, homeless, of a military family or of migrant status of their rights of exemption from local graduation requirements under EC 51225.1(a)?</p>	<p><b>N/A</b></p>	
<p><b>C. Curricular Materials</b></p>		
<p>1. Is the Charter School utilizing standards-aligned instructional materials?</p>	<p><b>Y</b></p>	<p>Instructional Materials list provided and reviewed. Classroom observations confirmed usage.</p>
<p>2. Is the Charter School utilizing instructional materials that address the specific needs of English Learners?</p>	<p><b>Y</b></p>	<p>School uses the <u>Success for All</u> approach in addition to the adopted curriculum. School is using the ELD Component of Journeys for Designated ELD. (See Item 3C-2 Comment below)</p>
<p>3. Is the Charter School utilizing instructional materials that address the specific needs of Special Education students?</p>	<p><b>Y</b></p>	<p>List of curricula used for SWDs provided and reviewed. That list of materials for SPED students also observed being used during site observations.</p>
<p>4. If the Charter School requires a course in health education for graduation from high school, does that course include instruction in performing compression-only cardiopulmonary resuscitation? (EC 51225.6)</p>	<p><b>N/A</b></p>	
<p><b>D. Professional Development</b></p>		
<p>1. Has Charter School staff received legally required training?</p>	<p><b>Y</b></p>	<p>Staff roster with training spreadsheet provided and reviewed.</p>
<p>2. Has the charter communicated or trained school personnel in the Item ID-3 requirement to take immediate steps to intervene when safe to do so, if they witness an act of actual or perceived discrimination, harassment, intimidation and bullying of others with characteristics set forth in *Section 422.55 of the Penal Code? {EC 234.1(b)}</p>	<p><b>Y</b></p>	<p>Staff Handbook and training roster provided and reviewed.</p>
<p>3. Is Charter School staff provided opportunities for professional development necessary to carry out the instructional program as outlined in the petition?</p>	<p><b>Y</b></p>	<p>Professional development training materials and sign-in sheets provided and reviewed</p>



### 3. EDUCATIONAL PROGRAM AND ASSESSMENT

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>E. Assessment</b>		
1. Is the Charter School administering the state mandated testing according to testing rules and regulations as required for all K-12 schools in California?	Y	Assessment Calendar provided and reviewed. Charter is administering all required assessments.
2. Does a review of SBAC and Dashboard Data indicate that the Charter School is on target for meeting renewal requirements as set forth in EC 47607(b) and the charter petition?	N/A	Neither SBAC nor Dashboard data were available at the time of this report. (See Item 3E-2 Comment below)
3. Has the Charter School completed and posted a SARC containing the required elements by Feb 1, 2023?	Y	SARC reviewed on school's website.
4. Is student achievement data regularly reported to parents and staff?	Y	Data is reported to parents on an individual basis through goal-setting meetings and letters home. School-wide data is communicated at parent information/learning events and via report cards.
5. Have parent/guardian notifications of language proficiency (ELPAC) assessment been provided as required by EC, and if so, do they include whether a child is a long-term English learner or is at-risk of becoming one? (*EC 313.2(a))	Y	Parent Notification of Language Proficiency provided and reviewed.
6. Is the Charter School implementing a plan for collecting, analyzing, and reporting data on pupil achievement? If so, is the Charter School utilizing the data to monitor and improve the Charter School's educational program consistent with EC 47605(b)(5)(C) and the terms of the charter?	Y	School has a Data Analyst who collects, analyzes, and inputs data into the dashboard. Data is reviewed at regular intervals throughout the year according to Assessment Calendars.
<b>F. Items Specific to the Charter Petition and MOU</b>		
1. Is the charter school serving grade levels consistent with the content of the charter and MOU?	Y	GA Arvin serves grades TK-8
2. Has the charter school made the "enrollment database" required in the MOU available to the County Superintendent upon request?	Y	All enrollment data is in Infinite Campus and available upon request.
3. Are the educational program and assessment activities specific to the individual charter school (GROW-Arvin)?	Y	Each school is tracked and reported separately.
<p><b>Comments:</b></p> <p><b>Item 3A-4 and Item 3C-2:</b></p> <p>GA Arvin meets the legal requirements for English Learners, but it lacks a consistent and comprehensive program. Evidence of Integrated ELD instruction and support was minimal during the site visit. The school uses Amplify CKLA as its ELA curriculum and the EL components of Journeys or Wonders during Designated ELD for its elementary students.</p> <p>These components are meant to be used in tandem with their ELA counterparts in order to ensure a comprehensive program. It is recommended that the school provide support to teachers and staff in Comprehensive ELD and strategies to support all proficiency levels during core instruction/integrated ELD, as well as Designated ELD instruction that builds into and from the core.</p>		

**Comments (cont.)****Item 3E-2:**

Current SBAC and Dashboard data were not available at the time of this report. However, local, SBE-approved, NWEA/MAP Data was provided and reviewed. The charter provided data for all students and for each of its significant subgroups. NWEA data does not measure the percentage of students meeting state standards, but the percentage of students who are meeting annual growth targets.

In ELA two of nine grade levels met growth targets schoolwide, for SWDs, and ELs. Schoolwide, 34% of all students tested met their growth targets, which means that 66% of students did not make one year's growth in ELA .

In math, two of nine grade levels met growth targets, schoolwide, and for ELs. For SWD's only one grade level met growth targets. 33% of all students tested made one year's growth in math, which means that 67% of students did not make one year's growth.

**Review Conducted by:** Tara Clarke; Multilingual Education Coordinator, Regional Title III Specialist and Lee Knotts, KCSOS SELPA Director

#### 4. FACILITIES AND OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Facility Adequacy and Compliance</b>		
1. Is there a designated staff person responsible for overseeing facilities maintenance and operations? If yes, who?	Y	Jorge Jimenez - Facilities Manager.
2. Is there a custodial schedule that reflects appropriate and timely attention to providing students with a clean and safe learning environment?	Y	Custodial schedule provided and reviewed.
3. Do all facilities in which the Charter School is housed meet the American with Disabilities Act requirements?	Y	Documentation provided and reviewed.
4. Has the Charter School identified all single-user toilet facilities as all gender facilities? (Article 5, Health & Safety Code)	Y	Five (5) total locations on campus. Photo evidence provided and reviewed.
5. Is there a process for providing routine inspection and maintenance to ensure that Charter School facilities including playgrounds remain in good condition?	Y	Monthly FIT checklist samples provided and reviewed. Annual Safety audit conducted by Charter Safe.
6. Have the Charter School's facilities been modified during the past year?	Y	The Learning Lab renovation project was completed, walling off a portion of the space for a separate art classroom.
7. Are the Charter School's facilities adequate for the number of students and types of programs assigned to each site?	Y	Classrooms comfortably hold 30 students, classes are currently averaging 27 students.
8. Does the Charter School have on file: 1) Certificate of Occupancy; 2) Conditional Use Permit for each site; and/or 3) Safety Inspections by local Fire Department?	Y	Located near the exit door in both main office buildings.
9. Does the Charter School have plans to modernize and/or add facilities to the existing site?	Y	Grow Academy Arvin is currently exploring potential site improvements this spring for the upcoming school year.
10. Does the Charter School plan to add a new site? If so, has proper notification been made to the approving agency?	N/A	
11. If the Charter School participates in an interscholastic athletic program, does it have a written emergency action plan and at least one AED for the school? (EC 35179/4. 35179.6)	Y	Grow Academy Arvin has a Comprehensive School Safety Plan and 2 AEDs on campus.
12. If the Charter School has been made aware of a lactating pupil, has it made accommodations other than a restroom and provided a place to safely store expressed milk?	N/A	
13. If the Charter School serves any grades 6-12, and it meets the 40% pupil poverty rate, does it provide feminine hygiene products, including tampons and sanitary napkins, in a least 50% of the school's restrooms? (EC 35292.6)	Y	Photo evidence provided and reviewed.
14. If the Charter School contracts out its transportation services, and has made a finding of gross negligence or disciplinary action against the driver of a school bus, has it notified the Dept. of Motor Vehicles within 5 calendar days? (EC 39843, 39831.3)	N/A	
<b>B. Items Specific to the Charter Petition and MOU</b>		
<b>Comments:</b>		
Review Conducted by: Cathie Morris, KCSOS Charter School Consultant		

## 5. GOVERNANCE

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Organizational Management</b>		
1. If the Charter School is constituted as a non-profit corporation, are the corporate papers, including Articles of Incorporation available to the authorizer?	Y	Articles of Incorporation provided for review.
2. Is there a list or roster of governing board members?	Y	Roster provided.
3. Does the Charter School governance structure include the process to be followed by the school to ensure parental involvement consistent with EC 47605(b)(5)(D) and the terms of the charter petition and the MOU?	Y	Parent representation on the board and SSC, as well as other committees.
4. Is the Board free of real or perceived conflicts of interest?	Y	Form 700's provided.
5. Is the composition of the Board consistent with the approved Charter?	Y	Board roster reviewed.
<b>B. Meetings</b>		
1. Does the Board conduct public meetings at such intervals as are necessary to ensure that the Board is addressing business required to provide sufficient direction to the Charter School?	Y	Meeting schedule provided. The board meets monthly.
2. Does the Board comply with the following:		
a) Regularly scheduled meetings, as outlined in the petition, with required agenda postings per EC 54954.2(a)/54956?	Y	Meeting schedule provided, and agendas are posted.
b) Brown Act training and meeting compliance?	Y	Board training provided.
c) Twice the time limit, if one is used, for public comment for non-English speakers? (Govt. Code 54954.3)	Y	Board agenda provided and reviewed.
d) Availability of meeting minutes and adherence to the public records act that includes the posting of public records on its website and providing paper copies to the public without access to them electronically? (Govt. Code 6253)	Y	Board agenda outlines requirements.
3. Does the Board have resolutions and Board-adopted policies that address the following:		
a) Conflict of interest (*SB 126 compliant?)	Y	Policy provided and reviewed.
b) Handbooks- Parent, Student, Employee (*AB 1505/SB 75 compliant?)	Y	Handbooks provided and reviewed.
c) Student & Employee discipline and due process (*SB 419 compliant?)	Y	Handbooks provided and reviewed.
d) Parent complaint resolution and due process	Y	Student/Parent Handbook reviewed.
e) Internal controls policies and related forms and systems	Y	Fiscal policies provided and reviewed.
f) Bank signature authorizations, etc.	Y	Fiscal policies provided and reviewed.
g) Harassment- student, staff	Y	Handbooks provided and reviewed.
h) Safety Plan	Y	Safety Plan reviewed.
i) Immunization records	Y	Documentation provided.
j) Family Educational Rights and Privacy Act (FERPA) – policy and notices	Y	FERPA Policy provided.



## 6. HUMAN RESOURCES

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. All Employees</b>		
1. Does the Charter School have fingerprint clearance, including Department of Justice background checks, on all employees? [EC 44237] "Criminal record summary"	Y	Evidence provided and reviewed.
2. Does the Charter School have documentation that TB test results are current for all employees?	Y	Evidence provided and reviewed.
3. Does the Charter School have record of the AB-1432 Child Abuse Neglect and Reporting Act Training required annually within the first 6 weeks of the school year or within 6 weeks of each person's employment?	Y	Evidence provided and reviewed.
4. Does the Charter School have approved personnel policies and practices that are consistent with the petition, MOU, and all applicable laws?	Y	Evidence provided and reviewed.
5. If the Charter School employs 50+ employees, does it provide mandatory anti-harassment training for supervisors that includes harassment based on gender identify, expression and sexual orientation? (Govt. Code 12950)	Y	Evidence provided and reviewed.
6. If the Charter School employs 20+ employees, does it provide up to 12 weeks of job-protected, unpaid parental leave? [Govt. Code 12945.6(a)]	Y	Information found in the certificated and classified Handbooks.
7. If the Charter School employs 25+ employees, does it provide protected leave and sick leave as it pertains to child care and "kin care" laws? (Labor Code 230.8)	Y	Information found in the certificated and classified Handbooks.
8. Does the Charter School have a DFEH-created poster regarding transgender rights posted in a prominent and accessible location? (Govt. Code 12950)	Y	Posted in break rooms.
<b>B. Certificated Employees</b>		
1. Does the Charter School employ sufficient teaching staff to satisfy the terms of the petition and the MOU?	Y	Evidence provided and reviewed.
2. Do teachers providing instruction in core classes have the required credentials and certifications to meet state and federal requirements, terms of the petition, and the MOU?	Y	Evidence provided and reviewed. (See Item 6B-2 Comment below.)
3. Do teachers who are providing Special Education and Related Services have the appropriate credentials and certifications?	Y	Evidence provided and reviewed.
<b>C. Classified Employees</b>		
1. Do classified employees who are providing instructional support in the core content areas, Special Education, and English Language Learner Services meet state and federal requirements, and terms of the petition/MOU?	Y	All classified employees in these types of settings hold an AA degree or higher.
2. Does the Charter School provide adequate staffing for:		
a) Custodial	Y	Staff list provided.
b) Food Service	Y	Staff list provided.
c) Information Technology	Y	Staff list provided.
d) Lunch/Break Supervision	Y	Staff list provided.
e) Clerical/Record Keeping	Y	Staff list provided.

### 6. HUMAN RESOURCES

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>D. Items specific to the Charter Petition and MOU</b>		
1. Has the Charter School provided a written list of all of its employees for the current school year pursuant to the MOU?	Y	Staff list provided.
<p><b>Comments:</b></p> <p><b>Item 6B-2:</b> One staff member will be reported as a misassignment because she holds a CTE Credential in Arts Media and Entertainment and is teaching Music. She should hold a Single Subject Music Credential. However, since she was employed in 2019- 2020 school year she can remain in this assignment until July 1, 2025 without having to correct the assignment within 30 days as long as she holds a valid document with CTC this includes a Certificate of Clearance.</p> <p><b>Review conducted by:</b> Evelyn Feliciano, KCSOS Credentials Manager</p>		

## 7. STUDENT SERVICES

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Admissions</b>		
1. Is the Charter School complying with the admissions practices described in the approved charter?	Y	Grow Academy Arvin follows Admissions and Enrollment policies approved by the Board. Policies and Student/Parent Handbook reviewed.
2. Does the Charter School facilitate admissions for a student with an IEP in the same manner as for a student without an IEP?	Y	Reviewed charter Student/Parent Handbook (which includes Special Populations and a sample 30-Day IEP.
3. Does the student enrollment and mobility data reflect a program that does not exit (return to the district) specific populations of students in a manner that would result in a charter school enrollment that is not reflective of the local school districts?	Y	Student enrollment/disenrollment database reviewed.
4. Do the Charter School enrollment forms indicate compliance with all applicable laws and with the approved charter? Have they been updated to include health care coverage options and enrollment assistance information? {EC 49452.9(a)}	Y	Evidence of health care coverage/enrollment assistance on enrollment forms.
5. If the Charter School has needed to use the lottery system to determine which students will be allowed to enroll, is there documentation that the process was held in the manner described in the approved petition?	N/A	The charter did not use a lottery in 2022-23.
6. Does the Charter School have records documenting immunizations to the extent required for enrollment in public schools?	Y	Immunization Policy and Sample Immunization Record reviewed.
7. Does the Charter School have a student population that represents the racial and ethnic backgrounds of pupils enrolled in the local district(s)?	Y	Racial and ethnic backgrounds are comparable to AUSD.
8. Does the charter school have a student population in which rates of pupils with disabilities, English learners, and pupils who are economically disadvantaged are comparable to the local district(s) rates?	Y	Grow Arvin has a SPED population of 7.3% and is on par with surrounding districts. SED rates are comparable. (See Item 7A-8 Comment below.)
<b>B. Discipline</b>		
1. Does the school have discipline policies and practices consistent with the terms of the charter and EC 48900 in regard to suspension of K-8 and expulsion of K-12 students?	Y	Parent/Student Handbook outlines discipline policies.
2. Do the Charter School's suspension procedures include a provision for a conference where the student is informed of the reason for the action, an opportunity to present his/her version and is informed of the other means of correction that were attempted before the suspension? (EC 48911)	N	Student/Parent Handbook reviewed. (See Item 7B-2 Comment below.)
<b>C. Health and Safety</b>		
1. Does the Charter School have a School Safety Plan that includes all of the topics listed in *EC {32282(a)(2)}? EC {47605(b)(5)(F)}	Y	Safety School Plan reviewed.
2. Is there evidence that the School Safety Plan was reviewed and updated by March 1? {EC 47605(b)(5)(F)}	Y	The School Safety Plan was last updated and approved by the Board of Directors on Feb. 27, 2023. Board meeting minutes provided.
3. Is there evidence that staff has been trained in health, safety, and emergency procedures?	Y	Training records provided and reviewed.
4. Does the Charter School maintain a calendar of emergency drills for each site in which it operates?	Y	List of emergency drills provided and reviewed.



## 7. STUDENT SERVICES

<b><i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i></b>	<b>Y N N/A</b>	<b><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></b>
5. Do the charter's expulsion procedures for a student with exceptional needs who is a foster child, include that the educational rights holder and county social worker be invited to the change of placement meeting? {48915.5(d)}	Y	Charter Suspension and Expulsion Procedures in Student/Parent Handbook and 2021-22 EOY 7.16 CALPADS report reviewed.
6. If the charter offers an athletic program, does it: 1) annually give the Opioid Factsheet for Patients published by the Centers for Disease Control and Prevention to each athlete, and if the athlete is 17 years or younger, the athlete's parent or guardian (electronically or written copy) and 2) require that it be signed and returned to the school <u>before</u> the athlete initiates practice or competition? {EC 49476}	Y	Opioid Misuse Athlete Acknowledgement Form reviewed. Also, Opioid Fact Sheet is linked on page 43 of the Parent/Student Handbook.
7. Do records reflect that the Charter School provides for the screening of pupils' vision, and hearing, and required immunizations to the same extent as would be required if the pupils attended a non-charter public school?	Y	Grow Academy Arvin employs a Full Time LVN to monitor annual screenings of students. In addition, it contracts services through KCSOS Nursing to conduct screenings. Immunization and Physical Examination Annual Notification provided.
8. Has the Charter School notified students and parents/guardians at least twice a year regarding how to initiate access to available student mental health services on campus or in the community? (EC 49428)	Y	Sample Mental Health Letter August 2022 provided. Grow Academy Arvin provides this notification to all families as part of the welcome packet at the beginning of each school year, and again in late spring.
9. Does the charter have board-adopted Suicide Prevention <u>Policies</u> for grades K-6 <u>and</u> 7-12 that 1) were created in conjunction with stakeholders, 2) specifically list its high-risk groups, 3) address the needs of those high-risk students and 4) were updated in the last 5 years? (*EC 215)	N	Suicide prevention policy is provided on the school's webpage but does not contain high-risk groups or address the needs of those high-risk students.
10. Does the Charter School provide each needy pupil as defined in EC 49552, with <u>two</u> free nutritionally-adequate meals to any pupil who requests a meal without consideration of the pupil's eligibility? {EC 49501.5(a)(2)}	Y	Charter provides free meals to all students.
11. If the Charter serves grades 7-12 <u>and</u> issues ID Cards to students, did it include the telephone number of the National Suicide Prevention Lifeline on those cards? {*EC 215.5}	N/A	School does not issue ID cards
12. If the Charter School qualifies for the free federal reimbursement rate for all meals that it provides, has it applied to provide a universal meal service to all students at the school? If not, has it submitted a governing board resolution to the state claiming a fiscal hardship? If so, is there evidence that those findings are reviewed in a public meeting every two years? {EC 49564(a)}	Y	Grow Academy Arvin qualified for Community Eligibility Provision for the 22-23 regular school year and so it provides free breakfast and lunch to all students that adhere to statewide Universal Meals Program. In April 2019, it was approved to begin the supper program which provides free supper to all students participating in enrichment after-school activities.
13. If the Charter School receives federal funds, does it comply with the posting 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? (*EC 221.61)	Y	Title IX information can be found on the school's webpage under "Board Policies."
14. Does the Charter's Excused Absence Policy include an absence for the benefit of the pupil's mental or behavioral health, or for the purpose of participating in a cultural ceremony/event? (EC 48205)	Y	These are listed on pages 19-20 of the Parent/Student Handbook.

## 7. STUDENT SERVICES

<b><i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i></b>	<b>Y N N/A</b>	<b><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></b>
15. If the charter serves middle or high school students, did it revise its Excused Absence Policy to include an absence for the purpose of a student engaging in a civic or political event? (EC 48205)	Y	These are listed on pages 20-21 of the Parent/Student Handbook.
16. Has the charter updated its suspension and expulsion procedures to ensure that the written notice regarding pupil involuntary transfers are in the native language of the pupil's parent or guardian, and in the case of a homeless child or foster youth, in the native language of the foster youth's educational rights holder or attorney and county social worker? {EC 47605(d)(4)}	Y	These are listed on page 25 of the Parent/Student Handbook.
17. Has the charter provided certificated school site employees who serve pupils in grades 7-12 information on existing resources related to the support of LGBTQ pupils who may face bias or bullying? {EC 234.1(d)(1)}?	Y	The training PPT and training attendance list were provided for review.
<b>D. Pupil and Parent Notifications</b>		
1. Does the Charter School provide a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act (FERPA)?	Y	FERPA Parent Notification.
2. Are parents provided with annual notifications as required by the petition, the MOU, and all applicable laws? {EC 48980, EC 48985}	Y	Annual Notice Requirements reviewed.
3. Has the charter school posted a Notice on its website that states that charter schools are prohibited from discouraging any student from enrolling or encouraging students to drop, once enrolled? {EC 47605(e)(4)}	Y	GROW Public Schools Non-Discrimination Statement.
4. Did the charter provide a copy of the Notice from Item 7D-3: 1) When a parent or guardian inquired about enrollment, 2) Before conducting an enrollment lottery, 3) Before disenrollment of a pupil? {EC 47605(e)(4)(D)}	Y	Parent Student Handbook reviewed.
5. Has the charter posted on its website: 1) the name and contact information of its homeless liaison, and 2) specific information on homelessness, including educational rights and resources available to persons experiencing homelessness? {EC 48852.6}	Y	Education of Homeless Children and Youth Policy Pg. 47-49 of Handbook and McKinney-Vento Act Posting on Website.
6. If the charter serves high school students, and enrolled a foster or homeless youth who is in their 3 <sup>rd</sup> or 4 <sup>th</sup> year, who is not on track to meet the charter's educational requirements, did it notify the pupil and the educational rights holder, and social worker, if applicable, within 30 calendar days of transfer into the school of the exemption from the charter's graduation requirements as described in Item ID-7? {EC 51225.1}	N/A	Does not serve high school students.
7. If the charter serves high school students, does it provide at least once before grade 12, information on how to properly complete and submit the FAFSA or the CA Dream Act Application that includes information about the types of documentation and personal information that is required, an explanation of definitions used for each application, eligibility requirements, application timelines/deadlines, and the importance of submitting applications early? {EC 51225.8}	N/A	Does not serve high school students.

### 7. STUDENT SERVICES

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
8. Does the Charter have all 12 required information items listed in EC 234.6 posted in an easily accessible and prominent location on its website?	Y	Website reviewed.
9. Has the charter posted its antidiscrimination policy from Item 1D-3 above in all school offices, including staff lounges and pupil government meeting rooms? {EC 234.1(e)}	Y	Policy posted as described.
<b>E. Items specific to the Charter Petition and MOU</b>		
1. Based on a review of pupil data (race, ethnicity, English learner status, socio-economically disadvantaged (as determined by eligibility for free/reduced-price meal program), and pupils with disabilities), is the Charter School serving a student population that is reflective of the general population residing within the territorial jurisdiction of the school district in which it resides? If not, is the Charter School using all reasonable means to ensure that the school is equally accessible to enrollment and attendance by all students within the boundaries of that district?	Y	Data reviewed. See Item 7A-8 and 7E-1 Comment below.
<p><b>Comments:</b></p> <p><b>Item 7A-8 and 7E-1:</b></p> <p>EL enrollment-is 20 percentage points greater in AUSD than GROW-Arvin, based on 2022-23 DataQuest data. However, the EO and IFEP rates are comparable while the R-FEP rate for GROW is almost twice that of AUSD. While initial enrollments are comparable and the R-FEP rate is double that of AUSD, the conclusion is that the charter is enrolling similar students and reclassifying them at twice the rate of the district.</p> <p><b>Item 7B-2:</b></p> <p>The Student/Parent Handbook is missing part of the requirement related to the other means of correction that were attempted before the suspension? (EC 48911). The Charter will need to amend its Handbook to ensure all components are included.</p> <p><b>Reviewed conducted by:</b> Tara Clarke, KCSOS Multilingual Education Coordinator/Title III Specialist, Region 8 and Lee Knotts-Martin, KCSOS SELPA Director.</p>		

**Office of John G. Mendiburu**  
**Kern County Superintendent of Schools**  
*Advocates for Children...*

***Charter School Oversight Review***  
***2022-23***

*School: Wonderful College Prep Academy--Delano*

The Charter School Oversight Review will be completed annually based on compliance with the terms and conditions of the approved charter, related agreements including the Memorandum of Understanding, and all applicable laws. Any deficiencies will be reviewed with the Charter School administration. The annual evaluations will be a factor upon which a renewal decision will be made at the end of the term of the charter.

There will be at least one site visit by the Oversight Review team annually to assess the Charter School's progress. The focus of the visit will be teaching and learning, but will include the areas listed below:

- 1 – General Requirements
- 2 – Fiscal and Business Operations
- 3 – Educational Program and Assessment
- 4 – Facilities
- 5 – Governance
- 6 – Human Resources
- 7 – Student Services

The Charter School Evaluation Form will be completed and presented annually to the Kern County Board of Education at their regularly scheduled meeting in September following the close of the prior fiscal year.

## 1. GENERAL REQUIREMENTS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	<b>Y N N/A</b>	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Authorizer Requirements</b>		
1. Has Authorizer identified its staff person who is the contact person for the Charter School? [EC 47604.32]	<b>Y</b>	Dr. Lisa Gilbert, Deputy Superintendent of Instructional Supports.
2. Has a schedule or plan been made to visit the Charter School at least annually? [EC 47604.32]	<b>Y</b>	Site visit occurred on 3/27/23.
3. Has authorizer identified the individual or entity responsible for ensuring that Charter School submits all fiscal reports required by law? [EC 47604.33]	<b>Y</b>	Maxx Garris, District Advisory Fiscal Analyst.
4. Has authorizer identified the individual or entity responsible for monitoring the fiscal condition of the Charter School? [EC 47604.33]	<b>Y</b>	Maxx Garris, District Advisory Fiscal Analyst
<b>B. Charter School Education Code Requirements</b>		
1. Have material revisions made to the approved charter been approved by the governing board of the Charter School and the Kern County Board of Education?	<b>Y</b>	Material revision submitted to KCBE and approved in May, 2023.
2. The Charter School's assurances include the following in their charter petition and those listed in EC 47605(d) and (e) stating that the Charter School:		
a) Shall be nonsectarian in program admission policies, employment practices, and all other operations.	<b>Y</b>	Charter petition and verbal assurance.
b) Shall not charge tuition.	<b>Y</b>	Charter petition and verbal assurance.
c) Shall not discriminate against any pupil on the basis of the characteristics listed in *EC Section 220.	<b>Y</b>	Charter petition and verbal assurance.
d) Shall admit all students who reside in California who wish to attend (up to the Charter School's capacity based upon space, staff, or Charter School policy).	<b>Y</b>	Charter petition and verbal assurance.
e) 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 the Charter School exceeds the Charter School's capacity and make reasonable efforts to accommodate the growth of the Charter School.	<b>Y</b>	Charter petition and verbal assurance.
f) Shall comply with EC 47605(e) 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.	<b>Y</b>	Charter petition and verbal assurance.
g) Shall notify the school district of residence of the pupil's last known address within 30 days if a pupil is expelled or leaves the Charter School without graduating or completing the school year for any reason.	<b>Y</b>	Charter petition and verbal assurance.

### 1. GENERAL REQUIREMENTS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>C. Memorandum of Understanding</b>		
1. Has the Charter School complied with the terms of the current Memorandum of Understanding?	Y	MOU reviewed.
2. Does charter school administration understand the content and purpose of the Memorandum of Understanding?	Y	Verbal assurance provided.
<b>D. Board Policy Updates</b>		
1. Has the Charter School board documented that it annually reviews the charter’s compliance with EC 49431.2(d) which prohibits the advertisement of food or beverages as incentives to students during the school day?	Y	WCPA-Delano’s Wellness Policy reviewed annually by SSC and charter board. Board minutes provided and reviewed.
2. Has the Charter School updated its enrollment board policy and/or charter petition language to include the characteristic of immigration status of students or their families in regard to discrimination and the prohibition from the collecting information or documents regarding such status? (EC 200, 220, 234.1, 234.7)	Y	Charter Petition revised to include required language.
3. Does the charter’s policy for receiving and investigating complaints of discrimination, harassment, intimidation and bullying based on any of the actual or perceived characteristics set forth in *Section 422.55 of the Penal Code, include a requirement that, if school personnel witness such an act, they shall take immediate steps to intervene when safe to do so? {EC 234.1(b)}	Y	WCPA-Delano’s Discrimination and Harassment Policies updated and reviewed.
4. Has the Charter School updated its policies and practices regarding not collecting or soliciting Social Security numbers or the last 4 digits thereof from pupils or their parents/guardian unless required to do so by state/federal law? (EC 49076.7)	Y	Charter Petition was updated to include required language.
5. If the charter serves high school students, has it revised its policy on the transferability of coursework for pupils in foster care, are homeless, are participating in a “newcomer program”, a child of a military family, or a migrant student to accept full or partial credit for all full or partial coursework satisfactorily completed while attending another public school per EC 51225.2?	Y	Student/Family Handbook revised, and reviewed.
6. If the charter serves high school students, did it revise its graduation policy for 3 <sup>rd</sup> or 4 <sup>th</sup> year pupils who are not on tract to graduate to exempt them from coursework not included in the state’s required coursework for graduation requirements per EC 51225?	Y	Student/Family Handbook revised, and reviewed.
<b>E. Items Specific to the Charter Petition and MOU</b>		
<p><b>Comments:</b></p> <p><b>Review conducted by:</b> Cathie Morris, KCSOS Charter School Consultant</p>		

## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Student Attendance</b>		
1. Is there a satisfactory attendance accounting system used?	Y	Use Aeries Student Information System.
2. Is the staff person primarily responsible for attendance reporting adequately trained?	Y	WCPA staff attends various trainings and webinars. Agenda and presentations provided.
3. Is there an approved Charter School calendar that includes a minimum of 175 instructional days?	Y	2022-2023 school calendar is 180 days – Calendar Provided.
4. Is there an approved class (bell) schedule?	Y	Board approved Bell Schedule was provided.
5. Is there a process to monitor compliance with the minimum instructional minute requirements as defined by Title 5, Section 11963?	Y	Administrative team does an annual review of the school calendar, bell schedule and total minutes as part of the preparation for requesting approval from WCPA governing board.
6. Is attendance taken daily by an individual responsible for taking attendance?	Y	Attendance is taken electronically in the classroom by the teacher and reviewed by the attendance clerk
7. Are absences excluded from the apportionment days?	Y	WCPA has followed CDE guidelines for apportionment and has submitted a P1 Attendance Report for the 2022-2023 school year. WCPA's report was submitted through the PADC portal.
8. Has the charter maintained an average TK class enrollment of not more than 24 pupils, and a 1-12 pupil ratio? {EC 48000(g)}	Y	Charter has a 1:12 ratio for the 2022-2023 school year. This year WCPA has two (2) TK classes with two teachers in the space. Roster provided.
9. Has Average Daily Attendance only been claimed for teachers who hold an appropriate certificate, permit or other document issued by CTC, consistent with EC 47605(l)?	Y	Working closely with the KCSOS Credentialing Department during the 2022-2023 school year to ensure all staff have the correct credentialing in place. Please see Reference Section 6 – Human Resources.
<b>Student Attendance – Independent Study</b>		
10. Are records maintained for audit as well as the total independent study ADA?	Y	WCPA keeps digital files of all documents attempted and completed. WCPA's Supervisor of Attendance, who is also the Student Services Manager, oversees the program and process. Sample ISP Packet Provided
11. Does the Charter School meet the requirement related to the ratio of ADA to FTE certificated employees as prescribed under SCCR 11704 as evidenced by support documentation and calculations? <ul style="list-style-type: none"> <li>• 25:1, or;</li> <li>• The ratio of pupils to FTE certificated employees for all other educational programs operated by the largest unified school district, as measured by ADA, as reported at the 2<sup>nd</sup> principal apportionment in the prior year, in the county or counties in which the Charter School operates?</li> </ul>	Y	WCPA has a similar ratio of pupils to FTE in comparison to the largest elementary school in Delano. CALPADS Report 3.1 and Morningside Elementary school SARC Excerpt provided.
12. Does the Charter School have board-approved, written policies related to independent Study that reflect compliance with EC 51747 and 51749.5? (apportionment, course of study and evaluation)	Y	WCPA references the board approved Independent Study Policy to claim ADA for the 2022-2023 school year. Approved Independent Study Policy provided.

## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
13. Does the Charter School <u>have records</u> that <u>demonstrate adherence to polices</u> related to EC 51745-51749.3 and Title 5, 11700-11705 in regard to claiming apportionment? <ul style="list-style-type: none"> <li>• Placement of SWDs into independent study: EC 51745( c)</li> <li>• Ratio of ADA for independent study to FTE staff: EC 51745.6</li> <li>• Apportionment claims and gifts of value: EC 51747.3(a)</li> <li>• Adherence to geographic restrictions: EC 51747.3(b)</li> <li>• Supervision of and assignment of credit by credentialed teachers to claim apportionment credit: EC 51747.5(a)</li> <li>• Credit awarded for ADA based only upon work products: EC 51747.5(b)</li> </ul>	Y	Reference: Fiscal and Business Operations Section 2.A.12 and Board Adopted Independent Study Policy.
14. Does the Charter School have documentation that is has completed the "determination of funding" process pursuant to EC 47634.2 and Title 5, 11963.2-11963.7?	N/A	
<b>B. Cash Receipts</b>		
1. Are there approved policies addressing cash receipts?	Y	Charter School has adopted a Fiscal Policies & Procedures Handbook approved by the governing board. SCPA Fiscal Policies and Procedures (Page 8).
2. Are there receipts issued for all monies received?	Y	Copies of receipts are kept on file. Sample shown.
3. Is an audit trail maintained to assure deposit of all monies?	Y	Fiscal Policies & Procedures - Page 8 (Reference Section 2.B.1) and Sample Deposit Form Provided.
4. Is cash stored in a secure place prior to deposit?	Y	Verbal confirmation that cash is stored in a secure place with access available to Bill Toomey and Delia Felix.
5. Are deposits made in a timely manner?	Y	Weekly deposits are made for amounts under \$2,000. Any deposits over \$2,000 are made within 72 hours.
6. Is there a segregation of duties for the receipt of monies, the deposit of monies, and the reconciliation of bank statements?	Y	One staff member receives the money, one staff member counts the money, and ExED handles the reconciliation.
7. Are there adequate records maintained for audit?	Y	ExED collects and maintains records and copies of documents for audits.
<b>C. Disbursements</b>		
1. Are there approved policies addressing disbursements?	Y	Fiscal Policies and Procedures handbook approved by the governing board. Provided copy of Fiscal Policies and Procedures Handbook.
2. Do disbursements require:		
a) An original invoice from the vendor?	Y	Staff use the SpendBridge System to process invoices, packing slips, and approvals.
b) A receiving document?	Y	Packing slip, if applicable, is uploaded into the SpendBridge System as back-up documentation.
c) Appropriate approval of the purchase?	Y	Purchase orders are approved in SpendBridge by an authorized approver.



## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	<b>Y N N/A</b>	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
3. Are checks signed by authorized employees?	<b>Y</b>	Superintendent, Chief Business Officer, and the Board Chair are authorized to sign checks. Board Res #2019/20-007.
4. Is there a system to maintain vendor payment information for preparation of 1099s?	<b>Y</b>	ExED Financial System – MIP Sage Software is used to maintain 1099 vendor activity for the Charter School.
5. Is there a segregation of duties between purchasing, receiving, and accounts payable?	<b>Y</b>	<p>WCPA has the following lines of approval authority:</p> <ul style="list-style-type: none"> <li>• Director of Business (Senior Manager as Designee) approves expenditures less than \$15,000.</li> <li>• Chief Business Officer (or Superintendent’s Designee) approves expenditures that are \$35,000 or less.</li> <li>• The Superintendent approves all purchases made by the Business Office Team for amounts less than \$75,000.</li> <li>• If the amount is \$75,000 or more (other than invoices from vendors on the board-approved pre-approved vendor list), board approval is required. Orders are placed by the Business Office Clerk or Accounting Analyst. ExED is responsible for reconciling and making payments to vendors.</li> </ul>
6. Are disbursements approved/ratified by Board?	<b>Y</b>	Payroll and check registers are approved at monthly board meetings.
7. Are there adequate records maintained for audit?	<b>Y</b>	Fiscal Policies and Procedures provided and reviewed.
<b>D. Payroll</b>		
1. Does the Charter School have a Board-approved Salary Schedule or other satisfactory salary structure?	<b>Y</b>	Board Approved 2022-2023 Approved Salary Schedule provided.
2. Are tax deposits completed in a timely manner?	<b>Y</b>	ExED and Paycom are responsible for processing tax deposits.
3. Are earnings properly recorded for retirement reporting to Social Security, PERS, STRS?	<b>Y</b>	ExED is responsible for properly recording retirement reporting to Social Security and STRS.
4. Is there a system to provide STRS data to the county superintendent?	<b>Y</b>	STRS reports are submitted through the Paycom payroll system.
5. Is there a satisfactory system to maintain employee earning records for preparation of W-2s?	<b>Y</b>	W-2’s are processed using the Paycom payroll system.
6. Is there appropriate segregation of duties between the maintenance of employee data, salary schedules, and payroll payments?	<b>Y</b>	Timesheets are submitted through the online Paycom payroll portal. The Senior Business Manager reviews timesheets, and the Superintendent or Chief Business Officer approves and forwards to ExED for processing.
7. Are there adequate records maintained for audit?	<b>Y</b>	Fiscal and Business Operations, Section 2.F Provided.

## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>E. Budget, Accounting, and Financial Reporting</b>		
1. Are there board approved policies addressing budget, accounting and financial reporting?	Y	Fiscal Policies and Procedures (Pages 6-7) provided.
2. Has the budget been approved by the Board?	Y	Board of Directors reviewed and approved the 2022-2023 Operating Budget. Meeting Agenda (June 30, 2022) provided for review.
3. Is there a process to review and revise the budget for changes in student enrollment and operations?	Y	Superintendent meets regularly with the Executive Team to review and discuss any enrollment and operations. The Chief Business Officer meets with ExED weekly.. The Board of Directors reviews the budget and financial statements monthly.
4. Are budget revisions approved/ratified by the Board?	Y	Budget revisions are approved by the Board at the Board of Directors meetings, when needed. WCPA Governing Board Agenda (December 12, 2022) provided.
5. Are financial obligations provided for in the budget?	Y	All financial obligations are included in the budget and financial statements are presented to the board monthly. Board Agenda and Monthly Financial reports provided.
6. Are separate accounts maintained for restricted revenues and expenditures?	Y	Uses the CSAM account code structure.
7. Are financial reports prepared and reviewed by the Board on a regular basis?	Y	Business Team works with ExED to prepare financial reports and presents to the board monthly. Board Agenda and Monthly Financial reports provided..
8. Are mandated financial reports provided to the county Superintendent of schools in a timely manner? (EC 47604.33)	Y	ExED prepares the budget and all financial reports in conjunction with the WCPA Executive and Business Teams. The Board approves the budget and all financial reports and then they are submitted to KCSOS within the required timelines.
a.) On or before July 1, the preliminary budget.		
b.) On or before December 15 <sup>th</sup> , the interim financial report.	Y	Board agendas with action items to approve the operating budget and all interim reports and unaudited actuals provided. Also, approved financial reports provided.
c.) On or before March 15 <sup>th</sup> , the second interim financial report.		
d.) On or before September 15 <sup>th</sup> , the final unaudited report for The full prior year.		
9. Are cash flow projections prepared, updated and provided to the county on a regular basis to assure there are sufficient funds that are available to meet the financial obligations of the charter school?	Y	Charter School submits regular reports to the County as referenced in Section 2.E.8. In addition, one of the Charter School's Board Members is a representative from the Kern County Superintendent of Schools and receives monthly financial updates as noted in Section 2.E.5. Examples provided.
10. Does the charter school's budget align with the school's LCAP and LCAP Addendum/LEA Plan?	Y	Section 3 – Educational Program & Assessment, Sections 3.E.7 and 3.E.8.

## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	<b>Y N N/A</b>	<b><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></b>
11. Did the Charter’s LCAP indicate that the Charter’s proportionality obligation was fully met through its listed actions/services for its unduplicated pupils? If not, did it report the unused portion and planned uses of those funds in its LCAP? (EC 42238.07)	<b>Y</b>	Excerpt from the 2022-2023 LCAP - Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students provided showing several actions and expenditures dedicated to unduplicated pupils within the approved 2022-2023 LCAP. As this is the second year of a three-year plan, WCPA reviewed actual expenditures and reported them, accordingly.
12. Is there a business accounting/information system that complies with State accounting and reporting requirements?	<b>Y</b>	ExED is using the alternative forms.
<b>F. Audit</b>		
1. Which state-approved audit firm has been selected?	<b>Y</b>	Eide Bailly, Inc. Engagement letter provided.
2. Has an audit schedule/timeline been developed?	<b>Y</b>	Auditors are scheduled to meet in April, November and scheduled to reach-out in October for final review of materials.
3. Has a copy of the prior year audit been provided to the county Superintendent?	<b>Y</b>	Independent auditor’s report: WCPA Financial Statements and Supplementary Information, Year Ended June 30, 2022 provided.
4. If needed, has a corrective action plan been developed?	<b>N/A</b>	
5. Are records maintained for audit?	<b>Y</b>	Verbally, stated that WCPA teams work in partnership with ExED to maintain all records for audit.
<b>G. Financial Condition</b>		
1. Is a prudent level of reserves maintained for economic uncertainties?	<b>Y</b>	6.6% of expenses at end of last year, currently estimating reserves to be approximately 10%.
2. Are multi-year financial projections prepared?	<b>Y</b>	2nd Interim Financial Report with MYP provided.
3. Are the projections and assumptions reasonable?	<b>Y</b>	After review it was determined that WCPA’s projections and assumptions are reasonable.
4. Have all long-term debt obligations been included?	<b>N/A</b>	No long-term debt.
5. Based on the projections, will the Charter School be able to meet its financial obligations and maintain a prudent level of reserves in the current and two subsequent fiscal years?	<b>Y</b>	Both the Budget Summary presented to the board during the 2022-2023 Operating Budget proposal meeting (June 30, 2022) and the January 2023 Financial Dashboard presented to the WCPA Board of Directors show Charter will meet obligations.
<b>H. Equipment Inventory</b>		
1. Are there approved policies addressing the purchase and maintenance of equipment?	<b>Y</b>	Charter Schools’ Equipment Maintenance Policy and Procedures was provided.
2. Is an equipment inventory:		
a. Maintained?	<b>Y</b>	An asset-management software is used to tag and track equipment.
b. Physically located on each site?	<b>Y</b>	Inventory provided.

## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
3. Is equipment purchased with federal funds properly identified?	Y	All equipment is tagged and managed with asset management software.
4. Are records maintained for audit purposes?	Y	Verbal assurance, and audit reports confirm.
<b>I. Expanded Learning Opportunities Program</b>		
1. If the charter received funds pursuant to the ELOP (EC 46120), did it either develop a program, or offer to at least all unduplicated pupils in classroom-based instructional programs in K-6 and provide to at least 50% of enrolled unduplicated pupils access to expanded learning opportunity programs in accordance with program requirements? {EC 46120(a)(2)}	N/A	
<b>J. Items Specific to the Charter Petition and MOU</b>		
1. Are all reviewed fiscal and business records/activities specific to the individual charter school (Wonderful-Delano)?	Y	All items were specifically for this charter School.
<p><b>Comments:</b> Charter School provided sufficient documentation to show affirmative responses to the questions above.</p> <p><b>Review conducted by:</b> Maxx Garris, KCSOS District Fiscal Analyst</p>		

### 3. EDUCATIONAL PROGRAM AND ASSESSMENT

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Educational Program</b>		
1. Is the Charter School following its curricular and instructional plan as presented in the approved Charter petition?	Y	Observations and documentation are evidence.
2. Is the Charter School staffing sufficient to carry out the educational program and consistent with the terms of the charter petition?	Y	Staff list provided.
3. Are parents of high school students informed about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements?	Y	Parent/Student Handbook reviewed.
4. Is the Charter School implementing a framework for instructional design that is aligned with the needs of the students identified as the target population in the approved charter petition?	Y	The charter provides standards-based instruction with intervention to support the needs of all students, and ELD, as required.
5. Has the Charter School obtained WASC accreditation as outlined in the petition, if applicable?	Y	Six-year Accreditation in 2022. WASC Commission letter provided.
<b>B. Services to Special Populations</b>		
1. Has the Charter School adopted policies and practices that reflect compliance with all laws related to the provision of Special Education including:		
a) Appropriate placement for students who are enrolling with IEPs?	Y	Reviewed current SIRAS data and multiple documents in Google folder – documents included sample: Interim-Placement IEP, 30-day IEP, and Annual IEP. 3/27/23 Classroom visits also confirmed appropriate placement of students with IEPs.
b) Referral and assessment of students suspected of requiring special education and related services?	Y	Reviewed sample Referral for Assessment, sample Consent for Assessment, and Child Find procedures PPT in Google Drive. Also reviewed current SIRAS data.
c) Compliance with the timelines related to special education?	Y	Reviewed CALPADS 16.8 report as of 3/28/23, cross-referenced to current SIRAS data as of 3/28/23.
2. Are students who are identified as being eligible for Special Education receiving services required by their IEPs?	Y	Reviewed sample IEP Services Page and sample Service Log in Google folder. IEP services also witnessed during 3/27/23 classroom observations.
3. Does the Charter School provide for the inclusion of all of the required members to participate in IEP team meetings?	Y	Review of current SIRAS data and reviewed sample IEP Meeting Participation page uploaded to Google Drive.
4. Does the Charter School have a plan for the provision of transportation of Special Education students who require this related service?	Y	Review of current SIRAS data and reviewed sample IEP Student Information page uploaded to Google Drive which noted bus aide support.
5. Does the Charter School have a plan for the provision of transportation of Special Education students who require this related service?	Y	Review of current SIRAS data and reviewed sample IEP Student Information page uploaded to Google Drive which noted bus aide support.
6. Does the Charter School have a process for determining a student's eligibility for services under Section 504?	Y	Reviewed charter 504 Process Flow Chart and sample 504 assessment uploaded to Google Drive.
7. Does the Charter School develop and implement accommodation plans for any students who are 504 eligible?	Y	Reviewed sample 504 Plan uploaded to Google Drive. 504 plan accommodations also witnessed during 3/27/23 classroom observations.

### 3. EDUCATIONAL PROGRAM AND ASSESSMENT

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
8. Does the Charter School follow a process for identification and reclassification of students who are English Learners?	Y	Overall ELPAC, teacher eval, el monitoring forms, consolation, local assessment
9. If the Charter School graduates students, has it notified its students in foster care, homeless, of a military family or of migrant status of their rights of exemption from local graduation requirements under {EC 51225.1(a)}?	Y	Verbal assurance provided that counselors provide this information. The Charter needs to ensure that it has this information provided in its Parent/Student Handbook.
<b>C. Curricular Materials</b>		
1. Is the Charter School utilizing standards-aligned instructional materials?	Y	Instructional materials list provided and classroom observations verified.
2. Is the Charter School utilizing instructional materials that address the specific needs of English Learners?	Y	EL Achieve across all grade levels, and Ellevation for progress monitoring
3. Is the Charter School utilizing instructional materials that address the specific needs of Special Education students?	Y	Reviewed cognitive testing samples and list of curricula used for SWDs. The use of instructional materials that address specific needs of SPED students also verified during 3/27/23 classroom observations.
4. If the Charter School requires a course in health education for graduation from high school, does that course include instruction in performing compression-only cardiopulmonary resuscitation? (EC 51225.6)	N/A	WCPA-Delano does not require a course in Health Education for graduation.
<b>D. Professional Development</b>		
1. Has Charter School staff received legally required trainings?	Y	List of PD was provided.
2. Has the charter communicated to or trained school personnel in the Item ID-3 requirement to take immediate steps to intervene when safe to do so, if they witness an act of actual or perceived discrimination, harassment, intimidation and bullying of others with characteristics set forth in *Section 422.55 of the Penal Code? {EC 234.1(b)}	Y	Staff Handbook reviewed. Staff trained at beginning of the year as part of the required yearly trainings.
3. Is Charter School staff provided opportunities for professional development necessary to carry out the instructional program as outlined in the petition?	Y	Evidence of a professional learning plan is outlined throughout evidence files.
<b>E. Assessment</b>		
1. Is the Charter School administering the state mandated testing according to testing rules and regulations as required for all K-12 schools in California?	Y	Assessment schedule includes timelines for ELPAC, CAASPP, & CAST
2. Does a review of SBAC and Dashboard Data indicate that the Charter School is on target for meeting renewal requirements as set forth in EC 47607(b) and the charter petition?	Y	Neither current SBAC nor Dashboard data available at the time of this report. (See Item 3E-1 Comment below)
3. Has the Charter School completed and posted a SARC containing required elements by Feb 1, 2022?	Y	Evidence provided.
4. Is student achievement data regularly reported to parents and staff?	Y	Report cards, school site council, and family reports

### 3. EDUCATIONAL PROGRAM AND ASSESSMENT

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	<b>Y N N/A</b>	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
5. Have parent/guardian notifications of language proficiency (ELPAC) assessment been provided as required by EC, and if so, do they include whether a child is a long-term English learner or is at-risk of becoming one? (*EC 313.2(a))	<b>Y</b>	Parent Notification letters were provided and reviewed.
6. Is the Charter School implementing a plan for collecting, analyzing, and reporting data on pupil achievement? If so, is the Charter School utilizing the data to monitor and improve the Charter School’s educational program consistent with EC 47605(b)(5)(C) and the terms of the charter?	<b>Y</b>	Use of KiDS and multiple data points were provided.
<b>F. Items Specific to the Charter Petition and MOU</b>		
1. Is the charter school serving grade levels consistent with the content of the charter and MOU?	<b>Y</b>	Petition and MOU reviewed.
2. Has the charter school made the “enrollment database” required in the MOU available to the County Superintendent upon request?	<b>Y</b>	Enrollment database reviewed.
3. Are the educational program and assessment activities specific to the individual charter school (Wonderful-Delano)?	<b>Y</b>	All materials related to WCPA-Delano
<p><b>Comments:</b></p> <p><b>Item 3E-1:</b></p> <p>Although current SBAC and Dashboard data were not available at the time of this report, the charter provided SBE-approved NWEA/MAP data for 2023. The data showed that in math eight of twelve grades met growth targets, and 53% of all students did so. This means that about half of all students made one year’s growth in math in 2022-23. For students with disabilities, only two of twelve grades met growth targets, while EL students met targets in five of twelve grades.</p> <p>In ELA, nine of twelve grades met growth targets and 56% of all students did so. SWDs and ELs met growth targets in eight of twelve grades.</p> <p><b>Review conducted by:</b> Lisa Vargas, KCSOS Director of Humanities and Multilingual Education and Lee Knotts-Martin, KCSOS SELPA Director</p>		

### 4. FACILITIES AND OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Facility Adequacy and Compliance</b>		
1. Is there a designated staff person responsible for overseeing facilities maintenance and operations? If yes, who?	Y	Marcus Morillo, Chief Facilities Officer Carlos, Nevarro, Facilities Manager
2. Is there a custodial schedule that reflects appropriate and timely attention to providing students with a clean and safe learning environment?	Y	SOP 2022-23 provided/reviewed. Cleaning Schedule Checklist provided.
3. Do all facilities in which the Charter School is housed meet the American with Disabilities Act requirements?	Y	Fire Dept. Inspection Report provided.
4. Has the Charter School identified all single-user toilet facilities as all gender facilities? (Article 5, Health & Safety Code)	Y	Photos provided. All single use facilities are identified.
5. Is there a process for providing routine inspection and maintenance to ensure that Charter School facilities including playgrounds remain in good condition?	Y	The charter has an online service portal. Inspection log provided. Playground inspection report.
6. Have the Charter School's facilities been modified during the past year?	Y	The elementary site added 2 portables.
7. Are the Charter School's facilities adequate for the number of students and types of programs assigned to each site?	Y	Adequacy/Capacity Chart provided/reviewed.
8. Does the Charter School have on file: 1) Certificate of Occupancy; 2) Conditional Use Permit for each site; and/or 3) Safety Inspections by local Fire Department?	Y	All documents provided/reviewed.
9. Does the Charter School have plans to modernize and/or add facilities to the existing site?	N/A	
10. Does the Charter School plan to add a new site? If so, has proper notification been made to the approving agency?	N/A	
11. If the Charter School participates in an interscholastic athletic program, does it have a written emergency action plan and at least one AED for the school? (EC 35179/4. 35179.6)	Y	Emergency Plan provided/reviewed. 4 AEDs on campus.
12. If the Charter School has been made aware of a lactating pupil, has it made accommodations other than a restroom and provided a place to safely store expressed milk?	N/A	
13. If the Charter School serves any grades 6-12, and it meets the 40% pupil poverty rate, does it provide feminine hygiene products, including tampons and sanitary napkins, in a least 50% of the school's restrooms? (EC 35292.6)	Y	All middle/high school classrooms have dispensers. Photos and observation confirmed.
14. If the Charter School contracts out its transportation services, and has made a finding of gross negligence or disciplinary action against the driver of a school bus, has it notified the Dept. of Motor Vehicles within 5 calendar days? (EC 39843, 39831.3)	N/A	
<b>B. Items Specific to the Charter Petition and MOU</b>		
<p><b>Comments:</b></p>   <p><b>Review Conducted by:</b> Cathie Morris, KCSOS Charter School Consultant</p>		



**5. GOVERNANCE**

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Organizational Management</b>		
1. If the Charter School is constituted as a non-profit corporation, are the corporate papers, including Articles of Incorporation available to the authorizer?	Y	Articles of Incorporation provided/reviewed.
2. Is there a list or roster of governing board members?	Y	Roster provided.
3. Does the Charter School governance structure include the process to be followed by the school to ensure parental involvement consistent with EC 47605(b)(5)(D) and the terms of the charter petition and the MOU?	Y	Parent participation on Charter Board, SSC, ELAC and other committees.
4. Is the Board free of real or perceived conflicts of interest?	Y	Board Policy provided and Form 700s reviewed.
5. Is the composition of the Board consistent with the approved Charter?	Y	Roster provided/reviewed.
<b>B. Meetings</b>		
1. Does the Board conduct public meetings at such intervals as are necessary to ensure that the Board is addressing business required to provide sufficient direction to the Charter School?	Y	Monthly board meetings open to public.
2. Does the Board comply with the following:		
a) Regularly scheduled meetings, as outlined in the petition, with required agenda postings per EC 54954.2(a)/54956?	Y	Board meeting schedule provided.
b) Brown Act training and meeting compliance?	Y	Board training held on 2/16/23.
c) Twice the time limit, if one is used, for public comment for non-English speakers? (Govt. Code 54954.3)	Y	Board agenda provided/reviewed.
d) Availability of meeting minutes and adherence to the public records act that includes the posting of public records on its website and providing paper copies to the public without access to them electronically? (Govt. Code 6253)	Y	Board agenda and minutes provided.
3. Does the Board have resolutions and Board-adopted policies that address the following:		
a) Conflict of interest (*SB 126 compliant?)	Y	Policy updated 9/20/22.
b) Handbooks- Parent, Student, Employee (*AB 1505/SB 75 compliant?)	Y	Handbooks provided/reviewed.
c) Student & Employee discipline and due process (*SB 419 compliant?)	Y	Student/Family Handbook and Employee Handbook provided/reviewed.
d) Parent complaint resolution and due process	Y	Student/Family Handbook.
e) Internal controls policies and related forms and systems	Y	Policies provided/reviewed.
f) Bank signature authorizations, etc.	Y	Policies provided/reviewed.
g) Harassment- student, staff	Y	Policies provided/reviewed.
h) Safety Plan	Y	Comprehensive Safety Plan reviewed.
i) Immunization records	Y	Handbooks reviewed.
j) Family Educational Rights and Privacy Act (FERPA) – policy and notices	Y	FERPA Policy and Notices provided/reviewed.



### 6. HUMAN RESOURCES

In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.	Y N N/A	Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.
<b>A. All Employees</b>		
1. Does the Charter School have fingerprint clearance, including Department of Justice background checks, on all employees? [EC 44237] "Criminal record summary"	Y	Evidence provided and reviewed.
2. Does the Charter School have documentation that TB test results are current for all employees?	Y	Evidence provided and reviewed.
3. Does the Charter School have record of the AB-1432 Child Abuse Neglect and Reporting Act Training required annually within the first 6 weeks of the school year or within 6 weeks of each person's employment?	Y	All completed trainings a few were completed after the first 6 weeks of employment or first 6 weeks of school.
4. Does the Charter School have approved personnel policies and practices that are consistent with the petition, MOU, and all applicable laws?	Y	Evidence provided and reviewed.
5. If the Charter School employs 50+ employees, does it provide mandatory anti-harassment training for supervisors that includes harassment based on gender identify, expression and sexual orientation? (Govt. Code 12950)	Y	Evidence provided and reviewed.
6. If the Charter School employs 20+ employees, does it provide up to 12 weeks of job-protected, unpaid parental leave? [Govt. Code 12945.6(a)]	Y	Referenced in Employee Handbook.
7. If the Charter School employs 25+ employees, does it provide protected leave and sick leave as it pertains to child care and "kin care" laws? (Labor Code 230.8)	Y	Referenced in Employee Handbook.
8. Does the Charter School have a DFEH-created poster regarding transgender rights posted in a prominent and accessible location? (Govt. Code 12950)	Y	Posted in Administrative Office.
<b>B. Certificated Employees</b>		
1. Does the Charter School employ sufficient teaching staff to satisfy the terms of the petition and the MOU?	Y	Evidence provided and reviewed.
2. Do teachers providing instruction in core classes have the required credentials and certifications to meet state and federal requirements, terms of the petition, and the MOU?	Y	Evidence provided and reviewed.
3. Do teachers who are providing Special Education and Related Services have the appropriate credentials and certifications?	Y	Evidence provided and reviewed. All are RSP settings.
<b>C. Classified Employees</b>		
1. Do classified employees who are providing instructional support in the core content areas, Special Education, and English Language Learner Services meet state and federal requirements, and terms of the petition/MOU?	Y	All classified in these types of positions hold a BA degree.
2. Does the Charter School provide adequate staffing for:		
a) Custodial	Y	Staff list provided.
b) Food Service	Y	Staff list provided.
c) Information Technology	Y	Shared with Lost Hills Campus.
d) Lunch/Break Supervision	Y	Staff list provided.
e) Clerical/Record Keeping	Y	Staff list provided.



## 7. STUDENT SERVICES

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Admissions</b>		
1. Is the Charter School complying with the admissions practices described in the approved charter?	Y	Documentation with verbal confirmation.
2. Does the Charter School facilitate admissions for a student with an IEP in the same manner as for a student without an IEP?	Y	Charter Enrollment Packet reviewed as well as sample Interim IEP Placement form, and Charter MOU.
3. Does the student enrollment and mobility data reflect a program that does not exit (return to the district) specific populations of students in a manner that would result in a charter school enrollment that is not reflective of the local school districts?	Y	Student enrollment database provided and reviewed.
4. Do the Charter School enrollment forms indicate compliance with all applicable laws and with the approved charter? Have they been updated to include health care coverage options and enrollment assistance information? {EC 49452.9(a)}	Y	Enrollment documents reviewed.
5. If the Charter School has needed to use the lottery system to determine which students will be allowed to enroll, is there documentation that the process was held in the manner described in the approved petition?	Y	Lottery held on Feb. 9, 2023 via Zoom. Script from lottery shows evidence that process was followed as outlined in petition.
6. Does the Charter School have records documenting immunizations to the extent required for enrollment in public schools?	Y	Documentation provided and reviewed.
7. Does the Charter School have a student population that represents the racial and ethnic backgrounds of pupils enrolled in the local district(s)?	Y	Enrollment distribution is comparable to local districts.
8. Does the charter school have a student population in which rates of pupils with disabilities, English learners, and pupils who are economically disadvantaged are comparable to the local district(s) rates?	Y	See Item 7A-8 Comment below.
<b>B. Discipline</b>		
1. Does the school have discipline policies and practices consistent with the terms of the charter and EC 48900 in regard to suspension of K-8 and expulsion of K-12 students?	Y	Parent/Student Handbook reviewed.
2. Do the Charter School's suspension procedures include a provision for a conference where the student is informed of the reason for the action, an opportunity to present his/her version and is informed of the other means of correction that were attempted before the suspension? (EC 48911)	Y	Suspension/expulsion procedures reviewed from Parent/Student Handbook.
<b>C. Health and Safety</b>		
1. Does the Charter School have a School Safety Plan that includes all of the topics listed in *EC {32282(a)(2)}? EC {47605(b)(5)(F)}	Y	Safety Plan provided and reviewed.
2. Is there evidence that the School Safety Plan was reviewed and updated by March 1? {EC 47605(b)(5)(F)}	Y	Board meeting minutes provided.
3. Is there evidence that staff has been trained in health, safety, and emergency procedures?	Y	Training occurred at beginning of the year, new team members are provided a January training.
4. Does the Charter School maintain a calendar of emergency drills for each site in which it operates?	Y	Schedule is provided.

## 7. STUDENT SERVICES

<b><i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i></b>	<b>Y N N/A</b>	<b><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></b>
5. Do the charter's expulsion procedures for a student with exceptional needs who is a foster child include that the educational rights holder and county social worker be invited to the change of placement meeting? {48915.5(d)}	Y	Outlined in Student/Parent Handbook
6. If the charter offers an athletic program, does it: 1) annually give the Opioid Factsheet for Patients published by the Centers for Disease Control and Prevention to each athlete, and if the athlete is 17 years or younger, the athlete's parent or guardian (electronically or written copy) and 2) require that it be signed and returned to the school <u>before</u> the athlete initiates practice or competition? {EC 49476}	N	See Item 7C-6 Comment below.
7. Do records reflect that the Charter School provides for the screening of pupils' vision, hearing, and required immunizations to the same extent as would be required if the pupils attended a non-charter public school?	Y	Screening documentation provided and reviewed.
8. Has the Charter School notified students and parents/guardians at least twice a year regarding how to initiate access to available student mental health services on campus or in the community? (EC 49428)	Y	Embedded in enrollment package, each site has a school night to inform parents, Elementary- monthly newsletters
9. Does the charter have board-adopted Suicide Prevention <u>Policies</u> for grades K-6 <u>and</u> 7-12 that 1) were created in conjunction with stakeholders, 2) specifically list its high-risk groups, 3) addresses the needs of those high-risk students and 4) were updated in the last 5 years? (*EC 215)	Y	Policies provided and reviewed.
10. Did the Charter School provide each needy pupil as defined in EC 49552, with <u>two</u> free nutritionally-adequate meals to any pupil who requests a meal without consideration of the pupil's eligibility? {EC 49501.5(a)(2)}	Y	Annual notifications, Charter provides 3 meals for every student regardless of income.
11. If the Charter serves grades 7-12 <u>and</u> issues ID Cards to students, did it include the telephone number of the National Suicide Prevention Lifeline on those cards? (*EC 215.5)	Y	Sample ID card provided and reviewed.
12. If the Charter School qualifies for the free federal reimbursement rate for all meals that it provides, has it applied to provide a universal meal service to all students at the school? If not, has it submitted a governing board resolution to the state claiming a fiscal hardship? If so, is there evidence that those findings are reviewed in a <u>public meeting every two years</u> ? {EC 49564(a)}	Y	Documentation provided.
13. If the Charter School receives federal funds, does it comply with the posting 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? (*EC 221.61)	Y	Website reviewed.
14. Does the Charter's Excused Absence Policy include an absence for the benefit of the pupil's mental or behavioral health, or for the purpose of participating in a cultural ceremony/event? (EC 48205)	Y	Student/Parent Handbook.

## 7. STUDENT SERVICES

<b><i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i></b>	<b>Y N N/A</b>	<b><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></b>
15. If the charter serves middle or high school students, did it revise its Excused Absence Policy to include an absence for the purpose of a student engaging in a civic or political event? {EC 48205}	Y	Student/Parent Handbook.
16. Has the charter updated its suspension and expulsion procedures to ensure that the written notice regarding pupil involuntary transfers is in the native language of the pupil's parent or guardian, and in the case of a homeless child or foster youth, in the native language of the foster youth's educational rights holder or attorney and county social worker? {EC 47605(d)(4)}	N	See Item 7C-16 Comment below.
17. Has the charter provided to certificated school site employees who serve pupils in grades 7-12 information on existing resources related to the support of LGBTQ pupils who may face bias or bullying? {EC 234.1(d)(1)}?	Y	Documentation provided that the information was given to staff during the October PD.
<b>D. Pupil and Parent Notifications</b>		
1. Does the Charter School provide a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act (FERPA)?	Y	Student/Parent Handbook.
2. Are parents provided with annual notifications as required by the petition, the MOU, and all applicable laws? {EC 48980, EC 48985}	Y	Documentation provided.
3. Has the charter school posted a Notice on its website that states that charter schools are prohibited from discouraging any student from enrolling or encouraging students to drop, once enrolled? {EC 47605(e)(4)}	Y	Website reviewed.
4. Did the charter provide a copy of the Notice from Item 7D-3: 1) When a parent or guardian inquired about enrollment, 2) Before conducting an enrollment lottery, 3) Before disenrollment of a pupil? {EC 47605(e)(4)(D)}	Y	Documentation provided.
5. Has the charter posted on its website: 1) the name and contact information of its homeless liaison, and 2) specific information on homelessness, including educational rights and resources available to persons experiencing homelessness? {EC 48852.6}	Y	Website reviewed.
6. If the charter serves high school students, and enrolled a foster or homeless youth who is in their 3 <sup>rd</sup> or 4 <sup>th</sup> year, who is not on track to meet the charter's educational requirements, did it notify the pupil and the educational rights holder, and social worker, if applicable, within 30 calendar days of transfer into the school of the exemption from the charter's graduation requirements as described in Item ID-5? {EC 51225.1}	N/A	No homeless or foster youth students enrolled who met criteria.
7. If the charter serves high school students, did it provide at least once before grade 12, information on how to properly complete and submit the FAFSA or the CA Dream Act Application that includes information about the types of documentation and personal informal that is required, an explanation of definitions used for each application, eligibility requirements, application timelines/deadlines, and the importance of submitting applications early? {EC 51225.8}	Y	Documentation provided.

### 7. STUDENT SERVICES

<p><b><i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i></b></p>	<p><b>Y N N/A</b></p>	<p><b><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></b></p>
<p>8. Does the Charter have all 12 required information items listed in *EC 234.6 posted in an easily accessible and prominent location on its website?</p>	<p><b>Y</b></p>	<p>Website reviewed.</p>
<p>9. Has the charter posted its antidiscrimination policy from Item 1D-3 above in all school offices, including staff lounges and pupil government meeting rooms? {EC 234.1(e)}</p>	<p><b>Y</b></p>	<p>Documentation provided.</p>
<p><b>E. Items specific to the Charter Petition and MOU</b></p>		
<p>1. Based on review of pupil data (race, ethnicity, English learner status, socio-economically disadvantaged (as determined by eligibility for free/reduced-price meal program), and pupils with disabilities), is the Charter School serving a student population that is reflective of the general population residing within the territorial jurisdiction of the school district in which it resides? If not, is the Charter School using all reasonable means to ensure that the school is equally accessible to enrollment and attendance by all students within the boundaries of that district?</p>	<p><b>Y</b></p>	<p>See Item 7E-1 Comment below.</p>
<p><b>Comments:</b></p> <p><b>Item 7A-8 and Item 7E-1:</b>                      Student populations are commensurate with local districts when comparing WCPA’s K-8 and 9-12 enrollments, respectively with Delano Elementary and Delano High School District. WCPA Migrant enrollment continues to be below that of both local districts at .6% with Delano Elem at 3.9% and Delano H.S. at 4.1%.</p> <p><b>Item 7C-6:</b> The charter will be including this information in 2023-24.</p> <p><b>Item 7C-16:</b> Narrative provided by Charter reads the language is in pg. 63-64 of the Handbook, but language about written notice in parent/guardian/ed rights holder receiving notification in native language is not present.</p> <p><b>Reviewed conducted by:</b> Lisa Vargas, KCSOS Director of and Lee Knotts, KCSOS SELPA Director</p>		



**Office of John G. Mendiburu**  
**Kern County Superintendent of Schools**  
*Advocates for Children...*

***Charter School Oversight Review***  
**2022-23**

*School: Wonderful College Prep Academy—Lost Hills*

The Charter School Oversight Review will be completed annually based on compliance with the terms and conditions of the approved charter, related agreements including the Memorandum of Understanding, and all applicable laws. Any deficiencies will be reviewed with the Charter School administration. The annual evaluations will be a factor upon which a renewal decision will be made at the end of the term of the charter.

There will be at least one site visit by the Oversight Review team annually to assess the Charter School's progress. The focus of the visit will be teaching and learning, but will include the areas listed below:

- 1 – General Requirements
- 2 – Fiscal and Business Operations
- 3 – Educational Program and Assessment
- 4 – Facilities
- 5 – Governance
- 6 – Human Resources
- 7 – Student Services

The Charter School Evaluation Form will be completed and presented annually to the Kern County Board of Education at their regularly scheduled meeting in September following the close of the prior fiscal year.

### 1. GENERAL REQUIREMENTS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Authorizer Requirements</b>		
1. Has Authorizer identified its staff person who is the contact person for the Charter School? [EC 47604.32]	Y	Dr. Lisa Gilbert, Deputy Superintendent of Instructional Supports.
2. Has a schedule or plan been made to visit the Charter School at least annually? [EC 47604.32]	Y	Site visit occurred on 3/28/23.
3. Has authorizer identified the individual or entity responsible for ensuring that Charter School submits all fiscal reports required by law? [EC 47604.33]	Y	Maxx Garris, District Advisory Fiscal Analyst.
4. Has authorizer identified the individual or entity responsible for monitoring the fiscal condition of the Charter School? [EC 47604.33]	Y	Maxx Garris, District Advisory Fiscal Analyst.
<b>B. Charter School Education Code Requirements</b>		
1. Have material revisions made to the approved charter been approved by the governing board of the Charter School and the Kern County Board of Education?	N/A	
2. The Charter School's assurances include the following in their charter petition and those listed in EC 47605(d) and (e) stating that the Charter School:		
a) Shall be nonsectarian in program admission policies, employment practices, and all other operations.	Y	Charter petition and verbal assurance.
b) Shall not charge tuition.	Y	Charter petition and verbal assurance.
c) Shall not discriminate against any pupil on the basis of the characteristics listed in *EC Section 220.	Y	Charter petition and verbal assurance.
d) Shall admit all students who reside in California who wish to attend (up to the Charter School's capacity based upon space, staff, or Charter School policy).	Y	Charter petition and verbal assurance.
e) 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 the Charter School exceeds the Charter School's capacity and make reasonable efforts to accommodate the growth of the Charter School.	Y	Charter petition and verbal assurance.
f) Shall comply with EC 47605(e) 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.	Y	Charter petition and verbal assurance.
g) Shall notify the school district of residence of the pupil's last known address within 30 days if a pupil is expelled or leaves the Charter School without graduating or completing the school year for any reason.	Y	Charter petition and verbal assurance.



## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Student Attendance</b>		
1. Is there a satisfactory attendance accounting system used?	Y	Use Aeries Student Information System.
2. Is the staff person primarily responsible for attendance reporting adequately trained?	Y	WCPA staff attends various trainings and webinars. Agenda and presentations provided.
3. Is there an approved Charter School calendar that includes a minimum of 175 instructional days?	Y	2022-2023 school calendar is 180 days – Calendar Provided.
4. Is there an approved class (bell) schedule?	Y	Board approved Bell Schedule was provided.
5. Is there a process to monitor compliance with the minimum instructional minute requirements as defined by Title 5, Section 11963?	Y	Administrative team does an annual review of the school calendar, bell schedule and total minutes as part of the preparation for requesting approval from WCPA governing board.
6. Is attendance taken daily by an individual responsible for taking attendance?	Y	Attendance is taken electronically in the classroom by the teacher and reviewed by the attendance clerk
7. Are absences excluded from the apportionment days?	Y	Yes, WCPA has followed CDE guidelines for apportionment and has submitted a P1 Attendance Report for the 2022-2023 school year. WCPA's report was submitted through the PADDC portal.
8. Has the charter maintained an average TK class enrollment of not more than 24 pupils, and a 1-12 pupil ratio? {EC 48000(g)}	Y	Charter has a 1:12 ratio for the 2022-2023 school year. This year WCPA has one TK class with two teachers in the space. Roster provided.
9. Has Average Daily Attendance only been claimed for teachers who hold an appropriate certificate, permit or other document issued by CTC, consistent with EC 47605(l)?	Y	Working closely with the KCSOS Credentialing Department during the 2022-2023 school year to ensure all staff have the correct credentialing in place. Please see Reference Section 6 – Human Resources.
<b>Student Attendance – Independent Study</b>		
10. Are records maintained for audit as well as the total independent study ADA?	Y	WCPA keeps digital files of all documents attempted and completed. WCPA's Supervisor of Attendance, who is also the Student Services Manager, oversees the program and process. Sample ISP Packet Provided
11. Does the Charter School meet the requirement related to the ratio of ADA to FTE certificated employees as prescribed under 5CCR 11704 as evidenced by support documentation and calculations? <ul style="list-style-type: none"> <li>• 25:1, or;</li> <li>• The ratio of pupils to FTE certificated employees for all other educational programs operated by the largest unified school district, as measured by ADA, as reported at the 2<sup>nd</sup> principal apportionment in the prior year, in the county or counties in which the Charter School operates?</li> </ul>	Y	WCPA has a similar ratio of pupils to FTE in comparison to the largest elementary school in Delano. CALPADS report provided.
12. Does the Charter School have board-approved, written policies related to independent Study that reflect compliance with EC 51747 and 51749.5? (apportionment, course of study and evaluation)	Y	WCPA references the board approved Independent Study Policy to claim ADA for the 2022-2023 school year. Approved Independent Study Policy provided.

## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	<b>Y N N/A</b>	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
13. Does the Charter School <u>have records</u> that <u>demonstrate adherence to policies</u> related to EC 51745-51749.3 and Title 5, 11700-11705 in regard to claiming apportionment? <ul style="list-style-type: none"> <li>• Placement of SWDs into independent study: EC 51745( c)</li> <li>• Ratio of ADA for independent study to FTE staff: EC 51745.6</li> <li>• Apportionment claims and gifts of value: EC 51747.3(a)</li> <li>• Adherence to geographic restrictions: EC 51747.3(b)</li> <li>• Supervision of and assignment of credit by credentialed teachers to claim apportionment credit: EC 51747.5(a)</li> <li>• Credit awarded for ADA based only upon work products: EC 51747.5(b)</li> </ul>	<b>Y</b>	Reference: Fiscal and Business Operations Section 2.A.12 and Board Adopted Independent Study Policy.
14. Does the Charter School have documentation that is has completed the “determination of funding” process pursuant to EC 47634.2 and Title 5, 11963.2-11963.7?	<b>N/A</b>	
<b>B. Cash Receipts</b>		
1. Are there approved policies addressing cash receipts?	<b>Y</b>	Charter School has adopted a Fiscal Policies & Procedures Handbook approved by the governing board. SCPA Fiscal Policies and Procedures.
2. Are there receipts issued for all monies received?	<b>Y</b>	Copies of receipts are kept on file. Sample shown.
3. Is an audit trail maintained to assure deposit of all monies?	<b>Y</b>	Fiscal Policies & Procedures - Page 8 (Reference Section 2.B.1) and Sample Deposit Form Provided.
4. Is cash stored in a secure place prior to deposit?	<b>Y</b>	Verbal confirmation that cash is stored in a secure place with access available to Bill Toomey and Delia Felix.
5. Are deposits made in a timely manner?	<b>Y</b>	Weekly deposits are made for amounts under \$2,000. Any deposits over \$2,000 are made within 72 hours.
6. Is there a segregation of duties for the receipt of monies, the deposit of monies, and the reconciliation of bank statements?	<b>Y</b>	One staff member receives the money, one staff member counts the money, and ExED handles the reconciliation.
7. Are there adequate records maintained for audit?	<b>Y</b>	ExED collects and maintains records and copies of documents for audits.
<b>C. Disbursements</b>		
1. Are there approved policies addressing disbursements?	<b>Y</b>	Fiscal Policies and Procedures handbook approved by the governing board. Provided copy of Fiscal Policies and Procedures Handbook – Page 14
2. Do disbursements require:		
a) An original invoice from the vendor?	<b>Y</b>	Staff use the SpendBridge System to process invoices, packing slips, and approvals.
b) A receiving document?	<b>Y</b>	Packing slip, if applicable, is uploaded into the SpendBridge System as back-up documentation
c) Appropriate approval of the purchase?	<b>Y</b>	Purchase orders are approved in SpendBridge by an authorized approver.

## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	<b>Y N N/A</b>	<b><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></b>
3. Are checks signed by authorized employees?	<b>Y</b>	Superintendent, Chief Business Officer, and the Board Chair are authorized to sign checks. Board Res #2019/20-007
4. Is there a system to maintain vendor payment information for preparation of 1099s?	<b>Y</b>	ExED Financial System – MIP Sage Software is used to maintain 1099 vendor activity for the Charter School.
5. Is there a segregation of duties between purchasing, receiving, and accounts payable?	<b>Y</b>	<p>WCPA has the following lines of approval authority:</p> <ul style="list-style-type: none"> <li>• Director of Business (Senior Manager as Designee) approves expenditures less than \$15,000.</li> <li>• Chief Business Officer (or Superintendent's Designee) approves expenditures that are \$35,000 or less.</li> <li>• The Superintendent approves all purchases made by the Business Office Team for amounts less than \$75,000.</li> <li>• If the amount is \$75,000 or more (other than invoices from vendors on the board-approved pre-approved vendor list), board approval is required. Orders are placed by the Business Office Clerk or Accounting Analyst. ExED is responsible for reconciling and making payments to vendors.</li> </ul>
6. Are disbursements approved/ratified by Board?	<b>Y</b>	Payroll and check registers are approved at monthly board meetings.
7. Are there adequate records maintained for audit?	<b>Y</b>	Fiscal Policies and Procedures provided and reviewed.
<b>D. Payroll</b>		
1. Does the Charter School have a Board-approved Salary Schedule or other satisfactory salary structure?	<b>Y</b>	Board Approved 2022-2023 Approved Salary Schedule provided.
2. Are tax deposits completed in a timely manner?	<b>Y</b>	ExED and Paycom are responsible for processing tax deposits.
3. Are earnings properly recorded for retirement reporting to Social Security, PERS, STRS?	<b>Y</b>	ExED is responsible for properly recording retirement reporting to Social Security and STRS.
4. Is there a system to provide STRS data to the county superintendent?	<b>Y</b>	STRS reports are submitted through the Paycom payroll system.
5. Is there a satisfactory system to maintain employee earning records for preparation of W-2s?	<b>Y</b>	W-2's are processed using the Paycom payroll system.
6. Is there appropriate segregation of duties between the maintenance of employee data, salary schedules, and payroll payments?	<b>Y</b>	Timesheets are submitted through the online Paycom payroll portal. The Senior Business Manager reviews timesheets, and the Superintendent or Chief Business Officer approves and forwards to ExED for processing.
7. Are there adequate records maintained for audit?	<b>Y</b>	Fiscal and Business Operations, Section 2.F Provided.

## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	<b>Y N N/A</b>	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>E. Budget, Accounting, and Financial Reporting</b>		
1. Are there board approved policies addressing budget, accounting and financial reporting?	<b>Y</b>	Fiscal Policies and Procedures (Pages 6-7) provided.
2. Has the budget been approved by the Board?	<b>Y</b>	Board of Directors reviewed and approved the 2022-2023 Operating Budget. Meeting Agenda (June 30, 2022) provided for review.
3. Is there a process to review and revise the budget for changes in student enrollment and operations?	<b>Y</b>	Superintendent meets regularly with the Executive Team to review and discuss any enrollment and operations. The Chief Business Officer meets with ExED weekly.. The Board of Directors reviews the budget and financial statements monthly.
4. Are budget revisions approved/ratified by the Board?	<b>Y</b>	Budget revisions are approved by the Board at the Board of Directors meetings, when needed. WCPA Governing Board Agenda (December 12, 2022) provided.
5. Are financial obligations provided for in the budget?	<b>Y</b>	All financial obligations are included in the budget and financial statements are presented to the board monthly. Board Agenda and Monthly Financial reports provided.
6. Are separate accounts maintained for restricted revenues and expenditures?	<b>Y</b>	Uses the CSAM account code structure.
7. Are financial reports prepared and reviewed by the Board on a regular basis?	<b>Y</b>	Business Team works with ExED to prepare financial reports and presents to the board monthly. Board Agenda and Monthly Financial reports provided..
8. Are mandated financial reports provided to the county Superintendent of schools in a timely manner? (EC 47604.33)	<b>Y</b>	ExED prepares the budget and all financial reports in conjunction with the WCPA Executive and Business Teams. The Board approves the budget and all financial reports and then they are submitted to KCSOS within the required timelines.
a.) On or before July 1 <sup>st</sup> , the preliminary budget.		
b.) On or before December 15 <sup>th</sup> , the interim financial report.	<b>Y</b>	Board agendas with action items to approve the operating budget and all interim reports and unaudited actuals provided. Also, approved financial reports provided.
c.) On or before March 15 <sup>th</sup> , the second interim financial report.		
d.) On or before September 15 <sup>th</sup> , the final unaudited report for The full prior year.		
9. Are cash flow projections prepared, updated and provided to the county on a regular basis to assure there are sufficient funds that are available to meet the financial obligations of the charter school?	<b>Y</b>	Charter School submits regular reports to the County as referenced in Section 2.E.8. In addition, one of the Charter School’s Board Members is a representative from the Kern County Superintendent of Schools and receives monthly financial updates as noted in Section 2.E.5. Examples provided.
10. Does the charter school’s budget align with the school’s LCAP and LCAP Addendum/LEA Plan?	<b>Y</b>	Section 3 – Educational Program & Assessment, Sections 3.E.7 and 3.E.8.

## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	<b>Y N N/A</b>	<b><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></b>
11. Did the Charter's LCAP indicate that the Charter's proportionality obligation was fully met through its listed actions/services for its unduplicated pupils? If not, did it report the unused portion and planned uses of those funds in its LCAP? (EC 42238.07)	<b>Y</b>	Excerpt from the 2022-2023 LCAP - Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students provided showing several actions and expenditures dedicated to unduplicated pupils within the approved 2022-2023 LCAP. As this is the second year of a three-year plan, WCPA reviewed actual expenditures and reported them, accordingly.
2. Is there a business accounting/information system that complies with State accounting and reporting requirements?	<b>Y</b>	ExED is using the alternative forms.
<b>F. Audit</b>		
1. Which state-approved audit firm has been selected?	<b>Y</b>	Eide Bailly, Inc. Engagement letter provided.
2. Has an audit schedule/timeline been developed?	<b>Y</b>	Auditors are scheduled to meet in April, November and scheduled to reach-out in October for final review of materials.
3. Has a copy of the prior year audit been provided to the county Superintendent?	<b>Y</b>	Independent auditor's report: WCPA Financial Statements and Supplementary Information, Year Ended June 30, 2022 Provided.
4. If needed, has a corrective action plan been developed?	<b>N/A</b>	
5. Are records maintained for audit?	<b>Y</b>	Verbally, stated that WCPA teams work in partnership with ExED to maintain all records for audit.
<b>G. Financial Condition</b>		
1. Is a prudent level of reserves maintained for economic uncertainties?	<b>Y</b>	6.6% of expenses at end of last year, currently estimating reserves to be approximately 10%.
2. Are multi-year financial projections prepared?	<b>Y</b>	2nd Interim Financial Report with MYP provided.
3. Are the projections and assumptions reasonable?	<b>Y</b>	After review it was determined that WCPA's projections and assumptions are reasonable.
4. Have all long-term debt obligations been included?	<b>N/A</b>	No long-term debt.
5. Based on the projections, will the Charter School be able to meet its financial obligations and maintain a prudent level of reserves in the current and two subsequent fiscal years?	<b>Y</b>	Both the Budget Summary presented to the board during the 2022-2023 Operating Budget proposal meeting (June 30, 2022) and the January 2023 Financial Dashboard presented to the WCPA Board of Directors show Charter will meet obligations.
<b>H. Equipment Inventory</b>		
1. Are there approved policies addressing the purchase and maintenance of equipment?	<b>Y</b>	Charter Schools' Equipment Maintenance Policy and Procedures was provided.
2. Is an equipment inventory:		
a. Maintained?	<b>Y</b>	An asset-management software is used to tag and track equipment.
b. Physically located on each site?	<b>Y</b>	Inventory provided.





### 3. EDUCATIONAL PROGRAM AND ASSESSMENT

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Educational Program</b>		
1. Is the Charter School following its curricular and instructional plan as presented in the approved Charter petition?	Y	Observations and documentation are evidence.
2. Is the Charter School staffing sufficient to carry out the educational program and consistent with the terms of the charter petition?	Y	Staff list provided.
3. Are parents of high school students informed about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements?	Y	Parent/Student Handbook reviewed.
4. Is the Charter School implementing a framework for instructional design that is aligned with the needs of the students identified as the target population in the approved charter petition?	Y	The charter provides standards-based instruction with intervention to support the needs of all students, and ELD, as required.
5. Has the Charter School obtained WASC accreditation as outlined in the petition, if applicable?	Y	Initial accreditation in 2021 through 2024. Self-study is in progress.
<b>B. Services to Special Populations</b>		
1. Has the Charter School adopted policies and practices that reflect compliance with all laws related to the provision of Special Education including:		
a) Appropriate placement for students who are enrolling with IEPs?	Y	Reviewed current SIRAS data and multiple documents in Google folder – documents included sample: Interim-Placement IEP, 30-day IEP, and Annual IEP. 3/27/23 Classroom visits also confirmed appropriate placement of students with IEPs.
b) Referral and assessment of students suspected of requiring special education and related services?	Y	Reviewed sample Referral for Assessment, sample Consent for Assessment, and Child Find procedures PPT in Google Drive. Also reviewed current SIRAS data.
c) Compliance with the timelines related to special education?	Y	Reviewed CALPADS 16.8 report as of 3/28/23, cross-referenced to current SIRAS data as of 3/28/23.
2. Are students who are identified as being eligible for Special Education receiving services required by their IEPs?	Y	Reviewed sample IEP Services Page and sample Service Log in Google folder. IEP services also witnessed during 3/27/23 classroom observations.
3. Does the Charter School provide for the inclusion of all of the required members to participate in IEP team meetings?	Y	Review of current SIRAS data and reviewed sample IEP Meeting Participation page uploaded to Google Drive.
4. Does the Charter School have a plan for the provision of transportation of Special Education students who require this related service?	Y	Review of current SIRAS data and reviewed sample IEP Student Information page uploaded to Google Drive which noted bus aide support.
5. Does the Charter School have a plan for the provision of transportation of Special Education students who require this related service?	Y	Review of current SIRAS data and reviewed sample IEP Student Information page uploaded to Google Drive which noted bus aide support.
6. Does the Charter School have a process for determining a student's eligibility for services under Section 504?	Y	Reviewed charter 504 Process Flow Chart and sample 504 assessment uploaded to Google Drive.
7. Does the Charter School develop and implement accommodation plans for any students who are 504 eligible?	Y	Reviewed sample 504 Plan uploaded to Google Drive. 504 plan accommodations also witnessed during 3/27/23 classroom observations.

### 3. EDUCATIONAL PROGRAM AND ASSESSMENT

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	<b>Y N N/A</b>	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
8. Does the Charter School follow a process for identification and reclassification of students who are English Learners?	<b>Y</b>	Overall ELPAC, teacher eval, el monitoring forms, consolation, local assessment.
9. If the Charter School graduates students, has it notified its students in foster care, homeless, of a military family or of migrant status of their rights of exemption from local graduation requirements under {EC 51225.1(a)}?	<b>N/A</b>	
<b>C. Curricular Materials</b>		
1. Is the Charter School utilizing standards-aligned instructional materials?	<b>Y</b>	Instructional materials list provided and classroom observations verified.
2. Is the Charter School utilizing instructional materials that address the specific needs of English Learners?	<b>Y</b>	EL Achieve across all grade levels, and Ellevation for progress monitoring
3. Is the Charter School utilizing instructional materials that address the specific needs of Special Education students?	<b>Y</b>	Reviewed cognitive testing samples and list of curricula used for SWDs. The use of instructional materials that address specific needs of SPED students also verified during 3/27/23 classroom observations.
4. If the Charter School requires a course in health education for graduation from high school, does that course include instruction in performing compression-only cardiopulmonary resuscitation? (EC 51225.6)	<b>N/A</b>	WCPA-LH does not require a course in Health Education for graduation.
<b>D. Professional Development</b>		
1. Has Charter School staff received legally required trainings?	<b>Y</b>	Spreadsheet of staff training provided.
2. Has the charter communicated to or trained school personnel in the Item ID-3 requirement to take immediate steps to intervene when safe to do so, if they witness an act of actual or perceived discrimination, harassment, intimidation and bullying of others with characteristics set forth in *Section 422.55 of the Penal Code? {EC 234.1(b)}	<b>Y</b>	Staff Handbook reviewed. Staff trained at beginning of the year as part of the required yearly trainings.
3. Is Charter School staff provided opportunities for professional development necessary to carry out the instructional program as outlined in the petition?	<b>Y</b>	Evidence of a professional learning plan is outlined throughout evidence files.
<b>E. Assessment</b>		
1. Is the Charter School administering the state mandated testing according to testing rules and regulations as required for all K-12 schools in California?	<b>Y</b>	Assessment schedule includes timelines for ELPAC, CAASPP, & CAST
2. Does a review of SBAC and Dashboard Data indicate that the Charter School is on target for meeting renewal requirements as set forth in EC 47607(b) and the charter petition?	<b>Y</b>	Current SBAC and Dashboard data unavailable at the time of this report. (See Item 3E-2 Comment below)
3. Has the Charter School completed and posted a SARC containing required elements by Feb 1, 2022?	<b>Y</b>	Evidence provided.
4. Is student achievement data regularly reported to parents and staff?	<b>Y</b>	Report cards, school site council, and family reports.

### 3. EDUCATIONAL PROGRAM AND ASSESSMENT

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
5. Have parent/guardian notifications of language proficiency (ELPAC) assessment been provided as required by EC, and if so, do they include whether a child is a long-term English learner or is at-risk of becoming one? (*EC 313.2(a))	Y	Parent Notification letters were provided and reviewed.
6. Is the Charter School implementing a plan for collecting, analyzing, and reporting data on pupil achievement? If so, is the Charter School utilizing the data to monitor and improve the Charter School's educational program consistent with EC 47605(b)(5)(C) and the terms of the charter?	Y	Use of KiDS and multiple data points were provided.
<b>F. Items Specific to the Charter Petition and MOU</b>		
1. Is the charter school serving grade levels consistent with the content of the charter and MOU?	Y	Petition and MOU reviewed.
2. Has the charter school made the "enrollment database" required in the MOU available to the County Superintendent upon request?	Y	Enrollment database reviewed.
3. Are the educational program and assessment activities specific to the individual charter school (Wonderful-Delano)?	Y	All materials related to WCPA-LH.
<p><b>Comments:</b></p> <p><b>Item 3E-2:</b> The Charter provided SBE-approved local NWEA/MAP assessment data for review. Although the NWEA isn't standards-based, it provides norm-referenced data as to the degree to which students are making annual measurable progress. In math, WCPA-LH had nine of twelve grades meet grade-level growth targets for all students and the EL subgroup. SWDs had three of twelve grade levels do so in math. Schoolwide, 51% of all students showed annual growth in math. In ELA, eight of twelve grades met grade-level growth targets for all students. For ELs, seven of twelve grade levels did so in ELA, and SWDs had four of twelve grades meet growth targets. Schoolwide, 62% of all students met growth targets in ELA.</p> <p><b>Review conducted by:</b> Lisa Vargas, KCSOS Director of Humanities and Multilingual Education</p>		

### 4. FACILITIES AND OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A ( not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Facility Adequacy and Compliance</b>		
1. Is there a designated staff person responsible for overseeing facilities maintenance and operations? If yes, who?	Y	Marcus Morillo, Chief Facilities Officer. Daniel Santana, Facilities Manager.
2. Is there a custodial schedule that reflects appropriate and timely attention to providing students with a clean and safe learning environment?	Y	SOP 2022-23 provided/reviewed. Cleaning Schedule Checklist provided.
3. Do all facilities in which the Charter School is housed meet the American with Disabilities Act requirements?	Y	Fire Dept. Inspection Report provided.
4. Has the Charter School identified all single-user toilet facilities as all gender facilities? (Article 5, Health & Safety Code)	Y	Photos provided. All single use facilities are identified.
5. Is there a process for providing routine inspection and maintenance to ensure that Charter School facilities including playgrounds remain in good condition?	Y	The charter has an online service portal. Inspection log provided. Playground inspection report.
6. Have the Charter School’s facilities been modified during the past year?	N/A	
7. Are the Charter School’s facilities adequate for the number of students and types of programs assigned to each site?	Y	Adequacy/Capacity Chart provided/reviewed.
8. Does the Charter School have on file: 1) Certificate of Occupancy; 2) Conditional Use Permit for each site; and/or 3) Safety Inspections by local Fire Department?	Y	All documents provided/reviewed.
9. Does the Charter School have plans to modernize and/or add facilities to the existing site?	N/A	
10. Does the Charter School plan to add a new site? If so, has proper notification been made to the approving agency?	N/A	
11. If the Charter School participates in an interscholastic athletic program, does it have a written emergency action plan and at least one AED for the school? (EC 35179/4. 35179.6)	N/A	Emergency Plan provided/reviewed. 2 AEDs on campus.
12. If the Charter School has been made aware of a lactating pupil, has it made accommodations other than a restroom and provided a place to safely store expressed milk?	N/A	
13. If the Charter School serves any grades 6-12, and it meets the 40% pupil poverty rate, does it provide feminine hygiene products, including tampons and sanitary napkins, in a least 50% of the school’s restrooms? (EC 35292.6)	Y	All middle and high school girl’s bathrooms have dispensers. Photos and observation confirmed.
14. If the Charter School contracts out its transportation services, and has made a finding of gross negligence or disciplinary action against the driver of a school bus, has it notified the Dept. of Motor Vehicles within 5 calendar days? (EC 39843, 39831.3)	N/A	
<b>B. Items Specific to the Charter Petition and MOU</b>		
<p><b>Comments:</b></p>   <p><b>Review Conducted by:</b> Cathie Morris, KCSOS Charter School Consultant</p>		

## 5. GOVERNANCE

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Organizational Management</b>		
1. If the Charter School is constituted as a non-profit corporation, are the corporate papers, including Articles of Incorporation available to the authorizer?	Y	Articles of Incorporation provided/reviewed.
2. Is there a list or roster of governing board members?	Y	Roster provided.
3. Does the Charter School governance structure include the process to be followed by the school to ensure parental involvement consistent with EC 47605(b)(5)(D) and the terms of the charter petition and the MOU?	Y	Parent participation on Charter Board, SSC, ELAC and other committees.
4. Is the Board free of real or perceived conflicts of interest?	Y	Board Policy provided and Form 700s reviewed.
5. Is the composition of the Board consistent with the approved Charter?	Y	Roster provided/reviewed.
<b>B. Meetings</b>		
1. Does the Board conduct public meetings at such intervals as are necessary to ensure that the Board is addressing business required to provide sufficient direction to the Charter School?	Y	Monthly board meetings open to public.
2. Does the Board comply with the following:		
a) Regularly scheduled meetings, as outlined in the petition, with required agenda postings per EC 54954.2(a)/54956?	Y	Board meeting schedule provided.
b) Brown Act training and meeting compliance?	Y	Board training held on 2/16/23.
c) Twice the time limit, if one is used, for public comment for non-English speakers? (Govt. Code 54954.3)	Y	Board agenda provided/reviewed.
d) Availability of meeting minutes and adherence to the public records act that includes the posting of public records on its website and providing paper copies to the public without access to them electronically? (Govt. Code 6253)	Y	Board agenda and minutes provided.
3. Does the Board have resolutions and Board-adopted policies that address the following:		
a) Conflict of interest (*SB 126 compliant?)	Y	Policy updated 9/20/22.
b) Handbooks- Parent, Student, Employee (*AB 1505/SB 75 compliant?)	Y	Handbooks provided/reviewed.
c) Student & Employee discipline and due process (*SB 419 compliant?)	Y	Student/Family Handbook and Employee Handbook provided/reviewed.
d) Parent complaint resolution and due process	Y	Student/Family Handbook.
e) Internal controls policies and related forms and systems	Y	Policies provided/reviewed.
f) Bank signature authorizations, etc.	Y	Policies provided/reviewed.
g) Harassment- student, staff	Y	Policies provided/reviewed.
h) Safety Plan	Y	Comprehensive Safety Plan reviewed.
i) Immunization records	Y	Handbooks reviewed.
j) Family Educational Rights and Privacy Act (FERPA) – policy and notices	Y	FERPA Policy and Notices provided/reviewed.



### 6. HUMAN RESOURCES

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. All Employees</b>		
1. Does the Charter School have fingerprint clearance, including Department of Justice background checks, on all employees? [EC 44237] "Criminal record summary"	Y	Evidence provided and reviewed.
2. Does the Charter School have documentation that TB test results are current for all employees?	Y	Evidence provided and reviewed.
3. Does the Charter School have record of the AB-1432 Child Abuse Neglect and Reporting Act Training required annually within the first 6 weeks of the school year or within 6 weeks of each person's employment?	Y	All completed trainings a few were completed after the first 6 weeks of employment or first 6 weeks of school.
4. Does the Charter School have approved personnel policies and practices that are consistent with the petition, MOU, and all applicable laws?	Y	Evidence provided and reviewed.
5. If the Charter School employs 50+ employees, does it provide mandatory anti-harassment training for supervisors that includes harassment based on gender identify, expression and sexual orientation? (Govt. Code 12950)	Y	Evidence provided and reviewed.
6. If the Charter School employs 20+ employees, does it provide up to 12 weeks of job-protected, unpaid parental leave? [Govt. Code 12945.6(a)]	Y	Referenced in Employee Handbook.
7. If the Charter School employs 25+ employees, does it provide protected leave and sick leave as it pertains to child care and "kin care" laws? (Labor Code 230.8)	Y	Referenced in Employee Handbook.
8. Does the Charter School have a DFEH-created poster regarding transgender rights posted in a prominent and accessible location? (Govt. Code 12950)	Y	Posted in Administrative Office.
<b>B. Certificated Employees</b>		
1. Does the Charter School employ sufficient teaching staff to satisfy the terms of the petition and the MOU?	Y	Evidence provided and reviewed
2. Do teachers providing instruction in core classes have the required credentials and certifications to meet state and federal requirements, terms of the petition, and the MOU?	Y	See Item 6B-2 Comment below.
3. Do teachers who are providing Special Education and Related Services have the appropriate credentials and certifications?	Y	Evidence provided and reviewed. All are RSP settings.
<b>C. Classified Employees</b>		
1. Do classified employees who are providing instructional support in the core content areas, Special Education, and English Language Learner Services meet state and federal requirements, and terms of the petition/MOU?	Y	All classified in these types of positions hold a BA degree.
2. Does the Charter School provide adequate staffing for:		
a) Custodial	Y	Staff list provided.
b) Food Service	Y	Staff list provided.
c) Information Technology	Y	Shared with Delano Campus
d) Lunch/Break Supervision	Y	Staff list provided.
e) clerical/Record Keeping	Y	Staff list provided.



### 6. HUMAN RESOURCES

<p><i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i></p>	<p>Y N N/A</p>	<p><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></p>
<p><b>D. Items specific to the Charter Petition and MOU</b></p>		
<p>1. Has the Charter School provided a written list of all of its employees for the current school year pursuant to the MOU?</p>	<p>Y</p>	<p>List provided.</p>
<p><b>Comments:</b> Item 6B-2: One teacher added an English authorization to her credential on 02/09/2023. The charter was going to place her on a local board authorization but then found out from Evelyn Feliciano that she qualified for an added authorization in English. The educator was misassigned from 08/2022 beginning of school until 02/09/2023 as the board didn't meet until later to approve the local board authorization.</p> <p><b>Review conducted by:</b> Evelyn Feliciano, KCSOS Credentials Office Manager</p>		

## 7. STUDENT SERVICES

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Admissions</b>		
1. Is the Charter School complying with the admissions practices described in the approved charter?	Y	Documentation with verbal confirmation.
2. Does the Charter School facilitate admissions for a student with an IEP in the same manner as for a student without an IEP?	Y	Charter Enrollment Packet reviewed as well as sample Interim IEP Placement form, and Charter MOU.
3. Does the student enrollment and mobility data reflect a program that does not exit (return to the district) specific populations of students in a manner that would result in a charter school enrollment that is not reflective of the local school districts?	Y	Student enrollment database provided and reviewed.
4. Do the Charter School enrollment forms indicate compliance with all applicable laws and with the approved charter? Have they been updated to include health care coverage options and enrollment assistance information? {EC 49452.9(a)}	Y	Enrollment documents reviewed.
5. If the Charter School has needed to use the lottery system to determine which students will be allowed to enroll, is there documentation that the process was held in the manner described in the approved petition?	Y	Lottery held on Feb. 9, 2023 via Zoom. Script from lottery shows evidence that process was followed as outlined in petition.
6. Does the Charter School have records documenting immunizations to the extent required for enrollment in public schools?	Y	Documentation provided and reviewed.
7. Does the Charter School have a student population that represents the racial and ethnic backgrounds of pupils enrolled in the local district(s)?	Y	Enrollment distribution is comparable to local districts.
8. Does the charter school have a student population in which rates of pupils with disabilities, English learners, and pupils who are economically disadvantaged are comparable to the local district(s) rates?	Y	See Item 7A-8 Comment below.
<b>B. Discipline</b>		
1. Does the school have discipline policies and practices consistent with the terms of the charter and EC 48900 in regard to suspension of K-8 and expulsion of K-12 students?	Y	Parent/Student Handbook reviewed.
2. Do the Charter School's suspension procedures include a provision for a conference where the student is informed of the reason for the action, an opportunity to present his/her version and is informed of the other means of correction that were attempted before the suspension? (EC 48911)	Y	Suspension/expulsion procedures reviewed from Parent/Student Handbook.
<b>C. Health and Safety</b>		
1. Does the Charter School have a School Safety Plan that includes all of the topics listed in *EC {32282(a)(2)}? EC {47605(b)(5)(F)}	Y	Safety Plan provided and reviewed.
2. Is there evidence that the School Safety Plan was reviewed and updated by March 1? {EC 47605(b)(5)(F)}	Y	Board meeting minutes provided.
3. Is there evidence that staff has been trained in health, safety, and emergency procedures?	Y	Training occurred at beginning of the year, new team members are provided a January training.
4. Does the Charter School maintain a calendar of emergency drills for each site in which it operates?	Y	Schedule is provided.

## 7. STUDENT SERVICES

<b><i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i></b>	<b>Y N N/A</b>	<b><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></b>
5. Do the charter's expulsion procedures for a student with exceptional needs who is a foster child include that the educational rights holder and county social worker be invited to the change of placement meeting? {48915.5(d)}	Y	Outlined in Student/Parent Handbook.
6. If the charter offers an athletic program, does it: 1) annually give the Opioid Factsheet for Patients published by the Centers for Disease Control and Prevention to each athlete, and if the athlete is 17 years or younger, the athlete's parent or guardian (electronically or written copy) and 2) require that it be signed and returned to the school <u>before</u> the athlete initiates practice or competition? {EC 49476}	N	See Item 7C-6 Comment below.
7. Do records reflect that the Charter School provides for the screening of pupils' vision, hearing, and required immunizations to the same extent as would be required if the pupils attended a non-charter public school?	Y	Screening documentation provided and reviewed.
8. Has the Charter School notified students and parents/guardians at least twice a year regarding how to initiate access to available student mental health services on campus or in the community? (EC 49428)	Y	Embedded in enrollment package, each site has a school night to inform parents, Elementary- monthly newsletters.
9. Does the charter have board-adopted Suicide Prevention Policies for grades K-6 <u>and</u> 7-12 that 1) were created in conjunction with stakeholders, 2) specifically list its high-risk groups, 3) addresses the needs of those high-risk students and 4) were updated in the last 5 years? (*EC 215)	Y	Policies provided and reviewed.
10. Did the Charter School provide each needy pupil as defined in EC 49552, with <u>two</u> free nutritionally-adequate meals to any pupil who requests a meal without consideration of the pupil's eligibility? {EC 49501.5(a)(2)}	Y	Annual notifications, Charter provides 3 meals for every student regardless of income.
11. If the Charter serves grades 7-12 <u>and</u> issues ID Cards to students, did it include the telephone number of the National Suicide Prevention Lifeline on those cards? (*EC 215.5)	Y	Sample ID card provided and reviewed.
12. If the Charter School qualifies for the free federal reimbursement rate for all meals that it provides, has it applied to provide a universal meal service to all students at the school? If not, has it submitted a governing board resolution to the state claiming a fiscal hardship? If so, is there evidence that those findings are reviewed in a public meeting every two years? {EC 49564(a)}	Y	Documentation provided.
13. If the Charter School receives federal funds, does it comply with the posting 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? (*EC 221.61)	Y	Website reviewed.

## 7. STUDENT SERVICES

<b><i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i></b>	<b>Y N N/A</b>	<b><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></b>
14. Does the Charter's Excused Absence Policy include an absence for the benefit of the pupil's mental or behavioral health, or for the purpose of participating in a cultural ceremony/event? (EC 48205)	Y	Student/Parent Handbook.
15. If the charter serves middle or high school students, did it revise its Excused Absence Policy to include an absence for the purpose of a student engaging in a civic or political event? (EC 48205)	Y	Student/Parent Handbook.
16. Has the charter updated its suspension and expulsion procedures to ensure that the written notice regarding pupil involuntary transfers is in the native language of the pupil's parent or guardian, and in the case of a homeless child or foster youth, in the native language of the foster youth's educational rights holder or attorney and county social worker? {EC 47605(d)(4)}	Y	Documentation provided.
17. Has the charter provided to certificated school site employees who serve pupils in grades 7-12 information on existing resources related to the support of LGBTQ pupils who may face bias or bullying? {EC 234.1(d)(1)}	Y	Information provided during the October PD.
<b>D. Pupil and Parent Notifications</b>		
1. Does the Charter School provide a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act (FERPA)?	Y	Student/Parent Handbook.
2. Are parents provided with annual notifications as required by the petition, the MOU, and all applicable laws? {EC 48980, EC 48985}	Y	Documentation provided.
3. Has the charter school posted a Notice on its website that states that charter schools are prohibited from discouraging any student from enrolling or encouraging students to drop, once enrolled? {EC 47605(e)(4)}	Y	Website reviewed.
4. Did the charter provide a copy of the Notice from Item 7D-3: 1) When a parent or guardian inquired about enrollment, 2) Before conducting an enrollment lottery, 3) Before disenrollment of a pupil? {EC 47605(e)(4)(D)}	Y	Documentation provided.
5. Has the charter posted on its website: 1) the name and contact information of its homeless liaison, and 2) specific information on homelessness, including educational rights and resources available to persons experiencing homelessness? {EC 48852.6}	Y	Website reviewed.
6. If the charter serves high school students, and enrolled a foster or homeless youth who is in their 3 <sup>rd</sup> or 4 <sup>th</sup> year, who is not on track to meet the charter's educational requirements, did it notify the pupil and the educational rights holder, and social worker, if applicable, within 30 calendar days of transfer into the school of the exemption from the charter's graduation requirements as described in Item ID-5? {EC 51225.1}	N/A	No homeless or foster youth meeting criteria were enrolled per documentation provided.
7. If the charter serves high school students, did it provide at least once before grade 12, information on how to properly complete and submit the FAFSA or the CA Dream Act Application that includes information about the types of documentation and personal informal that is required, an explanation of definitions used for each application, eligibility requirements, application timelines/deadlines, and the importance of submitting applications early? {EC 51225.8}	Y	Documentation provided.

### 7. STUDENT SERVICES

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
8. Does the Charter have all 12 required information items listed in *EC 234.6 posted in an easily accessible and prominent location on its website?	Y	Website reviewed.
9. Has the charter posted its antidiscrimination policy from Item 1D-3 above in all school offices, including staff lounges and pupil government meeting rooms? {EC 234.1(e)}	Y	Observed during site visit.
<b>E. Items specific to the Charter Petition and MOU</b>		
1. Based on review of pupil data (race, ethnicity, English learner status, socio-economically disadvantaged (as determined by eligibility for free/reduced-price meal program), and pupils with disabilities), is the Charter School serving a student population that is reflective of the general population residing within the territorial jurisdiction of the school district in which it resides? If not, is the Charter School using all reasonable means to ensure that the school is equally accessible to enrollment and attendance by all students within the boundaries of that district?	N	See Item 7E-1 Comment below.
<b>Comments:</b>  <b>Item 7A-8 and Item 7E-1:</b>  Student populations are commensurate with the Lost Hills School District in regard to EL, SED and Hispanic demographics. However, for SWDs, based on 2022-23 DataQuest data, the charter served 5.8% while the district's percentage was 11.5%. The state average for SWDs is around 8% and so the charter is lower and the district is higher than the average. The disparity for enrollment of migrant students continues to be an issue for WCPA-LH. The charter's migrant enrollment, based upon DataQuest data was 3.2%, while the district's was 48.9%. It is not clear as to why this disparity continues and whether the issue is in student identification in CALPADS, or whether the charter is conducting sufficient outreach to the migrant community.  <b>Item 7C-6:</b> The charter will be including item in 2023-24.  <b>Reviewed conducted by:</b> Lisa Vargas, KCSOS Director of Humanities and Multilingual Education, and Lee Knotts, KCSOS SELPA Director		

**Office of John G. Mendiburu**  
**Kern County Superintendent of Schools**  
*Advocates for Children...*

***Charter School Oversight Review***  
***2022-23***

*School: REALMS CHARTER*

The Charter School Oversight Review will be completed annually based on compliance with the terms and conditions of the approved charter, related agreements including the Memorandum of Understanding, and all applicable laws. Any deficiencies will be reviewed with the Charter School administration. The annual evaluations will be a factor upon which a renewal decision will be made at the end of the term of the charter.

There will be at least one site visit by the Oversight Review team annually to assess the Charter School's progress. The focus of the visit will be teaching and learning, but will include the areas listed below:

- 1 – General Requirements
- 2 – Fiscal and Business Operations
- 3 – Educational Program and Assessment
- 4 – Facilities
- 5 – Governance
- 6 – Human Resources
- 7 – Student Services

The Charter School Evaluation Form will be completed and presented annually to the Kern County Board of Education at their regularly scheduled meeting in September following the close of the prior fiscal year.

### 1. GENERAL REQUIREMENTS

<p><i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i></p>	<p><b>Y N N/A</b></p>	<p><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></p>
<p><b>A. Authorizer Requirements</b></p>		
<p>1. Has Authorizer identified its staff person who is the contact person for the Charter School? [EC 47604.32]</p>	<p><b>Y</b></p>	<p>Dr. Lisa Gilbert, Deputy Superintendent of Instructional Supports.</p>
<p>2. Has a schedule or plan been made to visit the Charter School at least annually? [EC 47604.32]</p>	<p><b>Y</b></p>	<p>Site visited on May 16, 2023.</p>
<p>3. Has authorizer identified the individual or entity responsible for ensuring that Charter School submits all fiscal reports required by law? [EC 47604.33]</p>	<p><b>Y</b></p>	<p>Griselda Aceves, KCSOS Fiscal Analyst.</p>
<p>4. Has authorizer identified the individual or entity responsible for monitoring the fiscal condition of the Charter School? [EC 47604.33]</p>	<p><b>Y</b></p>	<p>Griselda Aceves, KCSOS Fiscal Analyst.</p>
<p><b>B. Charter School Education Code Requirements</b></p>		
<p>1. Have material revisions made to the approved charter been approved by the governing board of the Charter School and the Kern County Board of Education?</p>	<p><b>Y</b></p>	<p>Material revision approved by KCBE.</p>
<p>2. The Charter School’s assurances include the following in their charter petition and those listed in EC 47605(d) and (e) stating that the Charter School:</p>		
<p>a) Shall be nonsectarian in program admission policies, employment practices, and all other operations.</p>	<p><b>Y</b></p>	<p>Charter Petition reviewed.</p>
<p>b) Shall not charge tuition.</p>	<p><b>Y</b></p>	<p>Charter Petition reviewed.</p>
<p>c) Shall not discriminate against any pupil on the basis of the characteristics listed in *EC Section 220.</p>	<p><b>Y</b></p>	<p>Charter Petition reviewed.</p>
<p>d) Shall admit all students who reside in California who wish to attend (up to the Charter School’s capacity based upon space, staff, or Charter School policy).</p>	<p><b>Y</b></p>	<p>Charter Petition reviewed.</p>
<p>e) 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 the Charter School exceeds the Charter School’s capacity and make reasonable efforts to accommodate the growth of the Charter School.</p>	<p><b>Y</b></p>	<p>Charter Petition reviewed.</p>
<p>f) Shall comply with EC 47605(e) 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.</p>	<p><b>Y</b></p>	<p>Charter Petition reviewed.</p>
<p>g) Shall notify the school district of residence of the pupil’s last known address within 30 days if a pupil is expelled or leaves the Charter School without graduating or completing the school year for any reason.</p>	<p><b>Y</b></p>	<p>Charter Petition reviewed.</p>

**1. GENERAL REQUIREMENTS**

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>C. Memorandum of Understanding</b>		
1. Has the Charter School complied with the terms of the current Memorandum of Understanding?	N	See Item 1C-1 Comment below.
2. Does charter school administration understand the content and purpose of the Memorandum of Understanding?	Y	Verbal assurance provided.
<b>D. Board Policy Updates</b>		
1. Has the Charter School board documented that it annually reviews the charter’s compliance with EC 49431.2(d) which prohibits the advertisement of food or beverages as incentives to students during the school day?	Y	Wellness Board Policy reviewed. Board minutes provided.
2. Has the Charter School updated its enrollment board policy and/or charter petition language to include the characteristic of immigration status of students or their families in regard to discrimination and the prohibition from the collecting information or documents regarding such status? (EC 200, 220, 234.1, 234.7)	Y	Board Policy provided.
3. Does the charter’s policy for receiving and investigating complaints of discrimination, harassment, intimidation and bullying based on any of the actual or perceived characteristics set forth in *Section 422.55 of the Penal Code, include a requirement that, if school personnel witness such an act, they shall take immediate steps to intervene when safe to do so? {EC 234.1(b)}	Y	Staff Handbook provided and reviewed.
4. Has the charter communicated to and trained school personnel in the Item ID-3 requirement?	N	No evidence provided to verify.
5. Has the Charter School updated its policies and practices regarding not collecting or soliciting Social Security numbers or the last 4 digits thereof from pupils or their parents/guardian unless required to do so by state/federal law? (EC 49076.7)	Y	Board Policy provided.
6. If the charter serves high school students, has it revised its policy on the transferability of coursework for pupils in foster care, are homeless, are participating in a “newcomer program”, a child of a military family, or a migrant student to accept full or partial credit for all full or partial coursework satisfactorily completed while attending another public school per EC 51225.2?	N/A	
7. If the charter serves high school students, did it revise its graduation policy for 3 <sup>rd</sup> or 4 <sup>th</sup> year pupils who are not on tract to graduate to exempt them coursework not included in the state’s required coursework for graduation requirements?	N/A	
<b>E. Items Specific to the Charter Petition and MOU</b>		
<p style="text-align: right;"><b>N/A</b></p> <p><b>Comments:</b>  <b>Item IC-1:</b>                      The Charter continues to struggle with providing the STEM and Language components of its Charter (Ridgecrest Elementary Academy of <b>Language</b>, Music, and <b>Science</b>). The Spanish Software is primarily used for listening and pronunciation while the Petition states that students will learn to read, speak and write in Spanish. The Project Lead the Way program, the science component, is not currently being provided due to staffing issues. In addition, the Charter should better define Designated ELD time and a literacy assessment for K-3 grades.  <b>Review conducted by:</b> Cathie Morris, KCSOS Charter School Consultant</p>		



## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Student Attendance</b>		
1. Is there a satisfactory attendance accounting system used?	Y	Aeries Software.
2. Is the staff person primarily responsible for attendance reporting adequately trained?	Y	REALMS staff remains in constant communication for Aeries/CALPADS support and training.
3. Is there an approved Charter School calendar that includes a minimum of 175 instructional days?	Y	Yes, the calendar is uploaded.
4. Is there an approved class (bell) schedule?	Y	Class schedule provided and reviewed.
5. Is there a process to monitor compliance with the minimum instructional minute requirements as defined by Title 5, Section 11963?	Y	The board approves the bell schedule annually.
6. Is attendance taken daily by an individual responsible for taking attendance?	Y	Yes, Debora Mills at the front counter.
7. Are absences excluded from the apportionment days?	Y	Yes, data in Aries reviewed.
8. Has the charter maintained an average TK class enrollment of not more than 24 pupils, and a 1-12 pupil ratio? {EC 48000(g)}	Y	Charter adjusted class sizes mid-year to be compliant.
9. Has Average Daily Attendance only been claimed for teachers who hold an appropriate certificate, permit or other document issued by CTC, consistent with EC 47605(l)?	Y	Documentation provided and reviewed.
<b>Student Attendance – Independent Study</b>		
10. Are records maintained for audit as well as the total independent study ADA?	N/A	
11. Does the Charter School meet the requirement related to the ratio of ADA to FTE certificated employees as prescribed under 5CCR 11704 as evidenced by support documentation and calculations? <ul style="list-style-type: none"> <li>• 25:1, or;</li> <li>• The ratio of pupils to FTE certificated employees for all other educational programs operated by the largest unified school district, as measured by ADA, as reported at the 2<sup>nd</sup> principal apportionment in the prior year, in the county or counties in which the Charter School operates?</li> </ul>	N/A	The charter does not have long-term independent study.
12. Does the Charter School have board-approved, written policies related to independent Study that reflect compliance with EC 51747 and 51749.5? (apportionment, course of study and evaluation)	N/A	
13. Does the Charter School <u>have records that demonstrate adherence to policies</u> related to EC 51745-51749.3 and Title 5, 11700-11705 in regard to claiming apportionment? <ul style="list-style-type: none"> <li>• Placement of SWDs into independent study: EC 51745( c)</li> <li>• Ratio of ADA for independent study to FTE staff: EC 51745.6</li> <li>• Apportionment claims and gifts of value: EC 51747.3(a)</li> <li>• Adherence to geographic restrictions: EC 51747.3(b)</li> <li>• Supervision of and assignment of credit by credentialed teachers to claim apportionment credit: EC 51747.5(a)</li> <li>• Credit awarded for ADA based only upon work products: EC 51747.5(b)</li> </ul>	N/A	

**2. FISCAL AND BUSINESS OPERATIONS**

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
14. Does the Charter School have documentation that is has completed the “determination of funding” process pursuant to EC 47634.2 and Title 5, 11963.2-11963.7?	N/A	
<b>B. Cash Receipts</b>		
1. Are there approved policies addressing cash receipts?	Y	Fiscal Policy provided and reviewed.
2. Are there receipts issued for all monies received?	Y	Front office issues receipt.
3. Is an audit trail maintained to assure deposit of all monies?	Y	Bank Reconciliation done monthly.
4. Is cash stored in a secure place prior to deposit?	Y	Cash is stored in secure drawer.
5. Are deposits made in a timely manner?	Y	Fiscal Policy and Procedures provided and reviewed.
6. Is there a segregation of duties for the receipt of monies, the deposit of monies, and the reconciliation of bank statements?	Y	Fiscal Policy and Procedures provided and reviewed.
7. Are there adequate records maintained for audit?	Y	Fiscal Policy and Procedures provided and reviewed.
<b>C. Disbursements</b>		
1. Are there approved policies addressing disbursements?	Y	Fiscal Policy provided and reviewed.
2. Do disbursements require:		
a) An original invoice from the vendor?	Y	Fiscal Policy provided and reviewed.
b) A receiving document?	Y	Fiscal Policy provided and reviewed.
c) Appropriate approval of the purchase?	Y	Fiscal Policy provided and reviewed.
3. Are checks signed by authorized employees?	Y	Fiscal Policy provided and reviewed.
4. Is there a system to maintain vendor payment information for preparation of 1099s?	Y	Fiscal Policy provided and reviewed.
5. Is there a segregation of duties between purchasing, receiving, and accounts payable?	Y	Fiscal Policy provided and reviewed.
6. Are disbursements approved/ratified by Board?	Y	Approved at monthly board meetings.
7. Are there adequate records maintained for audit?	Y	Fiscal Policy provided and reviewed.
<b>D. Payroll</b>		
1. Does the Charter School have a Board-approved Salary Schedule or other satisfactory salary structure?	Y	Board-approved Salary Schedule provided.
2. Are tax deposits completed in a timely manner?	Y	Submitted for E Payment via Quickbooks.
3. Are earnings properly recorded for retirement reporting to Social Security, PERS, STRS?	Y	PERS, STRS and SS amounts reported to County.
4. Is there a system to provide STRS data to the county superintendent?	Y	KCSOS Fiscal Services reviews reports.
5. Is there a satisfactory system to maintain employee earning records for preparation of W-2s?	Y	Quickbooks Program is used by Charter.
6. Is there appropriate segregation of duties between the maintenance of employee data, salary schedules, and payroll payments?	Y	The CEO, CAO, Fiscal Analysts and the Consultant all work at different levels to process/approve Payroll duties.
7. Are there adequate records maintained for audit?	Y	All payroll documents are saved in QB and in the office (paper backup: Payroll and Employee Files).

## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>E. Budget, Accounting, and Financial Reporting</b>		
1. Are there board approved policies addressing budget, accounting and financial reporting?	Y	Fiscal Policy and Procedures provided and reviewed.
2. Has the budget been approved by the Board?	Y	Board meeting minutes provided.
3. Is there a process to review and revise the budget for changes in student enrollment and operations?	Y	Fiscal Policy and Procedures provided and reviewed.
4. Are budget revisions approved/ratified by the Board?	Y	Board meeting minutes provided.
5. Are financial obligations provided for in the budget?	Y	Budget provided and reviewed.
6. Are separate accounts maintained for restricted revenues and expenditures?	Y	Budget provided and reviewed.
7. Are financial reports prepared and reviewed by the Board on a regular basis?	Y	Reviewed at monthly board meetings.
8. Are mandated financial reports provided to the county Superintendent of schools in a timely manner? (EC 47604.33)		
a.) On or before July 1 <sup>st</sup> , the preliminary budget.		
b.) On or before December 15 <sup>th</sup> , the interim financial report.		
c.) On or before March 15 <sup>th</sup> , the second interim financial report.	Y	
d.) On or before September 15 <sup>th</sup> , the final unaudited report for The full prior year.		Budgets and reports provided to KCSOS Fiscal Services.
9. Are cash flow projections prepared, updated and provided to the county on a regular basis to assure there are sufficient funds that are available to meet the financial obligations of the charter school?	Y	Budgets and reports provided to KCSOS Fiscal Services.
10. Does the charter school's budget align with the school's LCAP and LCAP Addendum/LEA Plan?	Y	Charter LCAP budget reviewed.
11. Did the Charter's LCAP indicate that the Charter's proportionality obligation was fully met through its listed actions/services for its unduplicated pupils? If not, did it report the unused portion and planned uses of those funds in its LCAP? (EC 42238.07)	Y	LCAP provided and reviewed.
12. Is there a business accounting/information system that complies with State accounting and reporting requirements?	Y	The charter uses Quickbooks.
<b>F. Audit</b>		
1. Which state-approved audit firm has been selected?	Y	Clifton Larson Allen, LLP.
2. Has an audit schedule/timeline been developed?	Y	Audit documentation provided and reviewed.
3. Has a copy of the prior year audit been provided to the county Superintendent?	Y	Prior year audit provided.
4. If needed, has a corrective action plan been developed?	N/A	
5. Are records maintained for audit?	Y	Audit records provided.



### 3. EDUCATIONAL PROGRAM AND ASSESSMENT

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Educational Program</b>		
1. Is the Charter School following its curricular and instructional plan as presented in the approved Charter petition?	N	See Item 3A-1 Comment below.
2. Is the Charter School staffing sufficient to carry out the educational program and consistent with the terms of the charter petition?	Y	Staff list provided. The Charter has a substantial number of aides and paraprofessionals.
3. Are parents of high school students informed about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements?	N/A	
4. Is the Charter School implementing a framework for instructional design that is aligned with the needs of the students identified as the target population in the approved charter petition?	N	See Item 3A-4 Comment below.
5. Has the Charter School obtained WASC accreditation as outlined in the petition, if applicable?	N/A	
<b>B. Services to Special Populations</b>		
1. Has the Charter School adopted policies and practices that reflect compliance with all laws related to the provision of Special Education including:		
a) Appropriate placement for students who are enrolling with IEPs?	Y	Reviewed current SIRAS data and multiple documents, including samples: Interim-Placement IEP, 30-day IEP, and Annual IEP.
b) Referral and assessment of students suspected of requiring special education and related services?	Y	Reviewed sample documents, Child Find Procedures and SIRAS Data.
c) Compliance with the timelines related to special education?	Y	Reviewed CALPADS report as of 5/30/23, cross-referenced to current SIRAS data. All IEPs current.
2. Are students who are identified as being eligible for Special Education receiving services required by their IEPs?	Y	Reviewed sample IEP Services Page and sample Service Log in Google folder.
3. Does the Charter School provide for the inclusion of all of the required members to participate in IEP team meetings?	Y	Review of current SIRAS data and reviewed sample IEP Meeting Participation data.
4. Does the Charter School have a plan for the provision of transportation of Special Education students who require this related service?	N	See Item 3B-4 Comment below.
5. Does the Charter School have a process for determining a student's eligibility for services under Section 504?	Y	Charter's 504 Process Reviewed.
6. Does the Charter School develop and implement accommodation plans for any students who are 504 eligible?	Y	Sample 504 Plan Reviewed.
7. Does the Charter School ensure that Special Education funds are not used to serve students identified under Section 504?	Y	Charter CBO confirmed SPED funds are never used for students with 504 plans.
8. Does the Charter School follow a process for identification and reclassification of students who are English Learners?	Y	Charter's EL identification and reclassification procedures reviewed.
9. If the Charter School graduates students, has it notified its students in foster care, homeless, of a military family or of migrant status of their rights of exemption from local graduation requirements under EC 51225.1(a)?	N/A	

### 3. EDUCATIONAL PROGRAM AND ASSESSMENT

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>C. Curricular Materials</b>		
1. Is the Charter School utilizing standards-aligned instructional materials?	Y	Instructional materials list provided and classroom observations confirmed.
2. Is the Charter School utilizing instructional materials that address the specific needs of English Learners?	N	See Item 3C-2 Comment below.
3. Is the Charter School utilizing instructional materials that address the specific needs of Special Education students?	N	iReady Program is used for all students. No other materials specific to SWDs observed being used. See Item 3C-3 Comment below.
4. If the Charter School requires a course in health education for graduation from high school, does that course include instruction in performing compression-only cardiopulmonary resuscitation? (EC 51225.6)	N/A	
<b>D. Professional Development</b>		
1. Has Charter School staff received legally required trainings?	Y	Training database provided and reviewed.
2. Has the charter communicated or trained school personnel in the Item ID-3 requirement to take immediate steps to intervene when safe to do so, if they witness an act of actual or perceived discrimination, harassment, intimidation and bullying of others with characteristics set forth in *Section 422.55 of the Penal Code? {EC 234.1(b)}	Y	Training documentation includes Item 3D-2 topics.
3. Is Charter School staff provided opportunities for professional development necessary to carry out the instructional program as outlined in the petition?	N	See Item 3D-3 Comment below.
<b>E. Assessment</b>		
1. Is the Charter School administering the state mandated testing according to testing rules and regulations as required for all K-12 schools in California?	Y	Assessment calendar provided and reviewed.
2. Does a review of SBAC and Dashboard Data indicate that the Charter School is on target for meeting renewal requirements as set forth in EC 47607(b) and the charter petition?	N/A	Neither current SBAC nor Dashboard Data were available at the time of this report. (See Item 3E-2 Comment below.)
3. Has the Charter School completed and posted a SARC containing required elements by Feb 1, 2023?	Y	SARC posted by 2/1/23 and reviewed to ensure all components included.
4. Is student achievement data regularly reported to parents and staff?	Y	Student data is provided to families at least two times annually through conferences or mailed. Parent Square; Report Cards.
5. Have parent/guardian notifications of language proficiency (ELPAC) assessment been provided as required by EC, and if so, do they include whether a child is a long-term English learner or is at-risk of becoming one? (EC 313.2(a))	Y	Sample letter/notification provided and reviewed.
6. Is the Charter School implementing a plan for collecting, analyzing, and reporting data on pupil achievement? If so, is the Charter School utilizing the data to monitor and improve the Charter School's educational program consistent with EC 47605(b)(5)(C) and the terms of the charter?	Y	Data was reviewed twice with the staff 2 <sup>nd</sup> semester, and interventions have been discussed. (See Item 3E-6 Comment below)

### 3. EDUCATIONAL PROGRAM AND ASESSMENT

<p><i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i></p>	<p><b>Y</b> <b>N</b> <b>N/A</b></p>	<p><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></p>
<p><b>F. Items Specific to the Charter Petition and MOU</b></p>		
<p>1. Is the charter school serving grade levels consistent with the content of the charter and MOU?</p>	<p><b>Y</b></p>	<p>The Charter serves TK-6 grades.</p>
<p>2. Has the charter school made the “enrollment database” required in the MOU available to the County Superintendent upon request?</p>	<p><b>Y</b></p>	<p>Database provided and reviewed. No issues found.</p>
<p>3. Has the Charter developed a systematic and strategic plan for implementing its many and varied instructional and intervention initiatives?</p>	<p><b>Y</b></p>	<p>The charter provided a master schedule.</p>
<p>4. Has the Charter provided a continuum of professional development to the staff, as described in the MOU?</p>	<p><b>Y</b></p>	<p>The charter has begun to provide PD in PBIS and SIPPs in 2022-23.</p>
<p>5. Has the charter’s administration been utilizing the Classroom Observation Tool on a daily basis to provide feedback and coaching support to teachers, as needed?</p>	<p><b>Y</b></p>	<p>Classroom observation records provided.</p>
<p>6. Is the Charter School utilizing some form of literacy assessment (DIEBELS, for example) into its K-3 program for ongoing monitoring and reporting of student growth?</p>	<p><b>Y</b></p>	<p>The charter is using SIPPS for K-3 literacy assessment.</p>
<p>7. Is the Charter providing Designated ELD daily for at least 30 minutes, as outlined in the CA ELA/ELD Framework?</p>	<p><b>N</b></p>	<p>The Master Schedule includes 30 minutes of Designated ELD. However, classroom observations indicated that not all classrooms provide leveled ELD as written in the CA ELD Framework. (See Item 3F-7 Comment below)</p>
<p><b>Comments:</b></p> <p><b>Items 3A-1 &amp; 3A-4</b>                      The Petition states that every student will have access to “quality teachers, curriculum, and enrichment” as well as “high expectations” and “opportunities to learn and practice inquiry and problem solving using the design thinking process.” The Charter goes on to state that learning best occurs “in a school focused on literacy; in an environment where students’ prior knowledge and experiences contribute to learning; where students are actively engaged in meaningful learning and are participants in their education; using a rigorous, inquiry-based curriculum; [and] when students have opportunities to construct meaning through experiences, questioning, and problem solving.” Evidence of these elements is absent from instruction, which was observed to be poor, overall. While learning objectives and standards are posted in classrooms, instruction was not observed to align to the rigor of the standards. In all but one classroom, students were passive recipients of instruction in a “sit and get” or “follow along” format of teaching and learning. Furthermore, the Charter states that teachers will use differentiated instruction in which teachers “can differentiate through content, process, product, and environment based on students’ readiness, interests, and learning profile.” No differentiation of instruction was observed, with all students completing the same work and receiving the same instruction.</p> <p>The Petition also states that the charter will serve “Students who have demonstrated a need for additional academic support” among other demographic groups such as low-income students. However, the charter does not have a comprehensive MTSS program that provides rigorous standards-based instruction, as well as interventions, based on student need.</p> <p><b>Item 3B-4:</b>                      No students currently have transportation services listed on their IEP. REALMS has a parent reimbursement policy for the transportation of SWDs, which is a good parent-requested option to have. However, the charter does not currently have any options to provide specialized transportation. SELPA recommends REALMS either purchase a van or have a documented agreement in place with a neighboring LEA or nearby company to provide the service, if/when the need arises. The charter had reported in 2022 that it was working on an agreement with SSUSD but it was unable to come to an agreement.</p>		

### 3. EDUCATIONAL PROGRAM AND ASESMENT

#### Comments (cont.):

##### Item 3C-2:

No ELD Curriculum is identified on the Instructional Materials Survey. *Launch to Literacy* states that it is for “beginning language development” and is designed to “teach students to read”. This is sufficient for Integrated ELD instruction in reading, but neglects Designated ELD and Integrated ELD in other content areas. It is recommended that the charter review ELD Curricular options and purchase one that best suits its needs.

##### Item 3C-3:

SELPA recommends adding additional curriculums to meet the unique needs of SWDs. Although SELPA is unable to recommend specific curriculums, SELPA could share what other local charters typically have available.

##### Item 3D-3 :

Considering the quality of instruction that was observed, the school’s plan for professional development is inadequate. Teachers need intensive support in building knowledge of the standards and student performance that meets the rigor of the standards, high-leverage instructional practices, comprehensive ELD, and design thinking (as called out for in the Charter petition).

##### Item 3E-2:

The Charter provided current local SBE-approved NWEA/Map Assessment Data, which was reviewed. This data only includes Schoolwide results with no subgroup data:

In Reading/ELA, three of seven grade levels met grade-level growth targets and 61% of the 132 total students tested met their growth target.

In math, five of seven grade levels met grade-level growth targets and 60% of the 138 total students tested met their growth target.

These results indicate that a little over half of the REALMS students tested are making one year’s growth in learning during one year in school. NWEA does not measure whether students are meeting grade-level standards.

##### Item 3F-7:

Designated ELD was observed to be separate and isolated using a scripted program and did not build “into and from content instruction” as required by the [ELA/ELD Framework](#) (pg. 115). Upon observation, teachers and students were simply “going through the motions” of the program. Designated ELD instruction was observed to lack most of the Essential Features called out for in the ELA/ELD Framework (pg. 117-118). In addition, ELD instruction did not appear to be aligned to students’ proficiency levels nor did it reflect the skills students need in order to move along the proficiency continuum. Evidence of Integrated ELD was not observed in any classrooms, nor was there evidence of any type of language support/scaffolds for English Learner students.

**Review Conducted by:** Tara Cook, KCSOS ELA/ELD Coordinator, Lee Knotts-Martin, KCSOS SELPA Director and



### 4. FACILITIES AND OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Facility Adequacy and Compliance</b>		
1. Is there a designated staff person responsible for overseeing facilities maintenance and operations? If yes, who?	Y	Devin Scheiern-White.
2. Is there a custodial schedule that reflects appropriate and timely attention to providing students with a clean and safe learning environment?	Y	Schedule provided.
3. Do all facilities in which the Charter School is housed meet the American with Disabilities Act requirements?	Y	2022-23 Fire/Safety Report.
4. Has the Charter School identified all single-user toilet facilities as all gender facilities? (Article 5, Health & Safety Code)	Y	Photos provided to confirm.
5. Is there a process for providing routine inspection and maintenance to ensure that Charter School facilities including playgrounds remain in good condition?	N	No process provided to document routine inspection and maintenance. FIT uploaded, but not dated and not complete. Observation of playground indicated poorly maintained, as were some classrooms.
6. Have the Charter School's facilities been modified during the past year?	N/A	
7. Are the Charter School's facilities adequate for the number of students and types of programs assigned to each site?	Y	Sufficient for the number of current students.
8. Does the Charter School have on file: 1) Certificate of Occupancy; 2) Conditional Use Permit for each site; and/or 3) Safety Inspections by local Fire Department?	Y	Documentation provided and reviewed.
9. Does the Charter School have plans to modernize and/or add facilities to the existing site?	N/A	
10. Does the Charter School plan to add a new site? If so, has proper notification been made to the approving agency?	N/A	
11. If the Charter School participates in an interscholastic athletic program, does it have a written emergency action plan and at least one AED for the school? (EC 35179/4. 35179.6)	N/A	
12. If the Charter School has been made aware of a lactating pupil, has it made accommodations other than a restroom and provided a place to safely store expressed milk?	N/A	
13. If the Charter School serves any grades 6-12, and it meets the 40% pupil poverty rate, does it provide feminine hygiene products, including tampons and sanitary napkins, in a least 50% of the school's restrooms? (EC 35292.6)	Y	Photos and observations confirmed.
14. If the Charter School contracts out its transportation services, and has made a finding of gross negligence or disciplinary action against the driver of a school bus, has it notified the Dept. of Motor Vehicles within 5 calendar days? (EC 39843, 39831.3)	N/A	
<b>B. Items Specific to the Charter Petition and MOU</b>		
<p><b>Comments:</b></p> <p><b>Review Conducted by:</b> Cathie Morris, KCSOS Charter School Consultant</p>		

**5. GOVERNANCE**

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Organizational Management</b>		
1. If the Charter School is constituted as a non-profit corporation, are the corporate papers, including Articles of Incorporation available to the authorizer?	Y	Documentation provided and reviewed.
2. Is there a list or roster of governing board members?	Y	Roster provided.
3. Does the Charter School governance structure include the process to be followed by the school to ensure parental involvement consistent with EC 47605(b)(5)(D) and the terms of the charter petition and the MOU?	Y	Bylaws require parent representation on the charter board. The charter also has a SSC and other parent committees.
4. Is the Board free of real or perceived conflicts of interest?	Y	Form 700s provided.
5. Is the composition of the Board consistent with the approved Charter?	Y	Board roster provided and reviewed.
<b>B. Meetings</b>		
1. Does the Board conduct public meetings at such intervals as are necessary to ensure that the Board is addressing business required to provide sufficient direction to the Charter School?	Y	The board meeting schedule was provided. The board meets monthly.
2. Does the Board comply with the following:		
a) Regularly scheduled meetings, as outlined in the petition, with required agenda postings per EC 54954.2(a)/54956?	Y	The board meets monthly and posts its agenda, as required.
b) Brown Act training and meeting compliance?	Y	Documentation of board training provided.
c) Twice the time limit, if one is used, for public comment for non-English speakers? (Govt. Code 54954.3)	Y	Board agenda provided and reviewed.
d) Availability of meeting minutes and adherence to the public records act that includes the posting of public records on its website and providing paper copies to the public without access to them electronically? (Govt. Code 6253)	Y	Meeting agenda provided and reviewed. Website postings reviewed.
3. Does the Board have resolutions and Board-adopted policies that address the following:		
a) Conflict of interest (SB 126 compliant?)	Y	Policy provided and reviewed.
b) Handbooks- Parent, Student, Employee (AB 1505/SB 75 compliant?)	Y	Policy provided and reviewed.
c) Student & Employee discipline and due process (SB 419 compliant?)	Y	Handbooks provided for review.
d) Parent complaint resolution and due process	Y	Documentation provided and reviewed.
e) Internal controls policies and related forms and systems	Y	Fiscal Policy Manual provided and reviewed.
f) Bank signature authorizations, etc.	Y	Fiscal Policy Manual provided and reviewed.
g) Harassment- student, staff	Y	Handbooks provided and reviewed.
h) Safety Plan	Y	Safety Plan was board approved.
i) Immunization records	Y	Samples provided.
j) Family Educational Rights and Privacy Act (FERPA) – policy and notices	Y	Policy provided and Handbooks provided and reviewed.

**5. GOVERNANCE**

<p><i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i></p>	<p>Y N N/A</p>	<p><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></p>
<p>4. Have any changes made by the Board to bylaws or any document required by the Charter/MOU been communicated to the County Superintendent?</p>	<p>N/A</p>	
<p><b>C. Parent/Staff Involvement</b></p>		
<p>1. Is there a process in place that ensures that parents, teachers, and staff may provide input regarding the effectiveness of the Charter School?</p>	<p>Y</p>	<p>The charter has a SSC.</p>
<p>2. Do board-meeting minutes reflect that the Charter Board held a public hearing <u>prior to approving</u> its LCAP? (SB 75)</p>	<p>N</p>	<p>Board-meeting minutes reflect board approval, but did not indicate that a public hearing was held prior to approval.</p>
<p><b>D. LCAP/LEA Plans and Categorical Funds</b></p>		
<p>1. Does the Charter School have a current LEA (Local Educational Agency) Plan that has been presented to, reviewed and approved by the Charter School's governing board?</p>	<p>Y</p>	<p>Posted on school's website.</p>
<p>2. Is the charter's LCAP prominently posted on the charter's website, including updates, revisions, addenda, including those to comply with federal law? {EC 47606.5(h)}</p>	<p>Y</p>	<p>Posted on school's website</p>
<p>3. Are the Title I funds/categorical funding being used to supplement the charter's LCAP goals?</p>	<p>N</p>	<p>Title I money used to pay a TOSA, who often served as a classroom teacher, substitute, or ELPAC test coordinator. (See Item 5D-3 Comment below.)</p>
<p><b>E. Items specific to the Charter Petition and MOU</b></p>		
		<p>N/A</p>
<p><b>Comments:</b></p> <p><b>Item 3D-3:</b> REALMS should use general funds for budget items that it must provide by law. Categorical funds must only be used to supplement the REALMS program.</p> <p><b>Review conducted by:</b> Mary Westendorf, KCSOS District Advisory</p>		

**6. HUMAN RESOURCES**

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	<b>Y N N/A</b>	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. All Employees</b>		
1. Does the Charter School have fingerprint clearance, including Department of Justice background checks, on all employees? [EC 44237] "Criminal record summary"	<b>N</b>	See Item 6A-1 Comment below.
2. Does the Charter School have documentation that TB test results are current for all employees?	<b>N</b>	See Item 6A-2 Comment below.
3. Does the Charter School have record of the AB-1432 Child Abuse Neglect and Reporting Act Training required annually within the first 6 weeks of the school year or within 6 weeks of each person's employment?	<b>N</b>	Two contracted employees did not have the Child Abuse and Neglect Training Certificate on file. See Item 6A-3 Comment below.
4. Does the Charter School have approved personnel policies and practices that are consistent with the petition, MOU, and all applicable laws?	<b>Y</b>	Evidence provided and reviewed in Staff Handbook.
5. If the Charter School employs 50+ employees, does it provide mandatory anti-harassment training for supervisors that includes harassment based on gender identify, expression and sexual orientation? (Govt. Code 12950)	<b>Y</b>	Documentation provided and reviewed.
6. If the Charter School employs 20+ employees, does it provide up to 12 weeks of job-protected, unpaid parental leave? [Govt. Code 12945.6(a)]	<b>Y</b>	Referenced in Employee Handbook
7. If the Charter School employs 25+ employees, does it provide protected leave and sick leave as it pertains to child care and "kin care" laws? (Labor Code 230.8)	<b>Y</b>	Referenced in Employee Handbook
8. Does the Charter School have a DFEH-created poster regarding transgender rights posted in a prominent and accessible location? (Govt. Code 12950)	<b>Y</b>	Posted in Staff Lounge
<b>B. Certificated Employees</b>		
1. Does the Charter School employ sufficient teaching staff to satisfy the terms of the petition and the MOU?	<b>Y</b>	Evidence provided and reviewed.
2. Do teachers providing instruction in core classes have the required credentials and certifications to meet state and federal requirements, terms of the petition, and the MOU?	<b>Y</b>	Evidence provided and reviewed.
3. Do teachers who are providing Special Education and Related Services have the appropriate credentials and certifications?	<b>Y</b>	Evidence provided and reviewed.
<b>C. Classified Employees</b>		
1. Do classified employees who are providing instructional support in the core content areas, Special Education, and English Language Learner Services meet state and federal requirements, and terms of the petition/MOU?	<b>Y</b>	All classified employees in these types of settings have a high school diploma and 48 units of college coursework.
2. Does the Charter School provide adequate staffing for:		
a) Custodial	<b>Y</b>	Staff list provided and reviewed.
b) Food Service	<b>Y</b>	Staff list provided and reviewed.
c) Information Technology	<b>Y</b>	Staff list provided and reviewed.
d) Lunch/Break Supervision	<b>Y</b>	Staff list provided and reviewed.
e) Clerical/Record Keeping	<b>Y</b>	Staff list provided and reviewed.

**6. HUMAN RESOURCES**

<p><i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i></p>	<p>Y N N/A</p>	<p><i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i></p>
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**D. Items specific to the Charter Petition and MOU**

<p>1. Has the Charter School provided a written list of all of its employees for the current school year pursuant to the MOU?</p>	<p>Y</p>	<p>List provided and reviewed.</p>
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**Comments:**

**Item 6A-1:** One teacher did not hold a teaching credential from 7-2-22 to 10-19-22.

**Item 6A-2:** Two contracted employees missing Fingerprint Clearance, TB

**Item 6A-3:** Two contracted employees were missing Mandated Child Abuse and Sexual Harassment Certificates

**Review conducted by:** Evelyn Marie Feliciano, KCSOS Credentials Manager

**7. STUDENT SERVICES**

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	<b>Y N N/A</b>	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Admissions</b>		
1. Is the Charter School complying with the admissions practices described in the approved charter?	<b>Y</b>	Documentation provided and reviewed.
2. Does the Charter School facilitate admissions for a student with an IEP in the same manner as for a student without an IEP?	<b>Y</b>	Enrollment and Admissions records reviewed. Handbook (includes information on SWDs/504s).
3. Does the student enrollment and mobility data reflect a program that does not exit (return to the district) specific populations of students in a manner that would result in a charter school enrollment that is not reflective of the local school districts?	<b>Y</b>	Demographic comparisons reviewed.
4. Do the Charter School enrollment forms indicate compliance with all applicable laws and with the approved charter? Have they been updated to include health care coverage options and enrollment assistance information? [EC 49452.9(a)]	<b>Y</b>	Enrollment and health care coverage reviewed.
5. If the Charter School has needed to use the lottery system to determine which students will be allowed to enroll, is there documentation that the process was held in the manner described in the approved petition?	<b>N/A</b>	
6. Does the Charter School have records documenting immunizations to the extent required for enrollment in public schools?	<b>Y</b>	Immunization policy and records reviewed.
7. Does the Charter School have a student population that represents the racial and ethnic backgrounds of pupils enrolled in the local district(s)?	<b>Y</b>	Racial and ethnic demographics are comparable to SSUSD.
8. Does the charter school have a student population in which rates of pupils with disabilities, English learners, and pupils who are economically disadvantaged are comparable to the local district(s) rates?	<b>Y</b>	REALMS has a slightly higher percentage of EL students and is comparable to local districts in its percentage of SWDs.
<b>B. Discipline</b>		
1. Does the school have discipline policies and practices consistent with the terms of the charter and EC 48900 in regard to suspension of K-8 and expulsion of K-12 students?	<b>Y</b>	Policies and suspension/expulsion rates reviewed.
2. Do the Charter School's suspension procedures include a provision for a conference where the student is informed of the reason for the action, an opportunity to present his/her version and is informed of the other means of correction that were attempted before the suspension? (EC 48911)	<b>Y</b>	Parent/Student Handbook reviewed.
<b>C. Health and Safety</b>		
1. Does the Charter School have a School Safety Plan that includes all of the topics listed in EC {32282(a)(2)}? EC {47605(b)(5)(F)}	<b>Y</b>	Safety Plan reviewed.
2. Is there evidence that the School Safety Plan was reviewed and updated by March 1? EC {47605(b)(5)(F)}	<b>Y</b>	Board-meeting minutes provided.
3. Is there evidence that staff has been trained in health, safety, and emergency procedures?	<b>Y</b>	Staff training documentation provided.
4. Does the Charter School maintain a calendar of emergency drills for each site in which it operates?	<b>Y</b>	Emergency drill calendar provided/reviewed.

## 7. STUDENT SERVICES

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	<b>Y N N/A</b>	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
5. Do the charter's expulsion procedures for a student with exceptional needs who is a foster child include that the educational rights holder and county social worker be invited to the change of placement meeting? {48915.5(d)}	<b>N</b>	Suspension and Expulsion Procedures reviewed. 2022-2023 Parent/Student Handbook reviewed. (See Item 7C-5 Comment below).
6. If the charter offers an athletic program, does it: 1) annually give the Opioid Factsheet for Patients published by the Centers for Disease Control and Prevention to each athlete, and if the athlete is 17 years or younger, the athlete's parent or guardian (electronically or written copy) and 2) require that it be signed and returned to the school <u>before</u> the athlete initiates practice or competition? {EC 49476}	<b>N/A</b>	
7. Do records reflect that the Charter School provides for the screening of pupils' vision, hearing, and required immunizations to the same extent as would be required if the pupils attended a non-charter public school?	<b>Y</b>	Screening dates provided and Policies reviewed.
8. Has the Charter School notified students and parents/guardians at least twice a year regarding how to initiate access to available student mental health services on campus or in the community? (EC 49428)	<b>Y</b>	Enrollment forms provided and reviewed. E-mails to parents provided on subject.
9. Does the charter have board-adopted Suicide Prevention <u>Policies</u> for grades K-6 <u>and</u> 7-12 that 1) were created in conjunction with stakeholders, 2) specifically list its high-risk groups, 3) addresses the needs of those high-risk students and 4) were updated in the last 5 years? (*EC 215)	<b>Y</b>	Suicide Prevention Policies provided.
10. Does the Charter School provide each needy pupil as defined in EC 49552, with <u>two</u> free nutritionally-adequate meals to any pupil who requests a meal without consideration of the pupil's eligibility? {EC 49501.5(a)(2)}	<b>Y</b>	Meal availability posted on website.
11. If the Charter serves grades 7-12 <u>and</u> issues ID Cards to students, did it include the telephone number of the National Suicide Prevention Lifeline on those cards? {EC 215.5}	<b>N/A</b>	TK-6 School.
12. If the Charter School qualifies for the free federal reimbursement rate for all meals that it provides, has it applied to provide a universal meal service to all students at the school? If not, has it submitted a governing board resolution to the state claiming a fiscal hardship? If so, is there evidence that those findings are reviewed in a public meeting every two years? {EC 49564(a)}	<b>N/A</b>	
13. If the Charter School receives federal funds, does it comply with the posting 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? (EC 221.61)	<b>Y</b>	Title IX Information is posted on school's website.
14. Does the Charter's Excused Absence Policy include an absence for the benefit of the pupil's mental or behavioral health, or for the purpose of participating in a cultural ceremony/event? (EC 48205)	<b>Y</b>	Updated Policy with board approval provided.
15. If the charter serves middle or high school students, did it revise its Excused Absence Policy to include an absence for the purpose of a student engaging in a civic or political event? (EC 48205)	<b>N/A</b>	TK-6 School.

**7. STUDENT SERVICES**

<p><b>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</b></p>	<p><b>Y N N/A</b></p>	<p><b>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</b></p>
<p>16. Has the charter updated its suspension and expulsion procedures to ensure that the written notice regarding pupil involuntary transfers is the native language of the pupil’s parent or guardian, and in the case of a homeless child or foster youth, in the native language of the foster youth’s educational rights holder or attorney and county social worker? {EC 47605(d)(4)}</p>	<p>Y</p>	<p>Parent/Student Handbook.</p>
<p>17. Has the charter provided to certificated school site employees who serve pupils in grades 7-12 information on existing resources related to the support of LGBTQ pupils who may face bias or bullying? {*EC 234.1(d)(1)}?</p>	<p>N/A</p>	<p>TK-6 School.</p>
<p><b>D. Pupil and Parent Notifications</b></p>		
<p>1. Does the Charter School provide a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act (FERPA)?</p>	<p>Y</p>	<p>Parent/Student Handbook.</p>
<p>2. Are parents provided with annual notifications as required by the petition, the MOU, and all applicable laws? {EC 48980, EC 48985}</p>	<p>Y</p>	<p>Parent/Student Handbook.</p>
<p>3. Has the charter school posted a Notice on its website that states that charter schools are prohibited from discouraging any student from enrolling or encouraging students to drop, once enrolled? {EC 47605(e)(4)}</p>	<p>Y</p>	<p>Posted on website</p>
<p>4. Did the charter provide a copy of the Notice from Item 7D-3: 1) When a parent or guardian inquired about enrollment, 2) Before conducting an enrollment lottery, 3) Before disenrollment of a pupil? {EC 47605(e)(4)(D)}</p>	<p>N</p>	<p>See Item 7D-4 Comment below.</p>
<p>5. Has the charter posted on its website: 1) the name and contact information of its homeless liaison, and 2) specific information on homelessness, including educational rights and resources available to persons experiencing homelessness? {EC 48852.6}</p>	<p>Y</p>	<p>Website reviewed.</p>
<p>6. If the charter serves high school students, and enrolled a foster or homeless youth who is in their 3<sup>rd</sup> or 4<sup>th</sup> year, who is not on track to meet the charter’s educational requirements, did it notify the pupil and the educational rights holder, and social worker, if applicable, within 30 calendar days of transfer into the school of the exemption from the charter’s graduation requirements as described in Item ID-5? {EC 51225.1}</p>	<p>N/A</p>	<p>TK-6 School.</p>
<p>7. If the charter serves high school students, does it provide at least once before grade 12, information on how to properly complete and submit the FAFSA or the CA Dream Act Application that includes information about the types of documentation and personal informal that is required, an explanation of definitions used for each application, eligibility requirements, application timelines/deadlines, and the importance of submitting applications early? {EC 51225.8}</p>	<p>N/A</p>	<p>TK-6 School.</p>
<p>8. Does the Charter have all 12 required information items listed in *EC 234.6 posted in an easily accessible and prominent location on its website?</p>	<p>Y</p>	<p>Provided on school website under “Policies”.</p>



**7. STUDENT SERVICES**

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
9. Has the charter posted its antidiscrimination policy from Item 1D-3 above in all school offices, including staff lounges and pupil government meeting rooms? {*EC 234.1(e)}	Y	Postings documented.
<b>E. Items specific to the Charter Petition and MOU</b>		
1. Based on review of pupil data (race, ethnicity, English learner status, socio-economically disadvantaged (as determined by eligibility for free/reduced-price meal program), and pupils with disabilities), is the Charter School serving a student population that is reflective of the general population residing within the territorial jurisdiction of the school district in which it resides? If not, is the Charter School using all reasonable means to ensure that the school is equally accessible to enrollment and attendance by all students within the boundaries of that district?	Y	Demographic data reviewed and compared with that of SSUSD.
<p><b>Comments:</b></p> <p><b>Item 7C-5:</b> Language about notifying social workers of expulsion is not included in the Parent/Student Handbook for item 7C-5. The Handbook should be revised to include the required language.</p> <p><b>Item 7D-4:</b> Evidence was not found to support that the school provided the required notice at all required times listed in EC.</p> <p><b>Reviewed conducted by:</b> Tara Clarke, KCSOS Multilingual Education Coordinator/Regional English Learner Specialist and Lee Knotts, KCSOS SELPA Director.</p>		

**KERN COUNTY BOARD OF EDUCATION  
COUNTY OF KERN, STATE OF CALIFORNIA**

**RESOLUTION ESTABLISHING )  
APPROPRIATIONS LIMIT UNDER )  
GOVERNMENT CODE §§ 7900, ET SEQ. )**  
\_\_\_\_\_ )

**Resolution No. \_\_\_\_\_**

**Recitals**

1. Government Code §§7900, et seq., require local jurisdictions, including school districts, to establish each year the appropriations limit applicable to that entity.
2. Government Code §7902.1 provides that where the proceeds of taxes for a school district exceed the preliminarily calculated appropriations limit, the district may by resolution increase its appropriations limit.
3. As shown in the attached staff report, an adjustment to our appropriations limit would be appropriate for the current fiscal year.

**Action Taken**

NOW, THEREFORE, THE BOARD RESOLVES THAT:

1. **Recitals Approved.** The above recitals are approved and found to be correct.
2. **Appropriations Limit for Current Fiscal Year Established.** The appropriations limit applicable to the district for the current fiscal year is established as \$25,428,564.06, an amount equal to the estimated amount of proceeds of taxes as calculated by staff.
3. **Appropriations Limit Recalculated for Prior Fiscal Year.** As required by Education Code §42132, the recalculated appropriations limit for the prior fiscal year is \$24,306,232.80.
4. **Periodic Readjustments.** The Superintendent or designee is authorized to act on behalf of the Board in adjusting our appropriations limit if and when there may be an update in reported proceeds of taxes.

October 10, 2023

BY ORDER OF THE KERN COUNTY BOARD OF EDUCATION

Signed \_\_\_\_\_

John G. Mendiburu  
Ex Officio Secretary  
County Superintendent of Schools

Unaudited Actuals  
Fiscal Year 2022-23  
County Office Appropriations Limit Calculations

Kern County Office of Education  
Kern County

	2022-23 Calculations			2023-24 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
<b>A. PRIOR YEAR DATA</b>	2022-23 Actual					
(2021-22 Actual Appropriations Limit and Gann ADA are from COE's prior year Gann data reported to the CDE. LCFF data are from the 2021-22 Annual County LCFF Calculation funding exhibit.)	2021-22 Actual					
<b>PRIOR YEAR APPROPRIATIONS LIMIT</b>						
1. Program Portion of Prior Year Appropriations Limit (A3 times [A8 divided by (A8 plus A7)], not to exceed A6) Excess is added to Other Services portion.	7,862,197.35		7,862,197.35			8,555,958.86
2. Other Services Portion of Prior Year Appropriations Limit (A3 minus A1)	12,135,837.60		12,135,837.60			14,750,273.94
3. TOTAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D16, PY column)	19,998,034.95		19,998,034.95			24,306,232.80
<b>PRIOR YEAR GANN ADA</b>						
4. Program ADA (Preload/Line B3, PY column)	598.30		598.30			638.61
5. Other ADA (Preload/Line B4, PY column)	159,010.93		159,010.93			184,120.85
<b>PRIOR YEAR LCFF</b>						
6. LCFF Alternative Education Grant (Preload/Line A28, Alternative Education Grant, 2021-22 Annual County LCFF Calculation)	11,534,980.00		11,534,980.00			11,534,980.00
7. LCFF Operations Grant, (Preload/Line A1, Operations Grant, 2021-22 Annual County LCFF Calculation)	17,805,028.00		17,805,028.00			17,805,028.00
<b>ADJUSTMENTS TO PRIOR YEAR LIMIT AND ADA</b>	Adjustments to 2021-22					
<b>ADJUSTMENTS TO PRIOR YEAR LIMIT</b>	Adjustments to 2022-23					
8. Reorganizations and Other Transfers						
9. Temporary Voter Approved Increases						
10. Less: Lapses of Voter-Approved Increases						
11. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A8 plus A9 minus A10)	0.00		0.00			0.00
12. Adjustments to Program Portion (Lines A1 divided by A3) times Line A11)						
13. Adjustments to Other Services Portion (Lines A11 minus A12)	0.00		0.00			0.00
<b>ADJUSTMENTS TO PRIOR YEAR ADA</b>	Adjustments to 2022-23					
(Only 1 or reorganizations and other transfers, and only if adjustments to the appropriations limit amounts are entered in Line A8 or A12 above)						
14. Adjustments to Program ADA						
15. Adjustments to Other ADA						
<b>B. CURRENT YEAR GANN ADA</b>						





Unaudited Actuals  
Fiscal Year 2022-23  
County Office Appropriations Limit Calculations

	2022-23 Calculations		2023-24 Calculations	
	Extracted Data	Entered Data/ Totals	Extracted Data	Entered Data/ Totals
<b>OTHER LOCAL REVENUES (Funds 01, 09, and 62)</b>				
18. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8814)				
19. TOTAL LOCAL PROCEEDS OF TAXES (Lines C17 plus C18)	25,710,764.18	25,710,764.18	25,487,813.00	25,487,813.00
<b>EXCLUDED APPROPRIATIONS</b>				
20a. Medicare (Enter federally mandated amounts only from objs. 3301 and 3302; do not include negotiated amounts)		1,902,710.00		
20b. Qualified Capital Outlay Projects				
<b>OTHER EXCLUSIONS</b>				
21. Americans with Disabilities Act				
22. Unreimbursed Court Mandated Desegregation Costs				
23. Other Unfunded Court-ordered or Federal Mandates				
24. TOTAL EXCLUSIONS (Lines C20 through C28)		1,902,710.00		2,260,664.00
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>				
25. LCFF - CY (objects 8011 and 8012)	43,900,674.00	43,900,674.00	49,305,572.00	49,305,572.00
26. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	1,855,599.00	1,855,599.00	0.00	0.00
27. TOTAL STATE AID RECEIVED (Line C29 plus C28)	45,756,273.00	45,756,273.00	49,305,572.00	49,305,572.00
<b>DATA FOR INTEREST CALCULATION</b>				
28. Total Revenues (Funds 01, 09 & 62, objects 8000-8799)	253,770,145.72	253,770,145.72	337,157,484.00	337,157,484.00
29. Total Interest and Return on Investments (Funds 01, 09, and 62, objects 8660 and 8662)	4,823,653.55	4,823,653.55	4,823,653.55	4,823,653.55
<b>D. APPROPRIATIONS LIMIT CALCULATIONS</b>				
<b>PRELIMINARY APPROPRIATIONS LIMIT</b>				
1. Revised Prior Year Program Limit (Lines A1 plus A12)		7,862,197.35		9,565,858.85
2. Inflation Adjustment		1.0755		1.0444
3. Program Population Adjustment (Lines B3 divided by [A4 plus A14]) (Round to four decimal places)		1.0672		1.0000
4. PRELIMINARY PROGRAM LIMIT (Lines D1 times D2 times D3)		9,024,022.56		9,980,243.43
5. Revised Prior Year Other Services Limit (Lines A2 plus A13)		12,135,837.60		14,760,273.94
			<b>2023-24 Budget</b>	





**Quarterly Report on Williams Uniform Complaints**  
**[Education Code § 35186]**

District / Program KCSOS / Alternative Education

Person completing this form: Molly Mier Title: Director

Quarterly Report Submission Date:  Oct 1, 2023 (for period Jul 1 – Sep 30)  
 (check one)  Jan 1, 2024 (for period Oct 1 – Dec 31)  
 April 1, 2024 (for period Jan 1 – Mar 31)  
 July 1, 2024 (for period Apr 1 – Jun 30)

Date for information to be reported publicly at governing board meeting: Tuesday, October 10, 2023

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Mis-assignment	0	0	0
Facilities Conditions	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>

Dr. John G. Mendiburu / Molly Mier  
 Print Name of District Superintendent / Program Administrator

  
 Signature of District Superintendent / Program Administrator

Once completed, send copy to District Advisory Services, KCSOS, 1300 17<sup>th</sup> Street, 6<sup>th</sup> Floor, Bakersfield (Fax# 661-636-4121)



## Quarterly Report on Williams Uniform Complaints [Education Code § 35186]

District / Program: KCSOS, Division of Special Education

Person completing this form: Brian Cortez Title: Administrator for the Division

Quarterly Report Submission Date: Jan 1, 2023 (for period Oct 1 – Dec 31)  
*(check one)* April 1, 2023 (for period Jan 1 – Mar 31)  
July 1, 2023 (for period Apr 1 – Jun 30)  
XX Oct 1, 2023 (for period Jul 1 – Sep 30)

Date for information to be reported publicly at governing board meeting: October 10, 2023

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
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Teacher Vacancy or Mis-assignment	0	0	0
Facilities Conditions	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>

\_\_\_\_\_  
 Brian R. Cortez, Administrator for Division of Special Education  
 Print Name of District Superintendent / Program Administrator

\_\_\_\_\_  
 Signature of District Superintendent / Program Administrator

Once completed, send copy to District Advisory Services, KCSOS, 1300 17<sup>th</sup> Street, Bakersfield (Fax# 661-636-4121)