



# BOARD OF EDUCATION REGULAR MEETING AGENDA

September 10, 2024  
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, located at 1300 17<sup>th</sup> Street, Seventh Floor, Bakersfield, California 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) 636-4617 (Government Code 54954.2).

This meeting is being held in an in-person format. Members of the public wishing to provide comments 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

1.3 Roll Call	Present	Absent
Julie A. Beechinor, <i>Area 1</i>	_____	_____
Joe L. Marcano, <i>Area 2</i>	_____	_____
Mary M. Little, <i>Area 3</i>	_____	_____
Jose E. Gonzalez, Jr., <i>Area 4</i>	_____	_____
Paula E. Bray, <i>Area 5</i>	_____	_____
Daniel R. Giordano, <i>Area 6</i>	_____	_____
Lori J. Cisneros, <i>Area 7</i>	_____	_____
Violetamarysol Morales, <i>Student Representative</i>	_____	_____
Dr. John G. Mendiburu, <i>Superintendent</i>	_____	_____

1.4 Adoption of the Agenda

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

1.5 Approval of the Minutes from August 13, 2024.

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

## **2.0 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. All requests for public comment must be submitted prior to the start of the meeting. In exceptional circumstances, the Board President may, with Board consent, reduce or increase the amount of time allowed for 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 adjustments 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 complete a form before the board meeting begins, providing their name, contact information, and the agenda item or other topic on 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.

## **3.0 INFORMATIONAL ITEMS – NO ACTION TAKEN**

- 3.1 Williams Act Uniform Complaint Quarterly Report.  
*Informational Item Only*
- 3.2 Charter School Review Presentation and Reports.

## **4.0 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.

- 4.1 Consent Agenda
  - 4.1.1 Approval of Graduation Diplomas.  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_
- 4.2 General Business
  - 4.2.1 Presentation and approval of the Prop 28 report.  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

## **5.0 REPORT OF COUNTY BOARD OF TRUSTEES MEMBERS**

- 5.1 Members of the Board will report on various topics.

## **6.0 REPORT OF COUNTY SUPERINTENDENT**

- 6.1 The County Superintendent will report on various topics.

## **7.0 AGENDA ITEMS FOR THE NEXT MEETING**

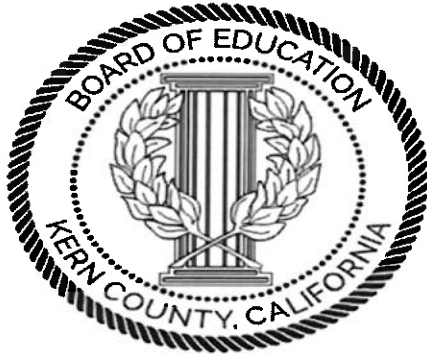
- 7.1 Items to be considered for the next agenda.

## **8.0 CLOSED SESSION**

- 8.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Subdivision (a) of Government Code Section 54956.9)  
Kern County Superior Court Case Number BCV-23-103771

## **9.0 ADJOURNMENT**

- 9.1 Unless otherwise posted, the next regularly scheduled meeting will be held on October 8, 2024, at 6:30 p.m.
- 9.2 Time of adjournment \_\_\_\_\_ p.m.



# BOARD OF EDUCATION REGULAR MEETING MINUTES

1.5

August 13, 2024  
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 The meeting was called to order at 6:30 p.m.
- 1.2 Pledge of Allegiance
- 1.3 Roll Call

### Board Members Present

Julie A. Beechinor  
Paula E. Bray  
Lori J. Cisneros  
Daniel R. Giordano  
Jose E. Gonzalez, Jr.  
Mary M. Little

Violetamarysol Morales

### Board Members Absent

Joe L. Marciano

### KCSOS Employees Present

Dr. John G. Mendiburu, *Superintendent*  
Christian Shannon, *Deputy Superintendent*  
Steve Sanders, *Chief of Staff*  
Merril Clanton, *Senior Executive Administrative Assistant to the Superintendent*

- 1.4 It was moved by Ms. Little, seconded by Ms. Beechinor to approve the agenda.

Ayes: Ms. Beechinor, Ms. Bray, Ms. Cisneros, Mr. Giordano, Mr. Gonzalez, and Ms. Little  
Nays: None  
Abstain: None  
Absent: Mr. Marciano

- 1.5 It was moved by Ms. Bray, seconded by Ms. Beechinor to approve the minutes from July 9, 2024, with the addition of specifying Trustee Cisneros presented information regarding a proposed notification sample policy regarding Informational Item 3.2.

Ayes: Ms. Beechinor, Ms. Bray, Ms. Cisneros, Mr. Giordano, Mr. Gonzalez, and Ms. Little  
Nays: None  
Abstain: None  
Absent: Mr. Marciano

## **2.0 PUBLIC COMMENTS**

2.1 Public Comments were heard from the following:

- Michael Pollack
- Tonya Holt
- Dennis McLean
- Tiara King, Psy.D.
- Meg Harwell
- Lance Christiansen

## **3.0 INFORMATIONAL ITEMS – NO ACTION TAKEN**

3.1 There were no Informational Items discussed at this meeting.

## **4.0 ACTION ITEMS**

4.1 Consent Agenda

4.1.1 It was moved by Mr. Marcano, seconded by Ms. Bray to approve the list of graduation diplomas.

Ayes: Ms. Beechinor, Ms. Bray, Ms. Cisneros, Mr. Giordano, Mr. Gonzalez, and Ms. Little

Nayes: None

Abstain: None

Absent: Mr. Marcano

4.2 General Business

4.2.1 It was moved by Ms. Beechinor, seconded by Mr. Gonzalez to approve the Resolution designating September as School Attendance Awareness Month.

Ayes: Ms. Beechinor, Ms. Bray, Ms. Cisneros, Mr. Giordano, Mr. Gonzalez, and Ms. Little

Nayes: None

Abstain: None

Absent: Mr. Marcano

## **5.0 REPORT OF COUNTY BOARD OF TRUSTEES MEMBERS**

5.1 Ms. Little discussed her thoughts and provided a brief background about AB1955. She feels that AB1955 violates the law and the rights of parents. Ms. Little detailed a letter over 100 board members statewide signed and sent to CSBA expressing their concern over AB1955. Ms. Little cited a poll from the California Policy Center stating that only 14% of parents were in favor of AB1955. Ms. Little stated a new bill, SB1283 is also beginning to gain traction and it is also a bad bill. She said this would take additional freedom and rights away.

- 5.2 Ms. Beechinor wished teachers, students, administrators, and parents a wonderful first day of school. She was excited to see how many individuals submitted their forms for the November election and thanked everyone running. Ms. Beechinor shared Bakersfield College Rodeo posters regarding the upcoming Rodeo on November 9-10, 2024, and encouraged everyone to attend.
- 5.3 Mr. Gonzalez welcomed an audience guest from the Lamont School District Board of Trustees, Ernesto Garay.
- 5.4 Ms. Cisneros expressed her appreciation for all teachers preparing for the first day of school. Ms. Cisneros detailed several community locations participating in back-to-school backpack and materials distributions. Ms. Cisneros reported that she had the honor of hosting the Terry Maxwell show and detailed her experience. Ms. Cisneros stated that AB1955 is close to her heart and stated that the government is attacking school boards which she feels is extremely concerning. Ms. Cisneros encouraged the board to think about the sequence of events that brought this bill to our board.
- 5.5 Ms. Bray said she looks forward to seeing pictures of the first day of school and wishes all students an excellent start to the school year. Ms. Bray expressed her appreciation for Violetamarysol Morales serving as a Kern County Board of Education Student Representative. She is looking forward to having a student voice and perspective on the board. Ms. Bray expressed her appreciation to those running against her in our upcoming election and wished everyone the best of luck with their candidacy.
- 5.6 Ms. Morales stated that she feels parents should be notified if their student requests to change their pronouns, changing their biology, or inflict self-harm. She disagrees with teachers taking cell phones or acting without notifying parents.

## **6.0 REPORT OF COUNTY SUPERINTENDENT**

- 6.1 Dr. Mendiburu discussed the start of the school year and stated most districts are currently underway or beginning on August 14, 2024, and wished everyone a fantastic school year. Due to the wildfires, Caliente Union School District was forced to postpone the start of the school year by one week. Dr. Mendiburu reported that there is one new Superintendent, Dr. Wendy Castaneda-Leal, Semitropic Elementary School District, for the 2024-25 school year. Dr. Mendiburu stated that the Kern County Board of Education will discuss AB1955 in October to provide information on how our local school districts will be required to implement beginning January 1, 2025.

## **7.0 AGENDA ITEMS FOR THE NEXT MEETING**

- 7.1 There were no items recommended for consideration for the September 10, 2024, board meeting.

## **8.0 CLOSED SESSION**

- 8.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Subdivision (a) of Government Code Section 54956.9)

## **9.0 ADJOURNMENT**

- 9.1 Unless otherwise posted, the next regularly scheduled meeting will be held on September 10, 2024, at 6:30 p.m.
- 9.2 The meeting was adjourned at 7:36 p.m.

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John G. Mendiburu, Ed.D., Superintendent

3.1

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

District / Program: KCSOS, Department of Special Education Services

Person completing this form: Desiree Von Flue Title: Assistant Superintendent, Student Supports

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

Date for information to be reported publicly at governing board meeting: Sept 10, 2024

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>	0	0	0

Desiree Von Flue, Assistant Superintendent, Student Supports

  
Signature

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



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

3.2

***Charter School Oversight Review***  
***2023-24***

*School: WCPA-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 the fall semester, 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	Authorizer has identified Kimberly Graham, KCSOS Administrator of Federal, State and Local Support.
2. Has a schedule or plan been made to visit the Charter School at least annually? [EC 47604.32]	Y	The visit was on April 9, 2024.
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, KCSOS District 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, KCSOS District 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	No material revision in 2023-24.
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.

# 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.
<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	Board meeting minutes and Wellness Policy 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 reviewed.
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 Non-Discrimination/Harassment Policy provided 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	WCPA Charter Petition - Element 8.
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 and Family Handbook - Alternatives to Diplomas (Pages 20-21).
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 track to graduate to exempt them from coursework not included in the state's required coursework for graduation requirements per EC 51225?	Y	Student and Family Handbook - Alternatives to Diplomas (Pages 20-21).
<b>E. Items Specific to the Charter Petition and MOU</b>		
<p>Comments: N/A</p> <p>Review conducted by: 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	WCPA uses Aeries as its student information system.
2. Is the staff person primarily responsible for attendance reporting adequately trained?	Y	WCPA staff attends various trainings and webinars.
3. Is there an approved Charter School calendar that includes a minimum of 175 instructional days?	Y	2023/24 Academic Calendar provided and reviewed.
4. Is there an approved class (bell) schedule?	Y	Bell 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	Governing board meeting minutes indicating review and approval of school calendar and bell schedule provided and reviewed.
6. Is attendance taken daily by an individual responsible for taking attendance?	Y	Attendance is taken electronically in Aeries by the teachers and reviewed by the attendance clerk.
7. Are absences excluded from the apportionment days?	Y	P1 Attendance Report submitted as sample.
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	TK Classroom Rosters 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	Employee master list provided and reviewed.
<b>Student Attendance – Independent Study</b>		
10. Are records maintained for audit as well as the total independent study ADA?	Y	Sample IS records provided and reviewed.
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 ratio of 25:1 or fewer. CALPADS Report 3.1 provided and reviewed.
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 2023/24 school year. Independent Study Policy provided.
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>	Y	Independent Study Policy and sample IS packet provided and reviewed.

## 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>
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	WCPA Fiscal Policies & Procedures provided.
2. Are there receipts issued for all monies received?	Y	Sample Receipt Form and Fiscal Policy provided.
3. Is an audit trail maintained to assure deposit of all monies?	Y	WCPA Fiscal Policies & Procedures (Page 8) Sample Deposit Form provided.
4. Is cash stored in a secure place prior to deposit?	Y	Cash is stored in a secure location with access only available to the Chief Business Office and Sr. Business Manager. Policy and verbal assurance.
5. Are deposits made in a timely manner?	Y	WCPA Fiscal Policies & Procedures (Page 10).
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 Charter Impact handles the reconciliation.  WCPA Fiscal Policies & Procedures (Page 10)
7. Are there adequate records maintained for audit?	Y	Charter impact collects and maintains records and copies of documents for audits.
<b>C. Disbursements</b>		
1. Are there approved policies addressing disbursements?	Y	WCPA Fiscal Policies & Procedures (Page 16)
2. Do disbursements require:	Y	WCPA Fiscal Policies & Procedures (Page 13)
a) An original invoice from the vendor?	Y	WCPA Fiscal Policies & Procedures (Page 13)
b) A receiving document?	Y	A packing slip, if applicable, is filed as back-up documentation.
c) Appropriate approval of the purchase?	Y	POs are approved by an authorized approver. WCPA Fiscal Policies & Procedures.
3. Are checks signed by authorized employees?	Y	The Superintendent, Chief Business Officer, and Board Chair are authorized to sign checks.
4. Is there a system to maintain vendor payment information for preparation of 1099s?	Y	MIP Sage is used to maintain 1099 vendor activity for the charter school.
5. Is there a segregation of duties between purchasing, receiving, and accounts payable?	Y	WCPA Fiscal Policies & Procedures (Page 5-6).
6. Are disbursements approved/ratified by Board?	Y	Payroll and check registers are approved at monthly board meetings. Sample meeting agenda provided.
7. Are there adequate records maintained for audit?	Y	WCPA Fiscal Policies & Procedures (Page 4-5) and WCPA Audit Report provided and reviewed.
<b>D. Payroll</b>		
1. Does the Charter School have a Board-approved Salary Schedule or other satisfactory salary structure?	Y	2023/24 board-approved Salary Schedule 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>	<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>
2. Are tax deposits completed in a timely manner?	Y	Charter Impact and Paycom are responsible for processing tax deposits in a timely manner.
3. Are earnings properly recorded for retirement reporting to Social Security, PERS, STRS?	Y	Charter Impact 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?	Y	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?	Y	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?	Y	WCPA Fiscal Policies & Procedures (Page 6).
7. Are there adequate records maintained for audit?	Y	WCPA Fiscal Policies & Procedures (Page 4-5) WCPA Audit Report provided and reviewed.
<b>E. Budget, Accounting, and Financial Reporting</b>		
1. Are there board approved policies addressing budget, accounting and financial reporting?	Y	WCPA Fiscal Policies & Procedures (Page 6-7).
2. Has the budget been approved by the Board?	Y	Board of Directors June 27, 2023 Agenda provided.
3. Is there a process to review and revise the budget for changes in student enrollment and operations?	Y	The Superintendent, Executive Team and CBO review and discuss enrollment and operations. The Board of Directors reviews the budget and accompanying financial statements monthly.
4. Are budget revisions approved/ratified by the Board?	Y	December 7, 2023 Agenda provided as sample. Fiscal Policy reviewed.
5. Are financial obligations provided for in the budget?	Y	Sample Monthly Financial Report and Sample board agenda provided and reviewed.
6. Are separate accounts maintained for restricted revenues and expenditures?	Y	WCPA is using the CSAM account code structure.
7. Are financial reports prepared and reviewed by the Board on a regular basis?	Y	Sample Monthly Financial Report and board meeting agenda provided.
8. Are mandated financial reports provided to the county Superintendent of schools in a timely manner? (EC 47604.33)	Y	Charter Impact 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.		
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.		KCSOS can confirm submission of all financial reports 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	Sample Monthly Financial Reports 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>
10. Does the charter school's budget align with the school's LCAP and LCAP Addendum/LEA Plan?	Y	Approved Budget and LCAP 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 (Page 47) provided and reviewed.
12. Is there a business accounting/information system that complies with State accounting and reporting requirements?	Y	Charter Impact uses the alternative forms.
<b>F. Audit</b>		
1. Which state-approved audit firm has been selected?	Y	WCPA has selected Eide Bailly, Inc. as the auditor for the 2023/24 school year audit. Audit Engagement Letter provided.
2. Has an audit schedule/timeline been developed?	Y	Auditors are scheduled to meet in April, 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?	Y	2022/23 Audit Report provided.
4. If needed, has a corrective action plan been developed?	N/A	The audit report did not result in any findings.
5. Are records maintained for audit?	Y	Audit report provided.
<b>G. Financial Condition</b>		
1. Is a prudent level of reserves maintained for economic uncertainties?	Y	Budgets indicate sufficient reserves maintained.
2. Are multi-year financial projections prepared?	Y	Budget projections provided and reviewed.
3. Are the projections and assumptions reasonable?	Y	WCPA's projections and assumptions are reasonable.
4. Have all long-term debt obligations been included?	N/A	WCPA does not currently have any long-term debt obligations.
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?	Y	Based on projections shown in the 2nd Interim, WCPA will be able to meet its financial obligations and maintain a prudent level of reserves during the current and two subsequent fiscal years.
<b>H. Equipment Inventory</b>		
1. Are there approved policies addressing the purchase and maintenance of equipment?	Y	WCPA Equipment Maintenance Policy and Procedures reviewed.
2. Is an equipment inventory:		
a) Maintained?	Y	WCPA uses asset management software to tag and track equipment.
b) Physically located on each site?	Y	Equipment inventory onsite with identification.
3. Is equipment purchased with federal funds properly identified?	Y	Asset Management Equipment Inventory.
4. Are records maintained for audit purposes?	Y	Asset Management Equipment Inventory.





### 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	WCPA Instructional Framework and petition reviewed and classroom observations confirmed.
2. Is the Charter School staffing sufficient to carry out the educational program and consistent with the terms of the charter petition?	Y	WCPA's classes on average have a 1 to 24 teacher to student ratio. CALPADS report 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	Student/Parent Handbook (Page 18).
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	ELL Master Plan, ELD Scope and Sequence and student demographics reviewed.
5. Has the Charter School obtained WASC accreditation as outlined in the petition, if applicable?	Y	WASC Accreditation Letter provided.
6. Has the charter's Course of Study been revised to include: a. Social Science instruction related to the contributions of people of all genders, Latino, LGBTQ, regardless of religious and socioeconomic status EC 51204.5. b. Grades 1-6: the inclusion of instruction in cursive writing in the appropriate grade levels? EC 51210(a)(1).	Y	History/Social Science Scope and Sequence includes new requirements. Currently, grades 1-6 embed cursive writing, but WCPA will be adopting new writing curriculum for 2024-25.
<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	Review of current SIRAS data, a sample of Interim-Placement IEP and a 30-day IEP, as well as classroom visits, confirmed appropriate placement of students with IEPs.
b) Referral and assessment of students suspected of requiring special education and related services?	Y	Reviewed sample SST, MTSS Tracker, and child Find PD PPT in Google Doc. Also reviewed current SIRAS data.
c) Compliance with the timelines related to special education?	Y	Reviewed CALPADS 16.21 report as of 3/28/24, cross-referenced to current SIRAS data as of 3/28/24.
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 Doc. IEP services also witnessed during 4/9/24 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 Student Information page included in Google Doc which noted bus aide support.
4. Does the Charter School have a plan for the provision of transportation of Special Education students who require this related service?	Y	Provision of transportation document.
5. Does the Charter School have a process for determining a student's eligibility for services under Section 504?	Y	Review of sample 504 Plan confirmed and also witnessed services during 4/9/24 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>
6. Does the Charter School develop and implement accommodation plans for any students who are 504 eligible?	Y	Reviewed sample 504 Plan and Parental Safeguards documentation. 504 plan accommodations also witnessed during 4/9/24 classroom observations.
7. Does the Charter School ensure that Special Education funds are not used to serve students identified under Section 504?	Y	Verbal confirmation by CBO.
8. Does the Charter School follow a process for identification and reclassification of students who are English Learners?	Y	English Learner Master Plan provided and 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)}?	Y	Student/Parent Handbook (Page 18).
<b>C. Curricular Materials</b>		
1. Is the Charter School utilizing standards-aligned instructional materials?	Y	WCPA Instructional Framework (K-12) Elementary & Secondary Instructional Materials List, and Secondary Course Catalog reviewed.
2. Is the Charter School utilizing instructional materials that address the specific needs of English Learners?	Y	EL instructional materials list, EL Master Plan and classroom observations confirmed use.
3. Is the Charter School utilizing instructional materials that address the specific needs of Special Education students?	Y	Sample of Annual IEP with accommodations and classroom observations confirmed use.
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 does not require a course in health education for graduation from high school.
<b>D. Professional Development</b>		
1. Has Charter School staff received legally required trainings?	Y	Documentation provided and reviewed.
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	Documentation provided and reviewed.
3. Is Charter School staff provided opportunities for professional development necessary to carry out the instructional program as outlined in the petition?	Y	Documentation that the charter staff received multiple opportunities for PD related to the instructional program.
<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	TK-12 District Wide 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?	Y	2024 Dashboard data and the CDE report that WCPA-LH is in the Middle Tier of charter performance, which provides for a 5-year renewal term.
3. Has the Charter School completed and posted a SARC containing required elements by Feb 1, 2024?	Y	A compliant SARC was posted by Feb. 1, 2024.



## 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 and Carlos Navarro, Facilities & Operations Manager
2. Is there a custodial schedule that reflects appropriate and timely attention to providing students with a clean and safe learning environment?	Y	Standard Operating Procedures provided as evidence.
3. Do all facilities in which the Charter School is housed meet the American with Disabilities Act requirements?	Y	Fire Inspections and Certificates of Occupancy provided as evidence.
4. Has the Charter School identified all single-user toilet facilities as all gender facilities? (Article 5, Health & Safety Code)	Y	All single-user facilities have been designated as all-gender facilities.
5. Is there a process for providing routine inspection and maintenance to ensure that Charter School facilities including playgrounds remain in good condition?	Y	Evidence includes a Service Support Online Request, Routine Inspections Logs, and a completed Playground Equipment Report.
6. Have the Charter School's facilities been modified during the past year?	N/A	The campus is not currently undergoing any renovations during the past school year.
7. Are the Charter School's facilities adequate for the number of students and types of programs assigned to each site?	Y	WCPA Capacity Chart provided and 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	Certificates of Occupancy and Kern County Fire Life & Safety Inspection Report provided and reviewed.
9. Does the Charter School have plans to modernize and/or add facilities to the existing site?	N/A	WCPA does not have any plans for expansion of facilities at this point in time.
Does the Charter School plan to add a new site? If so, has proper notification been made to the approving agency?	N/A	WCPA does not plan to add a new site.
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	WCPA-LH has a comprehensive emergency plan and two AED's onsite.
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	WCPA has not been made aware of any lactating pupils, but provided evidence of such a location, if needed.
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 girls' restrooms have dispensers with free feminine hygiene products.
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	WCPA provides transportation with its own staff and vehicles. No reports of negligence.
<b>Items Specific to the Charter Petition and MOU</b>	N/A	
<b>Comments:</b> Lovely facilities for staff and students.		
<b>Review Conducted by:</b> 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.
2. Is there a list or roster of governing board members?	Y	Roster of Governing Board of Directors 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	WCPA-LH documented parental involvement through multiple means including participation on the board.
4. Is the Board free of real or perceived conflicts of interest?	Y	Conflict of Interest Policy provided.
5. Is the composition of the Board consistent with the approved Charter?	Y	The composition of the WCPA Board of Directors is consistent with the approved charter, which provides for seven board members. The WCPA Board currently consists of five current directors. Two positions are currently vacant – the previous parent and member-at-large members resigned for personal reasons. WCPA is currently in the process of trying to fill both roles.
<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	2023/24 Board of Directors Meeting Calendar provided and reviewed.
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 and reviewed.
b) Brown Act training and meeting compliance?	Y	Documentation of training provided.
c) Twice the time limit, if one is used, for public comment for non-English speakers? (Govt. Code 54954.3)	Y	Sample 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 minutes are available both in the office and are posted on the school's website. WCPA Public Records Act Request Policy.
3. Does the Board have resolutions and Board-adopted policies that address the following:		
a) Conflict of interest (*SB 126 compliant?)	Y	Conflict of Interest Policy provided and reviewed.
b) Handbooks- Parent, Student, Employee (*AB 1505/SB 75 compliant?)	Y	Parent/Student and Employee Handbooks provided and reviewed.
c) Student & Employee discipline and due process (*SB 419 compliant?)	Y	Parent/Student Handbook (Pages 64-82) and WCPA Employee Handbook (Pages 73-74).
d) Parent complaint resolution and due process	Y	Uniform Complaint Policy and Procedures reviewed.
e) Internal controls policies and related forms and systems	Y	Fiscal Policies and Procedures Manual provided.
f) Bank signature authorizations, etc.	Y	Bank Signature Authorizations and Fiscal Policy.

## 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>
g) Harassment- student, staff	Y	Handbooks and policies provided and reviewed.
h) Safety Plan	Y	School Safety Plan provided and reviewed.
i) Immunization records	Y	On file, upon request, documentation provided.
j) Family Educational Rights and Privacy Act (FERPA) – policy and notices	Y	Parent/Student Handbook (Page 38) and Annual Notification (Pages 28-31) provided.
4. Have any changes made by the Board to bylaws or any document required by the Charter/MOU been communicated to the County Superintendent?	N/A	No changes in 2023-24.
<b>C. Parent/Staff Involvement</b>		
1. Is there a process in place that ensures that parents, teachers, and staff may provide input regarding the effectiveness of the Charter School?	Y	WCPA offers multiple avenues for input from constituents including parent representation on the Board of Directors, Parent Advisory Committee and ELAC meetings. In addition, WCPA holds feedback sessions with staff to provide input into the LCAP process.
2. Do board-meeting minutes reflect that the Charter Board held a public hearing prior to approving its LCAP? (SB 75)	Y	May 25, 2023 Board of Directors Meeting Agenda.
3. Is there evidence that the charter presented a report on the annual LCAP update and its LCFF budget overview for parents on or before February 28 at a regularly scheduled board meeting? If so, did that report include midyear outcome data related to the metrics of the current year’s LCAP, and all available midyear expenditure and implementation data on all actions identified in that LCAP? EC 47606.5(e)(1) and (2).	Y	February 26, 2024 Board of Directors Meeting Agenda and 2023/24 Annual Update to the LCAP Report.
<b>D. LCAP/LEA Plans and Categorical Funds</b>		
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?	Y	June 27, 2023 Board of Directors Meeting Agenda provided and reviewed.
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)}	Y	WCPA-LH website reviewed.
3. Are the Title I funds/categorical funding being used to supplement the charter’s LCAP goals?	Y	2023/24 LCAP with Title I Expenditures (Pages 51) and LCAP Federal Addendum reviewed.
<b>E. Items specific to the Charter Petition and MOU</b>		
1. Does the charter board understand that each charter school operating under its oversight is an individual school under the jurisdiction of the Board?	Y	The Board of Directors understands that each charter school is operating independent of any other charter school.
<b>Comments:</b> The preparation work done by Wonderful was very helpful and extensive. Very well done!		
<b>Review conducted by:</b> Mary Westendorf, KCSOS District Advisory		

## 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	WCPA has documentation that TB results are current on employees.
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	Documentation provided that all employees completed the AB-1432 training.
4. Does the Charter School have approved personnel policies and practices that are consistent with the petition, MOU, and all applicable laws?	Y	Policies and Employee Handbook reviewed, and on site visit confirmed.
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 that all supervisors completed training.
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	Evidence provided and reviewed.
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	Evidence provided and reviewed.
8. Does the Charter School have a DFEH-created poster regarding transgender rights posted in a prominent and accessible location? (Govt. Code 12950)	Y	Evidence provided that the poster is posted in the administration 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	Master staff list 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?	N	See Item 6B-2 Comment below.
3. Do teachers who are providing Special Education and Related Services have the appropriate credentials and certifications?	Y	WCPA - DLO Employee Master List 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	Classified staff list provided with qualifications provided and reviewed.
1. Does the Charter School provide adequate staffing for:		
a) Custodial	Y	WCPA - DLO Employee Master List
b) Food Service	Y	WCPA - DLO Employee Master List
c) Information Technology	Y	WCPA - DLO Employee Master List
d) Lunch/Break Supervision	Y	WCPA - DLO Employee Master List
e) Clerical/Record Keeping	Y	WCPA - DLO Employee Master List





## 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	Intent to Enroll Forms and Enrollment packet 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?	Y	Enrollment forms and verbal assurance that the charter only has one enrollment process.
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	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 forms provided and 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 Notification Letter and script for lottery provided.
6. Does the Charter School have records documenting immunizations to the extent required for enrollment in public schools?	Y	Records are kept in the SIS, Aeries. Copy of immunization record provided.
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	2023-24 DataQuest Data indicates that WCPA-LH racial and ethnic backgrounds are comparable to Lost Hills School District.
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	Student enrollment data reviewed and compared with that of the local district.
<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	Student/Family Handbook provided.
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	Student/Family Handbook reviewed.
3. Have the charter's discipline practices been updated to include: a certificated or classified employee may refer a student to school administrators for in-school intervention or supports from the list of other means of correction specified in EC 48900.5(b)(1) <u>and</u> that a school administrator will, within 5 business days document the actions taken, if any, <u>and</u> place that documentation into the pupil's record, <u>and</u> that the school administrator will inform the referring staff member, verbally or in writing, what actions were taken, and if none, the rationale for that decision? EC 48901.1(d)(1).	Y	Staff training materials on discipline practices provided and 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>	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>
4. Does the charter's suspension/expulsion policy state that a pupil shall not be suspended/expelled based solely on the fact that they are truant, tardy or otherwise absent from school activities? <i>EC 48900(w)(1)</i>	Y	Parent/Student Handbook does not explicitly state the item, but it does not contradict it.
5. 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? <i>{EC 47605(d)(4)}</i>	Y	Student/Family Handbook provided.
6. 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? <i>{48915.5(d)}</i>	Y	Student/Family 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 <i>*EC {32282(a)(2)}</i> ? <i>EC {47605(b)(5)(F)}</i>	Y	School Safety Plan reviewed.
2. Is there evidence that the School Safety Plan was reviewed and updated by March 1 <i>{EC 47605(b)(5)(F)}</i> and that a public hearing was held before its adoption? <i>EC 32288(b)(1)</i>	Y	Evidence provided that the SSC held a public hearing.
3. Is there evidence that staff has been trained in health, safety, and emergency procedures?	Y	Evidence provided that staff were trained.
4. Does the Charter School maintain a calendar of emergency drills for each site in which it operates?	Y	Emergency Drill Record provided.
5. Does the charter's Safety Plan include procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at an activity sponsored by the school or on a school bus serving the school? <i>EC 32282(a)(2)(K)</i>	Y	School Safety Plan reviewed.
6. Does the charter's Safety Plan include appropriate adaptations for pupils with disabilities in accordance with <i>EC 32282(a)(2)(B)</i> ?	Y	School Safety Plan provided and reviewed.
7. After the March 1 review, or at any time, was the charter notified by any person of any concern(s) related to the adaptations for pupils with disabilities? If so, is there evidence that the charter reviewed the concerns and if found credible, modify the adaptations, accordingly? <i>EC 32288(a)(2)(B)</i>	Y	WCPA services any student(s) in need of special accommodations relating to short-term or long-term disabilities. Student Support Emergency Procedures for IEP, 504, or Temporary Health Concerns
8. If the charter serves students in grades 7-12, does the school's Safety Plan include a protocol in the event a student is suffering or is believed to be suffering from an Opioid overdose? <i>EC 47605(c)(5)(C)(ii)</i> .	Y	School Safety Plan reviewed.
9. 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? <i>{EC 49476}</i>	Y	CIF Central Section Athletic Clearance Forms 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>
10. 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	WCPA-LH has an on-site wellness team through the Student Wellness Center that screens for vision and hearing.
11. 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	Evidence provided that notifications are at least twice a year and on the school's website.
12. Does the charter have board-adopted Suicide Prevention Policies for grades K-6 and 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	Youth Suicide Prevention Policy reviewed.
13. Did the Charter School provide each needy pupil as defined in EC 49552, with two free nutritionally-adequate meals to any pupil who requests a meal without consideration of the pupil's eligibility {EC 49501.5(a)(2)} with adequate time to eat each, based upon the recommendations of the National School Lunch/Breakfast programs? EC 49501.5(1)(A)	Y	WCPA provides three free meals a day to all students.
14. If the Charter serves grades 7-12 and 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 Student ID Card
15. 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 finding are reviewed in a public meeting every two years? {EC 49564(a)}	Y	WCPA qualifies and is currently providing free meals to all students regardless of family income.
16. 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.
17. 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/Family Handbook reviewed.
18. Does the Charter's Excused Absence Policy include the purpose of attending the funeral services or grieving the death of either a member of the student's immediate family or of a person that is determined by the pupil's parent/guardian to be in such close association with the pupil to be considered "immediate family" so long as the absence is not more than 5 days per incident? EC 48205(a)(4).	Y	Student/Family Handbook reviewed.
19. Does the charter's Excused Absence Policy include up to three days for a student to access services from a victim services organization, to access grief support services or to participate in safety planning or to take other actions to increase student safety or that of an immediate family member? EC 48205(a)(13)	Y	Student/Family Handbook 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>	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>
20. 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/Family Handbook reviewed.
21. Has the charter provided to certificated schoolsite 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	Evidence of resources being provided to staff.
22. Does the charter's Safety Plan include procedures for the storage and administration of emergency epinephrine auto-injectors? EC 49414(a)	Y	School Safety Plan reviewed.
23. If the charter serves students in grades 9-12, and allows on-campus access to employers, does it include access to military services? EC 49603.	N/A	WCPA does not allow on-campus access to employers.
<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/Family Handbook and Annual Notification provided and reviewed.
2. Are parents provided with annual notifications as required by the petition, the MOU, and all applicable laws? {EC 48980, EC 48985}	Y	Annual Notifications provided and 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	WCPA 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	The charter provided evidence that it provides the Notice, as required.
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	WCPA-LH 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}	Y	Student/Family Handbook reviewed.
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	Family Notifications on FAFSA and College Readiness 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>	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. 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	WCPA has posted the anti-discrimination policy in central areas of the campus including the staff lounges, school offices and harvest hall.
9. If the charter serves high school students, did it receive a petition requesting pupil representation on its governing board? If so, did the charter add a student representative per EC 47604.2?	N/A	WCPA-LH has not received a petition requesting pupil representation on its governing board.
<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?	Y	Student demographic data reviewed and compared with that of the Lost Hills and Wasco HS Districts.
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	WCPA Administration has worked closely with KCSOS Agencies; community members and organizations; and families to ensure enrollment practices closely resemble the student population it represents, including the demographic data of the county and local school district in which it resides.
<b>Comments: N/A</b>		
<b>Reviewed conducted by:</b> Cathie Morris, KCSOS Charter Consultant and Lee Knotts, KCSOS SELPA Director		

## **\*Education Codes/Legal Compliance Citations**

### **Section 1: General Requirements and Section 3: Educational Program**

#### **EC Section 220:**

No person shall be subjected to discrimination on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance, or enrolls pupils who receive state student financial aid.

#### **Penal Code 422.55:**

Under **Penal Code 422.55 PC**, California law defines a **hate crime** as a criminal act committed in whole or in part because of the victim's actual or perceived **disability, gender, nationality, race or ethnicity, religion, sexual orientation**, or association with a person or group with one or more of these actual or perceived characteristics.

### **Section 3: Educational Program**

#### **EC Section: 313.1/313.2:**

For purposes of this article, the following terms have the following meanings:

(a)(1) "Long-term English learner" means an English learner to which all of the following apply:

(A) Is enrolled in any of grades 6 to 12, inclusive.

(B) Has been enrolled in schools in the United States for six years or more.

(C) Has remained at the same English language proficiency level for two or more consecutive prior years, or has regressed to a lower English language proficiency level, as determined by the English language development test identified or developed pursuant to [Section 60810](#), or a score determined by the Superintendent on any successor test.

(D) For a pupil in any of grades 6 to 9, inclusive, has scored far below basic or below basic on the prior year's English language arts standards-based achievement test administered pursuant to [Section 60640](#), or a score determined by the Superintendent on any successor test.

### **Section 5: Governance**

#### **Education Code Section 47604.1 / Senate Bill 126 Compliance:**

New Education Code section 47604.1 provides that charter schools and entities managing charter schools (defined as a nonprofit public benefit corporation that operates a charter school) are subject to the Ralph M. Brown Act (or the Bagley-Keene Open Meeting Act). It also prescribes specific rules regarding meeting locations and meeting content.

Additionally, Education Code section 47604.1 clarifies that the California Public Records Act applies to both charter schools and entities managing charter schools.

Finally, the new law subjects charter schools and entities managing charter schools to both Government Code section 1090 and the Political Reform Act of 1974. This means that charter school officials may not be financially interested in any contract made by them in their official capacity. They must also comply with all conflict prohibitions and reporting

requirements of the Political Reform Act and must adopt a conflict of interest code. Unlike employees of school districts and county offices of education, a charter school employee may serve as a member of the charter school's governing board; however, the employee must abstain from voting on, influencing, or attempting to influence another member of the governing board regarding any matters uniquely affecting the member's employment with the charter school.

## **Section 7: Student Services**

### **EC 48901.1 and SB 419 Compliance:**

Notwithstanding Section 47610 or any other law, commencing July 1, 2020, the following provisions apply to charter schools:

(a) A pupil enrolled in a charter school in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended on the basis of having disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties, and those acts shall not constitute grounds for a pupil enrolled in a charter school in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(b) A pupil enrolled in a charter school in any of grades 6 to 8, inclusive, shall not be suspended on the basis of having disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This subdivision is inoperative on July 1, 2025.

### **School Safety Plan/EC 32282 Compliance:**

a) The comprehensive school safety plan shall include, but not be limited to, both of the following:

- (1) Assessing the current status of school crime committed on school campuses and at school-related functions.
- (2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

- (A) Child abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code .
- (B) Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the federal Americans with Disabilities Act of 1990 ( 42 U.S.C. Sec. 12101 et seq. ). The disaster procedures shall also include, but not be limited to, both of the following:

- (i) Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. The system shall include, but not be limited to, all of the following:
  - (I) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff.
  - (II) A drop procedure whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.
  - (III) Protective measures to be taken before, during, and following an earthquake.
  - (IV) A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.
- (ii) Establishing a procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The school district or county office of education shall cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the needs of the community.

- (C) Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900 ) of Chapter 6 of Part 27 of Division 4 of Title 2.
- (D) Procedures to notify teachers of dangerous pupils pursuant to Section 49079 .
- (E) A discrimination and harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200 ) of Part 1.
- (F) The provisions of any schoolwide dress code, pursuant to Section 35183 , that prohibits pupils from wearing “gang-related apparel,” if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define “gang-related apparel.” The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. A schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For purposes of this paragraph, “gang-related apparel” shall not be considered a protected form of speech pursuant to Section 48950 .
- (G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.
- (H) A safe and orderly environment conducive to learning at the school.
- (I) The rules and procedures on school discipline adopted pursuant to Sections 35291 , 35291.5, 47605, and 47605.6.
- (J) Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on school campuses and at school-related functions. The procedures to prepare for active shooters or other armed assailants shall be based on the specific needs and context of each school and community.
- (b) It is the intent of the Legislature that schools develop comprehensive school safety plans using existing resources, including the materials and services of the partnership, pursuant to this chapter. It is also the intent of the Legislature that schools use the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled “Safe Schools: A Planning Guide for Action” in conjunction with developing their plan for school safety.
- (c) Each schoolsite council or school safety planning committee, in developing and updating a comprehensive school safety plan, shall, where practical, consult, cooperate, and coordinate with other schoolsite councils or school safety planning committees.
- (d) The comprehensive school safety plan may be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public.

### **EC 215 Suicide Prevention Policy Compliance Grades 7-12:**

- (a)(1) The governing board or body of a local educational agency that serves pupils in grades 7 to 12, inclusive, shall, before the beginning of the 2017-18 school year, adopt, at a regularly scheduled meeting, a policy on pupil suicide prevention in grades 7 to 12, inclusive. The policy shall be developed in consultation with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts and shall, at a minimum, address procedures relating to suicide prevention, intervention, and postvention.
- (2) The policy shall specifically address the needs of high-risk groups, including, but not limited to, all of the following:
  - (A) Youth bereaved by suicide.
  - (B) Youth with disabilities, mental illness, or substance use disorders.
  - (C) Youth experiencing homelessness or in out-of-home settings, such as foster care.
  - (D) Lesbian, gay, bisexual, transgender, or questioning youth.
- (3)(A) The policy shall also address any training to be provided to teachers of pupils in grades 7 to 12, inclusive, on suicide awareness and prevention.



(B) Materials approved by a local educational agency for training shall include how to identify appropriate mental health services, both at the schoolsite and within the larger community, and when and how to refer youth and their families to those services.

(C) Materials approved for training may also include programs that can be completed through self-review of suitable suicide prevention materials.

(4) The policy shall be written to ensure that a school employee acts only within the authorization and scope of the employee's credential or license. Nothing in this section shall be construed as authorizing or encouraging a school employee to diagnose or treat mental illness unless the employee is specifically licensed and employed to do so.

(b) The governing board or body of a local educational agency that serves pupils in grades 7 to 12, inclusive, shall review, at minimum every fifth year, its policy on pupil suicide prevention and, if necessary, update its policy.

(d) For purposes of this section, "local educational agency" means a county office of education, school district, state special school, or charter school.

### **EC 215(2)(A) Suicide Prevention Policy Compliance Grades K-6:**

(A) The governing board or body of a local educational agency that serves pupils in kindergarten and grades 1 to 6, inclusive, shall, before the beginning of the 2020-21 school year, adopt, at a regularly scheduled meeting, a policy on pupil suicide prevention in kindergarten and grades 1 to 6, inclusive. The policy shall be developed in consultation with school and community stakeholders, the county mental health plan, school-employed mental health professionals, and suicide prevention experts and shall, at a minimum, address procedures relating to suicide prevention, intervention, and postvention.

(B) The policy for pupils in kindergarten and grades 1 to 6, inclusive, shall be age appropriate and shall be delivered and discussed in a manner that is sensitive to the needs of young pupils.

(C) The policy for pupils in kindergarten and grades 1 to 6, inclusive, shall be written to ensure proper coordination and consultation with the county mental health plan if a referral is made for mental health or related services on behalf of a pupil who is a Medi-Cal beneficiary.

(3) The policy shall specifically address the needs of high-risk groups, including, but not limited to, all of the following:

(A) Youth bereaved by suicide.

(B) Youth with disabilities, mental illness, or substance use disorders.

(C) Youth experiencing homelessness or in out-of-home settings, such as foster care.

(D) Lesbian, gay, bisexual, transgender, or questioning youth.

4)(A) The policy shall also address any training on suicide awareness and prevention to be provided to teachers of pupils in all of the grades served by the local educational agency.

(B) Materials approved by a local educational agency for training shall include how to identify appropriate mental health services, both at the schoolsite and within the larger community, and when and how to refer youth and their families to those services.

(C) Materials approved for training may also include programs that can be completed through self-review of suitable suicide prevention materials.

(5) The policy shall be written to ensure that a school employee acts only within the authorization and scope of the employee's credential or license. Nothing in this section shall be construed as authorizing or encouraging a school employee to diagnose or treat mental illness unless the employee is specifically licensed and employed to do so.(6)

(b) The governing board or body of a local educational agency that serves pupils in kindergarten and grades 1 to 12, inclusive, shall review, at minimum every fifth year, its policy on pupil suicide prevention and, if necessary, update its policy. (d) For purposes of this section, "local educational agency" means a county office of education, school district, state special school, or charter school.

### **EC 221.61: Title IX Website Information**

(a) On or before July 1, 2017, public schools, private schools that receive federal funds and are subject to the requirements of Title IX, school districts, county offices of education, and charter schools shall post in a prominent and conspicuous location on their Internet Web sites all of the following:

(1) The name and contact information of the Title IX coordinator for that public school, private school, school district, county office of education, or charter school, which shall include the Title IX coordinator's phone number and email address.

(2) The rights of a pupil and the public and the responsibilities of the public school, private school, school district, county office of education, or charter school under Title IX, which shall include, but shall not be limited to, Internet Web links to information about those rights and responsibilities located on the Internet Web sites of the department's Office for Equal Opportunity and the United States Department of Education Office of Civil Rights, and the list of rights specified in Section 221.8.

(3) A description of how to file a complaint under Title IX, which shall include all of the following:

(A) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred, and how a complaint may be filed beyond the statute of limitations.

(B) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including, but not limited to, Internet Web links to this information on the United States Department of Education Office for Civil Rights' Internet Web site.

(C) An Internet Web link to the United States Department of Education Office for Civil Rights complaints form, and the contact information for the office, which shall include the phone number and email address for the office.

### **Ed Code 234.6 Website Posting Compliance:**

(a) For purposes of this article, "local educational agency" means a county office of education, school district, state special school, or charter school.

(b) Commencing with the 2020-21 academic year, each local educational agency shall ensure that all of the following information is readily accessible in a prominent location on the local educational agency's existing internet website in a manner that is easily accessible to parents or guardians and pupils:

(1) The local educational agency's policy on pupil suicide prevention in grades 7 to 12, inclusive, adopted pursuant to Section 215.(2) The local educational agency's policy on pupil suicide prevention in kindergarten and grades 1 to 6, inclusive, adopted pursuant to Section 215, including reference to the age appropriateness of that policy.(3) The definition of discrimination and harassment based on sex as described in Section 230. This shall include the rights set forth in Section 221.8.(4) The Title IX information included on a local educational agency's internet website pursuant to Section 221.61.(5) A link to the Title IX information included on the department's internet website pursuant to Section 221.6.(6) The local educational agency's written policy on sexual harassment, as it pertains to pupils, prepared pursuant to Section 231.5.(7) The local educational agency's policy, if it exists, on preventing and responding to hate violence as described in Section 233.(8) The local educational agency's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies as described in Section 234.1.(9) The local educational agency's anti-cyberbullying procedures adopted pursuant to Section 234.4.(10) A section on social media bullying that includes all of the following references to possible forums for social media bullying:(A) Internet websites with free registration and ease of registration.(B) Internet websites offering peer-to-peer instant messaging.(C) Internet websites offering comment forums or sections.(D) Internet websites offering image or video posting platforms.(11) A link to statewide resources, including community-based organizations, compiled by the department pursuant to Section 234.5.(12) Any additional information a local educational agency deems important for preventing bullying and harassment.

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

***Charter School Oversight Review***  
***2023-24***

*School: WCPA-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 the fall semester, 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	Authorizer has identified Kimberly Graham, KCSOS Administrator of Federal, State and Local Support.
2. Has a schedule or plan been made to visit the Charter School at least annually? [EC 47604.32]	Y	The visit was on April 9, 2024.
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, KCSOS District 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, KCSOS District 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	No material revision in 2023-24.
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.

# 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.
<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	Board meeting minutes and Wellness Policy 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 reviewed.
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 Non-Discrimination/Harassment Policy provided 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	WCPA Charter Petition - Element 8.
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 and Family Handbook - Alternatives to Diplomas (Pages 20-21).
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 track to graduate to exempt them from coursework not included in the state’s required coursework for graduation requirements per EC 51225?	Y	Student and Family Handbook - Alternatives to Diplomas (Pages 20-21).
<b>E. Items Specific to the Charter Petition and MOU</b>		
<p>Comments: N/A</p> <p>Review conducted by: 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	WCPA uses Aeries as its student information system.
2. Is the staff person primarily responsible for attendance reporting adequately trained?	Y	WCPA staff attends various trainings and webinars.
3. Is there an approved Charter School calendar that includes a minimum of 175 instructional days?	Y	2023/24 Academic Calendar provided and reviewed.
4. Is there an approved class (bell) schedule?	Y	Bell 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	Governing board meeting minutes indicating review and approval of school calendar and bell schedule provided and reviewed.
6. Is attendance taken daily by an individual responsible for taking attendance?	Y	Attendance is taken electronically in Aeries by the teachers and reviewed by the attendance clerk.
7. Are absences excluded from the apportionment days?	Y	P1 Attendance Report submitted as sample.
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	TK Classroom Rosters 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	Employee master list provided and reviewed.
<b>Student Attendance – Independent Study</b>		
10. Are records maintained for audit as well as the total independent study ADA?	Y	Sample IS records provided and reviewed.
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 ratio of 25:1 or fewer. CALPADS Report 3.1 provided and reviewed.
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 2023/24 school year. Independent Study Policy provided.
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	Independent Study Policy and sample IS packet provided and reviewed.

## 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	WCPA Fiscal Policies & Procedures provided.
2. Are there receipts issued for all monies received?	Y	Sample Receipt Form and Fiscal Policy provided.
3. Is an audit trail maintained to assure deposit of all monies?	Y	WCPA Fiscal Policies & Procedures (Page 8) Sample Deposit Form provided.
4. Is cash stored in a secure place prior to deposit?	Y	Cash is stored in a secure location with access only available to the Chief Business Office and Sr. Business Manager. Policy and verbal assurance.
5. Are deposits made in a timely manner?	Y	WCPA Fiscal Policies & Procedures (Page 10).
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 Charter Impact handles the reconciliation.  WCPA Fiscal Policies & Procedures (Page 10)
7. Are there adequate records maintained for audit?	Y	Charter impact collects and maintains records and copies of documents for audits.
<b>C. Disbursements</b>		
1. Are there approved policies addressing disbursements?	Y	WCPA Fiscal Policies & Procedures (Page 16)
2. Do disbursements require:	Y	WCPA Fiscal Policies & Procedures (Page 13)
a) An original invoice from the vendor?	Y	WCPA Fiscal Policies & Procedures (Page 13)
b) A receiving document?	Y	A packing slip, if applicable, is filed as back-up documentation.
c) Appropriate approval of the purchase?	Y	POs are approved by an authorized approver. WCPA Fiscal Policies & Procedures.
3. Are checks signed by authorized employees?	Y	The Superintendent, Chief Business Officer, and Board Chair are authorized to sign checks.
4. Is there a system to maintain vendor payment information for preparation of 1099s?	Y	MIP Sage is used to maintain 1099 vendor activity for the charter school.
5. Is there a segregation of duties between purchasing, receiving, and accounts payable?	Y	WCPA Fiscal Policies & Procedures (Page 5-6).
6. Are disbursements approved/ratified by Board?	Y	Payroll and check registers are approved at monthly board meetings. Sample meeting agenda provided.
7. Are there adequate records maintained for audit?	Y	WCPA Fiscal Policies & Procedures (Page 4-5) and WCPA Audit Report provided and reviewed.
<b>D. Payroll</b>		
1. Does the Charter School have a Board-approved Salary Schedule or other satisfactory salary structure?	Y	2023/24 board-approved Salary Schedule 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>	<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>
2. Are tax deposits completed in a timely manner?	Y	Charter Impact and Paycom are responsible for processing tax deposits in a timely manner.
3. Are earnings properly recorded for retirement reporting to Social Security, PERS, STRS?	Y	Charter Impact 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?	Y	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?	Y	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?	Y	WCPA Fiscal Policies & Procedures (Page 6).
7. Are there adequate records maintained for audit?	Y	WCPA Fiscal Policies & Procedures (Page 4-5) WCPA Audit Report provided and reviewed.
<b>E. Budget, Accounting, and Financial Reporting</b>		
1. Are there board approved policies addressing budget, accounting and financial reporting?	Y	WCPA Fiscal Policies & Procedures (Page 6-7).
2. Has the budget been approved by the Board?	Y	Board of Directors June 27, 2023 Agenda provided.
3. Is there a process to review and revise the budget for changes in student enrollment and operations?	Y	The Superintendent, Executive Team and CBO review and discuss enrollment and operations. The Board of Directors reviews the budget and accompanying financial statements monthly.
4. Are budget revisions approved/ratified by the Board?	Y	December 7, 2023 Agenda provided as sample. Fiscal Policy reviewed.
5. Are financial obligations provided for in the budget?	Y	Sample Monthly Financial Report and Sample board agenda provided and reviewed.
6. Are separate accounts maintained for restricted revenues and expenditures?	Y	WCPA is using the CSAM account code structure.
7. Are financial reports prepared and reviewed by the Board on a regular basis?	Y	Sample Monthly Financial Report and board meeting agenda provided.
8. Are mandated financial reports provided to the county Superintendent of schools in a timely manner? (EC 47604.33)	Y	Charter Impact 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.		
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.		KCSOS can confirm submission of all financial reports 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	Sample Monthly Financial Reports 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>
10. Does the charter school's budget align with the school's LCAP and LCAP Addendum/LEA Plan?	Y	Approved Budget and LCAP 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 (Page 47) provided and reviewed.
12. Is there a business accounting/information system that complies with State accounting and reporting requirements?	Y	Charter Impact uses the alternative forms.
<b>F. Audit</b>		
1. Which state-approved audit firm has been selected?	Y	WCPA has selected Eide Bailly, Inc. as the auditor for the 2023/24 school year audit. Audit Engagement Letter provided.
2. Has an audit schedule/timeline been developed?	Y	Auditors are scheduled to meet in April, 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?	Y	2022/23 Audit Report provided.
4. If needed, has a corrective action plan been developed?	N/A	The audit report did not result in any findings.
5. Are records maintained for audit?	Y	Audit report provided.
<b>G. Financial Condition</b>		
1. Is a prudent level of reserves maintained for economic uncertainties?	Y	Budgets indicate sufficient reserves maintained.
2. Are multi-year financial projections prepared?	Y	Budget projections provided and reviewed.
3. Are the projections and assumptions reasonable?	Y	WCPA's projections and assumptions are reasonable.
4. Have all long-term debt obligations been included?	N/A	WCPA does not currently have any long-term debt obligations.
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?	Y	Based on projections shown in the 2nd Interim, WCPA will be able to meet its financial obligations and maintain a prudent level of reserves during the current and two subsequent fiscal years.
<b>H. Equipment Inventory</b>		
1. Are there approved policies addressing the purchase and maintenance of equipment?	Y	WCPA Equipment Maintenance Policy and Procedures reviewed.
2. Is an equipment inventory:		
a) Maintained?	Y	WCPA uses asset management software to tag and track equipment.
b) Physically located on each site?	Y	Equipment inventory onsite with identification.
3. Is equipment purchased with federal funds properly identified?	Y	Asset Management Equipment Inventory.
4. Are records maintained for audit purposes?	Y	Asset Management Equipment Inventory.



### 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	WCPA Instructional Framework and petition reviewed and classroom observations confirmed.
2. Is the Charter School staffing sufficient to carry out the educational program and consistent with the terms of the charter petition?	Y	WCPA's classes on average have a 1 to 24 teacher to student ratio. CALPADS report 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	Student/Parent Handbook (Page 18).
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	ELL Master Plan, ELD Scope and Sequence and student demographics reviewed.
5. Has the Charter School obtained WASC accreditation as outlined in the petition, if applicable?	Y	WASC Accreditation Letter provided.
6. Has the charter's Course of Study been revised to include: a. Social Science instruction related to the contributions of people of all genders, Latino, LGBTQ, regardless of religious and socioeconomic status EC 51204.5. b. Grades 1-6: the inclusion of instruction in cursive writing in the appropriate grade levels? EC 51210(a)(1).	Y	History/Social Science Scope and Sequence includes new requirements. Currently, grades 1-6 embed cursive writing, but WCPA will be adopting new writing curriculum for 2024-25.
<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	Review of current SIRAS data, a sample of Interim-Placement IEP and a 30-day IEP, as well as classroom visits, confirmed appropriate placement of students with IEPs.
b) Referral and assessment of students suspected of requiring special education and related services?	Y	Reviewed sample SST, MTSS Tracker, and child Find PD PPT in Google Doc. Also reviewed current SIRAS data.
c) Compliance with the timelines related to special education?	Y	Reviewed CALPADS 16.21 report as of 3/28/24, cross-referenced to current SIRAS data as of 3/28/24.
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 Doc. IEP services also witnessed during 4/9/24 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 Student Information page included in Google Doc which noted bus aide support.
4. Does the Charter School have a plan for the provision of transportation of Special Education students who require this related service?	Y	Provision of transportation document.
5. Does the Charter School have a process for determining a student's eligibility for services under Section 504?	Y	Review of sample 504 Plan confirmed and also witnessed services during 4/9/24 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>
6. Does the Charter School develop and implement accommodation plans for any students who are 504 eligible?	Y	Reviewed sample 504 Plan and Parental Safeguards documentation. 504 plan accommodations also witnessed during 4/9/24 classroom observations.
7. Does the Charter School ensure that Special Education funds are not used to serve students identified under Section 504?	Y	Verbal confirmation by CBO.
8. Does the Charter School follow a process for identification and reclassification of students who are English Learners?	Y	English Learner Master Plan provided and 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)}?	Y	Student/Parent Handbook (Page 18).
<b>C. Curricular Materials</b>		
1. Is the Charter School utilizing standards-aligned instructional materials?	Y	WCPA Instructional Framework (K-12) Elementary & Secondary Instructional Materials List, and Secondary Course Catalog reviewed.
2. Is the Charter School utilizing instructional materials that address the specific needs of English Learners?	Y	EL instructional materials list, EL Master Plan and classroom observations confirmed use.
3. Is the Charter School utilizing instructional materials that address the specific needs of Special Education students?	Y	Sample of Annual IEP with accommodations and classroom observations confirmed use.
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 does not require a course in health education for graduation from high school.
<b>D. Professional Development</b>		
1. Has Charter School staff received legally required trainings?	Y	Documentation provided and reviewed.
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	Documentation provided and reviewed.
3. Is Charter School staff provided opportunities for professional development necessary to carry out the instructional program as outlined in the petition?	Y	Documentation that the charter staff received multiple opportunities for PD related to the instructional program.
<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	TK-12 District Wide 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?	Y	2024 Dashboard data and the CDE report that WCPA-Delano is in the Middle Tier of charter performance, which provides for a 5-year renewal term.
3. Has the Charter School completed and posted a SARC containing required elements by Feb 1, 2024?	Y	A compliant SARC was posted by Feb. 1, 2024.

### 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>
4. Is student achievement data regularly reported to parents and staff?	Y	State and local assessment data are regularly reported to and reviewed by staff and parents through multiple means.
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	Evidence of parent notifications, as listed in item, all provided and compliant.
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	Evidence provided that the charter has a master assessment plan that includes the reporting and analysis of a variety of assessment data.
<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	The charter's enrollment aligns with the petition.
2. Has the charter school made the "enrollment database" required in the MOU available to the County Superintendent upon request?	Y	Enrollment database provided and reviewed.
3. Are the educational program and assessment activities specific to the individual charter school (WCPA-Delano)?	Y	Evidence provided indicates that WCPA-Delano's educational and assessment programs align with the WCPA-Delano charter petition and student needs.
<b>Comments:</b> N/A		
<b>Review conducted by:</b> Anna Vargas, KCSOS Director II: Humanities and Multilingual Education and Professional Learning		

#### 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 and Carlos Navarro, Facilities & Operations Manager
2. Is there a custodial schedule that reflects appropriate and timely attention to providing students with a clean and safe learning environment?	Y	Standard Operating Procedures provided as evidence.
3. Do all facilities in which the Charter School is housed meet the American with Disabilities Act requirements?	Y	Fire Inspections and Certificates of Occupancy provided as evidence.
4. Has the Charter School identified all single-user toilet facilities as all gender facilities? (Article 5, Health & Safety Code)	Y	All single-user facilities have been designated as all-gender facilities.
5. Is there a process for providing routine inspection and maintenance to ensure that Charter School facilities including playgrounds remain in good condition?	Y	Evidence includes a Service Support Online Request, Routine Inspections Logs, and a completed Playground Equipment Report.
6. Have the Charter School's facilities been modified during the past year?	N/A	The campus is not currently undergoing any renovations during the past school year.
7. Are the Charter School's facilities adequate for the number of students and types of programs assigned to each site?	Y	WCPA Capacity Chart provided and 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	Certificates of Occupancy and Kern County Fire Life & Safety Inspection Report provided and reviewed.
9. Does the Charter School have plans to modernize and/or add facilities to the existing site?	N/A	WCPA does not have any plans for expansion of facilities at this point in time.
Does the Charter School plan to add a new site? If so, has proper notification been made to the approving agency?	N/A	WCPA does not plan to add a new site.
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	WCPA-Delano has a comprehensive emergency plan and two AED's onsite.
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	WCPA has not been made aware of any lactating pupils, but provided evidence of such a location, if needed.
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 girls' restrooms have dispensers with free feminine hygiene products.
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	WCPA provides transportation with its own staff and vehicles. No reports of negligence.
<b>Items Specific to the Charter Petition and MOU</b>	N/A	
<b>Comments:</b> N/A		
<b>Review Conducted by:</b> 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.
2. Is there a list or roster of governing board members?	Y	Roster of Governing Board of Directors 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	WCPA-Delano documented parental involvement through multiple means including participation on the board.
4. Is the Board free of real or perceived conflicts of interest?	Y	Conflict of Interest Policy provided.
5. Is the composition of the Board consistent with the approved Charter?	Y	The composition of the WCPA Board of Directors is consistent with the approved charter, which provides for seven board members. The WCPA Board currently consists of five current directors. Two positions are currently vacant – the previous parent and member-at-large members resigned for personal reasons. WCPA is currently in the process of trying to fill both roles.
<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	2023/24 Board of Directors Meeting Calendar provided and reviewed.
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 and reviewed.
b) Brown Act training and meeting compliance?	Y	Documentation of training provided.
c) Twice the time limit, if one is used, for public comment for non-English speakers? (Govt. Code 54954.3)	Y	Sample 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 minutes are available both in the office and are posted on the school's website. WCPA Public Records Act Request Policy.
3. Does the Board have resolutions and Board-adopted policies that address the following:		
a) Conflict of interest (*SB 126 compliant?)	Y	Conflict of Interest Policy provided and reviewed.
b) Handbooks- Parent, Student, Employee (*AB 1505/SB 75 compliant?)	Y	Parent/Student and Employee Handbooks provided and reviewed.
c) Student & Employee discipline and due process (*SB 419 compliant?)	Y	Parent/Student Handbook (Pages 64-82) and WCPA Employee Handbook (Pages 73-74).
d) Parent complaint resolution and due process	Y	Uniform Complaint Policy and Procedures reviewed.
e) Internal controls policies and related forms and systems	Y	Fiscal Policies and Procedures Manual provided.
f) Bank signature authorizations, etc.	Y	Bank Signature Authorizations and Fiscal Policy.

## 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>
g) Harassment- student, staff	Y	Handbooks and policies provided and reviewed.
h) Safety Plan	Y	School Safety Plan provided and reviewed.
i) Immunization records	Y	On file, upon request, documentation provided.
j) Family Educational Rights and Privacy Act (FERPA) – policy and notices	Y	Parent/Student Handbook (Page 38) and Annual Notification (Pages 28-31) provided.
4. Have any changes made by the Board to bylaws or any document required by the Charter/MOU been communicated to the County Superintendent?	N/A	No changes in 2023-24.
<b>C. Parent/Staff Involvement</b>		
1. Is there a process in place that ensures that parents, teachers, and staff may provide input regarding the effectiveness of the Charter School?	Y	WCPA offers multiple avenues for input from constituents including parent representation on the Board of Directors, Parent Advisory Committee and ELAC meetings. In addition, WCPA holds feedback sessions with staff to provide input into the LCAP process.
2. Do board-meeting minutes reflect that the Charter Board held a public hearing prior to approving its LCAP? (SB 75)	Y	May 25, 2023 Board of Directors Meeting Agenda.
3. Is there evidence that the charter presented a report on the annual LCAP update and its LCFF budget overview for parents on or before February 28 at a regularly scheduled board meeting? If so, did that report include midyear outcome data related to the metrics of the current year's LCAP, and all available midyear expenditure and implementation data on all actions identified in that LCAP? EC 47606.5(e)(1) and (2).	Y	February 26, 2024 Board of Directors Meeting Agenda and 2023/24 Annual Update to the LCAP Report.
<b>D. LCAP/LEA Plans and Categorical Funds</b>		
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?	Y	June 27, 2023 Board of Directors Meeting Agenda provided and reviewed.
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))	Y	WCPA-Delano website reviewed.
3. Are the Title I funds/categorical funding being used to supplement the charter's LCAP goals?	Y	2023/24 LCAP with Title I Expenditures (Pages 51) and LCAP Federal Addendum reviewed.
<b>E. Items specific to the Charter Petition and MOU</b>		
1. Does the charter board understand that each charter school operating under its oversight is an individual school under the jurisdiction of the Board?	Y	The Board of Directors understands that each charter school is operating independent of any other charter school.
<b>Comments:</b> The preparation work done by Wonderful was very helpful and extensive. Very well done!		
<b>Review conducted by:</b> Mary Westendorf, KCSOS District Advisory		



## 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	WCPA - DLO Employee Master List provided and reviewed.
2. Does the Charter School have documentation that TB test results are current for all employees?	Y	WCPA provided documentation that TB results are current on employees.
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	WCPA provided documentation that employees have completed the AB-1432 training.
4. Does the Charter School have approved personnel policies and practices that are consistent with the petition, MOU, and all applicable laws?	Y	WCPA's personnel policies and Employee Handbook 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	WCPA - DLO Employee Master List and training records 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	Evidence provided and reviewed.
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	WCPA provides protected leave to employees as it pertains to child care and "kin care" laws.
8. Does the Charter School have a DFEH-created poster regarding transgender rights posted in a prominent and accessible location? (Govt. Code 12950)	Y	WCPA has posted the required posters in accessible locations.
<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	WCPA - DLO Employee Master List provided and reviewed/compared with petition.
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	Staff master list with assignments and credentialing provided and reviewed.
3. Do teachers who are providing Special Education and Related Services have the appropriate credentials and certifications?	Y	All SPED students are served in 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	Documentation of classified staff qualifications provided and reviewed.
2. Does the Charter School provide adequate staffing for:		
a) Custodial	Y	Staff list provided and reviewed.
b) Food Service	Y	Staff list provided and reviewed.
c) Information Technology	Y	Shared with WCPA-Delano.
d) Lunch/Break Supervision	Y	Staff list provided and reviewed.
e) Clerical/Record Keeping	Y	Staff list provided and reviewed.

## 6. HUMAN RESOURCES

D. Items specific to the Charter Petition and MOU		
1. Has the Charter School provided a written list of all of its employees for the current school year pursuant to the MOU?	Y	Master staff list provided.
<b>Comments: N/A</b>		
<b>Review conducted by:</b> Evelyn 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>	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	Intent to Enroll Forms and Enrollment packet 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?	Y	Enrollment forms and verbal assurance that the charter only has one enrollment process.
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	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 forms provided and 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 Notification Letter and script for lottery provided.
6. Does the Charter School have records documenting immunizations to the extent required for enrollment in public schools?	Y	Records are kept in the SIS, Aeries. Copy of immunization record provided.
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	2023-24 DataQuest Data indicates that WCPA-Delano's racial and ethnic backgrounds are comparable to DUESD and Delano JUHSD.
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	Student enrollment data reviewed and compared with that of the local districts.
<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	Student/Family Handbook provided.
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	Student/Family Handbook reviewed.
3. Have the charter's discipline practices been updated to include: a certificated or classified employee may refer a student to school administrators for in-school intervention or supports from the list of other means of correction specified in EC 48900.5(b)(1) <u>and</u> that a school administrator will, within 5 business days document the actions taken, if any, <u>and</u> place that documentation into the pupil's record, <u>and</u> that the school administrator will inform the referring staff member, verbally or in writing, what actions were taken, and if none, the rationale for that decision? EC 48901.1(d)(1).	Y	Teacher PD provided that aligned with requirements.

## 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>
4. Does the charter's suspension/expulsion policy state that a pupil shall not be suspended/expelled based solely on the fact that they are truant, tardy or otherwise absent from school activities? <i>EC 48900(w)(1)</i>	Y	Parent/Student Handbook does not explicitly state the item, but it does not contradict it.
5. 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? <i>{EC 47605(d)(4)}</i>	Y	Student/Family Handbook provided.
6. 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? <i>{48915.5(d)}</i>	Y	Student/Family 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 <i>*EC {32282(a)(2)}</i> ? <i>EC {47605(b)(5)(F)}</i>	Y	School Safety Plan reviewed.
2. Is there evidence that the School Safety Plan was reviewed and updated by March 1 <i>{EC 47605(b)(5)(F)}</i> and that a public hearing was held before its adoption? <i>EC 32288(b)(1)</i>	Y	Safety Plan reviewed by SSC. Minutes provided.
3. Is there evidence that staff has been trained in health, safety, and emergency procedures?	Y	Evidence provided that staff were trained.
4. Does the Charter School maintain a calendar of emergency drills for each site in which it operates?	Y	Emergency Drill Record provided.
5. Does the charter's Safety Plan include procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at an activity sponsored by the school or on a school bus serving the school? <i>EC 32282(a)(2)(K)</i>	Y	School Safety Plan reviewed.
6. Does the charter's Safety Plan include appropriate adaptations for pupils with disabilities in accordance with <i>EC 32282(a)(2)B</i> ?	Y	School Safety Plan provided and reviewed.
7. After the March 1 review, or at any time, was the charter notified by any person of any concern(s) related to the adaptations for pupils with disabilities? If so, is there evidence that the charter reviewed the concerns and if found credible, modify the adaptations, accordingly? <i>EC 32288(a)(2)(B)</i>	Y	WCPA services any student(s) in need of special accommodations relating to short-term or long-term disabilities. Student Support Emergency Procedures for IEP, 504, or Temporary Health Concerns
8. If the charter serves students in grades 7-12, does the school's Safety Plan include a protocol in the event a student is suffering or is believed to be suffering from an Opioid overdose? <i>EC 47605(c)(5)(C)(ii)</i> .	Y	School Safety Plan reviewed.
9. 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? <i>{EC 49476}</i>	Y	CIF Central Section Athletic Clearance Forms 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>
10. 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	WCPA-Delano has an on-site wellness team through the Student Wellness Center that screens for , vision and hearing.
11. 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	Evidence provided that notifications are at least twice a year and on the school's website.
12. Does the charter have board-adopted Suicide Prevention Policies for grades K-6 and 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	Youth Suicide Prevention Policy reviewed.
13. Did the Charter School provide each needy pupil as defined in EC 49552, with two free nutritionally-adequate meals to any pupil who requests a meal without consideration of the pupil's eligibility {EC 49501.5(a)(2)} with adequate time to eat each, based upon the recommendations of the National School Lunch/Breakfast programs? EC 49501.5(1)(A)	Y	WCPA provides three free meals a day to all students.
14. If the Charter serves grades 7-12 and 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 Student ID Card
15. 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 finding are reviewed in a public meeting every two years? {EC 49564(a)}	Y	WCPA qualifies and is currently providing free meals to all students regardless of family income.
16. 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.
17. 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/Family Handbook reviewed.
18. Does the Charter's Excused Absence Policy include the purpose of attending the funeral services or grieving the death of either a member of the student's immediate family or of a person that is determined by the pupil's parent/guardian to be in such close association with the pupil to be considered "immediate family" so long as the absence is not more than 5 days per incident? EC 48205(a)(4).	Y	Student/Family Handbook reviewed.
19. Does the charter's Excused Absence Policy include up to three days for a student to access services from a victim services organization, to access grief support services or to participate in safety planning or to take other actions to increase student safety or that of an immediate family member? EC 48205(a)(13)	Y	Student/Family Handbook 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>	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>
20. 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/Family Handbook reviewed.
21. Has the charter provided to certificated schoolsite 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	Evidence of resources being provided to staff.
22. Does the charter's Safety Plan include procedures for the storage and administration of emergency epinephrine auto-injectors? EC 49414(a)	Y	School Safety Plan reviewed.
23. If the charter serves students in grades 9-12, and allows on-campus access to employers, does it include access to military services? EC 49603.	N/A	WCPA does not allow on-campus access to employers.
<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/Family Handbook and Annual Notification provided and reviewed.
2. Are parents provided with annual notifications as required by the petition, the MOU, and all applicable laws? {EC 48980, EC 48985}	Y	Annual Notifications provided and 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	WCPA 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	The charter provided evidence that it provides the Notice, as required.
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	WCPA 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}	Y	Student/Family Handbook reviewed.
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	Family Notifications on FAFSA and College Readiness reviewed.

## 7. STUDENT SERVICES

<i><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></i>	<b>Y N N/A</b>	<i><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></i>
8. 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)}	<b>Y</b>	WCPA has posted the anti-discrimination policy in central areas of the campus including the staff lounges, school offices and harvest hall.
9. If the charter serves high school students, did it receive a petition requesting pupil representation on its governing board? If so, did the charter add a student representative per EC 47604.2?	<b>N/A</b>	WCPA has not received a petition requesting pupil representation on its governing board.
<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?	<b>Y</b>	Pupil enrollment data reviewed and compared with that of the local districts.
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?	<b>Y</b>	WCPA Administration has worked closely with KCSOS Agencies; community members and organizations; and families to ensure enrollment practices closely resemble the student population it represents, including the demographic data of the county and local school district in which it resides.
<b>Comments: N/A</b>		
<b>Reviewed conducted by:</b> Cathie Morris, KCSOS Charter Consultant and Lee Knotts, KCSOS SELPA Director		

## **\*Education Codes/Legal Compliance Citations**

### **Section 1: General Requirements and Section 3: Educational Program**

#### **EC Section 220:**

No person shall be subjected to discrimination on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance, or enrolls pupils who receive state student financial aid.

#### **Penal Code 422.55:**

Under **Penal Code 422.55 PC**, California law defines a **hate crime** as a criminal act committed in whole or in part because of the victim's actual or perceived **disability, gender, nationality, race or ethnicity, religion, sexual orientation**, or association with a person or group with one or more of these actual or perceived characteristics.

### **Section 3: Educational Program**

#### **EC Section: 313.1/313.2:**

For purposes of this article, the following terms have the following meanings:

(a)(1) "Long-term English learner" means an English learner to which all of the following apply:

(A) Is enrolled in any of grades 6 to 12, inclusive.

(B) Has been enrolled in schools in the United States for six years or more.

(C) Has remained at the same English language proficiency level for two or more consecutive prior years, or has regressed to a lower English language proficiency level, as determined by the English language development test identified or developed pursuant to [Section 60810](#), or a score determined by the Superintendent on any successor test.

(D) For a pupil in any of grades 6 to 9, inclusive, has scored far below basic or below basic on the prior year's English language arts standards-based achievement test administered pursuant to [Section 60640](#), or a score determined by the Superintendent on any successor test.

### **Section 5: Governance**

#### **Education Code Section 47604.1 / Senate Bill 126 Compliance:**

New Education Code section 47604.1 provides that charter schools and entities managing charter schools (defined as a nonprofit public benefit corporation that operates a charter school) are subject to the Ralph M. Brown Act (or the Bagley-Keene Open Meeting Act). It also prescribes specific rules regarding meeting locations and meeting content.

Additionally, Education Code section 47604.1 clarifies that the California Public Records Act applies to both charter schools and entities managing charter schools.

Finally, the new law subjects charter schools and entities managing charter schools to both Government Code section 1090 and the Political Reform Act of 1974. This means that charter school officials may not be financially interested in any contract made by them in their official capacity. They must also comply with all conflict prohibitions and reporting



requirements of the Political Reform Act and must adopt a conflict of interest code. Unlike employees of school districts and county offices of education, a charter school employee may serve as a member of the charter school's governing board; however, the employee must abstain from voting on, influencing, or attempting to influence another member of the governing board regarding any matters uniquely affecting the member's employment with the charter school.

## **Section 7: Student Services**

### **EC 48901.1 and SB 419 Compliance:**

Notwithstanding Section 47610 or any other law, commencing July 1, 2020, the following provisions apply to charter schools:

(a) A pupil enrolled in a charter school in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended on the basis of having disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties, and those acts shall not constitute grounds for a pupil enrolled in a charter school in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(b) A pupil enrolled in a charter school in any of grades 6 to 8, inclusive, shall not be suspended on the basis of having disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This subdivision is inoperative on July 1, 2025.

### **School Safety Plan/EC 32282 Compliance:**

- a) The comprehensive school safety plan shall include, but not be limited to, both of the following:
- (1) Assessing the current status of school crime committed on school campuses and at school-related functions.
  - (2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:
    - (A) Child abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code .
    - (B) Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the federal Americans with Disabilities Act of 1990 ( 42 U.S.C. Sec. 12101 et seq. ). The disaster procedures shall also include, but not be limited to, both of the following:
      - (i) Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. The system shall include, but not be limited to, all of the following:
        - (I) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff.
        - (II) A drop procedure whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.
        - (III) Protective measures to be taken before, during, and following an earthquake.
        - (IV) A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.
      - (ii) Establishing a procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The school district or county office of education shall cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the needs of the community.

- (C) Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900 ) of Chapter 6 of Part 27 of Division 4 of Title 2.
  - (D) Procedures to notify teachers of dangerous pupils pursuant to Section 49079 .
  - (E) A discrimination and harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200 ) of Part 1.
  - (F) The provisions of any schoolwide dress code, pursuant to Section 35183 , that prohibits pupils from wearing “gang-related apparel,” if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define “gang-related apparel.” The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. A schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For purposes of this paragraph, “gang-related apparel” shall not be considered a protected form of speech pursuant to Section 48950 .
  - (G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.
  - (H) A safe and orderly environment conducive to learning at the school.
  - (I) The rules and procedures on school discipline adopted pursuant to Sections 35291 , 35291.5, 47605, and 47605.6.
  - (J) Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on school campuses and at school-related functions. The procedures to prepare for active shooters or other armed assailants shall be based on the specific needs and context of each school and community.
- (b) It is the intent of the Legislature that schools develop comprehensive school safety plans using existing resources, including the materials and services of the partnership, pursuant to this chapter. It is also the intent of the Legislature that schools use the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled “Safe Schools: A Planning Guide for Action” in conjunction with developing their plan for school safety.
- (c) Each schoolsite council or school safety planning committee, in developing and updating a comprehensive school safety plan, shall, where practical, consult, cooperate, and coordinate with other schoolsite councils or school safety planning committees.
- (d) **The comprehensive school safety plan may be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public.**

### **EC 215 Suicide Prevention Policy Compliance Grades 7-12:**

- (a)(1) The governing board or body of a local educational agency that serves pupils in grades 7 to 12, inclusive, shall, before the beginning of the 2017-18 school year, adopt, at a regularly scheduled meeting, a policy on pupil suicide prevention in grades 7 to 12, inclusive. The policy shall be developed in consultation with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts and shall, at a minimum, address procedures relating to suicide prevention, intervention, and postvention.
- (2) The policy shall specifically address the needs of high-risk groups, including, but not limited to, all of the following:
  - (A) Youth bereaved by suicide.
  - (B) Youth with disabilities, mental illness, or substance use disorders.
  - (C) Youth experiencing homelessness or in out-of-home settings, such as foster care.
  - (D) Lesbian, gay, bisexual, transgender, or questioning youth.
- (3)(A) The policy shall also address any training to be provided to teachers of pupils in grades 7 to 12, inclusive, on suicide awareness and prevention.

(B) Materials approved by a local educational agency for training shall include how to identify appropriate mental health services, both at the schoolsite and within the larger community, and when and how to refer youth and their families to those services.

(C) Materials approved for training may also include programs that can be completed through self-review of suitable suicide prevention materials.

(4) The policy shall be written to ensure that a school employee acts only within the authorization and scope of the employee's credential or license. Nothing in this section shall be construed as authorizing or encouraging a school employee to diagnose or treat mental illness unless the employee is specifically licensed and employed to do so.

(b) The governing board or body of a local educational agency that serves pupils in grades 7 to 12, inclusive, shall review, at minimum every fifth year, its policy on pupil suicide prevention and, if necessary, update its policy.

(d) For purposes of this section, "local educational agency" means a county office of education, school district, state special school, or charter school.

### **EC 215(2)(A) Suicide Prevention Policy Compliance Grades K-6:**

(A) The governing board or body of a local educational agency that serves pupils in kindergarten and grades 1 to 6, inclusive, shall, before the beginning of the 2020-21 school year, adopt, at a regularly scheduled meeting, a policy on pupil suicide prevention in kindergarten and grades 1 to 6, inclusive. The policy shall be developed in consultation with school and community stakeholders, the county mental health plan, school-employed mental health professionals, and suicide prevention experts and shall, at a minimum, address procedures relating to suicide prevention, intervention, and postvention.

(B) The policy for pupils in kindergarten and grades 1 to 6, inclusive, shall be age appropriate and shall be delivered and discussed in a manner that is sensitive to the needs of young pupils.

(C) The policy for pupils in kindergarten and grades 1 to 6, inclusive, shall be written to ensure proper coordination and consultation with the county mental health plan if a referral is made for mental health or related services on behalf of a pupil who is a Medi-Cal beneficiary.

(3) The policy shall specifically address the needs of high-risk groups, including, but not limited to, all of the following:

(A) Youth bereaved by suicide.

(B) Youth with disabilities, mental illness, or substance use disorders.

(C) Youth experiencing homelessness or in out-of-home settings, such as foster care.

(D) Lesbian, gay, bisexual, transgender, or questioning youth.

4)(A) The policy shall also address any training on suicide awareness and prevention to be provided to teachers of pupils in all of the grades served by the local educational agency.

(B) Materials approved by a local educational agency for training shall include how to identify appropriate mental health services, both at the schoolsite and within the larger community, and when and how to refer youth and their families to those services.

(C) Materials approved for training may also include programs that can be completed through self-review of suitable suicide prevention materials.

(5) The policy shall be written to ensure that a school employee acts only within the authorization and scope of the employee's credential or license. Nothing in this section shall be construed as authorizing or encouraging a school employee to diagnose or treat mental illness unless the employee is specifically licensed and employed to do so.(6)

(b) The governing board or body of a local educational agency that serves pupils in kindergarten and grades 1 to 12, inclusive, shall review, at minimum every fifth year, its policy on pupil suicide prevention and, if necessary, update its policy. (d) For purposes of this section, "local educational agency" means a county office of education, school district,

state special school, or charter school.

### **EC 221.61: Title IX Website Information**

(a) On or before July 1, 2017, public schools, private schools that receive federal funds and are subject to the requirements of Title IX, school districts, county offices of education, and charter schools **shall post in a prominent and conspicuous location** on their Internet Web sites **all of the following:**

(1) The name and contact information of the Title IX coordinator for that public school, private school, school district, county office of education, or charter school, which shall include the Title IX coordinator's phone number and email address.

(2) The rights of a pupil and the public and the responsibilities of the public school, private school, school district, county office of education, or charter school under Title IX, which shall include, but shall not be limited to, Internet Web links to information about those rights and responsibilities located on the Internet Web sites of the department's Office for Equal Opportunity and the United States Department of Education Office of Civil Rights, and the list of rights specified in Section 221.8.

(3) A description of how to file a complaint under Title IX, which shall include all of the following:

(A) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred, and how a complaint may be filed beyond the statute of limitations.

(B) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including, but not limited to, Internet Web links to this information on the United States Department of Education Office for Civil Rights' Internet Web site.

(C) An Internet Web link to the United States Department of Education Office for Civil Rights complaints form, and the contact information for the office, which shall include the phone number and email address for the office.

### **Ed Code 234.6 Website Posting Compliance:**

(a) For purposes of this article, "local educational agency" means a county office of education, school district, state special school, or charter school.

(b) Commencing with the 2020-21 academic year, **each local educational agency shall ensure that all of the following information is readily accessible in a prominent location on the local educational agency's existing internet website in a manner that is easily accessible to parents or guardians and pupils:**

**(1)** The local educational agency's policy on pupil suicide prevention in grades 7 to 12, inclusive, adopted pursuant to Section 215.**(2)** The local educational agency's policy on pupil suicide prevention in kindergarten and grades 1 to 6, inclusive, adopted pursuant to Section 215, including reference to the age appropriateness of that policy.**(3)** The definition of discrimination and harassment based on sex as described in Section 230. This shall include the rights set forth in Section 221.8.**(4)** The Title IX information included on a local educational agency's internet website pursuant to Section 221.61.**(5)** A link to the Title IX information included on the department's internet website pursuant to Section 221.6.**(6)** The local educational agency's written policy on sexual harassment, as it pertains to pupils, prepared pursuant to Section 231.5.**(7)** The local educational agency's policy, if it exists, on preventing and responding to hate violence as described in Section 233.**(8)** The local educational agency's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies as described in Section 234.1.**(9)** The local educational agency's anti-cyberbullying procedures adopted pursuant to Section 234.4.**(10)** A section on social media bullying that includes all of the following references to possible forums for social media bullying:**(A)** Internet websites with free registration and ease of registration.**(B)** Internet websites offering peer-to-peer instant messaging.**(C)** Internet websites offering comment forums or sections.**(D)** Internet websites offering image or video posting platforms.**(11)** A link to statewide resources, including community-based organizations, compiled by the department pursuant to Section 234.5.**(12)** Any additional information a local educational agency deems important for preventing bullying and harassment.

**OFFICE OF JOHN G. MENDIBURU**  
**Kern County Superintendent of Schools**  
*Advocates for Children...*

***Charter School Oversight Review***  
***2023-24***

*School: REALMS*

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 the fall semester, 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	Kimberly Graham, KCSOS Administrator of Federal, State, and local support and professional learning.
2. Has a schedule or plan been made to visit the Charter School at least annually? [EC 47604.32]	Y	April 16, 2024
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	Griselda Aceves, KCSOS Fiscal Services
4. Has authorizer identified the individual or entity responsible for monitoring the fiscal condition of the Charter School? [EC 47604.33]	Y	Griselda Aceves, KCSOS Fiscal Services
<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.

# 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 IC-1 Comment below.
2. Does charter school administration understand the content and purpose of the Memorandum of Understanding?	Y	Charter petition and verbal assurance.
<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	Board meeting minutes reflect review of Wellness Policy.
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 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 and reviewed.
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?	N/A	
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?	N/A	
<b>E. Items Specific to the Charter Petition and MOU</b>		
<b>Comments:</b>		
Item 1C-1: The MOU includes the requirement that the charter provide a <u>continuum</u> of professional development sufficient to support the charter's instructional initiatives. Site visits and documentation indicate that a limited amount of PD was provided in 2023-24 and that it was primarily through workshops. Also, the charter continues to struggle with providing a compliant, Designated ELD time in most classrooms.		
<b>Review conducted by:</b> Cathie Morris, KCSOS Charter Consultant		

## 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	Charter uses Aeries Software.
2. Is the staff person primarily responsible for attendance reporting adequately trained?	Y	Evidence of Aeries training for staff provided.
3. Is there an approved Charter School calendar that includes a minimum of 175 instructional days?	Y	School calendar provided and reviewed.
4. Is there an approved class (bell) schedule?	Y	Bell 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	Documentation included a description of the bell schedule and instructional calendar with board approval and auditing.
6. Is attendance taken daily by an individual responsible for taking attendance?	Y	Documentation provided. Teachers take attendance and office staff verifies absences.
7. Are absences excluded from the apportionment days?	Y	Audit was verified.
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	Staff roster and enrollment report 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	ADA corrected submission provided and reviewed.
<b>Student Attendance – Independent Study</b>		
10. Are records maintained for audit as well as the total independent study ADA?	Y	Audit records provided and reviewed.
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	Teacher-student ratios provided and reviewed.
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	IS Agreement provided and reviewed.
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	No long-term IS 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>
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	Receipt booklet provided and reviewed.
2. Are there receipts issued for all monies received?	Y	Fiscal policy and verbal assurance.
3. Is an audit trail maintained to assure deposit of all monies?	Y	Evidence provided.
4. Is cash stored in a secure place prior to deposit?	Y	Fiscal policy cash storage procedures provided.
5. Are deposits made in a timely manner?	Y	Record of deposits provided.
6. Is there a segregation of duties for the receipt of monies, the deposit of monies, and the reconciliation of bank statements?	Y	Segregation of duties policy.
7. Are there adequate records maintained for audit?	Y	Audit records provided and reviewed.
<b>C. Disbursements</b>		
1. Are there approved policies addressing disbursements?	Y	Fiscal policies provided and reviewed.
2. Do disbursements require:		
a) An original invoice from the vendor?	Y	Fiscal policies provided and reviewed.
b) A receiving document?	Y	Fiscal policies provided and reviewed.
c) Appropriate approval of the purchase?	Y	Fiscal policies provided and reviewed.
3. Are checks signed by authorized employees?	Y	Fiscal policies provided and reviewed.
4. Is there a system to maintain vendor payment information for preparation of 1099s?	Y	Fiscal policies provided and reviewed.
5. Is there a segregation of duties between purchasing, receiving, and accounts payable?	Y	Fiscal policies provided and reviewed.
6. Are disbursements approved/ratified by Board?	Y	Fiscal policies provided and reviewed,
7. Are there adequate records maintained for audit?	Y	Audit records and board meeting minutes provided and reviewed.
<b>D. Payroll</b>		
1. Does the Charter School have a Board-approved Salary Schedule or other satisfactory salary structure?	Y	Salary Schedule provided.
2. Are tax deposits completed in a timely manner?	Y	Tax deposits managed through Quickbooks.
3. Are earnings properly recorded for retirement reporting to Social Security, PERS, STRS?	Y	Quarterly tax deposit records provided.
4. Is there a system to provide STRS data to the county superintendent?	Y	STRS data provided to KCSOS.
5. Is there a satisfactory system to maintain employee earning records for preparation of W-2s?	Y	QB Desktop screenshot provided as evidence.
6. Is there appropriate segregation of duties between the maintenance of employee data, salary schedules, and payroll payments?	Y	Evidence of segregation of duties provided.
7. Are there adequate records maintained for audit?	Y	Audit records provided and reviewed.

## 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 provided.
2. Has the budget been approved by the Board?	Y	Board meeting minutes provided and reviewed.
3. Is there a process to review and revise the budget for changes in student enrollment and operations?	Y	Evidence provided that changes in ADA are reflected in budget revisions and are monitored.
4. Are budget revisions approved/ratified by the Board?	Y	Board meeting minutes provided and reviewed.
5. Are financial obligations provided for in the budget?	Y	Budgets reviewed.
6. Are separate accounts maintained for restricted revenues and expenditures?	Y	Chart of Accounts, Quickbook and Excel reports provided and reviewed.
7. Are financial reports prepared and reviewed by the Board on a regular basis?	Y	Monthly board meeting minutes.
8. Are mandated financial reports provided to the county Superintendent of schools in a timely manner? (EC 47604.33)	Y	KCSOS financial records.
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.		KCSOS financial records provided and reviewed.
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?	N	See Item 2E-9 Comment below.
10. Does the charter school's budget align with the school's LCAP and LCAP Addendum/LEA Plan?	Y	LCAP 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)	N	See Item 2E-11 Comment below.
12. Is there a business accounting/information system that complies with State accounting and reporting requirements?	Y	REALMS utilizes the Quickbooks System.
<b>F. Audit</b>		
1. Which state-approved audit firm has been selected?	Y	Clifton, Larson, Allen LLC
2. Has an audit schedule/timeline been developed?	Y	Statement of Work provided by CLA LLC.
3. Has a copy of the prior year audit been provided to the county Superintendent?	Y	Audit reports provided and reviewed.
4. If needed, has a corrective action plan been developed?	N/A	
5. Are records maintained for audit?	Y	Evidence 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>G. Financial Condition</b>		
1. Is a prudent level of reserves maintained for economic uncertainties?	Y	Review of reserve balance indicated prudent level of reserves is maintained.
2. Are multi-year financial projections prepared?	Y	Evidence provided and reviewed.
4. Are the projections and assumptions reasonable?	Y	Fiscal records provided and reviewed.
5. Have all long-term debt obligations been included?	N/A	No current long-term debt obligations.
6. 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?	Y	Evidence provided.
<b>H. Equipment Inventory</b>		
1. Are there approved policies addressing the purchase and maintenance of equipment?	Y	Fiscal policies provided and reviewed.
2. Is an equipment inventory:		
a) Maintained?	Y	Equipment inventory provided.
b) Physically located on each site?	Y	Asset Inventory provided.
3. Is equipment purchased with federal funds properly identified?	Y	Spreadsheet of purchases provided.
4. Are records maintained for audit purposes?	Y	Audit provided and reviewed.
<b>I. Expanded Learning Opportunities Program</b>		
1. If the charter received funds pursuant to the ELOP (EC 46120), did it offer to all unduplicated pupils in classroom-based instructional programs in K-6 and provide access to any pupil whose parent or guardian requests access to expanded learning opportunity programs in accordance with program requirements? {EC 46120(a)(2)}	Y	ELOP Plan and student sign-up sheets provided as evidence.
<b>J. Items Specific to the Charter Petition and MOU</b>		
	N/A	
<p><b>Comments:</b></p> <p>Item 2E-9: KCSOS Fiscal Services requested monthly reports, but they have not been forthcoming. KCSOS will be directly overseeing and monitoring the REALMS fiscal program in 2024-25.</p> <p>Item 2E-11: REALMS had a carry-over in LCFF funds of about \$106,000.</p> <p><b>Review conducted by:</b> Griselda Aceves, 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	Sample class schedule and site visits documented.
2. Is the Charter School staffing sufficient to carry out the educational program and consistent with the terms of the charter petition?	N	See Item 3A-2 Comment below.
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	TK-6 school.
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	TK-6 school.
6. Has the charter's Course of Study been revised to include: a. Social Science instruction related to the contributions of people of all genders, Latino, LGBTQ, regardless of religious and socioeconomic status EC 51204.5 b. Grades 1-6: the inclusion of instruction in cursive writing in the appropriate grade levels? EC 51210(a)(1).	N	See Item 3A-6 Comment below.
<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, sample IEPs and other documents provided and reviewed.
b) Referral and assessment of students suspected of requiring special education and related services?	Y	Sample Consent for Assessment (signed and unsigned) and SIRAS data provided and reviewed.
c) Compliance with the timelines related to special education?	Y	CALPADS report, cross-referenced to current SIRAS data indicate, all IEPs are current.
2. Are students who are identified as being eligible for Special Education receiving services required by their IEPs?	Y	Reviewed sample IEP Service Log and SIRAS data.
3. Does the Charter School provide for the inclusion of all of the required members to participate in IEP team meetings?	Y	SIRAS data and sample IEP Meeting Participation page provided and reviewed.
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	Reviewed charter 504 Process policy.
6. Does the Charter School develop and implement accommodation plans for any students who are 504 eligible?	Y	Reviewed sample 504 Plan.
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	Reviewed charter Initial ELPAC Score Letter and Parent Reclassification Notification Letter in Google Drive.

### 3. EDUCATIONAL PROGRAM AND ASESMENT

<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	The Instructional Materials survey demonstrates a program adopted by the SBE.
2. Is the Charter School utilizing instructional materials that address the specific needs of English Learners?	Y	English Language Alignment Guide shows the scope and sequence of the language development skills being addressed and lessons for each proficiency level.
3. Is the Charter School utilizing instructional materials that address the specific needs of Special Education students?	Y	REALMS uses iReady for all students. The Learning Without Tears kit was recently purchased for a SWD. Reviewed several student accommodation pages in SIRAS that notes instructional accommodations.
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	TK-6 School.
<b>D. Professional Development</b>		
1. Has Charter School staff received legally required trainings?	N	See Item 3D-1 Comment below.
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	Included in the on-line Vector training.
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	Testing schedule 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	See Item 3E-2 Comment below.
3. Has the Charter School completed and posted a SARC containing required elements by Feb 1, 2024?	Y	Compliant SARC posted on website.
4. Is student achievement data regularly reported to parents and staff?	Y	Parent conferences held 3 times a year. Also, the charter phones, holds SSTs, and private conferences.
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	Annual Parent notification samples were provided and reviewed.
6. Is the Charter School utilizing formative assessment data to monitor and improve the Charter School's educational program consistent with EC 47605(b)(5)(C) and the terms of the charter?	N	See Item 3E-6 Comment below.

### 3. EDUCATIONAL PROGRAM AND ASESSMENT

<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>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	The charter serves grades TK-6.
2. Has the charter school made the "enrollment database" required in the MOU available to the County Superintendent upon request?	Y	Enrollment database made available and reviewed.
<b>Comments:</b>		
<p>Item 3A-2: The teacher roster for 2023-24 indicates that there was not a designated teacher for Project Lead the Way (PLTW), one of the petition's signature programs (STEM). The charter has been struggling to provide a consistent, trained, PLTW instructor and PLTW requires that an instructor for its program be certified. REALMS is restructuring how PLTW is being done for 2024-25. In addition, classroom teachers provided the Spanish instruction, and the quality of which varies from classroom to classroom. Although the charter used the Rosetta Stone Software for Spanish, the program does not include writing and reading in Spanish and the teachers had to supplement the curriculum to the best of their ability. The Petition states that students will listen, speak, read, and write in Spanish. The charter has purchased a new Spanish curriculum for 2024-25 that will address all components of the Spanish program in the petition.</p> <p>Item 3A-4: The Petition states that REALMS will serve students who need additional academic support. Although the charter is implementing the SIPPS literacy and iReady Programs for intervention, the charter does not have a defined tiered system of support that includes differentiated classroom instruction based upon classroom-level formative assessment data that informs instruction (re-teaching or regrouping students based on knowledge attainment).</p> <p>Item 3A-6: The charter did not modify its Course of Study to include these new requirements, but will do so for 2024-25.</p> <p>Item 3B-4: A contingency plan for transportation of a student whose IEP requires it has been an issue for REALMS for a few years. Charter leadership explored options and developed a parent reimbursement policy. However, this plan does not meet the special education requirement that the charter provide specialized transportation of a student with disabilities with an IEP that requires transportation. The charter will continue to seek a MOU agreement for transportation with SSUSD.</p> <p>Item 3D-1: The evidence provided did not indicate that all staff received the legally-required trainings.</p> <p>Item 3D-3: Charter staff received PD in Thinking Maps for writing and evidence indicated that Friday early release time was often used to provide teachers with curriculum/instruction information on a variety of topics. This is an improvement over the PD provided in the past few years. However, there was little evidence that the PD provided was followed-up with in-class teacher support and guidance. The charter needs to create a plan for professional learning, based upon the needs of its students that includes a continuum of learning such as workshops and then follow-up monitoring and in-class coaching and support. This has been a KCSOS recommendation for several years.</p> <p>Item 3E-2: The charter has been identified by the CDE as a low-tier charter in 2023-24. This identification is based upon the charter's performance, particularly for its subgroups, on the 2022-23 Dashboard. A low-tier charter, based in Ed Code, is a presumptive non-renewal.</p>		

### 3. EDUCATIONAL PROGRAM AND ASESMENT

**Comments: (Cont.)**

Item 3E-6: The charter collects and reviews student assessment data, such as SIPPS and iReady during staff meetings. In 2024-25 the charter will access the KIDS system for data. However, there is little evidence that teachers provide differentiated instruction in the classroom based on data, and there is little evidence that teachers use classroom-based formative assessments for instructional purposes.

**Review Conducted by:** Lisa Vargas, KCSOS Director II Humanities and Multilingual Education and Professional Learning

#### 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	Melody Rodriguez and Tony O'Bannon, Custodians
2. Is there a custodial schedule that reflects appropriate and timely attention to providing students with a clean and safe learning environment?	Y	Custodian restroom cleaning schedule provided. The charter contracts with a cleaning service for the classrooms.
3. Do all facilities in which the Charter School is housed meet the American with Disabilities Act requirements?	Y	Annual Fire and Safety Certification provided.
4. Has the Charter School identified all single-user toilet facilities as all gender facilities? (Article 5, Health & Safety Code)	Y	Restrooms 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 2024 FIT Report was provided.
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	The charter has a number of vacant classrooms.
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.
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 of dispenser provided.
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>		
Comments: N/A		
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 and reviewed.
2. Is there a list or roster of governing board members?	Y	Roster and affiliations provided and reviewed.
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	There are three parents on the charter board, there is a PTO, and SSC.
4. Is the Board free of real or perceived conflicts of interest?	Y	Form 700s provided and reviewed.
5. Is the composition of the Board consistent with the approved Charter?	Y	Three of the five board members are parents.
<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	Board meeting schedule provided and reviewed.
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	Sample agenda provided. Website has meeting agendas posted.
b) Brown Act training and meeting compliance?	Y	Evidence of training provided.
c) Twice the time limit, if one is used, for public comment for non-English speakers? (Govt. Code 54954.3)	Y	Board meeting 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	Evidence provided and 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	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	Handbook provided and reviewed.
e) Internal controls policies and related forms and systems	Y	Fiscal Policy Manual and sample forms.
f) Bank signature authorizations, etc.	Y	Fiscal Policy Manual.
g) Harassment- student, staff	Y	Handbooks provided and reviewed.
h) Safety Plan	Y	Safety Plan provided and reviewed.
i) Immunization records	Y	Sample immunization record provided and verbal assurance that that they are safely maintained.
j) Family Educational Rights and Privacy Act (FERPA) – policy and notices	Y	Policy and Handbooks provided.

## 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>
4. Have any changes made by the Board to bylaws or any document required by the Charter/MOU been communicated to the County Superintendent?	N/A	
<b>C. Parent/Staff Involvement</b>		
1. Is there a process in place that ensures that parents, teachers, and staff may provide input regarding the effectiveness of the Charter School?	Y	SSC and board composition provided with minutes from meetings.
2. Do board-meeting minutes reflect that the Charter Board held a public hearing <u>prior to approving</u> its LCAP? (SB 75)	Y	Board meeting minutes provided and reviewed.
3. Is there evidence that the charter presented a report on the annual LCAP update and its LCFF budget overview for parents on or before February 28 at a regularly scheduled board meeting? If so, did that report include midyear outcome data related to the metrics of the current year's LCAP, and all available midyear expenditure and implementation data on all actions identified in that LCAP? EC 47606.5(e)(1) and (2).	Y	Board meeting agenda and minutes provided as evidence.
<b>D. LCAP/LEA Plans and Categorical Funds</b>		
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?	Y	LCAP provided and reviewed.
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)}	Y	Website reviewed.
3. Are the Title I funds/categorical funding being used to supplement the charter's LCAP goals?	Y	Review of 2023-24 LCAP indicates alignment.
<b>E. Items specific to the Charter Petition and MOU</b>		
1. Does the charter board understand that each charter school operating under its oversight is an individual school under The jurisdiction of the Board?	N/A	
<p><b>Comments: N/A</b></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>	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	Fingerprint clearance records provided and reviewed.
2. Does the Charter School have documentation that TB test results are current for all employees?	N	See Item 6A-2 Comments 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?	N	See Item 6A-3 Comments below.
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 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)	Y	Evidence of training provided.
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	Located in the staff breakroom.
<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	Staffing has been an issue for REALMS. It is revising how some classes are being taught in 2024-25.
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	Teacher roster and credentialing reviewed.
3. Do teachers who are providing Special Education and Related Services have the appropriate credentials and certifications?	Y	Teacher credentialing 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 have a high school diploma and 48 units of college coursework.
2. Does the Charter School provide adequate staffing for:		
a) Custodial	Y	Staff roster provided and reviewed.
b) Food Service	Y	Staff roster provided and reviewed.
c) Information Technology	Y	Staff roster provided and reviewed.
d) Lunch/Break Supervision	Y	Staff roster provided and reviewed.
e) Clerical/Record Keeping	Y	Staff roster provided and 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>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 roster provided.
<p><b>Comments:</b></p> <p>Item 6A-2: Four staff members did not have TB clearance records.</p> <p>Item 6A-3: Ten staff members did not have Child Abuse/Neglect Training Certificates.</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	Enrollment policy and documents 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	Enrollment policy and documents reviewed.
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	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	Charter enrollment forms 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?	N/A	
6. Does the Charter School have records documenting immunizations to the extent required for enrollment in public schools?	Y	Immunization policy and sample 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)?	Y	The 2023-24 DataQuest data indicates that REALMS and SSUSD are comparable in regard to racial and ethnic backgrounds of students.
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	The 2023-24 DataQuest data indicates that REALMS and SSUSD are comparable in enrollment of SWD, EL and SED students. Both are higher than the state and county average for 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?	Y	Parent/Student Handbook provided and 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	Parent/Student Handbook reviewed.
3. Have the charter's discipline practices been updated to include: a certificated or classified employee may refer a student to school administrators for in-school intervention or supports from the list of other means of correction specified in EC 48900.5(b)(1) <u>and</u> that a school administrator will, within 5 business days document the actions taken, if any, <u>and</u> place that documentation into the pupil's record, <u>and</u> that the school administrator will inform the referring staff member, verbally or in writing, what actions were taken, and if none, the rationale for that decision? EC 48901.1(d)(1).	N	See Item 7B-3 Comment below.

## 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>
4. Does the charter's suspension/expulsion policy state that a pupil shall not be suspended/expelled based solely on the fact that they are truant, tardy or otherwise absent from school activities? <i>EC 48900(w)(1)</i>	Y	Suspension/Expulsion Policy reviewed.
5. 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? { <i>EC 47605(d)(4)</i> }	N	See Item 7B-5 Comment below.
6. 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? { <i>48915.5(d)</i> }	Y	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 * <i>EC 32282(a)(2)</i> ? <i>EC 47605(b)(5)(F)</i>	Y	Safety Plan provided and reviewed.
2. Is there evidence that the School Safety Plan was reviewed and updated by March 1 { <i>EC 47605(b)(5)(F)</i> } and that a public hearing was held before its adoption? <i>EC 32288(b)(1)</i>	N	See Item 7C-2 Comment below.
3. Is there evidence that staff has been trained in health, safety, and emergency procedures?	N	See Item 7C-3 Comment below.
4. Does the Charter School maintain a calendar of emergency drills for each site in which it operates?	Y	Record of drills provided.
5. Does the charter's Safety Plan include procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at an activity sponsored by the school or on a school bus serving the school? <i>EC 32282(a)(2)(K)</i>	Y	School Safety Plan provided and reviewed.
6. Does the charter's Safety Plan include appropriate adaptations for pupils with disabilities in accordance with <i>EC 32282(a)(2)(B)</i> ?	Y	Parent/Student Handbook and Safety Plan
7. After the March 1 review, or at any time, was the charter notified by any person of any concern(s) related to the adaptations for pupils with disabilities? If so, is there evidence that the charter reviewed the concerns and if found credible, modify the adaptations, accordingly? <i>EC 32288(a)(2)(B)</i>	N/A	
8. If the charter serves students in grades 7-12, does the school's Safety Plan include a protocol in the event a student is suffering or is believed to be suffering from an Opioid overdose? <i>EC 47605(c)(5)(C)(iii)</i> .	N/A	
9. If the charter offers an athletic program, does it: 1) annually give the Opioid Factsheet for Parents 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? { <i>EC 49476</i> }	N/A	

## 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>
10. 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	Immunization Policy and Parent/Student Handbook reviewed.
11. 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	Notifications provided on School's website.
12. Does the charter have board-adopted Suicide Prevention Policies for grades K-6 and 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	Suicide Prevention Policy provided and reviewed.
13. Did the Charter School provide each needy pupil as defined in EC 49552, with two free nutritionally-adequate meals to any pupil who requests a meal without consideration of the pupil's eligibility {EC 49501.5(a)(2)} with adequate time to eat each, based upon the recommendations of the National School Lunch/Breakfast programs? EC 49501.5(1)(A)	Y	Lunch schedule provided.
14. If the Charter serves grades 7-12 and 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	
15. 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 finding are reviewed in a public meeting every two years? {EC 49564(a)}	Y	The charter complies with federal Free/Reduced Lunch program requirements.
16. 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 Coordinator listed on school's website.
17. 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	Excused Absence Policy reviewed.
18. Does the Charter's Excused Absence Policy include the purpose of attending the funeral services or grieving the death of either a member of the student's immediate family or of a person that is determined by the pupil's parent/guardian to be in such close association with the pupil to be considered "immediate family" so long as the absence is not more than 5 days per incident? EC 48205(a)(4).	N	See Item 7C-18 Comment below.
19. Does the charter's Excused Absence Policy include up to three days for a student to access services from a victim services organization, to access grief support services or to participate in safety planning or to take other actions to increase student safety or that of an immediate family member? EC 48205(a)(13)	N	See Item 7C-19 Comment below.

## 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>
20. 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)	N/A	
21. 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)}?	N/A	
22. Does the charter's Safety Plan include procedures for the storage and administration of emergency epinephrine auto-injectors? EC 49414(a)	Y	Safety Plan reviewed.
23. If the charter serves students in grades 9-12, and allows on-campus access to employers, does it include access to military services? EC 49603.	N/A	
<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	Annual Notice documents provided.
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 documents 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	Website and enrollment documents reviewed, as well as verbal confirmation of providing the Notice upon disenrollment.
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}	N	See Item 7D-5 Comment below.
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	
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}	N/A	



## 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. 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	Site observation of postings.
9. If the charter serves high school students, did it receive a petition requesting pupil representation on its governing board? If so, did the charter add a student representative per EC 47604.2?	N/A	
<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	The charter's demographic enrollment reflects the student population of the districts surrounding the charter's location.
<b>Comments:</b>		
<p>Item 7B-3: Evidence not provided or found in regard to discipline practices described in the item.</p> <p>Item 7C-2: No evidence of public hearing was provided or found.</p> <p>Item 7C-3: The Staff Training Roster provided in Item 3D-1 indicated that not all staff received the legally-required trainings.</p> <p>Item 7C-18: Evidence not found in Handbooks or Excused Absence Policy related to Item. Policy being revised for 2024-25.</p> <p>Item 7C-19: Evidence not found in Handbooks or Excused Absence Policy related to Item. Policy being revised for 2024-25.</p> <p>Item 7D-5: The Homeless Liaison posted on the charter's website is not current.</p>		
<b>Reviewed conducted by:</b> Cathie Morris, KCSOS Charter School Consultant		

## **\*Education Codes/Legal Compliance Citations**

### **Section 1: General Requirements and Section 3: Educational Program**

#### **EC Section 220:**

No person shall be subjected to discrimination on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance, or enrolls pupils who receive state student financial aid.

#### **Penal Code 422.55:**

Under **Penal Code 422.55 PC**, California law defines a **hate crime** as a criminal act committed in whole or in part because of the victim's actual or perceived **disability, gender, nationality, race or ethnicity, religion, sexual orientation**, or association with a person or group with one or more of these actual or perceived characteristics.

### **Section 3: Educational Program**

#### **EC Section: 313.1/313.2:**

For purposes of this article, the following terms have the following meanings:

(a)(1) "Long-term English learner" means an English learner to which all of the following apply:

(A) Is enrolled in any of grades 6 to 12, inclusive.

(B) Has been enrolled in schools in the United States for six years or more.

(C) Has remained at the same English language proficiency level for two or more consecutive prior years, or has regressed to a lower English language proficiency level, as determined by the English language development test identified or developed pursuant to [Section 60810](#), or a score determined by the Superintendent on any successor test.

(D) For a pupil in any of grades 6 to 9, inclusive, has scored far below basic or below basic on the prior year's English language arts standards-based achievement test administered pursuant to [Section 60640](#), or a score determined by the Superintendent on any successor test.

### **Section 5: Governance**

#### **Education Code Section 47604.1 / Senate Bill 126 Compliance:**

New Education Code section 47604.1 provides that charter schools and entities managing charter schools (defined as a nonprofit public benefit corporation that operates a charter school) are subject to the Ralph M. Brown Act (or the Bagley-Keene Open Meeting Act). It also prescribes specific rules regarding meeting locations and meeting content.

Additionally, Education Code section 47604.1 clarifies that the California Public Records Act applies to both charter schools and entities managing charter schools.

Finally, the new law subjects charter schools and entities managing charter schools to both Government Code section 1090 and the Political Reform Act of 1974. This means that charter school officials may not be financially interested in any contract made by them in their official capacity. They must also comply with all conflict prohibitions and reporting requirements of the Political Reform Act and must adopt a conflict of interest code. Unlike employees of school districts

and county offices of education, a charter school employee may serve as a member of the charter school's governing board; however, the employee must abstain from voting on, influencing, or attempting to influence another member of the governing board regarding any matters uniquely affecting the member's employment with the charter school.

## Section 7: Student Services

### EC 48901.1 and SB 419 Compliance:

Notwithstanding Section 47610 or any other law, commencing July 1, 2020, the following provisions apply to charter schools:

(a) A pupil enrolled in a charter school in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended on the basis of having disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties, and those acts shall not constitute grounds for a pupil enrolled in a charter school in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(b) A pupil enrolled in a charter school in any of grades 6 to 8, inclusive, shall not be suspended on the basis of having disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This subdivision is inoperative on July 1, 2025.

### School Safety Plan/EC 32282 Compliance:

a) The comprehensive school safety plan shall include, but not be limited to, both of the following:

- (1) Assessing the current status of school crime committed on school campuses and at school-related functions.
- (2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

(A) Child abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code .

(B) Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the federal Americans with Disabilities Act of 1990 ( 42 U.S.C. Sec. 12101 et seq. ). The disaster procedures shall also include, but not be limited to, both of the following:

- (i) Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. The system shall include, but not be limited to, all of the following:
  - (I) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff.
  - (II) A drop procedure whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.
  - (III) Protective measures to be taken before, during, and following an earthquake.
  - (IV) A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.
- (ii) Establishing a procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The school district or county office of education shall cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the needs of the community.
  - (C) Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts that would lead to suspension, expulsion, or

mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900 ) of Chapter 6 of Part 27 of Division 4 of Title 2.

- (D) Procedures to notify teachers of dangerous pupils pursuant to Section 49079 .
- (E) A discrimination and harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200 ) of Part 1.
- (F) The provisions of any schoolwide dress code, pursuant to Section 35183 , that prohibits pupils from wearing “gang-related apparel,” if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define “gang-related apparel.” The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. A schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For purposes of this paragraph, “gang-related apparel” shall not be considered a protected form of speech pursuant to Section 48950 .
- (G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.
- (H) A safe and orderly environment conducive to learning at the school.
- (I) The rules and procedures on school discipline adopted pursuant to Sections 35291 , 35291.5, 47605, and 47605.6.

(J) Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on school campuses and at school-related functions. The procedures to prepare for active shooters or other armed assailants shall be based on the specific needs and context of each school and community.

(b) It is the intent of the Legislature that schools develop comprehensive school safety plans using existing resources, including the materials and services of the partnership, pursuant to this chapter. It is also the intent of the Legislature that schools use the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled “Safe Schools: A Planning Guide for Action” in conjunction with developing their plan for school safety.

(c) Each schoolsite council or school safety planning committee, in developing and updating a comprehensive school safety plan, shall, where practical, consult, cooperate, and coordinate with other schoolsite councils or school safety planning committees.

(d) **The comprehensive school safety plan may be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public.**

## **EC 215 Suicide Prevention Policy Compliance Grades 7-12:**

(a)(1) The governing board or body of a local educational agency that serves pupils in grades 7 to 12, inclusive, shall, before the beginning of the 2017-18 school year, adopt, at a regularly scheduled meeting, a policy on pupil suicide prevention in grades 7 to 12, inclusive. The policy shall be developed in consultation with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts and shall, at a minimum, address procedures relating to suicide prevention, intervention, and postvention.

(2) The policy shall specifically address the needs of high-risk groups, including, but not limited to, all of the following:

- (A) Youth bereaved by suicide.
- (B) Youth with disabilities, mental illness, or substance use disorders.
- (C) Youth experiencing homelessness or in out-of-home settings, such as foster care.
- (D) Lesbian, gay, bisexual, transgender, or questioning youth.

(3)(A) The policy shall also address any training to be provided to teachers of pupils in grades 7 to 12, inclusive, on suicide awareness and prevention.

(B) Materials approved by a local educational agency for training shall include how to identify appropriate mental health services, both at the schoolsite and within the larger community, and when and how to refer youth and their families to those services.

(C) Materials approved for training may also include programs that can be completed through self-review of suitable suicide prevention materials.

(4) The policy shall be written to ensure that a school employee acts only within the authorization and scope of the employee's credential or license. Nothing in this section shall be construed as authorizing or encouraging a school employee to diagnose or treat mental illness unless the employee is specifically licensed and employed to do so.

(b) The governing board or body of a local educational agency that serves pupils in grades 7 to 12, inclusive, shall review, at minimum every fifth year, its policy on pupil suicide prevention and, if necessary, update its policy.

(d) For purposes of this section, "local educational agency" means a county office of education, school district, state special school, or charter school.

### **EC 215(2)(A) Suicide Prevention Policy Compliance Grades K-6:**

(A) The governing board or body of a local educational agency that serves pupils in kindergarten and grades 1 to 6, inclusive, shall, before the beginning of the 2020-21 school year, adopt, at a regularly scheduled meeting, a policy on pupil suicide prevention in kindergarten and grades 1 to 6, inclusive. The policy shall be developed in consultation with school and community stakeholders, the county mental health plan, school-employed mental health professionals, and suicide prevention experts and shall, at a minimum, address procedures relating to suicide prevention, intervention, and postvention.

(B) The policy for pupils in kindergarten and grades 1 to 6, inclusive, shall be age appropriate and shall be delivered and discussed in a manner that is sensitive to the needs of young pupils.

(C) The policy for pupils in kindergarten and grades 1 to 6, inclusive, shall be written to ensure proper coordination and consultation with the county mental health plan if a referral is made for mental health or related services on behalf of a pupil who is a Medi-Cal beneficiary.

(3) The policy shall specifically address the needs of high-risk groups, including, but not limited to, all of the following:

(A) Youth bereaved by suicide.

(B) Youth with disabilities, mental illness, or substance use disorders.

(C) Youth experiencing homelessness or in out-of-home settings, such as foster care.

(D) Lesbian, gay, bisexual, transgender, or questioning youth.

4)(A) The policy shall also address any training on suicide awareness and prevention to be provided to teachers of pupils in all of the grades served by the local educational agency.

(B) Materials approved by a local educational agency for training shall include how to identify appropriate mental health services, both at the schoolsite and within the larger community, and when and how to refer youth and their families to those services.

(C) Materials approved for training may also include programs that can be completed through self-review of suitable suicide prevention materials.

(5) The policy shall be written to ensure that a school employee acts only within the authorization and scope of the employee's credential or license. Nothing in this section shall be construed as authorizing or encouraging a school employee to diagnose or treat mental illness unless the employee is specifically licensed and employed to do so.

(b) The governing board or body of a local educational agency that serves pupils in kindergarten and grades 1 to 12, inclusive, shall review, at minimum every fifth year, its policy on pupil suicide prevention and, if necessary, update its policy. (d) For purposes of this section, "local educational agency" means a county office of education, school district, state special school, or charter school.

### **EC 221.61: Title IX Website Information**

(a) On or before July 1, 2017, public schools, private schools that receive federal funds and are subject to the requirements of Title IX, school districts, county offices of education, and charter schools **shall post in a prominent and conspicuous location** on their Internet Web sites **all of the following**:

(1) The name and contact information of the Title IX coordinator for that public school, private school, school district, county office of education, or charter school, which shall include the Title IX coordinator's phone number and email address.

(2) The rights of a pupil and the public and the responsibilities of the public school, private school, school district, county office of education, or charter school under Title IX, which shall include, but shall not be limited to, Internet

Web links to information about those rights and responsibilities located on the Internet Web sites of the department's Office for Equal Opportunity and the United States Department of Education Office of Civil Rights, and the list of rights specified in Section 221.8.

(3) A description of how to file a complaint under Title IX, which shall include all of the following:

(A) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred, and how a complaint may be filed beyond the statute of limitations.

(B) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including, but not limited to, Internet Web links to this information on the United States Department of Education Office for Civil Rights' Internet Web site.

(C) An Internet Web link to the United States Department of Education Office for Civil Rights complaints form, and the contact information for the office, which shall include the phone number and email address for the office.

### **Ed Code 234.6 Website Posting Compliance:**

(a) For purposes of this article, "local educational agency" means a county office of education, school district, state special school, or charter school.

(b) Commencing with the 2020-21 academic year, **each local educational agency shall ensure that all of the following information is readily accessible in a prominent location on the local educational agency's existing internet website in a manner that is easily accessible to parents or guardians and pupils:**

**(1)** The local educational agency's policy on pupil suicide prevention in grades 7 to 12, inclusive, adopted pursuant to Section 215.**(2)** The local educational agency's policy on pupil suicide prevention in kindergarten and grades 1 to 6, inclusive, adopted pursuant to Section 215, including reference to the age appropriateness of that policy.**(3)** The definition of discrimination and harassment based on sex as described in Section 230. This shall include the rights set forth in Section 221.8.**(4)** The Title IX information included on a local educational agency's internet website pursuant to Section 221.61.**(5)** A link to the Title IX information included on the department's internet website pursuant to Section 221.6.**(6)** The local educational agency's written policy on sexual harassment, as it pertains to pupils, prepared pursuant to Section 231.5.**(7)** The local educational agency's policy, if it exists, on preventing and responding to hate violence as described in Section 233.**(8)** The local educational agency's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies as described in Section 234.1.**(9)** The local educational agency's anti-cyberbullying procedures adopted pursuant to Section 234.4.**(10)** A section on social media bullying that includes all of the following references to possible forums for social media bullying:**(A)** Internet websites with free registration and ease of registration.**(B)** Internet websites offering peer-to-peer instant messaging.**(C)** Internet websites offering comment forums or sections.**(D)** Internet websites offering image or video posting platforms.**(11)** A link to statewide resources, including community-based organizations, compiled by the department pursuant to Section 234.5.**(12)** Any additional information a local educational agency deems important for preventing bullying and harassment.

**OFFICE OF JOHN G. MENDIBURU**  
**Kern County Superintendent of Schools**  
*Advocates for Children...*

***Charter School Oversight Review***  
***2023-24***

*School: GROW 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 the fall semester, 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	Kimberly Graham: Administrator of Local, Regional, and Statewide Systems of Support.
2. Has a schedule or plan been made to visit the Charter School at least annually? [EC 47604.32]	Y	Site visit conducted on April 24, 2024.
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	Marcos Gamino: KCSOS District Fiscal Analyst
4. Has authorizer identified the individual or entity responsible for monitoring the fiscal condition of the Charter School? [EC 47604.33]	Y	Marcos Gamino: KCSOS District 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	Petition and verbal assurance.
b) Shall not charge tuition.	Y	Petition and verbal assurance.
c) Shall not discriminate against any pupil on the basis of the characteristics listed in *EC Section 220.	Y	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	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	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	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	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.
<b>D. Board Policy Updates</b>		
1. Has the Charter School board documented that it annually reviews the charter's compliance with <i>EC 49431.2(d)</i> which prohibits the advertisement of food or beverages as incentives to students during the school day?	Y	Board minutes where compliance 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? ( <i>EC 200, 220, 234.1, 234.7</i> )	Y	Parent/Student Handbook.
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? ( <i>EC 234.1(b)</i> )	Y	Parent/Student Handbook.
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? ( <i>EC 49076.7</i> )	Y	Parent/Student Handbook.
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 <i>EC 51225.2</i> ?	N/A	
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 <i>EC 51225</i> ?	N/A	
<b>E. Items Specific to the Charter Petition and MOU</b>		
Comments: N/A		
Review conducted by:		

## 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 Aeries SIS system to record and track attendance.
2. Is the staff person primarily responsible for attendance reporting adequately trained?	Y	Training provided by Aeries, 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	Calendar provided and reviewed.
4. Is there an approved class (bell) schedule?	Y	Bell 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	Master Schedule and instructional minutes reviewed.
6. Is attendance taken daily by an individual responsible for taking attendance?	Y	Attendance is taken by classroom teachers and absences are verified by the attendance clerk.
7. Are absences excluded from the apportionment days?	Y	Master Schedule 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	Class roster 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	Teacher roster with credentials provided and reviewed.
<b>Student Attendance – Independent Study</b>		
10. Are records maintained for audit as well as the total independent study ADA?	Y	The attendance clerks maintain all records and independent study ADA.
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	Class and IS rosters provided and reviewed.
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	IS Board Policy provided and reviewed.
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.</li> </ul>	Y	Independent study records are maintained by the attendance clerk. Provided and reviewed.

## 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	Not required. School does not meet IS percentage threshold.
<b>B. Cash Receipts</b>		
1. Are there approved policies addressing cash receipts?	Y	Fiscal and Operation Manual Board-approved Policies provided and reviewed.
2. Are there receipts issued for all monies received?	Y	Per policy, receipts are given for all cash received at the school.
3. Is an audit trail maintained to assure deposit of all monies?	Y	An audit trail is maintained to ensure the deposit of all monies. Cash is counted by two individuals and recorded. Subsequently, it undergoes a secondary counting process by two authorized individuals from the Cash Management Office (CMO).
4. Is cash stored in a secure place prior to deposit?	Y	Cash is stored in a school safe.
5. Are deposits made in a timely manner?	Y	Deposits are made 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 and deposits are made by different employees, and bank reconciliation is completed and reviewed by the back office provider.
7. Are there adequate records maintained for audit?	Y	All records are maintained for audit either in the financial records system (box), payroll department, school site or the CMO.
<b>C. Disbursements</b>		
1. Are there approved policies addressing disbursements?	Y	Fiscal Operations Manual provided and reviewed.
2. Do disbursements require:		
a) An original invoice from the vendor?	Y	Fiscal Policy reviewed.
b) A receiving document?	Y	Fiscal Policy reviewed.
c) Appropriate approval of the purchase?	Y	Fiscal Policy reviewed.
3. Are checks signed by authorized employees?	Y	Either by the CBO or the Director of Business Services and Compliance. Dual if over 30k.
4. Is there a system to maintain vendor payment information for preparation of 1099s?	Y	Potential 1099s are marked in the accounting system for annual processing. W-9s kept on file by the Accounting Clerk.
5. Is there a segregation of duties between purchasing, receiving, and accounts payable?	Y	Purchasing is done at the school site, by the Account Clerk, the Accounting Specialist processes invoices for payment and EdTec issues payment with prior approval from CBO and DBO.
6. Are disbursements approved/ratified by Board?	Y	The monthly check register is approved at Board meetings.
7. Are there adequate records maintained for audit?	Y	2023 Audit Report provided and reviewed.

## 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>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	Forms are filed quarterly by EdTec.
3. Are earnings properly recorded for retirement reporting to Social Security, PERS, STRS?	Y	This is tracked in the Paylocity System.
4. Is there a system to provide STRS data to the county superintendent?	Y	Paylocity is used to keep track of STRS data.
5. Is there a satisfactory system to maintain employee earning records for preparation of W-2s?	Y	Payroll recording system is Paylocity.
6. Is there appropriate segregation of duties between the maintenance of employee data, salary schedules, and payroll payments?	Y	These duties are split up between HR department, business department, and EdTec.
7. Are there adequate records maintained for audit?	Y	Records are maintained for audit by the payroll clerk for audit.
<b>E. Budget, Accounting, and Financial Reporting</b>		
1. Are there board approved policies addressing budget, accounting and financial reporting?	Y	Board-approved Fiscal Policy provided and reviewed.
2. Has the budget been approved by the Board?	Y	Budget and board minutes provided and reviewed.
3. Is there a process to review and revise the budget for changes in student enrollment and operations?	Y	Board meetings are held to review actuals, forecasts and interim budgets, which are revised, if needed.
4. Are budget revisions approved/ratified by the Board?	Y	Following initial Board approval, any substantive changes are approved and ratified.
5. Are financial obligations provided for in the budget?	Y	All obligations are included in the budget and are monitored monthly.
6. Are separate accounts maintained for restricted revenues and expenditures?	Y	Separate resource coded accounts for restricted revenues and expenditures are maintained in the accounting software.
7. Are financial reports prepared and reviewed by the Board on a regular basis?	Y	Reports are prepared/reviewed monthly by the Board.
8. Are mandated financial reports provided to the county Superintendent of schools in a timely manner? (EC 47604.33)	Y	All documents are prepared and sent to KCSOS as agreed upon by the MOU.
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.		Budget reports received in timely manner and reviewed.
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	Cash flow projections are completed and presented to the board on a semi-monthly basis
10. Does the charter school's budget align with the school's LCAP and LCAP Addendum/LEA Plan?	Y	The LCAP/LCAP addendum plan align with the board-approved budget.

## 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>
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	LCFF Budget Overview for Parents provided.
12. Is there a business accounting/information system that complies with State accounting and reporting requirements?	Y	Accounts are maintained in financial software (Netsuite); reported using SACS account 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.
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?	N/A	
5. Are records maintained for audit?	Y	All records are maintained by EdTec and at the CMO office.
<b>G. Financial Condition</b>		
1. Is a prudent level of reserves maintained for economic uncertainties?	Y	Required reserves are maintained.
2. Are multi-year financial projections prepared?	Y	Submitted with Budget and Interims.
3. Are the projections and assumptions reasonable?	Y	Major assumptions based on FCMAT, School Services of CA.
4. Have all long-term debt obligations been included?	Y	GAA and GASL do not have any long-term obligations.
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?	Y	GA Arvin is forecasted to end FY24 with a reserve of approximately 80%. Board report provided.
<b>H. Equipment Inventory</b>		
1. Are there approved policies addressing the purchase and maintenance of equipment?	Y	Policies provided and reviewed.
2. Is an equipment inventory:		
a) Maintained?	Y	Inventory provided.
b) Physically located on each site?	Y	Verbal assurance and fiscal policy.
3. Is equipment purchased with federal funds properly identified?	Y	Verbal assurance and fiscal policy.
4. Are records maintained for audit purposes?	Y	Audit records provided.
<b>I. Expanded Learning Opportunities Program</b>		
1. If the charter received funds pursuant to the ELOP (EC 46120), did it offer to all unduplicated pupils in classroom-based instructional programs in K-6 and provide access to any pupil whose parent or guardian requests access to expanded learning opportunity programs in accordance with program requirements? (EC 46120(a)(2))	Y	ELOP opportunities are offered via Parentsquare, flyers, and parent announcement meetings throughout the year.

## 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>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?	<b>Y</b>	Activities are coded per site in the financial and accounting systems.
<b>Comments: N/A</b>          Review conducted by: Marcos Gamino; KCSOS Fiscal Analyst		

### 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 indicate that the charter is implementing the instructional plan outlined in the Petition and is refining to best meet the needs of students.
2. Is the Charter School staffing sufficient to carry out the educational program and consistent with the terms of the charter petition?	Y	23-24 Arvin Staffing Roster provided. The charter maintains a low student-to-adult ratio of 20:1, and all classes have at least two adults present during instructional time.
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	Although the charter is not implementing the GLAD Program, it does provide integrated and designated ELD for EL students, as well as targeted intervention, as needed, by the general population.
5. Has the Charter School obtained WASC accreditation as outlined in the petition, if applicable?	N/A	
6. Has the charter's Course of Study been revised to include: a. Social Science instruction related to the contributions of people of all genders, Latino, LGBTQ, regardless of religious and socioeconomic status EC 51204.5 b. Grades 1-6: the inclusion of instruction in cursive writing in the appropriate grade levels? EC 51210(a)(1).	Y	See Comment 3A-6 below.
<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	Current SIRAS data and sample documents, as well as classroom observations, indicate SWD are being placed and served appropriately.
b) Referral and assessment of students suspected of requiring special education and related services?	Y	Reviewed sample documents, SIRAS data, and the SWD's section of Student/Parent Handbook that notes Child Find procedures in Google Drive.
c) Compliance with the timelines related to special education?	Y	Reviewed CALPADS 16.21 report as of 4/24/24, cross-referenced to current SIRAS data as of 4/24/24.
2. Are students who are identified as being eligible for Special Education receiving services required by their IEPs?	Y	Reviewed sample IEP Services Page on sample IEPs. IEP services also witnessed during 4/24/24 classroom observations.
3. Does the Charter School provide for the inclusion of all of the required members to participate in IEP team meetings?	Y	Reviewed current SIRAS data and sample IEP Meeting Participation page.
4. Does the Charter School have a plan for the provision of transportation of Special Education students who require this related service?	Y	No current SWDs with specialized transportation needs. However, charter has MOU with KCSOS transportation should the need arise.

### 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. Does the Charter School have a process for determining a student's eligibility for services under Section 504?	Y	Reviewed charter 504 Procedures.
6. Does the Charter School develop and implement accommodation plans for any students who are 504 eligible?	Y	Reviewed sample 504 Plan and observed accommodations during classroom observations.
7. Does the Charter School ensure that Special Education funds are not used to serve students identified under Section 504?	Y	Charter verified that SPED funds are never used for students on 504 plans only.
8. Does the Charter School follow a process for identification and reclassification of students who are English Learners?	Y	Reviewed charter ELL procedures for identification and reclassification.
9. If the Charter School graduates students, has it notified its 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	
<b>C. Curricular Materials</b>		
1. Is the Charter School utilizing standards-aligned instructional materials?	Y	Instructional materials list provided/reviewed, and observations/interviews validated their use.
2. Is the Charter School utilizing instructional materials that address the specific needs of English Learners?	Y	Instructional materials for Integrated and Designated ELD reviewed and observations confirmed their use.
3. Is the Charter School utilizing instructional materials that address the specific needs of Special Education students?	Y	Review of list of curriculums used for SWDs and observations confirmed their use.
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	Staff roster and training list provided and reviewed.
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	Anti-bullying Policy and training dates provided.
3. Is Charter School staff provided opportunities for professional development necessary to carry out the instructional program as outlined in the petition?	Y	PD calendar and staff training dates provided.
<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?	Y	Charter qualified for the middle tier of renewal based upon 2024 criteria.
3. Has the Charter School completed and posted a SARC containing required elements by Feb 1, 2024?	Y	SARC reviewed and was posted accordingly.



### 3. EDUCATIONAL PROGRAM AND ASESMENT

<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>
4. Is student achievement data regularly reported to parents and staff?	Y	Evidence provided indicates that staff and parents regularly review student achievement data.
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 of parent notifications 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	The charter provided its plan for collecting, analyzing, and reporting assessment data. Evidence and observations indicate that the charter uses the data to monitor and improve the educational program.

#### **F. Items Specific to the Charter Petition and MOU**

1. Is the charter school serving grade levels consistent with the content of the charter and MOU?	Y	
1. Has the charter school made the "enrollment database" required in the MOU available to the County Superintendent upon request?	Y	Enrollment database provided and reviewed.
2. Are the educational program and assessment activities specific to the individual charter school (GROW-Arvin)?	Y	

**Comments:**

Item 3A-6: This law went into effect on 1/1/24, mid-way into the year. The Social Science curriculum had evidence of inclusion of the required items. Cursive writing was in the planning stage in 2024 and will be fully embedded into the curriculum by 8/24.

**Review Conducted by:** Tara Clarke, KCSOS Coordinator III/Region 8 EL Specialist Professional Learning

## 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.
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	Campus map indicates 5 locations on campus.
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 checklists provided.
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	Classrooms accommodate 30 students and currently no class is over 28.
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?	Y	The charter is building 4 new classrooms for K and modifying the TK classrooms.
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	School Safety Plan reviewed. Charter has 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	Observations verified.
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>N/A</b>		
<b>Comments:</b> The campus is lovely and well maintained.		
<b>Review Conducted by:</b> 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.
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	The charter provided evidence that it provides multiple and varied opportunities for parent involvement.
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 provided.
<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 indicates that it meets every other month.
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 agenda provided which indicates required posting.
b) Brown Act training and meeting compliance?	Y	Evidence of Brown Act training provided.
c) Twice the time limit, if one is used, for public comment for non-English speakers? (Govt. Code 54954.3)	Y	Board meeting Agenda provided indicates time allocation.
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	Minutes are signed by the Secretary and available for public review at the School Site and CMO office. Members of the public may receive a paper copy if requested and minutes are posted on website.
3. Does the Board have resolutions and Board-adopted policies that address the following:		
a) Conflict of interest (*SB 126 compliant?)	Y	Col 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	Board policy provided and reviewed.
d) Parent complaint resolution and due process	Y	Board policy 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	Board policy and Handbooks provided.
h) Safety Plan	Y	Safety Plan provided.
i) Immunization records	Y	Board policy provided and reviewed.
j) Family Educational Rights and Privacy Act (FERPA) – policy and notices	Y	Board policy, FERPA Notice and Handbooks provided.

## 5. GOVERNANCE

<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>
4. Have any changes made by the Board to bylaws or any document required by the Charter/MOU been communicated to the County Superintendent?	N/A	
<b>C. Parent/Staff Involvement</b>		
1. Is there a process in place that ensures that parents, teachers, and staff may provide input regarding the effectiveness of the Charter School?	Y	Parents, teachers, and students may participate in school governance through their involvement in various school committees, school site council, LCAP, Wellness Committee, Board meeting, and the SPGA
2. Do board-meeting minutes reflect that the Charter Board held a public hearing prior to approving its LCAP? (SB 75)	Y	Board Agenda and Minutes provided.
3. Is there evidence that the charter presented a report on the annual LCAP update and its LCFF budget overview for parents on or before February 28 at a regularly scheduled board meeting? If so, did that report include midyear outcome data related to the metrics of the current year's LCAP, and all available midyear expenditure and implementation data on all actions identified in that LCAP? EC 47606.5(e)(1) and (2).	Y	Board meeting minutes reflect a review of required components for the LCAP update.
<b>D. LCAP/LEA Plans and Categorical Funds</b>		
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?	Y	The LEA Plan is included in the LCAP Addendum.
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))	Y	Website posting confirmed.
3. Are the Title I funds/categorical funding being used to supplement the charter's LCAP goals?	Y	LCAP and LEA Plan Addendum reviewed.
<b>E. Items specific to the Charter Petition and MOU</b>		
1. Does the charter board understand that each charter school operating under its oversight is an individual school under the jurisdiction of the Board?	Y	Verbal assurance provided.
<p><b>Comments:</b> N/A</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>	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	Fingerprint clearance records provided and reviewed.
2. Does the Charter School have documentation that TB test results are current for all employees?	Y	Documentation provided.
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	Documentation 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 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 identity, expression and sexual orientation? (Govt. Code 12950)	Y	Evidence of training provided.
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 staff 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	Located in the staff breakroom.
<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	Staffing roster provided.
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	Teacher roster and credentialing reviewed.
3. Do teachers who are providing Special Education and Related Services have the appropriate credentials and certifications?	Y	Teacher credentialing 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 have a high school diploma and 48 units of college coursework.
2. Does the Charter School provide adequate staffing for:		
a) Custodial	Y	Staff roster provided and reviewed.
b) Food Service	Y	Staff roster provided and reviewed.
c) Information Technology	Y	Staff roster provided and reviewed.
d) Lunch/Break Supervision	Y	Staff roster provided and reviewed.
e) Clerical/Record Keeping	Y	Staff roster provided and 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>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 roster provided.
<p>Comments: N/A</p>          <p>Review conducted by: 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	Petition and enrollment documents 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 GPS Nondiscrimination Policy, Parent-Student Handbook and sample 30-Day Interim Placement 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 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 packet provided and 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	The charter documented its lottery process in a video and provided it as evidence.
6. Does the Charter School have records documenting immunizations to the extent required for enrollment in public schools?	Y	Immunization card provided as a sample.
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	A comparison between GROW and Arvin USD shows comparability in regard to racial backgrounds of students as reported by DataQuest.
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	Based upon DataQuest data, the charter's rate of EL students is about 20 percentage points below that of Arvin USD, but also has a higher reclassification rate. The rates of SWDs and SED students is comparable.
<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	Discipline policies and Parent/Student Handbook provided and 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	Parent/Student Handbook provided and reviewed.
3. Have the charter's discipline practices been updated to include: a certificated or classified employee may refer a student to school administrators for in-school intervention or supports from the list of other means of correction specified in EC 48900.5(b)(1) and that a school administrator will, within 5 business days document the actions taken, if any, and place that documentation into the pupil's record, and that the school administrator will inform the referring staff member, verbally or in writing, what actions were taken, and if none, the rationale for that decision? EC 48901.1(d)(1).	Y	Parent/Student Handbook 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>
4. Does the charter's suspension/expulsion policy state that a pupil shall not be suspended/expelled based solely on the fact that they are truant, tardy or otherwise absent from school activities? <i>EC 48900(w)(1)</i>	Y	Suspension and Expulsion Policy reviewed.
5. 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? <i>{EC 47605(d)(4)}</i>	Y	Evidenced provided and reviewed.
6. 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? <i>{48915.5(d)}</i>	Y	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 * <i>EC {32282(a)(2)}</i> ? <i>EC {47605(b)(5)(F)}</i>	Y	Safety Plan provided and reviewed.
2. Is there evidence that the School Safety Plan was reviewed and updated by March 1 <i>{EC 47605(b)(5)(F)}</i> and that a public hearing was held before its adoption? <i>EC 32288(b)(1)</i>	Y	Board meeting minutes provided.
3. Is there evidence that staff has been trained in health, safety, and emergency procedures?	Y	Training records provided.
4. Does the Charter School maintain a calendar of emergency drills for each site in which it operates?	Y	Record of drills provided.
5. Does the charter's Safety Plan include procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at an activity sponsored by the school or on a school bus serving the school? <i>EC 32282(a)(2)(K)</i>	Y	School Safety Plan provided and reviewed.
6. Does the charter's Safety Plan include appropriate adaptations for pupils with disabilities in accordance with <i>EC 32282(a)(2)(B)</i> ?	Y	Parent/Student Handbook and Safety Plan
7. After the March 1 review, or at any time, was the charter notified by any person of any concern(s) related to the adaptations for pupils with disabilities? If so, is there evidence that the charter reviewed the concerns and if found credible, modify the adaptations, accordingly? <i>EC 32288(a)(2)(B)</i>	N/A	
8. If the charter serves students in grades 7-12, does the school's Safety Plan include a protocol in the event a student is suffering or is believed to be suffering from an Opioid overdose? <i>EC 47605(c)(5)(C)(iii)</i> .	Y	Safety Plan reviewed.
9. If the charter offers an athletic program, does it: 1) annually give the Opioid Factsheet for Parents 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? <i>{EC 49476}</i>	Y	Opioid Fact Sheet and Athlete signature page provided.



## 7. STUDENT SERVICES

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	<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>
10. 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	Immunization Policy and Parent/Student Handbook reviewed.
11. 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	Notifications provided on School's website.
12. Does the charter have board-adopted Suicide Prevention Policies for grades K-6 and 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	Suicide Prevention Policy provided and reviewed.
13. 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)} with adequate time to eat each, based upon the recommendations of the National School Lunch/Breakfast programs? EC 49501.5(1)(A)	Y	Lunch schedule provided.
14. If the Charter serves grades 7-12 and 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	The charter does not issue ID Cards, but provides the information on its website.
15. 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 finding are reviewed in a public meeting every two years? {EC 49564(a)}	Y	The charter complies with federal Free/Reduced Lunch program requirements.
16. 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 Coordinator listed on school's website.
17. 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	Excused Absence Policy reviewed.
18. Does the Charter's Excused Absence Policy include the purpose of attending the funeral services or grieving the death of either a member of the student's immediate family or of a person that is determined by the pupil's parent/guardian to be in such close association with the pupil to be considered "immediate family" so long as the absence is not more than 5 days per incident? EC 48205(a)(4).	Y	Parent/Student Handbook reviewed.
19. Does the charter's Excused Absence Policy include up to three days for a student to access services from a victim services organization, to access grief support services or to participate in safety planning or to take other actions to increase student safety or that of an immediate family member? EC 48205(a)(13)	Y	Parent/Student Handbook 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>	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>
20. 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	Parent/Student Handbook reviewed.
21. 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	Staff resources provided for review.
22. Does the charter's Safety Plan include procedures for the storage and administration of emergency epinephrine auto-injectors? EC 49414(a)	Y	Safety Plan reviewed.
23. If the charter serves students in grades 9-12, and allows on-campus access to employers, does it include access to military services? EC 49603.	N/A	
<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	Annual Notice documents provided.
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 documents 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	Website and enrollment documents reviewed, as well as verbal confirmation of providing the Notice upon disenrollment.
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	
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}	N/A	

## 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>
7. 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	Site observation of postings.
9. If the charter serves high school students, did it receive a petition requesting pupil representation on its governing board? If so, did the charter add a student representative per EC 47604.2?	N/A	
<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?	N	See Item 7E-1 Comment below.
2. 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	The charter continues to actively conduct community outreach activities.
<b>Comments:</b>		
<p>Item 7E-1: Based on 2024 DataQuest Data, the EL enrollment for Arvin USD was 62% and the charter's was 42.6%. In addition, the English Only rate for Arvin USD was 26% and the charter's was 42.3%. Although the charter's reclassification rate was higher than the district's (11.9% vs. 7.1%), the charter is enrolling a higher percentage of English Only students than the district. Also, the Migrant enrollment for the district was 15.8% while the charter's rate was 3.1%.</p>		
<b>Reviewed conducted by:</b> Cathie Morris, KCSOS Charter School Consultant		

4.2.1

# Proposition 28: Arts and Music in Schools Funding Annual Report Fiscal Year 2023-24

Name: Kern Co. Office of Education

CDS Code: 1510157-0000000

Allocation Year: 2023-24

**1. Narrative description of the Prop 28 arts education program(s) funded. (2500 character limit).**

The Kern County Superintendent of Schools (KCSOS) has not yet expended the funding for the FY23-24 Prop 28 arts education program.

<b>2. Number of full-time equivalent teachers (certificated).</b>	0.0
<b>3. Number of full-time equivalent personnel (classified).</b>	0.0
<b>4. Number of full-time equivalent teaching aides.</b>	0.0
<b>5. Number of students served.</b>	0
<b>6. Number of school sites providing arts education.</b>	0

**Date of Approval by Governing Board/Body**

**Annual Report Data URL**

<https://kern.org>

**Submission Date**