

Office of Mary C. Barlow
Kern County Superintendent of Schools
Advocates for Children...

Charter School Oversight Review
2019-20

REALMS Academy

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

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

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

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

1. GENERAL REQUIREMENTS		
<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	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>
A. Authorizer Requirements		
1. Has Authorizer identified its staff person who is the contact person for the Charter School? [EC 47604.32]	Y	Lisa Gilbert, Deputy Supt. Of Instructional Services
2. Has a schedule or plan been made to visit the Charter School at least annually? [EC 47604.32]	Y	Informal visits made by staff and formal review occurred in June, 2020 virtually due to COVID-19.
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	Priscilla Quinn, Assist Supt of Business Services
4. Has authorizer identified the individual or entity responsible for monitoring the fiscal condition of the Charter School? [EC 47604.33]	Y	Priscilla Quinn, Assist Supt of Business Services and Steve Mattern, Director of Business Services
B. Charter School Education Code Requirements		
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) 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(d)(2) in regard to the establishment of preferences for enrollment which shall not result in limiting enrollment access for pupils with: disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged or pupils based on nationality, race, ethnicity, or sexual orientation.	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.	N	The Charter did not notify the district of residence for the pupils who left the district within 30 days of leaving the Charter. See Item 1-B(g) Comment below.

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>
C. Memorandum of Understanding		
1. Has the Charter School complied with the terms of the current Memorandum of Understanding?	N	See Item 1-C(1) Comment below.
2. Does charter school administration understand the content and purpose of the Memorandum of Understanding?	Y	Verbal assurance provided. See Item 1-C(1) Comment below.
D. Board Policy Updates		
1. Has the Charter School board documented that it annually reviews the charter’s compliance with EC 49431.9 which prohibits the advertisement of food or beverages as incentives to students during the school day?	Y	Board meeting minutes provided and reviewed.
2. Has the Charter School updated its enrollment board policy and/or charter petition language to include the characteristic of immigration status of students or their families in regard to discrimination and the prohibition from the collecting information or documents regarding such status? (EC 200, 220, 234.1, 234.7)	Y	Enrollment policy provided and reviewed.
3. 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	Handbook provided and reviewed.
E. Items Specific to the Charter Petition and Memorandum of Understanding		
1. MOU Item V-D: Enrollment Database to be maintained and available upon request.	N	The enrollment database was not developed until the charter review in June 2020, when requested. (See Comments below)
<p>Comments:</p> <p>Item 1-B(g): The Charter reported that it was not aware that the notification was required within 30 days of a student’s withdrawal from the Charter. The district was notified in July, 2020 in one e-mail that included the names of all students who withdrew during the year. In addition, the notification did not include each student’s last known address.</p> <p>Item 1-C(1): Charter administration did not understand that the student database was to be maintained in an on-going basis, available upon request at any time. The database was prepared and provided only after requesting it during the annual charter review which occurred after the academic year. Charter administration now understands this requirement and assured the reviewer that it will be in compliance for the 2020-21 school year.</p> <p>The Charter struggled with its ELD Program (both Designated and Integrated) during the first semester of 2019-20. The MOU (Item XI: Specific Requirements) states: “ The Charter School will define when Designated ELD will take place”. KCSOS staff from Curriculum and Instruction worked with the charter to comply with this requirement.</p>		
<p>Review conducted by: Cathie Morris, KCSOS Charter School Consultant</p>		

2. FISCAL AND BUSINESS OPERATIONS

In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.

Y
N
N/A

Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.

A. Student Attendance

1. Is there a satisfactory attendance accounting system used?	Y	The Aries Program is used.
2. Is the staff person primarily responsible for attendance reporting adequately trained?	Y	C Goins and M Hogg attended Training.
3. Is there an approved Charter School calendar that includes a minimum of 175 instructional days?	Y	The 2019/20 School Calendar provided and reviewed.
4. Is there an approved class (bell) schedule?	Y	A "Draft" Bell Schedule was provided in Petition for 2019-20.
5. Is there a process to monitor compliance with the minimum instructional minute requirements as defined by Title 5, Section 11963?	N	Board meeting minutes indicate Calendar was approved, but no evidence of Bell Schedule approval. Calculation of minutes noted, but no process found for monitoring of minutes.
6. Is attendance taken daily by an individual responsible for taking attendance?	Y	Verbal confirmation that teachers are responsible for taking attendance daily.
7. Are absences excluded from the apportionment days?	Y	Aries Attendance Summary provided and reviewed.
8. Does the Charter School's list of excused absences include a student attending his/her naturalization ceremony? (EC 48205)	Y	Student Handbook pages 3-4 cited.
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	Credential Worksheet provided and reviewed.

Student Attendance – Independent Study

10. Are records maintained for audit, and what was the total independent study ADA?	Y	P-2 Report indicated 1.17 ADA for IS.
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"> • 25:1, or; • 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 2nd principal apportionment in the prior year, in the county or counties in which the Charter School operates? 	Y	25:1 ratio reported.
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	Documentation provided and reviewed.
13. Does the Charter School <u>have records that 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"> • Placement of SWDs into independent study: EC 51745(c) • Ratio of ADA for independent study to FTE staff: EC 51745.6 • Apportionment claims and gifts of value: EC 51747.3(a) • Adherence to geographic restrictions: EC 51747.3(b) 	Y	Documentation and verbal confirmation 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>
<ul style="list-style-type: none"> • Supervision of and assignment of credit by credentialed teachers to claim apportionment credit: EC 51747.5(a) • Credit awarded for ADA based only upon work products: EC 51747.5(b) 	Y	Documentation provided and reviewed.
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. Cash Receipts		
1. Are there approved policies addressing cash receipts?	N	The Charter verbally described an adequate process. However they do not have board-approved, written Policies nor a Fiscal Policy and Procedure Handbook. (See Item 2-B(1) Comment below).
2. Are there receipts issued for all monies received?	Y	Blank example provided.
3. Is an audit trail maintained to assure deposit of all monies?	Y	GL, Bank Statements, numbered Dep slips provided.
4. Is cash stored in a secure place prior to deposit?	Y	The charter has a locked Cash Box. (See Item 2-B(4) Comment below).
5. Are deposits made in a timely manner?	Y	Verbal description/assurance. No established board-adopted policy. (See Item 2-B(1) Comment)
6. Is there a segregation of duties for the receipt of monies, the deposit of monies, and the reconciliation of bank statements?	Y	Verbal description provided. (See Item 2 B-(1) Comment below)
7. Are there adequate records maintained for audit?	Y	All transactions and documents are filed and maintained by Business Office
C. Disbursements		
1. Are there approved policies addressing disbursements?	N	The Charter lacks a board-approved Fiscal Policy that addresses disbursements. (See Item 2-C(1) Comment below)
2. Do disbursements require:		
a) An original invoice from the vendor?	Y	Verbal assurance provided. (See Item 2-B(1) Comment below).
b) A receiving document?	Y	Verbal assurance provided. (See Item 2-B(1) Comment below).
c) Appropriate approval of the purchase?	Y	Verbal assurance provided. (See Item 2-B(1) Comment below).
3. Are checks signed by authorized employees?	Y	Verbal assurance. Miriam Hogg and Jennifer Zanke.
4. Is there a system to maintain vendor payment information for preparation of 1099s?	Y	Quick Books – Hard copies in Business Office.
5. Is there a segregation of duties between purchasing, receiving, and accounts payable?	Y	Verbal assurance. Purchases approved by Admin, received in front office, documents to Accounts Payable.
6. Are disbursements approved/ratified by Board?	Y	Board meeting minutes provided and reviewed.
7. Are there adequate records maintained for audit?	Y	GL & check reconciliation provided for review

2. FISCAL AND BUSINESS OPERATIONS

In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.

Y
N
N/A

Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.

D. Payroll

1. Does the Charter School have a Board-approved Salary Schedule or other satisfactory salary structure?	Y	Salary Schedule provided and reviewed.
2. Are tax deposits completed in a timely manner?	Y	Verbal assurance.
3. Are earnings properly recorded for retirement reporting to Social Security, PERS, STRS?	Y	Pre-list prior to payroll.
4. Is there a system to provide STRS data to the county superintendent?	Y	KCSOS confirmed: electronic transmittal monthly of STRS data to KCSOS.
5. Is there a satisfactory system to maintain employee earning records for preparation of W-2s?	Y	Charter uses QuickBooks. Records maintained in the Charter's Business Office.
6. Is there appropriate segregation of duties between the maintenance of employee data, salary schedules, and payroll payments?	Y	Verbal assurance. Needs to be codified in a Manual, adopted by board
7. Are there adequate records maintained for audit?	Y	All transactions and documents are filed and maintained by Business Office

E. Budget, Accounting, and Financial Reporting

1. Are there board approved policies addressing budget, accounting and financial reporting?	N	The Charter has no written Fiscal Policies. (See Item 2-B(1) Comment below).
2. Has the budget been approved by the Board?	Y	Board meeting minutes provided.
3. Is there a process to review and revise the budget for changes in student enrollment and operations?	Y	Verbal assurance. Revisions based upon 1 st /2 nd interims, and as needed.
4. Are budget revisions approved/ratified by the Board?	Y	Verbal assurance that revisions are board approved. (See Item 2-B(1) Comment below)
5. Are financial obligations provided for in the budget?	Y	Budgets provided and reviewed.
6. Are separate accounts maintained for restricted revenues and expenditures?	Y	QuickBooks Example provided and reviewed.
7. Are financial reports prepared and reviewed by the Board on a regular basis?	Y	Board meeting minutes provided and reviewed.
8. Are mandated financial reports provided to the county superintendent of schools in a timely manner? (EC 47604.33)	Y	All financials provided to KCSOS Business Office, as required, and compliant.
a.) On or before July 1 st , the preliminary budget.		
b.) On or before December 15 th , the interim financial report.		
c.) On or before March 15 th , the second interim financial report.		
d.) On or before September 15 th , the final unaudited report for the full prior year		
9. Are cash flow projections prepared, updated and provided to the county on a regular basis to assure there are sufficient funds that are available to meet the financial obligations of the charter school?	Y	Provided to County Office with budget and interim reporting.

2. FISCAL AND BUSINESS OPERATIONS

In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.

	Y N N/A	Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.
F. Audit		
1. Which state-approved audit firm has been selected?	Y	Clifton Larson Allen, LLP.
2. Has an audit schedule/timeline been developed?	Y	Schedule provided and reviewed.
3. Has a copy of the prior year audit been provided to the county superintendent?	N/A	First year of Charter's operation.
4. Has a corrective plan of action been developed and implemented for each finding and recommendation?	N/A	
5. Have the prior year actions for findings and recommendations been implemented?	N/A	
6. Are records maintained for audit?	Y	All financial records are kept for auditors' review.

G. Financial Condition		
1. Is a prudent level of reserves maintained for economic uncertainties?	Y	The Charter has more than required in reserves.
2. Are multi-year financial projections prepared?	Y	With budget and interim reporting to KCSOS.
3. Are the projections and assumptions reasonable?	Y	KCSOS Fiscal Services reviewed.
4. Have all long-term debt obligations been included?	Y	Waiting on 1 st audit review.
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	Multi Year Projections show required reserve in all years.

H. Equipment Inventory		
1. Are there approved policies addressing the purchase and maintenance of equipment?	N	No board adopted, established policy/procedure. (See Item 2-B(1) Comment below)
2. Is an equipment inventory:		
a. Maintained?	Y	Verbal confirmation that it is updated annually.
b. Physically located on each site?	Y	Verbal confirmation that it is located on site.
3. Is equipment purchased with federal funds properly identified?	Y	Identified by funding source.
4. Are records maintained for audit purposes?	Y	Inventory maintained for audit.

I. Items Specific to the Charter Petition and Memorandum of Understanding: N/A

Comments:

Item 2-B(1): The charter should develop a Fiscal Policy and Procedure Handbook, and have board-approved Fiscal Policies. The Charter has been provided exemplars of appropriate Fiscal Policy Handbooks.

Item 2-B(4): The Charter should identify who has access to the cash box in its Policy.

Item 2-G(3): Considering that the Charter's enrollment declined considerably in 2019-20 as well as the State's fiscal position, KCSOS, as well as other fiscal advisors, are advising LEAs to be prepared for revenue cuts in the next year and that budgets should be prepared with caution and conservative projections. Unless the Charter has solid reasons for current growth projections, it is recommended that the Charter project flat ADA to be better prepared for a possible downward projection in revenue.

Reviewed by: Steve Mattern, KCSOS Director Fiscal Services

3. EDUCATIONAL PROGRAM AND ASSESSMENT

In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.

Y
N
N/A

Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.

A. Educational Program

1. Is the Charter School following its curricular and instructional plan as presented in the approved Charter petition?	Y	See Item 3-A(1) Comment below.
2. Is the Charter School staffing sufficient to carry out the educational program and consistent with the terms of the charter petition?	N	The Petition included a music program but it was canceled for 2020-21 due to budget issues to support a music teacher. In regard to SWDs in 2019-20, the Charter was appropriately staffed and students appropriately placed.
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	The Core Program is standards-based, the Charter provides ELD and has developed an RtI model. (See Item 3-A(4) Comment below)
5. Has the Charter School obtained WASC accreditation as outlined in the petition, if applicable?	N/A	

B. Services to Special Populations

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	Delivery models are based on need: students receive services both inside and outside the general education classroom based upon ability and need. (See Item 3-B(1) Comment below)
b) Referral and assessment of students suspected of requiring special education and related services?	Y	Verbal confirmation of the process documented in Charter Petition, which follows the SELPA Procedural Manual.
c) Compliance with the timelines related to special education?	Y	SELPA and CDE reporting timelines were met in 2019-20.
2. Are students who are identified as being eligible for Special Education receiving services required by their IEPs?	Y	Verbal assurance by staff and a review of randomly selected student files.
3. Does the Charter School provide for the inclusion of all of the required members to participate in IEP team meetings?	Y	All IEP Team members were present at the IEPs reviewed. Verbal confirmation that Subs are provided for general education teachers, as needed, to attend.
4. Does the Charter School have a plan for the provision of transportation of Special Education students who require this related service?	Y	No students currently require transportation. Charter was encouraged to develop an MOU with district should a student require these services.
5. Does the Charter School have a process for determining a student's eligibility for services under Section 504?	Y	Charter staff verbally confirmed a process and described appropriate forms being used.
6. Does the Charter School develop and implement accommodation plans for any students who are 504 eligible?	Y	Charter staff articulated how the 504 plans are monitored and reviewed so that students receive the services they require.
7. Does the Charter School ensure that Special Education funds are not used to serve students identified under Section 504?	Y	Maintenance of Effort reporting confirms funds usage.
8. Does the Charter School follow a process for identification and reclassification of students who are English Learners?	Y	Verbal confirmation of processes in Petition used to identify and reclassify ELs. For SWDs, this decision is made by the IEP Team following an assessment of the student's skills based on CDE guidelines. (See Item 3-B(8) Comment below)

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>
9. If the Charter School graduates students, has it notified its students in foster care, homeless, of a military family or of migrant status of their rights of exemption from local graduation requirements under EC 51225.1(a)?	N/A	The Charter serves grades TK-6
C. Curricular Materials		
1. Is the Charter School utilizing standards-aligned instructional materials?	Y	Informal site visits made in fall of 2019, verbal confirmation of administrators.
2. Is the Charter School utilizing instructional materials that address the specific needs of English Learners?	Y	Charter provides ELD, both Designated and Integrated, using the Launch to Literacy/Link to Literacy program from Dataworks.
3. Is the Charter School utilizing instructional materials that address the specific needs of Special Education students?	Y	For the Charter's current population of mild/moderate SWDs, specialized curriculum and materials are provided (iReady, phonemic awareness supports such as Decodables, and DOLCH words).
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	
D. Professional Development		
1. Has Charter School staff received legally required trainings?	N	The Charter uses Frontline: an on-line service for mandated trainings. Frontline report indicated that several employees had not completed some trainings and that some did not complete trainings within the timeline required by law.
2. Is Charter School staff provided opportunities for professional development necessary to carry out the instructional program as outlined in the petition?	Y	Sign-in sheets and agendas from trainings provided. Verbal assurance given by Charter administrators.
E. Assessment		
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?	N/A	State mandated testing has been cancelled for the 2019-2020 school year
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	2019 Dashboard Data shows that the school had an overall indicator of yellow in ELA and Mathematics, with the Hispanic and socioeconomically disadvantaged students showing orange as well as SWD scoring red in math.
3. Has the Charter School completed and posted a SARC containing required elements by Feb 1, 2020?	N	The SARC is posted on the REALMS website. However, it is missing salary and suspension/expulsion information.
4. Is student achievement data regularly reported to parents and staff?	Y	Student data is reported to parents once per trimester in hardcopy and during parent/teacher conferences. Data is discussed at School Site Council meetings. Verbal assurance that progress reports for SWDs are sent home regularly.

3. EDUCATIONAL PROGRAM AND ASSESSMENT

In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.

Y
N
N/A

Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.

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 compliant notifications provided for review. Verbal assurance was given that the Charter sends these letters home.
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’s plan for progress monitoring is as follows: weekly in grades TK-2nd with DIBELS; monthly in grades 3 rd -6 th using the Smarter Balanced IAB assessments. Data reports were provided as evidence.
7. Does the Charter School have a current LEA (Local Educational Agency) Plan or LCAP Addendum that has been presented to, reviewed and approved by the Charter School’s governing board?	Y	Charter’s LCAP and board minutes provided as evidence
8. Are the Title I funds/categorical funding being used to supplement the charter’s LCAP goals?	Y	The LCAP Addendum indicates that Title I funds are being used to supplement the Charter’s LCAP goals.
9. Does the Charter School have a current and adequate Local Control Accountability Plan (LCAP)? Has it been reviewed and approved by its governing board? Has the LCAP been sent to the Kern County Superintendent of Schools on or before 7/1? Is the current LCAP posted prominently on its website?	Y	The Charter’s board approved LCAP is posted on its website.

F. Items Specific to the Charter Petition and the Memorandum of Understanding

1. Is the charter school serving grade levels consistent with the content of the charter and MOU?	Y	TK-6 th grade being served.
2. Has the charter school made the “enrollment database” required in the MOU available to the County Superintendent upon request?	Y	The enrollment database was made available upon request. (See Item 3-F(2) Comment below)
3. Are the Educational Program and Assessment activities specific to the individual charter school?	N/A	

Comments:

Item 3-A(1): As stated in the Charter Petition: REALMS...to include project-based STEM education, music education focusing on instrument training, and foreign language education. Instrumental music was to be offered in 2020-21, but was eliminated due to budget constraints. Question remains whether the Charter will be able to provide foreign language instruction in 2021-22.

Item 3-A(2): Charter staff understands that if a TK SWD or Mod/Severe child enrolls, then further SPED authorizations would be required.

Item 3-A(4): Staff indicated that the iReady Program is used by students in need of intervention for 15 minutes per day and is the primary tool for RtI. iReady reports reviewed indicated inconsistent usage throughout the school, with most students substantially below the expectation of 15 minutes per day.

Item 3(B)(1): Charter staff understands that if a mod/severe SWD enrolled, they would need to create an appropriate program/placement. Reviewer noted concern with the timeline for the Charter to create/implement such a program.

Item 3-B(8): Per Ed Code Section 313 and 5 CCR Section 11303, the Charter must use only overall score of “4” on ELPAC as Criteria 1 for Reclassification of EL students. The Charter will need to revise its Reclassification Policy.

Item 3-F(2): Although the Charter provided the Student Database upon request, it had not been maintaining it throughout the year. In addition, a few of the disenrollment codes were found to be incorrect. The Charter staff confirmed that for 2020-21, it would: 1) maintain a current database throughout the year, 2) ensure that the district of residence would be notified within 30 days of a student’s disenrollment, and that 3) the district’s notification would include the student’s last known address per the MOU.

Reviewed by: Michelle Young, KCSOS ELA/ELD Coordinator and Julie Gaines, KCSOS SELPA Director

4. FACILITIES AND OPERATIONS		
<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
A. Facility Adequacy and Compliance		
1. Is there a designated staff person responsible for overseeing facilities maintenance and operations? If yes, who?	Y	David Garcia, Custodian/Maintenance Staff
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?	N	Unknown as no documentation provided.
4. Has the Charter School identified all single-user toilet facilities as all gender facilities? (Article 5, Health & Safety Code)	Y	Photos provided.
5. Is there a process for providing routine inspection and maintenance to ensure that Charter School facilities including playgrounds remain in good condition?	Y	Verbal confirmation by staff of daily inspection and reporting by Yard Supervisors and Maintenance.
6. Have the Charter School's facilities been modified during the past year?	Y	New roof completed in June 2020.
7. Are the Charter School's facilities adequate for the number of students and types of programs assigned to each site?	Y	Informal site visits made in fall of 2019.
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	Documents provided and reviewed.
9. Does the Charter School have plans to modernize and/or add facilities to the existing site?	N/A	
10. Does the Charter School plan to add a new site? If so, has proper notification been made to the approving agency?	N/A	
11. If the Charter School participates in an interscholastic athletic program, does it have a written emergency action plan and at least one AED for the school? (EC 35179/4. 35179.6)	N/A	
12. If the Charter School has been made aware of a lactating pupil, has it made accommodations other than a restroom and provided a place to safely store expressed milk?	N/A	
13. If the Charter School serves any grades 6-12, and it meets the 40% pupil poverty rate, does it provide feminine hygiene products, including tampons and sanitary napkins, in a least 50% of the school's restrooms? (EC 35292.6)	Y	Verbal confirmation and photos of items in restroom 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. Items Specific to the Charter Petition and Memorandum of Understanding		
1.	N/A	
2.		
Comments:		
Review conducted by: Cathie Morris, KCSOS Charter School Consultant		

5. GOVERNANCE

In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.

Y
N
N/A

Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.

A. Organizational Management

1. If the Charter School is constituted as a non-profit corporation, are the corporate papers, including articles of incorporation available to the authorizer?	Y	Documentation provided.
2. Is there a list or roster of governing board members?	Y	Roster provided.
3. Does the Charter School governance structure include the process to be followed by the school to ensure parental involvement consistent with EC 47605(b)(5)(D) and the terms of the charter petition and the MOU?	Y	Parent representation on board, SSC, ELAC and other parent advisory committees. Charter Petition outlines plan for parent involvement.
4. Is the Board free of real or perceived conflicts of interest?	Y	Conflict of Interest Policy Reviewed. (See Item 5-A(4) Comment below)
5. Is the composition of the Board consistent with the approved Charter?	Y	Roster and Charter petition reviewed.

B. Meetings and Policies

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	Based upon the Board meeting schedule provided, the board meets monthly.
2. Does the Board comply with the following:		
a) Regularly scheduled meetings, as outlined in the petition, with required agenda postings per EC 54954.2(a)/54956?	Y	Board meeting schedule provided and reviewed.
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 as evidence.
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	Verbal assurance of adherence to Charter Petition.
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. (See Item 5-A(4) Comment below)
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	Verbal assurance that due process is conducted as outlined in Charter Petition.
d) Parent complaint resolution and due process	N	Parent Handbook and Enrollment forms do not include AB 1505 Notice.
e) Internal controls policies and related forms and systems	N	The Charter does not have a Fiscal Policy and Procedures Manual as noted in Section 2.
f) Bank signature authorizations, etc.	Y	The Charter has a board resolution.
g) Harassment- student, staff	Y	Staff and Student/Parent Handbooks.
h) Safety Plan	Y	Safety Plan reviewed.
i) Immunization records	Y	REALMS provided a sample of student immunization cards as evidence.
j) Family Educational Rights and Privacy Act (FERPA) – policy and notices	Y	Documentation provided and reviewed.

5. GOVERNANCE

In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.

Y
N
N/A

Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.

k) Section 504 compliance	Y	Documentation provided and reviewed.
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	
C. Parent/Staff Involvement		
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	There is parent representation on the Board. REALMS provides monthly School Site Council, ELAC and PVC meetings for parents, teachers, and staff to provide input on the effectiveness of the school. Samples of surveys provided.
2. Do board-meeting minutes reflect that the Charter Board held a public hearing prior to approving its LCAP? (SB 75)	N/A	First year of operation and no LCAP due for 2019-20. LCAP timeline revised for 2020-21 due to COVID-19.
D. Items specific to the Charter Petition and Memorandum of Understanding		
1.	N/A	

Comments:

Item 5-A(4): SB 75 and 126 passed in 2019 and posed new requirements for Non-profit Boards. The Charter will need to review its Conflict of Interest Policy to ensure that it meets all current legal requirements, and revise as necessary.

Review Conducted by: Cathie Morris, KCSOS Charter School Consultant

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>
A. All Employees		
1. Does the Charter School have fingerprint clearance, including Department of Justice background checks, on all employees? [EC 44237] <i>"Criminal record summary"</i>	Y	Documentation provided and reviewed.
2. Does the Charter School have documentation that TB test results are current for all employees?	N	Several employees did not have a TB Clearance on file. (See Item 6-A(2) Comment below)
3. Does the Charter School have record of the AB-1432 Child Abuse Neglect and Reporting Act Training required annually within the first 6 weeks of the school year or within 6 weeks of each person's employment?	N	Several employees did not have a certificate on file or the certificate was not completed within the first six weeks of employment per AB1432. (See Item 6-A(3) Comment below)
4. Does the Charter School have approved personnel policies and practices that are consistent with the petition, MOU, and all applicable laws?	N	Verbal assurance that practices align with policies in Employee Handbook, but, based on evidence, Charter is out of compliance in some critical areas. (See Item 6-A(4) Comment below)
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 page 24.
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 page 23.
8. Does the Charter School have a DFEH-created poster regarding transgender rights posted in a prominent and accessible location? (Govt. Code 12950)	Y	Verbal assurance that it is posted in the staff lounge.
B. Certificated Employees		
1. Does the Charter School employ sufficient teaching staff to satisfy the terms of the petition and the MOU?	Y	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 6-B(2) Comment below)
3. Do teachers who are providing Special Education and Related Services have the appropriate credentials and certifications?	Y	Documentation provided and reviewed. All students are served in an RSP setting
C. Classified Employees		
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	Staff list with qualifications provided and reviewed.
2. Does the Charter School provide adequate staffing for:		
a) Custodial	Y	Staff list provided and reviewed.

6. HUMAN RESOURCES

In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.

Y
N
N/A

Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.

b) Food Service	Y	Staff list provided and reviewed.
c) Information Technology	Y	Contracted by Cosner Neipp IT Solutions
d) Lunch/Break Supervision	Y	Staff list provided and reviewed.
e) Clerical	Y	Staff list provided and reviewed.

D. Items Specific to the Charter Petition and Memorandum of Understanding

1. Has the Charter School provided a written list of all of its employees for the current school year pursuant to the MOU?

Y

List provided.

Comments:

Item 6-A(2): TB Clearance out of compliance for five employees.

Item 6-A(3): Child Abuse Neglect and Reporting Act Training (CANRA): Two employees did not have a CANRA training certificate on file and eleven completed the CANRA training after six weeks of employment.

Item 6-A(4): The Charter needs to align practices with policies and procedures and ensure that all findings related to Human Resources are addressed in 2020-21

Item 6-B(2): Four individuals did not have the appropriate authorization for their assignment:

- MacKenzie Brewster- Emergency CLAD expired on 2-1-2020
- Lisa Lewis- Music Teacher extension was denied by CTC
- Timothy Lomba- Substitute teacher did not have a substitute permit from 11-2-19 to 11-11-19 and subbed for Lisa Lewis. Did not hold a teaching credential to be in the assignment for Lisa Lewis after 11-12-19.
- Brando Maio- Did not have a PE authorization for his assignment.

Pursuant to Education Code §47605.4, teachers employed in charter schools must hold the appropriate credential to serve in their assignments, and if employed during the 2019-20 school year without such, are **required to obtain the appropriate credential authorizations by July 1, 2025**. In the interim period, CalSAAS allows these teachers to be classified as [“2019-20 Charter Teacher”](#). Although these will be considered misassignments, the charter school is not required to correct the misassignment within 30 days as outlined in Education Code §44258.9(e)(9).

Review conducted by: Evelyn Feliciano, KCSOS Credentials Analyst

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>
A. Admissions		
1. Is the Charter School complying with the admissions practices described in the approved charter?	Y	The Charter provided its enrollment packet as evidence with verbal confirmation.
2. Does the Charter School facilitate admissions for a student with an IEP in the same manner as for a student without an IEP?	Y	The enrollment process is the same for all students. The IEP question is noted on the enrollment packet; if the box is marked, the students are enrolled and then meet with the SPED Teacher and/or principal to ensure the proper paperwork is completed.
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 and mobility data was reviewed and no irregularities found.
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)]	N	Parents of SWDs are not asked in-depth questions about the student’s Special Education Program until after enrollment. Enrollment forms include information on health care service providers but not health care coverage options with enrollment assistance information. (See Item 7-A(4) Comment below)
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	No lottery was needed
6. Does the Charter School have records documenting immunizations to the extent required for enrollment in public schools?	Y	REALMS provided a sample of a student immunization card as evidence.
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	Race and ethnicity data (DataQuest) of the charter and SSUSD are comparable. REALMS: 27.6% Hisp., 52.9% White. SSUSD : 28.3% Hisp., 56.6% White.
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	Demographics of the charter and SSUSD reviewed (DataQuest) and are relatively comparable. Charter : 54.5% SED, 11.1% SWD, 10.4% EL. SSUSD : 56.9% SED, 13.3% SWD, 5.7% EL. (See Item 7-A(8) Comment below)
B. Discipline		
1. Does the school have discipline policies and practices consistent with the terms of the charter and MOU?	Y	Verbal assurance that discipline practices align with policies outlined in Student/Parent Handbook, the Charter petition, and MOU.
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	The Parent/Student Handbook explains the procedures. SPED staff verbally described the appropriate steps in discipline for a SPED student, which includes a conference.
C. Health and Safety		
1. Does the Charter School have a School Safety Plan that includes all of the topics listed in EC {32282(a)(2)}? EC {47605(b)(5)(F)}	Y	The Charter provided a School Safety Plan and a Disaster Preparedness Plan that included all required elements.

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>
2. Is there evidence that the School Safety Plan was reviewed and updated by March 1? <i>EC {47605(b)(5)(F)}</i>	Y	Verbal acknowledgment by admin that the Plan was last reviewed and approved in Feb., 2020.
3. Is there evidence that staff has been trained in health, safety, and emergency procedures?	Y	Evidence of staff trainings provided.
4. Does the Charter School maintain a calendar of emergency drills for each site in which it operates?	Y	Calendar of scheduled drills provided and reviewed.
5. Do records reflect that the Charter School provides for the screening of pupils' vision, hearing, screening for scoliosis, and required immunizations to the same extent as would be required if the pupils attended a non-charter public school?	Y	REALMS employs the use of a school nurse to conduct these screenings. Dates of screenings and sample parent notices provided as evidence.
6. 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? (<i>EC 49428</i>)	N	The Charter posted a list of service providers on its website but sent out only one notice to parents. For a SWD, if eligible, mental health services are available thru the IEP process. Parents are reminded of that at each IEP meeting, as well as at the beginning and end of each school year. (See Item 7-C(6) Comment below)
7. If the Charter School serves students in grades 7-12, is there evidence that it has a board-adopted Suicide Prevention Policy that was 1) created in conjunction with stakeholders, 2) specifically lists its high-risk groups, 3) addresses the needs of those high-risk students and 4) updated in the last 5 years? (<i>EC 215</i>)	N/A	
8. Did the Charter School provide each needy pupil as defined in <i>EC 49552</i> , with one nutritionally adequate free/reduced-price meal? (<i>EC 47613.5</i>) (Effective 2019-20)	Y	REALMS staff verbally confirmed that the Charter provides meals daily for students.
9. If the Charter School qualifies for the free federal reimbursement rate for all meals that it provides, has it applied to provide a universal meal service to all students at the school? If not, has it submitted a governing board resolution to the state claiming a fiscal hardship? If so, is there evidence that those findings are reviewed in a public meeting every two years? { <i>EC 49564(a)</i> }	N/A	
10. 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? (<i>EC 221.61</i>)	Y	The Parent/Student Handbook (page 32) outlines the information. The Title IX information is also posted on the Charter's website.
D. Parent Notifications		
1. Does the Charter School provide a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act (<i>FERPA</i>)?	Y	Evidence found in Student/Parent Handbook. For SWDs, it is also in the SPED Annual Notice and is provided at every IEP meeting.
2. Are parents provided with annual notifications as required by the petition, the MOU, and all applicable laws?	Y	The Student/Parent Handbook contains all required annual notifications.
3. Are parents/guardians of grade 11 students notified, in writing, by Jan. 1 of the student's 11 th grade year that the student will be deemed a Cal Grant applicant unless the student opts out? Are they also provided the GPA of their child by October 1 of their child's 12-grade year? [<i>EC 69432.9(a)</i>]	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>
4. 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? Does the charter school provide this notice to parents upon enrollment? (SB 75)	N	Information is provided on the charter’s website on the legal section (Charter School Complaint Notice). No evidence was given that it is provided to parents in the enrollment packet. (See Item 7-D(4) Comment below)
E. Items specific to the Charter Petition and Memorandum of Understanding		
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 insure that the school is equally accessible to enrollment and attendance by all students within the boundaries of that district?	Y	A review of pupil demographic data from DataQuest , for both the Charter and Sierra Sands Unified School District, indicates that the Charter is serving a population that is reflective of the district. The Charter school advertises in mailers, a walking campaign, community events, and a mom’s club. (See Item 7-A(8) Comment below)
<p>Comments:</p> <p>Item 7-A(4): The Charter might consider providing information to families about signing up for Healthy Families (MediCal) in the form of a flyer.</p> <p>Item 7-A(8): Both agencies’ rates are higher than the state average, but this is attributed to students moving in with IEPs from LA County. The other question would be the severity level of the students served at the Charter versus Sierra Sands’ population. REALMS currently serves only Mild/Moderate students, primarily receiving speech services, whereas the district serves all levels of SWDs, including those who are in the Moderate/Severe category. However, there have been no parent or district complaints that REALMS does not have an appropriate program for a child wishing to enroll.</p> <p>Item 7-C(6): The Charter needs to provide a notice at least twice a year to parents regarding how to initiate access to available student mental health services on campus or in the community? (EC 49428).</p> <p>Item 7-D(4): The Charter needs to ensure that the parents are provided with enrollment Notice upon enrollment.</p> <p>Review conducted by: Michelle Young, KCSOS ELA/ELD Coordinator and Julie Gaines, KCSOS SELPA Director</p>		