

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

***Charter School Oversight Review***  
***2020-21***

***Ridgecrest Elementary Academy of Language, Music and Science***

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

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

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

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

## 1. GENERAL REQUIREMENTS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Authorizer Requirements</b>		
1. Has Authorizer identified its staff person who is the contact person for the Charter School? [EC 47604.32]	Y	Dr. Lisa Gilbert, Deputy Superintendent of Instructional Services.
2. Has a schedule or plan been made to visit the Charter School at least annually? [EC 47604.32]	Y	Informal visits were made during the summer of 2021 when no students were present, and formal meetings were held via Zoom in June 2021.
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 in collaboration with Steve Mattern, KCSOS 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) stating that the Charter School:		
a) Shall be nonsectarian in program admission policies, employment practices, and all other operations.	Y	Verbal Assurance and Charter Petition.
b) Shall not charge tuition.	Y	Verbal Assurance and Charter Petition.
c) Shall not discriminate against any pupil on the basis of the characteristics listed in EC Section 220.	Y	Verbal Assurance and Charter Petition.
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	Verbal Assurance and Charter Petition.
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	Verbal Assurance and Charter Petition.
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	Verbal Assurance and Charter Petition.
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	Verbal Assurance and Charter Petition.

### 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 1 C-1 Comment below)
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 49431.9 which prohibits the advertisement of food or beverages as incentives to students during the school day?	Y	Documentation provided.
2. Has the Charter School updated its enrollment board policy and/or charter petition language to include the characteristic of immigration status of students or their families in regard to discrimination and the prohibition from the collecting information or documents regarding such status? (EC 200, 220, 234.1, 234.7)	Y	The charter is in the process of updating all of its board policies to ensure compliance with all requirements.
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	The charter is in the process of updating all of its board policies to ensure compliance with all requirements. Verbal assurance that practice is following policy.
<b>E. Items Specific to the Charter Petition and MOU</b>		
<p><b>Comments:</b></p> <p>Item 1 C-1: The charter is not in compliance with the MOU in regard to the following:</p> <p>1) It has not “developed a systematic and strategic plan for implementing its many and varied new instructional and intervention initiatives.” Section 3 of this report details the issues with the instructional program being provided as compared to that of the one described in the Charter Petition.</p> <p><b>Review conducted by:</b> Cathie Morris, KCSOS Charter School Consultant</p>		

## 2. FISCAL AND BUSINESS OPERATIONS

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Student Attendance</b>		
1. Is there a satisfactory attendance accounting system used?	Y	ARIES Attendance Software.
2. Is the staff person primarily responsible for attendance reporting adequately trained?	Y	Staff was trained via webinars.
3. Is there an approved Charter School calendar that includes a minimum of 175 instructional days?	Y	Board-approved calendar provided for review.
4. Is there an approved class (bell) schedule?	Y	Board-approved bell schedule provided for review.
5. Is there a process to monitor compliance with the minimum instructional minute requirements as defined by Title 5, Section 11963?	Y	Documentation of annual compliance monitoring.
6. Is attendance taken daily by an individual responsible for taking attendance?	Y	Classroom teachers take attendance.
7. Are absences excluded from the apportionment days?	Y	Documentation provided and reviewed.
8. Does the Charter School's list of excused absences include a student attending his/her naturalization ceremony? (EC 48205)	Y	Attendance accounting guidelines provided for review.
9. Has Average Daily Attendance only been claimed for teachers who hold an appropriate certificate, permit or other document issued by CTC, consistent with EC 47605(l)?	Y	Documentation provided and reviewed.
<b>Student Attendance – Independent Study</b>		
10. Are records maintained for audit as well as the total independent study ADA?	Y	Documentation 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	Independent Study Policy and Master Agreement provided for review.
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	Independent Study Policy and Master Agreement provided for review.
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"> <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 Master Agreement provided for review.

## 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 is has completed the "determination of funding" process pursuant to EC 47634.2 and Title 5, 11963.2-11963.7?	<b>Y</b>	Independent Study Policy and Master Agreement provided for review.
<b>B. Cash Receipts</b>		
1. Are there approved policies addressing cash receipts?	<b>Y</b>	Board-approved Fiscal Policy and Procedure Manual provided for review.
2. Are there receipts issued for all monies received?	<b>Y</b>	Documentation provided.
3. Is an audit trail maintained to assure deposit of all monies?	<b>Y</b>	Board-approved Fiscal Policy and Procedure Manual provided for review.
4. Is cash stored in a secure place prior to deposit?	<b>Y</b>	There is a safe on the school site.
5. Are deposits made in a timely manner?	<b>Y</b>	Deposits of \$2K or less made weekly; greater than \$2K made within 72 hours.
6. Is there a segregation of duties for the receipt of monies, the deposit of monies, and the reconciliation of bank statements?	<b>Y</b>	Board-approved Fiscal Policy and Procedure Manual provided for review.
7. Are there adequate records maintained for audit?	<b>Y</b>	Documentation provided and reviewed.
<b>C. Disbursements</b>		
1. Are there approved policies addressing disbursements?	<b>Y</b>	Fiscal Policy and Procedure Manual reviewed.
2. Do disbursements require:		
a) An original invoice from the vendor?	<b>Y</b>	Fiscal Policy and Procedure Manual reviewed.
b) A receiving document?	<b>Y</b>	Fiscal Policy and Procedure Manual reviewed.
c) Appropriate approval of the purchase?	<b>Y</b>	Fiscal Policy and Procedure Manual reviewed.
3. Are checks signed by authorized employees?	<b>Y</b>	Authorized employees identified in Policy and Procedures Manual.
4. Is there a system to maintain vendor payment information for preparation of 1099s?	<b>Y</b>	Documentation provided and reviewed.
5. Is there a segregation of duties between purchasing, receiving, and accounts payable?	<b>Y</b>	Duties are segregated between the Office Coordinator, the Fiscal Analyst and the CEO.
6. Are disbursements approved/ratified by Board?	<b>Y</b>	Check Register approved by the board monthly.
7. Are there adequate records maintained for audit?	<b>Y</b>	Documentation provided and reviewed.
<b>D. Payroll</b>		
1. Does the Charter School have a Board-approved Salary Schedule or other satisfactory salary structure?	<b>Y</b>	Board-approved Salary Schedule provided.
2. Are tax deposits completed in a timely manner?	<b>Y</b>	Fiscal Policy and Procedure Manual reviewed.
3. Are earnings properly recorded for retirement reporting to Social Security, PERS, STRS?	<b>Y</b>	Fiscal Policy and Procedure Manual reviewed.
4. Is there a system to provide STRS data to the county superintendent?	<b>Y</b>	System provided and reviewed.
5. Is there a satisfactory system to maintain employee earning records for preparation of W-2s?	<b>Y</b>	The QuickBooks Program is used.
6. Is there appropriate segregation of duties between the maintenance of employee data, salary schedules, and payroll payments?	<b>Y</b>	Fiscal Policy and Procedure Manual reviewed.
7. Are there adequate records maintained for audit?	<b>Y</b>	Documentation provided and reviewed.

## 2. FISCAL AND BUSINESS OPERATIONS

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<b>E. Budget, Accounting, and Financial Reporting</b>		
1. Are there board approved policies addressing budget, accounting and financial reporting?	Y	Fiscal Policy and Procedure Manual reviewed
2. Has the budget been approved by the Board?	Y	The board approves the budget in June annually.
3. Is there a process to review and revise the budget for changes in student enrollment and operations?	Y	Process provided and used, as needed.
4. Are budget revisions approved/ratified by the Board?	Y	Board approves revisions, as needed.
5. Are financial obligations provided for in the budget?	Y	Budget provided and reviewed.
6. Are separate accounts maintained for restricted revenues and expenditures?	Y	The charter uses the SACS Account Code Structure.
7. Are financial reports prepared and reviewed by the Board on a regular basis?	Y	Reports are provided to and reviewed by the board monthly.
8. Are mandated financial reports provided to the county Superintendent of schools in a timely manner? (EC 47604.33)		
On or before July 1 <sup>st</sup> , the preliminary budget.		
On or before December 15 <sup>th</sup> , the interim financial report.		
On or before March 15 <sup>th</sup> , the second interim financial report.	Y	
On or before September 15 <sup>th</sup> , the final unaudited report for The full prior year.		All reporting is provided to the County Office and CDE within required timeframes.
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 provided to KCSOS with budgets and Interim Reports.
10. Does the charter school's budget align with the school's LCAP and LCAP Addendum/LEA Plan?	Y	Budget and LCAP provided to and reviewed by KCSOS.
11. Is there a business accounting/information system that complies with State accounting and reporting requirements?	Y	The Charter uses the QuickBooks Program.
<b>F. Audit</b>		
1. Which state-approved audit firm has been selected?	Y	Clifton, Larson and Allen.
2. Has an audit schedule/timeline been developed?	Y	May, August and October.
3. Has a copy of the prior year audit been provided to the county Superintendent?	Y	Maintained by KCSOS District Advisory.
4. Has a corrective plan of action been developed and implemented for each finding and recommendation, if needed?	N/A	
5. Have the prior year actions for findings and recommendations, if any, been implemented?	N/A	
6. Are records maintained for audit?	Y	Documentation provided.
<b>G. Financial Condition</b>		
1. Is a prudent level of reserves maintained for economic uncertainties?	Y	The Charter maintains the minimum state requirement for reserves.



### 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?	<b>N</b>	(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?	<b>Y</b>	The charter provided a list of certificated and classified staff. In regard to Students with Disabilities (SWDs), the charter is currently sufficiently staffed as it provides a “push-in” service model. (See Item 3 A-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?	<b>N/A</b>	
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?	<b>Y</b>	The core program is standards-based and utilizes state-approved curriculum. The Charter’s daily schedule included ELD and Rtl during the instructional day. (See Item 3 A-4 Comment below)
5. Has the Charter School obtained WASC accreditation as outlined in the petition, if applicable?	<b>N/A</b>	
<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?	<b>Y</b>	Although REALMS does not have a program for the moderate/severe population, it has processes in place to provide one, if needed. (See Item 3 B-1a Comment below)
b) Referral and assessment of students suspected of requiring special education and related services?	<b>Y</b>	REALMS uses the SELPA paperwork and IEP-development Program to develop assessment Consents and all of the documentation of the assessment.
c) Compliance with the timelines related to special education?	<b>Y</b>	Due to the pandemic, all districts across the State are having difficulty with IEP timelines. However, even prior to that, REALMS always needed to be reminded about reporting due dates. Although often one of the last LEAs to submit reports, the charter has complied with timelines with the support of SELPA staff.
2. Are students who are identified as being eligible for Special Education receiving services required by their IEPs?	<b>Y</b>	REALMS has a staff member who monitors whether students are receiving their respective IEP services, as written. The charter maintains weekly service logs for each student that are submitted and reviewed.
3. Does the Charter School provide for the inclusion of all of the required members to participate in IEP team meetings?	<b>Y</b>	Staff confirmed that, should an IEP team member be unable to attend a meeting, parent approval is obtained prior to the meeting. Also, an Excusal Form is obtained for each provider unable to attend and that provider contacts the parent in advance to review their input for the meeting.



### 3. EDUCATIONAL PROGRAM AND ASSESSMENT

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4. Does the Charter School have a plan for the provision of transportation of Special Education students who require this related service?	N	While charter staff understands that transportation may become necessary, the charter does not currently have a plan on how it would be provided. (See Item 3 B-4 Comment below).
5. Does the Charter School have a process for determining a student's eligibility for services under Section 504?	Y	The charter has a process with appropriate forms. Documentation provided and reviewed.
6. Does the Charter School develop and implement accommodation plans for any students who are 504 eligible?	Y	The charter uses forms provided through SELPA and has a standing team at the site for this service.
7. Does the Charter School ensure that Special Education funds are not used to serve students identified under Section 504?	Y	In the past few years, SPED funds have been limited; there is little funding leftover to spend on 504 students. Documentation provided verified that any 504 funds are kept separate from SPED funds.
8. Does the Charter School follow a process for identification and reclassification of students who are English Learners?	Y	The EL SWDs currently at REALMS take the ELPAC and not the alternate assessment (VCCALPPS). The Gen Ed reclassification process is followed and then the IEP team makes the final determination. (See Item 3 B-8 Comment below)
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	
<b>C. Curricular Materials</b>		
1. Is the Charter School utilizing standards-aligned instructional materials?	Y	The charter provided a list of instructional materials and a master schedule for review. All materials are aligned to Common Core and state adopted curriculum.
2. Is the Charter School utilizing instructional materials that address the specific needs of English Learners?	Y	Verbal assurance was provided that <i>Launch to Literacy</i> is used as the ELD curriculum. (See Item 3 C-2 Comment below)
3. Is the Charter School utilizing instructional materials that address the specific needs of Special Education students?	Y	REALMS ensures that SWDs have access to the general education curriculum by including them in the general education program. When needed, specialized curriculum and materials are purchased to support an individual child.
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	A spreadsheet was provided listing completion dates for staff for all legally mandated trainings.
2. Is Charter School staff provided opportunities for professional development necessary to carry out the instructional program as outlined in the petition?	Y	A calendar of PD meetings was provided. (See Item 3 D-2 Comment below)

### 3. EDUCATIONAL PROGRAM AND ASSESSMENT

<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	State mandated testing was optional for the 2020-2021 school year. Some students were given the CAASPP assessment and the ELPAC was administered.
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	Due to COVID-19, the CDE did not produce Dashboard data in 2020-21. The charter provided local assessment data for review which indicates that, although students are making progress in state standards, the pandemic negatively affected the progress of some students.
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, but it is missing some SARC required elements.
4. Is student achievement data regularly reported to parents and staff?	Y	Student data is reported to parents once per trimester in hardcopy (report cards) and during parent/teacher conferences. IEP Progress reports go out with report cards. Data is discussed at School Site Council meetings. A sample report card was provided as evidence.
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	The annual ELPAC assessment parent notification letter was recently revised to be 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	The charter verbally assured the reviewer that teachers are provided and use various assessment data points to monitor and adjust instruction during the school year. (See Item 3 E-6 Comment below)
<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	Grades TK-6 are 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.
<p><b>Comments:</b></p> <p>Item 3 A-1: The Charter Petition stated that students would be provided music 2 times per week, with instruments being introduced in 2020-21. However, music was only provided for 6 weeks through a vendor and it was unclear what type of instruction occurred. The charter's plan to provide language instruction currently only includes the "availability" of the Rosetta Stone Program.</p> <p>Item 3 A-2: The charter does not have a teacher with a Mod/Severe credential, but also does not currently have a student who needs these services. The concern is the lapse of time to provide services by an appropriately credential teacher if such a student were to enroll.</p> <p>Item 3 B-4: In 2019-20, SELPA suggested an MOU with a NPA or the local school district be in place should the situation occur where transportation is required to avoid a delay in the student getting to school.</p> <p>Item 3-B (8): In regard to the charter's reclassification notice, it indicated that it follows reclassified students for two years. Ed Code Section 6841 (a)(4)(5) states that students must be monitored for four years.</p>		

**Item 3 C-2:**

It is recommended that the charter require ELD standards to be noted in teacher ELD lesson plans.

**Item 3 D-2:**

The charter gave verbal assurance that professional development was given and a 2020-21 list of PD meetings was provided. The charter was encouraged to save copies of sign in sheets, PPTs, and/or zoom reports showing who was present for the PD for future years. Classroom walkthroughs provide feedback to teachers in regard to instructional practice, with follow-up support provided by the instructional coach and/or principal.

**Item 3 E-6:**

The charter verbally assured the reviewer that it regularly monitors student progress. Evidence was requested such as assessment data or progress reports, sign-in sheets showing teacher participation in data meetings, etc. No evidence was provided for review with the exception of a standards-based report card, and it is recommended that artifacts be maintained to provide evidence for this item in the future.

**Review Conducted by:** Michelle Young, KCSOS ELA/ELD Coordinator, and Julianna 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>
<b>A. Facility Adequacy and Compliance</b>		
1. Is there a designated staff person responsible for overseeing facilities maintenance and operations? If yes, who?	Y	Devin Scheiern-White
2. Is there a custodial schedule that reflects appropriate and timely attention to providing students with a clean and safe learning environment?	Y	Schedule provided and reviewed.
3. Do all facilities in which the Charter School is housed meet the American with Disabilities Act requirements?	Y	Certificate of Occupancy 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	The Facilities Inspection Report was provided.
6. Have the Charter School's facilities been modified during the past year?	N	
7. Are the Charter School's facilities adequate for the number of students and types of programs assigned to each site?	Y	Documentation 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	Documentation provided and reviewed.
9. Does the Charter School have plans to modernize and/or add facilities to the existing site?	N/A	
10. Does the Charter School plan to add a new site? If so, has proper notification been made to the approving agency?	N/A	
11. If the Charter School participates in an interscholastic athletic program, does it have a written emergency action plan and at least one AED for the school? (EC 35179/4. 35179.6)	N/A	
12. If the Charter School has been made aware of a lactating pupil, has it made accommodations other than a restroom and provided a place to safely store expressed milk?	N/A	
13. If the Charter School serves any grades 6-12, and it meets the 40% pupil poverty rate, does it provide feminine hygiene products, including tampons and sanitary napkins, in a least 50% of the school's restrooms? (EC 35292.6)	Y	Photo of restrooms provided with products.
14. If the Charter School contracts out its transportation services, and has made a finding of gross negligence or disciplinary action against the driver of a school bus, has it notified the Dept. of Motor Vehicles within 5 calendar days? (EC 39843, 39831.3)	N/A	
<b>B. Items Specific to the Charter Petition and MOU</b>		
<p><b>Comments:</b> N/A</p> <p><b>Review conducted by:</b> Cathie Morris, KCSOS Charter School Consultant</p>		

## 5. GOVERNANCE

<i>In the column to the right, indicate a finding of Y (yes), N (no), or N/A (not applicable) to each question/statement below.</i>	Y N N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>
<b>A. Organizational Management</b>		
1. If the Charter School is constituted as a non-profit corporation, are the corporate papers, including Articles of Incorporation available to the authorizer?	Y	Documentation provided.
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	Parents are provided several opportunities to be involved with the charter and its governance.
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?	N	The Bylaws note a board with 5-7 members, including a parent. The board is lacking a parent, and the charter is attempting to fill this vacancy.
<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	Calendar of meeting dates provided.
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	Agendas and a calendar of meetings provided.
b) Brown Act training and meeting compliance?	Y	Agenda of training provided.
c) Twice the time limit, if one is used, for public comment for non-English speakers? (Govt. Code 54954.3)	Y	Agenda provided.
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 and copies of board-meeting minutes reviewed.
3. Does the Board have resolutions and Board-adopted policies that address the following:		
a) Conflict of interest (SB 126 compliant?)	Y	Recently revised board policy submitted for review.
b) Handbooks- Parent, Student, Employee (AB 1505/SB 75 compliant?)	Y	All handbooks provided and reviewed.
c) Student & Employee discipline and due process (SB 419 compliant?)	Y	Recently revised board policy submitted for review.
d) Parent complaint resolution and due process	Y	Parent Handbook provided and reviewed.
e) Internal controls policies and related forms and systems	Y	Fiscal Policies and Procedures Manual provided.
f) Bank signature authorizations, etc.	Y	Fiscal Policies and Procedures Manual provided.
g) Harassment- student, staff	Y	Board policy, handbooks provided.
h) Safety Plan	Y	Safety Plan provided and reviewed.
i) Immunization records	Y	Verbal assurance that records are maintained in a locked cabinet in the school office.
j) Family Educational Rights and Privacy Act (FERPA) – policy and notices	Y	Handbooks and policy provided and reviewed.
k) Section 504 compliance	Y	Verbal assurance and documentation reviewed.

## 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?	Y	Amended, board-approved Bylaws provided.
<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	LCAP Advisory, SSC/PAC, and ELAC all include parents, teachers and staff. Surveys by stakeholders are also used for input.
2. Do board-meeting minutes reflect that the Charter Board held a public hearing prior to approving its LCAP? (SB 75)	N/A	LCAP not required in 2020-21.
<b>D. LCAP/LEA Plans and Categorical Funds</b>		
1. 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?	N	In 2021-21 all schools were to account for federal funds in their respective SPSA. (See Item 5 D-1 Comment below)
2. Are the Title I funds/categorical funding being used to supplement the charter's LCAP goals?	Y	Verbal assurance that TI funds support and supplement the instructional program.
3. 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?	N/A	LCAP not required in 2020-21.
4. Did the charter's Board approve a Learning Continuity and Attendance Plan (LC&AP) for 2020-21 by 9/30/20 in a public meeting? {EC 43509(a)(1)(A) and (B)}	Y	Board meeting minutes provided.
5. Did the Charter present the LC&AP to the Parent Advisory Committee and ELAC (if appropriate) prior to its approval? {EC 430509(b)(3)}	Y	Documentation provided.
<b>E. Items specific to the Charter Petition and MOU</b>		
<b>N/A</b>		
<p><b>Comments:</b></p> <p>Item 5 D-1: Per the CDE: <i>For the 2020–21 school year, all schools operating Title I, Part A Schoolwide Programs (including charter schools and single school districts) are required to develop a SPSA consistent with the requirements in EC Section 64001. The charter's SPSA only detailed how LCFF funds were allocated to goals and actions and did not include Title I funds.</i></p> <p><b>Review conducted by:</b> Cathie Morris, KCSOS Charter School Consultant</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	Evidence provided and reviewed.
2. Does the Charter School have documentation that TB test results are current for all employees?	Y	Evidence provided and reviewed.
3. Does the Charter School have record of the AB-1432 Child Abuse Neglect and Reporting Act Training required annually within the first 6 weeks of the school year or within 6 weeks of each person's employment?	Y	Two employees were past the 6 weeks of being hired. (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?	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)	N/A	
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 Staff Handbook
7. If the Charter School employs 25+ employees, does it provide protected leave and sick leave as it pertains to child care and "kin care" laws? (Labor Code 230.8)	Y	Referenced in Employee Handbook
8. Does the Charter School have a DFEH-created poster regarding transgender rights posted in a prominent and accessible location? (Govt. Code 12950)	Y	Posted in Administrative Office
<b>B. Certificated Employees</b>		
1. Does the Charter School employ sufficient teaching staff to satisfy the terms of the petition and the MOU?	N	Certificated and classified staff lists were provided and reviewed. (See Item 3 B-1 Comment below)
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	Credentials were analyzed.
3. Do teachers who are providing Special Education and Related Services have the appropriate credentials and certifications?	Y	Evidence provided and reviewed.
<b>C. Classified Employees</b>		
1. Do classified employees who are providing instructional support in the core content areas, Special Education, and English Language Learner Services meet state and federal requirements, and terms of the petition/MOU?		All classified employees in these types of settings have taken the Para Professional Assessment.
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	Outsourced.
d) Lunch/Break Supervision	Y	Staff list provided and reviewed.
e) Clerical/Record Keeping	Y	Staff list 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 the 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	List of all employees provided and reviewed.
<p><b>Comments:</b></p> <p>Item 6 A-3: Due to the pandemic, some trainings were not able to be provided as timely as required. The charter needs to ensure that all timelines are met in the future.</p> <p>Item 6 B-1: As discussed in Section 3 of this report, the Charter Petition includes regular instruction in music, language and STEM curriculum. The charter did not provide evidence that all students regularly receive curriculum and instruction in these areas.</p> <p><b>Review conducted by:</b> Evelyn Feliciano, KCSOS Credentials Analyst</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	The Charter provided a sample of Aeries enrollment that parents use to digitally enroll 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 on the charter's enrollment packet, but students with IEPs meet with the SPED Director after enrollment to complete paperwork.
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)]	Y	The charter uses an online enrollment "packet". Health care coverage options are included as a required component for parents to read prior to submitting a child's enrollment packet.
5. If the Charter School has needed to use the lottery system to determine which students will be allowed to enroll, is there documentation that the process was held in the manner described in the approved petition?	N/A	The lottery was not used in 2020-21.
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	Based upon 2020-21 DataQuest enrollment data for the charter and Sierra Sands District, the racial and ethnic backgrounds are similar.
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 on 2020-21 DataQuest Data, the rates of enrollment for EL and SED are comparable between the charter and local district.. The rate for SWDs was 17.6% as compared to 14.3% for the district. (See Item 7 A-8 Comment below)
<b>B. Discipline</b>		
1. Does the school have discipline policies and practices consistent with the terms of the charter and EC 48900 in regard to suspension of K-8 and expulsion of K-12 students?	Y	The charter outlines the discipline policy in the Parent/Student Handbook and verbal assurance was given that they adhere to this policy.
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 outlines the provision for a conference. In addition, the Handbook outlines the discipline requirements for SWDs and states that the charter will follow the laws and Ed Code appropriate to SWDs. However, one piece of the policy should be revised, with SELPA support to ensure compliance.
<b>C. Health and Safety</b>		
1. Does the Charter School have a School Safety Plan that includes all of the topics listed in EC {32282(a)(2)}? EC {47605(b)(5)(F)}	Y	The Charter provided a School Safety Plan and a Disaster Preparedness Plan that included all required elements.
2. Is there evidence that the School Safety Plan was reviewed and updated by March 1? EC {47605(b)(5)(F)}	Y	The plan was board approved on Oct. 21, 2020

## 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>
3. Is there evidence that staff has been trained in health, safety, and emergency procedures?	<b>Y</b>	A spreadsheet indicating dates that staff attended health, safety, and emergency training was provided.
4. Does the Charter School maintain a calendar of emergency drills for each site in which it operates?	<b>Y</b>	A list of drills was provided.
5. Do records reflect that the Charter School provides for the screening of pupils' vision, hearing, and required immunizations to the same extent as would be required if the pupils attended a non-charter public school?	<b>N</b>	(See Item 7 C-5 Comment below)
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? (EC 49428)	<b>Y</b>	Verbal assurance was given that the charter notified parents via an Aeries announcement. No documentation was provided.
7. 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)	<b>N</b>	(See Item 7 C-7 Comment below)
8. Did the Charter School provide each needy pupil as defined in EC 49552, with one nutritionally adequate free/reduced-price meal? (EC 47613.5)	<b>Y</b>	The charter participated in the Seamless Summer program providing meals through COVID closures in a drive thru format.
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 finding are reviewed in a public meeting every two years? {EC 49564(a)}	<b>N/A</b>	
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? (EC 221.61)	<b>Y</b>	The Title IX information is posted on the Charter's website.
11. 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}	<b>N/A</b>	
<b>D. 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)?	<b>Y</b>	The Parent/Student Handbook contains Notice. In regard to SWDs, REALMS sends out the Annual Notice to Parents, reminds parents at every IEP, and it is part of the Parent Rights and Procedural Safeguards parents are given often.
2. Are parents provided with annual notifications as required by the petition, the MOU, and all applicable laws? {EC 48980, EC 48985}	<b>Y</b>	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 <sup>th</sup> 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? [EC 69432.9(a)]	<b>N/A</b>	

### 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? {EC 47605(d)(4)}	Y	The charter provided a screenshot of part of the required statement from its website. All enrollment is done electronically and so it is unclear whether the information is provided to parents upon enrollment as it could be overlooked. (See Item 7 D-4 Comment below)
5. Does the Charter have all 12 required information items listed in EC 234.6 posted in an easily accessible and prominent location on its website?	N	Bullying posters are located in every classroom and there is a place for parents to report bullying on the school website, but the website does not include the required elements listed in EC 234.6 in a prominent location. (See item 7 D-5 Comment below.)

**E. Items specific to the Charter Petition and MOU**

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.
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**Comments:**

Item 7 A-8:  
In regard to SWDS, it must be noted that accurate data in this area is difficult to obtain due to the lack of consistent data collection by the CDE. The main issue in regard to the enrollment of SWDs is the great difference in the severity level of REALMS’s SWDs as compared to those of the SSUSD as REALMS continues to enroll Mild/Moderate students. However, it should be noted that there have been no parent complaints that REALMS will not/can not accommodate a student.

Item 7 C-5:  
Staff indicated that the nurse retired and they have been unsuccessful in finding a replacement. Staff were advised to contract with KCSOS if needed. REALMS acknowledged that this is an area that needs improvement.

Item 7 C-7:  
The Charter’s Suicide Prevention Policy included in the Parent/Student Handbook does not include required components. The charter must immediately ensure and provide evidence to KCSOS, that it has a compliant policy based upon all elements of EC 215.

Item 7 D-5:  
The charter needs to include, in an easily accessible and prominent location on its website, all 12 required information items listed in EC 234.6.

**Review Conducted by:** Michelle Young, KCSOS ELA/ELD Coordinator and Julianna Gaines, KCSOS SELPA Director