



Board Agenda Item #	III E: Action Item
Date:	December 10, 2020
To:	Magnolia Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	David Yilmaz, Chief Accountability Officer
RE:	Approval of 2020-21 Compliance Monitoring and Certification of Board Compliance Review for MSA-Santa Ana

Proposed Board Recommendation

I move that the board approve the 2020-21 Compliance Monitoring and Certification of Board Compliance Review for MSA-Santa Ana.

Background

This is a new annual item that the Board needs to approve for our State Board of Education (SBE) authorized MPS school: MSA-Santa Ana. The SBE has started a process similar to what LAUSD has been doing by requiring each charter school to get this certification approved by their board and submit it along with approved board agenda and minutes. This document certifies that the charter school meets all compliance requirements indicated on the document. The CDE reviews documentation of compliance during their oversight visit to each school.

The CDE has listed 19 areas of compliance requirements for review on the document ranging from teacher credentials to obtaining WASC accreditation. They have also provided examples of supporting documentation for each compliance item. (See attachments.) MSA-Santa Ana has all of the supporting documentation for each of the 19 areas where some of the documents are posted on the school website (Board member roster and information, Parent/Student Handbook, Bylaws, Conflict of Interest Policy, Complaint Form, UCP, PRA, Safety Plan, etc.) and others are on file (teacher credential template, DOJ/TB, Brown Act training, etc.) We work with our assigned CDE specialist in the submission of any requested documents. MSA-SA principal has already signed the attached document certifying that the school has reviewed the school’s compliance related policies, systems, and procedures. In support of the school, the Home Office also oversees and ensures that MSA-SA meets all of the compliance items.

The CDE requires that the Governing Board Chair sign the certification upon Board review and approval. The signed certification page will be submitted to the CDE.

Budget Implications

N/A

How Does This Action Relate/Affect/Benefit All MSAs?

It is part of the Board's fiduciary governance responsibility to ensure that MSA-Santa Ana complies with all applicable laws and other requirements as indicated on the attached form.

Name of Staff Originator:

David Yilmaz, Chief Accountability Officer

Exhibits (Attachments):

- MSA-SA Compliance Requirements 2020-21 (signed by the principal)
- Instructions and Examples Compliance Requirements 2020-2021

**COMPLIANCE MONITORING AND
CERTIFICATION OF GOVERNING BOARD COMPLIANCE REVIEW
2020–2021**

School Name: _____MAGNOLIA SCIENCE ACADEMY SANTA ANA_____

(CDS Code Number): _____30-76893-0130765_____

Compliance Requirements

1. The charter school follows the credentialing requirements in California *Education Code (EC)*, Section 47605 (l)(1)(2) and that each teacher has satisfied the requirements for the Certificate of Clearance as outlined in *EC*, sections 44339, 44330, and 44341
2. The charter school maintains timely and current verification of tuberculosis clearances for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). *EC*, sections 47605(b)(5)(F), 45122.1, 45125.1, and 49406.
3. The Charter Schools Division has been provided with, and parents have access to, the school's most current contact information for each Governing Board member and the 2020–2021 Board meetings calendar.
4. The charter school complies with the pre- and post-lottery and enrollment forms guidelines.
5. The charter school shall ensure that staff receives annual training on the charter school's health, safety, and emergency procedures, and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to:
 - Health, Safety and Emergency Preparedness Plan (School Safety Plan) *EC* 32280–32289
 - Child Abuse Mandated Reporter Training Assembly Bill (AB) 1432 (2014); *EC* 44691; *Penal Code* Section 11165.7
 - Blood borne Pathogens training *California Code of Regulations*, Title 8, Section 5193
 - Pupil Suicide Prevention Policy, AB 2246 (2016)

6. The charter school's school climate and student discipline systems and procedures align with best practices.
7. The charter school shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements, and make such outcome data readily available upon request.
8. The charter school ensures that any and all school communications, including the Parent Student Handbook, are consistent with the provisions of the school's approved charter as well as applicable law (e.g., translated for 15 percent and above languages)
9. The charter school's occupancy and use of facilities shall follow applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, and the Americans with Disability Act, <i>EC 47610</i>
<p>10. The charter school complies with all federal and state laws related to public entities, including, but not limited to:</p> <ul style="list-style-type: none"> • Ralph M. Brown Act • Political Reform Act • Public Records Act • <i>Government Code, Section 1090</i> <p><i>During the COVID-19 Pandemic the meeting location requirement was lifted through Senate Bill (SB) 98. This requirement is expected to be reinstated after the COVID-19 crisis has passed.</i></p>
11. The charter school ensures that its Articles of Incorporation are current and appropriate for the operation of the charter school.
12. By-laws are current and consistent with the approved charter, Governing Board-approved, and signed by the Governing Board secretary.

<p>13. The charter school implements its own Uniform Complaint Procedure policies and procedures with appropriate corresponding forms and documents, readily available to stakeholders at the school site and on the school's website, that are compliant with federal and state requirements. Guidance provided at http://www.cde.ca.gov/re/cp/uc/.</p>
<p>14. Due to the COVID-19 Pandemic, the Governing Board oversees the development of and approves/adopts the Learning and Continuity Plan for the 2020–2021 school year, in place of the annual Local Control Accountability Plan (EC 47606.5., SB 98).</p>
<p>15. The charter school ensures that it follows all applicable state law regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and EC 48850</p>
<p>16. The charter school has a form posted on their website for complaints pursuant to EC 47605(d)(4) to be filed with the charter authorizer.</p> <p>The California Department of Education has provided a template form for use by charter schools. This template form must be modified before distributing to parents and posting on the charter school's website. The template form can be found at https://www.cde.ca.gov/sp/ch/documents/rescscomplaints.pdf.</p>
<p>17. For schools serving grade nine only: The charter school complies with all applicable requirements of the California Mathematics Placement Act of 2015.</p>
<p>18. The charter school complies with all applicable requirements of AB 2246: Pupil Suicide Prevention Policies.</p>
<p>19. For high schools only: The charter school has obtained or is in the process of obtaining, Western Association of Schools and Colleges accreditation and University of California Office of the President Doorways Course Approval.</p>

Please attach the relevant Governing Board agenda(s) and approved minutes for the meeting(s) at which the Governing Board has reviewed the school's compliance with the items listed above.

California Department of Education reserves the right to request, at any time supporting documentation for the requirements listed below.

CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW

(by October 30, 2020)

The undersigned hereby certifies that, on
10/30/2020 the School Administrator of
Date(s)

MAGNOLIA SCIENCE ACADEMY SANTA ANA

Name of Charter School

reviewed the school's compliance related policies, systems, and procedures.

Steven Keskinturk	<i>Steven Keskinturk</i>	10/30/2020
<i>Printed Name of School Administrator</i>	<i>Signature of School Administrator</i>	<i>Date Signed</i>

CERTIFICATION OF GOVERNING BOARD COMPLIANCE REVIEW

(by October 30, 2020)

The undersigned hereby certifies that, on
12/10/2020 the Governing Board of
Date(s)

MAGNOLIA SCIENCE ACADEMY SANTA ANA

Name of Charter School

reviewed the school's compliance related policies, systems, and procedures.

Haim Beliak		
<i>Printed Name of Governing Board Chair</i>	<i>Signature of Governing Board Chair</i>	<i>Date Signed</i>

**COMPLIANCE MONITORING AND
CERTIFICATION OF GOVERNING BOARD COMPLIANCE REVIEW
2020–2021
Instructions and Examples**

Compliance Requirements	Supporting Documentation Examples
<p>1. The charter school follows the credentialing requirements in California <i>Education Code (EC)</i>, Section 47605 (l)(1)(2) and that each teacher has satisfied the requirements for the Certificate of Clearance as outlined in <i>EC</i>, sections 44339, 44330, and 44341</p>	<ul style="list-style-type: none"> • Completion of annual credential template submitted to the SBE Oversight mailbox. • Certificate of Clearance for each teacher posted on the California Commission for Teacher Credentialing website at www.ctc.org.
<p>2. The charter school maintains timely and current verification of tuberculosis (TB) clearances for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). <i>EC</i>, sections 47605(b)(5)(F), 45122.1, 45125.1, and 49406.</p>	<ul style="list-style-type: none"> • Certification of timely Department of Justice and TB clearances by all contracting entities; • Documentation of compliance with applicable volunteer clearance requirements, including TB risk assessment/clearance requirements under Assembly Bill 166
<p>3. The Charter Schools Division has been provided with, and parents have access to, the school’s most current contact information for each Governing Board member and the 2020–2021 Board meetings calendar.</p>	<p>Documentation of:</p> <ul style="list-style-type: none"> • Accurate and updated school contact information • Accurate and updated list/roster of Governing Board members and contact information • Calendar of Governing Board meeting dates and location(s)
<p>4. The charter school complies with the pre- and post-lottery and enrollment forms guidelines.</p>	<ul style="list-style-type: none"> • Lottery form and enrollment packet
<p>5. The charter school shall ensure that staff receives annual training on the charter school’s health, safety, and emergency procedures, and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to:</p>	<ul style="list-style-type: none"> • Certification of Comprehensive Health, Safety, and Emergency Plan; • Documentation of emergency drills and preparedness training;

<ul style="list-style-type: none"> • Health, Safety and Emergency Preparedness Plan (School Safety Plan), <i>EC 32280–32289</i> • Child Abuse Mandated Reporter Training, AB 1432 (2014); <i>EC 44691; Penal Code (PC) 11165.7</i> <ul style="list-style-type: none"> ▪ Blood borne Pathogens training, <i>California Code of Regulations</i>, Title 8, Section 5193 ▪ Pupil Suicide Prevention Policy, AB 2246 (2016) 	<ul style="list-style-type: none"> • Documentation of timely and compliant Child Abuse Mandated Reporter training; • Documentation of Pupil Suicide Prevention Policy training
<p>6. The charter school’s school climate and student discipline systems and procedures align with best practices.</p>	<ul style="list-style-type: none"> • Description of the school-wide student behavior and discipline system • Evidence of the tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides
<p>7. The charter school shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements, and make such outcome data readily available upon request.</p>	<ul style="list-style-type: none"> • Monthly suspension and expulsion reports
<p>8. The charter school ensures that any and all school communications, including the Parent Student Handbook, are consistent with the provisions of school’s approved charter as well as applicable law (e.g., translated for 15 percent and above languages)</p>	<ul style="list-style-type: none"> • Parent Student Handbook
<p>9. The charter school’s occupancy and use of facilities shall follow applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for</p>	<ul style="list-style-type: none"> • Current and appropriate Certificate of Occupancy or equivalent; documentation of compliance with fire-life-safety requirements

<p>building and safety standards, and the Americans with Disability Act, <i>EC 47610</i></p>	
<p>10. The charter school complies with all federal and state laws related to public entities, including, but not limited to:</p> <ul style="list-style-type: none"> • Ralph M. Brown Act • Political Reform Act • Public Records Act • <i>Government Code</i>, Section 1090 <p><i>During the COVID-19 Pandemic the meeting location requirement was lifted through Senate Bill (SB) 98. This requirement is expected to be reinstated after the COVID-19 crisis has passed.</i></p>	<ul style="list-style-type: none"> • Board meeting agendas and minutes for the past 12 months, • Verification of compliant public posting of Board agendas, including on the school website, • Evidence of Brown Act training, • Evidence of Form 700 compliance and filing, • School policy for responding to Public Records Act (PRA) requests, • Evidence of adopted Conflict of Interest policy, • Adopted bylaws referencing Conflict of Interest policy aligned to SB 126 requirements.
<p>11. The charter school ensures that its Articles of Incorporation are current and appropriate for the operation of the charter school.</p>	<ul style="list-style-type: none"> • Corporate papers, including any and all Articles of Incorporation (initial documents and any subsequent amendments)
<p>12. By-laws are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.</p>	<ul style="list-style-type: none"> • Current and signed Board-approved bylaws
<p>13. The charter school implements its own Uniform Complaint Procedure policies and procedures with appropriate corresponding forms and documents, readily available to stakeholders at the school site and on the school’s website, that are compliant with federal and state requirements. Guidance provided at http://www.cde.ca.gov/re/cp/uc/</p>	<ul style="list-style-type: none"> • Assurance the Governing Board has reviewed the school’s; <ul style="list-style-type: none"> ○ UCP policies ○ UCP procedure ○ UCP form

<p>14. Due to the COVID-19 Pandemic, the Governing Board oversees the development of and approves/adopts the Learning and Continuity Plan for the 2020–2021 school year, in place of the annual Local Control Accountability Plan, <i>EC</i> 47606.5., SB 98</p>	<ul style="list-style-type: none"> • Documentation of board meeting agendas, board Minutes, and approved Learning and Continuity Plan
<p>15. The charter school ensures that it follows all applicable state law regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and <i>EC</i> 48850</p>	<ul style="list-style-type: none"> • Documentation of compliance with the requirements, which may include but is not limited to, the name of the charter school’s designee and the partial credit policy, if applicable
<p>16. The charter school has a form posted on their website for complaints pursuant to <i>EC</i> 47605(d)(4) to be filed with the charter authorizer.</p> <p>The California Department of Education has provided a template form for use by charter schools. This template form must be modified before distributing to parents and posting on the charter school's website. The template form can be found at: https://www.cde.ca.gov/sp/ch/documents/rescscomplaints.pdf</p>	<ul style="list-style-type: none"> • Documentation of complaint form posted on website.
<p>17. Schools serving grade nine only: The charter school complies with all applicable requirements of the California Mathematics Placement Act (CMPA) of 2015.</p>	<ul style="list-style-type: none"> • Documentation of the adoption of the charter school’s established policy in compliance with CMPA of 2015, including the Board Meeting Agendas and Board Minutes
<p>18. The charter school complies with all applicable requirements of AB 2246: Pupil Suicide Prevention Policies.</p>	<ul style="list-style-type: none"> • Documentation of the adoption of the charter school’s policy established in compliance with the AB 2246, including the Board Meeting Agendas and Board Minutes
<p>19. For high schools only: The charter school has obtained or is in the process of obtaining, Western Association of Schools and Colleges (WASC) accreditation and University of California Office of the President (UCOP) Doorways Course Approval.</p>	<ul style="list-style-type: none"> • Charter school approvals are listed on the WASC website and UCOP Doorways website