

# Youth Policy Institute Charter Schools (YPICS)

## Board Meeting

---

### Date and Time

Monday August 24, 2015 at 4:30 PM PDT

### Location

Conference Call# (605) 562-3000, Access # 1004153

---

Locations: 1625 W. Olympic Blvd., Los Angeles, CA 90015 17112 Minnehaha St., Granada Hills, CA 91344 25024 Highspring Ave., Newhall, CA 91321 9400 Remick Ave., Pacoima, CA 91331 815 N. El Centro Ave., Los Angeles, CA 90038 501 S. Bixel St., Los Angeles, CA 90017 333 S. Beaudry St., Los Angeles, CA 90017 MISSION

The mission of the YPI Charter Schools is to: Prepare students for academic success in high school, as well as post - secondary education. Prepare students to be responsible and active participants in their community. Enable students to become life-long learners. Students at YPI Charter Schools will become active citizens who characterize the ideals of adverse and democratic society. Students will provide service to their community, take responsibility for their own learning, and develop the habits of mind and body that will empower them to be successful in high school and beyond.

Instructions for Presentations to the Board by Parents and Citizens

The YPI Charter Public Schools ("Charter Schools") welcome your participation at the Charter Schools' Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the Charter Schools in public. Your participation assures us of continuing community interest in our Charter Schools. To assist you in the case of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Presentations from the Public". "Presentations from the Public" is set-aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. You may also complete a "Request of Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item.
4. When addressing the Board, speakers are requested to state their name and address from

the podium and adhere to the time limits set forth. 5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 1157 S. Berendo Street, Los Angeles, California 90006 or 9400 Remick Avenue, Pacoima, California 91331. Americans with Disabilities: YPI Charter Schools, Inc. adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact us at least 48 hours in advance at 818-834-5805/ 213-413-9600, or [info@coronacharter.org](mailto:info@coronacharter.org) / [info@romerocharter.org](mailto:info@romerocharter.org). All efforts will be made for reasonable accommodations.

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
Opening items			
<b>A. Call the Meeting to Order</b>		Gene Straub	
<b>B. Record Attendance and Guests</b>		Gene Straub	1 m
<b>C. Approve Minutes from June 30, 2015</b>	Approve Minutes	Gene Straub	2 m
<b>II. Communications</b>			<b>4:33 PM</b>
Academic Excellence Agenda Stock Description			
<b>A. Presentations From The Public</b>	FYI		5 m
<b>III. Consent Agenda Items</b>			<b>4:38 PM</b>
<b>A. Fiscal Policy</b>	Vote	Yvette King-Berg	2 m
<b>IV. Governance</b>			<b>4:40 PM</b>
<b>A. Proposed 2015 - 2016 Calendar</b>	Vote	Yvette King-Berg	5 m
<b>V. Development</b>			<b>4:45 PM</b>
Development Agenda Stock Description			

	Purpose	Presenter	Time
<b>A.</b> Receipt of \$250,000 Walton Grant	FYI	Yvette King-Berg	1 m
<b>B.</b> Receipt of \$250,000 PCSGP	FYI	Yvette King-Berg	1 m
<b>C.</b> Receipt of \$250,000 Revolving Loan	FYI	Yvette King-Berg	1 m
<b>D.</b> YPI Valley Public Charter High School - Opening Update	FYI	Yvette King-Berg	5 m
<b>VI. Finance</b>			<b>4:53 PM</b>
<b>A.</b> Spring 2015 ConApp - Bert Corona and Monsenor Oscar Romero	Vote	Irina Castillo	5 m
<b>VII. Closing Items</b>			<b>4:58 PM</b>
<b>A.</b> Adjourn Meeting	Vote		

# Coversheet

## Approve Minutes from June 30, 2015

**Section:** I. Opening Items  
**Item:** C. Approve Minutes from June 30, 2015  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on June 30, 2015

APPROVED

# Youth Policy Institute Charter Schools (YPICS)

## Minutes

### Board Meeting

---

#### Date and Time

Tuesday June 30, 2015 at 6:00 PM

#### Location

Oscar Romero Charter School, 1157 S. Berendo Street, Los Angeles, CA 90006

---

#### Trustees Present

G. Straub, I. Martinez, J. Lucente, M. Keipp, S. Mendoza

#### Trustees Absent

A. Reza, C. Vaquerano

#### Trustees who arrived after the meeting opened

M. Keipp

#### Guests Present

I. Castillo, J. Castillo, K. Myers, M. Morla, R. Duenas, Y. King-Berg, Y. Zubia

---

### I. Opening Items

#### A. Call the Meeting to Order

G. Straub called a meeting of the board of trustees of Youth Policy Institute Charter Schools (YPICS) to order on Tuesday Jun 30, 2015 at 6:12 PM.

#### B. Record Attendance and Guests

#### C. Approve Minutes from May 11, 2015

J. Lucente made a motion to approve minutes from the Board Meeting on 05-11-15 Board Meeting on 05-11-15.

S. Mendoza seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board President, Gene Straub - Aye, Board Secretary, Sandra Mendoza - Aye Board Treasurer, Joe Lucente - Aye and Board Member, Isa Martinez - Aye.

#### D. Approve Minutes from June 16, 2015

J. Lucente made a motion to approve minutes from the Meeting on 06-16-15 Special Meeting of the Board on 06-16-15.

S. Mendoza seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board President, Gene Straub - Aye, Board Secretary, Sandra Mendoza - Aye Board Treasurer, Joe Lucente - Aye and Board Member, Isa Martinez - Aye.

## II. Academic Achievement

### A. Director of Academic Achievement Report

Kevin Myers presented the LAUSD Oversight report for Bert Corona and Monsenor and provided the Board with a staffing update. At this time, two positions are open at Monsenor, one position at the high school and one position at Bert Corona. Full board report is available on Board on Track and on the schools' websites.

M. Keipp arrived.

### B. Director of Special Education Report

Board report is available on Board on Track and on the schools' websites.

## III. Finance

### A. Review and Approve Bert Corona's and Monsenor Oscar Romero's April 2015 Financials

J. Lucente made a motion to to approve the April 2015 financials for Bert Corona Charter School and Oscar Romero Charter School including a review of the schools' check registers and financial ledgers as submitted.

I. Martinez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board President, Gene Straub - Aye, Board Secretary, Sandra Mendoza - Aye Board Treasurer, Joe Lucente - Aye, Board Member, Mary Keipp - Aye and Board Member, Isa Martinez - Aye.

### B. FY 15-16 Bert Corona Charter School's Budget

J. Lucente made a motion to approve the 2015-2016 Bert Corona Charter School proposed budget.

I. Martinez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board President, Gene Straub - Aye, Board Secretary, Sandra Mendoza - Aye Board Treasurer, Joe Lucente - Aye, Board Member, Mary Keipp - Aye and Board Member, Isa Martinez - Aye.

### C. FY 15-16 Monsenor Oscar Romero Charter School's Budget

J. Lucente made a motion to approve the 2015-2016 Monsenor Oscar Romero Charter School proposed budget.

I. Martinez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board President, Gene Straub - Aye, Board Secretary, Sandra Mendoza - Aye Board Treasurer, Joe Lucente - Aye, Board Member, Mary Keipp - Aye and Board Member, Isa Martinez - Aye.

### D. FY 15-16 YPI Valley Public Charter High School's Budget

J. Lucente made a motion to approve the 2015-2016 YPI Valley Public Charter High School's proposed budget.

I. Martinez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board President, Gene Straub - Aye, Board Secretary, Sandra Mendoza - Aye Board Treasurer, Joe Lucente - Aye, Board Member, Mary Keipp - Aye and Board Member, Isa Martinez - Aye.

**E. EPA Spending Plan - Bert Corona**

M. Keipp made a motion to approve the 2015 - 2016 Bert Corona Charter School EPA Spending Plan.

S. Mendoza seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board President, Gene Straub - Aye, Board Secretary, Sandra Mendoza - Aye Board Treasurer, Joe Lucente - Aye, Board Member, Mary Keipp - Aye and Board Member, Isa Martinez - Aye.

**F. EPA Spending Plan - Monsenor Oscar Romero**

M. Keipp made a motion to approve the 2015 - 2016 Monsenor Oscar Romero Charter School EPA Spending Plan.

S. Mendoza seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board President, Gene Straub - Aye, Board Secretary, Sandra Mendoza - Aye Board Treasurer, Joe Lucente - Aye, Board Member, Mary Keipp - Aye and Board Member, Isa Martinez - Aye.

**G. EPA Spending Plan - YPI Valley Public Charter HS**

M. Keipp made a motion to approve the YPI Valley Public Charter High School EPA Plan.

S. Mendoza seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board President, Gene Straub - Aye, Board Secretary, Sandra Mendoza - Aye Board Treasurer, Joe Lucente - Aye, Board Member, Mary Keipp - Aye and Board Member, Isa Martinez - Aye.

**H. ConApp - Application and Funding - Bert Corona**

The board decided to table taking action on the Bert Corona Charter School ConApp. They will revisit item during the August 2015 board meeting.

**I. ConApp - Application and Funding - Monsenor Oscar Romero**

The board decided to table taking action on the Monsenor Oscar Romero Charter School ConApp. They will revisit item during the August 2015 board meeting.

**J. ConApp - Application and Funding - YPI Valley Public Charter HS**

J. Lucente made a motion to approve the YPI Valley Public Charter High School ConApp.

M. Keipp seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board President, Gene Straub - Aye, Board Secretary, Sandra Mendoza - Aye Board Treasurer, Joe Lucente - Aye, Board Member, Mary Keipp - Aye and Board Member, Isa Martinez - Aye.

**K. LCAP - Bert Corona**

M. Keipp made a motion to approve the Bert Corona Charter School LCAP.

I. Martinez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board President, Gene Straub - Aye, Board Secretary, Sandra Mendoza - Aye Board Treasurer, Joe Lucente - Aye, Board Member, Mary Keipp - Aye and Board Member, Isa Martinez - Aye.

**L. LCAP - Monsenor Oscar Romero**

M. Keipp made a motion to approve the Monsenor Oscar Romero Charter School LCAP. I. Martinez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board President, Gene Straub - Aye, Board Secretary, Sandra Mendoza - Aye Board Treasurer, Joe Lucente - Aye, Board Member, Mary Keipp - Aye and Board Member, Isa Martinez - Aye.

**M. LCAP - YPI Valley Public Charter HS**

M. Keipp made a motion to approve the YPI Valley Public Charter High School LCAP.

I. Martinez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board President, Gene Straub - Aye, Board Secretary, Sandra Mendoza - Aye Board Treasurer, Joe Lucente - Aye, Board Member, Mary Keipp - Aye and Board Member, Isa Martinez - Aye.

**N. ExED Contracts: Financial Services and CALPADS**

M. Keipp made a motion to approve the 2015-2016 main ExED contract and the supplemental ExED contract for CALPADS services.

I. Martinez seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board President, Gene Straub - Aye, Board Secretary, Sandra Mendoza - Aye Board Treasurer, Joe Lucente - Aye, Board Member, Mary Keipp - Aye and Board Member, Isa Martinez - Aye.

Board President Straub recommended using an RFP process to consider management services for the 16-17 school year. Additionally President Straub recommended developing a full team to support CALPADS and increases in student services.

**O. Inter School Loan**

The board declined to take action on this item. Action was taken on November 10, 2014.

**IV. Governance**

**A. Board Member Search Ad Hoc Committee**

Executive Director, Yvette King-Berg recommended that the board create an Ad Hoc committee to search for additional board members. Board members will review expertise needed for open vacancies and will call a special meeting during the summer to address the issues.

**V. Operations**

**A. Director of Operation's Report - MORCS**

Board report is available on Board on Track and on the schools' websites.

**B. Director of Operation's Report - BCCS**

Board report is available on Board on Track and on the schools' websites.



## **VI. Development**

### **A. Bert Corona Charter High School Update**

J. Lucente made a motion to approve the YPI Valley Public Charter High School LEA Plan.

M. Keipp seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board President, Gene Straub - Aye, Board Secretary, Sandra Mendoza - Aye Board Treasurer, Joe Lucente - Aye, Board Member, Mary Keipp - Aye and Board Member, Isa Martinez - Aye.

## **VII. Facility**

### **A. Monsenor Oscar Romero Update**

Board report is available on Board on Track and on the schools' websites.

## **VIII. Directors' Reports**

### **A. Director of Technology Report**

Board report is available on Board on Track and on the schools' websites.

### **B. Director of Marketing Report**

Board report is available on Board on Track and on the schools' websites.

### **C. Director of School Culture and Climate Report**

Board report is available on Board on Track and on the schools' websites.

## **IX. Chief Operations Officer's Report**

### **A. Chief Operations Officer's Report**

Board report is available on Board on Track and on the schools' websites.

## **X. Executive Director's Report**

### **A. Executive Director's Report**

Executive Director, Yvette King-Berg participated as a conference committee member for the National Alliance of Public Charter Schools Conference which was held in New Orleans in June. Interesting charter school facts include today over 300 thousand students attend charter schools nationwide. Over 1 million students are on wait lists seeking to attend a charter school. Executive Director, Yvette King-Berg was inspired by the fact that in less than 10 years New Orleans has been able to achieve a 73% graduation rate and have doubled the rate of college acceptance and attendance. Board report is available on Board on Track and on the schools' websites.

## **XI. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:11 PM.

Respectfully Submitted,  
Y. Zubia

# Coversheet

## Fiscal Policy

**Section:** III. Consent Agenda Items  
**Item:** A. Fiscal Policy  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** YPICS Fiscal Policies and Procedures RD.docx

# **YPI Charter Schools Inc. (YPICS) Fiscal Policies & Procedures**

Approved by the Board of Directors, DATE

# YPI Charter Schools Inc. (YPICS) Fiscal Policies & Procedures

## Table of Contents

<b>Introduction</b> .....	<b>1</b>
<b>Accounting Procedures</b> .....	<b>1</b>
<b>Basis of Accounting</b> .....	<b>1</b>
<b>Bank Reconciliations</b> .....	<b>1</b>
<b>Record Keeping</b> .....	<b>1</b>
<b>Internal Controls</b> .....	<b>2</b>
<b>Lines of Authority</b> .....	<b>2</b>
<b>Segregation of Duties</b> .....	<b>3</b>
<b>Financial Planning &amp; Reporting</b> .....	<b>3</b>
<b>Budgeting Process</b> .....	<b>3</b>
<b>Internal Financial Reports</b> .....	<b>4</b>
<b>Audit</b> .....	<b>4</b>
<b>Tax Compliance</b> .....	<b>5</b>
<i>Exempt Organization Returns</i> .....	<i>5</i>
<i>Quarterly/Annual Payroll Reports</i> .....	<i>5</i>
<b>Revenue &amp; Accounts Receivable</b> .....	<b>5</b>
<b>Cash Receipts</b> .....	<b>5</b>
<b>Deposits</b> .....	<b>6</b>
<b>Expense &amp; Accounts Payable</b> .....	<b>6</b>
<b>Payroll</b> .....	<b>6</b>
<i>Time Sheet Preparation &amp; Approval</i> .....	<i>6</i>
<i>Payroll Additions, Deletions, and Changes</i> .....	<i>7</i>
<i>Payroll Preparation &amp; Approval</i> .....	<i>7</i>
<i>Pay Upon Termination</i> .....	<i>8</i>
<b>Purchases &amp; Procurement</b> .....	<b>8</b>
<b>Credit Cards</b> .....	<b>9</b>
<b>Debit Cards</b> .....	<b>10</b>
<b>Independent Contractors</b> .....	<b>10</b>
<b>Invoice Approval &amp; Processing</b> .....	<b>11</b>
<b>Cash Disbursements</b> .....	<b>11</b>
<b>Petty Cash</b> .....	<b>11</b>
<b>Employee and Volunteer Expense Reimbursements</b> .....	<b>12</b>
<i>Travel Expenses</i> .....	<i>13</i>
<i>Governing Board Expenses</i> .....	<i>13</i>
<b>Asset Management</b> .....	<b>13</b>
<b>Cash Management and Investments</b> .....	<b>13</b>
<b>Capital Equipment</b> .....	<b>14</b>
<b>Loans</b> .....	<b>14</b>
<b>Insurance</b> .....	<b>14</b>
<b>Parking Lot Liability</b> .....	<b>15</b>
<b>Operating Reserve</b> .....	<b>15</b>

## YPI CHARTER SCHOOLS INC. FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, **DATE**

### Introduction

The Governing Board of YPI Charter Schools Inc. (YPICS) has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of YPI Charter Schools Inc. to support its mission and to ensure that the funds are budgeted, accounted for, expended and maintained appropriately.

### Accounting Procedures

This section covers basic accounting procedures for the organization. The accounting procedures used by the organization shall conform to Generally Accepted Accounting Principles (GAAP) to ensure accuracy of information and compliance with external standards.

#### Basis of Accounting

**Policy:** The organization uses the accrual-basis of accounting at year-end, meaning that revenues are recorded when earned, and expenses are recorded when a liability is incurred regardless of when the receipt or payment of cash takes place.

**Procedures:**

- Throughout the fiscal year, revenue is recorded in the month in which it is received and expenses are recorded in the month in which they occur.
- At the close of the fiscal year, all revenue earned in the fiscal year, but not received is accrued. All expenses that have been incurred but not paid are also accrued. This ensures that that the year-end financial statements reflect all revenue earned and all expenses incurred during the fiscal year.
- Year-end books, inclusive of adjusting journal entries, are closed by December 15, the date by which the audit report must be submitted to the state controller and respective reporting agencies.

#### Bank Reconciliations

**Policy:** Bank reconciliation and approval will occur on a monthly basis.

**Procedures:**

- The ExED Accounting Associate or Senior Accounting Associate (AA/SAA) assigned to the organization will print the bank statements directly from the online banking system. If online banking is unavailable, the organization will make copies of the original statement available to ExED.
- The ExED AA/SAA will prepare the bank reconciliation.
- The Accounting Manager or Vice President, School Finance assigned to the organization will review and approve the bank reconciliation by initialing and dating the report.

## YPI CHARTER SCHOOLS INC. FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, **DATE**

### Record Keeping

**Policy:** Financial records will be retained for a minimum of seven years or as outlined in the 990 policy.

**Procedures:**

- ExED will retain financial records, including transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll record, and any other necessary fiscal documentation at its site until the prior year audit has been completed.
- ExED will deliver financial records to the organization for storage for the remaining years of the seven year retention period.
- At the discretion of the Governing Board or Executive Director, certain documentation may be maintained for a longer period of time.
- Financial records will be shredded at the end of their retention period.
- Backup copies of electronic and/or paper documentation should be stored in a secure location.

### Internal Controls

The organization employs several safeguards to ensure that financial transactions are properly authorized, appropriated, executed and recorded.

All documentation related to financial matters will be completed by computer, typewriter, or ink. Completion by pencil is not permitted.

### Lines of Authority

#### Governing Board

- Approves the fiscal policies and procedures and delegates administration of the policies and procedures to the Executive Director.
- Ensures that the fiscal policies and procedures are current, meaning that they have been reviewed and updated annually.
- Approves the opening and closing of bank accounts and the list of authorized signers and the organization address on record.
- Approves all third-party loans.
- Approves the opening of business credit cards.
- Reviews and approves the annual budget.
- Reviews annual and monthly financial statements, including the monthly check register and the ExED-prepared financial dashboard and budget-to-actual variance analysis.
- Reviews the Executive Director's performance annually and establishes the salary.
- Reviews and approves all contracts over \$25,000.
- Reviews and approves all non-budgeted expenditures over \$25,000.
- Commissions the annual financial audit by an independent third party auditor approved by the State of California.
- Approves the annual financial audit by December 15.



## YPI CHARTER SCHOOLS INC. FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, **DATE**

- Appoints someone else to perform the duties of the Executive Director in the case of absence.

### Executive Director

- Is responsible for all operations and activities related to financial management.
- Develops the annual budget with ExED.
- Reviews and approves all contracts under \$25,000.
- Reviews and approves all expenditures under \$25,000.
- Oversees the adherence to all internal controls.
- Appoints someone else to perform his/her duties in case of absence.

### Chief Operations Officer

- Is responsible for the daily operations and activities related to financial management.

## Segregation of Duties

**Policy:** The organization's financial duties shall be distributed among multiple people to help ensure protection from fraud and error. The distribution of duties aims for maximum protection of the organization's assets while also considering efficiency of operations.

### Procedures:

- Procedures for each section of this document will identify the position responsible for carrying out each function so that no single person or entity has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
- All administrative employees are required to take annual vacations of at least five (5) consecutive days. During the mandatory vacation, responsibilities shall shift to another employee who has been cross-trained in those responsibilities.

## Financial Planning & Reporting

### Budgeting Process

**Policy:** In consultation with the Executive Director and Finance Committee, ExED will prepare the annual budget for approval by the Governing Board. The budget is to be approved by the Governing Board prior to the start of each fiscal year.

### Procedures:

- The Executive Director will work together with the Chief Operations Officer and all program managers to ensure that the annual budget is an accurate reflection of programmatic and infrastructure goals for the coming year.
- ExED will ensure that the budget is developed using the organization's standard revenue recognition and cost allocation procedures.
- ExED, in consultation with the Governing Board, will set a target net income goal to meet strategic goals and/or comply with existing loan covenants.

## YPI CHARTER SCHOOLS INC. FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, **DATE**

- ExED will present a draft budget to the Finance Committee prior to the end of the fiscal year.
- The Finance Committee shall review and approve a recommended fiscal year budget and submit it for approval to the Governing Board.
- The Governing Board will review and approve the budget no later than its last meeting prior to the start of the fiscal year.
- ExED will prepare financial statements displaying budget vs. actual results for presentation to the Governing Board at each board meeting.

### Internal Financial Reports

**Policy:** The organization reviews regular financial reports on a monthly basis.

**Procedures:**

- ExED is responsible for producing the following year-to-date reports within 45 days of the end of each month (in August through June): Income Statement including budget to actual variances, Balance Sheet, Financial Analysis, and Cash Flow Projection.
- ExED will also present a check register at each board meeting.
- The Executive Director, Chief Operations Officer, and Board Finance Committee will review financial reports each month.
- ExED and/or the Finance Committee will present the financial reports to the Governing Board at each meeting.

### Audit

**Policy:** The Governing Board will contract annually with a qualified independent certified public accounting firm to conduct an audit of the organization's financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, and, if applicable, the *U.S Office of Management and Budget's Circular A-133*. The selected audit firm must be familiar with these standards, related State of California and Charter School regulations, and the *Standards and Procedures for Audits of California K-12 Local Education Agencies Audit Guide* (which can be found at <http://eaap.ca.gov/audit-guide/current-audit-guide-booklet/>), in order to properly conduct the audit engagement.

After six consecutive fiscal years, the organization will contract with a new audit firm or require a change/rotation in audit partners in the seventh year, unless a waiver is obtained from the Educational Audit Appeals Panel. (Education Code 41020).

**Procedures:**

- The Governing Board will appoint an Audit Committee of one or more persons by January 1 of each year.
- The Audit Committee may include persons who are not members of the board, but may not include any members of the staff of the corporation, including the president or CEO or the treasurer or CFO. In addition, any person with expenditure authorization or recording responsibilities within the organization may not serve on the committee.

## YPI CHARTER SCHOOLS INC. FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, **DATE**

- The Audit Committee will be responsible for contracting with an audit firm by March 1 of each year, unless the existing contract is a multi-year contract.
- The Audit Committee will be responsible for reviewing the results of the annual audit and developing a corrective action plan to address all relevant weaknesses noted by the auditor.
- The Governing Board will review and approve the audit no later than December 15.
- The audit firm will be responsible for submitting the audit to all reporting agencies no later than December 15.

## Tax Compliance

### Exempt Organization Returns

**Policy:** The audit firm contracted by the Governing Board to conduct the annual financial audit will prepare the annual Federal Form 990 and the California Form 199. The tax forms are to be filed no later than May 15 of each year.

#### Procedures:

- ExED will work with the tax preparer to complete the organization's tax returns.
- The Executive Director will review the tax returns before submitting to the Governing Board for final approval prior to May 15.
- The Form 990 will be available to the public via GuideStar, an information service specializing in reporting on U.S. nonprofit companies.

### Quarterly/Annual Payroll Reports

**Policy:** ExED will prepare the state and federal quarterly and annual payroll tax forms and will submit the forms to the respective agencies within established deadlines.

#### Procedures:

- ExED will prepare employee W2s by January 31 each year.
- ExED will file quarterly payroll tax reports (941 and DE9) by the filing deadline.

## Revenue & Accounts Receivable

### Cash Receipts

**Policy:** Cash receipts (including check or cash payments received via mail or in person and deposits received via Electronic Fund Transfer) shall be recorded completely and accurately to prevent the misappropriation of assets.

#### Procedures:

- For each fundraising or other event in which cash or checks will be collected, the Chief Operations Officer will designate a staff member to be responsible for managing the process to collect and hold all cash and checks related to the event.
- The designee will record each transaction in a receipt book or document each item sold at the time the transaction is made in a log or similar.

## YPI CHARTER SCHOOLS INC. FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, **DATE**

- The designee shall give the cash, checks, deposit summary, and any related supporting documentation to the Coordinator of Accounts Payable immediately.
- The Coordinator of Accounts Payable and the designee will recount and reconcile the amount received with the supplied supporting documentation and each will sign for approval. The Coordinator of Accounts Payable will immediately put the funds in a secure, locked location.
- Cash/checks dropped off in the classroom will be held by the teacher. Each morning, the teacher will collect all forms, payments, etc. that have been brought in by students that day and place them in a large envelope. Before the end of the work day, the teacher will bring the envelope from his/her classroom to the office where the cash/checks will be counted by the teacher and the **Program Coordinator**.
- Mail (including anything official such as governmental notices, invoices and checks) received at the school must be opened by office staff members and stamped with a “received” stamp. If possible, the person opening the mail should not also be responsible for making bank deposits.
- Once a week, the Coordinator of Accounts Payable will log cash or checks received into the Cash Receipts Book. Copies of Cash Receipt records should be sent to ExED for posting into the general ledger.
- When utilizing merchant or online web contribution services, appropriate segregation of duties shall be in place to ensure that no single person is able to perform incompatible functions (custody, recording, approving).

### Deposits

**Policy:** The Chief Operations Officer is responsible for making bank deposits. Deposits totaling less than \$2,000 will be made weekly. Deposits totaling more than \$2,000 will be deposited within 72 hours.

#### Procedures:

- The Coordinator of Accounts Payable will restrictively endorse each check received (e.g. For Deposit Only YPIC Charter Schools, or Bert Corona Charter School, or Monseñor Oscar Romero Charter School).
- The Coordinator of Accounts Payable will prepare a deposit packet itemizing the amount, source, and purpose of each check or cash payment received. The deposit packet will include a copy of each check and a bank deposit slip.
- The Chief Operations Officer will review and approve the deposit packet.
- The Chief Operations Officer will make the deposit and attach the deposit receipt to the deposit packet.
- The Chief Operations Officer will forward the deposit packet to ExED.
- ExED will reconcile the cash receipts to the deposit slip and the bank statement as part of the monthly close process.

## YPI CHARTER SCHOOLS INC. FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, **DATE**

# Expense & Accounts Payable

## Payroll

**Policy:** Employees are paid on a semi-monthly basis (15<sup>th</sup> and end of month). Under the supervision of the Executive Director, ExED will be responsible for processing payroll through a third-party provider.

### Time Sheet Preparation & Approval

**Policy:** All non-exempt employees are required to record time worked, holidays, and leave taken for payroll, benefits tracking, and cost allocation purposes.

#### Procedures:

- Non-exempt employees will be responsible for completing a timesheet, recording hours worked and vacation, sick or holiday time if applicable.
- Each non-exempt employee will approve his/her timesheet via his/her signature or submission through the payroll system.
- Each supervisor will review and approve his/her employees' timesheets by signing each timesheet or approving each timesheet in the payroll system.
- Supervisors will return, either physically or via the payroll system, incomplete timesheets to the employee for revision.
- If an employee is unexpectedly absent and therefore prevented from working on the last day of the pay period or turning in his/her timesheet, the employee is responsible for notifying the signatory supervisor or for making other arrangements to submit the timesheet. The employee must still complete and submit the timesheet upon return.
- Salaried employees are responsible for requesting leave, and supervisors are responsible for tracking leave taken by salaried employees.

### Payroll Additions, Deletions, and Changes

**Policy:** The Executive Director is authorized to approve all payroll changes within the scope of his/her budget authority.

#### Procedures:

- The Executive Director or Chief Operations Officer will submit, either physically or electronically via payroll system, new hire or employee change paperwork to ExED prior to the payroll deadline for the first pay period in which the change or addition is to go into effect.

### Payroll Preparation & Approval

**Policy:** ExED will prepare payroll in accordance with the organization's payroll calendar.

#### Procedures:

- Five days prior to each check date, the Executive Director or Chief Operations Officer will provide ExED with a summary payroll report that includes:

## YPI CHARTER SCHOOLS INC. FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, **DATE**

- A listing of salaried staff to be included in the payroll and an accounting of any vacation, sick, or personal hours to be recorded for each salaried employee.
- The number of hours each hourly employee worked during the pay period as well as an account of any vacation, sick, or personal hours to be recorded for each hourly employee.
- The ExED Accounting Analyst, Associate, or Senior Associate assigned to the organization will prepare payroll based upon the summary payroll report and submit the “Register Prior to Processing” to the ExED Accounting Manager (AM) or Vice President (VP), School Finance.
- The ExED senior staff will review the “Register Prior to Processing” and the supporting “Employee Change Listing” for accuracy and completeness.
- If there are changes between the payroll summary report and the register, ExED will obtain approval from the Executive Director before submitting payroll.
- The ExED Accounting Manager or Vice President, School Finance will submit payroll to the 3<sup>rd</sup> party payroll provider for check and direct deposit processing.
- The 3<sup>rd</sup> party payroll provider will deliver the payroll package to the organization address on file one day prior to the check date.
- The Executive Director or designee will be responsible for opening the payroll package, reviewing reports for accuracy, and notifying ExED of any missing checks.
- The Executive Director or designee will distribute pay stubs to employees on the check date.

### Pay Upon Termination

**Policy:** Employees who are discharged shall be paid all wages due at the time of termination. (Labor Code § 201) Employees who quit without giving prior notice shall be paid wages within 72 hours (inclusive of weekends and holidays). If the employee gives at least 72 hours’ notice, the wages must be paid on the last day worked. (Labor Code § 202)

#### Procedures:

- The Executive Director or Chief Operations Officer will inform ExED of any voluntary or involuntary termination immediately and will provide an accounting of the hours/days worked since the last payroll and any accrued Paid Time Off (PTO) to be paid.
- ExED will calculate the final check based on the hours/days worked and the employee’s pay rate.
- ExED will prepare the final check and provide to the school in accordance with the timelines required by law. The organization is responsible for creating and obtaining the employee’s signature on the final check acknowledgement.
- An employee who quits without 72 hours’ notice may request that his or her final wage payment be mailed to a designated address. The date of mailing will be considered the date of payment. (Labor Code § 202)
- The final check may not be provided via direct deposit.
- The organization must provide ExED with a list of non-returning staff two weeks prior to the last day of instruction to ensure that final checks are distributed in accordance with labor law.

### Purchases & Procurement

## YPI CHARTER SCHOOLS INC. FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, **DATE**

**Policy:** All purchases must be authorized by the Executive Director or Chief Operations Officer. Any expenditure in excess of \$10,000 for the purchase of a single item should have bids from three (3) suppliers if possible. Any food contract that exceeds \$150,000 (the small purchase threshold set by the US Department of Agriculture) shall follow a competitive bid process.

Goods or services purchased with federal funds must follow federal procurement guidelines as outlined in Education Department General Administration Regulations (EDGAR), Part 80—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Sub-part C (Post Award Requirements), Section 80.36 (Procurement) located at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

The Governing Board must approve any contract over \$25,000.

### Procedures:

- All purchases over \$500 require a purchase requisition.
- The Executive Director or Chief Operations Officer will approve the purchase requisition after determining:
  - If the expenditure is budgeted.
  - If funds are available for the expenditure.
  - If the expenditure is allowable under the appropriate revenue source.
  - If the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures and any related laws or applicable regulations.
  - If the price is competitive and prudent and proper bidding procedures have been followed.
- The Governing Board will review expenditures during each board meeting through the review of a check register that will list all checks written since the Governing Board's last meeting and will include the check #, check date, payee, and check amount.

### Contracts

- The Executive Director or Chief Operations Officer will consider in-house capabilities to accomplish services before contracting for them.
- The Chief Operations Officer will keep and maintain a contract file evidencing the competitive bids obtained (if any were required) and the justification of need for any contract over \$10,000.
- The Chief Operations Officer will confirm that the contractor is not listed in the US government's Suspended or Disbarred list via a search of the System for Award Management ([www.sam.gov](http://www.sam.gov)). The Chief Operations Officer will keep a record of all searches.
- The Chief Operations Officer will ensure that a written contract clearly defining work to be performed is on file for all contract service providers (i.e. consultants, independent contractors, subcontractors).
- Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and workers' compensation insurance currently in effect. The Executive Director may also require that contract service providers list the school as an additional insured.
- The Executive Director will approve proposed contracts and modifications in writing.

## YPI CHARTER SCHOOLS INC. FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, **DATE**

- Contract service providers will be paid in accordance with approved contracts as work is performed.
- The Executive Director will be responsible for ensuring the terms of the contracts are fulfilled.
- Potential conflicts of interest will be disclosed upfront, and the Executive Director and/or Member(s) of the Governing Board with the conflict will excuse themselves from discussions and from voting on the contract.

### Credit Cards

**Policy:** Organization credit cards shall only be issued with the formal approval of the Governing Board and may only be used for organization-related expenditures.

#### Procedures:

- Purchase requisition and other documentation requirements apply to credit card purchases.
- The bank and/or consumer credit card (Amazon, Home Depot, Staples, etc.) will be kept under the supervision of the card holder.
- An itemized receipt should be turned in for all purchases.
- If receipts are not available, missing or contain an inappropriate expense, the individual making the charge will be held responsible for payment.
- In the case of a missing receipt, a missing receipt form shall be submitted and approved by the Executive Director or Chief Operations Officer.
- Should the Executive Director be required to complete a “missing receipt” form, authorization must be granted by a member of the Governing Board. Should the Chief Operations Officer be required to complete a “missing receipt” form, authorization must be granted by the Executive Director.
- Credit cards will bear the names of both the organization and the cardholder as authorized by the Governing Board.
- No personal charges are permitted.
- All reward points or discounts are property of the school. Use of such points or discounts is at the discretion of the Executive Director and should be used for the benefit of the organization.
- Upon termination, the employee shall immediately return the credit card and all receipts to the Executive Director.

### Debit Cards

**Policy:** Organization debit cards are not permitted.

#### Procedures:

If a debit card is automatically issued by the bank, the Executive Director or Chief Operations Officer will:

- Contact the bank to deactivate debit card service from the account.
- Destroy the physical debit card.



## YPI CHARTER SCHOOLS INC. FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, DATE

### Independent Contractors

**Policy:** The organization will comply with all applicable federal and state laws relative to the use of independent contractors.

**Procedures:**

- The Executive Director has the authority to establish a contract with an independent contractor and is responsible for verifying that the person is appropriately classified as an independent contractor and not as an employee and for obtaining a Form W-9.
- School employees may not serve as independent contractors.
- Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and workers' compensation insurance currently in effect. The Executive Director may also require that contract service providers list the school as an additional insured.
- All services performed by independent contractors will be processed as accounts payable.
- At the close of the calendar year, ExED will issue a Form 1099 to all independent contractors in accordance with IRS regulations.

### Invoice Approval & Processing

**Policy:** The Executive Director or Chief Operations Officer must approve all invoices. Any invoice over \$50,000 must also receive approval from a member of the Board. The following procedures will be performed either manually or electronically.

**Procedures:**

- The Coordinator of Accounts Payable will open and review invoices and bills and will notify the Executive Director or Chief Operations Officer of any unexpected or unauthorized expense.
- When receiving tangible goods from a vendor, the Coordinator of Accounts Payable will trace the merchandise to the packing list and note any items that were not in the shipment.
- The Coordinator of Accounts Payable will code invoices to the correct budget line.
- Invoices are then routed to the Executive Director or Chief Operations Officer for payment approval.
- If the vendor is a sole proprietor or a partnership (including LP, and LLP) providing a service, the Coordinator of Accounts Payable will obtain a W-9 from the vendor prior to submitting any requests for payments to ExED.
- ExED will review the invoice for sufficient supporting documentation, verify the coding, and process payment.

### Cash Disbursements

**Policy:** Bank checks will be issued upon receipt of appropriate documentation (e.g. vendor invoice, purchase order, packing slip, etc.).

**Procedures:**

## YPI CHARTER SCHOOLS INC. FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, **DATE**

- Once an invoice is approved by the Executive Director or Chief Operations Officer for payment, the ExED Accounting Analyst will prepare an in-sequence check and will submit the check to the ExED AM or VP.
- The ExED AM or VP will review the supporting documentation for completeness and the check for accuracy and will sign the check with the Executive Director's facsimile signature stamp, which is maintained in a secured location when not in use.
- ExED will distribute the check as follows:
  - Original – mailed or delivered to payee
  - Duplicate or voucher – attached to the invoice and filed by vendor name by an ExED accountant.
- Should a check need to be voided, "VOID" will be written in ink on the signature line of the check.

### Petty Cash

**Policy:** The Program Coordinator will keep a petty cash box not to exceed \$100. Petty cash will be kept in a lockbox that is stored in a secure location. Access to the cash box should be limited to authorized personnel. Petty cash shall only be used for reasonable and allowable school purposes (not advances, personal uses, reimbursements, etc.).

#### Procedures:

- The Program Coordinator will manage the petty cash fund.
- The Program Coordinator will maintain a log of all disbursements made from the petty cash fund and will use a petty cash slip for all disbursements. The petty cash slip must be signed by the Program Coordinator and the petty cash recipient.
- Within 48 hours of the petty cash withdrawal, the petty cash recipient will submit an original receipt to the Program Coordinator who will attach the receipt to the petty cash slip and store in the petty cash box.
- At all times the petty cash box must contain receipts, petty cash slips, and cash totaling \$100.
- When the petty cash balance is low the Program Coordinator will prepare a petty cash reimbursement form, totaling all the petty cash disbursements and attaching the original petty cash slips and receipts to the form. The Director of Operations will review and approve the petty cash reimbursement form and supporting documentation.
- The Office Manager will forward the petty cash reimbursement form and original supporting documentation to ExED.
- The ExED Accounting Analyst will record the petty cash disbursements in the general ledger and issue a check made payable to the Program Coordinator in the amount of the total petty cash disbursement.
- It is the Program Coordinator's responsibility to cash the check and to keep track of funds in the box. Reconciliation must occur when funds are replenished, and/or at a minimum, annually.
- ExED will conduct surprise counts of the petty cash fund.
- Loans will not be made from the petty cash fund.

## YPI CHARTER SCHOOLS INC. FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, **DATE**

### Employee and Volunteer Expense Reimbursements

**Policy:** The organization will reimburse pre-authorized school-related expenses that are accompanied by an original receipt or other appropriate documentation. Only the Executive Director, or Chief Operations Officer, or Lead Administrator may incur school-related expenses without pre-approval.

#### Procedures:

- An employee or school volunteer seeking to make a school-related purchase must obtain pre-approval from the Executive Director, or Chief Operations Officer, or Lead Administrator.
- Employees will submit signed expense reports monthly, as necessary, to the Chief Operations Officer for approval. Original receipts or other appropriate documentation (e.g. e-mail receipt) must be attached to the expense report.
- Chief Operations Officer expense reports must be approved by the Executive Director.
- Executive Director expense reports must be approved by a member of the board.
- The Coordinator of Accounts Payable will submit the approved expense report and supporting documentation to ExED.
- ExED will issue a reimbursement check within five business days of receipt of appropriate and complete documentation.
- Employees will submit expense reports within the fiscal year in which the expenses were incurred.
- The organization reserves the right to refuse reimbursement for any inappropriate expenses made.

### Travel Expenses

**Policy:** The Executive Director must pre-approve all school related travel. Mileage will be reimbursed at the organization-approved mileage rate, not to exceed the current IRS reimbursement rate.

#### Procedures:

- For the purposes of mileage reimbursement, where a trip is commenced or terminated at the employee's home, the distance traveled shall be reduced by the employee's home-to-office commute distance.
- Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an administrator and the event is more than **50** miles from either the employee's residence or the school site. Hotel rates will be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available.
- Employees will be reimbursed up to the established per diem rate found at (<http://www.gsa.gov/portal/category/100120> - US Government Rates) for any breakfast, lunch, dinner, or incidental expense that is not included as part of the related event. Employees will be responsible for any excess expenses beyond the established per diem rate.
- Transportation expenses such as airfare will be purchased at the lowest rate available.

## YPI CHARTER SCHOOLS INC. FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, **DATE**

- Employees should utilize bus/shuttle service whenever possible. When traveling in groups, taxis may be more economical. Employees should choose between long-term parking or a taxi based on whichever is the more economical for the organization.
- After the trip, the employee must enter all of the appropriate information on an expense report, attach original receipts, and submit it to the Chief Operations Officer for approval and then on to ExED for processing.

### Governing Board Expenses

- The individual incurring authorized expenses while carrying out the duties of the school will complete and sign an expense report and attach original receipts.
- The Executive Director and/or another board member will approve and sign the expense report, and submit it to ExED for payment.

## Asset Management

### Cash Management and Investments

**Policy:** All funds will be maintained in high quality financial institution or invested with the following objectives in order of priority; preservation and safety of principal, liquidity, and yield.

#### Procedures:

- The Executive Director will obtain Governing Board approval before opening or closing a bank account.
- Governing Board will adopt an investment policy before funds are to be invested.

### Capital Equipment

**Policy:** The organization capitalizes any item, purchased or donated, with a value of \$1,000 or more and with a useful life of more than one year.

#### Procedures:

- ExED will maintain a ledger of all capitalized items. The ledger will include the original purchase price and date and a brief description of the asset.
- The organization will take a physical inventory of all assets within 90 days of the end of each fiscal year, indicating the condition and location of the asset.
- The Executive Director will be notified of all cases of theft, loss, damage or destruction of assets.
- The Chief Operations Officer or Director of Technology will submit to ExED written notification of plans for disposing of assets with a clear and complete description of the asset and the date of the disposal.

### Loans

**Policy:** The Governing Board will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the chartering authority in accordance with the terms of the charter and/or other lenders in accordance with the loan documents.

## YPI CHARTER SCHOOLS INC. FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, **DATE**

Employee loans, including salary advances, are not allowed.

### Procedures:

- The Executive Director and/or Governing Board designee shall review and sign the promissory note before funds are borrowed.
- Loan agreements should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.
- Loan covenants and reporting requirements are to be acknowledged by the board at the time of adoption.

## Insurance

**Policy:** The organization will maintain insurance with a high quality insurance agency at all times for:

- General Liability
- Property
- Workers' Compensation
- Professional Liability
- Directors' and Officers' Coverage

Umbrella and student accident policies are considered prudent add-ons.

### Procedures:

- The Executive Director will carefully review insurance policies with the Broker on an annual basis prior to renewal to determine compliance with Charter authorizer and any applicable loan covenant requirements.
- The Chief Operations Officer will forward to ExED all insurance policies and related documents (e.g. certificates of insurance, claim forms, etc.).

## Parking Lot Liability

**Policy:** Parking lot related incidences are not covered under any school insurance policy. The organization assumes no liability for damage to cars unless a student is observed by an adult accidentally causing damage to a vehicle while engaged in a school activity.

### Procedures:

- If a student willfully causes damage the student's parent or guardian is responsible.
- If a parent or other visitor causes damage, that individual is responsible.
- If an employee causes damage, the employee is responsible.
- If an unknown person causes damage and there is no witness, the affected individual would determine if he/she has applicable coverage through his/her individual insurance policies.

## Operating Reserves

## YPI CHARTER SCHOOLS INC. FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, **DATE**

**Policy:** The organization will ensure adequate cash balances to meet annual cash flow needs. The target minimum operating reserve fund is recommended to be equal to 3 months of average operating costs. The amount of Operating Reserves will be calculated each year after approval of the annual budget and included in monthly financial reports.

### **Procedures:**

- ExED will monitor the organization's reserve level and will report the reserve level to the Executive Director and the Governing Board on a monthly basis.
- It is the responsibility of the Executive Director and the Governing Board to understand the organization's cash situation and it is the responsibility of the Executive Director to prioritize payments as necessary to manage cash flow.
- The Governing Board may restrict a portion of the operating reserve fund for strategic goals.
- The Governing Board may develop an additional Operating Reserve Policy to specify use of the Operating Reserves.

# Coversheet

## Proposed 2015 - 2016 Calendar

**Section:** IV. Governance  
**Item:** A. Proposed 2015 - 2016 Calendar  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
YPI Charter Schools Board of Director?s Meeting Calendar 2015 2016.docx

<b>Board of Director's Meeting Calendar 2015-2016</b>	
<b>Time: All Regular Board Meetings Begin at 6:00 PM</b>	<b>Board Meeting and Retreat Board Meeting: 8:00-10:00 Board Retreat: 10:00-4:00</b>
<b>Date</b>	<b>Location</b>
<b>August 24, 2014 (Monday)</b>	<b>Bert Corona Charter School 9400 Remick Avenue Pacoima, CA 91331</b>
<b>September 28, 2015 (Monday)</b>	<b>Monsenor Oscar Romero Charter School 1157 S. Berendo Street Los Angeles, CA 90006</b>
<b>October 26, 2015 (Monday)</b>	<b>Bert Corona High School (YPIVPCHS) 12513 Gain Street Pacoima, CA 91331</b>
<b>December 7, 2015 (Monday)</b>	<b>Bert Corona Charter School 9400 Remick Avenue Pacoima, CA 91331</b>
<b>January 25, 2016 (Monday)</b>	<b>Monsenor Oscar Romero Charter School 1157 S. Berendo Street Los Angeles, CA 90006</b>
<b>February 9, 2016 (Monday) Board Retreat</b>	<b>Bert Corona High School (YPIVPCHS) 12513 Gain Street Pacoima, CA 91331</b>
<b>February 25, 2016 (Monday)</b>	<b>Bert Corona Charter School 9400 Remick Avenue Pacoima, CA 91331</b>
<b>April 25, 2016 (Monday)</b>	<b>Monsenor Oscar Romero Charter School 1157 S. Berendo Street Los Angeles, CA 90006</b>
<b>May 23, 2016 (Monday)</b>	<b>Bert Corona High School (YPIVPCHS) 12513 Gain Street Pacoima, CA 91331</b>
<b>June30, 2016(Monday)</b>	<b>Bert Corona Charter School 9400 Remick Avenue Pacoima, CA 91331</b>
<b>July 25, 2016 (Monday, if needed)</b>	<b>Monsenor Oscar Romero Charter School 1157 S. Berendo Street Los Angeles, CA 90006</b>
<b>August 22, 2016 (Monday)</b>	<b>Bert Corona High School (YPIVPCHS)</b>





	<b>12513 Gain Street Pacoima, CA 91331</b>
--	--

## Coversheet

### Spring 2015 ConApp - Bert Corona and Monsenor Oscar Romero

**Section:** VI. Finance  
**Item:** A. Spring 2015 ConApp - Bert Corona and Monsenor Oscar Romero  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** ConAppSpring 2014-15\_Certified\_Monsenor..pdf  
ConApp Spring 2014-15\_Certified\_Bert Corona.pdf

## 2013-14 Title II, Part A Fiscal Year Expenditure Report, 24 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2013 through June 30, 2015.

**CDE Program Contact:**

Jackie Rose, Title II Leadership, [jrose@cde.ca.gov](mailto:jrose@cde.ca.gov), 916-322-9503

2013-14 Title II, Part A entitlement	\$1,902
--------------------------------------	---------

**Professional Development Expenditures**

Professional development for teachers	\$1,902
Professional development for administrators	
Subject matter project	
Other professional development expenditures	

**Exams and Test Preparation Expenditures**

Exam fees, reimbursement	
Test preparation training and or materials	
Other exam and test preparation expenditures	

**Recruitment, Training, and Retaining Expenditures**

Recruitment activities	
Hiring incentive and or relocation allotment	
National Board Certification and or stipend	
Verification process for special settings (VPSS)	
University course work	
Other recruitment training and retaining expenditures	

**Miscellaneous Expenditures**

Class size reduction	
Administrative and indirect costs	
Total funds transferred to Title I, Part A	
Other allowable expenditures or encumbrances	
Total expenditures and encumbrances	\$1,902
General Comment (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2014-15 Title I, Part A Program Improvement Expenditures and Reallocation Criteria

Report of end-of-year expenditures for Title I, Part A Program Improvement funds and LEA reallocation criteria.

**CDE Program Contact:**

Jacqueline Matranga, District Innovation and Improvement Office , [jmatranga@cde.ca.gov](mailto:jmatranga@cde.ca.gov), 916-445-4905  
 Jane Liang, District Innovation and Improvement Office, [jliang@cde.ca.gov](mailto:jliang@cde.ca.gov), 916-319-0259

Entitlement after transfers	\$144,049
Program Improvement set aside (Amount equivalent to 20% of 2014-15 Title I, Part A entitlement plus transfers in.)	\$28,810
Maximum allowable Parent Outreach (Amount equivalent to .2% of 2014-15 Title I, Part A entitlement plus transfers in or 1% of the 20% Program Improvement set aside.)	\$288

**Expenditures and Encumbrances**

Choice transportation using Title I Part A funds	\$0
Choice transportation using non-Title I Part A funds	\$0
SES using Title I Part A funds	\$8,000
SES using non-Title I Part A funds	\$0
Parent Outreach using Title I Part A funds	\$256
Parent Outreach using non-Title I Part A funds	\$0
Total expenditures and encumbrances using Title I Part A funds	\$8,256
Total expenditures and encumbrances using non-Title I Part A funds	\$0
Amount of Program Improvement set aside unspent	\$20,554

**Choice Explanation Required**

An explanation is required if total Title I and non-Title I Choice transportation expenditures and encumbrances equals zero.	LEA has only one school at the grade level or LEA's schools are in program improvement, corrective action, or restructuring and contacted neighboring LEA's but not able to establish interdistrict transfer agreement(s)
--	---

Expenditure comment An explanation is required if no program improvement expenditures or encumbrances have occurred. (Maximum 500 characters)	
General comments (Maximum 500 characters)	

**Reallocation Exemption**

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2014-15 Title I, Part A Program Improvement Expenditures and Reallocation Criteria

Report of end-of-year expenditures for Title I, Part A Program Improvement funds and LEA reallocation criteria.

**CDE Program Contact:**

Jacqueline Matranga, District Innovation and Improvement Office , [jmatranga@cde.ca.gov](mailto:jmatranga@cde.ca.gov), 916-445-4905

Jane Liang, District Innovation and Improvement Office, [jliang@cde.ca.gov](mailto:jliang@cde.ca.gov), 916-319-0259

The exemptions below are only applicable if the LEA did not meet its 20% Program Improvement obligation (the amount of Program Improvement set aside unspent is greater than zero).

Provided Choice and or SES to all eligible students using less than the 20% obligation	Yes
The LEA has not been able to establish interdistrict transfer agreements, and the LEA could not offer SES because it was not served by any approved providers including online providers	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

### 2014-15 Title I, Part A School Program Improvement Activities

Per ESEA Section 1116, LEAs must report school level Program Improvement (PI) activities related to Title I, Part A. This includes, but is not limited to, student participation and PI compliance activities based on the number of years a school is in PI status.

**CDE Program Contact:**

Jacqueline Matranga, District Innovation and Improvement Office , [jmatranga@cde.ca.gov](mailto:jmatranga@cde.ca.gov), 916-445-4905  
Mindi Yates, Title I Policy & Program Guidance, [myates@cde.ca.gov](mailto:myates@cde.ca.gov), 916-319-0789

**Monsenor Oscar Romero Charter Middle (19 64733 19647330114959)**

PI Year	4
Number of students in PI school who applied for public school choice provisions of ESEA Section 1116	
Number of new and continuing students who transferred under ESEA	
Number of new and continuing students who transferred under state or local choice programs	
Number of students who applied for SES	
Number of students who received SES	
PI Activities Exception Comment	
Additional Comments (Maximum 500 characters)	

**For PI schools in Year 4, the LEA developed an alternative governance plan which included at least one of the following (check all that apply)**

Plan to reopen school as a public charter school	
Plan to replace all or most of the staff	
Plan to contract with an outside entity to operate the school	
Plan to institute major restructuring activities	
Provide a description of restructure activities	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2014-15 Title II, Part A Fiscal Year Expenditure Report, 12 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2014 through June 30, 2015.

**CDE Program Contact:**

Jackie Rose, Title II Leadership, [jrose@cde.ca.gov](mailto:jrose@cde.ca.gov), 916-322-9503

2014-15 Title II, Part A entitlement	\$1,970
--------------------------------------	---------

**Professional Development Expenditures**

Professional development for teachers	\$1,970
Professional development for administrators	
Subject matter project	
Other professional development expenditures	

**Exams and Test Preparation Expenditures**

Exam fees, reimbursement	
Test preparation training and or materials	
Other exam and test preparation expenditures	

**Recruitment, Training, and Retaining Expenditures**

Recruitment activities	
Hiring incentive and or relocation allotment	
National Board Certification and or stipend	
Verification process for special settings (VPSS)	
University course work	
Other recruitment training and retaining expenditures	

**Miscellaneous Expenditures**

Class size reduction	
Administrative and indirect costs	
Total funds transferred to Title I, Part A	
Other allowable expenditures or encumbrances	
Total expenditures and encumbrances	\$1,970
General Comment (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Monsenor Oscar Romero Charter Middle (19 64733 0114959)

Status: Certified  
 Saved by: Ex ED  
 Date: 6/26/2015 12:42 PM

### 2014-15 Title III, Part A Immigrant YTD Expenditure Report, 12 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2014 through June 30, 2015.

**CDE Program Contact:**

Patty Stevens, Title III Language Policy & Leadership Office, [pstevens@cde.ca.gov](mailto:pstevens@cde.ca.gov), 916-323-5838  
 Geoffrey Ndirangu, Language Policy & Leadership Office, [gndirang@cde.ca.gov](mailto:gndirang@cde.ca.gov), 916-323-5831

**Approved Immigrant Sub-grantee Activities**

(e) ACTIVITIES BY AGENCIES EXPERIENCING SUBSTANTIAL INCREASES IN IMMIGRANT CHILDREN AND YOUTH-

- (1) IN GENERAL-An eligible entity receiving funds under section 3114(d)(1) shall use the funds to pay for activities that provide enhanced instructional opportunities for immigrant children and youth, which may include-
  - (A) family literacy, parent outreach, and training activities designed to assist parents to become active participants in the education of their children;
  - (B) support for personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth;
  - (C) provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth
  - (D) identification and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds;

- (E) basic instruction services that are directly attributable to the presence in the school district involved of immigrant children and youth, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instruction services;
- (F) other instruction services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and
- (G) activities, coordinated with community-based organizations, institutions of higher education, private sector entities with expertise in working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.

2014-15 Title III, Part A Immigrant entitlement	\$652
<b>Object Code - Activity</b>	
1000-1999 Certificated personnel salaries	\$0
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$652
5000-5999 Services and other operating expenditures	\$0
Administrative and indirect costs	\$0
Total year-to-date expenditures	\$652
2014-15 Unspent funds	\$0
General Comment (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.



Monsenor Oscar Romero Charter Middle (19 64733 0114959)

Status: Certified  
 Saved by: Ex ED  
 Date: 6/26/2015 12:42 PM

## 2014-15 Homeless Education Policy, Requirements and Implementation

The purpose of this data collection is to meet federal requirements specified in ESEA Section 722. This collection includes 1) monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act and 2) collecting contact information for each required designated LEA's homeless liaison.

### CDE Program Contact:

Leanne Wheeler, Improvement & Accountability Division, [lwheeler@cde.ca.gov](mailto:lwheeler@cde.ca.gov), 916-319-0383  
 Mary Donnelly-Ortega, Improvement & Accountability Division, [MDonnellyortega@cde.ca.gov](mailto:MDonnellyortega@cde.ca.gov), 916-323-5113

### Homeless Education Certification

The LEA hereby assures and certifies to the California State Board of Education that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths
  
2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
  - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless
  - b) Includes a dispute resolution process
  - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison
  
3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

### Homeless Liaison Contact Information

Contact first name	Jose
Contact last name	Castillo
Contact title	Director of Operations
Contact email address (format: abc@xyz.zyx)	mrcastillo@romerocharter.org
Contact telephone number (format: 999-999-9999)	213-413-9600

### Homeless Education Policy and Requirements

Does the LEA have a written homeless education policy	Yes
No policy comment	
Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Monsenor Oscar Romero Charter Middle (19 64733 0114959)

Status: Certified  
 Saved by: Ex ED  
 Date: 6/26/2015 12:42 PM

## 2014-15 Homeless Education Policy, Requirements and Implementation

The purpose of this data collection is to meet federal requirements specified in ESEA Section 722. This collection includes 1) monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act and 2) collecting contact information for each required designated LEA's homeless liaison.

### CDE Program Contact:

Leanne Wheeler, Improvement & Accountability Division, [lwheeler@cde.ca.gov](mailto:lwheeler@cde.ca.gov), 916-319-0383  
 Mary Donnelly-Ortega, Improvement & Accountability Division, [MDonnellyortega@cde.ca.gov](mailto:MDonnellyortega@cde.ca.gov), 916-323-5113

Date LEA's board approved the homeless education policy	04/08/2013
Does the LEA meet the above federal requirements	Yes
Compliance comment Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	

### Title I, Part A Homeless Expenditures

2014-15 Title I, Part A Entitlement	\$144,049
2014-15 Title I, Part A direct or indirect services to homeless children reservation	\$99
Amount of 2014-15 Title I, Part A funds expended or encumbered for direct or indirect services to homeless children	\$99
No expenditures or encumbrances comment Provide an explanation why there is no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Monsenor Oscar Romero Charter Middle (19 64733 0114959)

Status: Certified  
 Saved by: Ex ED  
 Date: 6/26/2015 12:42 PM

### 2014-15 Title I, Part A School Funded Staff Report

To collect school level data, as required by ESEA, about teachers and instructional paraprofessionals in Title I, Part A programs.

**CDE Program Contact:**

Jane Liang, District Innovation and Improvement Office, [jliang@cde.ca.gov](mailto:jliang@cde.ca.gov), 916-319-0259  
 Jacqueline Matranga, District Innovation and Improvement Office, [jmatranga@cde.ca.gov](mailto:jmatranga@cde.ca.gov), 916-445-4905

School Name	School Code	Public	Authorized SWP	New Title I, Part A Funded Teachers Hired Count	Non-ESEA Qualified Hired Count	Title I, Part A Funded Teachers Count (0.00)	Title I, Part A Funded FTE Paraprofessionals Count (0.00)	ESEA Qualified FTE Paraprofessionals Count (0.00)	ESEA Qualified FTE Paraprofessionals %	Title I, Part A Funded Administrators Count (0.00)	Title I, Part A Funded Support Staff Count (0.00)	Other Title I, Part A Funded Staff Count (0.00)
Monsenor Oscar Romero Charter Middle	0114959	Y	Y				0	0				

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2014-15 Title I, Part A Parental Involvement Policies

To meet federal requirements specified in ESEA Title I, Part A Section 1118(h) to review the LEAs parental involvement policies and practices to determine if the policies and practices meet the requirements of Section 1118.

### CDE Program Contact:

Nancy Bodenhausen, Title I Policy & Program Guidance, [NBodenhausen@cde.ca.gov](mailto:NBodenhausen@cde.ca.gov), 916-445-4904  
 Lana Zhou, Title I Policy & Program Guidance, [lzhou@cde.ca.gov](mailto:lzhou@cde.ca.gov), 916-319-0956

## District Parental Involvement Certification

Each LEA shall develop jointly with, agree on with, and distribute to parents of Title I children, a written Title I parental involvement policy (ESEA Section 1118(a)). The policy describes how the LEA will:

- a) Involve parents in the joint development of the LEA Plan and the processes of school review and improvement for program improvement schools under ESEA Section 1116;
- b) Help schools to plan and implement effective parental involvement activities to improve student academic achievement and school performance;
- c) Build the schools' and parents' capacity for strong parental involvement;
- d) Coordinate and integrate parental involvement strategies under Part A and under other programs as specified;
- e) Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy and use the findings of the evaluation to design more effective parental involvement; and
- f) Involve parents in the activities of the Title I schools.

Does the district have a written parental involvement policy Yes

LEA policy compliance Yes

Does your current Title I district level parental involvement policy meet the above criteria

Annual evaluation date 05/01/2015

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2014-15 Title I, Part A Parental Involvement Policies

To meet federal requirements specified in ESEA Title I, Part A Section 1118(h) to review the LEAs parental involvement policies and practices to determine if the policies and practices meet the requirements of Section 1118.

### Annual Evaluation

Parents discuss the policy and make recommendations for improvement. Parents discuss the various activities that happen through the year and make recommendations for changes and set or reset priorities. Calendar of events for the upcoming school year is designed and approved.

Describe the involvement of parents during the policy evaluation process. If no evaluation occurred or if the evaluation date is not within the allowable range, provide an explanation why. (Maximum 500 characters)

### Parent Involvement Allocation

Parents discuss the various activities that happen through the year and make recommendations for changes or reset priorities. Calendar of events for the upcoming school year is designed and approved. Parent involvement funds are allocated to support events identified by the group.

Describe parent involvement in decisions on the use of parental involvement set-aside. (Maximum 500 characters)

### District Parental Involvement Contact Information

Parental Involvement contact name

Jose Castillo

Contact title

Director of Operations

Contact email address

mrcastillo@romerocharter.org

(format abc@xyz.zyx)

Contact telephone number

213-413-9600

(format 999-999-9999)

## School Parental Involvement Policy Compliance Requirements

### \*\*\*Warning\*\*\*

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

### 2014-15 Title I, Part A Parental Involvement Policies

To meet federal requirements specified in ESEA Title I, Part A Section 1118(h) to review the LEAs parental involvement policies and practices to determine if the policies and practices meet the requirements of Section 1118.

The Title I, Part A school-level parental involvement policy describes the means to carry out:

- a) Involvement of parents in the development of the policy
- b) School-parent compacts
- c) Building of capacity for involvement of parents
- d) Accessibility and opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students

School Name	School Code	Parental Involvement Policy Exists	No Policy Comment (Max 250 char)	Meets Policy Requirements ?	Not Compliant Comment (Max 250 char)	Parental Involvement Contact Name	Parental Involvement Contact Title	Parental Involvement Contact Email Address (format abc@xyz.zyx)	Parental Involvement Contact Telephone Number (format 999-999-9999)
Monsenor Oscar Romero Charter Middle	0114959	Y		Y		Jose Castillo	Director of Operations	mrcastillo@romerocharter.org	213-413-9600

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2014-15 Title II, Part A School Class Size Reduction Report

The ESEA Act of 2001, Title II, Part A, Section 2123(a)(2)(B) allows LEAs to use ESEA Title II, Part A funds to recruit and hire highly qualified teachers to reduce class size.

**CDE Program Contact:**

Jackie Rose, Title II Leadership, [jrose@cde.ca.gov](mailto:jrose@cde.ca.gov), 916-322-9503

School Name	School Code	Total Class Size Reduction Teacher Count	ESEA Title II Part A Funded Class Size Reduction Teacher Count	ESEA/Highly Qualified Teacher Count
Monsenor Oscar Romero Charter Middle	0114959	0	0	0

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2015-16 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated which schools it intended to allocate Title I Part A funds to by entering a check in the Fund column.

### CDE Program Contact:

Nancy Bodenhausen, Title I Policy & Program Guidance, [NBodenhausen@cde.ca.gov](mailto:NBodenhausen@cde.ca.gov), 916-445-4904  
 Lana Zhou, Title I Policy & Program Guidance, [lzhou@cde.ca.gov](mailto:lzhou@cde.ca.gov), 916-319-0956

### LEA meets small district criteria, submission of this data collection is optional.

An LEA is defined as a small district criteria if, based on the school list and the data entered in School Student Counts Projected, the LEA meets one or more of the following:

- Is a single school district
- Has a single school per grade span
- Has enrollment total for all schools less than 1,000

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

#### Allowable Exception Reasons

- a - Meets 35% Low Income Requirement
- c - Funded by Other Allowable Sources
- d - Desegregation Waiver on File
- e - Grandfather Provision
- f - Feeder Pattern
- g - Local Funded Charter Opted Out
- h - Local Funded Charter Opt In

Low income measure	FRPM
Group Schools by Grade Span	Yes
District-wide Low Income %	97.37%
Grade Span 1 Low Income %	0.00%

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.



### 2015-16 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated which schools it intended to allocate Title I Part A funds to by entering a check in the Fund column.

Grade Span 2 Low Income % 0.00%

Grade Span 3 Low Income % 0.00%

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible	Funding Required	Ranking	Fund Flag	Exception Reason	Comment (Max 500 char)
Monsenor Oscar Romero Charter Middle	0114959		304	296	97.37	Y	Y	1	N		

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Monsenor Oscar Romero Charter Middle (19 64733 0114959)

Status: Certified  
 Saved by: Ex ED  
 Date: 6/26/2015 12:42 PM

### 2015-16 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca15asstoc.asp>

**CDE Program Contact:**

Joy Paull, [jpaul@cde.ca.gov](mailto:jpaul@cde.ca.gov), 916-319-0297

**LEA Plan**

An LEA that receives Title III funds, or any LEA that receives Title I funds and is in Program Improvement corrective action must certify that its LEA Plan, including any Addenda to the Plan, is current and provide the local online web address for their LEA Plan. An LEA that receives Title III funds and is in Title III Improvement status must post their Improvement Plan in the California Accountability and Improvement System (CAIS) at <http://www.cde.ca.gov/ta/ac/ca/>.

State Board of Education approval date	1/10/2008
LEA Plan Web page (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> )	<a href="http://www.romerocharter.org/">http://www.romerocharter.org/</a>

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this page are on file.

Authorized Representative's Full Name	Yvette King-Berg
Authorized Representative's Signature	
Authorized Representative's Title	Executive Director
Authorized Representative Signature Date	06/26/2015

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Monsenor Oscar Romero Charter Middle (19 64733 0114959)

Status: Certified  
 Saved by: Ex ED  
 Date: 6/26/2015 12:42 PM

### 2015-16 Protected Prayer Certification

ESEA Section 9524(b) specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Franco Rozic, Title I Monitoring & Support, [frozic@cde.ca.gov](mailto:frozic@cde.ca.gov), 916-319-0269

### Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Yvette King-Berg
Authorized Representative Title	Executive Director
Authorized Representative Signature Date	06/30/2015
Comment If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2015-16 Application for Funding

### CDE Program Contact:

Education Data Office, [ConApp@cde.ca.gov](mailto:ConApp@cde.ca.gov), 916-319-0297

### Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/26/2015
---	------------

### District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	Yvette King-Berg
DELAC review date	08/26/2015
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> ). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	<a href="http://www.romerocharter.org/">http://www.romerocharter.org/</a>
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	

### Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

<b>Title I Part A (Basic Grant)</b> ESEA Sec. 1111et seq. SACS 3010	Yes
<b>Title II Part A (Teacher Quality)</b> ESEA Sec. 2101 SACS 4035	Yes
<b>Title III Part A Immigrant</b> ESEA Sec. 3102 SACS 4201	Yes
<b>Title III Part A LEP</b> ESEA Sec. 3102 SACS 4203	Yes

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Monsenor Oscar Romero Charter Middle (19 64733 0114959)

Status: Certified  
 Saved by: Ex ED  
 Date: 6/26/2015 12:42 PM

### 2015-16 Substitute System for Time Accounting

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

**CDE Program Contact:**

Julie Brucklacher, Financial Accountability & Info Srv, [jbruckla@cde.ca.gov](mailto:jbruckla@cde.ca.gov), 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Additional information on the predetermined schedule substitute system of time accounting can be found at <http://www.cde.ca.gov/fg/ac/co/timeaccounting2013.asp>. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the Web at <http://www.cde.ca.gov/fg/ac/sa/>.

2015-16 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

**California Department of Education****Consolidated Application**

Bert Corona Charter (19 64733 0106872)

Status: Certified  
Saved by: Brianna Bennett  
Date: 6/26/2015 12:29 PM**2014-15 Title II, Part A Fiscal Year Expenditure Report, 12 Months**

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2014 through June 30, 2015.

**CDE Program Contact:**Jackie Rose, Title II Leadership, [jrose@cde.ca.gov](mailto:jrose@cde.ca.gov), 916-322-9503

2014-15 Title II, Part A entitlement	\$1,905
--------------------------------------	---------

**Professional Development Expenditures**

Professional development for teachers	\$1,905
Professional development for administrators	\$0
Subject matter project	\$0
Other professional development expenditures	\$0

**Exams and Test Preparation Expenditures**

Exam fees, reimbursement	\$0
Test preparation training and or materials	\$0
Other exam and test preparation expenditures	\$0

**Recruitment, Training, and Retaining Expenditures**

Recruitment activities	\$0
Hiring incentive and or relocation allotment	\$0
National Board Certification and or stipend	\$0
Verification process for special settings (VPSS)	\$0
University course work	\$0
Other recruitment training and retaining expenditures	\$0

**Miscellaneous Expenditures**

Class size reduction	\$0
Administrative and indirect costs	\$0
Total funds transferred to Title I, Part A	\$0
Other allowable expenditures or encumbrances	\$0
Total expenditures and encumbrances	\$1,905
General Comment (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

### 2014-15 Title III, Part A LEP YTD Expenditure Report, 12 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2014 through June 30, 2015.

**CDE Program Contact:**

Patty Stevens, Title III Language Policy & Leadership Office, [pstevens@cde.ca.gov](mailto:pstevens@cde.ca.gov), 916-323-5838  
 Geoffrey Ndirangu, Language Policy & Leadership Office, [gndirang@cde.ca.gov](mailto:gndirang@cde.ca.gov), 916-323-5831

**Required and Authorized LEP Sub-grantee Activities**

**Required**

Section 3115 (c)(1) To increase the English Proficiency by providing high-quality language instruction educational programs that are based on scientifically based research demonstrating the effectiveness of the programs.  
 Section 3115 (c)(2) To provide high quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals, administrators, and other school or community-based organizational personnel.

**Authorized**

- (1) Upgrading program objectives and effective instruction strategies.
- (2) Improving the instruction program for limited English proficient children by identifying acquiring and upgrading curricula, instruction materials, educational software, and assessment procedures.
- (3) Providing tutorials and academic or vocational education for limited English proficient children and intensified instruction.
- (4) Developing and implementing elementary school or secondary school language instruction educational programs that are coordinated with other relevant programs and services.
- (5) Improving the English proficiency and academic achievement of limited English proficient children.
- (6) Providing community participation programs, family literacy services and parent outreach and training activities to limited English proficient children and their families.

2014-15 Title III, Part A LEP entitlement	\$16,510
<b>Object Code - Activity</b>	
1000-1999 Certificated personnel salaries	\$16,510
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$0
5000-5999 Services and other operating expenditures	\$0
Administrative and indirect costs (Amount cannot exceed 2% of the entitlement.)	\$0
Total year-to-date expenditures	\$16,510
2014-15 Unspent funds	\$0
General comment (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2014-15 Homeless Education Policy, Requirements and Implementation

The purpose of this data collection is to meet federal requirements specified in ESEA Section 722. This collection includes 1) monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act and 2) collecting contact information for each required designated LEA's homeless liaison.

### CDE Program Contact:

Leanne Wheeler, Improvement & Accountability Division, [lwheeler@cde.ca.gov](mailto:lwheeler@cde.ca.gov), 916-319-0383  
 Mary Donnelly-Ortega, Improvement & Accountability Division, [MDonnellyortega@cde.ca.gov](mailto:MDonnellyortega@cde.ca.gov), 916-323-5113

### Homeless Education Certification

The LEA hereby assures and certifies to the California State Board of Education that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths
  
2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
  - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless
  - b) Includes a dispute resolution process
  - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison
  
3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

### Homeless Liaison Contact Information

Contact first name	Diana
Contact last name	Gamez
Contact title	Director of Operations
Contact email address (format: abc@xyz.zyx)	<a href="mailto:msgamez@coronacharter.org">msgamez@coronacharter.org</a>
Contact telephone number (format: 999-999-9999)	818-834-5805

### Homeless Education Policy and Requirements

Does the LEA have a written homeless education policy	Yes
No policy comment	
Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.



Bert Corona Charter (19 64733 0106872)

Status: Certified  
 Saved by: Brianna Bennett  
 Date: 6/26/2015 12:29 PM

## 2014-15 Homeless Education Policy, Requirements and Implementation

The purpose of this data collection is to meet federal requirements specified in ESEA Section 722. This collection includes 1) monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act and 2) collecting contact information for each required designated LEA's homeless liaison.

### CDE Program Contact:

Leanne Wheeler, Improvement & Accountability Division, [lwheeler@cde.ca.gov](mailto:lwheeler@cde.ca.gov), 916-319-0383  
 Mary Donnelly-Ortega, Improvement & Accountability Division, [MDonnellyortega@cde.ca.gov](mailto:MDonnellyortega@cde.ca.gov), 916-323-5113

Date LEA's board approved the homeless education policy	04/08/2013
Does the LEA meet the above federal requirements	Yes
Compliance comment Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	

### Title I, Part A Homeless Expenditures

2014-15 Title I, Part A Entitlement	\$128,178
2014-15 Title I, Part A direct or indirect services to homeless children reservation	\$100
Amount of 2014-15 Title I, Part A funds expended or encumbered for direct or indirect services to homeless children	\$100
No expenditures or encumbrances comment Provide an explanation why there is no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Bert Corona Charter (19 64733 0106872)

Status: Certified  
 Saved by: Brianna Bennett  
 Date: 6/26/2015 9:15 AM

### 2015-16 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca15asstoc.asp>

**CDE Program Contact:**

Joy Paull, [jpaul@cde.ca.gov](mailto:jpaul@cde.ca.gov), 916-319-0297

**LEA Plan**

An LEA that receives Title III funds, or any LEA that receives Title I funds and is in Program Improvement corrective action must certify that its LEA Plan, including any Addenda to the Plan, is current and provide the local online web address for their LEA Plan. An LEA that receives Title III funds and is in Title III Improvement status must post their Improvement Plan in the California Accountability and Improvement System (CAIS) at <http://www.cde.ca.gov/ta/ac/ca/>.

State Board of Education approval date	7/12/2005
LEA Plan Web page (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> )	<a href="http://www.coronacharter.org">http://www.coronacharter.org</a>

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this page are on file.

Authorized Representative's Full Name	Yvette King-Berg
Authorized Representative's Signature	
Authorized Representative's Title	Executive Director
Authorized Representative Signature Date	06/26/2015

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Bert Corona Charter (19 64733 0106872)

Status: Certified  
 Saved by: Brianna Bennett  
 Date: 6/26/2015 12:29 PM

### 2015-16 Protected Prayer Certification

ESEA Section 9524(b) specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Franco Rozic, Title I Monitoring & Support, [frozic@cde.ca.gov](mailto:frozic@cde.ca.gov), 916-319-0269

### Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Yvette King-Berg
Authorized Representative Title	Executive Director
Authorized Representative Signature Date	06/26/2015
Comment	
If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2015-16 Application for Funding

### CDE Program Contact:

Education Data Office, [ConApp@cde.ca.gov](mailto:ConApp@cde.ca.gov), 916-319-0297

### Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/26/2015
---	------------

### District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	Diana Gamez
DELAC review date	08/25/2015
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> ). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	<a href="http://www.coronacharter.org/">http://www.coronacharter.org/</a>
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	

### Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

<b>Title I Part A (Basic Grant)</b> ESEA Sec. 1111et seq. SACS 3010	Yes
<b>Title II Part A (Teacher Quality)</b> ESEA Sec. 2101 SACS 4035	Yes
<b>Title III Part A Immigrant</b> ESEA Sec. 3102 SACS 4201	Yes
<b>Title III Part A LEP</b> ESEA Sec. 3102 SACS 4203	Yes

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2015-16 Substitute System for Time Accounting

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

**CDE Program Contact:**

Julie Brucklacher, Financial Accountability & Info Srv, [jbruckla@cde.ca.gov](mailto:jbruckla@cde.ca.gov), 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Additional information on the predetermined schedule substitute system of time accounting can be found at <http://www.cde.ca.gov/fg/ac/co/timeaccounting2013.asp>. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the Web at <http://www.cde.ca.gov/fg/ac/sa/>.

2015-16 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2014-15 Title I, Part A Parental Involvement Policies

To meet federal requirements specified in ESEA Title I, Part A Section 1118(h) to review the LEAs parental involvement policies and practices to determine if the policies and practices meet the requirements of Section 1118.

### CDE Program Contact:

Nancy Bodenhausen, Title I Policy & Program Guidance, [NBodenhausen@cde.ca.gov](mailto:NBodenhausen@cde.ca.gov), 916-445-4904  
 Lana Zhou, Title I Policy & Program Guidance, [lzhou@cde.ca.gov](mailto:lzhou@cde.ca.gov), 916-319-0956

## District Parental Involvement Certification

Each LEA shall develop jointly with, agree on with, and distribute to parents of Title I children, a written Title I parental involvement policy (ESEA Section 1118(a)). The policy describes how the LEA will:

- a) Involve parents in the joint development of the LEA Plan and the processes of school review and improvement for program improvement schools under ESEA Section 1116;
- b) Help schools to plan and implement effective parental involvement activities to improve student academic achievement and school performance;
- c) Build the schools' and parents' capacity for strong parental involvement;
- d) Coordinate and integrate parental involvement strategies under Part A and under other programs as specified;
- e) Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy and use the findings of the evaluation to design more effective parental involvement; and
- f) Involve parents in the activities of the Title I schools.

Does the district have a written parental involvement policy Yes

LEA policy compliance Yes

Does your current Title I district level parental involvement policy meet the above criteria

Annual evaluation date 05/01/2015

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2014-15 Title I, Part A Parental Involvement Policies

To meet federal requirements specified in ESEA Title I, Part A Section 1118(h) to review the LEAs parental involvement policies and practices to determine if the policies and practices meet the requirements of Section 1118.

### Annual Evaluation

Parents discuss the policy and make recommendation for Improvement. Parents discuss the various activities that happen through the year and make recommendations for changes and set or reset priorities. Calendar of events for the upcoming school year is designed and approved.

Describe the involvement of parents during the policy evaluation process. If no evaluation occurred or if the evaluation date is not within the allowable range, provide an explanation why. (Maximum 500 characters)

### Parent Involvement Allocation

Parents discuss the policy and make recommendation for Improvement. Parents discuss the various activities that happen through the year and make recommendations for changes and set or reset priorities. Calendar of events for the upcoming school year is designed and approved.

Describe parent involvement in decisions on the use of parental involvement set-aside. (Maximum 500 characters)

### District Parental Involvement Contact Information

Parental Involvement contact name

Diana Gamez

Contact title

Director of Operations

Contact email address

msgamez@coronacharter.org

(format abc@xyz.zyx)

Contact telephone number

818-834-5805

(format 999-999-9999)

## School Parental Involvement Policy Compliance Requirements

### \*\*\*Warning\*\*\*

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

### 2014-15 Title I, Part A Parental Involvement Policies

To meet federal requirements specified in ESEA Title I, Part A Section 1118(h) to review the LEAs parental involvement policies and practices to determine if the policies and practices meet the requirements of Section 1118.

The Title I, Part A school-level parental involvement policy describes the means to carry out:

- a) Involvement of parents in the development of the policy
- b) School-parent compacts
- c) Building of capacity for involvement of parents
- d) Accessibility and opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students

School Name	School Code	Parental Involvement Policy Exists	No Policy Comment (Max 250 char)	Meets Policy Requirements ?	Not Compliant Comment (Max 250 char)	Parental Involvement Contact Name	Parental Involvement Contact Title	Parental Involvement Contact Email Address (format abc@xyz.zyx)	Parental Involvement Contact Telephone Number (format 999-999-9999)
Bert Corona Charter	0106872	Y		Y		Diana Gamez	Director of Operations	msgamez@coronacharter.org	818-834-5805

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.



### 2014-15 Title I, Part A School Funded Staff Report

To collect school level data, as required by ESEA, about teachers and instructional paraprofessionals in Title I, Part A programs.

**CDE Program Contact:**

Jane Liang, District Innovation and Improvement Office, [jliang@cde.ca.gov](mailto:jliang@cde.ca.gov), 916-319-0259  
 Jacqueline Matranga, District Innovation and Improvement Office, [jmatranga@cde.ca.gov](mailto:jmatranga@cde.ca.gov), 916-445-4905

School Name	School Code	Public	Authorized SWP	New Title I, Part A Funded Teachers Hired Count	Non-ESEA Qualified Hired Count	Title I, Part A Funded Teachers Count (0.00)	Title I, Part A Funded FTE Paraprofessionals Count (0.00)	ESEA Qualified FTE Paraprofessionals Count (0.00)	ESEA Qualified FTE Paraprofessionals %	Title I, Part A Funded Administrators Count (0.00)	Title I, Part A Funded Support Staff Count (0.00)	Other Title I, Part A Funded Staff Count (0.00)
Bert Corona Charter	0106872	Y	Y				3.5	3.5	100.00%			

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2015-16 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated which schools it intended to allocate Title I Part A funds to by entering a check in the Fund column.

### CDE Program Contact:

Nancy Bodenhausen, Title I Policy & Program Guidance, [NBodenhausen@cde.ca.gov](mailto:NBodenhausen@cde.ca.gov), 916-445-4904  
 Lana Zhou, Title I Policy & Program Guidance, [lzhou@cde.ca.gov](mailto:lzhou@cde.ca.gov), 916-319-0956

### LEA meets small district criteria, submission of this data collection is optional.

An LEA is defined as a small district criteria if, based on the school list and the data entered in School Student Counts Projected, the LEA meets one or more of the following:

- Is a single school district
- Has a single school per grade span
- Has enrollment total for all schools less than 1,000

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

#### Allowable Exception Reasons

- a - Meets 35% Low Income Requirement
- c - Funded by Other Allowable Sources
- d - Desegregation Waiver on File
- e - Grandfather Provision
- f - Feeder Pattern
- g - Local Funded Charter Opted Out
- h - Local Funded Charter Opt In

Low income measure	FRPM
Group Schools by Grade Span	Yes
District-wide Low Income %	87.09%
Grade Span 1 Low Income %	0.00%

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

### 2015-16 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated which schools it intended to allocate Title I Part A funds to by entering a check in the Fund column.

Grade Span 2 Low Income % 0.00%

Grade Span 3 Low Income % 0.00%

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible	Funding Required	Ranking	Fund Flag	Exception Reason	Comment (Max 500 char)
Bert Corona Charter	0106872		364	317	87.09	Y	Y	1	N		

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

### 2014-15 Title II, Part A School Class Size Reduction Report

The ESEA Act of 2001, Title II, Part A, Section 2123(a)(2)(B) allows LEAs to use ESEA Title II, Part A funds to recruit and hire highly qualified teachers to reduce class size.

**CDE Program Contact:**

Jackie Rose, Title II Leadership, [jrose@cde.ca.gov](mailto:jrose@cde.ca.gov), 916-322-9503

School Name	School Code	Total Class Size Reduction Teacher Count	ESEA Title II Part A Funded Class Size Reduction Teacher Count	ESEA/Highly Qualified Teacher Count
Bert Corona Charter	0106872	0	0	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## California Department of Education

## Consolidated Application

Bert Corona Charter (19 64733 0106872)

Status: Certified  
Saved by: Brianna Bennett  
Date: 6/26/2015 12:29 PM**2013-14 Title II, Part A Fiscal Year Expenditure Report, 24 Months**

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2013 through June 30, 2015.

**CDE Program Contact:**Jackie Rose, Title II Leadership, [jrose@cde.ca.gov](mailto:jrose@cde.ca.gov), 916-322-9503

2013-14 Title II, Part A entitlement	\$1,966
--------------------------------------	---------

**Professional Development Expenditures**

Professional development for teachers	\$1,966
Professional development for administrators	\$0
Subject matter project	\$0
Other professional development expenditures	\$0

**Exams and Test Preparation Expenditures**

Exam fees, reimbursement	\$0
Test preparation training and or materials	\$0
Other exam and test preparation expenditures	\$0

**Recruitment, Training, and Retaining Expenditures**

Recruitment activities	\$0
Hiring incentive and or relocation allotment	\$0
National Board Certification and or stipend	\$0
Verification process for special settings (VPSS)	\$0
University course work	\$0
Other recruitment training and retaining expenditures	\$0

**Miscellaneous Expenditures**

Class size reduction	\$0
Administrative and indirect costs	\$0
Total funds transferred to Title I, Part A	\$0
Other allowable expenditures or encumbrances	\$0
Total expenditures and encumbrances	\$1,966
General Comment (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2014-15 Title I, Part A Program Improvement Expenditures and Reallocation Criteria

Report of end-of-year expenditures for Title I, Part A Program Improvement funds and LEA reallocation criteria.

**CDE Program Contact:**

Jacqueline Matranga, District Innovation and Improvement Office , [jmatranga@cde.ca.gov](mailto:jmatranga@cde.ca.gov), 916-445-4905  
 Jane Liang, District Innovation and Improvement Office, [jliang@cde.ca.gov](mailto:jliang@cde.ca.gov), 916-319-0259

Entitlement after transfers	\$128,178
Program Improvement set aside (Amount equivalent to 20% of 2014-15 Title I, Part A entitlement plus transfers in.)	\$25,636
Maximum allowable Parent Outreach (Amount equivalent to .2% of 2014-15 Title I, Part A entitlement plus transfers in or 1% of the 20% Program Improvement set aside.)	\$256

**Expenditures and Encumbrances**

Choice transportation using Title I Part A funds	\$0
Choice transportation using non-Title I Part A funds	\$0
SES using Title I Part A funds	\$8,800
SES using non-Title I Part A funds	\$0
Parent Outreach using Title I Part A funds	\$256
Parent Outreach using non-Title I Part A funds	\$0
Total expenditures and encumbrances using Title I Part A funds	\$9,056
Total expenditures and encumbrances using non-Title I Part A funds	\$0
Amount of Program Improvement set aside unspent	\$16,580

**Choice Explanation Required**

An explanation is required if total Title I and non-Title I Choice transportation expenditures and encumbrances equals zero.	LEA has only one school at the grade level or LEA's schools are in program improvement, corrective action, or restructuring and contacted neighboring LEA's but not able to establish interdistrict transfer agreement(s)
Expenditure comment An explanation is required if no program improvement expenditures or encumbrances have occurred. (Maximum 500 characters)	LEA can provide Choice without expending funds
General comments (Maximum 500 characters)	

**Reallocation Exemption**

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

## 2014-15 Title I, Part A Program Improvement Expenditures and Reallocation Criteria

Report of end-of-year expenditures for Title I, Part A Program Improvement funds and LEA reallocation criteria.

**CDE Program Contact:**

Jacqueline Matranga, District Innovation and Improvement Office , [jmatranga@cde.ca.gov](mailto:jmatranga@cde.ca.gov), 916-445-4905  
 Jane Liang, District Innovation and Improvement Office, [jliang@cde.ca.gov](mailto:jliang@cde.ca.gov), 916-319-0259

The exemptions below are only applicable if the LEA did not meet its 20% Program Improvement obligation (the amount of Program Improvement set aside unspent is greater than zero).

Provided Choice and or SES to all eligible students using less than the 20% obligation	Yes
The LEA has not been able to establish interdistrict transfer agreements, and the LEA could not offer SES because it was not served by any approved providers including online providers	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

### 2014-15 Title I, Part A School Program Improvement Activities

Per ESEA Section 1116, LEAs must report school level Program Improvement (PI) activities related to Title I, Part A. This includes, but is not limited to, student participation and PI compliance activities based on the number of years a school is in PI status.

**CDE Program Contact:**

Jacqueline Matranga, District Innovation and Improvement Office , [jmatranga@cde.ca.gov](mailto:jmatranga@cde.ca.gov), 916-445-4905  
 Mindi Yates, Title I Policy & Program Guidance, [myates@cde.ca.gov](mailto:myates@cde.ca.gov), 916-319-0789

**Bert Corona Charter (19 64733 19647330106872)**

PI Year	5
Number of students in PI school who applied for public school choice provisions of ESEA Section 1116	0
Number of new and continuing students who transferred under ESEA	0
Number of new and continuing students who transferred under state or local choice programs	0
Number of students who applied for SES	11
Number of students who received SES	11
PI Activities Exception Comment	We notified all families of our PI status and informed them they are eligible to apply for another school of choice. All of our families have chosen to attend out school as a charter school. Additionally, many of the local public schools are also in PI, and do not offer the same program that we offer. A few of our students did leave to go to district magnet programs.
Additional Comments (Maximum 500 characters)	

**For PI schools in Year 5, the LEA implemented at least one of the following alternative governance approaches (check all that apply)**

Reopened the school as a charter	N
Replaced all or most of the staff	N
Contracted with an outside entity to operate the school	N
Major restructuring activities instituted	Y
Provide a description of major restructuring activities instituted	The administrative positions were restructured. The position of Principal was divided into two positions to allow for a greater focus on instruction.

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.