



Camino Nuevo Charter Academy

CNCA Board Meeting

Regular

Published on November 6, 2020 at 5:36 PM PST

Date and Time

Tuesday November 10, 2020 at 4:00 PM PST

Location

ZOOM Meeting

In accordance with Mayor Garcetti's "Safer at Home" City Order ([Link](#)) and Governor Newsome's State Executive Order([Link](#)) CNCA will be holding Board Meetings via ZOOM video conference and telephone. No physical CNCA school locations will be open to the public.

This meeting is open to the public through the telephone 1 (669) 900-9128 (US Toll) and ZOOM video conference. To ensure meeting safety, there will be an online ZOOM waiting room set up for participants 10 minutes prior to the meeting. Attendees will be welcomed in prior to the start of the meeting at 4:00 pm. The waiting room will be checked regularly so that anyone joining the meeting late can still join.

Join Zoom Meeting

<https://caminonuevo-org.zoom.us/j/6181735293>

Meeting ID: 618 173 5293

Members of the public who wish to address the Board regarding items on this agenda or who need special accommodations should contact Leylani Lira in the Chief Executive Officer's office at 213-417-3400 ext. 1401 or Leylani.Lira@caminonuevo.org. Speakers are limited to no more than 2 minutes each. Speakers may also sign up in person the day of the meeting.

Agenda	Purpose	Presenter	Time
I. Opening Items			4:00 PM
A. Record Attendance		David Gidlow	
B. Call the Meeting to Order		Cindy Smet	
C. Approve 09/08/20 Meeting Minutes	Approve Minutes	Cindy Smet	
II. Public Comment			4:00 PM
A. 2-Minute Limit per Speaker	FYI		20 m
III. Consent Agenda			4:20 PM
A. CNCA Employee Handbook - Revision	Vote		
B. Camino Nuevo Early Childhood Education Center Covid-19 Verification of Closure	Vote		
C. CNCA #4 - Cisneros - Public School Choice Facilities Agreement Amendment	Vote		
D. 2020-21 LAUSD Compliance Certification	Vote		
E. Consent Agenda Action	Vote		1 m
IV. Governance			4:21 PM
A. CNCA Bylaws Revision & Conflict of Interest Policy Revision (LAUSD Charter Renewal)	Vote	Tammy Stanton	5 m
V. CEO Update			4:26 PM
A. CEO Report - Distance Learning, Organization Wide Goals	Discuss	Adriana Abich	20 m
VI. Academic Update			4:46 PM
A. 2019-20 Title I and Title III Program Evaluation	Discuss	Rachel Hazlehurst	10 m
B. 2020-21 Academic Update Q1 Review	Discuss		10 m
C. 2020-21 English Learner Reclassification Criteria - Revision	Vote		5 m
VII. Audit Committee			5:11 PM

A. Audit Report FY19-20	Vote	Tammy Stanton	10 m
The CNCA Audit Committee met on Oct 30, 2020: Recommendation to Approve.			
B. Audit Firm Selection FY20-21	Vote	Cindy Smet	5 m
CNCA Audit Committee Recommendation: CliftonLarsenAllen LLP			
VIII. Finance			5:26 PM
A. September 2020 Financial Reports	Discuss	Tammy Stanton	10 m
CNCA Consolidated Financial Reports: Dashboard, Variance Analysis, CashFlow, Budget Summary			
B. Parent Budget Overview	FYI		5 m
Update on 2020-21 Process			
C. CNHS #1 Miramar Campus Critical Needs Update - Multi-Year Cash Flow Projections	Discuss		10 m
IX. Convene to Closed Session			5:51 PM
A. Public employee evaluation/appointment/discipline/dismissal/release/ complaints: Government Code section 5495	Discuss		5 m
B. Conference with legal counsel – Anticipated Litigation; Government Code Section 54956.9: 1 case	Discuss		5 m
X. Closing Items			6:01 PM
A. Adjourn Meeting	Vote	Cindy Smet	

Cover Sheet

Approve 09/08/20 Meeting Minutes

Section: I. Opening Items
Item: C. Approve 09/08/20 Meeting Minutes
Purpose: Approve Minutes
Submitted by: David Gidlow, Secretary
Related Material: 09.08.20 CNCA Meeting Minutes _ DRAFT.pdf

BACKGROUND:
Minutes from 09/08/20 Meeting

RECOMMENDATION:
Approve



MEETING MINTUES

Telephonic & Video Conference Meeting of the CNCA Board of Directors
Tuesday, September 8, 2020, 4:00 pm – 6:00 pm

In accordance with Mayor Garcetti's "Safer at Home" City Order ([Link](#)) and Governor Newsome's State Executive Order ([Link](#)) CNCA will be holding the August 11, 2020, Board Meeting via ZOOM video conference and telephone. No physical CNCA school locations will be open to the public.

This meeting is open to the public through the telephone 1 (669) 900-9128 (US Toll) and ZOOM video conference: [MEETING LINK](#)

To ensure meeting safety, there will be an online ZOOM waiting room set up for participants 10 minutes prior to the meeting. Attendees will be welcomed in prior to the start of the meeting at 4:00 pm. The waiting room will be checked regularly so that anyone joining the meeting late can still join.

Members of the public who wish to address the Board regarding items on this agenda or who need special accommodations should contact Leylani Lira in the Chief Executive Officer's office at 213-417-3400 ext. 1401 or Leylani.Lira@camionuevo.org. Speakers are limited to no more than 2 minutes each. Speakers may also sign up in person the day of the meeting.

All CNCA physical locations remain closed to the public	Address	Meeting Room
CNCA #1 – Burlington Campus	697 S. Burlington Ave., LA, CA 90057	ECE MPR
CNCA #2 – Kayne-Siart Campus	344 W. 3 rd St., LA, CA 90020	Bldg. A Room TBD
CNCA #3 – Castellanos Campus	1723 W. Cordova St., LA, CA 90007	Library
CNCA #3 – Eisner Campus	2755 W. 15 th St., LA, CA 90006	Room 1
CNCA #4 – Cisneros Campus	1018 Mohawk St., LA, CA 90026	Library
CNHS #1 – Miramar Campus	1215 W. Miramar St., LA, CA 90026	Conference Room
CNHS #2 – Dalzell-Lance Campus	3500 W. Temple St., LA, CA 90026	Auditorium

Item 1	The meeting was called to order at 4:04PM. The following Board members were present: David Gidlow, Rachel Hunt, Shihou Ito, Tamara Powers, Jenny Salamanca, Cindy Lee Smet Quorum: Yes (6/8)
Item 2	The meeting convened to Closed Session at 4:06PM.
Item 3	Closed Session <ul style="list-style-type: none"> Public employee evaluation/appointment/discipline/dismissal/release/ complaints: Government Code section 5495 CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation; Government Code Section 54956.9: 1 case
Item 4	The meeting reconvened to Open Session at 5:03PM. <ul style="list-style-type: none"> No action was taken.
Item 5	Public Comment (2-minute limit per speaker) The following educators addressed the Board meeting: <ul style="list-style-type: none"> Maria Covarrubias of the Dalzell-Lance campus Jeannemarie DeQuioz of the Miramar campus Riley Vaca of the Miramar campus Chelsey Smith-Quininez of the Miramar campus
Item 6	The Board approved the following Board Meeting Minutes <ul style="list-style-type: none"> August 11, 2020 – Regular Meeting (Hunt/Powers, M/S/C unanimously) August 14, 2020 – Special Meeting (Hunt/Smet, M/S/C unanimously) August 25, 2020 – Special Meeting (Gidlow/Ito, M/S/C – 5 yes, 1 abstention)
Item 7	The following Consent Agenda was approved by the Board: <ul style="list-style-type: none"> Fiscal Policies and Procedures Revision Janitorial Services Contract Amendments Title IV Spending Plan (Ito/Salamanca, M/S/C unanimously)
Item 8	2019-20 Unaudited Actual Financial Reports were presented by Tammy Stanton, CFO, and received by the Board: <ul style="list-style-type: none"> June 30, 2020 Financials: CNCA #1, CNCA #2, CNCA #3, CNCA #4, CNHS #1, CNHS #2 (Smet/Ito, M/S/C unanimously)
Item 9	Budget updates were presented by Tammy Stanton, CFO: <ul style="list-style-type: none"> State Budget Update ESSER & LLMF Purchasing Plan June 30, 2021 Cashflow Forecast Multi-Year Cashflow Projections CNCA Salary Freeze & Furlough Schedule 2020-21 CNCA Budget Revision was approved by the Board (Ito/Powers, M/S/C unanimously)
Item 10	Updates to the School Calendar were presented by Chantavia Moore, VP of Strategy & Operations, and approved by the Board: <ul style="list-style-type: none"> 2020-21 Revision: K-8 and High School (Hunt/Ito, M/S/C unanimously)
Item 11	Learning Continuity and Attendance Plan was presented by Chantavia Moore, VP of Strategy & Operations, and approved by the Board: <ul style="list-style-type: none"> 2020-21 Plan Adoption: CNCA #1, CNCA #2, CNCA #3, CNCA #4, CNHS #1, CNHS #2 (Gidlow/Ito, M/S/C unanimously)
Item 12	Memorandum of Understanding with Camino Nuevo Teacher's Association was presented by Adriana Abich, CEO, and approved by the Board: <ul style="list-style-type: none"> Teacher Evaluations for the 2020-21 School Year (Hunt/Ito, M/S/C unanimously)
Item 13	CEO Evaluation <ul style="list-style-type: none"> Annual Review – In recognition of a positive annual performance appraisal, the CEO's compensation was adjusted as follows: COLA salary increase of 2% to \$193,800.00, annually <p>In addition to the salary increase, the CEO was awarded a one-time \$10,000.00 bonus for achievement of organizational goals and successfully leading CNCA through a challenging public health crisis. A second, one-time bonus of \$10,000.00 was awarded to the CEO for taking on the responsibilities of the CLO in addition to her assigned responsibilities.</p> <p>Finally, the CEO's employment contract was extended by 1 year, from 6/30/2021, to 6/30/2022.</p> (Smet/Gidlow, M/S/C unanimously)

Item 14	Enrollment Update – Included in the CEO Report <ul style="list-style-type: none"> • 2020-21 Enrollment
Item 15	Academic Update was presented by Rachel Hazlehurst, VP of Curriculum and Instruction: <ul style="list-style-type: none"> • 2020-21 9th Grade Math Placement
Item 16	Camino Nuevo High School Community Service Hours Graduation Requirement proposed amendment was presented by Erica Gonzalez, VP of Student & Family Supports, and approved by the Board: <ul style="list-style-type: none"> • 2020-21 Waiver (Salamanca/Ito, M/S/C unanimously)
Item 17	CEO Report was presented by Adriana Abich, CEO, and Chantavia Moore, VP of Strategy & Operations: <ul style="list-style-type: none"> • Coronavirus Covid-19 Response: Distance Learning Update • 2020-21 Org Wide Goals were approved by the Board (Smet/Ito, M/S/C unanimously)
Item 18	The Board was reminded of the following upcoming CNCA Regular Board Meeting Dates <ul style="list-style-type: none"> • November 10, 2020 • January 12, 2021 • March 9, 2021 • May 11, 2021 • June 15, 2021
Item 19	Adjournment The meeting was adjourned at 6:42PM. (Gidlow/Smet, M/S/C unanimously)

DRAFT

Cover Sheet

CNCA Employee Handbook - Revision

Section: III. Consent Agenda
Item: A. CNCA Employee Handbook - Revision
Purpose: Vote
Submitted by: Margaret Domingo, VP of HR
Related Material: 2020-2021 CNCA Handbook Edit Summary.pdf
2020-2021_CNCA_Employee_Handbook_w_edits.pdf

BACKGROUND:
See Summary document of edits.

RECOMMENDATION:
Approve

2020-2021 CNCA Handbook Edit Summary:

- Page 12. – Temporary Employees
 - *CNCA will now offer benefits to full-time temporary employees who accept an interim assignment for a period of three (3) or more months.*
- Page 13. – Introductory Period
 - *The introductory period for all employees, classified or certificated, will be the first thirty (30) days of continuous employment.*
- Page 14. – Working Hours & Schedule
 - *Meal and rest period language updated to align with California law.*
 - *Pandemics, social unrest, or local & state official orders have been added to reasons which may cause a temporary shutdown.*
- Page 16. – Timekeeping Procedures
 - *Language adjusted due to procedure change for recording time worked.*
- Page 17. – Payment of Wages
 - *Language adjusted due to procedure change for obtaining a paystub.*
- Page 25. – Standards of Conduct
 - *Dishonesty explicitly listed as a violation of the standards of conduct.*
- Page 46. – Holidays
 - *Christmas Eve added as a recognized holiday for observance.*
- Page 47. – Shut Down Period
 - *December 24th listed as the first day of winter shutdown.*
- Page 47. – Vacations
 - *Amended to reflect changes to introductory period wait time to accrue benefit.*
- Page 50. – Sick Leave
 - *Amended to reflect changes to introductory period wait time to accrue benefit.*
 - *Reasons for requesting a medical note expanded to include absences before or after a holiday, furlough day, student break, or shut down.*
- Page 52. – Personal Discretionary Leave (*new article*)
 - *Employees may now use two (2) days of their existing sick leave allotment in any school year for personal business or circumstances demanding the attention of an employee. Reasons for this leave may include, but is not limited to, a court appearance, car accident or mechanical failure, getting married or attending a wedding, attending a funeral for a friend or non-immediate family member, etc.*
- Page 52. – Leaves of Absence
 - *Employees granted a medical leave of absence must exhaust all available sick leave, up to a maximum of two (2) weeks, prior to unpaid time off.*
 - *Reason for FMLA expanded in accordance with CFRA changes effective 1/1/21 to include grandparent, grandchild and sibling.*
- Page 55. – Pregnancy Disability Leave
 - *Employees granted a medical leave of absence must exhaust all available sick leave, up to a maximum of two (2) weeks, prior to unpaid time off.*
- Page 61. – Lactation Accommodation
 - *Language updated to reflect current practice and California law.*



Camino
Nuevo
Charter
Academy

CAMINO NUEVO CHARTER ACADEMY

Employee Handbook

(Revised 11/10/2020)



Excellence

We take responsibility for our students and staff achieving consistently outstanding results.

Last revised 08/27/19



Equity

We recognize and value the individuality and experiences of all students and respond to their unique academic, emotional, psychological, and social needs.



Community

We are rooted in our community's richness and in the cultural and environmental context where our students and families live.



Innovation

We continuously learn, are curious, and implement new ideas, perspectives, and evidence-based methods in our work.



Joy

We build and maintain positive relationships that foster happiness and fulfillment among students staff and families.

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MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

Dear Camino Nuevo Team Members,

Thank you for choosing to be a part of our team.

Working here means being part of a close-knit community of leaders, teachers, and support staff members who are striving to deliver a life-changing education for kids. It also means that you are committed to your own growth and that of your colleagues.

At Camino Nuevo Charter Academy, we aim to maintain an excellent standard of care and service for our students and families by creating an environment where every member supports and invests in each other.

Thank you for creating an environment that is safe and welcoming for everyone and for taking responsibility to ensure that our students succeed. I look forward to seeing you grow in your role and to the many meaningful ways that you will contribute to our mission and goals.

Welcome aboard!

Adriana Abich

Chief Executive Officer

Camino Nuevo Charter Academy

I. CNCA MISSION STATEMENT AND ANCHOR VALUES

The Mission of Camino Nuevo Charter Academy (CNCA) is to educate students in a college preparatory program to be literate, critical thinkers and independent problem solvers who are agents of social justice with sensitivity toward the world around them.

Anchor Values:

- Excellence: We take responsibility for our students and staff achieving consistently outstanding results.
- Equity: We recognize and value the individuality and experience of all students and respond to their unique academic, emotional, psychological, and social needs.
- Community: We are rooted in our community's richness and in the cultural and environmental context where our students and families live.
- Innovation: We continuously learn, are curious, and implement new ideas, perspectives, and evidence-based methods in our work.
- Joy: We build and maintain positive relationships that foster happiness and fulfillment among students, staff and families.

II. CNCA HISTORY

Camino Nuevo Charter Academy is an independent network of charter schools that were founded in August 2000 by Pueblo Nuevo Development, a nonprofit community development corporation in the MacArthur Park neighborhood, west of downtown Los Angeles. The MacArthur Park neighborhood is one of the poorest and most densely populated neighborhoods in Los Angeles. In 1992, Philip Lance, an Episcopal Minister, began working with residents of the community to find ways to address the severe economic and social problems in the area. Over the past 10 years, several organizations and businesses have grown out of this effort, including a thrift store, a worker-owned janitorial company, a non-profit community development corporation, a free health clinic, charter schools and a preschool. Together, these organizations are providing children with outstanding and enriched educational opportunities as well as revitalizing this urban neighborhood and making it a safe and healthy place to live.

Charter schools are public schools funded by the State of California. They are chartered by local school districts, designing their own instructional program and making their own decisions regarding all operating matters.

Over the last fourteen years, CNCA has expanded to include one pre-k, four k-8 campuses, and two high school campuses. To date, CNCA serves approximately 3,400 students in the Greater McArthur and Echo Park communities of Los Angeles.

III. DESCRIPTION OF HANDBOOK

Camino Nuevo Charter Academy has prepared this handbook to provide employees with an overview of the organization's policies, benefits, and procedures. It is intended to familiarize employees with important information about the organization, as well as information regarding their own rights and responsibilities. It is important that all employees regularly read, understand, and follow the provisions of the handbook as it may be amended from time to time by CNCA. This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your principal or the Human Resources Department will be happy to answer any questions you may have.

Please note that written employment contracts between Camino Nuevo Charter Academy and some employees may supersede some provisions of this handbook. Any conflicting provisions of the CNCA/CNTA Collective Bargaining Agreement supersede these policies.

We expect each employee to read this handbook carefully, as it is a valuable reference for understanding your terms of employment with CNCA.

The Following Provisions Apply To All CNCA Employees Who Are Not Members Of The Certificated Bargaining Unit.

Except for the policy of at-will employment, which can only be changed by the CEO in writing, CNCA reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document. All such revisions, deletions, or additions must be in writing and must be signed by the CEO of CNCA. No oral statements or representations can in any way alter the provisions of this handbook.

None of CNCA's personnel documents and benefit plans, including this employee handbook, constitutes, or is intended to constitute, an expressed or implied contract guaranteeing continued employment for any employee. No supervisor has any authority to enter into a contract of employment--expressed or implied--which changes or alters the at-will employment relationship. Only the CEO has the authority to enter into an employment agreement that alters the at-will employment relationship, which is binding only if it is in writing. All contracts will be reviewed on an annual basis by the Principal/Supervisor and the CEO.

All CNCA Employees

This employee handbook is the property of CNCA. All rights are reserved. No part of this employee handbook may be reproduced in any form or by any electronic or mechanical means, including information storage and retrieval systems, without permission in writing from the CEO.

Not all CNCA policies and procedures are set forth in this employee handbook. We have summarized only some of the more important ones. If you have any questions or concerns about the policies in this handbook or any other policy or procedure, please direct them to your Principal, or the Human Resources Department.

IV. FOREIGN LANGUAGES

Camino Nuevo Charter Academy wants all employees to understand and comply with the policies in this handbook. If you have a problem understanding the handbook because of an inability to read or understand English, please let your supervisor or the Human Resources Department know. We can provide you with assistance to understand the information included in this document. If you fail to request assistance, we will assume that you fully understand the handbook.

Camino Nuevo quiere que todos sus empleados entiendan y cumplan con las pólizas de este manual. Si usted tiene dificultad entendiendo este manual ya sea por su inhabilidad de leer o entender el idioma inglés, por favor infórmele a su supervisor o al Departamento de Recursos Humanos. Nosotros le podemos ayudar a entender la información en este documento. Si usted falla en pedir ayuda, nosotros asumiremos que usted entiende en su totalidad el contenido de este manual.

V. EMPLOYMENT RELATIONSHIP

A. EMPLOYMENT RELATIONSHIP

Camino Nuevo Charter Academy anticipates that every employee will find the employment relationship satisfying and rewarding in all respects. At the same time, it recognizes that relationships are not always mutually satisfactory. The employment relationship between CNCA and teachers in the bargaining unit is governed by the terms of individual teacher contracts and the CNCA/CNTA Collective Bargaining Agreement.

All CNCA Employees Who Are Not Members of the Certificated Bargaining Unit

The employment relationship is terminable at-will, at the option of any employee or the employer. Unless you are employed under a written employment contract, employment at CNCA can be terminated at any time, with or without cause or notice. Moreover, no one in the organization, other than the CEO, has the authority or legal ability to modify the at-will nature of the employment relationship. Employment of any set duration can only be made by a written employment agreement signed by the Principal, the CEO and you. Any individual employment contract will generally be made on a school year basis, with review and consideration for renewal at the end of that school year. Unless your employment is covered by a written employment agreement, this policy of at-will employment is the sole and entire agreement between you and CNCA, related to the duration of employment and the circumstances under which employment may be terminated.

With the exception of employment at-will, other terms and conditions of employment with CNCA may be modified at the sole discretion of CNCA with or without cause or notice at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice. Examples of the type of terms and conditions of employment that are within the sole discretion of CNCA include, but are not limited to: promotion; demotion; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; or any other terms and conditions that CNCA may determine to be necessary for the safe, efficient, and economic operation of the school.

B. EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Camino Nuevo Charter Academy is an equal employment opportunity employer and makes employment decisions on the basis of merit. CNCA policy prohibits unlawful discrimination or harassment based on a person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, sexual orientation, or any other characteristic contained in the definition of hate crimes in section 422.55 of the penal code, as well as any other category protected by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of the aforementioned characteristics, or is associated with a person who has or is perceived as having any of the aforementioned characteristics. All such discrimination or harassment is unlawful. CNCA employees are prohibited from engaging in such conduct.

Prohibited discrimination consists of adverse employment action against a person, including termination or denial of promotion, job assignment, or training, or in discriminating against the person in compensation, terms, conditions, or other privileges or employment based on any of the prohibited categories of discrimination listed above.

Prohibited discrimination based on the religious creed of an employee or job applicant includes any unlawful discrimination based on the person's religious dress or grooming practices or any conflict between the person's religious belief, observance, or practice and an employment requirement.

Prohibited discrimination based on the sex of an employee or job applicant shall include any discrimination based on the person's pregnancy, childbirth, breastfeeding, or any related medical conditions.

Harassment consists of unwelcomed verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance,

or creates an intimidating, hostile or offensive work environment.

CNCA is committed to complying with all applicable laws providing equal employment opportunities and prohibits unlawful discrimination by an employee of CNCA, including supervisors and coworkers. Employees are required to report every instance of unlawful discrimination to their supervisor or the principal. Retaliation for filing a complaint on participating in the complaint process is prohibited. Any supervisor or employee who retaliates against the complainant or those involved in the investigation will be disciplined, up to and including dismissal. Employees who have engaged in prohibited discrimination will be subject to appropriate disciplinary action, up to and including dismissal.

CNCA will attempt to reasonably accommodate any qualified individual with a known physical or mental disability, unless doing so would create an undue hardship on the school. As part of its commitment to make reasonable accommodations, CNCA participates in a timely, good faith, interactive process with disabled applicants or employees. Applicants and employees are invited to identify any functional limitations and participate in an interactive process to assist them in performing the essential functions of the position. The purpose of this process is to first identify the applicant's or employee's functional limitations, and then to determine effective reasonable accommodations, if any, that can be made in response to a request for accommodations. Applicants and employees requesting a reasonable accommodation should contact the Human Resources Department as soon as possible to request the opportunity to participate in a timely interactive process.

Complaint of unlawful discrimination should be submitted in writing to the Principal or Human Resources Department. Complaints should be specific and include the names of the individuals involved and the names of any witnesses. CNCA will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If CNCA determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. CNCA will not retaliate against employees for filing a complaint and will not knowingly permit retaliation by management employees or coworkers.

VI. COMMENCING EMPLOYMENT

A. BACKGROUND CHECKS

Camino Nuevo Charter Academy recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, who do not present a risk of harm to students, coworkers or others. CNCA

will perform applicant background checks and employee investigations as required by Education Code section 47605 [b][F], which states that “each employee of the school will furnish the school with a criminal record summary”.

As required by California and federal law, all employees and volunteers must have Live Scan fingerprint clearance on file with CNCA **PRIOR** to first day of work. Live Scan fingerprint clearance will be required of all job applicants, employees, and volunteers as required by California and federal law. Background checks may also be required of employees whose job duties involve the handling of money, valuables or confidential information, or as otherwise deemed prudent by the school. These background checks are performed through a fingerprinting service coordinated by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Any information obtained by CNCA may be taken into consideration in evaluating your suitability for employment, promotion, reassignment, or retention as an employee.

For additional information on fingerprinting please contact the Human Resources Department.

B. TUBERCULOSIS TESTING

Camino Nuevo Charter Academy requires that all employees and volunteers be tested for tuberculosis in accordance with Educational Code 49406 [a][h] which states in part that no person shall “be initially employed by a school district or employed under contract in a certificated or classified position unless the person has submitted to a tuberculosis risk assessment within the past 60 days, and if tuberculosis risk factors are identified, has been examined to determine that he or she is free of infectious tuberculosis, by a physician and surgeon licensed under Chapter 5 (commencing with Section 2000) of Division 2 of the Business and Professions Code...” A person previously employed by another school or school district shall be deemed to meet the requirements if that person produces a certificate which shows that he or she was examined within the past four years and was found to be free of infectious tuberculosis.

All employees shall be required to submit to a tuberculosis risk assessment at least every four years, unless they have previously tested positive and have an X-ray result on file with the school. All volunteers will be required to submit to a Tuberculosis risk assessment every two years, unless they have previously tested positive in which case they will be required to submit to a test every four years.

C. VERIFICATION OF STATUS

The employer is required by existing federal laws to verify the identity and legal eligibility of all individuals to work before they can be hired. In keeping with this obligation, documentation that shows each person’s identity and legal authority to work must be verified. Each applicant must also attest to his or her legal authority to work and identity on an I-9 Form provided by the federal government. This verification must be completed no more than three business days after an offer of employment is made but prior to the

first day of work. All offers of employment and continued employment for a position in the United States are conditioned on furnishing satisfactory evidence of identity and legal authority to work in the United States.

D. EMPLOYMENT STATUS

(Applies to employees who are not members of the Certificated Bargaining Unit)

Employees at Camino Nuevo Charter Academy are classified as full-time nonexempt, part-time nonexempt, temporary, exempt, or substitute.

1. Full-Time Employees

Full-time employees are defined as those employees who are scheduled for and do work 36 hours or more consistently per work week. A work week is seven consecutive 24-hour periods, beginning on Sunday at 12:00 a.m. and ending on Saturday at 11:59:59 p.m. Following the completion of the 90-day introductory period, regular full-time employees are eligible for applicable employee benefits. All full-time employees will become eligible for medical benefits the first of the month following one month of employment. Full-time employees may work only during the academic year or during the calendar year.

2. Part-Time Employees

Part-time employees are defined as those employees who are scheduled to and do work fewer than 36 hours per work week. A work week is seven consecutive 24-hour periods, beginning on Sunday at 12:00 a.m. and ending on Saturday at 11:59:59 p.m. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees may work only during the academic year or during the calendar year. Part-time employees working 30 or more hours per week will become eligible for medical benefits the first of the month following one month of employment.

3. Temporary Employees

Temporary employees are those who are employed for short-term assignments. Short-term assignments will generally be periods of 180 days or fewer. Temporary employees are not eligible for benefits, except as required by applicable law, and may be classified as exempt or non-exempt, depending on the basis of job duties and compensation. Temporary employees working 30 or more days will be provided 48 hours of paid sick leave per year.

Camino Nuevo Charter Academy may offer benefits to full-time temporary employees who accept an interim assignment that is a minimum of three (3) months. All full-time temporary employees will become eligible for medical benefits the first of the month following one month of employment.

4. Exempt Employees

Exempt employees are those whose job assignments meet the federal requirements for overtime exemption. Exempt employees are compensated on a salary basis and are not eligible for overtime pay. Generally, certificated, confidential, administrative, computer, and professional employees are considered exempt. Your supervisor will inform you if your status is exempt. Exempt employees may work only during the academic year or during the calendar year.

Those employees working less than 100% of a ~~full-time~~full-time schedule will receive all applicable benefits at a pro-rated amount proportionate to their primary work schedule. Exempt employees will become eligible for medical benefits the first of the month following one month of employment.

5. Substitute Employees

Substitute employees are considered “on call” and therefore positions do not exist for substitute employees. Persons employed to work “on call” for a standard work day or a short period of time as a replacement for an employee’s absence or on an approved short-term or long-term leave will be classified as a substitute employee. Substitute employees are not eligible for benefits, except as required by applicable law. Substitute employees working 30 or more days will be provided 48 hours of paid sick leave per year. Substitute employees may only work during the academic year or during the calendar year.

E. INTRODUCTORY PERIOD

(Applies to employees who are not members of the Certificated Bargaining Unit)

~~The introductory period for all classified employees is the first 90 days of continuous employment at Camino Nuevo Charter Academy. The introductory period for all certificated employees is the first 30 days of continuous employment at CNCA. The introductory period for all employees, classified or certificated, is the first thirty (30) days of continuous employment at Camino Nuevo Charter Academy. During this time, you will learn your job duties and responsibilities, get acquainted with your colleagues, and determine whether your position is a match. During this time, your supervisor will closely monitor your performance.~~

~~The introductory period for all classified employees is the first 90 days of continuous employment at Camino Nuevo Charter Academy. The introductory period for all certificated employees is the first 30 days of continuous employment at CNCA. During this time you will learn your job duties and responsibilities, get acquainted with your colleagues, and determine whether your position is a match. During this time, your supervisor will closely monitor your performance.~~

Upon completion of the introductory period, CNCA will review your performance and determine whether your performance is satisfactory enough to continue your employment. At this time, if appropriate, you will be advised of any performance

improvements expected from you in moving forward. At that time, you may express suggestions to improve CNCA's efficiency and operations. Completion of the introductory period does not entitle you to remain employed by CNCA for a definite period of time, but rather allows both you and CNCA to evaluate whether or not you are a right fit for the position.

~~During this the this introductory period, the employee will receive professional development and peer mentoring, where appropriate. An employee on an introductory status will receive feedback from the Principal or supervisor regarding his or her their his or her progress no later than 120 days from the first day of work. Notwithstanding this introductory period, CNCA may terminate an employee prior to the end of the 120 day 120-day period, consistent with any contractual rights.~~

After completion of the ~~90 day~~ 90 day introductory period, eligible ~~classified~~ employees will receive current, applicable CNCA benefits. Medical benefits, however, will become effective the first of the month following one month of employment. ~~Eligible certificated employees will receive current, applicable CNCA benefits after the completion of the first 30 days of continuous employment.~~

~~During this introductory period, the employee will receive professional development and peer mentoring, where appropriate. An employee on an introductory status will receive feedback from the Principal or supervisor regarding his or her progress no later than 120 days from the first day of work. Notwithstanding this introductory period, CNCA may terminate an employee prior to the end of the 120 day period, consistent with any contractual rights.~~

VII. PAYROLL

A. WORKING HOURS & SCHEDULE

Camino Nuevo Charter Academy hours of school operation are 7:00 a.m. to 6:00 p.m. Monday through Friday. All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Classified and all other staff members will be assigned a work schedule during the hours of school operation. Please note, schedules may vary depending on whether you work during the academic year or a full calendar year. Your supervisor will assign your individual work schedule. In order to accommodate the needs of our organization, it may be necessary to change individual work schedules on either a short-term or long-term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, prepared to assume their responsibilities.

If you need to modify your schedule, you must request the change with your supervisor or principal in a timely manner. All schedule changes or modifications must be approved by your supervisor or Principal. It is not acceptable to modify your work schedule without

prior approval. For example, if you arrive 15 minutes late to work and continue working 15 minutes beyond your scheduled time to make up the tardy without obtaining approval from your supervisor first or vice versa, you are violating this policy. Such unapproved changes in schedules will be subject to disciplinary action up to and including termination of employment.

CNCA provides non-exempt employees with 10-minute paid rest breaks as required by California law. Non-exempt employees receive one rest break for each four-hour work period or a “major fraction” of a work period (i.e. greater than two hours). However, any non-exempt employee who works less than 3½ hours in a day is not eligible to take a rest break. The number of breaks received is as follows:

- Non-exempt employees who work between 3½ and 6 hours are entitled to one rest break.
- Non-exempt employees who work more than 6 and up to 10 hours are entitled to two rest breaks.
- Non-exempt employees who work more than 10 and up to 12 hours are entitled to three rest breaks.

A rest break is paid time when you are relieved of all work duties and responsibilities, although you must remain on the facility premises. Rest breaks may not be combined, added to a meal period, or taken at the very beginning or very end of the day, unless you receive advance permission from your supervisor. Insofar as practicable, rest breaks should be in the middle of each work period.

CNCA also requires its employees in non-exempt positions to take a mandatory unpaid, uninterrupted meal break in accordance with California law. A meal break is an unpaid period when employees are relieved of all work duties and responsibilities, generally for the purpose of consuming a meal. All employees may leave the premises during meal breaks, if they choose to do so.

If non-exempt employees work more than five hours (5:01), they will be scheduled for one unpaid meal break, to begin after working no more than 5 hours (5:00). However, if the time worked is between five hours and six hours, the meal period can be waived by written mutual consent between the employee and their supervisor. The Meal Waiver form may be requested from the School Operations Manager or Human Resources. Non-exempt employees working more than 10 hours (10:01) will be scheduled for a second meal break to begin after working no more than 10 hours (10:00) of work.

Employees are expected to be punctual and adhere to their assigned work schedule. If an employee is unable to take their meal break or take it in a timely manner, the employee must notify their supervisor before or at the time the employee is unable to take the meal break. Failure to follow this notification requirement may lead to discipline at CNCA’s discretion.

Supervisor's will schedule meal and rest periods in compliance with California law.

~~Employees who are not members of the certificated bargaining unit and who work more than six hours in a day will be given a minimum of a 30 minute meal period (unpaid) once every 5 hours of work. Meal periods should be taken approximately in the middle of the workday. Employees are allowed a 10 minute rest period for every four hours of work or major portion thereof. Your supervisor will schedule your meal and rest periods. Certificated teachers are provided with at least a 30-0 minute lunch break—~~ as outlined in the collective bargaining agreement.

~~Employees who are not members of the certificated bargaining unit are expected to observe their assigned working hours and the time allowed for meal and rest periods. Employees are not allowed to leave the premises during their rest period and are not allowed to take more than 10 minutes for each rest period. Please note that breaks may not be combined nor taken at the end of the working day. Violation of this policy is subject to disciplinary action up to and including termination of employment.~~

At times, emergencies such as power failures, road closings, earthquakes, fires, ~~or~~ severe weather, pandemics, social unrest, or local & state official orders may interfere with CNCA's operations. In such an event, CNCA may order a temporary shutdown of part or all of its operations. Depending on the circumstances, time off may or may not be paid.

B. CALL BACK TIME

An off- duty classified employee who is directed by CNCA to report to work outside of his/her assigned hours shall be paid for such additional hours the greater of: his/her regular pay for two hours OR pay for the amount of time required for the employee to travel to the workplace, complete the task, and return home. Call back pay shall not apply to temporary additional duties assigned immediately preceding or following the regular work day

If the required additional duty, when combined with the employee's regular CNCA responsibilities, exceeds 8 hours per day or 40 hours per week, overtime pay shall apply to the excess over 8 hours or 40 hours.

C. TIMEKEEPING PROCEDURES

Hourly and daily employees who are not members of the certificated bargaining unit are required to ~~punch in record their time punch in~~ using the electronic time clock system. In the event that the time clock system is unavailable, employees are required to punch in manually record their time ~~to punch in manually~~, using a time sheet. Employees are expected to punch in when they report to work at the beginning of every shift and punch out promptly at the end of their shift, unless overtime work has been pre-approved by your supervisor in advance. The beginning and end of each meal period must also be recorded. Altering, falsifying, and tampering with time records, or recording time on

another employee's time record is prohibited and subject to disciplinary action, up to and including termination of employment.

All hourly and daily employees are expected to record any planned absences into [StratusTime Paychex Flex StratusTime](#) at least three (3) days prior to the absence. Full day absences should be recorded as a full day (i.e. a 5 hour workday a employee would record 5-hours, 4 hour workday a employee would record 4-hours, etc.). Partial day absences would be recorded as a partial day (i.e. if you work 3 hours of a 5-hour shift, you would record a 2-hour absence.)

Exempt employees are required to record their attendance through [StratusTime Paychex Flex StratusTime](#) by reporting absences from work for reasons such as leaves of absence, sick leave, or personal business as soon as possible. When an absence is planned, such as for a scheduled medical appointment, employees are required to enter their absence(s) into [StratusTime Paychex Flex StratusTime](#) for approval by their supervisor at least three (3) days prior to the appointment. Full-time exempt employees should record full-day absence(s) as eight (8)-hours per day and partial day absence(s) in prorated hours. Teachers should record full day absence(s) as seven (7) hours per day and partial day absence(s) in prorated hours.

It is each employee's responsibility to review the hours in Paychex Flex and on their paystub to certify the accuracy of all time recorded. Any errors in your timecard should be reported immediately to your supervisor, who will attempt to immediately correct legitimate errors.

D. OVERTIME

(Applies to employees who are not members of the Certificated Bargaining Unit)

When school needs cannot be met during regular working hours, you may be required to work overtime. All overtime work must be authorized in advance by your supervisor. Working overtime without prior authorization may result in disciplinary action up to and including termination. Non-exempt employees will be paid time and one-half compensation for all hours worked in excess of eight hours in a workday or over 40 hours in one workweek. Non-exempt employees will be paid double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime or additional compensation is provided to exempt employees.

E. PAYMENT OF WAGES

Paydays are scheduled on the 15th and last day of the month for all employees. If a regular payday falls on a weekend or holiday, employees will be paid on the working day prior to the weekend or holiday.

~~Paychecks are normally available by 3:00 p.m. on payday.~~ If there is an error in your check, please report it immediately to your supervisor or the Human Resources Department. No one other than the employee to whom the paycheck is written will be allowed to pick up a paycheck unless written authorization by the employee, whose name appears on the check, has been given.

~~Paystubs are delivered~~ available electronically and are available online at myapps.paychex.com ~~https://eservices.paychex.com/secure.~~ For instructions on how to access Paychex eServices Flex please contact your School Operations Manager or email CNCAHumanResources@CaminoNuevo.org.

~~Paystubs are delivered electronically and are available online~~ <https://eservices.paychex.com/secure>. For instructions on how to access Paychex eServices please contact your School Operations Manager or email CNCAHumanResources@CaminoNuevo.org.

F. SALARY PAY POLICY

Exempt employees will be paid a salary in accordance with applicable law. Although exempt employees are generally entitled to their salary for any work week in which work is performed, deductions can and will be made when permitted by law. For example, an exempt employee's salary may be reduced for complete days of absence for personal reasons and incomplete initial or final weeks of work. There may also be other occasions when an exempt employee's salary may be reduced. Please contact your supervisor or the Vice President of Human Resources for more information.

G. GIFT GIVING POLICY

The purpose of the Gift Acceptance Policy is to delineate policies and guidelines governing the acceptance of gifts by Camino Nuevo Charter Academy and to provide guidance to prospective donors when making gifts to the organization.

Although we appreciate any donor who is interested in donating a gift to our organization, Camino Nuevo Charter Academy will not engage in any of the following gift receiving practices:

- Accepting gifts that violate federal or municipal laws
- Accepting gifts that require Camino Nuevo Charter Academy to provide special consideration or treatment to any vendor, donor, entity etc.
- Accepting gifts that require Camino Nuevo Charter Academy to deviate from its normal hiring, promotion or contracting procedures
- Accepting gifts in any cash amount without first being approved by the Chief Executive Officer
- Accepting contributions in the form of property, patents, licenses, trusts, bequests, retirement plans, life insurance and securities

- Accepting gifts from organizations whose core activities may be in direct conflict with the mission of Camino Nuevo Charter Academy or which may limit our ability to provide our services

When appropriate, the Chief Executive Officer will consult with the Board of Directors regarding gifts prior to acceptance. With that said, Camino Nuevo Charter Academy respectfully reserves the right to refuse any gift it believes is not in the best interest of the organization. Additionally, Camino Nuevo Charter Academy employees may not accept any gifts on Camino Nuevo Charter Academy's behalf without the prior consent of the Chief Executive Officer. Under no circumstances shall a Camino Nuevo Charter Academy employee accept monetary gifts consisting of but not limited to gift certificates, coupons, entertainment tickets etc. from prospective vendors. The only gifts acceptable to receive without the prior consent of the Chief Executive Officer are those marginal, peripheral gifts including small food baskets or edible treats (i.e. fruit baskets, candies, pastries, etc.).

VIII. PERSONNEL

A. PERSONNEL RECORDS

You have the right to inspect certain documents in your personnel file, as provided by law, in the presence of a CNCA representative at a mutually convenient time. Copies of documents in your file may be made upon payment of a copy charge. You may attach your comments to any disputed item in the file. CNCA will restrict disclosure of your personnel file to authorized individuals within CNCA. Any request for information contained in the personnel files must be directed to the Vice President of Human Resources. Only the Principal, the CEO or the Vice President of Human Resources is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited as provided by law.

CNCA is required by law to keep current all employees' names and addresses. Employees are responsible for notifying CNCA in the event of a name or address change.

B. EMPLOYEE REFERENCES

It is the policy of CNCA not to provide any job references for current or former employees. All employment verification requests must be directed to the Principal or the Human Resources Department. No other employee is authorized to release information for current or former employees. An employee who receives a request for any information concerning a past or present employee or a volunteer should refer the person making the request to the Human Resources Department ~~without engaging~~ without engaging in any "on" or "off the record" conversation about the individual. By policy, CNCA discloses only the dates of employment, and the title of the last position held by former employees. If the employee authorizes the disclosure in writing, CNCA will also inform prospective employers of the amount of salary or wage last earned.

Strict observance of this policy is required. Any violation of this policy may result in disciplinary action up to and including possible termination.

C. CONFLICT OF INTEREST

CNCA is committed to the integrity of professional relationships among employees and students. Professional integrity promotes an environment where the CNCA Anchors of excellence, equity, community, innovation, and joy can thrive. Principles of fairness and objectivity must be honored.

It is not possible to specify all situations in which there may be a conflict of interest or appearance of unfair treatment. Examples of potential conflicts of interest may include:

Staff-student: Staff members are allowed to enroll their children/family members at any of our schools. In the event that a student matter arises, the staff member must recuse themselves from a student matter because of their personal connection to a student. A conflict of interest may be present preventing CNCA from performing its due diligence to resolve the student matter fairly.

Staff-staff:

1. Staff members may enroll their children/family members at any CNCA school, however staff members may not request that CNCA staff or colleagues perform special services for a relative student who attends any of our CNCA schools. A conflict of interest may be present by jeopardizing the staff member's credentials and creating a situation or perception of unfairness.
2. Relatives of employees may be eligible for employment with CNCA only if individuals involved do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. CNCA defines "relatives" as spouses, children, siblings, parents, in-laws, cousins and step relatives. Present employees who marry will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving a conflict of interest.

D. EMPLOYMENT OF RELATIVES

Relatives of employees may be eligible for employment with CNCA only if individuals involved do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. CNCA defines "relatives" as spouses, children, siblings, parents, in-laws, cousins and step relatives. Present employees who marry will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving a conflict of interest.

E. UNLAWFUL HARASSMENT

CNCA policy prohibits unlawful discrimination or harassment based on a person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, sexual orientation, or any other characteristic contained in the definition of hate crimes in Section 422.55 of the Penal Code, as well as any other category protected by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of the aforementioned characteristics, or is associated with a person who has or is perceived as having any of the aforementioned characteristics. All such discrimination or harassment is unlawful. CNCA employees are prohibited from engaging in such conduct.

CNCA is committed to providing a work environment free of unlawful harassment. *All such harassment is unlawful* and will not be tolerated. CNCA's anti-harassment policy applies to all persons involved in the operation of CNCA and prohibits unlawful harassment by any employee of CNCA, including supervisors and coworkers. It also prohibits unlawful harassment based on the perception that anyone has any of the aforementioned characteristics, or is associated with a person who has or is perceived as

having any of the aforementioned characteristics. Prohibited unlawful harassment includes, but is not limited to, the following behaviors:

1. Sexual Harassment

A. Definition

State and federal laws define sexual harassment as unwanted sexual advances, unwanted requests for sexual favors, or unwanted visual, verbal, or physical conduct of a sexual nature made against another person of the same or opposite gender, in the work or educational setting, when:

- (1) Submission to the conduct is made expressly or implicitly as a term or condition of the individual's employment;
- (2) Submission to or rejection of the conduct by the individual is used as basis for employment decisions affecting the employee;
- (3) The conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment; or adversely affecting the individual's evaluation, advancement, assigned duties, or any other condition of employment or career development;
- (4) Submission or rejection of the conduct by the other individual is used as the basis for any decision affecting the employee regarding benefits, services, honors, programs or activities available at or through CNCA.

Other examples of sexual harassment, whether committed by a supervisor, an employee, or a non-employee, in the work or educational setting, include but are not limited to:

1. Unwelcomed verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcomed sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions or the spreading of sexual rumors.
2. Unwelcomed visual conduct such as drawings, pictures, graffiti, gestures or sexually explicit e-mails; displaying sexually suggestive objects
3. Unwelcomed physical conduct such as massaging, grabbing, fondling, stroking or brushing the body; touching an individual's body or clothes in a

sexual way; cornering, blocking, leaning over or impeding normal movements

Prohibited sexual harassment includes any act of retaliation against an individual who reports a violation of the CNCA's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

B. General Provisions

1. Sexual Harassment of and/or by Employees

It is the policy of CNCA that all employees, as well as job applicants, must be provided a workplace environment free from unsolicited and unwelcomed sexual overtures or demands, and from other offensive conduct of a sexual nature. Further, it is the policy of CNCA that members of the community should be able to access CNCA facilities and services without fear of such conduct.

2. Sexual or Inappropriate Conduct by Employees Towards Students

It is the policy of CNCA that employees shall not engage in sexual or inappropriate conduct toward students, including those who are adults by age. "Sexual or inappropriate conduct" includes, but is not limited to, boundary invasion, dating, inappropriate sexual comments or innuendos, inappropriate physical contact and display or circulation of inappropriate visual or audio material. In the employee-student context, all such employee conduct is prohibited even if student initiated or consensual. Such conduct may also violate various federal and state statutes, and may require reporting to local child protective agencies under applicable child abuse statutes. For further examples and guidance, please refer to the CNCA Staff/Student Interaction policy in the CNCA Employee Handbook.

CNCA prohibits sexual harassment of CNCA employees and job applicants. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment of a student, harassment by a supervisor, or harassment by nonemployees. It also extends to harassment of or by job applicants, vendors, interns, independent contractors, and others doing business with CNCA. CNCA also prohibits retaliatory behavior or action against CNCA employees or other persons, who complain, testify or otherwise participate in the complaint process.

CNCA shall take all actions necessary to ensure the prevention investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation.
2. Publicizing and disseminating CNCA's sexual harassment policy to staff.
3. Ensuring prompt, thorough, and fair investigation of complaints.
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and alleged harasser and subsequent monitoring of developments.

C. Employee's Responsibility

If any employee becomes aware of any sexual harassment of another employee or a job applicant, or sexual or inappropriate conduct by an employee towards students, this information must be communicated, without fear of retaliation, immediately to the Principal or supervisor or, if the employee prefers, the Human Resources Department. If the situation warrants, the employee must make a suspected child abuse report as required by law.

Any CNCA employee or job applicant who feels that they have been sexually harassed shall immediately report the incident to the Principal, supervisor or the Human Resources Department. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

All complaints of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

Any CNCA employee who engages in sexual harassment, or who aides, abets, incites, compels or coerces another to commit sexual harassment against a CNCA employee, job applicant, or student, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

2. Other Types of Unlawful Harassment

Camino Nuevo Charter Academy also prohibits harassment on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic contained in the definition of hate crimes in Section 422.55 of the Penal Code, or any other protected basis, includes behavior similar to sexual harassment, such as:

Verbal conduct such as threats, epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

Visual conduct such as derogatory and/or sexually-oriented posters, photographs, cartoons, drawings, or gestures;

Physical conduct such as assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;

Threats and demands to submit to sexual request as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and

Retaliation for reporting harassment or threatening to report harassment.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your Principal or the Human Resources Department. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. CNCA will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If CNCA determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. CNCA will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

All CNCA employees must report any incidents of harassment forbidden by this policy immediately so that complaints can be resolved quickly and fairly.

3. Camino Nuevo's Complaint Procedure

Camino Nuevo Charter Academy's complaint procedure provides for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment and appropriate disciplinary action against one found to have engaged in prohibited harassment.

An employee who believes they have been unlawfully harassed or discriminated against on the job, or who is aware of the unlawful harassment of others, shall immediately notify a supervisor with CNCA, the Principal or the Human Resources Department as soon as possible. The complaint must be as detailed as possible, including the names of individuals involved, the times and places of relevant events, the names of any witnesses, direct quotations of relevant language, and any documentary evidence (notes, pictures, cartoons, et cetera).

Retaliation against any employee by another employee or by CNCA for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement

agency is prohibited. CNCA will not knowingly permit retaliation against any employee who complains of prohibited harassment or who participates in an investigation.

Incidents of prohibited harassment that are reported will be promptly investigated. CNCA will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser(s).

If CNCA determines that prohibited harassment has occurred, CNCA will take effective remedial action commensurate with the circumstances and to deter future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including termination, will be taken.

4. Liability for Harassment

Any employee of CNCA who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including dismissal. Any employee who engages in prohibited harassment may be held personally liable for monetary damages. Any manager who knew about unlawful harassment and took no action to stop it or failed to report the harassment to the Principal is subject to discipline up to and including dismissal.

5. Additional Enforcement Information

The federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of unlawful harassment in employment. Employees who believe that they have been unlawfully harassed may file a complaint with these agencies.

For more information, contact the Human Resources Department. You may also contact the nearest office of the EEOC or the DFEH, as listed in the telephone directory.

F. STANDARDS OF CONDUCT

In order to assure orderly operations and provide the best possible work environment, Camino Nuevo Charter Academy expects employees to follow rules of conduct that will protect the interests and safety of personnel. Employees must perform their job duties in a proficient and professional manner.

Conduct rules for bargaining unit members are contained in the CNTA Agreement Article 16.

As to all other employees, the following conduct is prohibited and will not be tolerated by CNCA. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, other types of conduct that threaten security, personal safety, employee welfare, and the ~~schools~~school's operation may also be prohibited. The

following are examples of infractions of rules of conduct that may result in disciplinary action, including suspension, or termination of employment.

1. Unexcused and/or repeated tardiness and absenteeism;
2. Falsification of employment records, employment information, or other records;
3. Recording the work time of another employee, allowing any other employee to record your work time, or allowing falsification of any time card, whether your own or another employee's;
4. Theft or the deliberate or careless damage or destruction of any company property, of any CNCA property, or the property of any employee or students;
5. Removing or borrowing CNCA property without prior authorization;
6. Unauthorized use of CNCA equipment, time, materials, or facilities;
7. Provoking a fight or fighting during working hours or on school property;
8. Participating in horseplay or practical jokes on school time or on school premises at any time;
9. Engaging in criminal conduct whether or not related to job performance;
10. Causing, creating, or participating in a disruption of any kind during hours on school property;
11. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward any supervisor or member of management.
12. Using abusive language at any time on school premises;
13. Failure to effectively perform job duties;
14. Failing to notify a supervisor when unable to report to work;
15. Failing to obtain permission to leave work for any reason during normal working hours;
16. Failing to observe working schedules, including rest and lunch periods;
17. Failing to provide a physician's certificate when requested or required to do so;

18. Unsatisfactory work performance and/or work attitude;
19. Engaging in rude or discourteous conduct towards others;
20. Failure to abide by set standards for lunch and break periods, and working unauthorized overtime;
21. Sleeping or malingering;
22. Disclosing of confidential information;
23. Making or accepting non-emergency personal calls or text messaging during instructional time, or when it would interfere with the performance of their job duties;
24. Working overtime without authorization or refusing to work assigned overtime;
25. Wearing, displaying, unprofessional, or inappropriate styles of dress or hair while working;
26. Violating any safety, health, security, or school policy, rule, or procedure;
27. Dishonesty, cCommitting a fraudulent act or breach of trust under any circumstances;
28. Committing or involvement in any act of unlawful harassment of another individual;
29. Possessing, distributing, selling, transferring, or using--or being under the influence of--alcohol or illegal drugs while on duty, while on company property, in the presence of children, or while operating a company owned or leased vehicle;
30. Carrying firearms or any other dangerous weapons, at any time, on premises owned or occupied by CNCA;
31. Unprofessional conduct.

G. STAFF/STUDENT INTERACTION POLICY

EMPLOYEE/STUDENT INTERACTION

Under California law it is a crime for an adult to have any sexual relationship with a minor. In addition, California law requires "mandated reporters" to report to Child Protective Services or to law enforcement any suspected sexual assault or sexual exploitation of a minor. This includes any known sexual relationship between an adult and a minor. Therefore, any CNCA employee who reasonably suspects that an adult is having a sexual

relationship with a student must report the suspicion to Child Protective Services or law enforcement immediately. Immediate reporting is crucial for the protection of the student(s) and the community as a whole.

Purpose

It is the policy of the Camino Nuevo Charter Academy (CNCA) that all school employees conduct themselves in a manner that reflects the standards consistent with the law and the policies of CNCA at all times. The purpose of this policy is to ensure all CNCA employees understand and demonstrate proper judgment observing the prohibitions in behavior which must govern their conduct; and recognize the responsibility to respond appropriately to unacceptable behavior of students and/or co-workers. Further, this policy will specify boundaries related to potentially sexual situations and conduct which is contrary to accepted behavior and in conflict with the duties and responsibilities of CNCA employees. In addition, this policy will alert all CNCA employees about sensitive problematic matters involved in employee/student relationships, provide guidance for employees in conducting themselves in a manner that reflects high standards of professionalism; and to give notice that potential improper action may have significant consequences. It is the intent and purpose of this policy to establish guidelines which should be followed by all CNCA employees when interacting with all students.

1. School instruction, counseling and other administrative tasks relating to students, which require the presence of students, should be accomplished on school premises within the normal school day.
2. Whenever it becomes necessary for a CNCA employee to meet with a student outside of the normal school day, or to conduct instruction or participate in school-related extracurricular activities outside of the school premises, such activities must be accompanied by the advance written approval of the School Principal and the parent/guardian of the student(s).
3. CNCA employees should only be alone with a single student as authorized by their site administrator, if it is educationally necessary, or is a requirement of that employee's position.
4. In the event a school activity requires traveling and the CNCA employee is called upon to drive or otherwise provide transportation, the activity and transportation must be approved in writing by the Site Principal and the parent/guardian prior to the required travel.
5. CNCA employees may only travel alone with a single student after acquiring written permission from the principal and the parent/guardian.

6. Any written, verbal, or electronic communications with students shall be confined to instructional assignments and requirements only, and shall comply with applicable CNCA standards of conduct.

Examples of Inappropriate Behavior

The focus of these examples is to establish general knowledge among all CNCA employees showing that trespassing beyond the boundaries of an employee/student relationship is deemed an abuse of power and a betrayal of public trust. While some situations may seem innocent, they can be perceived as flirtation or sexual insinuation from a student's or from a parent/guardian's point of view.

This policy prohibits any type of sexual relationship, sexual contact, or sexually-nuanced communication or behavior between a CNCA employee and student without regard to the student's age. This includes internet chat rooms, Facebook, Instagram or similar social media sites, cell phones, and all other forms of electronic or other types of communication. This prohibition applies to students of the same or opposite gender of the CNCA employee. It also applies regardless of whether the student or the CNCA employee initiated the sexual behavior, and whether or not the student welcomes the sexual behavior and/or reciprocates the attention.

The purpose of the following examples of inappropriate behavior is not to restrain positive employee/student relationships but to prevent relationships that could lead to, or may be perceived as inappropriate conduct, including sexual misconduct.

Not all examples of inappropriate situations can be addressed in this policy.

Unacceptable Behavior

1. Making, or participating in, sexually inappropriate comments, including double-entendre comments or sexual innuendo.

- A. Sexual jokes, or jokes/comments with sexual double-entendre;
- B. Kissing of any kind;
- C. Listening to or telling stories that are sexually oriented;
- D. Inappropriate physical contact.

2. Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

- A. Intentionally being alone with a student at or away from the site;

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- B. Except for extremely rare emergency situations, giving a student a ride to/from school or school activities without written approval from the Principal and the parent/guardian;
- C. Giving gifts to an individual student that are of a personal and/or intimate nature;
- D. Requesting photographs or notes from a student;
- E. Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator;
- F. Being alone in a room with a student on CNCA property with the door closed unless authorized by the employee's administrator, is educationally necessary, or is a requirement of that employee's position;
- G. Inappropriate or excessive, non-instructional attention toward a particular student;
- H. Remarks about the looks, physical attributes or physiological development of anyone;
- I. Allowing students in your home or attending non-school activities with the student without written approval from the Principal and parent/guardian and without another parent/guardian or other responsible adult present;
- J. Sending a student (s) email, text messages, or responses from social networking websites such as Facebook, Instagram, etc. that are not directly related and confined to instructional matters.

Consequences of Inappropriate Behavior

Occurrences of sexual misconduct with a student by a CNCA employee harms the student victim, disrupts the education of other students, hinders the instructional focus of the schools, and harms the reputation of CNCA. Therefore, it is of significant importance all CNCA employees learn this policy thoroughly and behave in a manner to avoid even the appearance of misconduct.

A CNCA employee who violates this policy will be subject to appropriate disciplinary action. Therefore, a CNCA employee who engages in sexual misconduct with a student becomes at risk for loss of his/her job as well as for criminal and/or civil legal actions.

This policy will be presented to and signed by all CNCA employees as part of their initial employment and on an annual basis, as part of on-going training.

H. CHILD NEGLECT AND ABUSE REPORTING

Any employee who knows or reasonably suspects a child has been the victim of child abuse shall promptly report the instance to law enforcement.

Child abuse or neglect includes physical injury or death inflicted by other than accidental means upon a child by another person, sexual abuse, neglect, the willful harming or injuring of a child, or the endangering of the person or health of the child, also unlawful corporal punishment. Child abuse or neglect does not include a mutual affray between minors. Child abuse or neglect does not include an injury caused by reasonable and necessary force used by a peace officer acting within the scope and course of his/her employment as a peace officer. School employees are required to report instances of child abuse when the employee has a "reasonable suspicion" that child abuse or neglect has occurred. Reasonable suspicion arises when the facts surrounding the incident or suspicion could cause a reasonable person in a like position to suspect child abuse or neglect.

Mandated reporters in their professional capacities, or within the scope of employment, must report whenever they have knowledge of or observe a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter must make an initial report by telephone to the agency immediately or as soon as practicably possible, and must prepare and send a written follow-up within 36 hours of receiving information concerning the incident.

In the case of suspected child abuse, "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a similar position, drawing on his or her training and experience, to suspect child abuse or neglect. Reasonable suspicion does not require certainty of the occurrence of child abuse or a specific medical indication of child abuse.

Child abuse must be reported immediately by phone to the Los Angeles Police Department (911) or the Los Angeles County Department of Child and Family Services (1-800-540-4000). The phone call is to be followed by a written report prepared by the employee within thirty-six (36) hours, which may be sent by fax or electronically. There is no duty for the reporter to contact the child's parents/guardian.

Reporting the information regarding a case of possible child abuse or neglect to your supervisor, the School Principal, a School Counselor, coworker or other person shall not be a substitute for making a mandated report to law enforcement.

I. DRESS STANDARDS

Employees are asked to use their good judgment with regard to their dress and appearance, and are expected to present a professional image. Employees must dress in a manner that is consistent with their responsibilities. Attention should be paid to safety, professionalism, and student interaction. Your supervisor can explain the proper dress requirements for your position.

J. COMPLAINT/GRIEVANCE PROCEDURE

The grievance procedure for CNTA bargaining unit employees is located on page 5 of the CNCA/CNTA Collective Bargaining Agreement. All other Employees who have a complaint or wish to challenge disciplinary action taken by CNCA must use the following procedures:

(1) An employee having a grievance shall present the grievance in writing to his or her Principal within 10 calendar days of the event or condition giving rise to the grievance. Failure to file a grievance in a timely manner shall be deemed a waiver of the party's rights under this procedure. The Principal shall meet with the employee and other persons as determined by the Principal. If the grievance is not resolved within 14 calendar days of receipt, by the Principal, the grievance shall be deemed denied and the employee may proceed to Step 2.

(2) If the employee is not satisfied with the response at Step 1, he/she shall notify the CEO that a grievance has been denied or unresolved by the site principal within five (5) work days of the Principals denial. The CEO will convene a meeting with the grievant within seven (7) work days of receipt. Any resolution shall be put in writing. If not resolved, the CEO shall provide a written response within seven (7) work days of the meeting.

(3) The employee shall notify the CNCA Board of Directors, within 10 calendar days of the CEO's denial that a grievance is pending, using the Notification of Grievance Form available in the main office of all campuses and in the HR Office.

The CNCA board or its designated subcommittee shall meet within 35 days of receipt of the Notification of Grievance Form. Both parties will be given one hour each to present all arguments and documentation, including witnesses, to the Board. Failure to appear before the Board will be deemed a waiver of all rights under the grievance procedure. Alternatively, the Board may direct this matter to be heard and settled by an external arbitrator selected by the Board. If the Board chooses to hear and resolve the matter without arbitration, the Board decision is final and no further action is available under this grievance procedure. If the matter is referred to an arbitrator, the arbitrator's decision is final.

A written decision made by the Board or Arbitrator will be rendered within ten working days of the completion of the hearing. In the event that additional information, investigation, or hearings are necessary after the initial hearing, the hearing may be continued and the final decision will be made within ten working days of the last committee hearing, or as soon thereafter as is practical.

K. CONDUCT & EMPLOYMENT OUTSIDE WORK

In general, Camino Nuevo Charter Academy will not prohibit any employee's outside employment or off-duty activities unless such activities negatively impact CNCA. For example, CNCA prohibits any illegal or immoral conduct by an off-duty employee that affects or has the potential to affect CNCA. Also, CNCA prohibits outside employment (including self-employment) **that conflicts** with employment at CNCA, impacts the employee's work performance or schedule, and/or affects the business interests of CNCA.

L. DRUG & ALCOHOL ABUSE

Camino Nuevo Charter Academy is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the school. The use of any illegal drugs, intoxicants, or controlled substances is strictly prohibited. Illicit drug use and indiscriminate alcohol consumption put everyone at risk and cannot be tolerated. In keeping with our efforts to promote health and safety and protect the interests of our employees, students, and CNCA, we cannot allow anyone to use, possess, sell, manufacture, purchase, or be under the influence of alcohol, illegal drugs, intoxicants, or controlled substances at any time on CNCA premises, in CNCA vehicles, or while on CNCA business.

Violation of these rules and standards of conduct will not be tolerated. CNCA may bring the matter to the attention of appropriate law enforcement authorities.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off school property will not be tolerated because such conduct, even though off duty, reflects adversely on the school and violates Education Code. In addition, CNCA must keep people who possess controlled substances off school premises in order to keep the controlled substances themselves off the premises.

CNCA will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. CNCA is not obligated, however, to continue to employ any person who violates this policy against drugs and alcohol in the workplace.

1. Prohibited Acts

The following rules and standards of conduct apply to all employees. The following are strictly prohibited by CNCA while at work or on CNCA business:

- a. Possession, use, or being under the influence of alcohol or an illegal drug, intoxicant, or controlled substance while on the job or on CNCA-owned or occupied premises;
- b. Driving a vehicle on CNCA business while under the influence of alcohol or an illegal drug, intoxicant, or controlled substance;
- c. Distributing, selling, manufacturing, or purchasing--or attempting to distribute, sell, manufacture, or purchase--an illegal drug, intoxicant, or controlled substance during working hours or while on CNCA-owned or occupied premises;
- d. Testing positive on a required or requested drug or alcohol test or screen;
- e. Violating any CNCA rule or policy regarding substance abuse.

M. PUNCTUALITY & ATTENDANCE

Camino Nuevo Charter Academy expects all Employees to report to work on a reliable and punctual basis. Absenteeism, early departures from work, and late arrivals burden your fellow employees and CNCA. If you cannot avoid being late to work or are unable to work as scheduled, you must call your supervisor as soon as possible.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized school business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must, under all but the most extenuating circumstances, call your supervisor at least one hour before the time you are scheduled to begin working for the day. If you call less than one hour before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. Not reporting to work within the first 30 minutes of your scheduled shift, without previous notification, will be considered a “no show”. An employee is considered a “no show” when they fail to report to work without previously having informed and received approval from their supervisor. A “no show” is considered an unexcused absence. Every time you are absent or late, or leave early, you must provide your supervisor with an honest reason or explanation. CNCA will comply with applicable laws relating to time off from work, but it is your responsibility to provide sufficient information to enable CNCA to make a determination. You must notify your supervisor of any change in your status as soon as possible.

CNCA defines excessive absenteeism or tardiness as more than two (2) days unexcused absence or tardies in a one (1) month period or consistent unexcused absences or tardies over two months. Unexcused absences include absences requested as unpaid. Excessive absenteeism may lead to disciplinary action, up to and including termination of employment. Excused absence will not count against you for disciplinary purposes. An excused absence is defined as any absence supported by a doctor's note/certification or an approved leave of absence (jury duty, FMLA, bereavement, etc.).

If you fail to report for work without any notification to your supervisor and your absence continues for a period of (3) three days, CNCA will consider that you have abandoned your employment.

Individuals with disabilities may be granted reasonable accommodation in complying with these policies if undue hardship does not result to CNCA's operations. However, regular attendance and promptness are considered part of each employee's essential job functions.

N. INVESTIGATIONS OF CURRENT EMPLOYEES

Camino Nuevo Charter Academy will exercise the right to perform background checks on all hired personnel prior to the first day of work. CNCA requires that all employees have fingerprint clearance on record with the California Dept. of Justice and Federal Bureau of Investigations. It is the employee's responsibility to provide CNCA with proof that their fingerprints are on file before they begin work.

CNCA may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of coworkers or others. Employee investigations may, where appropriate, include credit reports and investigations of criminal records, including appropriate inquiries about any arrest for which the employee is out on bail. In the event that a background check is conducted, CNCA will comply with the federal Fair Credit Reporting Act and applicable state laws, including providing the employee with any required notices and forms. Employees subject to an investigation are required to cooperate with CNCA's lawful efforts to obtain relevant information, and may be disciplined up to and including termination of employment for failure to do so.

Employees with adverse background information (such as a crimination conviction) may be ineligible for employment with CNCA. In case of a prior conviction, the employee must discuss the history of the conviction with the Site Principal and the Vice President of Human Resources. The employee may be required to provide proof of an error in the official records or provide an official explanation of the nature of the offense.

O. PERFORMANCE EVALUATIONS

Administrative and Classified Staff

Performance evaluations generally are conducted semi-annually to provide both you and your supervisor with the opportunity to discuss your job, tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving your performance. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increase in salary or promotions, or even continued employment. Salary increases and promotions are solely within the discretion of CNCA and depend upon many factors in addition to your work performance. After your review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its content.

Certificated Staff

For members of the bargaining unit, performance evaluations will be conducted according to the terms of the CNCA/CNTA Collective Bargaining Agreement. For all other certificated staff, evaluations will be conducted semi-annually to provide both you and your supervisor with the opportunity to discuss your job, tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving your work performance. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee promotions or continued employment. Promotions are solely within the discretion of CNCA and depend upon many factors in addition to your work performance. After your review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its content.

In addition to these more formal performance evaluations, CNCA encourages you and your supervisor to discuss your job performance on an ongoing basis.

P. CONFIDENTIALITY

Information about Camino Nuevo Charter Academy, its employees, students, suppliers, and vendors is to be kept confidential and divulged only to individuals within CNCA with both a need to receive and authorization to receive the information. If in doubt as to whether information should be divulged, err in favor of not divulging information and discuss the situation with your supervisor.

All records and files maintained by CNCA are confidential and remain the property of CNCA. Records and files are not to be disclosed to any outside party without the express permission of the Principal or Vice President of Human Resources. Confidential

information includes, but is not limited to: financial records; personnel and payroll records regarding current and former employees; the identity of, contact information for, and any other information of students, vendors, and suppliers; programs, trade secrets, and any other documents or information regarding CNCA's operations, procedures, or practices. Confidential information may not be removed from CNCA premises without express authorization.

Confidential information obtained during or through employment with CNCA may not be used or disclosed by an employee, except as job-related. Employees must also maintain the confidentiality, use or disclosure of confidential information at all times even following termination of employment. CNCA reserves the right to seek all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of the impermissible use of confidential information.

Employees may be required to enter into written confidentiality agreements confirming their understanding of CNCA's confidentiality policies.

IX. CAMINO NUEVO FACILITIES

A. POLICIES AGAINST WORKPLACE VIOLENCE

1. Statement of Policy

Camino Nuevo Charter Academy recognizes that violence in schools is a growing nationwide problem necessitating a firm, considered response. The costs of such violence are great, both in human and financial terms. We believe that the safety and security of CNCA employees and students are paramount. Therefore, CNCA has adopted the following policy regarding workplace violence to help maintain a secure workplace.

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect CNCA or that occur on CNCA property or in the conduct of CNCA business off CNCA property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in CNCA operations, including, but not limited to, CNCA students, personnel, contract workers, temporary employees, and anyone else on CNCA property or conducting CNCA business off CNCA property. Violations of this policy, by any individual, will lead to disciplinary and/or legal action as appropriate.

In addition, CNCA has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits. Always ensure that all visitors have signed in the visitor log and are wearing appropriate visitor badges. Always report any suspicious persons or activities to security personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuables and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our students and employees depends upon the alertness and sensitivity of

every individual to potential security risks. Immediately notify your principal when known persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

This policy is intended to bring CNCA into compliance with existing legal provisions requiring employers to provide a safe workplace; it is not intended to create any obligations beyond those required by existing law.

2. Definitions

Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or several CNCA employees. Workplace violence may involve any threats or acts of violence occurring on CNCA premises, regardless of the relationship between CNCA and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of CNCA or that may lead to an incident of violence on CNCA premises. Threats or acts of violence occurring off CNCA premises that involve employees, agents, or individuals acting as a representative of CNCA, whether as victims of or active participants in the conduct, may also constitute workplace violence. Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

- a. Threats or acts of physical or aggressive contact directed toward another individual;
- b. Threats or acts of physical harm directed toward an individual or his/her family, friends, associates, or property;
- c. The intentional destruction or threat of destruction of CNCA property or another employees' property;
- d. Harassing or threatening phone calls;
- e. Surveillance;
- f. Stalking;
- g. Veiled threats of physical harm or similar intimidation;
- h. Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects CNCA legitimate business interests.

3. Enforcement

Any person who engages in a threat or violent action on CNCA property may be removed from the premises as quickly and safely as possible or as required, at CNCA's discretion. Employees may be required, at CNCA's discretion, to remain off CNCA premises pending the outcome of an investigation of the incident.

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When threats are made or acts of violence are committed by employee(s), a judgment will be made by CNCA as to what actions are appropriate, including possible medical evaluation and/or possible disciplinary action.

Once a threat has been substantiated, it is CNCA's policy to put the person who made the threat on notice that the employee will be held accountable for their actions and then implement a decisive and appropriate response.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No existing policy or procedure of CNCA should be interpreted in a manner that prevents the making of these necessary decisions.

Important Note: CNCA will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by CNCA. In making this determination, CNCA may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment at CNCA.

B. OPERATION OF VEHICLES

The use of CNCA-owned or CNCA-leased vehicles and rental of vehicles for CNCA business are limited to authorized employees. These vehicles must only be used in work-related activities and may not be used for personal business or activities without the express prior approval of management.

All employees authorized to drive a CNCA-owned or CNCA-leased vehicles or to rent vehicles for use in conducting CNCA business, must possess a current, valid California driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. From time to time, CNCA or its insurance carrier will request reports from the Department of Motor Vehicles regarding the license status and driving record of employees whose job responsibilities include driving. In the event that the license status or driving record of any employee whose job responsibilities include driving becomes unacceptable to management or CNCA's insurance carrier, that employee may be restricted from driving, reassigned, suspended, or terminated, at CNCA's discretion.

A valid California driver's license must be in your possession while operating a vehicle off or on CNCA property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers should demonstrate safe driving habits and not drive too fast or recklessly.

Certain employees may drive their own personal vehicles while conducting CNCA business. These employees must maintain adequate personal automobile liability insurance. Employees doing so should promptly submit an expense report detailing the number of miles driven while on CNCA business. CNCA will pay mileage reimbursement

in accordance with applicable reimbursement rates. Employees are expected to observe the above policies while on CNCA business, even if driving their own personal vehicles.

C. PARKING LOT LIABILITY

Parking lot related incidences are not covered under any CNCA insurance policy. The school assumes no liability for damage to cars parked in the school parking lot at any time. The only exception to this policy will be when a student is observed by an adult accidentally causing damage to a vehicle while engaged in a school activity (e.g. a ball breaking a window). In this case, CNCA will reimburse the employee up to the amount of their deductible or \$500, whichever is lesser. Otherwise, liability is as follows:

If a student willfully causes damage (i.e. not an accident as described above), 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, CNCA is not liable for the damages. The affected individual would determine if they have applicable coverage through his/her individual insurance policies.

D. EMPLOYER PROPERTY POLICY

All CNCA property--including desks, textbooks, teacher's guides and other instructional equipment, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, cellular telephones, modems and other electronic equipment, facsimile machines, duplicating machines, and vehicles--must be used properly and maintained in good working order. They must be kept clean and are to be used only for work-related purposes.

CNCA reserves the right, at all times and without prior notice, to inspect and search any and all of its property for the purpose of determining whether this policy or any other policy of CNCA has been violated, or when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. These inspections may be conducted during or after business hours and in the presence or absence of the employee and without notice to the employee.

In addition, in order to ensure the safety and security of employees and students, and to protect CNCA's legitimate business interests, CNCA reserves the right to question any employee or other individual entering onto or leaving CNCA premises.

CNCA's technical resources, such as its computer system, voice mail system, and e-mail, are provided for use in CNCA business, and are to be reviewed, monitored, and used only for business purposes, except as provided in this policy. Employee computer data, voice

mail messages, and e-mail transmissions may be reviewed by the Principal or other authorized CNCA employee at any time, without notice to the employee, not necessarily in the employee's presence. Employees are otherwise permitted to use CNCA's equipment for occasional, non-work purposes with advance written permission from their direct supervisor. Nevertheless, employees have no right of privacy as to any information or file maintained in or on CNCA's property or transmitted or stored through CNCA's computer systems, voice mail, e-mail, or other technical resources. All bills and other documentation related to the use of CNCA equipment or property are the property of CNCA and may be reviewed and used for purposes that CNCA considers appropriate.

Employees may access only files or programs, whether computerized or not, that they have permission to enter. Computer software is protected from unauthorized copying and use by federal and state law; unauthorized copying or use of computer software exposes both CNCA and the individual employee to substantial fines and/or imprisonment. Therefore, employees may not load personal software onto CNCA's computer system, and may not copy software from CNCA for personal use. All employees must contact their systems administrator to install any software on CNCA's computer system. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of CNCA, or improper use of information obtained by unauthorized means, may be grounds for disciplinary action, up to and including termination of employment.

Most classrooms have been equipped with a telephone that serves as the school intercom system and can also be used in case of an emergency. The telephones are not for personal use. It is the classroom teacher's responsibility to monitor students if an emergency arises and they are allowed to use the telephone. CNCA also prohibits the use of cell phones by employees, except in cases of emergency, while on scheduled work time.

Messages stored and/or transmitted by voice mail or e-mail shall not contain content that may reasonably be considered offensive or disruptive to any employee. Offensive content include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, any derogatory comments regarding a protected class of persons, or any comments or images that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin, disability, or membership in any other protected class.

Terminated employees should remove any personal items at the time they leave CNCA. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

E. USE OF COMPANY COMMUNICATION EQUIPMENT AND TECHNOLOGY

All CNCA owned communications equipment and technology, including computers, electronic mail systems, voicemail systems, internet access, software, telephone systems, document transmission systems and handheld data processing systems remain the property of CNCA and are provided to the employee to carry out business on behalf of

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CNCA, unless previously authorized for non-business use. Employees have no expectation of privacy in any communications made using CNCA owned equipment and technology. Communications made using CNCA owned communications equipment and technology are subject to review, inspection and monitoring by CNCA.

Additionally, CNCA uses technology protection measures that protect against internet access (by both minors and adults) to visual depictions that are obscene, child pornography and/or images that may be harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting internet browsers to block access to adult sites, using a filtering system that will filter all internet traffic and report potential instances of misuse and using a spam filter.

Passwords used in connection with the CNCA's communications equipment and technology are intended to restrict unauthorized use only, not to restrict access of authorized CNCA employees. Employees are required to safeguard their passwords to limit unauthorized use of computers by minors in accordance with the Student Acceptable Use Agreement. Employees that do not safeguard their passwords from unauthorized student use, or that allow a student to access computers in violation of the Student and Employee Acceptable Use Agreement, will be subject to discipline, up to and including termination.

Internet use, unless previously authorized, is for business purposes only. All employees using the internet through the CNCA's communications equipment and technology must respect all copyright laws. Employees are not permitted to copy, retrieve, modify or forward copyrighted materials unless authorized by law or with express written permission of the owner of the copyright. Employees are not permitted to use CNCA's communications equipment and technology to view visual images that are obscene, child pornography and/or images harmful to minors, nor may they use such resources for personal entertainment, shopping, or personal business.

The e-mail system and internet access is not to be used in any way that may be disruptive, harassing or offensive to others, illegal or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets or anything else that may be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, religious beliefs or any other protected class or political beliefs may not be displayed or transmitted. Cyberbullying is also prohibited. CNCA staff will help monitor and educate students on Cyberbullying. Cyberbullying includes the transmission of communication, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication devices. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

The e-mail system and internet access is not to be used in any manner that is against the policies of CNCA, contrary to the best interest of CNCA or for personal gain or profit of the employee against the interests of CNCA. Employees must not use CNCA'S communications equipment and technology for the unauthorized disclosure, use and/or dissemination of personal information regarding students.

Employees should not attempt to gain access to another employee's email files or voicemail messages without the latter's express permission. Each employee is responsible for the content of the messages sent using their CNCA issued equipment. It is strictly prohibited to use another employee's computer to send messages to create the appearance that they are from that employee, unless that employee expressly authorizes such use.

Certain employees may be furnished with CNCA owned cell phones and/or laptops, in order to conduct CNCA business while off-campus. Such employees are expected to answer their CNCA provided mobile phone or return messages the same day.

F. EMPLOYEE BLOGS AND SOCIAL MEDIA WEBSITES

If an employee decides to blog or comment on a social media website that discusses any aspect of his/her workplace activities, the following restrictions apply:

- CNCA equipment, including its computers and electronics systems, may not be used for these purposes.
- Student and employee confidentiality policies must be adhered to.
- Employees must make clear that the views expressed in their blogs or social media site are their own and not those of the CNCA.
- Employees may not use the CNCA/School logos, trademarks and/or copyright material and are not authorized to speak on behalf of the school and/or organization.
- Employees are not authorized to publish any confidential information maintained by CNCA/School.
- Employees must comply with all CNCA/School policies, including, but not limited to, rules against sexual harassment and retaliation.
- CNCA reserves the right to take disciplinary action against any employee whose blog or comment/s made on social media websites violates this or other CNCA policies.

G. OFF-DUTY USE OF FACILITIES POLICY

Employees are prohibited from remaining on CNCA premises or making use of CNCA facilities while not on duty. Employees are expressly prohibited from using CNCA facilities, CNCA property, or CNCA equipment for personal use.

H. EMPLOYEE PROPERTY

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of school property.

CNCA is not responsible for lost or stolen items belonging to employees. CNCA is also not responsible in the event of break-ins, fire, or other events which may result in damage or loss to employee property.

I. SOLICITATION & DISTRIBUTION OF LITERATURE

Camino Nuevo Charter Academy has established rules, applicable to all employees, to govern solicitation and distribution of written material during working time and entry onto the premises and work areas. All employees are expected to comply strictly with these rules.

1. No employee shall solicit or promote support for any cause or organization, which is not related to CNCA business or which has not been pre-approved by authorized CNCA personnel, during his or her working time or during the working time of the employee or employees at whom the activity is directed;
2. Except as allowed by the Educational Employment Relations Act, no employee shall distribute or circulate any written or printed material which has not been pre-approved by authorized CNCA personnel for distribution in work areas at any time, during his or her working time, or during the working time of the employee or employees at whom the activity is directed;
3. Non-employees will not be permitted to solicit or to distribute written material for any purpose on CNCA property, except when required under California or federal law.

As used in this policy, "working time" includes all time for which an employee is paid and/or is scheduled to be performing services for CNCA; it does not include break periods, meal periods, or periods in which an employee is not, and is not scheduled to be, performing services or work for CNCA.

J. HEALTH & SAFETY

The health and safety of employees and others on CNCA property are important to CNCA. We strive to attain the highest possible level of safety in all activities and operations. CNCA will comply with all health and safety laws applicable to our school.

All employees are responsible for their own safety, as well as that of others in the workplace. CNCA must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees should be conscientious about workplace safety, including proper operating methods and known dangerous conditions or hazards. You should report any unsafe conditions or potential hazards to your supervisor

immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on CNCA's premises, or in a product, facility, piece of equipment, process, or business practice for which CNCA is responsible, bring it to the attention of your supervisor or the Principal *immediately*. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and should contact the Principal regarding the problem.

Periodically, CNCA may issue rules and guidelines governing workplace safety and health. All employees should familiarize themselves with these rules and guidelines since strict compliance will be expected. Contact your supervisor for copies of current rules and guidelines. Failure to comply with rules and guidelines regarding health and safety or work performance that endangers health and safety will not be tolerated.

Any workplace injury, accident, or illness *must* be reported to your supervisor as soon as possible, regardless of the severity of the injury or accident. If medical attention is required immediately, supervisors will assist employees in obtaining medical care, after which the details of the injury or accident must be reported. In compliance with California law, and to promote the concept of a safe workplace, CNCA maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in office.

In compliance with Proposition 65, CNCA will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

K. SMOKING

Smoking is not permitted in any area, within 100 yards of the School.

X. BENEFITS

A. HOLIDAYS

For employees who are not members of the certificated bargaining unit, Camino Nuevo Charter Academy observes the following paid holidays:

- January 1 – New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- July 4th – Independence Day
- Labor Day
- Veteran's Day

- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Eve and Christmas Day

When a holiday falls on a Saturday or a Sunday it is usually observed on the preceding Friday or the following Monday. However, CNCA may close on another day or grant compensating time instead of closing. Holiday observance will be announced in advance.

Eligible employees begin holiday pay after completion of ~~his or her~~their introductory period. To be eligible for holiday pay, you must be regularly scheduled to work on the day on which the holiday is observed and must work regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by your supervisor.

Temporary, substitute, and non-exempt part time employees working less than 30 hours per week are not eligible for holiday pay. Eligible Classified employees that have not completed their ~~90-day~~ introductory period are not eligible for holiday pay. Holiday pay will be calculated based on your straight time pay rate (as of the date of the holiday) times the number of hours you would have otherwise worked on that day. Holiday pay is not counted for the purpose of calculating an employee's overtime hours of work or overtime premiums. Non-exempt employees required to work on a designated holiday will receive straight time pay.

B. SHUT DOWN PERIOD

During the academic year the school will have both a winter and spring break. The school will remain open during part of the winter break. However, the school will have two shut down periods from December 24th ~~25th~~ – January 1st and the other week during spring break. Eligible administrative and classified salaried and full-time hourly staff will be given this time off with pay. Please see the Vice President Human Resources for eligibility.

Hourly full-time employees must complete their ~~90-day~~ introductory period prior to being eligible for the shut-down period.

All hourly part-time seasonal and substitute staff will not receive a work schedule during the winter and spring break, unless otherwise indicated by your supervisor. Please check with your supervisor if you will be scheduled to work during that time.

C. VACATIONS

(Applies to employees who are not members of the Certificated Bargaining Unit)

Full-time employees consistently working 36 hours or more per week are eligible for paid vacation. Classified salaried and full-time employees do not accrue vacation time during the introductory period first 90 days of employment. Certificated salaried employees begin to accrue vacation time once they have completed their 30 day introductory period. Part-time employees working less than 36 hours, per week are not eligible. – Temporary

~~Employees, Substitutes and Teachers do not qualify for paid vacation time. Full-time employees consistently working 36 hours or more per week are eligible for paid vacation. Classified salaried and full-time employees do not accrue vacation time during the first 90 days of employment. Certificated salaried employees begin to accrue vacation time once they have completed their 30-day introductory period. Part-time employees working less than 36 hours per week are not eligible. Temporary Employees, Substitutes and Teachers do not qualify for paid vacation time.~~

Eligible full-time employees shall begin accruing paid vacation time after their ~~respective~~ introductory period at a rate of 6.67 hours per month. Each year a total of 10 vacation days will accrue, with a maximum of 240 hours (30 days) that can be accrued at any time. Vacation may be carried over to the next calendar year, providing the amount of time has not exceeded the 240-hour maximum.

Once the maximum accrual amount has been reached, no additional vacation will be earned until previously accrued vacation time is used. Employees will not be given retroactive credit for any period of time in which you did not accrue vacation because you were at the maximum. At year-end, unused vacation at or below the maximum accrual amount will carry over to the subsequent year.

Employees are encouraged to take their accrued vacation each year. You must request vacation as far in advance as possible, but at least 15 days prior to the intended vacation days. Vacations will be scheduled so as to provide adequate coverage of job and staff requirements. The Principal will make the final determination in this regard. Vacation may not be taken without at least 15 days approval from your supervisor.

Exempt employees must use vacation for otherwise unexcused absences from work for a day or more. Nonexempt employees must use vacation for otherwise unexcused time away from work during their regularly scheduled hours. Vacation does not accrue during unpaid leaves of absence or other periods of inactive service.

Terminated employees shall receive pay for unused vacation time. Unused vacation time is paid out at the ~~employee's~~ employee's regular pay rate at the time of termination.

D. INSURANCE BENEFITS

1. Medical Insurance

(Applies to employees who are not members of the Certificated Bargaining Unit)

Camino Nuevo Charter Academy provides a comprehensive medical, dental and vision insurance plans for eligible employees and their dependents. Full-time employees may be eligible for medical insurance coverage under CNCA's policy. Part-time employees working 30 hours or more per week may also be eligible for medical insurance coverage under CNCA's policy. All eligible employees qualify for medical coverage the first of the month following 30 days of employment. If eligible, as part of the compensation for

health insurance CNCA will allow a monthly benefit allowance of \$350 for single, full time, eligible employees, \$475 for single, full time, eligible employee and spouse (or dependent), and \$600 per full-time, eligible employee and their family. If costs exceed this cap, deductions will be made from employee's pay to cover ½ the excess costs. Part-time exempt and part-time certificated employees will receive a benefit allowance at a prorated amount based on the percentage of time worked. The Medical insurance coverage is a benefit provided by CNCA. Employees should consult the Benefit Plan Summary for complete information about eligibility and the details of CNCA's medical insurance plans. Copies of the Plan Document and Summary description are available in the Human Resources Department.

Full time, eligible employees who waive all health and welfare benefits will be entitled to a \$1,000 payout at the end of the fiscal year. Full time, eligible employees who waive medical benefits, but accept vision and/or dental insurance will receive an allocation in the amount of \$1,000 minus the total cost of benefits received.

2. Disability Insurance

Each employee contributes to the State of California to provide disability insurance mandated by the California Unemployment Insurance Code. Contributions are made through a payroll deduction. Disability insurance is payable when you cannot work because of illness or injury unrelated to your employment at CNCA or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability are available from the main office.

3. Unemployment Compensation

Camino Nuevo Charter Academy contributes to the Unemployment Insurance Fund on behalf of its employees.

4. Social Security

Non-certificated and some certificated staff are legally required to make contributions into social security. CNCA matches each employee's social security contribution dollar for dollar. You may be eligible to receive these benefits upon your retirement and/or perhaps in other circumstances in accordance with the social security laws.

5. State Teachers Retirement (STRS)

State law requires that all teachers deposit a percentage of their pre-tax salary in the STRS retirement system. An employer contribution is made by CNCA. Contributions are subject to rate change. For additional information on the STRS program you may call STRS directly at (800) 228-5453.

6. California Public Employees Retirement System (CalPERS)

Full time non-certificated employees are required to participate in the CalPERS program. Employees contributing to CalPERS will deposit a percentage of their pre-tax earnings as a condition of employment. An employer contribution is made by CNCA. Contributions are subject to change. For additional information you may contact PERS at (800) 228-5453.

7. Workers' Compensation

If you are injured or become ill on the job, then you may receive, at no cost to you, workers' compensation insurance benefits, which may include medical care, compensation, and vocational rehabilitation. To receive workers' compensation benefits, you must:

- a. Report any work-related injury to your supervisor immediately.
- b. Complete a written claim form and return it to the Principal.
- c. Seek medical treatment and follow-up care if required.

E. SICK LEAVE

Camino Nuevo Charter Academy provides paid accrued sick leave to all eligible employees for periods of temporary absences due to illness, including mental health, injury, etc. Sick leave may only be taken for an employee's own illness, including mental health or injury, or that of an employee's immediate family member.

Sick leave taken to care for a family member such as a parent, child, or spouse is limited to one-half the employee's annual accrual of sick leave. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for "personal" absences. Time off for medical and dental appointments will be treated as sick leave.

A employee requesting the use of sick leave for an extended period of time to care for a member of the immediate family must, prior to beginning the leave, provide written verification from the immediate family member's treating physician. The medical certification should certify that because of the immediate family member's serious illness or injury, it is necessary for the employee to be absent from work in order to provide care. The verification must state the probable duration of the need for the employee's care for the immediate family member's condition, the dates the patient was or will be treated for the condition, and whether the need for care by the employee is continuous or intermittent. Such request and verification shall normally be provided 10 work days prior to the beginning of the employee's absence to allow the CEO, or designee an opportunity for review and approval of the request. In the event of a verifiable emergency, written verification shall be provided within 10 days to CEO, or designee.

Certificated, full-time, part-time classified, and substitute employees accrue sick leave in accordance with the schedule below.

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Upon hire, eligible ~~classified~~ full-time employees shall receive ~~24~~ 7.28 ~~24~~ hours of sick leave. ~~After the introductory period 90 days of employment,~~ ~~After 90 days of employment,~~ sick leave will accrue at a rate of 7.28 hours per month, up to a maximum of 11 days per year. Eligible part-time employees working less than 36 hours per week (but more than 30 hours) will accrue sick time on a pro-rata basis according to the hours worked. The amount of sick time accrued cannot exceed the ~~45-~~day maximum. **Employees will not be paid for unused sick leave.**

Eligible classified part-time employees working less than 30 hours per week will be eligible to receive 48 hours of sick leave per year. Sick time is not accrued and will not carry over to the next school year. Sick days will be made available to employees upon hire.

Eligible certificated full-time teachers on teacher contracts shall accrue and use sick leave as outlined in the collective bargaining agreement.

Other eligible certificated full-time employees (non-teachers) shall also receive ~~48~~ 7.28 ~~48~~ hours of sick leave upon hire. After ~~the introductory period 90 days of employment,~~ ~~90 days of employment,~~ sick leave will accrue at a rate of 7.28 hours per month up to a maximum of 11 days per academic year. Certificated part-time employees shall accrue sick leave on a pro-rata basis according to their schedule. Certificated employees (non-teachers) may carry over their unused sick leave to the next academic year. The amount of sick time accrued cannot exceed the 45-day maximum. **Employees will not be paid for unused sick leave.**

Substitute Teachers will be eligible to receive 48 hours of sick leave per year. Sick time is not accrued and will not carry over to the next school year. Sick days will be made available to employees upon hire.

Certification by your health care provider is required for absences of three or more consecutive workdays. However, CNCA may also request such certifications in situations where it is determined that it is warranted, such as for absences immediately before or after a holiday, furlough day, student break, or shut down; ~~such as~~ when unexcused absences become excessive and/or a pattern of poor attendance exists that is disruptive the operation of a school and/or affecting job performance. CNCA reserves the right to require a satisfactory statement of a health care provider whenever an employee misses work due to an illness, injury or disability. The employee may be asked to provide a statement which verifies that an injury or disability existed, its beginning and ending dates, and/or the employees ability to return to work without presenting an immediate and significant risk to their own health or safety or the health or safety of others. It is your responsibility to apply for any disability benefits for which you may be eligible for as a result of an illness or disability, including California State Disability Insurance, workers' compensation insurance, and/or any short-term disability insurance benefits for which you qualify.

Sick leave used immediately before or after a holiday, student break, or vacation period impacts student learning and job performance. Such absences will require medical certification. Sick leave may not be used during holidays, vacation, or hours of work outside an employee's regular schedule. Sick leave benefits will be fully integrated with other benefits available to you so that at no time will you be paid more than your regular compensation. Any misuse of sick time by an employee will result in disciplinary action including termination of employment. Employees will not accrue sick leave during unpaid leaves of absence.

Employees may request to donate accrued sick leave for other staff members. The donation of sick leave is strictly voluntary. The donation of sick leave is on a half-day or full day basis, without regard to the dollar value of the donated or used leave. The maximum number of sick leave days an employee may donate or receive in one calendar year is 5 (five) days. The approval of the time off request to be covered by the donated time will be at the discretion of the site principal or designee as outlined in this policy.

Donated sick days can be used for:

- **Medical emergency**, defined as illness, including mental health, or injury, condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. Maternity leave does not count as a medical emergency.

Employees who wish to donate sick leave days must complete and submit a "Request to Donate Sick Leave" form to the HR Department. The approval of donated or requested sick time will be at the sole discretion of the CEO.

1. PERSONAL DISCRETIONARY LEAVE

(Applies to employees who are not members of the Certificated Bargaining Unit)

Employees may use up to two (2) days of Personal Discretionary Leave in any school year. Personal Discretionary Leave is deducted from your accrued sick leave and may be used for personal business or circumstances demanding the attention of an employee (court appearance, DMV appointment, etc.). This leave cannot be used to extend a holiday or student recess period. Leave under this provision requires forty-eight (48) hour pre-approval by a supervisor via Paychex Flex, except in an emergency. Leave is not granted until approval has been received. Supervisors may limit the number of employees approved to use Personal Discretionary Leave on a given day.

F. LEAVES OF ABSENCE

This section F does not apply to members of the certificated bargaining unit, whose leave of absence privileges are addressed in the collective bargaining agreement.

1. General Provisions

Camino Nuevo Charter Academy may grant a leave of absence in certain circumstances. You should notify your supervisor and/or Principal in writing as soon as you become aware that you may need a leave of absence. A Leave of Absence form will be provided by the Department of Human Resources at the request of the employee. CNCA will consider your request in accordance with applicable law and CNCA's leave policies. You will be notified whether your leave request is granted or denied. If you are granted leave, you must comply with the terms and conditions of the leave, including staying in communication with your supervisor or the Principal during your leave, and giving prompt notice if there is any change in your return date.

Employees granted a medical leave of absence must exhaust all available sick leave, up to a maximum of two (2) weeks, prior to unpaid time off.

You must not accept other employment or apply for unemployment insurance while you are on a leave of absence. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment at CNCA. Benefits, such as vacation and holidays, will not accrue while you are on a leave of absence. Upon return from a leave of absence, you will be credited with the full employment status that existed prior to the start of the leave.

CNCA may suspend or proceed with any counseling, performance review, or disciplinary action, including discharge, that was contemplated prior to any employee's request for or receipt of a leave of absence or that has come to CNCA's attention during the leave. If any action is suspended during the leave of absence, CNCA reserves the right to proceed with the action upon the employee's return. Requesting or receiving a leave of absence in no way relieves employees of their obligation while on the job to perform their job responsibilities capably and up to CNCA's expectations and to observe all CNCA policies, rules, and procedures.

2. Family ~~a~~And Medical Leave

Camino Nuevo Charter Academy will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in the relevant state or federal laws. In certain situations, the federal law requires that provisions of state law apply. In any case, employees will be eligible for the most generous benefits available under either law.

Please contact your supervisor as soon as you become aware of the need for a family and medical leave. The following is a summary of the relevant provisions.

a. Employee Eligibility

To be eligible for family and medical leave benefits, you must: (1) have worked for CNCA for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months, and (3) work at a facility that employs at least 50 employees within a 75 mile radius.

Eligible employees may take up to a maximum of 12 work weeks of unpaid family/medical leave within a 12-month period. A 12-month period begins on the date of the employee's first use of federal family and medical leave. Successive 12-month periods commence on the date of an employee's first use of family and medical leave after the preceding 12-month period has ended.

Leave may be used for one or more of the following reasons: (1) for the birth or placement of a child for adoption or foster care; (2) to care for an immediate family member (spouse or domestic partner, child, or parent, grandparent, grandchild, or sibling) with a serious health condition;~~Leave may be used for one or more of the following reasons: (1) for the birth or placement of a child for adoption or foster care; (2) to care for an immediate family member (spouse, child, or parent) with a serious health condition;~~ or (3) to take medical leave when the employee is unable to work because of a serious health condition. Under some circumstances, employees may take family and medical leave intermittently-which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. If you are pregnant, you may have the right to take a pregnancy disability leave in addition to a family and medical leave. Please review the pregnancy disability leave policy below and notify your supervisor or the Principal if you need leave due to your pregnancy.

Certain restrictions on these benefits may apply.

b. Notice & Certification

If you need family and medical leave, you may be required to provide:

1. 30-day advance notice when the need for the leave is foreseeable;
2. Medical certification from a health care provider (both prior to the leave and prior to reinstatement);
3. Periodic re-certification;
4. Periodic reports during the leave.

When leave is needed to care for an immediate family member or your own serious health condition, and is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt CNCA's operation.

c. Compensation During Leave

~~Family and medical leave is unpaid. CNCA may requires you to use all available sick leave, up to a maximum of two (2) weeks, prior to unpaid time off. You may also elect to use certain accrued paid leave (such as vacation or sick leave) to cover some or all of the family and medical leave. The use of paid time off runs concurrent with and does will not extend the length of a family and medical leave.~~

~~Family and medical leave is unpaid. CNCA may require you to use, or you may elect to use certain accrued paid leave (such as vacation or sick leave) to cover some or all of the family and medical leave. The use of paid time off will not extend the length of a family and medical leave.~~

d. Benefits During Leave

Camino Nuevo Charter Academy will maintain, for up to a maximum of 12 workweeks of family and medical leave, any group health insurance coverage that you were provided before the leave on the same terms as if you had continued to work. In some instances, CNCA may recover premiums it paid to maintain health coverage if you do not return to work following family or medical leave. Employee will be responsible for his or her portion of the premiums while on leave. Payments must be paid by the first of every month. If an employee does not pay his or her portion of the premiums for the period of the leave, coverage will cease.

If you are on family and medical leave but you are not entitled to continued paid coverage, you may continue your group health insurance coverage through CNCA in conjunction with federal COBRA guidelines by making monthly payments to CNCA for the amount of the relevant premium. Please contact your supervisor or the Department of Human Resources for further information.

e. Job Reinstatement

Under most circumstances, upon return from family and medical leave, you will be reinstated to your previous position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, during and upon return from a family and medical leave, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not gone on family and medical leave, or if your position has been eliminated during the leave, then you will not be entitled to reinstatement.

If you are returning from family and medical leave taken for your own serious health condition, but you are unable to perform the essential functions of your job because of a physical or mental disability, CNCA will attempt to reasonably accommodate you. Your use of family and medical leave will not result in the loss of any employment benefit that you earned or were entitled to before using family and medical leave.

3. Pregnancy Disability Leave

a. Employee Eligibility

Camino Nuevo Charter Academy will grant an unpaid pregnancy disability leave if you are disabled because of your pregnancy, childbirth, or a related medical condition.

b. Leave Available

If you are disabled due to pregnancy, childbirth, or a related medical condition, you may take leave necessitated by your condition and verified by your physician's note, usually for a period of up to a four months leave. As an alternative, CNCA may transfer you to a less strenuous or hazardous position if you so request, with the advice of your physician, and if the transfer can be reasonably accommodated.

Leave taken under the pregnancy disability policy runs concurrently with family and medical leave under federal law, but not with family and medical leave under California law.

c. Notice & Certification Requirements

You must provide CNCA with reasonable advance notice of your need for a pregnancy disability leave. In addition, you must provide CNCA with a health care provider's statement certifying the last day you can work and the expected duration of your leave.

d. Compensation During Leave

Pregnancy disability leaves are without pay. However, you may must utilize accrued sick time up to a maximum of two (2) weeks, prior to unpaid time off. and You may also elect to use any other accrued paid time off during the leave. All of those payments will be integrated with any state disability or other wage reimbursement benefits that you may receive. At no time will you receive a greater total payment than your regular compensation.

~~Pregnancy disability leaves are without pay. However, you may utilize accrued sick time and any other accrued paid time off during the leave. All of those payments will be integrated with any state disability or other wage reimbursement benefits that you may receive. At no time will you receive a greater total payment than your regular compensation.~~

e. Benefits During Leave

If you are also eligible for federal or state family and medical leave, CNCA will maintain, for up to a maximum of 12 workweeks, any group health insurance coverage that you were provided before the leave on the same terms as if you had continued to work. In some instances, CNCA may recover premiums it paid to maintain health coverage if you do not return to work following pregnancy disability leave. If you are not eligible for family and medical leave, you will receive continued paid coverage on the same basis as employees taking other leaves. Employee will be responsible for his or her portion of the

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premiums while on leave. Payments must be paid to the employer by the first of every month. If an employee does not pay his or her portion of the premiums for the period of the leave, coverage will cease.

If you are on pregnancy disability leave but you do not receive continued paid coverage, you may continue your group health insurance coverage through CNCA in conjunction with federal COBRA guidelines by making monthly payments to CNCA for the amount of the relevant premium. You should contact your supervisor or the Department of Human Resources for further information.

f. Reinstatement

Upon the submission of a medical certification from a health care provider that you are able to return to work, you will, in most circumstances, be offered the same position held at the time of the leave or an equivalent position. However, you will not be entitled to any greater right to reinstatement than if you had been employed continuously rather than on leave. For example, if you would have been laid off if you had not gone on leave, then you will not be entitled to reinstatement. If upon return from a pregnancy disability leave you are unable to perform the essential functions of the job because of a physical or mental disability, CNCA will attempt to accommodate you.

4. Workers' Compensation Disability Leave

a. Employee Eligibility

Camino Nuevo Charter Academy will grant you a workers' compensation disability leave in accordance with state law if you incur an occupational illness or injury. As an alternative, CNCA may offer you modified work. Leave taken under the workers' compensation disability policy runs concurrently with family and medical leave under both federal and state law.

b. Notice & Certification Requirements

You must report all accidents, injuries, and illnesses, no matter how minor, to your immediate supervisor. You must also provide CNCA with a health care provider's statement certifying your work-related illness or injury, your inability to work, and the expected duration of your leave.

c. Compensation During Leave

Compensation for lost earnings due to a workers compensation disability leave will be paid by the company's workers' compensation insurance carrier according to California law. You may also utilize accrued sick time and any other accrued paid time off during the leave, to supplement any workers' compensation benefits, state disability, or other wage reimbursement benefits for which you may be eligible. At no time will you receive a greater total payment than your regular compensation.

d. Benefits During Leave

If you are eligible for family and medical leave under the federal or state family and medical leave laws, CNCA will maintain, for up to a maximum of 12 workweeks, any group health insurance coverage that you were provided before the leave on the same terms as if you had continued to work. In some instances, CNCA may recover premiums it paid to maintain health coverage if you do not return to work following your workers' compensation disability leave. If you are not eligible for family and medical leave, you will receive continued coverage on the same basis as employees taking other leaves. Employee will be responsible for his or her portion of the premiums while on leave. Payments must be paid to the employer by the first of every month. If an employee does not pay his or her portion of the premiums for the period of the leave, coverage will cease.

If you are not entitled to continued paid coverage, you may continue your group health insurance coverage through CNCA in conjunction with federal COBRA guidelines by making monthly payments to CNCA for the amount of the relevant premium. You should contact your supervisor or the Department of Human Resources for further information.

e. Reinstatement

Upon the submission of a medical certification that you are able to return to work, you will be reinstated in accordance with applicable law. If you are disabled due to an industrial injury, CNCA will attempt to accommodate you. If you are returning from a workers' compensation disability leave that runs concurrently with a family and medical leave, then the provisions of the family and medical leave policy will also apply.

5. Military Leave (Active and Reserve Service)

Unless otherwise required by law, this leave is without pay. It is provided to you when you enter military service of the Armed Forces of the United States or are in the Armed Forces Reserves. You are afforded reemployment rights and retain full seniority benefits for all prior service upon reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act and the California Military and Veterans Code. You must bring your military service orders to the Principal for review upon receipt prior to commencement of the leave.

6. Civil Air Patrol Leave

Members of the California Wing of the civilian auxiliary of the U.S. Air Force Civil Air Patrol are entitled to up to ten (10) days of leave per year. The Leave for a single emergency mission cannot exceed three (3) days, unless the emergency is extended by the entity in charge of the operation and the V.P. of Human Resources approves the leave extension.

The leave is unpaid, however, employees taking this leave may use all accrued vacation.

Employees will be reinstated to the position they held when the leave began or to an equivalent position. Health benefits, if applicable, will be maintained during the leave at the employee's expense.

7. Organ & Bone Marrow Leave

Organ donors shall be provided a leave of absence of up to thirty (30) business days in any one-year period. Bone marrow donors shall be provided a leave of absence of up to five (5) business days in any one-year period, calculated from the date the employee's leave begins. In both cases, the employee must take the leave to donate an organ or bone marrow to another person. Written verification of the need for donation must be provided and must include the employee is the bone marrow or organ donor and that the donation is medically necessary.

Employees who request this leave must take up to five days of accrued paid sick or vacation time. An employee requesting leave for organ donation is required to take up to two weeks of accrued paid sick or vacation time if available.

Health benefits, if applicable, will be maintained for the full duration of the leave in the same manner that the coverage would have been maintained if the employee had been actively working.

Employees will be reinstated to the position they held when the leave began or to an equivalent position.

G. OTHER TIME OFF

1. Personal Leaves of Absence

After one year of employment, a personal leave of absence without pay for up to 30 days may be granted at the discretion of CNCA. A request for a personal leave should be limited to unusual circumstances requiring an extended absence.

Employees are hereby notified that CNCA does not guarantee reinstatement following a personal leave. However, CNCA will offer employees returning from a personal leave of absence the same position, or a comparable position that the individual is qualified to perform, if either position is available.

2. Disability Leave

Consistent with state and federal disability laws, CNCA may provide a limited leave of absence from work to qualified disabled employees who need time away from work as a form of reasonable accommodation. CNCA may require employee's to provide additional information and/or documentation in order to determine whether to provide the accommodation.

CNCA will not grant a leave of absence as a form of accommodation where the absence will cause an undue hardship.

3. Funeral or Bereavement Time Off

Any employee may take up to three consecutive workdays off with pay within 30 days following the death of an immediate family member of the employee's or the employee's current spouse. Funeral or Bereavement time will be paid on a pro-rated basis for those employees that work less than 40 hours per week. Immediate family member means a parent, child, sister, brother, grandparent, grandchild (including step or foster relationships), or any other relative living in the immediate household of the employee. The Principal or supervisor may also approve additional unpaid time off.

4. Civic Duty Time Off

Camino Nuevo Charter Academy encourages employees to serve on jury or witness duty when called. It also understands that, if an employee is the unfortunate victim of domestic violence, that employee may need to take time from work to appear in court in an effort to obtain relief from such violence. You must notify your supervisor of the need for time off for jury or witness duty as soon as a notice or summons from the court or a subpoena is received. If you need time off to obtain relief from domestic violence, you must give your supervisor reasonable notice that you are required to appear in court. If the appearance in court is unscheduled or an emergency appearance, advance notice is not required, but you may be required to provide evidence from the court within a reasonable time after your appearance that shows you appeared in court.

Nonexempt employees will receive full pay while serving up to five days of jury or witness duty or for taking up to five days off to appear in court in an effort to obtain relief from domestic violence. Exempt employees will receive pay for up to five days of absence due to jury or witness duty or due to appearing in court to obtain relief from domestic violence. Any additional time off will be without pay. Any mileage allowance, fee, et cetera, paid for jury or witness duty will be credited against any payments made by CNCA. Verification from the court clerk of having served may be required. On the days you take off from work to perform jury duty, witness duty, or to obtain relief from domestic violence, you will be expected to return to work for the remainder of your work schedule if time permits.

5. Voting Time Off

If you cannot vote in a statewide public election before or after working hours, then you will be allowed sufficient time off to go to the polls. CNCA will pay you for up to the first two hours of absence from regularly scheduled work that is necessary to vote in a statewide public election. Any additional time off will be without pay. You must give reasonable notice to the Principal of the need to have time off to vote and must give at least three (3) day's notice when possible.

6. Time Off for Volunteer Firefighters

A registered volunteer firefighter who would like to perform emergency duty during work hours must notify his or her supervisor and the Principal in advance of their status as such a volunteer, and shall provide written certification of such status. Also, please alert your supervisor before leaving CNCA premises when summoned for emergency duty. All time off to serve as a volunteer is unpaid.

7. Time Off to Attend School Activities

If you are a parent, guardian, or grandparent with custody of a child in kindergarten, grades 1-12, inclusive, or a licensed day care center and you wish to take time off to visit your child's school for a school activity, you may take off up to eight hours each calendar month (up to a maximum of 40 hours each calendar year), per child, provided you give reasonable notice to the Principal of your planned absence. Employees wishing to take leave for a child's school activities must utilize their existing vacation time in order to be paid by the school. Employees who do not have vacation time available will take the time off without pay. CNCA requires documentation from the school noting the date and time of your visit.

If both parents of a child work for CNCA, only one parent--the first to provide notice--may take the time off, unless CNCA approves both parents taking time off simultaneously.

You may also be granted time off to attend a school conference involving the possible suspension of your child. Please contact your supervisor if time off may be needed for this reason.

8. Time Off for Adult Literacy Programs

Camino Nuevo Charter Academy may make reasonable accommodations for any employee who reveals a literacy problem and requests that CNCA assist in enrolling in an adult literacy program, unless undue hardship to CNCA would result.

CNCA may also assist employees who wish to seek literacy education training by providing employees with the location of local literacy programs.

CNCA will take reasonable steps to safeguard the privacy of any employee who identifies as an individual with a literacy problem. Any employee who wishes to identify as an individual with a literacy problem may contact the Principal directly. Further, individuals who are performing satisfactorily will not be subject to termination of employment because they have disclosed literacy problems.

While CNCA generally encourages employees to improve their literacy skills, CNCA will not reimburse employees for the costs incurred in attending a literacy program. Nonexempt employees may use vacation pay to make up for work that is missed to attend literacy classes.

9. Lactation Accommodation

~~CNCA will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. This break time will run concurrently with any break time already provided to the employee, if possible. Employees who wish to express breast milk are required to use any paid rest break time already provided by law. If the employee needs a reasonable amount of additional time for expressing milk beyond the normal paid rest break, the time will be provided. Employees may also choose to use their unpaid lunch break time to express breast milk, but this does not relieve CNCA of the responsibility to provide reasonable additional time along with rest breaks.~~

~~CNCA will make reasonable efforts to ensure the employee can express milk in a private place other than a bathroom, in close proximity to an employee's work area, shielded from view and free from intrusion ~~room that is not a bathroom, has a door that locks, and is in close proximity to the employee's work area.~~ The space will be safe, clean, and free of toxic or hazardous materials; contain a surface to place a breast pump and other personal items; contain seating; and have access to electricity or alternative devices (such as extension cords or charging stations) allowing operation of an electric or battery-powered breast pump. CNCA will ensure the employee has access to a sink with running water and a refrigerator suitable for storing breast milk close to the employee's workspace. If a refrigerator cannot be provided, CNCA may provide another cooling device suitable for storing milk, such as a cooler.~~

~~CNCA will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. This break time will run concurrently with any break time already provided to the employee, if possible. CNCA will make reasonable efforts to ensure the employee can express milk in a private room that is not a bathroom, has a door that locks, and is in close proximity to the employee's work area.~~

XI. TERMINATION

This section XI does not apply to members of the certificated bargaining unit, whose procedures for termination are addressed in the collective bargaining agreement.

A. VOLUNTARY TERMINATIONS

Voluntary terminations ~~results~~result when an employee voluntarily resigns from their employment, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by the employee's supervisor. CNCA asks that you give at least two weeks written notice. This will provide CNCA the opportunity to make the necessary adjustments in operations. All CNCA property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment. CNCA retains the right to accept your resignation immediately and pay you the amount of straight time compensation you would have earned in place of any further performance.

B. INVOLUNTARY TERMINATIONS

An involuntary termination is initiated by Camino Nuevo Charter Academy.

C. REDUCTIONS IN FORCE

While CNCA hopes to continue growing and providing employment opportunities, business conditions, student demands, and other factors are unpredictable. Changes or downturns in any of these or other areas could create a need to restructure or reduce the number of people employed. In light of these uncertainties, please be advised that it may become necessary to conduct layoffs at some point in the future.

In the event that CNCA determines to lay off any employee or a number of employees, CNCA retains full discretion to select which employee(s) will be laid off. If restructuring or reducing the number of employees becomes necessary, CNCA will attempt to provide advance notice, if possible, to help prepare affected individuals. While CNCA retains full discretion, some of the relevant factors might include CNCA's operational requirements and the skill, productivity, ability, and past performance of those involved.

D. SEPARATION PROCESS

After an employee terminates their employment with CNCA, either voluntary or involuntary, they must complete the separation process.

1. The first step in the separation process is to complete the separation paperwork. The separation paperwork consists of:

- a) Notice of change in relationship form – this form is used to acknowledge that both the employee and CNCA recognize that the employee's status has changed due to terminations, whether voluntary or involuntary.
- b) COBRA Election form & COBRA letter – this form is given to employees who were eligible for insurance benefits during their employment at CNCA. Employees may choose to continue their benefit coverage, at their own cost, through the COBRA plan.
- c) Exit Interview – whenever possible an exit interview will be conducted in order for the school to receive feedback and suggestion on any areas of improvement and growth or areas of strength.
- d) "For Your Benefit" booklet – this booklet is given to all employees to inform them about unemployment insurance.

2. The employee must return any school property that may have been issued to him or her during employment (i.e. keys, credit card, cell phone, etc.).

3. If the termination of employment was voluntary, employees will receive their paycheck within three days of their termination date. If termination was involuntary, employees will receive their paycheck on their termination date.



ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that I have received a copy of the Camino Nuevo Charter Academy (CNCA) Employee Handbook and understand that it sets forth some of the terms and conditions of my duties, responsibilities, and obligations of employment with Camino Nuevo Charter Academy. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in this handbook and to abide by the rules, policies, and standards set forth in this handbook.

Employee Signature

Date

Employee Name [printed]

Cover Sheet

Camino Nuevo Early Childhood Education Center Covid-19 Verification of Closure

Section: III. Consent Agenda
Item: B. Camino Nuevo Early Childhood Education Center Covid-19 Verification
of Closure
Purpose: Vote
Submitted by: Tammy Stanton, CFO
Related Material:

Verification of Closure - Contractor Information (CA Dept of Education)-ECE.pdf

BACKGROUND:

Certification form to be submitted to CDE confirming ECE location is co-located on the CNCA campus.

RECOMMENDATION:

Approve

California Department of Education
September 2020

Verification of Closure of Early Learning and Childcare Programs on a Local Education Agency Campus

Contractor Name: Camino Nuevo Charter Acad

Vendor Number: 19C293

County: Los Angeles

Contract Type(s): CSPP and CPKS

Facility Address(es): 661 S. Burlington Ave., Los

Name of Local Education Agency: Camino Nuevo Charter Acad

The above early learning and care (ELC) program(s) are located on a Local Education Agency (LEA) campus that is closed for in-person instruction due to a local or state public health order or guidance, and the ELC program has been required to close by the LEA governing authority.

In accordance with SB 820, the governing authority of the LEA will discuss in a public hearing the LEA or community-based organization ELC program closure, and will prepare a plan for safely reopening the ELC program no later than when the LEA campus reopens for in-person instruction.

Name and Title of LEA Authority Requiring Closure:

Camino Nuevo Charter Acad

Signature of LEA Governing Authority:

Date:

Signature of Contractor's Authorized Representative:

Date:

Cover Sheet

CNCA #4 - Cisneros - Public School Choice Facilities Agreement Amendment

Section: III. Consent Agenda
Item: C. CNCA #4 - Cisneros - Public School Choice Facilities Agreement
Amendment
Purpose: Vote
Submitted by: Tammy Stanton, CFO

Related Material:

PSC-Facilities Agreement Amendment for Camino Nuevo Charter Academy @ Cisneros.pdf

BACKGROUND:

The CNCA #4 - Cisneros is located on a Public School Choice (PSC) Facility. The LAUSD issued an amendment to the PSC Facility Agreement to align with the pending charter renewal. When the charter is renewed the PSC facility term is also renewed.

RECOMMENDATION:

Approve

AMENDMENT
to
PUBLIC SCHOOL CHOICE
FACILITIES AGREEMENT

This AMENDMENT is made by and between LOS ANGELES UNIFIED SCHOOL DISTRICT (“LAUSD”), a school district duly formed and existing under the laws of the State of California, and CAMINO NUEVO CHARTER ACADEMY # 4 (“OPERATOR”),

W I T N E S S E T H:

WHEREAS, LAUSD is the owner of that certain school campus known as Sandra Cisneros Learning Academy as of the date of this Amendment (the “School”);

WHEREAS, LAUSD and OPERATOR entered into that certain Public School Choice Facilities Agreement dated July 1, 2011 (“FA”), as may have been amended by the parties, which allows OPERATOR to occupy the School in accordance with Applicable Laws, LAUSD standards, policies and bulletins pertaining to the use, maintenance and repairs or improvements of the School, and the terms and conditions contained therein;

WHEREAS, OPERATOR submitted a charter petition to LAUSD for renewal on August 31, 2020 for that charter school known as Camino Nuevo Charter Academy # 4;

WHEREAS, in accordance with Exhibit A, Section A2, the Term of the FA may be extended upon mutual agreement of the parties and approval of LAUSD’s Board of Education (“Board”);

NOW, THEREFORE, for good consideration had and received, LAUSD and OPERATOR hereby agree as follows:

1. Good Standing of OPERATOR. OPERATOR hereby represents and warrants that as of the date of this Amendment, OPERATOR is a validly formed legal entity as indicated below and organized and in good standing under the laws of the State of California:

- California public benefit corporation
- California corporation
- Other identified as _____

OPERATOR shall provide evidence of its legal status and good standing upon request of LAUSD.

2. Term. The term of the FA shall extend for a period not exceeding five (5) years. OPERATOR agrees that if the renewal of its Approved Charter Petition, as this term is defined in the FA, is approved the extension of the Term shall begin on July 1, 2021 (“Commencement Date”) and expire on June 30, 2026, which cannot be later than the expiration date of the renewed charter petition (“Expiration Date”). Notwithstanding any provision, the FA may

terminate prior to the Expiration Date pursuant to the terms and conditions set forth in the FA, or upon the termination of either the Public School Choice program or the designation of the School as Public School Choice school subject to Section 3 below.

3. Public School Choice. The Public School Choice program was developed by LAUSD to provide another choice in education by allowing third-party educational providers to propose innovative educational curriculums and plans at selected LAUSD schools. LAUSD may terminate either the Public School Choice program or the designation of a school as a Public School Choice school, as it deems appropriate. If the Public School Choice program or the designation of the School as a Public School Choice school is terminated, LAUSD and OPERATOR agree that OPERATOR shall prepare and submit amended provisions of its Approved Charter Petition and submit the proposed amendments of the Approved Charter Petition to LAUSD consistent with LAUSD's Administrative Procedures for Charter Schools Authorizing: Material Revisions section. OPERATOR shall submit to LAUSD said proposed, amendments to the Approved Charter Petition within thirty (30) calendar days from the date of the Board's action to terminate the Public School Choice program or remove the designation of the School as a Public School Choice school.

a. If the Public School Choice program or the designation of the School as a Public School Choice school is terminated before November 1st of the then current school year, OPERATOR shall submit to LAUSD a legally sufficient Proposition 39 facilities request (including, but not limited to, reasonable projections of in-district and total average daily attendance ("ADA") and in-district and total classroom ADA in the forthcoming fiscal year that can reasonably be accommodated at the School). OPERATOR may continue operating at the School up to but not beyond June 30th of the then current school year under the terms and conditions of the FA, and the Expiration Date of the FA shall be deemed to be June 30th of the then current school year so long as: (i) OPERATOR is in good standing under its identified legal entity (identified in Section 1 above); (ii) its Approved Charter Petition is valid and in effect; and (iii) OPERATOR is in good standing under the FA.

b. If the Public School Choice program or the designation of the School as a Public School Choice school is terminated at any time after November 1st of the then current school year, OPERATOR may continue operating at the School for the then current school year and up to but not beyond June 30th of the next immediate school year under the terms and conditions of the FA, and the Expiration Date of the FA shall be deemed to be June 30th of said next immediate school year so long as: (i) OPERATOR satisfies those conditions in Section 3.a(i), (ii) and (iii) above; and (ii) OPERATOR submits to LAUSD a legally sufficient Proposition 39 facilities request (including, but not limited to, reasonable projections of in-district and total average daily attendance ("ADA") and in-district and total classroom ADA in the forthcoming fiscal year that can reasonably be accommodated at the School) within thirty (30) calendar days from the date of the Board's action to terminate the Public School Choice program or remove the designation of the School as a Public School Choice school. OPERATOR understands and agrees that if OPERATOR does not submit a legally sufficient Proposition 39 facilities request as required in this Section 3.b (ii), OPERATOR may not be allocated use of any LAUSD school in the school year immediately following the then current school year.

As an example, and not as a limitation, the Public School Choice program is terminated by Board action on January 13, 2015. A charter school operating a Public School Choice school may continue to operate at said school for the remainder of the 2014-2015 school year and the entire 2015-2016 school year so long as it satisfies Section 3.1(i), (ii) and (iii), and submits a legally sufficient Proposition 39 facilities request (including, but not limited to, reasonable projections of in-district and total ADA and in-district and total classroom ADA that can reasonably be accommodated at the School), on or before February 12, 2015.

4. Conflicts. In the event of any conflict between the FA and this Amendment, the terms and conditions of this Amendment shall supersede on the issues addressed herein.

5. Effective Date. The Effective Date of this Amendment shall be the last date set forth below. This Amendment shall become effective and go into effect upon full execution by LAUSD and OPERATOR (subject to approval by the Board).

6. Corrective Action Notice. LAUSD discloses that its Office of Environmental Health & Safety provided ATTACHMENT 1, attached hereto and incorporated herein by reference, that lists the corrective action notice(s) (“CAN”) for the School. OPERATOR shall review ATTACHMENT 1 and, within 30 days of its execution of this Amendment, OPERATOR shall provide to LAUSD its plan and timeline to resolve each CAN to the reasonable satisfaction of LAUSD. OPERATOR agrees to complete the work necessary to resolve each CAN within six (6) months of its execution of this Amendment; provided, that if any CAN remains unresolved after said six (6) month period, LAUSD may (but shall not be obligated to) elect to perform the work to resolve the CAN(s) and OPERATOR agrees to reimburse LAUSD for its expenses in performing such work.

7. City of Los Angeles Senior Center. LAUSD and OPERATOR acknowledge that the City of Los Angeles currently operates a senior center at the School. Both party presumes the City of Los Angeles will continue to operate a senior center at the School.

IN WITNESS WHEREOF, LAUSD and OPERATOR have executed this Amendment on the dates set forth adjacent to their respective signatures.

“OPERATOR”

Date: _____

By _____
Name _____
Its _____

“LAUSD”

Date: _____

By _____

Name _____
Its _____

Attachment 1

OEHS Corrective Action Notice



Open Deficiencies : CAMINO NUEVO ACAD#4

1018 MOHAWK ST, LOS ANGELES, CA 90026



Facilities Principal's Corner

OEHS Links ▾

Search by School ▾

🏠 FSD Home

Login

Register

Deficiency responses must be certified by the respective school principal, use the 'Login' option to perform this task.

5 Open Deficiencies | [Download Data](#)

20 ▾

Deficiency ID ↕	Priority ▾	Created Date ↕	Due Date ↕	Responsible Party ↕	Area ↕	Corrective Action	Comments
28367106	Level 2	05/23/2018	06/22/2018	Facilities	Kitchen Staff Restroom	Mitigate insect infestation (e.g., ants, cockroaches, termites). If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	While sampling the kitchen staff restroom, OEHS noticed approximately five to six dead American Cockroaches in the overhead light fixture.
28346864	Level 1	06/10/2016	06/10/2016	School	Girls Restroom (Middle School - 1st Floor Main Building)	Restrict access by students and staff until OEHS has authorized occupancy.	On 06/10/16, OEHS conducted a visual clearance of the Main Building 1st Floor: Girls Middle School Restroom in response to a sewage spill clean up. OEHS observed residual from the sewage release on the floor and drains. The area must remain off limits until
28346865	Level 1	06/10/2016	06/10/2016	School	Lunch Shelter	Restrict access by students and staff until OEHS has authorized occupancy.	On 06/10/16, OEHS conducted an inspection of the Lunch Shelter in response to a sewage spill clean up. OEHS observed residual from the sewage release and the Lunch Shelter must remain off limits until it is re-cleaned, pending sampling results, and OEHS c
28346888	Level 1	06/20/2016	06/20/2016	School	Lunch Shelter	Restrict access by students and staff until OEHS has authorized occupancy.	OEHS received the laboratory analytical results for samples collected from the Lunch Shelter on 06/17/16 in response to a sewage stoppage cleanup. The Lunch Shelter will remain off limits until this area is re-cleaned, samples are collected, lab results p
28346867	Level 1	06/14/2016	06/14/2016	School	Lunch Shelter	Restrict access by students and staff until OEHS has authorized occupancy.	OEHS received the laboratory analytical results for samples collected from the Lunch Shelter on 06/13/16 in response to a sewage stoppage cleanup. The Lunch Shelter will remain off limits until this area is re-cleaned, samples are collected, lab results p

Cover Sheet

2020-21 LAUSD Compliance Certification

Section: III. Consent Agenda
Item: D. 2020-21 LAUSD Compliance Certification
Purpose: Vote
Submitted by: Esperanza Bacilio, Dir. of Operations

Related Material:

Charter School Compliance Monitoring 2020-2021 CNCA 1 BOD Review.pdf
Charter School Compliance Monitoring 2020-2021 CNCA 2 BOD Review.pdf
Charter School Compliance Monitoring 2020-2021 CNCA 4 BOD Review.pdf
Charter School Compliance Monitoring 2020-2021 CNES 3 BOD Review.pdf
Charter School Compliance Monitoring 2020-2021 CNHS 2 BOD Review.pdf
Charter School Compliance Monitoring 2020-2021 CNHS BOD Review.pdf

BACKGROUND:

2020-21 LAUSD Compliance Monitoring Certifications: CNCA #1, CNCA #2, CNCA #3, CNCA #4, CNHS #1, CNHS #2 - LAUSD monitors each charter public school's compliance with the applicable legal, charter, and policy requirements. The compliance monitoring certification is designed to serve as a formal acknowledgment from charter school governing boards of their review.

*Note: certification page will be sent to board chair via AdobeSign for signature.

RECOMMENDATION:

Approve



LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

333 South Beaudry Avenue, 20th Floor, Los Angeles, CA 90017
Office: (213) 241-0399 ♦ Prop. 39: (213) 241-5130 ♦ Fax: (213) 241-2054

AUSTIN BEUTNER
Superintendent

VERONICA ARREGUIN
Chief Strategy Officer

JOSÉ COLE-GUTIÉRREZ
Director, Charter Schools Division

CHARTER SCHOOL COMPLIANCE MONITORING 2020-2021

Dear Charter School Governing Board President and Charter School Leaders:

As part of its oversight responsibility set forth in California Education Code § 47604.3, the LAUSD, through the Charter Schools Division (CSD), monitors each charter public school's compliance with applicable legal, charter, and policy requirements. The CSD's compliance oversight process encompasses three important actions by each charter school:

- (1) **School Administrator's Certification**: As the CSD continues its focus on ensuring that the well-being of students remains first and foremost, **by October 23, 2020**, (designed to be aligned with the six week deadline for Child Abuse Mandated Reporter training) as part of the school's Q1 electronic submission of documents, we request that the school site administrator submit the attached certification confirming the school's implementation of safety measures at the beginning of the school year. This beginning of the year certification by the school administrator informs the governing board and supports the school in ensuring that critical organizational and management systems are in place as the school year begins, as these requirements greatly impact students, staff and the public. **Please return the entire document with only the school administrator's columns completed, along with the administrator's signature no later than October 23, 2020.**
- (2) **Certification of Board Compliance Review**: As in previous years, and as part of the Governing Board's fulfillment of its fiduciary governance responsibility to ensure that the charter school complies with all applicable laws and other requirements, it is critical that the school's Governing Board periodically review, discuss, monitor, and modify, if necessary, the school's policies and systems for compliance with such requirements. **Please complete and sign the *final* certification at the end of the attached document, *Compliance Monitoring and Certification of Board Compliance Review 2020-2021*, and return the entire document, (including the administrator's certification from the first submission). Please include the relevant Board agenda(s) and minutes as evidence of the Governing Board's review of these items and submit to the Charter Schools Division via Dropbox no later than January 8, 2021.**

The CSD is very much aware and acknowledges that governing boards provide fiduciary oversight and hire a leader (or leaders) to execute day-to-day operations and appropriately delegated functions. Moreover, the charter school's governing board is the first line of charter school oversight. As part of the District's oversight process, this certification is intended to serve as a formal acknowledgement from charter school governing boards of their review and appropriate due diligence in these key areas as part of their own organizational oversight function. This annual certification also provides charter governing boards an opportunity to confirm with their school leadership that systems are/remain in place to fulfill these critical requirements that impact students, staff, and the public.

- (3) Documentation of Compliance: As we have historically done, the CSD will review documentation of compliance with several key legal requirements as part of this year's annual performance-based oversight visit to each charter school. To facilitate effective and efficient compliance review on the day of the visit, please adhere to the guidance provided in the *Annual Performance-Based Oversight Visit Preparation Guide 2020-2021* for the preparation of the school's compliance documentation. Please ensure that this documentation is current, complete, and accurate. The "Supporting Documentation" column of the table in the attached *Compliance Monitoring and Certification of Board Compliance Review 2020-2021* may provide useful support and assistance in this endeavor.

We appreciate your continued collaboration and cooperation as we work together so that all youth achieve in healthy and safe environments. Should you have questions, please contact your assigned CSD administrator.

Best wishes,

José Cole-Gutiérrez
Director, Charter Schools Division

COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2020-2021

School Name: **Camino Nuevo Charter Academy**

Board President Name: **Cindy Smet**

Charter Management Organization: **Camino Nuevo Charter Academy**

LAUSD Loc. Code: **2017**

INSTRUCTIONS: This Compliance Monitoring and Certification Checklist needs to be submitted twice but both certifications must be completed on the same form.

First submission should be completed by checking each appropriate box (Compliant **OR** In Process) for items 1-23; school administrator needs sign and date the certification page and submitted all pages no later than October 23, 2020 via Dropbox.

Second submission needs to be completed by checking each appropriate items 1-23 under the board certification column, Board Chair needs to sign the certification page and submit with supporting documentation such as the Board Agenda where item was discuss, Board Minutes and Board Agenda approving the minutes no later than January 8, 2021 via Dropbox.

Note: Checklist boxes cannot be left uncheck for any of the items unless you indicated Not Applicable (N/A). Compliance Certification with wet signatures must remain at the school site and be available for review upon request by the oversight team at any time.

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
		COMPLIANT	REQUIREMENT IN PROCESS	
1. The charter school maintains timely and current verification of criminal background and TB clearances for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., CA Ed. Code § 47605(b)(5)(F); CA Ed. Code §§ 45122.1 and 45125.1; CA Ed. Code § 49406.	Documentation that the school has at least one DOJ-confirmed Custodian of Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Certification of Clearances, Credentialing and Mandated Reporter Training 2020-2021" form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
	Completed and signed "Criminal Background Clearance Certification" for each faculty and staff member to certify criminal background clearance prior to employment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of timely DOJ and TB clearances by all contracting entities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements under AB 1667.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Teachers (including but not limited to English language arts, social studies, science, and mathematics) hold an EL Certification and a valid Commission on Teacher Credentialing Certificate, permit, or other documents equivalent to that which a teacher in other public schools would be required to hold per federal and state law, ESSA. See Ed. Code § 47605(l).	For each certificated staff member: Credential(s) are appropriate for the position(s) to which the person has been assigned, and are in alignment with AB 1505 and applicable law	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a. The administration and board have a system in place for reporting applicable employee misconduct to the Commission on Teacher Credentialing.	Internal human resources procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Charter Schools Division has been provided with, and parents have access to, the school's most current contact information for each Governing Board member and the 2020-2021 Board meetings calendar . See current <i>Federal, State, and District Required Language for Independent Charter School Petitions (New and Renewal) and Material Revisions (FSDRL)</i> .	Accurate and updated school contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accurate and updated list/roster of Governing Board members and contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Calendar of Governing Board meeting dates and location(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Charter school complies with the pre- and post-lottery and enrollment forms guidelines. See <i>Admissions Requirements and Materials</i> (August 2011).	Lottery form and enrollment packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Charter school shall ensure that staff receives annual training on the charter school's health, safety, and emergency procedures , and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to: a. Health, Safety and Emergency Preparedness Plan (School Safety Plan) (see, e.g., CA Ed Code 32280-32289) b. Child Abuse Mandated Reporter training (see AB 1432 (2014); Ed. Code § 44691; Penal Code § 11165.7) c. Blood borne Pathogens training (see 8 CCR § 5193) d. Pupil Suicide Prevention Policy, AB 2246 (2016)	Comprehensive Health, Safety, and Emergency Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Documentation of emergency drills and preparedness training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Documentation of timely and compliant Child Abuse Mandated Reporter training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of annual Blood borne Pathogens training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of Pupil Suicide Prevention Policy training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Co-location Charters only- The school administrator and governing board acknowledges and understands that the independent charter school follows applicable District policy, including the District School Safety Plan, as a co-location school.	Participation in District and site level co-location meetings Review of Policy Bulletin-5532.1 Meeting with local district site principal for additional information and questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The charter school has either implemented the LAUSD English Learner Master Plan or updated and implemented its own master plan in accordance with English Language Master Plan requirements. See current FSDRL and 2020-2021 Opening Letter.	EL Certification Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EL Master Plan has been updated (if the school has not adopted the LAUSD EL Master Plan)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
8. The charter school's school climate and student discipline systems and procedures align with LAUSD's Discipline Foundation Policy and School Climate Bill of Rights . See current FSDRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and School Climate Bill of Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of the tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Charter School shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements , and make such outcome data readily available to the LAUSD upon request. The charter school submits student suspension and expulsion data to the Office of Data and Accountability on a monthly basis. See current FSDRL.	Monthly suspension and expulsion reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Charter School ensures that any and all school communications, including the Parent Student Handbook , are consistent with the provisions of school's approved charter as well as applicable law (e.g., translation required in the target language if Charter School has 15% of more of Stakeholders who speak that language.)	Parent Student Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The charter school's occupancy and use of facilities shall be in compliance with applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, and the Americans with Disability Act. See Ed. Code § 47610; See current FSDRL.	Current and appropriate Certificate of Occupancy or equivalent; documentation of compliance with fire-life-safety requirements; other required documentation (for any school site not located on District property)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The charter school complies with all federal and state laws related to public entities , including, but not limited to: <ul style="list-style-type: none"> • Ralph M. Brown Act, Gov. Code §§ 54950-54963 • Political Reform Act, Gov. Code §§ 81000-91015 	Board meeting agendas and minutes for the past 12 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verification of compliant public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
<ul style="list-style-type: none"> Public Records Act, Gov. Code §§ 6250-6276.48 <p>See current FSDRL.</p>	posting of Board agendas, including on the school website			
	Evidence of Brown Act training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Forms 700	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	School policy for responding to Public Records Act requests	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The charter school ensures that its Articles of Incorporation are current and appropriate for the operation of the charter school.	Corporate papers, including any and all Articles of Incorporation (initial documents and any subsequent amendments), for entities affiliated with the charter school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. By-laws are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The charter school meets the provisions of eligibility and/or is a participant of state and federal programs and/or grants , which may include but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Prop 20 – State Lottery, Education Protection Act, Special Education §56000, SB 740, and all other federal and state programs in which the charter school participates.	[See “Fiscal Review” in the <i>Annual Performance-Based Oversight Visit Preparation Guide</i> for list of documentation to be provided to the CSD Fiscal Team]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The charter school implements Uniform Complaint Procedure policies and procedures with appropriate corresponding forms and documents, readily available to stakeholders at the school site and on the school’s website, that are compliant with federal and state requirements., See, e.g., guidance provided at http://www.cde.ca.gov/re/cp/uc/	The governing board has reviewed the school’s: <ul style="list-style-type: none"> UCP policies UCP procedures UCP forms 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
<p>17. The charter school, as a recipient of federal reimbursement for the National School Lunch/Breakfast program and/or as a school on District property, has adopted a Local School Wellness Policy. See Healthy, Hunger Free Kids Act of 2010 (Public Law 111–296); Child Nutrition and WIC Reauthorization Act of 2004.</p> <p>Note: Even if the charter school is not participating in the National School Lunch or Breakfast program, and is not located on District property, development and adoption of an equivalent Wellness Policy likely would benefit the school and its students.</p>	Local School Wellness Policy, including evidence of stakeholder input in the development of the policy and annual progress report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>18. The governing board oversees the development of and approves/adopts the stakeholder engagement process, the COVID-19 Operations Written Report that aligns with Governor Newsom-issued Executive Order N-56-20 on responding to COVID-19, and the school’s Learning Continuity and Attendance Plan and its Budget Overview for Parents pursuant to Senate Bill 98 (SB 98). The Learning Continuity Plan replaces the Local Control Accountability Plan (LCAP) for the 2020–21 school year and supersedes the requirements in Executive Order N-56-20.</p>	Documentation of stakeholder engagement, including Board Meeting Agendas, Board Minutes, and the COVID-19 Operations Written Report, Learning Continuity and Attendance Plan, and Budget Overview for Parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. The charter school ensures compliance with the LAUSD’s Keeping Parents Informed: Charter Public School Transparency Resolution of January 12, 2016, which includes documents available both manually and electronically, and if the charter school occupies a building on the AB300 list (seismic safety survey), it has posted a notice of such status in its main office.</p>	Documentation of discussion by the Governing Board including Board Meeting Agendas and Board Minutes and review that documentation is available both manually and electronically	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. The charter school ensures that it is in compliance with all applicable state law regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and Chapter 5.5 (commencing with Section 48850) of Part 27 of Division 4 of Title 2 of the Education Code, as amended from time to time.</p>	Documentation of compliance with the requirements, which may include but is not limited to, the name of the charter school’s designee and the partial credit policy, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
21. Schools Serving Grade 9 only: The charter school complies with all applicable requirements of the California Mathematics Placement Act of 2015)	Documentation of the adoption of the charter school's established policy in compliance with the California Mathematics Placement Act of 2015, including the Board Meeting Agendas and Board Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. The charter school complies with all applicable requirements of AB 2246: Pupil Suicide Prevention Policies. (Schools serving Grades 7-12). If the charter school is co-located on District property (Prop 39), the school administrator must access training via the District's website through MyPLN.	Documentation of the adoption of the charter school's policy established in compliance with the AB 2246, including the Board Meeting Agendas and Board Minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For High Schools Only: The charter school has obtained WASC accreditation and UCOP Doorways Course Approval.	Charter school approvals are listed on the WASC website and UCOP Doorways website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The charter school complies with all applicable requirements of AB 543 regarding sexual harassment notifications (Schools serving Grades 9-12).	Verification of pupils being notified in accordance with AB 543 requirements, including displaying a poster in bathrooms and locker rooms at the schoolsite.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. The charter school complies with all applicable requirements of AB 605 pertaining to school-purchased technology devices for individuals with exceptional needs.	Documentation of compliance with the requirements, which may include but is not limited to, how students were provided access to devices in order to receive a free appropriate public education.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW

(By Friday, October 23, 2020)

The undersigned hereby certifies that, on _____ the School Administrator of
Date(s)

Name of Charter School
 reviewed the school's compliance related policies, systems, and procedures.

<small>Printed Name of School Administrator</small>	<small>Signature of School Administrator</small>	<small>Date Signed</small>

CERTIFICATION OF BOARD COMPLIANCE REVIEW

(By Friday, January 8, 2021)

The undersigned hereby certifies that, on 11/10/2020, the Governing Board of
Date(s)

Camino Nuevo Charter Academy

Name of Charter School
 reviewed the school's compliance related policies, systems, and procedures. **

This certification includes the following relevant documentation:

- Board Agenda where item was discussed
- Board Minutes
- Board Agenda Approving the Minutes

Cindy Smet		
<small>Printed Name of Governing Board Chair</small>	<small>Signature of Governing Board Chair</small>	<small>Date Signed</small>



LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

333 South Beaudry Avenue, 20th Floor, Los Angeles, CA 90017
Office: (213) 241-0399 ♦ Prop. 39: (213) 241-5130 ♦ Fax: (213) 241-2054

AUSTIN BEUTNER
Superintendent

VERONICA ARREGUIN
Chief Strategy Officer

JOSÉ COLE-GUTIÉRREZ
Director, Charter Schools Division

CHARTER SCHOOL COMPLIANCE MONITORING 2020-2021

Dear Charter School Governing Board President and Charter School Leaders:

As part of its oversight responsibility set forth in California Education Code § 47604.3, the LAUSD, through the Charter Schools Division (CSD), monitors each charter public school's compliance with applicable legal, charter, and policy requirements. The CSD's compliance oversight process encompasses three important actions by each charter school:

- (1) **School Administrator's Certification**: As the CSD continues its focus on ensuring that the well-being of students remains first and foremost, **by October 23, 2020**, (designed to be aligned with the six week deadline for Child Abuse Mandated Reporter training) as part of the school's Q1 electronic submission of documents, we request that the school site administrator submit the attached certification confirming the school's implementation of safety measures at the beginning of the school year. This beginning of the year certification by the school administrator informs the governing board and supports the school in ensuring that critical organizational and management systems are in place as the school year begins, as these requirements greatly impact students, staff and the public. **Please return the entire document with only the school administrator's columns completed, along with the administrator's signature no later than October 23, 2020.**
- (2) **Certification of Board Compliance Review**: As in previous years, and as part of the Governing Board's fulfillment of its fiduciary governance responsibility to ensure that the charter school complies with all applicable laws and other requirements, it is critical that the school's Governing Board periodically review, discuss, monitor, and modify, if necessary, the school's policies and systems for compliance with such requirements. **Please complete and sign the *final* certification at the end of the attached document, *Compliance Monitoring and Certification of Board Compliance Review 2020-2021*, and return the entire document, (including the administrator's certification from the first submission). Please include the relevant Board agenda(s) and minutes as evidence of the Governing Board's review of these items and submit to the Charter Schools Division via Dropbox no later than January 8, 2021.**

The CSD is very much aware and acknowledges that governing boards provide fiduciary oversight and hire a leader (or leaders) to execute day-to-day operations and appropriately delegated functions. Moreover, the charter school's governing board is the first line of charter school oversight. As part of the District's oversight process, this certification is intended to serve as a formal acknowledgement from charter school governing boards of their review and appropriate due diligence in these key areas as part of their own organizational oversight function. This annual certification also provides charter governing boards an opportunity to confirm with their school leadership that systems are/remain in place to fulfill these critical requirements that impact students, staff, and the public.

- (3) Documentation of Compliance: As we have historically done, the CSD will review documentation of compliance with several key legal requirements as part of this year's annual performance-based oversight visit to each charter school. To facilitate effective and efficient compliance review on the day of the visit, please adhere to the guidance provided in the *Annual Performance-Based Oversight Visit Preparation Guide 2020-2021* for the preparation of the school's compliance documentation. Please ensure that this documentation is current, complete, and accurate. The "Supporting Documentation" column of the table in the attached *Compliance Monitoring and Certification of Board Compliance Review 2020-2021* may provide useful support and assistance in this endeavor.

We appreciate your continued collaboration and cooperation as we work together so that all youth achieve in healthy and safe environments. Should you have questions, please contact your assigned CSD administrator.

Best wishes,

José Cole-Gutiérrez
Director, Charter Schools Division

COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2020-2021

School Name: **Camino Nuevo Charter Academy**

Board President Name: **Cindy Smet**

Charter Management Organization: **Camino Nuevo Charter Academy 2**

LAUSD Loc. Code: **5987**

INSTRUCTIONS: This Compliance Monitoring and Certification Checklist needs to be submitted twice but both certifications must be completed on the same form.

First submission should be completed by checking each appropriate box (Compliant **OR** In Process) for items 1-23; school administrator needs sign and date the certification page and submitted all pages no later than October 23, 2020 via Dropbox.

Second submission needs to be completed by checking each appropriate items 1-23 under the board certification column, Board Chair needs to sign the certification page and submit with supporting documentation such as the Board Agenda where item was discuss, Board Minutes and Board Agenda approving the minutes no later than January 8, 2021 via Dropbox.

Note: Checklist boxes cannot be left uncheck for any of the items unless you indicated Not Applicable (N/A). Compliance Certification with wet signatures must remain at the school site and be available for review upon request by the oversight team at any time.

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
		COMPLIANT	REQUIREMENT IN PROCESS	
1. The charter school maintains timely and current verification of criminal background and TB clearances for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., CA Ed. Code § 47605(b)(5)(F); CA Ed. Code §§ 45122.1 and 45125.1; CA Ed. Code § 49406.	Documentation that the school has at least one DOJ-confirmed Custodian of Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Certification of Clearances, Credentialing and Mandated Reporter Training 2020-2021" form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
	Completed and signed "Criminal Background Clearance Certification" for each faculty and staff member to certify criminal background clearance prior to employment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of timely DOJ and TB clearances by all contracting entities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements under AB 1667.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Teachers (including but not limited to English language arts, social studies, science, and mathematics) hold an EL Certification and a valid Commission on Teacher Credentialing Certificate, permit, or other documents equivalent to that which a teacher in other public schools would be required to hold per federal and state law, ESSA. See Ed. Code § 47605(l).	For each certificated staff member: Credential(s) are appropriate for the position(s) to which the person has been assigned, and are in alignment with AB 1505 and applicable law	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a. The administration and board have a system in place for reporting applicable employee misconduct to the Commission on Teacher Credentialing.	Internal human resources procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Charter Schools Division has been provided with, and parents have access to, the school's most current contact information for each Governing Board member and the 2020-2021 Board meetings calendar . See current <i>Federal, State, and District Required Language for Independent Charter School Petitions (New and Renewal) and Material Revisions (FSDRL)</i> .	Accurate and updated school contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accurate and updated list/roster of Governing Board members and contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Calendar of Governing Board meeting dates and location(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Charter school complies with the pre- and post-lottery and enrollment forms guidelines. See <i>Admissions Requirements and Materials</i> (August 2011).	Lottery form and enrollment packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Charter school shall ensure that staff receives annual training on the charter school's health, safety, and emergency procedures , and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to: a. Health, Safety and Emergency Preparedness Plan (School Safety Plan) (see, e.g., CA Ed Code 32280-32289) b. Child Abuse Mandated Reporter training (see AB 1432 (2014); Ed. Code § 44691; Penal Code § 11165.7) c. Blood borne Pathogens training (see 8 CCR § 5193) d. Pupil Suicide Prevention Policy, AB 2246 (2016)	Comprehensive Health, Safety, and Emergency Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Documentation of emergency drills and preparedness training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Documentation of timely and compliant Child Abuse Mandated Reporter training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of annual Blood borne Pathogens training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of Pupil Suicide Prevention Policy training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Co-location Charters only- The school administrator and governing board acknowledges and understands that the independent charter school follows applicable District policy, including the District School Safety Plan, as a co-location school.	Participation in District and site level co-location meetings Review of Policy Bulletin-5532.1 Meeting with local district site principal for additional information and questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The charter school has either implemented the LAUSD English Learner Master Plan or updated and implemented its own master plan in accordance with English Language Master Plan requirements. See current FSDRL and 2020-2021 Opening Letter.	EL Certification Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EL Master Plan has been updated (if the school has not adopted the LAUSD EL Master Plan)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
8. The charter school's school climate and student discipline systems and procedures align with LAUSD's Discipline Foundation Policy and School Climate Bill of Rights . See current FSDRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and School Climate Bill of Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of the tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Charter School shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements , and make such outcome data readily available to the LAUSD upon request. The charter school submits student suspension and expulsion data to the Office of Data and Accountability on a monthly basis. See current FSDRL.	Monthly suspension and expulsion reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Charter School ensures that any and all school communications, including the Parent Student Handbook , are consistent with the provisions of school's approved charter as well as applicable law (e.g., translation required in the target language if Charter School has 15% of more of Stakeholders who speak that language.)	Parent Student Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The charter school's occupancy and use of facilities shall be in compliance with applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, and the Americans with Disability Act. See Ed. Code § 47610; See current FSDRL.	Current and appropriate Certificate of Occupancy or equivalent; documentation of compliance with fire-life-safety requirements; other required documentation (for any school site not located on District property)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The charter school complies with all federal and state laws related to public entities , including, but not limited to: <ul style="list-style-type: none"> • Ralph M. Brown Act, Gov. Code §§ 54950-54963 • Political Reform Act, Gov. Code §§ 81000-91015 	Board meeting agendas and minutes for the past 12 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verification of compliant public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
<ul style="list-style-type: none"> Public Records Act, Gov. Code §§ 6250-6276.48 <p>See current FSDRL.</p>	posting of Board agendas, including on the school website Evidence of Brown Act training Forms 700 School policy for responding to Public Records Act requests			
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The charter school ensures that its Articles of Incorporation are current and appropriate for the operation of the charter school.	Corporate papers, including any and all Articles of Incorporation (initial documents and any subsequent amendments), for entities affiliated with the charter school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. By-laws are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The charter school meets the provisions of eligibility and/or is a participant of state and federal programs and/or grants , which may include but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Prop 20 – State Lottery, Education Protection Act, Special Education §56000, SB 740, and all other federal and state programs in which the charter school participates.	[See “Fiscal Review” in the <i>Annual Performance-Based Oversight Visit Preparation Guide</i> for list of documentation to be provided to the CSD Fiscal Team]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The charter school implements Uniform Complaint Procedure policies and procedures with appropriate corresponding forms and documents, readily available to stakeholders at the school site and on the school’s website, that are compliant with federal and state requirements., See, e.g., guidance provided at http://www.cde.ca.gov/re/cp/uc/	The governing board has reviewed the school’s: <ul style="list-style-type: none"> UCP policies UCP procedures UCP forms 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
<p>17. The charter school, as a recipient of federal reimbursement for the National School Lunch/Breakfast program and/or as a school on District property, has adopted a Local School Wellness Policy. See Healthy, Hunger Free Kids Act of 2010 (Public Law 111–296); Child Nutrition and WIC Reauthorization Act of 2004.</p> <p>Note: Even if the charter school is not participating in the National School Lunch or Breakfast program, and is not located on District property, development and adoption of an equivalent Wellness Policy likely would benefit the school and its students.</p>	Local School Wellness Policy, including evidence of stakeholder input in the development of the policy and annual progress report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>18. The governing board oversees the development of and approves/adopts the stakeholder engagement process, the COVID-19 Operations Written Report that aligns with Governor Newsom-issued Executive Order N-56-20 on responding to COVID-19, and the school’s Learning Continuity and Attendance Plan and its Budget Overview for Parents pursuant to Senate Bill 98 (SB 98). The Learning Continuity Plan replaces the Local Control Accountability Plan (LCAP) for the 2020–21 school year and supersedes the requirements in Executive Order N-56-20.</p>	Documentation of stakeholder engagement, including Board Meeting Agendas, Board Minutes, and the COVID-19 Operations Written Report, Learning Continuity and Attendance Plan, and Budget Overview for Parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. The charter school ensures compliance with the LAUSD’s Keeping Parents Informed: Charter Public School Transparency Resolution of January 12, 2016, which includes documents available both manually and electronically, and if the charter school occupies a building on the AB300 list (seismic safety survey), it has posted a notice of such status in its main office.</p>	Documentation of discussion by the Governing Board including Board Meeting Agendas and Board Minutes and review that documentation is available both manually and electronically	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. The charter school ensures that it is in compliance with all applicable state law regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and Chapter 5.5 (commencing with Section 48850) of Part 27 of Division 4 of Title 2 of the Education Code, as amended from time to time.</p>	Documentation of compliance with the requirements, which may include but is not limited to, the name of the charter school’s designee and the partial credit policy, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
21. Schools Serving Grade 9 only: The charter school complies with all applicable requirements of the California Mathematics Placement Act of 2015)	Documentation of the adoption of the charter school's established policy in compliance with the California Mathematics Placement Act of 2015, including the Board Meeting Agendas and Board Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. The charter school complies with all applicable requirements of AB 2246: Pupil Suicide Prevention Policies. (Schools serving Grades 7-12). If the charter school is co-located on District property (Prop 39), the school administrator must access training via the District's website through MyPLN.	Documentation of the adoption of the charter school's policy established in compliance with the AB 2246, including the Board Meeting Agendas and Board Minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For High Schools Only: The charter school has obtained WASC accreditation and UCOP Doorways Course Approval.	Charter school approvals are listed on the WASC website and UCOP Doorways website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The charter school complies with all applicable requirements of AB 543 regarding sexual harassment notifications (Schools serving Grades 9-12).	Verification of pupils being notified in accordance with AB 543 requirements, including displaying a poster in bathrooms and locker rooms at the schoolsite.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. The charter school complies with all applicable requirements of AB 605 pertaining to school-purchased technology devices for individuals with exceptional needs.	Documentation of compliance with the requirements, which may include but is not limited to, how students were provided access to devices in order to receive a free appropriate public education.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW

(By Friday, October 23, 2020)

The undersigned hereby certifies that, on _____ the School Administrator of
Date(s)

Name of Charter School
 reviewed the school's compliance related policies, systems, and procedures.

<small>Printed Name of School Administrator</small>	<small>Signature of School Administrator</small>	<small>Date Signed</small>

CERTIFICATION OF BOARD COMPLIANCE REVIEW

(By Friday, January 8, 2021)

The undersigned hereby certifies that, on 11/10/2020, the Governing Board of
Date(s)

Camino Nuevo Charter Academy 2

Name of Charter School
 reviewed the school's compliance related policies, systems, and procedures. **

This certification includes the following relevant documentation:

- Board Agenda where item was discussed
- Board Minutes
- Board Agenda Approving the Minutes

Cindy Smet		
<small>Printed Name of Governing Board Chair</small>	<small>Signature of Governing Board Chair</small>	<small>Date Signed</small>



LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

333 South Beaudry Avenue, 20th Floor, Los Angeles, CA 90017
Office: (213) 241-0399 ♦ Prop. 39: (213) 241-5130 ♦ Fax: (213) 241-2054

AUSTIN BEUTNER
Superintendent

VERONICA ARREGUIN
Chief Strategy Officer

JOSÉ COLE-GUTIÉRREZ
Director, Charter Schools Division

CHARTER SCHOOL COMPLIANCE MONITORING 2020-2021

Dear Charter School Governing Board President and Charter School Leaders:

As part of its oversight responsibility set forth in California Education Code § 47604.3, the LAUSD, through the Charter Schools Division (CSD), monitors each charter public school's compliance with applicable legal, charter, and policy requirements. The CSD's compliance oversight process encompasses three important actions by each charter school:

- (1) **School Administrator's Certification**: As the CSD continues its focus on ensuring that the well-being of students remains first and foremost, **by October 23, 2020**, (designed to be aligned with the six week deadline for Child Abuse Mandated Reporter training) as part of the school's Q1 electronic submission of documents, we request that the school site administrator submit the attached certification confirming the school's implementation of safety measures at the beginning of the school year. This beginning of the year certification by the school administrator informs the governing board and supports the school in ensuring that critical organizational and management systems are in place as the school year begins, as these requirements greatly impact students, staff and the public. **Please return the entire document with only the school administrator's columns completed, along with the administrator's signature no later than October 23, 2020.**
- (2) **Certification of Board Compliance Review**: As in previous years, and as part of the Governing Board's fulfillment of its fiduciary governance responsibility to ensure that the charter school complies with all applicable laws and other requirements, it is critical that the school's Governing Board periodically review, discuss, monitor, and modify, if necessary, the school's policies and systems for compliance with such requirements. **Please complete and sign the *final* certification at the end of the attached document, *Compliance Monitoring and Certification of Board Compliance Review 2020-2021*, and return the entire document, (including the administrator's certification from the first submission). Please include the relevant Board agenda(s) and minutes as evidence of the Governing Board's review of these items and submit to the Charter Schools Division via Dropbox no later than January 8, 2021.**

The CSD is very much aware and acknowledges that governing boards provide fiduciary oversight and hire a leader (or leaders) to execute day-to-day operations and appropriately delegated functions. Moreover, the charter school's governing board is the first line of charter school oversight. As part of the District's oversight process, this certification is intended to serve as a formal acknowledgement from charter school governing boards of their review and appropriate due diligence in these key areas as part of their own organizational oversight function. This annual certification also provides charter governing boards an opportunity to confirm with their school leadership that systems are/remain in place to fulfill these critical requirements that impact students, staff, and the public.

- (3) Documentation of Compliance: As we have historically done, the CSD will review documentation of compliance with several key legal requirements as part of this year's annual performance-based oversight visit to each charter school. To facilitate effective and efficient compliance review on the day of the visit, please adhere to the guidance provided in the *Annual Performance-Based Oversight Visit Preparation Guide 2020-2021* for the preparation of the school's compliance documentation. Please ensure that this documentation is current, complete, and accurate. The "Supporting Documentation" column of the table in the attached *Compliance Monitoring and Certification of Board Compliance Review 2020-2021* may provide useful support and assistance in this endeavor.

We appreciate your continued collaboration and cooperation as we work together so that all youth achieve in healthy and safe environments. Should you have questions, please contact your assigned CSD administrator.

Best wishes,

José Cole-Gutiérrez
Director, Charter Schools Division

COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2020-2021

School Name: **Camino Nuevo Charter Academy**

Board President Name: **Cindy Smet**

Charter Management Organization: **Camino Nuevo Charter Academy 4**

LAUSD Loc. Code: **2251**

INSTRUCTIONS: This Compliance Monitoring and Certification Checklist needs to be submitted twice but both certifications must be completed on the same form.

First submission should be completed by checking each appropriate box (Compliant **OR** In Process) for items 1-23; school administrator needs sign and date the certification page and submitted all pages no later than October 23, 2020 via Dropbox.

Second submission needs to be completed by checking each appropriate items 1-23 under the board certification column, Board Chair needs to sign the certification page and submit with supporting documentation such as the Board Agenda where item was discuss, Board Minutes and Board Agenda approving the minutes no later than January 8, 2021 via Dropbox.

Note: Checklist boxes cannot be left uncheck for any of the items unless you indicated Not Applicable (N/A). Compliance Certification with wet signatures must remain at the school site and be available for review upon request by the oversight team at any time.

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
		COMPLIANT	REQUIREMENT IN PROCESS	
1. The charter school maintains timely and current verification of criminal background and TB clearances for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., CA Ed. Code § 47605(b)(5)(F); CA Ed. Code §§ 45122.1 and 45125.1; CA Ed. Code § 49406.	Documentation that the school has at least one DOJ-confirmed Custodian of Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Certification of Clearances, Credentialing and Mandated Reporter Training 2020-2021" form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
	Completed and signed "Criminal Background Clearance Certification" for each faculty and staff member to certify criminal background clearance prior to employment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of timely DOJ and TB clearances by all contracting entities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements under AB 1667.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Teachers (including but not limited to English language arts, social studies, science, and mathematics) hold an EL Certification and a valid Commission on Teacher Credentialing Certificate, permit, or other documents equivalent to that which a teacher in other public schools would be required to hold per federal and state law, ESSA. See Ed. Code § 47605(l).	For each certificated staff member: Credential(s) are appropriate for the position(s) to which the person has been assigned, and are in alignment with AB 1505 and applicable law	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a. The administration and board have a system in place for reporting applicable employee misconduct to the Commission on Teacher Credentialing.	Internal human resources procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Charter Schools Division has been provided with, and parents have access to, the school's most current contact information for each Governing Board member and the 2020-2021 Board meetings calendar . See current <i>Federal, State, and District Required Language for Independent Charter School Petitions (New and Renewal) and Material Revisions (FSDRL)</i> .	Accurate and updated school contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accurate and updated list/roster of Governing Board members and contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Calendar of Governing Board meeting dates and location(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Charter school complies with the pre- and post-lottery and enrollment forms guidelines. See <i>Admissions Requirements and Materials</i> (August 2011).	Lottery form and enrollment packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Charter school shall ensure that staff receives annual training on the charter school's health, safety, and emergency procedures , and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to: a. Health, Safety and Emergency Preparedness Plan (School Safety Plan) (see, e.g., CA Ed Code 32280-32289) b. Child Abuse Mandated Reporter training (see AB 1432 (2014); Ed. Code § 44691; Penal Code § 11165.7) c. Blood borne Pathogens training (see 8 CCR § 5193) d. Pupil Suicide Prevention Policy, AB 2246 (2016)	Comprehensive Health, Safety, and Emergency Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Documentation of emergency drills and preparedness training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Documentation of timely and compliant Child Abuse Mandated Reporter training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of annual Blood borne Pathogens training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of Pupil Suicide Prevention Policy training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Co-location Charters only- The school administrator and governing board acknowledges and understands that the independent charter school follows applicable District policy, including the District School Safety Plan, as a co-location school.	Participation in District and site level co-location meetings Review of Policy Bulletin-5532.1 Meeting with local district site principal for additional information and questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The charter school has either implemented the LAUSD English Learner Master Plan or updated and implemented its own master plan in accordance with English Language Master Plan requirements. See current FSDRL and 2020-2021 Opening Letter.	EL Certification Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EL Master Plan has been updated (if the school has not adopted the LAUSD EL Master Plan)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
8. The charter school's school climate and student discipline systems and procedures align with LAUSD's Discipline Foundation Policy and School Climate Bill of Rights . See current FSDRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and School Climate Bill of Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of the tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Charter School shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements , and make such outcome data readily available to the LAUSD upon request. The charter school submits student suspension and expulsion data to the Office of Data and Accountability on a monthly basis. See current FSDRL.	Monthly suspension and expulsion reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Charter School ensures that any and all school communications, including the Parent Student Handbook , are consistent with the provisions of school's approved charter as well as applicable law (e.g., translation required in the target language if Charter School has 15% of more of Stakeholders who speak that language.)	Parent Student Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The charter school's occupancy and use of facilities shall be in compliance with applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, and the Americans with Disability Act. See Ed. Code § 47610; See current FSDRL.	Current and appropriate Certificate of Occupancy or equivalent; documentation of compliance with fire-life-safety requirements; other required documentation (for any school site not located on District property)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The charter school complies with all federal and state laws related to public entities , including, but not limited to: <ul style="list-style-type: none"> • Ralph M. Brown Act, Gov. Code §§ 54950-54963 • Political Reform Act, Gov. Code §§ 81000-91015 	Board meeting agendas and minutes for the past 12 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verification of compliant public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
<ul style="list-style-type: none"> Public Records Act, Gov. Code §§ 6250-6276.48 <p>See current FSDRL.</p>	posting of Board agendas, including on the school website			
	Evidence of Brown Act training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Forms 700	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	School policy for responding to Public Records Act requests	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The charter school ensures that its Articles of Incorporation are current and appropriate for the operation of the charter school.	Corporate papers, including any and all Articles of Incorporation (initial documents and any subsequent amendments), for entities affiliated with the charter school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. By-laws are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The charter school meets the provisions of eligibility and/or is a participant of state and federal programs and/or grants , which may include but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Prop 20 – State Lottery, Education Protection Act, Special Education §56000, SB 740, and all other federal and state programs in which the charter school participates.	[See “Fiscal Review” in the <i>Annual Performance-Based Oversight Visit Preparation Guide</i> for list of documentation to be provided to the CSD Fiscal Team]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The charter school implements Uniform Complaint Procedure policies and procedures with appropriate corresponding forms and documents, readily available to stakeholders at the school site and on the school’s website, that are compliant with federal and state requirements., See, e.g., guidance provided at http://www.cde.ca.gov/re/cp/uc/	<p>The governing board has reviewed the school’s:</p> <ul style="list-style-type: none"> UCP policies UCP procedures UCP forms 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
<p>17. The charter school, as a recipient of federal reimbursement for the National School Lunch/Breakfast program and/or as a school on District property, has adopted a Local School Wellness Policy. See Healthy, Hunger Free Kids Act of 2010 (Public Law 111–296); Child Nutrition and WIC Reauthorization Act of 2004.</p> <p>Note: Even if the charter school is not participating in the National School Lunch or Breakfast program, and is not located on District property, development and adoption of an equivalent Wellness Policy likely would benefit the school and its students.</p>	Local School Wellness Policy, including evidence of stakeholder input in the development of the policy and annual progress report	☒	☐	☐
<p>18. The governing board oversees the development of and approves/adopts the stakeholder engagement process, the COVID-19 Operations Written Report that aligns with Governor Newsom-issued Executive Order N-56-20 on responding to COVID-19, and the school’s Learning Continuity and Attendance Plan and its Budget Overview for Parents pursuant to Senate Bill 98 (SB 98). The Learning Continuity Plan replaces the Local Control Accountability Plan (LCAP) for the 2020–21 school year and supersedes the requirements in Executive Order N-56-20.</p>	Documentation of stakeholder engagement, including Board Meeting Agendas, Board Minutes, and the COVID-19 Operations Written Report, Learning Continuity and Attendance Plan, and Budget Overview for Parents.	☒	☐	☐
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<p>20. The charter school ensures that it is in compliance with all applicable state law regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and Chapter 5.5 (commencing with Section 48850) of Part 27 of Division 4 of Title 2 of the Education Code, as amended from time to time.</p>	Documentation of compliance with the requirements, which may include but is not limited to, the name of the charter school’s designee and the partial credit policy, if applicable	☒	☐	☐

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
21. Schools Serving Grade 9 only: The charter school complies with all applicable requirements of the California Mathematics Placement Act of 2015)	Documentation of the adoption of the charter school's established policy in compliance with the California Mathematics Placement Act of 2015, including the Board Meeting Agendas and Board Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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23. For High Schools Only: The charter school has obtained WASC accreditation and UCOP Doorways Course Approval.	Charter school approvals are listed on the WASC website and UCOP Doorways website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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25. The charter school complies with all applicable requirements of AB 605 pertaining to school-purchased technology devices for individuals with exceptional needs.	Documentation of compliance with the requirements, which may include but is not limited to, how students were provided access to devices in order to receive a free appropriate public education.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW

(By Friday, October 23, 2020)

The undersigned hereby certifies that, on _____ the School Administrator of _____

Date(s)

Name of Charter School

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

Printed Name of School Administrator	Signature of School Administrator	Date Signed

CERTIFICATION OF BOARD COMPLIANCE REVIEW

(By Friday, January 8, 2021)

The undersigned hereby certifies that, on 11/10/2020, the Governing Board of _____

Date(s)

Camino Nuevo Charter Academy 4

Name of Charter School

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

This certification includes the following relevant documentation:

- Board Agenda where item was discussed
- Board Minutes
- Board Agenda Approving the Minutes

Cindy Smet		
Printed Name of Governing Board Chair	Signature of Governing Board Chair	Date Signed



LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

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AUSTIN BEUTNER
Superintendent

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JOSÉ COLE-GUTIÉRREZ
Director, Charter Schools Division

CHARTER SCHOOL COMPLIANCE MONITORING 2020-2021

Dear Charter School Governing Board President and Charter School Leaders:

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- (1) **School Administrator's Certification**: As the CSD continues its focus on ensuring that the well-being of students remains first and foremost, **by October 23, 2020**, (designed to be aligned with the six week deadline for Child Abuse Mandated Reporter training) as part of the school's Q1 electronic submission of documents, we request that the school site administrator submit the attached certification confirming the school's implementation of safety measures at the beginning of the school year. This beginning of the year certification by the school administrator informs the governing board and supports the school in ensuring that critical organizational and management systems are in place as the school year begins, as these requirements greatly impact students, staff and the public. **Please return the entire document with only the school administrator's columns completed, along with the administrator's signature no later than October 23, 2020.**
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The CSD is very much aware and acknowledges that governing boards provide fiduciary oversight and hire a leader (or leaders) to execute day-to-day operations and appropriately delegated functions. Moreover, the charter school's governing board is the first line of charter school oversight. As part of the District's oversight process, this certification is intended to serve as a formal acknowledgement from charter school governing boards of their review and appropriate due diligence in these key areas as part of their own organizational oversight function. This annual certification also provides charter governing boards an opportunity to confirm with their school leadership that systems are/remain in place to fulfill these critical requirements that impact students, staff, and the public.

- (3) Documentation of Compliance: As we have historically done, the CSD will review documentation of compliance with several key legal requirements as part of this year's annual performance-based oversight visit to each charter school. To facilitate effective and efficient compliance review on the day of the visit, please adhere to the guidance provided in the *Annual Performance-Based Oversight Visit Preparation Guide 2020-2021* for the preparation of the school's compliance documentation. Please ensure that this documentation is current, complete, and accurate. The "Supporting Documentation" column of the table in the attached *Compliance Monitoring and Certification of Board Compliance Review 2020-2021* may provide useful support and assistance in this endeavor.

We appreciate your continued collaboration and cooperation as we work together so that all youth achieve in healthy and safe environments. Should you have questions, please contact your assigned CSD administrator.

Best wishes,

José Cole-Gutiérrez
Director, Charter Schools Division

COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2020-2021

School Name: **Camino Nuevo Charter Academy**

Board President Name: **Cindy Smet**

Charter Management Organization: **Camino Nuevo Elementary 3**

LAUSD Loc. Code: **2157**

INSTRUCTIONS: This Compliance Monitoring and Certification Checklist needs to be submitted twice but both certifications must be completed on the same form.

First submission should be completed by checking each appropriate box (Compliant **OR** In Process) for items 1-23; school administrator needs sign and date the certification page and submitted all pages no later than October 23, 2020 via Dropbox.

Second submission needs to be completed by checking each appropriate items 1-23 under the board certification column, Board Chair needs to sign the certification page and submit with supporting documentation such as the Board Agenda where item was discuss, Board Minutes and Board Agenda approving the minutes no later than January 8, 2021 via Dropbox.

Note: Checklist boxes cannot be left uncheck for any of the items unless you indicated Not Applicable (N/A). Compliance Certification with wet signatures must remain at the school site and be available for review upon request by the oversight team at any time.

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
		COMPLIANT	REQUIREMENT IN PROCESS	
1. The charter school maintains timely and current verification of criminal background and TB clearances for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., CA Ed. Code § 47605(b)(5)(F); CA Ed. Code §§ 45122.1 and 45125.1; CA Ed. Code § 49406.	Documentation that the school has at least one DOJ-confirmed Custodian of Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Certification of Clearances, Credentialing and Mandated Reporter Training 2020-2021" form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
	Completed and signed "Criminal Background Clearance Certification" for each faculty and staff member to certify criminal background clearance prior to employment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of timely DOJ and TB clearances by all contracting entities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements under AB 1667.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Teachers (including but not limited to English language arts, social studies, science, and mathematics) hold an EL Certification and a valid Commission on Teacher Credentialing Certificate, permit, or other documents equivalent to that which a teacher in other public schools would be required to hold per federal and state law, ESSA. See Ed. Code § 47605(l).	For each certificated staff member: Credential(s) are appropriate for the position(s) to which the person has been assigned, and are in alignment with AB 1505 and applicable law	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a. The administration and board have a system in place for reporting applicable employee misconduct to the Commission on Teacher Credentialing.	Internal human resources procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Charter Schools Division has been provided with, and parents have access to, the school's most current contact information for each Governing Board member and the 2020-2021 Board meetings calendar . See current <i>Federal, State, and District Required Language for Independent Charter School Petitions (New and Renewal) and Material Revisions (FSDRL)</i> .	Accurate and updated school contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accurate and updated list/roster of Governing Board members and contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Calendar of Governing Board meeting dates and location(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Charter school complies with the pre- and post-lottery and enrollment forms guidelines. See <i>Admissions Requirements and Materials</i> (August 2011).	Lottery form and enrollment packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Charter school shall ensure that staff receives annual training on the charter school's health, safety, and emergency procedures , and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to: a. Health, Safety and Emergency Preparedness Plan (School Safety Plan) (see, e.g., CA Ed Code 32280-32289) b. Child Abuse Mandated Reporter training (see AB 1432 (2014); Ed. Code § 44691; Penal Code § 11165.7) c. Blood borne Pathogens training (see 8 CCR § 5193) d. Pupil Suicide Prevention Policy, AB 2246 (2016)	Comprehensive Health, Safety, and Emergency Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Documentation of emergency drills and preparedness training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Documentation of timely and compliant Child Abuse Mandated Reporter training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of annual Blood borne Pathogens training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of Pupil Suicide Prevention Policy training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Co-location Charters only- The school administrator and governing board acknowledges and understands that the independent charter school follows applicable District policy, including the District School Safety Plan, as a co-location school.	Participation in District and site level co-location meetings Review of Policy Bulletin-5532.1 Meeting with local district site principal for additional information and questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The charter school has either implemented the LAUSD English Learner Master Plan or updated and implemented its own master plan in accordance with English Language Master Plan requirements. See current FSDRL and 2020-2021 Opening Letter.	EL Certification Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EL Master Plan has been updated (if the school has not adopted the LAUSD EL Master Plan)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
8. The charter school's school climate and student discipline systems and procedures align with LAUSD's Discipline Foundation Policy and School Climate Bill of Rights . See current FSDRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and School Climate Bill of Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of the tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Charter School shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements , and make such outcome data readily available to the LAUSD upon request. The charter school submits student suspension and expulsion data to the Office of Data and Accountability on a monthly basis. See current FSDRL.	Monthly suspension and expulsion reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Charter School ensures that any and all school communications, including the Parent Student Handbook , are consistent with the provisions of school's approved charter as well as applicable law (e.g., translation required in the target language if Charter School has 15% of more of Stakeholders who speak that language.)	Parent Student Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The charter school's occupancy and use of facilities shall be in compliance with applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, and the Americans with Disability Act. See Ed. Code § 47610; See current FSDRL.	Current and appropriate Certificate of Occupancy or equivalent; documentation of compliance with fire-life-safety requirements; other required documentation (for any school site not located on District property)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The charter school complies with all federal and state laws related to public entities , including, but not limited to: <ul style="list-style-type: none"> • Ralph M. Brown Act, Gov. Code §§ 54950-54963 • Political Reform Act, Gov. Code §§ 81000-91015 	Board meeting agendas and minutes for the past 12 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verification of compliant public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
<ul style="list-style-type: none"> Public Records Act, Gov. Code §§ 6250-6276.48 <p>See current FSDRL.</p>	posting of Board agendas, including on the school website Evidence of Brown Act training Forms 700 School policy for responding to Public Records Act requests			
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The charter school ensures that its Articles of Incorporation are current and appropriate for the operation of the charter school.	Corporate papers, including any and all Articles of Incorporation (initial documents and any subsequent amendments), for entities affiliated with the charter school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. By-laws are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The charter school meets the provisions of eligibility and/or is a participant of state and federal programs and/or grants , which may include but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Prop 20 – State Lottery, Education Protection Act, Special Education §56000, SB 740, and all other federal and state programs in which the charter school participates.	[See “Fiscal Review” in the <i>Annual Performance-Based Oversight Visit Preparation Guide</i> for list of documentation to be provided to the CSD Fiscal Team]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The charter school implements Uniform Complaint Procedure policies and procedures with appropriate corresponding forms and documents, readily available to stakeholders at the school site and on the school’s website, that are compliant with federal and state requirements., See, e.g., guidance provided at http://www.cde.ca.gov/re/cp/uc/	The governing board has reviewed the school’s: <ul style="list-style-type: none"> UCP policies UCP procedures UCP forms 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
<p>17. The charter school, as a recipient of federal reimbursement for the National School Lunch/Breakfast program and/or as a school on District property, has adopted a Local School Wellness Policy. See Healthy, Hunger Free Kids Act of 2010 (Public Law 111–296); Child Nutrition and WIC Reauthorization Act of 2004.</p> <p>Note: Even if the charter school is not participating in the National School Lunch or Breakfast program, and is not located on District property, development and adoption of an equivalent Wellness Policy likely would benefit the school and its students.</p>	Local School Wellness Policy, including evidence of stakeholder input in the development of the policy and annual progress report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>18. The governing board oversees the development of and approves/adopts the stakeholder engagement process, the COVID-19 Operations Written Report that aligns with Governor Newsom-issued Executive Order N-56-20 on responding to COVID-19, and the school’s Learning Continuity and Attendance Plan and its Budget Overview for Parents pursuant to Senate Bill 98 (SB 98). The Learning Continuity Plan replaces the Local Control Accountability Plan (LCAP) for the 2020–21 school year and supersedes the requirements in Executive Order N-56-20.</p>	Documentation of stakeholder engagement, including Board Meeting Agendas, Board Minutes, and the COVID-19 Operations Written Report, Learning Continuity and Attendance Plan, and Budget Overview for Parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. The charter school ensures compliance with the LAUSD’s Keeping Parents Informed: Charter Public School Transparency Resolution of January 12, 2016, which includes documents available both manually and electronically, and if the charter school occupies a building on the AB300 list (seismic safety survey), it has posted a notice of such status in its main office.</p>	Documentation of discussion by the Governing Board including Board Meeting Agendas and Board Minutes and review that documentation is available both manually and electronically	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. The charter school ensures that it is in compliance with all applicable state law regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and Chapter 5.5 (commencing with Section 48850) of Part 27 of Division 4 of Title 2 of the Education Code, as amended from time to time.</p>	Documentation of compliance with the requirements, which may include but is not limited to, the name of the charter school’s designee and the partial credit policy, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
21. Schools Serving Grade 9 only: The charter school complies with all applicable requirements of the California Mathematics Placement Act of 2015)	Documentation of the adoption of the charter school's established policy in compliance with the California Mathematics Placement Act of 2015, including the Board Meeting Agendas and Board Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. The charter school complies with all applicable requirements of AB 2246: Pupil Suicide Prevention Policies. (Schools serving Grades 7-12). If the charter school is co-located on District property (Prop 39), the school administrator must access training via the District's website through MyPLN.	Documentation of the adoption of the charter school's policy established in compliance with the AB 2246, including the Board Meeting Agendas and Board Minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For High Schools Only: The charter school has obtained WASC accreditation and UCOP Doorways Course Approval.	Charter school approvals are listed on the WASC website and UCOP Doorways website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The charter school complies with all applicable requirements of AB 543 regarding sexual harassment notifications (Schools serving Grades 9-12).	Verification of pupils being notified in accordance with AB 543 requirements, including displaying a poster in bathrooms and locker rooms at the schoolsite.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. The charter school complies with all applicable requirements of AB 605 pertaining to school-purchased technology devices for individuals with exceptional needs.	Documentation of compliance with the requirements, which may include but is not limited to, how students were provided access to devices in order to receive a free appropriate public education.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW

(By Friday, October 23, 2020)

The undersigned hereby certifies that, on _____ the School Administrator of
Date(s)

Name of Charter School
 reviewed the school's compliance related policies, systems, and procedures.

<small>Printed Name of School Administrator</small>	<small>Signature of School Administrator</small>	<small>Date Signed</small>

CERTIFICATION OF BOARD COMPLIANCE REVIEW

(By Friday, January 8, 2021)

The undersigned hereby certifies that, on 11/10/2020, the Governing Board of
Date(s)

Camino Nuevo Elementary 3

Name of Charter School
 reviewed the school's compliance related policies, systems, and procedures. **

This certification includes the following relevant documentation:

- Board Agenda where item was discussed
- Board Minutes
- Board Agenda Approving the Minutes

Cindy Smet		
<small>Printed Name of Governing Board Chair</small>	<small>Signature of Governing Board Chair</small>	<small>Date Signed</small>



LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

333 South Beaudry Avenue, 20th Floor, Los Angeles, CA 90017
Office: (213) 241-0399 ♦ Prop. 39: (213) 241-5130 ♦ Fax: (213) 241-2054

AUSTIN BEUTNER
Superintendent

VERONICA ARREGUIN
Chief Strategy Officer

JOSÉ COLE-GUTIÉRREZ
Director, Charter Schools Division

CHARTER SCHOOL COMPLIANCE MONITORING 2020-2021

Dear Charter School Governing Board President and Charter School Leaders:

As part of its oversight responsibility set forth in California Education Code § 47604.3, the LAUSD, through the Charter Schools Division (CSD), monitors each charter public school's compliance with applicable legal, charter, and policy requirements. The CSD's compliance oversight process encompasses three important actions by each charter school:

- (1) **School Administrator's Certification**: As the CSD continues its focus on ensuring that the well-being of students remains first and foremost, **by October 23, 2020**, (designed to be aligned with the six week deadline for Child Abuse Mandated Reporter training) as part of the school's Q1 electronic submission of documents, we request that the school site administrator submit the attached certification confirming the school's implementation of safety measures at the beginning of the school year. This beginning of the year certification by the school administrator informs the governing board and supports the school in ensuring that critical organizational and management systems are in place as the school year begins, as these requirements greatly impact students, staff and the public. **Please return the entire document with only the school administrator's columns completed, along with the administrator's signature no later than October 23, 2020.**
- (2) **Certification of Board Compliance Review**: As in previous years, and as part of the Governing Board's fulfillment of its fiduciary governance responsibility to ensure that the charter school complies with all applicable laws and other requirements, it is critical that the school's Governing Board periodically review, discuss, monitor, and modify, if necessary, the school's policies and systems for compliance with such requirements. **Please complete and sign the *final* certification at the end of the attached document, *Compliance Monitoring and Certification of Board Compliance Review 2020-2021*, and return the entire document, (including the administrator's certification from the first submission). Please include the relevant Board agenda(s) and minutes as evidence of the Governing Board's review of these items and submit to the Charter Schools Division via Dropbox no later than January 8, 2021.**

The CSD is very much aware and acknowledges that governing boards provide fiduciary oversight and hire a leader (or leaders) to execute day-to-day operations and appropriately delegated functions. Moreover, the charter school's governing board is the first line of charter school oversight. As part of the District's oversight process, this certification is intended to serve as a formal acknowledgement from charter school governing boards of their review and appropriate due diligence in these key areas as part of their own organizational oversight function. This annual certification also provides charter governing boards an opportunity to confirm with their school leadership that systems are/remain in place to fulfill these critical requirements that impact students, staff, and the public.

- (3) Documentation of Compliance: As we have historically done, the CSD will review documentation of compliance with several key legal requirements as part of this year's annual performance-based oversight visit to each charter school. To facilitate effective and efficient compliance review on the day of the visit, please adhere to the guidance provided in the *Annual Performance-Based Oversight Visit Preparation Guide 2020-2021* for the preparation of the school's compliance documentation. Please ensure that this documentation is current, complete, and accurate. The "Supporting Documentation" column of the table in the attached *Compliance Monitoring and Certification of Board Compliance Review 2020-2021* may provide useful support and assistance in this endeavor.

We appreciate your continued collaboration and cooperation as we work together so that all youth achieve in healthy and safe environments. Should you have questions, please contact your assigned CSD administrator.

Best wishes,

José Cole-Gutiérrez
Director, Charter Schools Division

COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2020-2021

School Name: **Camino Nuevo Charter Academy**

Board President Name: **Cindy Smet**

Charter Management Organization: **Camino Nuevo High School 2**

LAUSD Loc. Code: **7624**

INSTRUCTIONS: This Compliance Monitoring and Certification Checklist needs to be submitted twice but both certifications must be completed on the same form.

First submission should be completed by checking each appropriate box (Compliant **OR** In Process) for items 1-23; school administrator needs sign and date the certification page and submitted all pages no later than October 23, 2020 via Dropbox.

Second submission needs to be completed by checking each appropriate items 1-23 under the board certification column, Board Chair needs to sign the certification page and submit with supporting documentation such as the Board Agenda where item was discuss, Board Minutes and Board Agenda approving the minutes no later than January 8, 2021 via Dropbox.

Note: Checklist boxes cannot be left uncheck for any of the items unless you indicated Not Applicable (N/A). Compliance Certification with wet signatures must remain at the school site and be available for review upon request by the oversight team at any time.

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		COMPLIANT	REQUIREMENT IN PROCESS	
1. The charter school maintains timely and current verification of criminal background and TB clearances for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., CA Ed. Code § 47605(b)(5)(F); CA Ed. Code §§ 45122.1 and 45125.1; CA Ed. Code § 49406.	Documentation that the school has at least one DOJ-confirmed Custodian of Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Certification of Clearances, Credentialing and Mandated Reporter Training 2020-2021" form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
	Completed and signed "Criminal Background Clearance Certification" for each faculty and staff member to certify criminal background clearance prior to employment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of timely DOJ and TB clearances by all contracting entities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Teachers (including but not limited to English language arts, social studies, science, and mathematics) hold an EL Certification and a valid Commission on Teacher Credentialing Certificate, permit, or other documents equivalent to that which a teacher in other public schools would be required to hold per federal and state law, ESSA. See Ed. Code § 47605(l).	For each certificated staff member: Credential(s) are appropriate for the position(s) to which the person has been assigned, and are in alignment with AB 1505 and applicable law	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a. The administration and board have a system in place for reporting applicable employee misconduct to the Commission on Teacher Credentialing.	Internal human resources procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Charter Schools Division has been provided with, and parents have access to, the school's most current contact information for each Governing Board member and the 2020-2021 Board meetings calendar . See current <i>Federal, State, and District Required Language for Independent Charter School Petitions (New and Renewal) and Material Revisions (FSDRL)</i> .	Accurate and updated school contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accurate and updated list/roster of Governing Board members and contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Calendar of Governing Board meeting dates and location(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Charter school complies with the pre- and post-lottery and enrollment forms guidelines. See <i>Admissions Requirements and Materials</i> (August 2011).	Lottery form and enrollment packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Charter school shall ensure that staff receives annual training on the charter school's health, safety, and emergency procedures , and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to: a. Health, Safety and Emergency Preparedness Plan (School Safety Plan) (see, e.g., CA Ed Code 32280-32289) b. Child Abuse Mandated Reporter training (see AB 1432 (2014); Ed. Code § 44691; Penal Code § 11165.7) c. Blood borne Pathogens training (see 8 CCR § 5193) d. Pupil Suicide Prevention Policy, AB 2246 (2016)	Comprehensive Health, Safety, and Emergency Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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6. Co-location Charters only- The school administrator and governing board acknowledges and understands that the independent charter school follows applicable District policy, including the District School Safety Plan, as a co-location school.	Participation in District and site level co-location meetings Review of Policy Bulletin-5532.1 Meeting with local district site principal for additional information and questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8. The charter school's school climate and student discipline systems and procedures align with LAUSD's Discipline Foundation Policy and School Climate Bill of Rights . See current FSDRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and School Climate Bill of Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of the tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
<ul style="list-style-type: none"> Public Records Act, Gov. Code §§ 6250-6276.48 <p>See current FSDRL.</p>	posting of Board agendas, including on the school website			
	Evidence of Brown Act training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Forms 700	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	School policy for responding to Public Records Act requests	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The charter school ensures that its Articles of Incorporation are current and appropriate for the operation of the charter school.	Corporate papers, including any and all Articles of Incorporation (initial documents and any subsequent amendments), for entities affiliated with the charter school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. By-laws are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The charter school meets the provisions of eligibility and/or is a participant of state and federal programs and/or grants , which may include but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Prop 20 – State Lottery, Education Protection Act, Special Education §56000, SB 740, and all other federal and state programs in which the charter school participates.	[See “Fiscal Review” in the <i>Annual Performance-Based Oversight Visit Preparation Guide</i> for list of documentation to be provided to the CSD Fiscal Team]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The charter school implements Uniform Complaint Procedure policies and procedures with appropriate corresponding forms and documents, readily available to stakeholders at the school site and on the school’s website, that are compliant with federal and state requirements., See, e.g., guidance provided at http://www.cde.ca.gov/re/cp/uc/	The governing board has reviewed the school’s: <ul style="list-style-type: none"> UCP policies UCP procedures UCP forms 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
<p>17. The charter school, as a recipient of federal reimbursement for the National School Lunch/Breakfast program and/or as a school on District property, has adopted a Local School Wellness Policy. See Healthy, Hunger Free Kids Act of 2010 (Public Law 111–296); Child Nutrition and WIC Reauthorization Act of 2004.</p> <p>Note: Even if the charter school is not participating in the National School Lunch or Breakfast program, and is not located on District property, development and adoption of an equivalent Wellness Policy likely would benefit the school and its students.</p>	Local School Wellness Policy, including evidence of stakeholder input in the development of the policy and annual progress report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>18. The governing board oversees the development of and approves/adopts the stakeholder engagement process, the COVID-19 Operations Written Report that aligns with Governor Newsom-issued Executive Order N-56-20 on responding to COVID-19, and the school’s Learning Continuity and Attendance Plan and its Budget Overview for Parents pursuant to Senate Bill 98 (SB 98). The Learning Continuity Plan replaces the Local Control Accountability Plan (LCAP) for the 2020–21 school year and supersedes the requirements in Executive Order N-56-20.</p>	Documentation of stakeholder engagement, including Board Meeting Agendas, Board Minutes, and the COVID-19 Operations Written Report, Learning Continuity and Attendance Plan, and Budget Overview for Parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. The charter school ensures compliance with the LAUSD’s Keeping Parents Informed: Charter Public School Transparency Resolution of January 12, 2016, which includes documents available both manually and electronically, and if the charter school occupies a building on the AB300 list (seismic safety survey), it has posted a notice of such status in its main office.</p>	Documentation of discussion by the Governing Board including Board Meeting Agendas and Board Minutes and review that documentation is available both manually and electronically	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. The charter school ensures that it is in compliance with all applicable state law regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and Chapter 5.5 (commencing with Section 48850) of Part 27 of Division 4 of Title 2 of the Education Code, as amended from time to time.</p>	Documentation of compliance with the requirements, which may include but is not limited to, the name of the charter school’s designee and the partial credit policy, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
21. Schools Serving Grade 9 only: The charter school complies with all applicable requirements of the California Mathematics Placement Act of 2015)	Documentation of the adoption of the charter school's established policy in compliance with the California Mathematics Placement Act of 2015, including the Board Meeting Agendas and Board Minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. The charter school complies with all applicable requirements of AB 2246: Pupil Suicide Prevention Policies. (Schools serving Grades 7-12). If the charter school is co-located on District property (Prop 39), the school administrator must access training via the District's website through MyPLN.	Documentation of the adoption of the charter school's policy established in compliance with the AB 2246, including the Board Meeting Agendas and Board Minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For High Schools Only: The charter school has obtained WASC accreditation and UCOP Doorways Course Approval.	Charter school approvals are listed on the WASC website and UCOP Doorways website	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The charter school complies with all applicable requirements of AB 543 regarding sexual harassment notifications (Schools serving Grades 9-12).	Verification of pupils being notified in accordance with AB 543 requirements, including displaying a poster in bathrooms and locker rooms at the schoolsite.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. The charter school complies with all applicable requirements of AB 605 pertaining to school-purchased technology devices for individuals with exceptional needs.	Documentation of compliance with the requirements, which may include but is not limited to, how students were provided access to devices in order to receive a free appropriate public education.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW

(By Friday, October 23, 2020)

The undersigned hereby certifies that, on _____ the School Administrator of
Date(s)

Name of Charter School
 reviewed the school's compliance related policies, systems, and procedures.

<small>Printed Name of School Administrator</small>	<small>Signature of School Administrator</small>	<small>Date Signed</small>

CERTIFICATION OF BOARD COMPLIANCE REVIEW

(By Friday, January 8, 2021)

The undersigned hereby certifies that, on 11/10/2020, the Governing Board of
Date(s)

Camino Nuevo High School 2

Name of Charter School
 reviewed the school's compliance related policies, systems, and procedures. **

This certification includes the following relevant documentation:

- Board Agenda where item was discussed
- Board Minutes
- Board Agenda Approving the Minutes

Cindy Smet		
<small>Printed Name of Governing Board Chair</small>	<small>Signature of Governing Board Chair</small>	<small>Date Signed</small>



LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

333 South Beaudry Avenue, 20th Floor, Los Angeles, CA 90017
Office: (213) 241-0399 ♦ Prop. 39: (213) 241-5130 ♦ Fax: (213) 241-2054

AUSTIN BEUTNER
Superintendent

VERONICA ARREGUIN
Chief Strategy Officer

JOSÉ COLE-GUTIÉRREZ
Director, Charter Schools Division

CHARTER SCHOOL COMPLIANCE MONITORING 2020-2021

Dear Charter School Governing Board President and Charter School Leaders:

As part of its oversight responsibility set forth in California Education Code § 47604.3, the LAUSD, through the Charter Schools Division (CSD), monitors each charter public school's compliance with applicable legal, charter, and policy requirements. The CSD's compliance oversight process encompasses three important actions by each charter school:

- (1) **School Administrator's Certification**: As the CSD continues its focus on ensuring that the well-being of students remains first and foremost, **by October 23, 2020**, (designed to be aligned with the six week deadline for Child Abuse Mandated Reporter training) as part of the school's Q1 electronic submission of documents, we request that the school site administrator submit the attached certification confirming the school's implementation of safety measures at the beginning of the school year. This beginning of the year certification by the school administrator informs the governing board and supports the school in ensuring that critical organizational and management systems are in place as the school year begins, as these requirements greatly impact students, staff and the public. **Please return the entire document with only the school administrator's columns completed, along with the administrator's signature no later than October 23, 2020.**
- (2) **Certification of Board Compliance Review**: As in previous years, and as part of the Governing Board's fulfillment of its fiduciary governance responsibility to ensure that the charter school complies with all applicable laws and other requirements, it is critical that the school's Governing Board periodically review, discuss, monitor, and modify, if necessary, the school's policies and systems for compliance with such requirements. **Please complete and sign the *final* certification at the end of the attached document, *Compliance Monitoring and Certification of Board Compliance Review 2020-2021*, and return the entire document, (including the administrator's certification from the first submission). Please include the relevant Board agenda(s) and minutes as evidence of the Governing Board's review of these items and submit to the Charter Schools Division via Dropbox no later than January 8, 2021.**

The CSD is very much aware and acknowledges that governing boards provide fiduciary oversight and hire a leader (or leaders) to execute day-to-day operations and appropriately delegated functions. Moreover, the charter school's governing board is the first line of charter school oversight. As part of the District's oversight process, this certification is intended to serve as a formal acknowledgement from charter school governing boards of their review and appropriate due diligence in these key areas as part of their own organizational oversight function. This annual certification also provides charter governing boards an opportunity to confirm with their school leadership that systems are/remain in place to fulfill these critical requirements that impact students, staff, and the public.

- (3) Documentation of Compliance: As we have historically done, the CSD will review documentation of compliance with several key legal requirements as part of this year's annual performance-based oversight visit to each charter school. To facilitate effective and efficient compliance review on the day of the visit, please adhere to the guidance provided in the *Annual Performance-Based Oversight Visit Preparation Guide 2020-2021* for the preparation of the school's compliance documentation. Please ensure that this documentation is current, complete, and accurate. The "Supporting Documentation" column of the table in the attached *Compliance Monitoring and Certification of Board Compliance Review 2020-2021* may provide useful support and assistance in this endeavor.

We appreciate your continued collaboration and cooperation as we work together so that all youth achieve in healthy and safe environments. Should you have questions, please contact your assigned CSD administrator.

Best wishes,

José Cole-Gutiérrez
Director, Charter Schools Division

COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2020-2021

School Name: **Camino Nuevo Charter Academy**

Board President Name: **Cindy Smet**

Charter Management Organization: **Camino Nuevo High School**

LAUSD Loc. Code: **8570**

INSTRUCTIONS: This Compliance Monitoring and Certification Checklist needs to be submitted twice but both certifications must be completed on the same form.

First submission should be completed by checking each appropriate box (Compliant **OR** In Process) for items 1-23; school administrator needs sign and date the certification page and submitted all pages no later than October 23, 2020 via Dropbox.

Second submission needs to be completed by checking each appropriate items 1-23 under the board certification column, Board Chair needs to sign the certification page and submit with supporting documentation such as the Board Agenda where item was discuss, Board Minutes and Board Agenda approving the minutes no later than January 8, 2021 via Dropbox.

Note: Checklist boxes cannot be left uncheck for any of the items unless you indicated Not Applicable (N/A). Compliance Certification with wet signatures must remain at the school site and be available for review upon request by the oversight team at any time.

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
		COMPLIANT	REQUIREMENT IN PROCESS	
1. The charter school maintains timely and current verification of criminal background and TB clearances for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., CA Ed. Code § 47605(b)(5)(F); CA Ed. Code §§ 45122.1 and 45125.1; CA Ed. Code § 49406.	Documentation that the school has at least one DOJ-confirmed Custodian of Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Certification of Clearances, Credentialing and Mandated Reporter Training 2020-2021" form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
	Completed and signed "Criminal Background Clearance Certification" for each faculty and staff member to certify criminal background clearance prior to employment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of timely DOJ and TB clearances by all contracting entities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements under AB 1667.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Teachers (including but not limited to English language arts, social studies, science, and mathematics) hold an EL Certification and a valid Commission on Teacher Credentialing Certificate, permit, or other documents equivalent to that which a teacher in other public schools would be required to hold per federal and state law, ESSA. See Ed. Code § 47605(l).	For each certificated staff member: Credential(s) are appropriate for the position(s) to which the person has been assigned, and are in alignment with AB 1505 and applicable law	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a. The administration and board have a system in place for reporting applicable employee misconduct to the Commission on Teacher Credentialing.	Internal human resources procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Charter Schools Division has been provided with, and parents have access to, the school's most current contact information for each Governing Board member and the 2020-2021 Board meetings calendar . See current <i>Federal, State, and District Required Language for Independent Charter School Petitions (New and Renewal) and Material Revisions (FSDRL)</i> .	Accurate and updated school contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accurate and updated list/roster of Governing Board members and contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Calendar of Governing Board meeting dates and location(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Charter school complies with the pre- and post-lottery and enrollment forms guidelines. See <i>Admissions Requirements and Materials</i> (August 2011).	Lottery form and enrollment packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Charter school shall ensure that staff receives annual training on the charter school's health, safety, and emergency procedures , and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to: a. Health, Safety and Emergency Preparedness Plan (School Safety Plan) (see, e.g., CA Ed Code 32280-32289) b. Child Abuse Mandated Reporter training (see AB 1432 (2014); Ed. Code § 44691; Penal Code § 11165.7) c. Blood borne Pathogens training (see 8 CCR § 5193) d. Pupil Suicide Prevention Policy, AB 2246 (2016)	Comprehensive Health, Safety, and Emergency Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Documentation of emergency drills and preparedness training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Documentation of timely and compliant Child Abuse Mandated Reporter training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of annual Blood borne Pathogens training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of Pupil Suicide Prevention Policy training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Co-location Charters only- The school administrator and governing board acknowledges and understands that the independent charter school follows applicable District policy, including the District School Safety Plan, as a co-location school.	Participation in District and site level co-location meetings Review of Policy Bulletin-5532.1 Meeting with local district site principal for additional information and questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The charter school has either implemented the LAUSD English Learner Master Plan or updated and implemented its own master plan in accordance with English Language Master Plan requirements. See current FSDRL and 2020-2021 Opening Letter.	EL Certification Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EL Master Plan has been updated (if the school has not adopted the LAUSD EL Master Plan)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
8. The charter school's school climate and student discipline systems and procedures align with LAUSD's Discipline Foundation Policy and School Climate Bill of Rights . See current FSDRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and School Climate Bill of Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of the tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Charter School shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements , and make such outcome data readily available to the LAUSD upon request. The charter school submits student suspension and expulsion data to the Office of Data and Accountability on a monthly basis. See current FSDRL.	Monthly suspension and expulsion reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Charter School ensures that any and all school communications, including the Parent Student Handbook , are consistent with the provisions of school's approved charter as well as applicable law (e.g., translation required in the target language if Charter School has 15% of more of Stakeholders who speak that language.)	Parent Student Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The charter school's occupancy and use of facilities shall be in compliance with applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, and the Americans with Disability Act. See Ed. Code § 47610; See current FSDRL.	Current and appropriate Certificate of Occupancy or equivalent; documentation of compliance with fire-life-safety requirements; other required documentation (for any school site not located on District property)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The charter school complies with all federal and state laws related to public entities , including, but not limited to: <ul style="list-style-type: none"> • Ralph M. Brown Act, Gov. Code §§ 54950-54963 • Political Reform Act, Gov. Code §§ 81000-91015 	Board meeting agendas and minutes for the past 12 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verification of compliant public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
<ul style="list-style-type: none"> Public Records Act, Gov. Code §§ 6250-6276.48 <p>See current FSDRL.</p>	posting of Board agendas, including on the school website			
	Evidence of Brown Act training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Forms 700	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	School policy for responding to Public Records Act requests	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The charter school ensures that its Articles of Incorporation are current and appropriate for the operation of the charter school.	Corporate papers, including any and all Articles of Incorporation (initial documents and any subsequent amendments), for entities affiliated with the charter school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. By-laws are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The charter school meets the provisions of eligibility and/or is a participant of state and federal programs and/or grants , which may include but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Prop 20 – State Lottery, Education Protection Act, Special Education §56000, SB 740, and all other federal and state programs in which the charter school participates.	[See “Fiscal Review” in the <i>Annual Performance-Based Oversight Visit Preparation Guide</i> for list of documentation to be provided to the CSD Fiscal Team]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The charter school implements Uniform Complaint Procedure policies and procedures with appropriate corresponding forms and documents, readily available to stakeholders at the school site and on the school’s website, that are compliant with federal and state requirements., See, e.g., guidance provided at http://www.cde.ca.gov/re/cp/uc/	The governing board has reviewed the school’s: <ul style="list-style-type: none"> UCP policies UCP procedures UCP forms 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
<p>17. The charter school, as a recipient of federal reimbursement for the National School Lunch/Breakfast program and/or as a school on District property, has adopted a Local School Wellness Policy. See Healthy, Hunger Free Kids Act of 2010 (Public Law 111–296); Child Nutrition and WIC Reauthorization Act of 2004.</p> <p>Note: Even if the charter school is not participating in the National School Lunch or Breakfast program, and is not located on District property, development and adoption of an equivalent Wellness Policy likely would benefit the school and its students.</p>	Local School Wellness Policy, including evidence of stakeholder input in the development of the policy and annual progress report	☒	☐	☐
<p>18. The governing board oversees the development of and approves/adopts the stakeholder engagement process, the COVID-19 Operations Written Report that aligns with Governor Newsom-issued Executive Order N-56-20 on responding to COVID-19, and the school’s Learning Continuity and Attendance Plan and its Budget Overview for Parents pursuant to Senate Bill 98 (SB 98). The Learning Continuity Plan replaces the Local Control Accountability Plan (LCAP) for the 2020–21 school year and supersedes the requirements in Executive Order N-56-20.</p>	Documentation of stakeholder engagement, including Board Meeting Agendas, Board Minutes, and the COVID-19 Operations Written Report, Learning Continuity and Attendance Plan, and Budget Overview for Parents.	☒	☐	☐
<p>19. The charter school ensures compliance with the LAUSD’s Keeping Parents Informed: Charter Public School Transparency Resolution of January 12, 2016, which includes documents available both manually and electronically, and if the charter school occupies a building on the AB300 list (seismic safety survey), it has posted a notice of such status in its main office.</p>	Documentation of discussion by the Governing Board including Board Meeting Agendas and Board Minutes and review that documentation is available both manually and electronically	☒	☐	☐
<p>20. The charter school ensures that it is in compliance with all applicable state law regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and Chapter 5.5 (commencing with Section 48850) of Part 27 of Division 4 of Title 2 of the Education Code, as amended from time to time.</p>	Documentation of compliance with the requirements, which may include but is not limited to, the name of the charter school’s designee and the partial credit policy, if applicable	☒	☐	☐

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN.		BOARD CERTIFICATION BY JANUARY 2021
21. Schools Serving Grade 9 only: The charter school complies with all applicable requirements of the California Mathematics Placement Act of 2015)	Documentation of the adoption of the charter school's established policy in compliance with the California Mathematics Placement Act of 2015, including the Board Meeting Agendas and Board Minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. The charter school complies with all applicable requirements of AB 2246: Pupil Suicide Prevention Policies. (Schools serving Grades 7-12). If the charter school is co-located on District property (Prop 39), the school administrator must access training via the District's website through MyPLN.	Documentation of the adoption of the charter school's policy established in compliance with the AB 2246, including the Board Meeting Agendas and Board Minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For High Schools Only: The charter school has obtained WASC accreditation and UCOP Doorways Course Approval.	Charter school approvals are listed on the WASC website and UCOP Doorways website	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The charter school complies with all applicable requirements of AB 543 regarding sexual harassment notifications (Schools serving Grades 9-12).	Verification of pupils being notified in accordance with AB 543 requirements, including displaying a poster in bathrooms and locker rooms at the schoolsite.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. The charter school complies with all applicable requirements of AB 605 pertaining to school-purchased technology devices for individuals with exceptional needs.	Documentation of compliance with the requirements, which may include but is not limited to, how students were provided access to devices in order to receive a free appropriate public education.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW

(By Friday, October 23, 2020)

The undersigned hereby certifies that, on _____ the School Administrator of
Date(s)

Name of Charter School
 reviewed the school's compliance related policies, systems, and procedures.

<small>Printed Name of School Administrator</small>	<small>Signature of School Administrator</small>	<small>Date Signed</small>

CERTIFICATION OF BOARD COMPLIANCE REVIEW

(By Friday, January 8, 2021)

The undersigned hereby certifies that, on 11/10/2020, the Governing Board of
Date(s)

Camino Nuevo High School

Name of Charter School
 reviewed the school's compliance related policies, systems, and procedures. **

This certification includes the following relevant documentation:

- Board Agenda where item was discussed
- Board Minutes
- Board Agenda Approving the Minutes

Cindy Smet		
<small>Printed Name of Governing Board Chair</small>	<small>Signature of Governing Board Chair</small>	<small>Date Signed</small>

Cover Sheet

CNCA Bylaws Revision & Conflict of Interest Policy Revision (LAUSD Charter Renewal)

Section: IV. Governance
Item: A. CNCA Bylaws Revision & Conflict of Interest Policy Revision (LAUSD Charter Renewal)
Purpose: Vote
Submitted by: Tammy Stanton, CFO

Related Material:

Amended and Restated Conflict of Interest Policy.DOCX
CNCA 4th Amended Bylaws (LAUSD Comments and Responses).PDF
CNCA Conflict of Interest Code (LAUSD Comments and Responses).PDF
CNCA Conflict of Interest Policy (LAUSD Comments and Responses).PDF
Fifth Amended and Restated Bylaws of CNCA (November 2020).DOCX
REDLINE Fifth Amended and Restated Bylaws of CNCA (November 2020).PDF
Summary of Changes - CNCA Bylaws and COI - 11.02.20.docx

BACKGROUND:

LAUSD provided a review of the CNCA Bylaws and Conflict of Interest Policy. The attached documents include the LAUSD reviewer comments and the CNCA response prepared by CNCA counsel - John Lemmo and Kevin Davis, Procopio Law Firm. Please see summary document of all comments and responses.

RECOMMENDATION:

Approve

**AMENDED AND RESTATED
CONFLICT OF INTEREST POLICY
OF
CAMINO NUEVO CHARTER ACADEMY
A California Nonprofit Public Benefit Corporation**

(Adopted November 16, 2020)

ARTICLE I. PURPOSE

Section 1. Purpose. The purpose of this Conflict of Interest Policy (“Policy”) is to protect Camino Nuevo Charter Academy, a California nonprofit public benefit corporation (hereinafter, the “corporation”), when it contemplates entering into a transaction or arrangement that might benefit the private interests of an officer, director, or any other person in a position of authority within the corporation or might result in a possible excess benefit transaction as defined by Internal Revenue Code Section 4958.

Section 2. This Policy is intended to supplement but not replace any state and federal laws governing conflicts of interest that are applicable to nonprofit and charitable corporations that operate California public charter schools and the corporation’s Conflict of Interest Code adopted pursuant to the California Political Reform Act (Government Code Section 81000 *et seq.*). In the event of any inconsistency between this Policy and applicable law, the more stringent requirements shall prevail.

ARTICLE II. DEFINITIONS

Section 1. Interested Person. Any director, principal officer, or member of a committee with board-delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person. An interested person also includes individuals with a direct or indirect financial interest identified as a “designated person” in the corporation’s Conflict of Interest Code.

Section 2. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

(a) An ownership or investment interest in any entity with which the corporation has entered into or proposes to enter into any transaction or arrangement;

(b) A compensation arrangement with the corporation or with any entity or individual with which the corporation has entered or proposes to enter into any transaction or arrangement; or

(c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation entered into or proposes to enter into any transaction or arrangement.

However, notwithstanding the above and consistent with California Corporations Code Section 5233 regarding self-dealing transactions, a financial interest shall not include: (1) an action of the board fixing director and officer stipends, per meeting fees or reimbursement of expenses, or officer compensation (noting that the corporation's directors shall not receive compensation for service on the board of directors); (2) a transaction which is part of a public or charitable program of the corporation if it: (i) is approved or authorized by the corporation in good faith and without unjustified favoritism; and (ii) results in a benefit to one or more directors or their families because they are in the class of persons intended to be benefited by the public or charitable program; or (3) a transaction, of which the interested director or directors have no actual knowledge, and which does not exceed the lesser of 1 percent (1%) of the gross receipts of the corporation for the preceding fiscal year or one hundred thousand dollars (\$100,000).

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.

ARTICLE III. PROCEDURES

Section 1. Duty to Disclose. In connection with any transaction or arrangement to which the corporation is a party where there is an actual or possible conflict of interest, the interested person must disclose the existence and nature of his or her financial interest to the directors and members of committees with board-delegated powers who are considering the proposed transaction or arrangement.

Section 2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the potentially interested person, a determination must be made about whether an actual conflict of interest exists. The disinterested board or committee members shall determine on a case-by-case basis whether the disclosed interest constitutes an actual conflict of interest.

Section 3. Procedures for Addressing the Conflict of Interest.

(a) If it is determined that there is a conflict of interest, the interested person may make a presentation at the board or committee meeting and may answer questions regarding factual information related to the transaction or arrangement. The interest person shall abstain from otherwise participating in any discussions and votes concerning the transaction or arrangement.

(b) The chairperson of the board or committee may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(c) After exercising due diligence, the board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

(d) If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the corporation's best interest, for the corporation's own benefit, and whether the transaction or arrangement is fair and reasonable to the corporation. In conformity with the above determination, the board or committee shall make its decision as to whether to enter into the transaction or arrangement.

Notwithstanding the foregoing, compliance with the any of the approval procedures set forth in California Corporations Code Section 5233 regarding self-dealing transactions shall constitute compliance with this Policy.

If a conflict of interest exists that involves a "governmental decision" under the Political Reform Act, the individual shall refrain from participating in the decision in any way (i.e. the individual with the disqualifying interest shall refrain from discussing the matter, making any decision on the matter, or influencing or attempting to influence the decision on the matter in any way). A director with a disqualifying interest shall not be counted toward achieving a quorum for the decision on the matter.

In addition, if a Board member has a conflict of interest that involves a contract under Government Code Section 1090, the corporation is prohibited from entering into the contract altogether, unless a "remote interest" exception under Section 1091 or a "non-interest" exception under Section 1091.5 applies. If an employee has a conflict of interest that involves a contract under Section 1090, as long as the employee plays no role whatsoever in the contracting process, the corporation is not prohibited from entering into the contract. An employee shall not be deemed to have a conflict of interest in a contract if a "non-interest" exception under Section 1091.5 applies.

Section 4. Violations of the Conflict of Interest Policy.

(a) If the board or committee has reasonable cause to believe a director has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the director an opportunity to explain the alleged failure to disclose.

(b) If, after hearing the director's response and further investigation as warranted by the circumstances, the board or committee determines that the director has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV. RECORDS OF PROCEEDINGS

Section 1. The minutes of meetings of the board and all committees with board-delegated powers shall contain:

(a) The names of the person(s) who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was

present, and the board's or committee's decision as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any proposed alternatives, and a record of any votes taken in connection with the transaction or arrangement.

ARTICLE V. COMPENSATION

Section 1. A director shall not receive compensation, directly or indirectly, from the corporation for service on the board of directors, except for any director and officer stipends, per meeting fees or reimbursement of expenses that may be approved by the board.

ARTICLE VI. ANNUAL STATEMENTS

Section 1. Each director, officer and member of a committee with board delegated powers shall annually or upon taking office sign a statement that affirms such person:

- (a) Has received a copy of the Policy;
- (b) Has read and understands the Policy;
- (c) Has agreed to comply with the Policy; and
- (d) Understands the corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish its tax-exempt purposes.

ARTICLE VII. PERIODIC REVIEWS

Section 1. To ensure that the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- (a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining where applicable.
- (b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII. USE OF OUTSIDE EXPERTS

Section 1. When conducting the periodic reviews as provided for in Article VII, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not

relieve the board of its responsibility for ensuring periodic reviews are conducted.

#

CERTIFICATE OF ADOPTION

I certify that I am the Secretary of Camino Nuevo Charter Academy, a California nonprofit public benefit corporation, and that the foregoing Conflict of Interest Policy was duly adopted by the corporation's Board of Directors on November 16, 2020.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the corporation to this certificate on November ____, 2020.

Secretary, Camino Nuevo Charter Academy

**FOURTH AMENDED AND RESTATED BYLAWS
OF
CAMINO NUEVO CHARTER ACADEMY
A California Nonprofit Public Benefit Corporation**

ARTICLE I. OFFICES

Section 1. Principal Office. The principal office of the corporation for the transaction of the business of the corporation shall be fixed and located at the following address:

3435 W. Temple Street
Los Angeles, CA 90026

The Board is granted full power and authority to change such principal office from one location to another.

Section 2. Other Offices. Branch or subordinate offices may be established at any time by the Board at any place or places.

ARTICLE II. PURPOSES AND OBJECTIVES


The corporation is a nonprofit public benefit corporation as described in the California Nonprofit Public Benefit Corporation law. The corporation may engage in activities that are reasonably related to or in furtherance of its charitable and public purposes, which includes, but is not limited to, providing comprehensive public educational progress for students in kindergarten through twelfth grade in low-income, predominantly immigrant and multilingual areas. The property of the corporation is irrevocably dedicated to charitable purposes in a manner which meets the requirements of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and Sections 23701(d) and 214 of the California Revenue and Taxation Code. The corporation shall not discriminate on the basis of race, color, national origin, religion, or any other characteristic protected under applicable federal statute or local law with respect to its charitable activities.

ARTICLE III. MEMBERSHIP

Section 1. Membership. Pueblo Nuevo Education and Development Group, a California nonprofit public benefit corporation, shall be the sole statutory member of this corporation (“Sole Statutory Member”) as the term “member” is defined in Section 5056 of the Nonprofit Corporation Law of California, with the power to elect or remove directors. The membership of the Sole Statutory Member in this corporation is not transferable.

Section 2. Associates. Nothing in this Article III shall be construed as limiting the right of the corporation to refer to persons associated with it as “members” even though such persons are not members, and no such reference shall constitute anyone a member,

within the meaning of Section 5056 of the California Nonprofit Corporation Law. The corporation may confer by amendment of its Articles or of these Bylaws some or all of the rights of a member, as set forth in the California Nonprofit Corporation Law, upon any person or persons who do not have the right to vote for the election of directors or on a disposition of substantially all of the assets of the corporation or on a merger or on a dissolution or on changes to the corporation's Articles or Bylaws, but no such person shall be a member within the meaning of said Section 5056.

 Section 3. Rights. The Sole Statutory Member shall have the right, as set forth in these bylaws and Section 5056 of the California Nonprofit Corporation Law, to approve this corporation's elected directors of the board, the disposition of all or substantially all of this corporation's assets, any merger and its principal terms and any amendment of those terms, any election to dissolve this corporation, any amendment to these bylaws which would affect the Sole Statutory Member's rights as provided under the California Nonprofit Corporation law or under these bylaws, and as otherwise required under the California Nonprofit Corporation Law or set forth in these bylaws.

ARTICLE IV. DIRECTORS

Section 1. Powers. Subject to the limitations of the Articles of Incorporation and of the California Nonprofit Public Benefit Corporation Law, the activities and affairs of the corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors (the "Board"). The Board may delegate the management of the activities of the corporation to any person or persons, a management company, or committees however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the other powers enumerated in these Bylaws:

(a) To select and remove the officers, agents and employees of the corporation, prescribe powers and duties for them as may not be inconsistent with law, the Articles of Incorporation, or these Bylaws, supervise them, fix their compensation, and require from them security for faithful service. Such compensation may be increased or decreased at the pleasure of the Board.

(b) To make such rules and regulations for the conduct of the affairs and activities of the corporation as the Board may deem advisable and as are not inconsistent with law, the Articles of Incorporation or these Bylaws.

(c) To borrow money and incur indebtedness for the purpose of the corporation, and to cause to be executed and delivered therefor, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation, or other evidences of debt and securities therefore.

(d) Number of Directors. The authorized number of directors shall be between five (5) and eighteen (18).

No reduction in the authorized number of directors shall have the effect of shortening the term of any incumbent director.

Section 2. Election and Term of Office. Directors shall be elected at a regular meeting of the Board from a slate of nominations presented by the Nominating Committee, but if any such regular meeting is not held or the directors are not elected thereat, the directors may be elected at any special meeting of the Board held for that purpose. Each director shall hold office for an initial term of one (1) year and until a successor has been elected and qualified. Each director re-elected to the board shall hold office for a term of three (3) years and until a successor has been elected and qualified. Directors may succeed themselves in office. The Board at its organizational meeting each year, or at such other times in its sole discretion, may elect a chair and such vice chairs as it deems appropriate.

Section 3. Resignation. Subject to the provisions of Section 5226 of the California Nonprofit Public Benefit Corporation Law, any director may resign effective upon giving written notice to the President, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation; *provided, however*, that a director may not resign except upon notice to the Attorney General in a case where the corporation would be left without a duly elected director in charge of its affairs. If the resignation is effective at a future time, a successor may be designated before such time, to take office when the resignation becomes effective.

Section 4. Interested Directors. So long as not inconsistent with Education Code Section 47604.1, not more than forty-nine percent (49%) of the persons serving on the Board at any time may be interested persons. An "interested person" is (1) any person being compensated by the corporation for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director; and (2) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law of any such person. Notwithstanding the foregoing, any violation of the provisions of this Section shall not affect the validity or enforceability of any transaction entered into by the corporation.

Section 5. Place of Meeting. Regular or special meetings of the Board shall be held at any place within Los Angeles County which has been designated from time to time by the Board. In the absence of such designation, regular meetings shall be held at the principal office of the corporation.

Section 6. Regular Meetings. Regular meetings of the Board shall be held on such dates and at such times as may be fixed by the Board, subject to the requirements of the Brown Act.

Section 7. Special Meetings. Special meetings of the Board for any purpose or purposes may be called at any time by the President, the Secretary, or any two (2) directors, subject to the requirements of the Brown Act.

Notice of the time and place of special meetings of the Board shall be given or delivered personally to each director, or sent to each director by written or telephonic communication

(including email, cable, telegram, telex and telephone) at least twenty-four (24) hours before the meeting if personal delivery is made or if the telephone, email, telegraph, cable, facsimile or telex is used, and at least four (4) days before the meeting if the regular mail is used. Such notice may be written or (if delivered by telephone or personally) oral. Written notice shall be addressed or delivered to each director at his or her address as it is shown upon the records of the corporation, or as may have been given to the corporation by the director for purposes of notice, or, if such address is not shown on such records or is not readily ascertainable, at the place in which the meetings of the directors are regularly held.

Notice by mail shall be deemed to have been given at the time a written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed to have been given at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or actually transmitted by electronic means by the person giving the notice to the recipient, as the case may be. Oral notice shall be deemed to have been given at the time it is communicated to the recipient or to such person at the office of the recipient who the person giving the notice has reason to believe will promptly communicate it to the recipient.

Section 8. Waiver of Notice. Notice of a meeting need not be given to any director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to such director. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

Section 9. Quorum. A majority of directors then in office constitutes a quorum of the Board for the transaction of business, except to adjourn as provided in this Article IV, Section 12. Except as provided in this Article IV, Section 9, all matters shall be decided by the vote of a majority of directors present at a meeting duly held at which a quorum is present, and every such act or decision shall be the act of the Board, unless a greater number is required by the California Nonprofit Public Benefit Corporation Law (including, but not limited to, those provisions relating to approval of transactions with interested directors, transactions involving corporations with common directors, **fixing of compensation for directors**, creation of or appointments of committees and indemnification of directors and other agents), or by the Articles of Incorporation or these Bylaws, except that a meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of directors with voting authority, if any action taken is approved by at least a majority of the required quorum for such meeting.

Section 10. Voting on Special Matters. Notwithstanding any other provision of these Bylaws, an affirmative vote by no less than two-thirds (2/3) of the total directors shall be required to act upon the following matters:

- (a) Amending the Bylaws or Articles of Incorporation
- (b) Establishing or changing the number of Directors

(c) Adopting, revising or amending any mission statement of the corporation

(d) Adopting, revising or amending any statements of policy regarding curriculum or its programmatic implementation.

Section 11. Participation in Meetings by Conference Telephone. Members of the Board may participate in any meeting through the use of video or telephone conference equipment, subject to the requirements of the Brown Act and Education Code Section 47604.1.

Section 12. Adjournment. A majority of the directors present, whether or not a quorum is present, may adjourn any directors' meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent directors if the time and place is fixed at the meeting adjourned, except that if the meeting is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given prior to the time of the reconvened meeting to the directors who were not present at the time of adjournment.

Section 13. Rights of Inspection. Every director shall have the absolute right at any reasonable time to inspect and copy any and all books, records, and documents of every kind of the corporation, and to inspect the physical properties of the corporation.

Section 14. Committees. The Board may designate and appoint one (1) or more committees, each consisting of two (2) or more directors and any number of non-director members, and delegate to such committees any of the authority of the Board except with respect to:

(a) The filling of vacancies on the Board or in any committee;

(b) The amendment or repeal of bylaws or the adoption of new bylaws;

(c) The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repeatable; or




(d) The approval of any transaction prohibited by **Section 5233 of the California Nonprofit Public Benefit Corporation Law** or other applicable law.

Any such committee must be established and the members thereof appointed by a majority of the number of directors then in office, and such committee may be designated by any name the Board shall specify. The Board may appoint, in the same manner, alternate members of any committee who may replace any absent member at any meeting of the committee. The Board shall have the power to prescribe the manner in which proceedings of any such committee shall be conducted. Unless the Board or such committee shall otherwise provide, the regular and special meetings and other actions of any such committee shall be governed by the provisions of this Article IV applicable to meeting and actions of the Board. Minutes shall be kept of each meeting of each committee. The Board, or in its absence, any committee shall have the power to elect a chair, a vice chair of its committee.

Section 15. Executive Committee. There shall be an Executive Committee of the Board of Directors, which shall consist of the Chairman and such other members of the Board of Directors as the Board shall from time to time determine. During intervals between meetings of the Board, the Executive Committee shall have and exercise all of the authority of the board except as otherwise limited by these bylaws or by the Board or matters that require full Board approval. The Executive Committee shall cause minutes of its meetings to be distributed to all directors and be kept and filed with the minutes of the meetings of the Board.

Section 16. Nominating Committee. The Nominating Committee shall be composed of the members of the Executive Committee and any other members of the Board of Directors appointed by the Executive Committee to serve on the Nominating Committee. Prior to the meeting of the Board at which directors and officers are to be elected, the chair of the nominating committee shall solicit suggestions from interested parties for candidates to stand for election as directors and officers of the corporation. The chair of the Nominating Committee shall then prepare a slate of nominees which shall be mailed to the directors at least thirty (30) days before the date of the meeting at which the election shall be held. Additional nominees shall be added to the slate if a nominee is sponsored by more than ten percent (10%), of the directors not less than ten (10) days before the meeting.

Section 17  Compensation. Directors and members of committees shall not receive any compensation for their services but, by resolution of the Board, a fixed sum and expenses of attendance, if any, may be allowed for attendance at any regular or special meeting of the Board. Nothing shall preclude any director from serving the corporation in any other capacity and receiving reasonable compensation for such services.

ARTICLE V. OFFICERS

Section 1. Required Officers. The officers of the corporation shall be a Chief Executive Officer, a President, a Secretary, and a Treasurer, each of whom shall be chosen by and hold office at the pleasure of the Board. Any number of offices required or permitted by this Article V may be held by the same person, except that neither the President nor the Secretary or the Treasurer may serve concurrently as the Chief Executive Officer, and neither the Secretary or the Treasurer may serve concurrently as the Chairman of the Board.

Section 2. Additional Permitted Officers. The Board may choose one or more Vice Presidents, one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers as the business of the corporation may require, each of whom shall hold office for such period, have such authority and perform such duties as the Board at its pleasure may from time to time determine.

Section 3. Election of Officers. Subject to the rights, if any, of any officer under an employment contract, the officers shall be elected annually by the Board at a regular or special meeting of the Board, and may succeed themselves in office. Each person elected as an officer shall continue in office until the next annual election of officers or until his successor shall have been duly elected and qualified or until his earlier death, resignation

or removal in accordance with these Bylaws. Vacancies of officers caused by death, resignation, removal or increase in the number of officers may be filled by the Board at a regular or special meeting.

Section 4. Removal of Officers. Any officer, subject to any rights, if any, under a contract of employment, may be removed at any time with or without cause and with or without notice by the affirmative vote of the Board.

Section 5. Chief Executive Officer. Subject to the control of the Board, the Chief Executive Officer shall be the general manager and chief executive officer of the corporation and shall have general supervision, direction and control over the affairs and property of the corporation and over its several officers, and shall have such other powers and perform such other duties as may be delegated by the Board from time to time.

Section 6. President. The President shall have such powers as the Board may delegate to him or her and, in the absent of the Chief Executive Officer, shall have the powers of the Chief Executive Officer and shall act for and in the stead of the Chief Executive Officer.

Section 7. Secretary. The Secretary shall be the custodian of the seal of the corporation and of the books and records and files thereof. The Secretary shall keep or cause to be kept, at the principal office or such other place as the Board may order, a minute book of all meetings of the Board and its committees. The Secretary shall also keep, or cause to be kept, at the principal office in the State of California the original or a copy of the Articles of Incorporation and Bylaws of the corporation, as amended to date. The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committee thereof required by these Bylaws or by law to be given, and shall have such other powers and perform such other duties as may be delegated by the Board.

Section 8. Treasurer. The Treasurer shall be the chief financial officer of the corporation and shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation, including, without limitation, accounts of its assets, liabilities, receipts and disbursements, and shall send or cause to be sent to the directors of the corporation such financial statements and reports as are by law or these Bylaws required to be sent to them. The Treasurer shall deposit, or cause to be deposited, all monies and other valuables in the name and to the credit of the corporation and such depositories as may be designated by the Board. The Treasurer shall disburse the funds of the corporation as may be ordered by the Board, shall render to the President or the directors, whenever requested, an account of all transactions and of the financial condition of the corporation, and shall have such other powers and perform such other duties as may be delegated by the Board.

ARTICLE VI. INDEMNIFICATION

Section 1. Indemnification.

(a) The corporation shall have the power to indemnify directors, officers, employees and agents to the fullest extent permitted by Section 5238 of

the California Nonprofit Public Benefit Corporation Law and Chapter 42 of the United States Internal Revenue Code of 1986 (if applicable), as amended or superseded. Any repeal or modification of this Article VI shall not result in any liability for any such directors, officers, employees or agents with respect to any act of omission prior to such repeal or modification.

(b) Notwithstanding the foregoing, the corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of the corporation to procure a judgment in its favor, an action brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of the corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of the corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

(c) The corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action by or in the right of the corporation, or brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of the corporation, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of the corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Article VI, Section 1:

(i) In respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to the corporation in the performance of such person's duty to the corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;

(ii) Of amounts paid in settling or otherwise disposing of a threatened or pending action, without approval; or

(iii) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval unless it is settled with the approval of the Attorney General.

(d) To the extent that an agent of the corporation has been successful on the merits in defense of any proceeding referred to in paragraphs (b) or (c) of this Article VI, Section 1 or in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

(e) Except as provided in paragraph (d) of this Article VI, Section 1, any indemnification under this Article VI, Section 1 shall be made by the corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in paragraphs (b) or (c) of this Article VI, Section 1, by:

(i) A majority vote of a quorum consisting of directors who are not parties to such proceeding; or

(ii) The court in which such proceeding is or was pending upon application made by the corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by the corporation.

(f) Expenses incurred in defending any proceeding may be advanced by the corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article VI, Section 1.

(g) No provision made by the corporation to indemnify its or its subsidiary's directors or officers for the defense of any proceeding, whether contained in the Articles of Incorporation, these Bylaws, a resolution of directors, an agreement or otherwise, shall be valid unless consistent with this Article VI, Section 1. Nothing contained in this Article VI, Section 1 shall affect any right to indemnification to which persons other than such directors and officers may be entitled by contract or otherwise.

Section 2. Insurance. The Board may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee or other agent of the corporation) against any liability other than for violating provisions of law relating to self-dealing (Section 5233 of the California Nonprofit Public Benefit Corporation Law) asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation

would have the power to indemnify the agent against such liability under the provisions of Section 5238 of the California Nonprofit Public Benefit Corporation Law.

ARTICLE VII. REPORTS

The corporation shall furnish to all of the directors annually a report containing the following information in reasonable detail:

1. The assets and liabilities, including the trust funds, of the corporation as of the end of the preceding fiscal year.
2. The principal changes in assets and liabilities, including trust funds, during the preceding fiscal year.
3. The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the preceding fiscal year.
4. The expenses or disbursements of the corporation, for both general and restricted purposes, during the preceding fiscal year.
5. Any information required by Section 6322 of the California Nonprofit Public Benefit Corporation Law, with respect to the preceding fiscal year.

The reports required by this Article VII shall be accompanied by any report thereon of independent accountants, or if there is no such report, by the certificate of an authorized officer of the corporation that such reports were prepared without audit from the books and records of the corporation.

ARTICLE VIII. OTHER PROVISIONS

Section 1. Inspection of Articles and Bylaws. The corporation shall keep in its principal office in the State of California the original copy of its Articles of Incorporation and of these Bylaws, as amended to date, which shall be open to inspection by the directors and such other persons as required by law, at all reasonable times during office hours.

Section 2. Fiscal Year. The fiscal year of the corporation shall commence on July 1 and end on June 30, unless otherwise fixed by the Board.

Section 3. Checks and Notes. Except as otherwise specifically determined by resolution of the Board, or as otherwise required by applicable law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by such persons authorized by the Board from time to time.

Section 4. Deposits. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board may select.

Section 5. Corporate Seal. The Board may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

Section 6. Amendment of Articles and Bylaws. Subject to any provision of law applicable to the amendment of the Articles of Incorporation or these Bylaws of public benefit nonprofit corporations, the Articles of Incorporation and these Bylaws may be adopted, amended or repealed in whole or in part by majority vote of all directors then in office.

Section 7. Construction and Definitions. Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in Part 1 of the California Nonprofit Corporation Law and in the California Nonprofit Public Benefit Corporation law shall govern the construction of these Bylaws. As used herein, "directors" shall mean "directors" for purposes of said law.

Section 8. Gifts. The Board may accept on behalf of the corporation any contribution, gift, bequest, or devise for the charitable or public purposes of the corporation.

CERTIFICATE OF SECRETARY

THIS IS TO CERTIFY: That the foregoing is a true and correct copy of the Fourth Amended and Restated Bylaws of Camino Nuevo Charter Academy and that such Bylaws were duly adopted by the Board of Directors of said corporation on September 19, 2019.



DAVID GIDLOW, Secretary

9/18/2019

Exhibit A

CONFLICT OF INTEREST CODE OF CAMINO NUEVO CHARTER ACADEMY



1. Standard Code of FPPC

Camino Nuevo Charter Academy shall comply with Government Code Section 1090. The Political Reform Act of 1974 (Gov. Code, § 81000 *et seq.*) requires each state and local government agency to adopt and promulgate a conflict of interest code. As a local government agency, Camino Nuevo Charter Academy, a California nonprofit public benefit corporation (“Corporation”) is therefore required to adopt such a code. The Fair Political Practices Commission (“FPPC”) has adopted a regulation (Cal. Code of Regs., tit. 2, § 18730) that contains the terms of a model conflict of interest code (“Model Code”), which can be incorporated by reference as an agency’s code. After public notice and hearing, the regulation may be amended by the FPPC to conform to amendments in the Political Reform Act.

2. Adoption of Standard Code of FPPC

The terms of California Code of Regulations, title 2, section 18730 and any future amendments to it duly adopted by the FPPC are hereby adopted and incorporated herein by reference. This regulation and the Appendix attached hereto designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of Corporation. This Code shall take effect when approved by the FPPC, and shall thereupon supersede any and all prior conflict of interest codes adopted by Corporation.

3. Filing of Statements of Economic Interests

Pursuant to Section 4 of the Model Code set forth in California Code of Regulations, title 2, section 18730, subdivision (b), each designated employee set forth in the Appendix shall file a Statement of Economic Interests (“Form 700”) with the Secretary of Corporation, which will make the statements available for public inspection and reproduction. Upon receipt of the statements of the designated employees, the Secretary shall retain the originals of these statements, and forward copies to the FPPC upon request.

**APPENDIX TO
CONFLICT OF INTEREST CODE OF
CAMINO NUEVO CHARTER ACADEMY**

Preamble

Any person designated in Section I of this Appendix who is unsure of any right or obligation arising under this conflict of interest code (“Code”) may request a formal opinion or letter of advice from the Fair Political Practices Commission (“FPPC”) or an opinion from legal counsel to Camino Nuevo Charter Academy, a California nonprofit public benefit corporation (“Corporation”). (Gov. Code, § 83114; Cal. Code of Regs., tit. 2, § 18730, subd. (b)(11).) A person who acts in good faith in reliance on an opinion issued to him or her by the FPPC shall not be subject to criminal or civil penalties for so acting, provided that all material facts are stated in the opinion request. (Gov. Code, § 83114, subd. (a).)

Opinions rendered by legal counsel to Corporation do not provide a statutory defense to an alleged violation of conflict of interest statutes or regulations. The prosecuting agency may, but is not required to, consider a requesting party’s reliance on such legal counsel’s opinion as evidence of good faith. In addition, Corporation may consider whether such reliance should constitute a mitigating factor to any disciplinary action that Corporation may bring against the requesting party under Government Code section 91003.5.

I.

Designated Employees

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of the Board	4
Members of the Board Executive Committee	1, 2
Chief Executive Officer	1, 2
Chief Academic Officer	1, 2
Vice President Facilities & Operations	1, 2
Vice President of Human Resources & Compliance	3
Principals	3
Consultants/New Positions	*

II.

Disclosure Categories

Category 1

Designated positions assigned to this category must report:

Interests in real property which are located in whole or in part within two (2) miles of any facility utilized by a Corporation charter school, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

Investments and business positions in business entities or income (including gifts, loans, and travel payments) from sources that engage in the acquisition or disposal of real property or are engaged in building construction or design of a type utilized by Corporation.

Category 2

Designated positions assigned to this category must report:

Investments and business positions in business entities or income (including gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work or services or sources that are the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment of the type to be utilized by Corporation.

Category 3

Designated positions assigned to this category must report:

Investments and business positions in business entities or income (including gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work or services or sources that are the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment of the type to be utilized by the designated position's department. For the purpose of this category a Principal's department is his or her entire school.

Category 4

Designated positions assigned to this category must report:

Investments and business positions in business entities or income (including gifts, loans, and travel payments) from sources that are financial audit or legal services providers.

* Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the Code, subject to the following limitation:

The Chief Executive Officer or designee may determine in writing that a particular consultant/new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's/new position's duties and, based upon that description, a statement of the extent of disclosure

requirements. The Chief Executive Officer or designee's determination is a public record and shall be retained for public inspection in the same manner and location as this Code.

CAMINO NUEVO CHARTER ACADEMY CONFLICTS OF INTEREST POLICY



ARTICLE I

PURPOSE

The purpose of this Conflicts of Interest Policy is to protect the Academy's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of a director, officer or key employee of the Academy. Camino Nuevo Charter Academy shall comply with Government Code Section 1090.

ARTICLE II

DEFINITIONS

1. "Interested Person"

Each director, officer or key employee of the Academy who has a financial interest is an "interested person."

2. "Financial Interest"

A director, officer or key employee of the Academy has a "financial interest" if the person, or any member of the person's family:

- a. Has, or proposes to enter into, a transaction for the sale of goods or services with the Academy;
- b. Has an ownership or investment interest in any entity with which the Academy has, or proposes to enter into, a transaction for the sale of goods or services. or
- c. Has, or proposes to enter into, a compensation arrangement with the Academy or with any entity or individual with which the Academy has, or proposes to enter into, a transaction or arrangement.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest has a conflict of interest only if the interest involves a compensation arrangement described in Article III or, in all other cases, the board decides that a conflict of interest exists under the procedures of Article IV.

3. For purposes of this Article II, a person's family includes the person's spouse, siblings (by whole or half blood), spouses of siblings, children, grandchildren, spouses of children or grandchildren, parents and grandparents.

4. A person who does not currently have an ownership or investment interest in an entity but contemplates or is considering acquiring such an ownership or investment interest shall be deemed to have a financial interest for purposes of this policy.

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5. Compensation includes remuneration for services rendered, as well as gifts or favors that are substantial in nature.

ARTICLE III COMPENSATION ARRANGEMENTS

1. Procedures for Approving Compensation Arrangements.

a. Except as otherwise provided, all situations involving the establishment and payment of compensation by the Academy to a director, officer or key employee for services rendered *per se* involves a conflict of interest. The board shall follow the following procedures in approving the amount of compensation to be paid by the Academy to any director, officer or key employee.

b. Prior to the meeting at which the board is to consider the approval of such compensation, the Chief Executive Officer (or, if the Chief Executive Officer's compensation is at issue, any other officer selected by the board) shall collect appropriate comparability data, such as competing offers received from other organizations for comparable services, opinions of compensation consultants, amounts paid by other organizations for comparable services and published compensation surveys.

c. The director, officer or key employee whose compensation is at issue shall be present at the board meeting at which the compensation is to be considered to answer any questions of the members of the board and may, if he or she desires, make a reasonable, factual presentation to the board. However, after answering any questions that the board members may have and making any reasonable, factual presentation, the director, officer or key employee shall leave the meeting and shall not participate in any discussion or debate on the subject and shall not participate in any voting.

d. In addition, all other board members who are not disinterested shall recuse themselves from the meeting, briefly noting the nature of the matter that precludes them from being disinterested, and shall refrain from participating in any discussion or debate concerning the matter or from voting thereon. A board member is not disinterested for this purpose if:

- the board member and the person whose compensation is at issue are family members (as "family" is defined in Article II);
- the board member receives compensation or other periodic payments subject to the review and/or approval of the person whose compensation is at issue; or

- the director has or anticipates having a financial interest that the person whose compensation is at issue will be reviewing or approving as a board member.

e. The disinterested board members then shall consider the comparability data presented to them and shall determine whether, in light of such comparability data, the proposed compensation, together with all pension and other employee benefits to be provided, is fair and reasonable to the Academy.

f. The minutes of the board meeting at which any such compensation arrangement is considered shall reflect: (i) the persons present for any portion of the meeting; (ii) the persons who recused themselves from the meeting, the point in the meeting when they recused themselves and the reasons therefore; (iii) the nature of the comparability data considered; (iv) a summary of the board's analysis, based on the comparability data, supporting its decision that the compensation amount is fair and reasonable; and (v) the vote taken.

2. Exceptions.

Notwithstanding the foregoing, action by the board in fixing a uniform level of compensation for all board members for services rendered *as board members* shall not be regarded as a conflict of interest subject to the foregoing procedures, provided that: (i) before the board approves any such compensation, the Chief Executive Officer shall present comparability data as to the amount of compensation paid by other comparable organizations for director services; and (ii) the board makes an affirmative finding that the compensation being approved is reasonable in light of the comparability data presented. The minutes of any meeting at which such compensation was approved shall reflect: (i) the nature of the comparability data presented; and (ii) the nature of the board's analysis based, on the comparability data, supporting its decision that the compensation so approved is fair and reasonable.

ARTICLE IV

PROCEDURES IN ALL OTHER CASES



1. Application.

The procedures of this Article IV shall apply in all cases involving a financial interest other than compensation arrangements described in Article III.

2. Duty to Disclose.

a. If a director, officer or key employee is an interested person with respect to a transaction or arrangement or proposed transaction or arrangement involving the Academy, he or she shall disclose the existence of his or her financial interest to the Academy's Chief Executive Officer (or, if the interested person is the Chief Executive Officer, to the Academy's Secretary). The interested person shall disclose all material facts pertinent to the financial interest.

An interested person shall make such disclosure as soon as practicable after becoming aware of the financial interest.

b. The board shall adopt and periodically review a form designed to elicit the identification and disclosure of arrangements and relationships that are or likely are to become financial interests, and all directors, officers and key employees of the Academy shall complete and sign such forms on an annual basis and return the same to the Chief Executive Officer.

3. Determining Whether a Conflict of Interest Exists

a. The Chief Executive Officer (or Secretary) shall provide notice of all disclosed financial interests by way of a written summary of the relevant facts to the members of the board, and the board shall consider and make a determination whether the financial interest is a conflict of interest at its next meeting at which the issue practicably may be considered. The Chief Executive Officer (or Secretary) shall, to the extent practicable, provide such notice in advance of the meeting at which it is to be considered.

b. The interested person shall be given an opportunity to make a reasonable, factual presentation to the board concerning the financial interest and he or she shall be available to answer questions of all board members. If the interested person is a board member, the person's presence shall be counted toward a quorum at the meeting. However, once an interested person has made whatever reasonable, factual presentation he or she desires to make, and the board members have asked whatever questions they may have of the interested person, the interested person shall recuse himself or herself from the meeting and shall not be present or otherwise participate in any board discussion or debate of the financial interest and shall not vote on the determination of whether the financial interest represents a conflict of interest.

c. In addition, any other board members who are not disinterested in the matter shall recuse themselves from the meeting, briefly noting the nature of the matter that precludes them from being disinterested, and they shall refrain from participating in any discussion or debate concerning the matter and from voting thereon. The standards set forth in Article III shall apply in determining whether a board member is not disinterested.

d. In determining whether a conflict of interest exists, the board shall consider the materiality of the financial interest, including, in the case of an ownership or investment interest, the amount of the interested person's ownership or investment interest, both in absolute dollar amount and relative to the ownership or investment interests of others. In general, the board shall find a financial interest to be a conflict of interest if it is so material that it reasonably could influence or affect a reasonable person's decision relative to the approval of the transaction or arrangement at issue.

4. Procedures for Addressing the Conflict of Interest

a. If the board determines that a financial interest constitutes a conflict of interest, the disinterested members of the board shall observe the following procedures in determining whether to approve that transaction or arrangement that gives rise to the conflict.

b. In advance of the meeting at which the board is to consider the transaction or arrangement, the Chief Executive Officer shall cause information to be collected concerning: (i) whether there are alternatives to the proposed transaction or arrangement that do not involve a conflict of interest; and (ii) information as to the fair market value of property or services to be exchanged in the transaction or arrangement, such as competing offers received by the Academy or other entities, qualified opinions of value and published surveys and statistical information.

c. After review and discussion of the information obtained by the Chief Executive Officer, the board shall determine whether the Academy can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Academy's best interest and for its own benefit, and whether the transaction is fair and reasonable to the Academy. Based on such analysis, the board shall then determine whether to enter into the transaction or arrangement in conformity with such analysis.

5. Records of Proceedings

The minutes of the board shall contain--

a. the names of all persons who disclosed or otherwise were found to have a financial interest or conflict of interest in connection with an actual or possible conflict of interest, the nature of the financial interest or other conflict of interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.

b. the names of the persons who were present for discussions and votes relating to the transaction or arrangement or other conflict, the content of the discussion, including any alternatives to the proposed transaction or arrangement if applicable to the situation, the information that the board considered and relied on in making its decision and a record of any votes taken in connection therewith.

ARTICLE V


VIOLATIONS OF THE CONFLICTS OF INTEREST POLICY

1. If the board has reasonable cause to believe that a director, officer or key employee has failed to disclose a financial interest, it shall inform the director, officer or key employee of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

2. After hearing the response of the director, officer or key employee and making such further investigation as may be warranted in the circumstances, the potentially interested person shall recuse himself or herself from the meeting, and the board, by a majority of the disinterested directors, shall determine whether the director, officer or key employee has in fact failed to disclose an actual or possible conflict of interest. If the board finds that the director, officer or key employee has failed to disclose an actual or possible conflict of interest, it shall take whatever disciplinary and corrective action it determines in its discretion is appropriate, such as, without limitation, the removal of such a director from the board, the termination of such an officer or key employee, a demand that the director, officer or key employee return any consideration received in the transaction or arrangement that was unfairly obtained, and notifying appropriate government officials and agencies.

ARTICLE VI

COMMITTEES

 The Executive Committee (and any other committee, composed only of directors, to which the board has delegated its authority to review and approve transactions or arrangements involving potential conflicts of interest) may act in place of the board in determining whether a financial interest constitutes a conflict of interest and whether to approve the transaction only if it was not reasonably practical to obtain board review and approval prior to entering into the transaction or arrangement. In making any such determinations, the Executive Committee (or such other committee) shall strictly observe the procedures set forth in this policy, and the full board, at its next meeting, shall review the proceedings of the Executive Committee (or such other committee) and shall determine whether these procedures were so observed. If the board finds that such procedures were observed, it shall ratify the decision of the Executive Committee (or other committee). If the board finds that the Executive Committee (or other committee) did not observe such procedures, it then shall consider what corrective action shall be taken.

ARTICLE VII

ANNUAL STATEMENTS

Each director, officer and key employee shall annually sign a statement, on a form approved by the board, which affirms that such person has received a copy of the conflicts of interest policy, has read and understands the policy, has agreed to comply with the policy, and

understands that the Academy is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Board Approved: 

Date: 9/18/2019

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**FIFTH AMENDED AND RESTATED BYLAWS
OF
CAMINO NUEVO CHARTER ACADEMY
A California Nonprofit Public Benefit Corporation**

(Adopted November 16, 2020)

ARTICLE I. OFFICES

Section 1. Principal Office. The principal office of the corporation for the transaction of the business of the corporation shall be fixed and located at the following address:

3435 W. Temple Street
Los Angeles, CA 90026

The Board is granted full power and authority to change such principal office from one location to another.

Section 2. Other Offices. Branch or subordinate offices may be established at any time by the Board at any place or places.

ARTICLE II. PURPOSES AND OBJECTIVES

The corporation is a nonprofit public benefit corporation as described in the California Nonprofit Public Benefit Corporation law. The corporation may engage in activities that are reasonably related to or in furtherance of its charitable and public purposes, which includes, but is not limited to, providing comprehensive public educational progress for students in kindergarten through twelfth grade in low-income, predominantly immigrant and multilingual areas. The property of the corporation is irrevocably dedicated to charitable purposes in a manner which meets the requirements of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and Sections 23701(d) and 214 of the California Revenue and Taxation Code. The corporation shall not discriminate on the basis of race, color, national origin, religion, or any other characteristic protected under applicable federal statute or local law with respect to its charitable activities.

ARTICLE III. MEMBERSHIP

Section 1. Membership. Pueblo Nuevo Education and Development Group, a California nonprofit public benefit corporation, shall be the sole statutory member of this corporation (“Sole Statutory Member”) as the term “member” is defined in Section 5056 of the Nonprofit Corporation Law of California. The membership of the Sole Statutory Member in this corporation is not transferable.

Section 2. Associates. Nothing in this Article III shall be construed as limiting the right of the corporation to refer to persons associated with it as “members” even though such persons are not members, and no such reference shall constitute anyone a member, within the meaning of Section 5056 of the California Nonprofit Corporation Law. The corporation may confer by amendment of its Articles or of these Bylaws some or all of the rights of a member, as set forth

in the California Nonprofit Corporation Law, upon any person or persons who do not have the right to vote for the election of directors or on a disposition of substantially all of the assets of the corporation or on a merger or on a dissolution or on changes to the corporation's Articles or Bylaws, but no such person shall be a member within the meaning of said Section 5056.

Section 3. Rights. The Sole Statutory Member shall have the rights set forth in these bylaws and Section 5056 of the California Nonprofit Corporation Law, and to approve any amendment to these bylaws which would affect such rights of the Sole Statutory Member.

ARTICLE IV. DIRECTORS

Section 1. Powers. Subject to the limitations of the Articles of Incorporation and of the California Nonprofit Public Benefit Corporation Law, the activities and affairs of the corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors (the "Board"). The Board may delegate the management of the activities of the corporation to any person or persons, a management company, or committees however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the other powers enumerated in these Bylaws:

(a) To select and remove the officers, agents and employees of the corporation, prescribe powers and duties for them as may not be inconsistent with law, the Articles of Incorporation, or these Bylaws, supervise them, and fix their compensation. Such compensation may be increased or decreased at the pleasure of the Board.

(b) To make such rules and regulations for the conduct of the affairs and activities of the corporation as the Board may deem advisable and as are not inconsistent with law, the Articles of Incorporation or these Bylaws.

(c) To borrow money and incur indebtedness for the purpose of the corporation, and to cause to be executed and delivered therefor, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation, or other evidences of debt and securities therefore.

Section 2. Number of Directors. The authorized number of directors shall be between five (5) and eighteen (18). No reduction in the authorized number of directors shall have the effect of shortening the term of any incumbent director.

Section 3. Election and Term of Office. Directors shall be elected at a regular meeting of the Board from a slate of nominations presented by the Nominating Committee, or at any special meeting of the Board held for that purpose. Each director shall hold office for an initial term of one (1) year and until a successor has been elected and qualified. Each director re-elected to the board shall hold office for a term of three (3) years and until a successor has been elected and seated. Directors may succeed themselves in office.

Section 4. Resignation. Subject to the provisions of Section 5226 of the California Nonprofit Public Benefit Corporation Law, any director may resign effective upon giving written

notice to the President, the Secretary, or the Board as a whole, unless the notice specifies a later time for the effectiveness of such resignation; *provided, however*, that a director may not resign except upon notice to the Attorney General in a case where the corporation would be left without a duly elected director in charge of its affairs. If the resignation is effective at a future time, a successor may be designated before such time, to take office when the resignation becomes effective.

Section 5. Place of Meeting. Regular or special meetings of the Board shall be held at any place within Los Angeles County which has been designated from time to time by the Board. In the absence of such designation, regular meetings shall be held at the principal office of the corporation.

Section 6. Regular Meetings. Regular meetings of the Board, including annual meetings, shall be held on such dates and at such times as may be fixed by the Board, subject to the requirements of the Brown Act and the Charter Schools Act.

Section 7. Special Meetings. Special meetings of the Board for any purpose or purposes may be called at any time by the Chief Executive Officer, the President, the Secretary, or any two (2) directors, subject to the requirements of the Brown Act and the Charter Schools Act. Notice of the time and place of special meetings of the Board shall be given or delivered to each director personally or by telephone or email at least twenty-four (24) hours before the meeting.

Section 8. Waiver of Notice. Notice of a meeting need not be given to any director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to such director. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

Section 9. Quorum. A majority of directors then in office constitutes a quorum of the Board for the transaction of business, except to adjourn as provided in this Article IV, Section 12. All matters shall be decided by the vote of a majority of directors present at a meeting duly held at which a quorum is present, subject to the more stringent provisions of the Nonprofit Public Benefit Corporation Law and the Political Reform Act. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of directors, but no action can be taken unless and until a quorum is restored.

Section 10. Voting on Special Matters. Notwithstanding any other provision of these Bylaws, an affirmative vote by no less than two-thirds (2/3) of the total directors shall be required to act upon the following matters:

- (a) Amending the Bylaws or Articles of Incorporation
- (b) Establishing or changing the number of directors
- (c) Adopting, revising or amending any mission statement of the corporation

(d) Adopting, revising or amending any statements of policy regarding curriculum or its programmatic implementation.

Section 11. Participation in Meetings by Conference Telephone. Members of the Board may participate in any meeting through the use of video or telephone conference equipment, subject to the requirements of the Brown Act and Education Code Section 47604.1. In addition, a two-way teleconference location will be established at each schoolsite to allow members of the public to participate in Board meetings.

Section 12. Adjournment. A majority of the directors present, whether or not a quorum is present, may adjourn any directors' meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given prior to the time of the reconvened meeting to the directors who were not present at the time of adjournment.

Section 13. Rights of Inspection. Every director shall have the right at any reasonable time to inspect and copy any and all books, records, and documents of every kind of the corporation, subject to applicable privacy laws, and to inspect the physical properties of the corporation.

Section 14. Committees. The Board may designate and appoint one (1) or more committees, each consisting of two (2) or more directors and any number of non-director members, and delegate to such committees any of the authority of the Board except with respect to:

- (a) The filling of vacancies on the Board or in any committee;
- (b) The amendment or repeal of bylaws or the adoption of new bylaws; or
- (c) The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repeatable.

Any such committee must be established and the members thereof appointed by a majority of the number of directors then in office, and such committee may be designated by any name the Board shall specify. The Board may appoint, in the same manner, alternate members of any committee who may replace any absent member at any meeting of the committee. The Board shall have the power to prescribe the manner in which proceedings of any such committee shall be conducted. Meetings and other actions of any such committee shall be governed by the provisions of this Article IV applicable to meeting and actions of the Board. Minutes shall be kept of each meeting of each committee. The Board, or in its absence, any committee shall have the power to elect a chair, a vice chair of its committee.

Section 15. Executive Committee. There shall be an Executive Committee of the Board of Directors, which shall consist of the Chairman and such other members of the Board of Directors as the Board shall from time to time determine. During intervals between meetings of the Board, the Executive Committee shall have and exercise all of the authority of the board except as otherwise limited by these bylaws or by the Board or matters that require full Board approval. The Executive Committee shall cause minutes of its meetings to be distributed to all directors and be kept and filed with the minutes of the meetings of the Board.

Section 16. Nominating Committee. The Nominating Committee shall be composed of the members of the Executive Committee and any other members of the Board of Directors appointed by the Executive Committee to serve on the Nominating Committee. Prior to the meeting of the Board at which directors and officers are to be elected, the chair of the nominating committee shall solicit suggestions from interested parties for candidates to stand for election as directors and officers of the corporation. The chair of the Nominating Committee shall then prepare a slate of nominees which shall be mailed to the directors at least thirty (30) days before the date of the meeting at which the election shall be held. Additional nominees shall be added to the slate if a nominee is sponsored by more than ten percent (10%), of the directors not less than ten (10) days before the meeting.

Section 17. Compensation. Directors and members of committees shall not receive any compensation for their services but, by resolution of the Board, a fixed sum and expenses of attendance, if any, may be allowed for attendance at any regular or special meeting of the Board. Nothing shall preclude any director from serving the corporation in any other capacity and receiving reasonable compensation for such services.

ARTICLE V. OFFICERS

Section 1. Required Officers. The officers of the corporation shall be a Chief Executive Officer, a President, a Secretary, and a Treasurer, each of whom shall be chosen by and hold office at the pleasure of the Board. Any number of offices required or permitted by this Article V may be held by the same person, except that neither the President nor the Secretary or the Treasurer may serve concurrently as the Chief Executive Officer, and neither the Secretary or the Treasurer may serve concurrently as the Chairman of the Board.

Section 2. Additional Permitted Officers. The Board may choose one or more Vice Presidents, one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers as the business of the corporation may require, each of whom shall hold office for such period, have such authority and perform such duties as the Board at its pleasure may from time to time determine.

Section 3. Election of Officers. Subject to the rights, if any, of any officer under an employment contract, the officers shall be elected annually by the Board at a regular or special meeting of the Board, and may succeed themselves in office. Each person elected as an officer shall continue in office until the next annual election of officers or until his successor shall have been duly elected and qualified or until his earlier death, resignation or removal in accordance with these Bylaws. Vacancies of officers caused by death, resignation, removal or increase in the number of officers may be filled by the Board at a regular or special meeting.

Section 4. Removal of Officers. Any officer, subject to any rights, if any, under a contract of employment, may be removed at any time with or without cause and with or without notice by the affirmative vote of the Board.

Section 5. Chief Executive Officer. Subject to the control of the Board, the Chief Executive Officer shall be the general manager and chief executive officer of the corporation and shall have general supervision, direction and control over the affairs and property of the

corporation and over its several officers, and shall have such other powers and perform such other duties as may be delegated by the Board from time to time.

Section 6. President. The President shall preside as the Chair at Board meetings, unless the Board elects a separate Chairperson, and shall have such powers as the Board may delegate to him or her. In the absent of the Chief Executive Officer, the President shall have the powers of the Chief Executive Officer and shall act for and in the stead of the Chief Executive Officer.

Section 7. Secretary. The Secretary shall be the custodian of the books and records of the corporation and files thereof. The Secretary shall keep or cause to be kept, at the principal office or such other place as the Board may order, a minute book of all meetings of the Board and its committees. The Secretary shall also keep, or cause to be kept, at the principal office in the State of California the original or a copy of the Articles of Incorporation and Bylaws of the corporation, as amended to date. The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committee thereof required by these Bylaws or by law to be given, and shall have such other powers and perform such other duties as may be delegated by the Board.

Section 8. Treasurer. The Treasurer shall be the chief financial officer of the corporation and shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation, including, without limitation, accounts of its assets, liabilities, receipts and disbursements, and shall send or cause to be sent to the directors of the corporation such financial statements and reports as are by law or these Bylaws required to be sent to them. The Treasurer shall deposit, or cause to be deposited, all monies and other valuables in the name and to the credit of the corporation and such depositories as may be designated by the Board. The Treasurer shall disburse the funds of the corporation as may be ordered by the Board, shall render to the President or the directors, whenever requested, an account of all transactions and of the financial condition of the corporation, and shall have such other powers and perform such other duties as may be delegated by the Board.

ARTICLE VI. INDEMNIFICATION

Section 1. Indemnification.

(a) The corporation shall have the power to indemnify directors, officers, employees and agents to the fullest extent permitted by Section 5238 of the California Nonprofit Public Benefit Corporation Law and Chapter 42 of the United States Internal Revenue Code of 1986 (if applicable), as amended or superseded. Any repeal or modification of this Article VI shall not result in any liability for any such directors, officers, employees or agents with respect to any act of omission prior to such repeal or modification.

(b) Notwithstanding the foregoing, the corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of the corporation to procure a judgment in its favor, an action brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in

charitable trust) by reason of the fact that such person is or was an agent of the corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of the corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

(c) The corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action by or in the right of the corporation, or brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of the corporation, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of the corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Article VI, Section 1:

(i) In respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to the corporation in the performance of such person's duty to the corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;

(ii) Of amounts paid in settling or otherwise disposing of a threatened or pending action, without approval; or

(iii) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval unless it is settled with the approval of the Attorney General.

(d) To the extent that an agent of the corporation has been successful on the merits in defense of any proceeding referred to in paragraphs (b) or (c) of this Article VI, Section 1 or in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

(e) Except as provided in paragraph (d) of this Article VI, Section 1, any indemnification under this Article VI, Section 1 shall be made by the corporation only if authorized in the specific case, upon a determination that indemnification of the agent is

proper in the circumstances because the agent has met the applicable standard of conduct set forth in paragraphs (b) or (c) of this Article VI, Section 1, by:

(i) A majority vote of a quorum consisting of directors who are not parties to such proceeding; or

(ii) The court in which such proceeding is or was pending upon application made by the corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by the corporation.

(f) Expenses incurred in defending any proceeding may be advanced by the corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article VI, Section 1.

(g) No provision made by the corporation to indemnify its or its subsidiary's directors or officers for the defense of any proceeding, whether contained in the Articles of Incorporation, these Bylaws, a resolution of directors, an agreement or otherwise, shall be valid unless consistent with this Article VI, Section 1. Nothing contained in this Article VI, Section 1 shall affect any right to indemnification to which persons other than such directors and officers may be entitled by contract or otherwise.

Section 2. Insurance. The Board may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee or other agent of the corporation) against any liability other than for violating provisions of law relating to self-dealing (Section 5233 of the California Nonprofit Public Benefit Corporation Law) asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of Section 5238 of the California Nonprofit Public Benefit Corporation Law.

ARTICLE VII. REPORTS

The corporation shall furnish to all of the directors annually a report containing the following information in reasonable detail:

1. The assets and liabilities, including the trust funds, of the corporation as of the end of the preceding fiscal year.

2. The principal changes in assets and liabilities, including trust funds, during the preceding fiscal year.

3. The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the preceding fiscal year.

4. The expenses or disbursements of the corporation, for both general and restricted purposes, during the preceding fiscal year.

5. Any information required by Section 6322 of the California Nonprofit Public Benefit Corporation Law, with respect to the preceding fiscal year.

The reports required by this Article VII shall be accompanied by any report thereon of independent accountants, or if there is no such report, by the certificate of an authorized officer of the corporation that such reports were prepared without audit from the books and records of the corporation.

ARTICLE VIII. OTHER PROVISIONS

Section 1. Inspection of Articles and Bylaws. The corporation shall keep in its principal office in the State of California the original copy of its Articles of Incorporation and of these Bylaws, as amended to date, which shall be open to inspection by the directors and such other persons as required by law, at all reasonable times during office hours.

Section 2. Fiscal Year. The fiscal year of the corporation shall commence on July 1 and end on June 30, unless otherwise fixed by the Board.

Section 3. Checks and Notes. Except as otherwise specifically determined by resolution of the Board, or as otherwise required by applicable law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by such persons authorized by the Board from time to time.

Section 4. Deposits. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board may select.

Section 5. Amendment of Articles and Bylaws. The Articles of Incorporation and these Bylaws may be adopted, amended or repealed in whole or in part by majority vote of all directors then in office, subject to applicable law and Article III, Section 3 and Article IV, Section 10 of these Bylaws.

Section 6. Construction and Definitions. Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the California Nonprofit Public Benefit Corporation law shall govern the construction of these Bylaws.

Section 7. Gifts. The Board may accept on behalf of the corporation any contribution, gift, bequest, or devise for the charitable or public purposes of the corporation.

CERTIFICATE OF SECRETARY

THIS IS TO CERTIFY: That the foregoing is a true and correct copy of the Fifth Amended and Restated Bylaws of Camino Nuevo Charter Academy and that such Bylaws were duly adopted by the Board of Directors of said corporation on November 16, 2020.

_____, Secretary

**~~FOURTH~~FIFTH AMENDED AND RESTATED BYLAWS
OF
CAMINO NUEVO CHARTER ACADEMY
A California Nonprofit Public Benefit Corporation**

(Adopted November 16, 2020)

ARTICLE I. OFFICES

Section 1. Principal Office. The principal office of the corporation for the transaction of the business of the corporation shall be fixed and located at the following address:

3435 W. Temple Street
Los Angeles, CA 90026

The Board is granted full power and authority to change such principal office from one location to another.

Section 2. Other Offices. Branch or subordinate offices may be established at any time by the Board at any place or places.

ARTICLE II. PURPOSES AND OBJECTIVES

The corporation is a nonprofit public benefit corporation as described in the California Nonprofit Public Benefit Corporation law. The corporation may engage in activities that are reasonably related to or in furtherance of its charitable and public purposes, which includes, but is not limited to, providing comprehensive public educational progress for students in kindergarten through twelfth grade in low-income, predominantly immigrant and multilingual areas. The property of the corporation is irrevocably dedicated to charitable purposes in a manner which meets the requirements of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and Sections 23701(d) and 214 of the California Revenue and Taxation Code. The corporation shall not discriminate on the basis of race, color, national origin, religion, or any other characteristic protected under applicable federal statute or local law with respect to its charitable activities.

ARTICLE III. MEMBERSHIP

Section 1. Membership. Pueblo Nuevo Education and Development Group, a California nonprofit public benefit corporation, shall be the sole statutory member of this corporation (“Sole Statutory Member”) as the term “member” is defined in Section 5056 of the Nonprofit Corporation Law of California, ~~with the power to elect or remove directors~~. The membership of the Sole Statutory Member in this corporation is not transferable.

Section 2. Associates. Nothing in this Article III shall be construed as limiting the right of the corporation to refer to persons associated with it as “members” even though such persons are not members, and no such reference shall constitute anyone a member, within the meaning of Section 5056 of the California Nonprofit Corporation Law. The corporation may confer by amendment of its Articles or of these Bylaws some or all of the rights of a member, as set forth

in the California Nonprofit Corporation Law, upon any person or persons who do not have the right to vote for the election of directors or on a disposition of substantially all of the assets of the corporation or on a merger or on a dissolution or on changes to the corporation's Articles or Bylaws, but no such person shall be a member within the meaning of said Section 5056.

Section 3. Rights. The Sole Statutory Member shall have the rights, ~~as~~ set forth in these bylaws and Section 5056 of the California Nonprofit Corporation Law, and to approve ~~this corporation's elected directors of the board, the disposition of all or substantially all of this corporation's assets, any merger and its principal terms and any amendment of those terms, any election to dissolve this corporation,~~ any amendment to these bylaws which would affect such rights of the Sole Statutory Member's ~~rights as provided under the California Nonprofit Corporation law or under these bylaws, and as otherwise required under the California Nonprofit Corporation Law or set forth in these bylaws.~~

ARTICLE IV. DIRECTORS

Section 1. Powers. Subject to the limitations of the Articles of Incorporation and of the California Nonprofit Public Benefit Corporation Law, the activities and affairs of the corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors (the "Board"). The Board may delegate the management of the activities of the corporation to any person or persons, a management company, or committees however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the other powers enumerated in these Bylaws:

(a) To select and remove the officers, agents and employees of the corporation, prescribe powers and duties for them as may not be inconsistent with law, the Articles of Incorporation, or these Bylaws, supervise them, and fix their compensation, ~~and require from them security for faithful service~~. Such compensation may be increased or decreased at the pleasure of the Board.

(b) To make such rules and regulations for the conduct of the affairs and activities of the corporation as the Board may deem advisable and as are not inconsistent with law, the Articles of Incorporation or these Bylaws.

(c) To borrow money and incur indebtedness for the purpose of the corporation, and to cause to be executed and delivered therefor, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation, or other evidences of debt and securities therefore.

Section 2. Number of Directors. The authorized number of directors shall be between five (5) and eighteen (18). ~~—No reduction in the authorized number of directors shall have the effect of shortening the term of any incumbent director.~~

Section 3. Election and Term of Office. Directors shall be elected at a regular meeting of the Board from a slate of nominations presented by the Nominating Committee, ~~but if any such regular meeting is not held or the directors are not elected thereat, the directors may be elected~~ or

at any special meeting of the Board held for that purpose. Each director shall hold office for an initial term of one (1) year and until a successor has been elected and qualified. Each director re-elected to the board shall hold office for a term of three (3) years and until a successor has been elected and ~~qualified~~seated. Directors may succeed themselves in office. ~~The Board at its organizational meeting each year, or at such other times in its sole discretion, may elect a chair and such vice chairs as it deems appropriate.~~

Section 4. Resignation. Subject to the provisions of Section 5226 of the California Nonprofit Public Benefit Corporation Law, any director may resign effective upon giving written notice to the President, the Secretary, or the Board as a whole, unless the notice specifies a later time for the effectiveness of such resignation; *provided, however*, that a director may not resign except upon notice to the Attorney General in a case where the corporation would be left without a duly elected director in charge of its affairs. If the resignation is effective at a future time, a successor may be designated before such time, to take office when the resignation becomes effective.

~~Section 5. Interested Directors. So long as not inconsistent with Education Code Section 47604.1, not more than forty-nine percent (49%) of the persons serving on the Board at any time may be interested persons. An "interested person" is (1) any person being compensated by the corporation for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director; and (2) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law of any such person. Notwithstanding the foregoing, any violation of the provisions of this Section shall not affect the validity or enforceability of any transaction entered into by the corporation.~~

~~Section 6.~~Section 5. Place of Meeting. Regular or special meetings of the Board shall be held at any place within Los Angeles County which has been designated from time to time by the Board. In the absence of such designation, regular meetings shall be held at the principal office of the corporation.

~~Section 7.~~Section 6. Regular Meetings. Regular meetings of the Board, including annual meetings, shall be held on such dates and at such times as may be fixed by the Board, subject to the requirements of the Brown Act and the Charter Schools Act.

~~Section 8.~~Section 7. Special Meetings. Special meetings of the Board for any purpose or purposes may be called at any time by the Chief Executive Officer, the President, the Secretary, or any two (2) directors, subject to the requirements of the Brown Act and the Charter Schools Act. —Notice of the time and place of special meetings of the Board shall be given or delivered ~~personally~~ to each director personally or by telephone or email, ~~or sent to each director by written or telephonic communication (including email, cable, telegram, telex and telephone)~~ at least twenty-four (24) hours before the meeting ~~if personal delivery is made or if the telephone, email, telegraph, cable, facsimile or telex is used, and at least four (4) days before the meeting if the regular mail is used.~~ Such notice may be written or (if delivered by telephone or personally) oral. ~~Written notice shall be addressed or delivered to each director at his or her address as it is shown upon the records of the corporation, or as may have been given to the corporation by the director~~

~~for purposes of notice, or, if such address is not shown on such records or is not readily ascertainable, at the place in which the meetings of the directors are regularly held.~~

~~Notice by mail shall be deemed to have been given at the time a written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed to have been given at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or actually transmitted by electronic means by the person giving the notice to the recipient, as the case may be. Oral notice shall be deemed to have been given at the time it is communicated to the recipient or to such person at the office of the recipient who the person giving the notice has reason to believe will promptly communicate it to the recipient.~~

~~Section 9.~~Section 8. Waiver of Notice. Notice of a meeting need not be given to any director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to such director. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

~~Section 10.~~Section 9. Quorum. A majority of directors then in office constitutes a quorum of the Board for the transaction of business, except to adjourn as provided in this Article IV, Section 12. ~~Except as provided in this Article IV, Section 9, all~~All matters shall be decided by the vote of a majority of directors present at a meeting duly held at which a quorum is present, ~~and every such act or decision shall be the act of the Board, unless a greater number is required by the California Nonprofit Public Benefit Corporation Law (including, but not limited to, those provisions relating to approval of transactions with interested directors, transactions involving corporations with common directors, fixing of compensation for directors, creation of or appointments of committees and indemnification of directors and other agents), or by the Articles of Incorporation or these Bylaws~~subject to the more stringent provisions of the Nonprofit Public Benefit Corporation Law and the Political Reform Act. ~~, except that a~~A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of directors ~~with voting authority, if any~~but no action can be taken ~~is approved by at least a majority of the required quorum for such meeting~~unless and until a quorum is restored.

~~Section 11.~~Section 10.Voting on Special Matters. Notwithstanding any other provision of these Bylaws, an affirmative vote by no less than two-thirds (2/3) of the total directors shall be required to act upon the following matters:

- (a) Amending the Bylaws or Articles of Incorporation
- (b) Establishing or changing the number of ~~D~~directors
- (c) Adopting, revising or amending any mission statement of the corporation
- (d) Adopting, revising or amending any statements of policy regarding curriculum or its programmatic implementation.

~~Section 12.~~Section 11.Participation in Meetings by Conference Telephone. Members of the Board may participate in any meeting through the use of video or telephone conference

equipment, subject to the requirements of the Brown Act and Education Code Section 47604.1. In addition, a two-way teleconference location will be established at each schoolsite to allow members of the public to participate in Board meetings.

~~Section 13.~~Section 12.Adjournment. A majority of the directors present, whether or not a quorum is present, may adjourn any directors' meeting to another time and place. ~~Notice of the time and place of holding an adjourned meeting need not be given to absent directors if the time and place is fixed at the meeting adjourned, except that if~~if the meeting is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given prior to the time of the reconvened meeting to the directors who were not present at the time of adjournment.

~~Section 14.~~Section 13.Rights of Inspection. Every director shall have the ~~absolute~~right at any reasonable time to inspect and copy any and all books, records, and documents of every kind of the corporation, subject to applicable privacy laws, and to inspect the physical properties of the corporation.

~~Section 15.~~Section 14.Committees. The Board may designate and appoint one (1) or more committees, each consisting of two (2) or more directors and any number of non-director members, and delegate to such committees any of the authority of the Board except with respect to:

- (a) The filling of vacancies on the Board or in any committee;
- (b) The amendment or repeal of bylaws or the adoption of new bylaws; or
- (c) The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repeatable. ~~or~~

~~The approval of any transaction prohibited by Section 5233 of the California Nonprofit Public Benefit Corporation Law or other applicable law.~~

Any such committee must be established and the members thereof appointed by a majority of the number of directors then in office, and such committee may be designated by any name the Board shall specify. The Board may appoint, in the same manner, alternate members of any committee who may replace any absent member at any meeting of the committee. The Board shall have the power to prescribe the manner in which proceedings of any such committee shall be conducted. ~~Unless the Board or such committee shall otherwise provide, the regular and special~~ mMeetings and other actions of any such committee shall be governed by the provisions of this Article IV applicable to meeting and actions of the Board. Minutes shall be kept of each meeting of each committee. The Board, or in its absence, any committee shall have the power to elect a chair, a vice chair of its committee.

~~Section 16.~~Section 15.Executive Committee. There shall be an Executive Committee of the Board of Directors, which shall consist of the Chairman and such other members of the Board of Directors as the Board shall from time to time determine. During intervals between meetings of the Board, the Executive Committee shall have and exercise all of the authority of the board except as otherwise limited by these bylaws or by the Board or matters that require full Board approval.

The Executive Committee shall cause minutes of its meetings to be distributed to all directors and be kept and filed with the minutes of the meetings of the Board.

~~Section 17.~~Section 16.Nominating Committee. The Nominating Committee shall be composed of the members of the Executive Committee and any other members of the Board of Directors appointed by the Executive Committee to serve on the Nominating Committee. Prior to the meeting of the Board at which directors and officers are to be elected, the chair of the nominating committee shall solicit suggestions from interested parties for candidates to stand for election as directors and officers of the corporation. The chair of the Nominating Committee shall then prepare a slate of nominees which shall be mailed to the directors at least thirty (30) days before the date of the meeting at which the election shall be held. Additional nominees shall be added to the slate if a nominee is sponsored by more than ten percent (10%), of the directors not less than ten (10) days before the meeting.

~~Section 18.~~Section 17.Compensation. Directors and members of committees shall not receive any compensation for their services but, by resolution of the Board, a fixed sum and expenses of attendance, if any, may be allowed for attendance at any regular or special meeting of the Board. Nothing shall preclude any director from serving the corporation in any other capacity and receiving reasonable compensation for such services.

ARTICLE V. OFFICERS

Section 1. Required Officers. The officers of the corporation shall be a Chief Executive Officer, a President, a Secretary, and a Treasurer, each of whom shall be chosen by and hold office at the pleasure of the Board. Any number of offices required or permitted by this Article V may be held by the same person, except that neither the President nor the Secretary or the Treasurer may serve concurrently as the Chief Executive Officer, and neither the Secretary or the Treasurer may serve concurrently as the Chairman of the Board.

Section 2. Additional Permitted Officers. The Board may choose one or more Vice Presidents, one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers as the business of the corporation may require, each of whom shall hold office for such period, have such authority and perform such duties as the Board at its pleasure may from time to time determine.

Section 3. Election of Officers. Subject to the rights, if any, of any officer under an employment contract, the officers shall be elected annually by the Board at a regular or special meeting of the Board, and may succeed themselves in office. Each person elected as an officer shall continue in office until the next annual election of officers or until his successor shall have been duly elected and qualified or until his earlier death, resignation or removal in accordance with these Bylaws. Vacancies of officers caused by death, resignation, removal or increase in the number of officers may be filled by the Board at a regular or special meeting.

Section 4. Removal of Officers. Any officer, subject to any rights, if any, under a contract of employment, may be removed at any time with or without cause and with or without notice by the affirmative vote of the Board.

Section 5. Chief Executive Officer. Subject to the control of the Board, the Chief Executive Officer shall be the general manager and chief executive officer of the corporation and shall have general supervision, direction and control over the affairs and property of the corporation and over its several officers, and shall have such other powers and perform such other duties as may be delegated by the Board from time to time.

Section 6. President. The President shall preside as the Chair at Board meetings, unless the Board elects a separate Chairperson, and shall have such powers as the Board may delegate to him or her. ~~and, i~~ In the absent of the Chief Executive Officer, the President shall have the powers of the Chief Executive Officer and shall act for and in the stead of the Chief Executive Officer.

Section 7. Secretary. The Secretary shall be the custodian of the ~~seal of the corporation and of the~~ books and records of the corporation and files thereof. The Secretary shall keep or cause to be kept, at the principal office or such other place as the Board may order, a minute book of all meetings of the Board and its committees. The Secretary shall also keep, or cause to be kept, at the principal office in the State of California the original or a copy of the Articles of Incorporation and Bylaws of the corporation, as amended to date. The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committee thereof required by these Bylaws or by law to be given, and shall have such other powers and perform such other duties as may be delegated by the Board.

Section 8. Treasurer. The Treasurer shall be the chief financial officer of the corporation and shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation, including, without limitation, accounts of its assets, liabilities, receipts and disbursements, and shall send or cause to be sent to the directors of the corporation such financial statements and reports as are by law or these Bylaws required to be sent to them. The Treasurer shall deposit, or cause to be deposited, all monies and other valuables in the name and to the credit of the corporation and such depositories as may be designated by the Board. The Treasurer shall disburse the funds of the corporation as may be ordered by the Board, shall render to the President or the directors, whenever requested, an account of all transactions and of the financial condition of the corporation, and shall have such other powers and perform such other duties as may be delegated by the Board.

ARTICLE VI. INDEMNIFICATION

Section 1. Indemnification.

(a) The corporation shall have the power to indemnify directors, officers, employees and agents to the fullest extent permitted by Section 5238 of the California Nonprofit Public Benefit Corporation Law and Chapter 42 of the United States Internal Revenue Code of 1986 (if applicable), as amended or superseded. Any repeal or modification of this Article VI shall not result in any liability for any such directors, officers, employees or agents with respect to any act of omission prior to such repeal or modification.

(b) Notwithstanding the foregoing, the corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any

proceeding (other than an action by or in the right of the corporation to procure a judgment in its favor, an action brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of the corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of the corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

(c) The corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action by or in the right of the corporation, or brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of the corporation, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of the corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Article VI, Section 1:

(i) In respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to the corporation in the performance of such person's duty to the corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;

(ii) Of amounts paid in settling or otherwise disposing of a threatened or pending action, without approval; or

(iii) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval unless it is settled with the approval of the Attorney General.

(d) To the extent that an agent of the corporation has been successful on the merits in defense of any proceeding referred to in paragraphs (b) or (c) of this Article VI, Section 1 or in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

(e) Except as provided in paragraph (d) of this Article VI, Section 1, any indemnification under this Article VI, Section 1 shall be made by the corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in paragraphs (b) or (c) of this Article VI, Section 1, by:

(i) A majority vote of a quorum consisting of directors who are not parties to such proceeding; or

(ii) The court in which such proceeding is or was pending upon application made by the corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by the corporation.

(f) Expenses incurred in defending any proceeding may be advanced by the corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article VI, Section 1.

(g) No provision made by the corporation to indemnify its or its subsidiary's directors or officers for the defense of any proceeding, whether contained in the Articles of Incorporation, these Bylaws, a resolution of directors, an agreement or otherwise, shall be valid unless consistent with this Article VI, Section 1. Nothing contained in this Article VI, Section 1 shall affect any right to indemnification to which persons other than such directors and officers may be entitled by contract or otherwise.

Section 2. Insurance. The Board may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee or other agent of the corporation) against any liability other than for violating provisions of law relating to self-dealing (Section 5233 of the California Nonprofit Public Benefit Corporation Law) asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of Section 5238 of the California Nonprofit Public Benefit Corporation Law.

ARTICLE VII. REPORTS

The corporation shall furnish to all of the directors annually a report containing the following information in reasonable detail:

1. The assets and liabilities, including the trust funds, of the corporation as of the end of the preceding fiscal year.

2. The principal changes in assets and liabilities, including trust funds, during the preceding fiscal year.

3. The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the preceding fiscal year.

4. The expenses or disbursements of the corporation, for both general and restricted purposes, during the preceding fiscal year.

5. Any information required by Section 6322 of the California Nonprofit Public Benefit Corporation Law, with respect to the preceding fiscal year.

The reports required by this Article VII shall be accompanied by any report thereon of independent accountants, or if there is no such report, by the certificate of an authorized officer of the corporation that such reports were prepared without audit from the books and records of the corporation.

ARTICLE VIII. OTHER PROVISIONS

Section 1. Inspection of Articles and Bylaws. The corporation shall keep in its principal office in the State of California the original copy of its Articles of Incorporation and of these Bylaws, as amended to date, which shall be open to inspection by the directors and such other persons as required by law, at all reasonable times during office hours.

Section 2. Fiscal Year. The fiscal year of the corporation shall commence on July 1 and end on June 30, unless otherwise fixed by the Board.

Section 3. Checks and Notes. Except as otherwise specifically determined by resolution of the Board, or as otherwise required by applicable law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by such persons authorized by the Board from time to time.

Section 4. Deposits. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board may select.

~~Section 5. Corporate Seal. The Board may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.~~

~~Section 6.~~Section 5. Amendment of Articles and Bylaws. ~~Subject to any provision of law applicable to the amendment of the Articles of Incorporation or these Bylaws of public benefit nonprofit corporations, the~~The Articles of Incorporation and these Bylaws may be adopted, amended or repealed in whole or in part by majority vote of all directors then in office, subject to applicable law and Article III, Section 3 and Article IV, Section 10 of these Bylaws.

~~Section 7.~~Section 6. Construction and Definitions. Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in ~~Part 1 of the California Nonprofit Corporation Law and in~~ the California Nonprofit Public Benefit Corporation law shall govern the construction of these Bylaws. ~~As used herein, "directors" shall mean "directors" for purposes of said law.~~

~~Section 8.~~Section 7. Gifts. The Board may accept on behalf of the corporation any contribution, gift, bequest, or devise for the charitable or public purposes of the corporation.

CERTIFICATE OF SECRETARY

THIS IS TO CERTIFY: That the foregoing is a true and correct copy of the ~~Fifth~~ ~~Fourth~~ Amended and Restated Bylaws of Camino Nuevo Charter Academy and that such Bylaws were duly adopted by the Board of Directors of said corporation on ~~September 19, 2019~~ November 16, 2020.

_____, Secretary

CNCA Bylaws:

1. Section 3, Page 2

LAUSD: Does this mean that the election of board members maybe overruled, or that the election must be ratified by PNEDG? See comment on p. 161, in Element 4 of CNCA4's petition.

Response: No, the language here recites a corporate member's rights as stated in the Corporations Code. It does not provide for the corporate member to overrule or ratify board members. Historically, PNEDG has not taken action to approve, ratify or remove any individuals elected to the CNCA Board.

2. Section 4, Page 3

LAUSD: This highlighted preamble does not assure compliance with requirements GC 1090 to which entities operating charter schools are supposed to comply with per ED 47604.1. Please explain how CNCA avoids violation of conflict of interest laws, GC 1090 and the Political Reform Act, if it allows up to 49% of its board members to be interested persons. GC 1090 prohibits a public entity from entering into any contract in which any of its board members has a direct or indirect financial interest.

Response: there are provisions of the Corporations Code, Political Reform Act and Govt. Code 1090 that are inconsistent with each other. This section of our bylaws reflects the "49% rule" from the Nonprofit Public Benefit Corporation Law, and to ensure our bylaws are consistent with the other laws we've added "So long as not inconsistent with" We will amend our bylaws per your comments to this section.

LAUSD: This conflicts with statement in Art IV, section 17 (p. 6) which states that Directors shall not be compensated. Please correct this to align with that provision.

Response: Our directors are not compensated. We will amend our bylaws to reflect this throughout.

LAUSD: This statement is not accurate. Any action taken by the Board regarding a contract/transaction in which a Board member has a Govt. Code 1090 conflict of interest may be void as a matter of law. Please address this issue and ensure compliance with Govt. Code 1090 et seq., and Education Code section 47604.1.

Section 9, Page 4

LAUSD: This conflicts with statement in Art IV, section 17 which states that Directors shall not be compensated. Please correct this to align with that provision.

Response: Similar to the comment above, this language incorporates the requirements of the Nonprofit Public Benefit Corporation Law, here with respect to quorum. Our directors are not compensated for serving on the board. We will amend our bylaws for consistency throughout.

Response: we will amend our bylaws to reflect this comment.

Section 14, Page 5

LAUSD: GC 1090 is a more stringent law to which entities operating a California public charter school must comply with. Corporations Code section 5233 does not prohibit transactions, rather identifies different types of transactions and processes for approval. Leaving this here is STILL interpretable to mean that the board will allow the corporation to enter into self-dealing

transactions as long as it is approved by the board rather than a committee, which may run contrary to conflict of interest laws including Govt. Code 1090 et seq. and LAUSD policies applicable to charter schools. This needs to be addressed,

Response: As with other comments above, this language incorporates the requirements of the Nonprofit Public Benefit Corporation Law, here with respect the authority of a committee. We understand that committees and the board cannot approve transactions that violate Govt. Code 1090. We will amend our bylaws

Section 17, Page 6

LAUSD: Please see comments on pp. 3 & 4 of this bylaws and COI Policy referencing inconsistencies with this provision.

Response: We will amend the conflict of interest policy and other provisions of the bylaws to be consistent with this section.

CNCA Conflict of Interest Policy:

LAUSD: Please be aware that if a conflict of interest under Govt. Code 1090 exists for a Board member, then the disclosure, recusal and disqualification procedures specified here in this Conflict of Interest Policy will not suffice to avoid violation of Govt. Code 1090 et seq. and LAUSD's policies applicable to the Charter School.

Response: We understand. The policy requires compliance with Govt. Code 1090 (see first paragraph below). Nonetheless, CNCA will amend this policy to reflect the District's comments below. The amended policy will be presented to the CNCA Board at its next meeting.

Article III, page 2

LAUSD: For highlighted and related contents re board member compensation: Note that this is inconsistent with Article IV, section 17, p. 6 of CNCA's Bylaws which states: "Directors and members of committees shall not receive any compensation for their services but, by resolution of the Board, a fixed sum and expenses of attendance,..." The 2nd sentence of the same Bylaws section does state that "Nothing shall preclude any director from serving the corporation in any other capacity and receiving reasonable compensation for such services." Revise for consistency/to clarify.

Response: Members of the CNCA Board are not compensated for service on the Board. We will present an amended policy that addresses the District's comments to our Board at its next meeting.

Article IV, page 3

LAUSD: Please be aware that if a conflict of interest under Govt. Code 1090 exists for a Board member, then the disclosure, recusal and disqualification procedures specified here in this Conflict of Interest Policy will not suffice to avoid violation of Govt. Code 1090 et seq. and LAUSD's policies applicable to the Charter School.

Response: Thank you for the comment. We will present an amended policy that addresses your comment at the next CNCA Board meeting.

Article VI, Page 6

LAUSD: This does not align with provisions in Article IV, section 14 (p. 5) of Bylaws. See specifically the comment inserted in Article IV section 14(d).

Response: We will amend the policy to address this comment, and align with our bylaws.

Cover Sheet

CEO Report - Distance Learning, Organization Wide Goals

Section: V. CEO Update
Item: A. CEO Report - Distance Learning, Organization Wide Goals
Purpose: Discuss
Submitted by: Adriana Abich, CEO
Related Material: CEO Update-November 2020.pdf

BACKGROUND:
CEO Update

RECOMMENDATION:
Information



CEO Update

20 años | Camino Nuevo Charter Academy



November 2020

STAFF School Reopening Survey

- 314 respondents the majority are teachers.
- 75% of staff report high level of confidence in using the software for DL.
- 69% of staff report high levels of confidence in being able to provide effective remote instruction.
- 37% of Staff report their support of a hybrid model or full in-person model if safety measures are in place.
- 41% of staff report feeling extremely or quite comfortable returning to on campus work with the appropriate PPE.
- 85% of staff have a colleague that they can count on.
- 43% of staff are concerned with the emotional well-being.
- Health of the household, and accessing PPE and cleaning materials are the biggest concerns for our employees if there is a return to in person school

STAFF School Reopening Survey

What does this mean?

- Stakeholder input for hybrid model design.
- We have reconvened our Reopening Committee for TK-2. We are finalizing the Preschool hybrid model with support from an ECE consultant.
- Union input for final hybrid model design.
- Waiver applications – TK-2 hybrid. We want to have the option but do not currently have a reopening date.
- Additional communication regarding our Health & Safety measures.
- Additional communication regarding our mental health support for employees.

Fundraising Goal - To Date



Fundraising Update

RECENT FUNDRAISING UPDATES

- We just received the news that we were awarded a \$40,000 grant from **Major League Baseball and the Major League Baseball Player's Association** for our mental health program!
- We are a finalist for **LA Childcare Relief Funds from LA City**. This award will be up to \$40,000 for our Preschool.
- We submitted a new LOI to the **Parsons Foundation** for \$75,000 in mid-October.
- We are grateful to our Board Member **Cindy Quane** for recommending that the **Broad Foundation** grant \$20,000 to PNEDG for YOLA at Camino Nuevo.
- We received a small grant for YOLA at Camino Nuevo and an in-kind products donation from the **D'Addario Foundation**, the second Foundation to support our YOLA program.
- We received a donation to expand our **Emergency Fund** to continue serving our students and families as they continue navigating the pandemic's impact on their lives.

FACILITIES UPDATES: Social Distancing Preparations

COVID Compliant Schools:

- Central Supply Purchases PPE – “El Bodegon”

COVID-19 Supplies/PPE	Quantity
Disposable 3-ply masks	20,500
KN-95 or N-95 disposable masks	1,000
Adult Orange 20 th Ann. Cloth Masks	3,000
Student Gray 20 th Ann. Cloth Masks	8,000
Isolation gowns (suits)	221
Gloves, non-powder, vinyl or nitrile	360,000
Face Shields with Head Gear	1,020
Disposable face shields with drapes	5,000
Hand sanitizer – large size	1,500
Disinfectant Wipes	2,000
Disinfectant-Cleaner (combo product)	4,080
Clorox T-360 Electrostatic Disinfectant	252
Clorox Fuzion Disinfectant Spray	208

FACILITIES UPDATES: Social Distancing Preparations

COVID Compliant Schools:

- Custodial & Janitorial Responsibilities:
 - Custodian essential duties matrix adopted daily deep cleaning doubled training completed and tasks implemented.
 - Janitorial Matrix implemented - Janitorial deep cleaning schedules shifted from quarterly and summer focus to weekly.
- Machine Purchases Overview:
 - Each school has Clorox T360 electrostatic disinfectant sprayer for indoor use. Opti-mist backpack sprayers – for outdoor areas - hallways, corridors stairways etc. 1,000 cases of disinfectant.
 - 95 infrared digital thermometers
 - Versa 2 bathroom cleaning machines for each school ECE and BUR to share.
 - All schools have hot water pressure washers for cleaning concrete and asphalt inside and outside of the school including outdoor tables, chairs, benches.

FACILITIES UPDATES: Social Distancing Preparations

COVID Compliant Schools:

- Classroom Evaluation & Purchases:

- Established maximum capacity for schools using social distancing guidelines.
- Created inventory of all classrooms and large spaces per school by gross square footage (GSF). Three classrooms are not permitted for classroom occupancy, Burlington MS Music Room, Dalzell Room 210-2 and Miramar Room 313.
- Furniture inventory and measurements completed to establish appropriate social distancing models.
- Classroom models set up at all sites except TK and K classrooms. Use of MeTeor Design technology.
- Completed furniture inventory in classrooms only.
- HVAC CFM (airflow) per classroom evaluation has been completed. All classrooms have airflow that is in alignment with the County regulations. MERV-13 filters installed.
- Hand sanitizer stations installed for each classroom and strategic placement of stands in office, staff work areas and entry areas. 1,000 bottles of hand sanitizer purchased at 2,000 usage per bottle.
- Acrylic barriers installed at each school's front desk/entry area to accommodate the different entries.
- 495 polycarbonate barriers for students preschool – 2nd. 15 per classroom (unbreakable plastic barrier). More to be ordered as hybrid model develops.
- Portable barriers 24x36 at each school (2 additional per school)

FACILITIES UPDATES: Social Distancing Preparations

Classroom Evaluations:

Social Distancing Capacity Per School as an average number.

(Will vary by classroom as furniture, built in room features and use of technology may reduce capacity.)

Burlington E – 12

Burlington MS – 12

Castellanos – 15

Cisneros – 16

Dalzell – 15

ECE -12

Eisner – 15

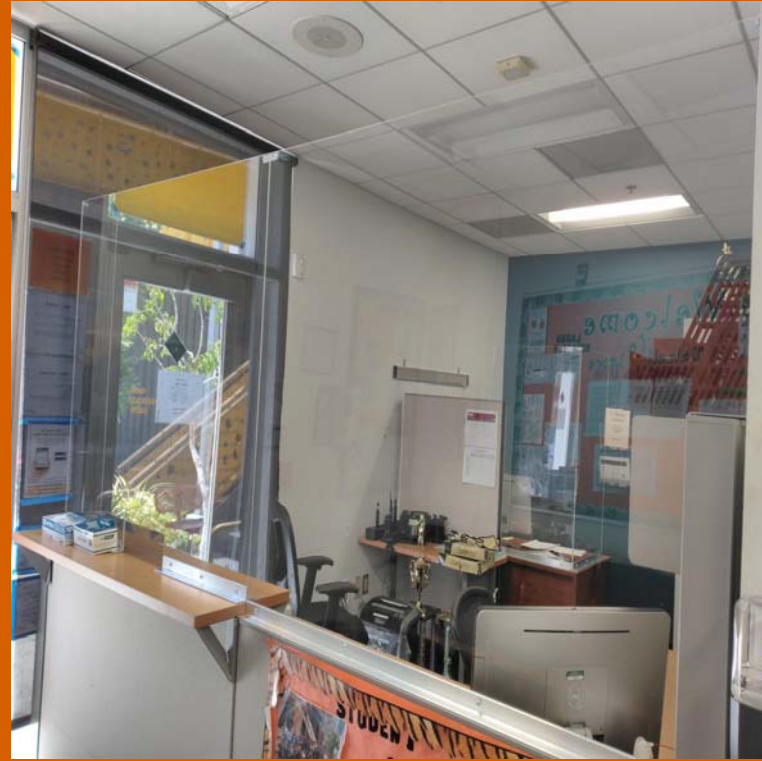
Kayne – 15

Miramar – 16

FACILITIES UPDATES: Social Distancing Preparations



Opti-Mist Disinfectant backpack sprayer



Acrylic Barriers at DAL



Re-entry signage inventory for installation

FACILITIES UPDATES: Social Distancing Preparations



Student Masks



Clorox T360 electrostatic disinfectant sprayer



Hot water pressure sprayer



Layouts at BUR, CAS and DAL

Operations Updates

- **Meal Distribution Flexibility**
 - 38,917 meals served since start of school
 - Grab and Go option at all CNCA campuses for any child under age 18
 - Friday: 10-Noon
- **Free COVID testing at DAL campus**
 - 500 tests administered daily
 - Community drive-thru option for PCR Swab Test
 - Mon-Thur, and Sat: 8am-4pm
- **Waivers granted for On-Site Assessment**
 - IEP and English Learners
 - Appointment-based only



Technology Updates

- **New System Setups**
 - 3 communication platforms
 - 9 instructional platforms
 - 4 remote management platforms
- **Staff & Student Technology Orders**
 - 2725 Chromebooks for all CNCA Students (ECE-12th grade)
 - Chromebook mandate Jan 2021
 - 1528 Hotspots for staff and students
 - Staff remote work tech needs
 - 279 laptops
 - 270 headsets
 - 196 wireless keyboards and mice
 - 233 external monitors

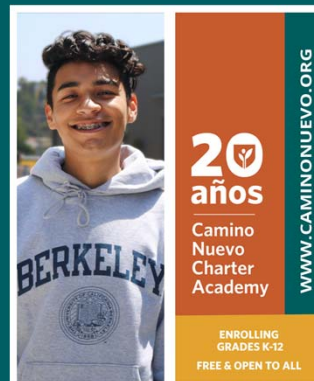


Enrollment and Attendance

Key Points

- Enrollment is down 2.4% since the start of the school year.
 - Struggle to maintain enrollment for younger grades (i.e. TK and K). Other entry-level grades have stabilized since start of year.
- Attendance is 89.6% districtwide.
 - TK-8th graders are 91.7%, while high schools are 81.6%.

REMINDER: No financial impact
due to SB 98



Responsive Actions

- Expedited Chromebook Distribution for ECE-2nd graders
- Re-Engagement Strategies Consistently Implemented
- Updated Banners/Marquee Signage
- Social Media Marketing Campaigns
- Virtual Recruitment Calendar
- Re-Enrollment Polling before Winter Break
- Customer Service Workshops
- Community Partnership Development



Cover Sheet

2019-20 Title I and Title III Program Evaluation

Section: VI. Academic Update
Item: A. 2019-20 Title I and Title III Program Evaluation
Purpose: Discuss
Submitted by: Rachel Hazlehurst, VP of Curriculum and Instruction
Related Material: CNCA 2 Title I and III BOD Evaluation Report 2019-2020.pdf
CNCA 4 Title I and III BOD Evaluation Report 2019-2020.pdf
CNCA Title I and III BOD Evaluation Report 2019-2020.pdf
CNES 3 Title I and III BOD Evaluation Report 2019-2020.pdf
CNHS 2 Title I and III BOD Evaluation Report 2019-2020.pdf
CNHS Title I and III BOD Evaluation Report 2019-2020.pdf

BACKGROUND:

Annually CNCA is to evaluate the implementation of the schools planned goals and actions achieved by the schoolwide allocation of Title I and III funding to support instruction, using data from the State's annual assessments and other indicators of academic achievement.

Evaluation Reports: CNCA #1, CNCA #2, CNCA #3, CNCA #4, CNHS #1, CNHS #2

RECOMMENDATION:

Information



**Camino
Nuevo
Charter
Academy**

*Kayne Siart
Campus*

**Title I and III Program Evaluation
2019-2020 School Year**

**Measuring the Effectiveness of
Title I and III Programs**

November 10, 2020



**CAMINO NUEVO CHARTER ACADEMY
TITLES I and III PROGRAM EVALUATION
2019-2020 SCHOOL YEAR**

The purpose of the Title I Program is to provide supplemental resources and services to students who have been identified as educationally disadvantaged to reach high academic content standards, specifically in reading and math. Camino Nuevo Charter Academy conducts an evaluation of the Title I Program each school year to monitor the effectiveness of the Title I Program and its impact on the instructional program and student academic achievement. The information gathered from the annual Title I Program Evaluation is used to determine where the Title I Program needs to focus its support for the upcoming school year.

Similarly, the purpose of the Title III Program is to provide supplemental resources and services to students who have been identified as English Learners. CNCA similarly conducts an evaluation of the Title III program each year to monitor its effectiveness. This document contains said evaluation for both Titles I and III.

CNCA's 2019-2020 Title I and III Program Evaluation is based on five primary questions. (1) Have the Title I and III programs produced positive growth and achievement? (2) What has worked well in the Title I and III programs? (3) What has not worked well in the Title I and III programs? (4) What needs to be changed? (5) How should the Title I and III programs be refined? To answer these questions, the organization and school sites conduct a comprehensive data analysis of student academic achievement and current instructional practices, and analyzed input/feedback provided by stakeholders to measure the effectiveness of the Title I and III programs. This data review includes a multi-part process:

- 1) Leadership Retreat in June 2019: School leaders analyzed 2018-2019 student achievement and stakeholder perception data and created a strategic plan aligned to the strengths and areas of growth.
- 2) Governance Oversight: Strategic plans were shared with the governing board as well as a comprehensive data analysis.
- 3) Bi-monthly Support Visits: School and home office leaders met on the school campus on a bi-monthly basis between the start of the school year and school closure in March to analyze formative assessment data, collect classroom observation data, and adjust strategic plans in response.
- 4) Leadership Institute in July 2020: School and home office leaders analyzed student achievement data (to the greatest extent possible, given school closure), as well as stakeholder perception data, in order to reflect on areas of strength and areas for growth.

Review of Current State Assessment:

In 2019-2020, CNCA participated in the following assessments:

- CAASPP Interim Comprehensive Assessment (ICA) for Math for grades 3-8 and 11
- CAASPP Interim Comprehensive Assessment (ICA) for ELA for High Schools
- English Language Proficiency Assessment (ELPAC) for all English Learners in grades K-12

Due to the national pandemic, CNCA schools ceased on-site operation on 3/16/2020. We begin distance learning sessions on 4/13, but were unable to complete the assessment calendar for the school year.

1. Have the Title I and Title III programs produced positive growth and achievement?

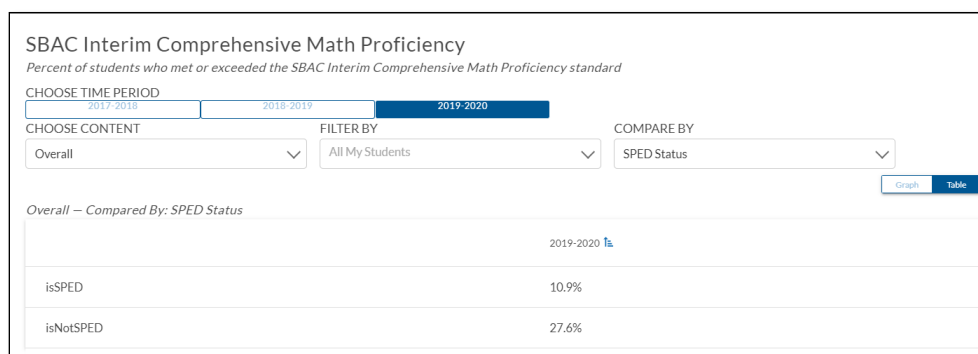
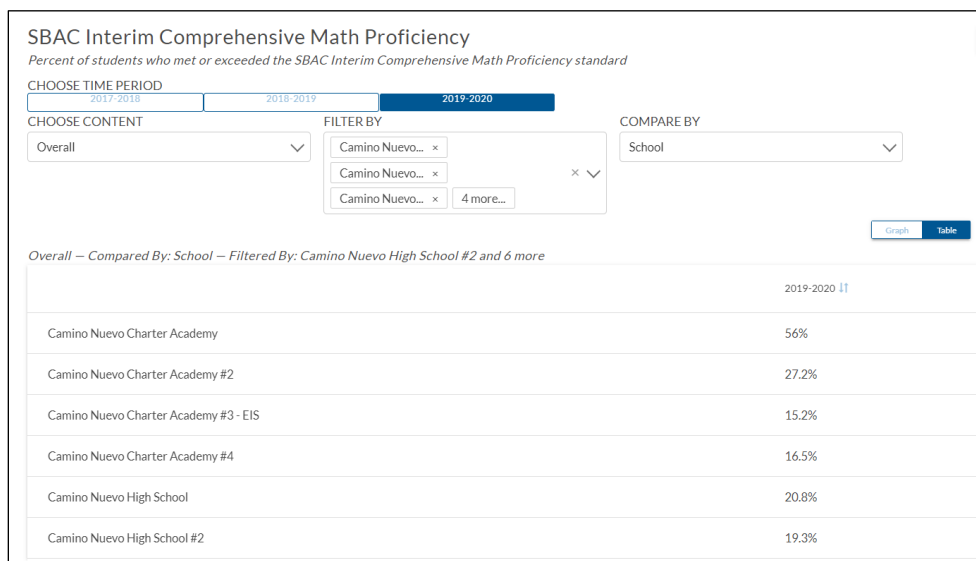
Based on the comprehensive data analysis, the programs have produced some positive growth and achievement while some areas remain focus areas.

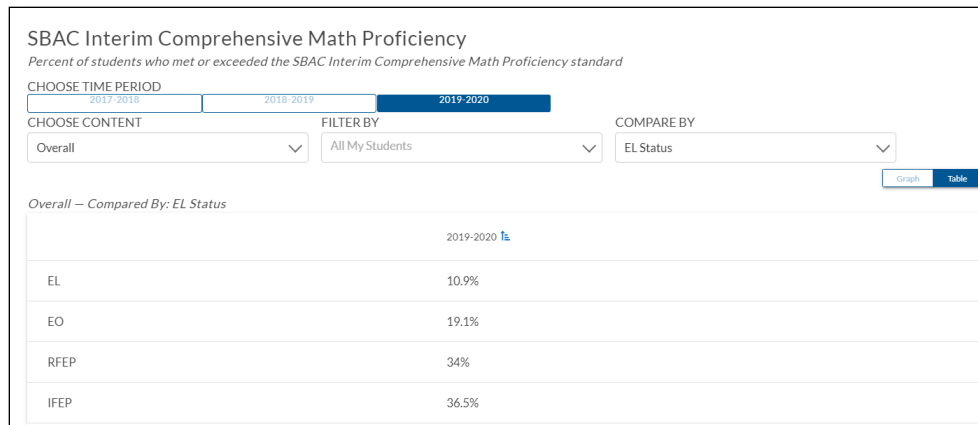


The organization and school sites conducted a comprehensive data analysis of student academic achievement and current practices to establish benchmarks aimed at raising academic performance for all students, especially at-risk students and identified student subgroups. The following is a summary of progress made by the students at CNCA as measured by state level interim and summative assessments (the Smarter Balanced Interim Assessments and the English Language Proficiency Assessment).

A. CAASPP Interim Comprehensive Assessment for Math for grades 3-8 and 11

In preparation for the CAASPP state assessment, which was waived by the California Department of Education, CNCA schools administered the CAASPP Interim Comprehensive Assessment (ICA) in mathematics mid-way through the 2019-2020 school year. See below for a breakdown of proficiency by school, and EL/IEP subgroups.





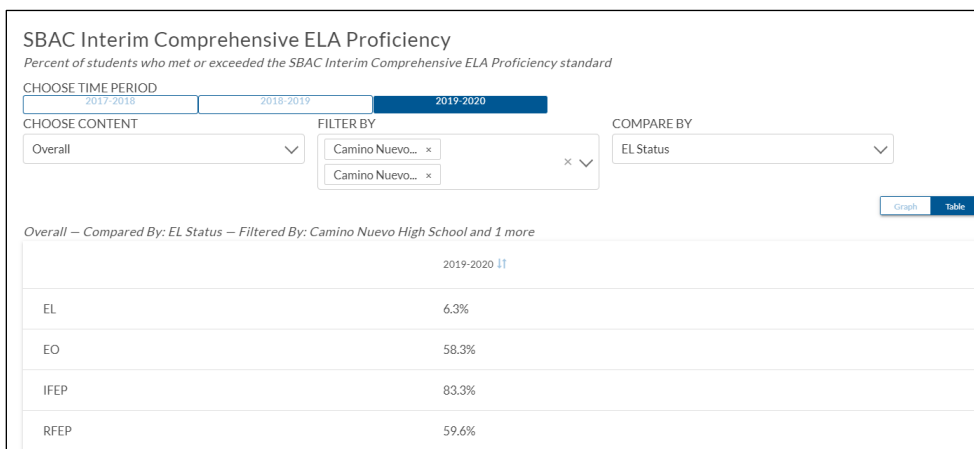
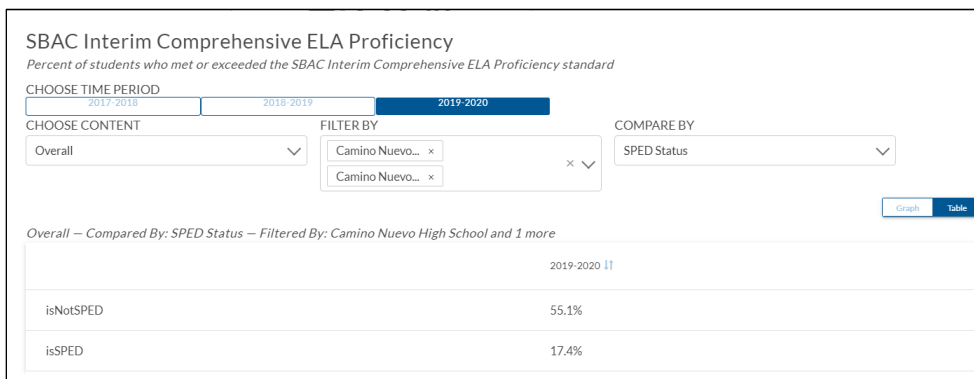
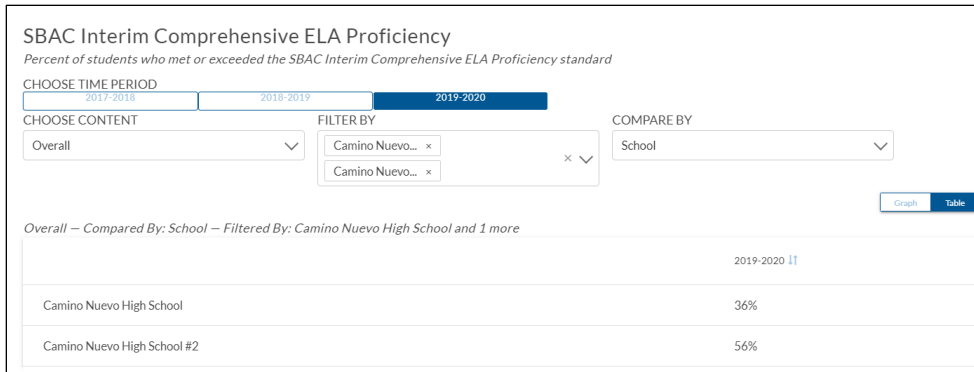
In the ICA Math data, the relative areas of strength are both CNCA High School and CNCA High School #2's math proficiency results for all students and for students who were EO/RFEP/IFEP. These results exceeded the end-of-year summative results from 2018-2019, despite the fact that students took this assessment in November of 2019 (i.e., with five months of instruction remaining before the planned summative SBAC).

Other areas of strength include the proficiency rates for Camino Nuevo Charter Academy (Burlington) and Camino Nuevo Charter Academy #2 (Kayne Siart). At the Burlington Campus, 56% of students met or exceeded the grade level standard on the ICA that they took in February of 2019, with two months remaining before the summative SBAC. This represents a 7-percentage point increase from the school's summative data from the end of the 18-19 school year. At the Kayne Siart campus, 27% of students met or exceeded grade level standards, which is only 5 percentage points lower than their summative SBAC proficiency rate from the 18-19 school year. Again, this assessment was taken in February, and so with two months remaining before the planned summative SBAC, it is likely that the school would have exceeded their proficiency rate from the previous year.

While it is hard to say exactly how much growth the other schools would have achieved between their February math ICA administration and the planned summative SBAC, it is likely that they would have had to grow a significant amount for their math achievement to be considered an area of strength. In addition, the performance of Students with IEPs and English Learners is an area for growth across the board.

B. CAASPP Interim Comprehensive Assessment (ICA) for ELA for High Schools

In preparation for the CAASPP state assessment, which was waived by the California Department of Education, CNCA high schools administered the CAASPP Interim Comprehensive Assessment (ICA) in English Language Arts. See below for a breakdown of proficiency by school, and EL/IEP subgroups.



In the ICA for ELA data, the performance of Camino Nuevo High School #2 is an area of strength, as well as the overall performance of students without IEPs, and students classified as EO/IFEP/RFEP. This assessment was taken in November of 2019. Despite the fact that this was five months prior to the planned summative SBAC, the percentage of students meeting or exceeding the standard was only 9-percentage points below the summative SBAC performance of the prior year (2018-2019).

Camino Nuevo Charter High School’s data, however, was more concerning, with the percentage of students meeting or exceeding the standard being 20 percentage points below what it was for the previous year’s summative. In addition, the performance of students with IEPs and English Learners is an area of concern in this data.



C. English Language Proficiency Assessment (ELPAC) for all English Learners in grades TK-12

The English Language Proficiency Assessments for California (ELPAC) is the required state test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English.

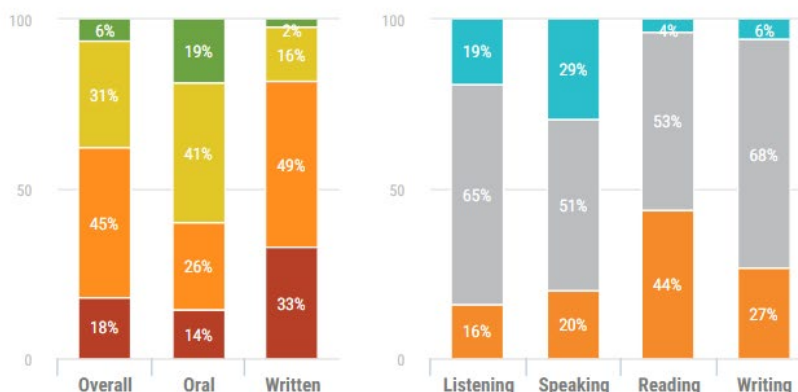
19-20 CNCA ELPAC Data

Performance Level	Overall		Oral		Written	
	%	#	%	#	%	#
Level 4	6	67	19	206	2	22
Level 3	31	348	41	457	16	179
Level 2	45	492	26	285	49	541
Level 1	18	198	14	157	33	363

Performance Level	Listening		Speaking		Reading		Writing	
	%	#	%	#	%	#	%	#
Well Developed	19	213	29	324	4	41	6	63
Somewhat/Moderately	65	713	51	560	52	580	68	747
Beginning	16	179	20	219	44	483	27	294

# Tested	1105	
Overall Average	PL	2
	SS	1474
Oral Average	PL	3
	SS	1478
Listening Average	PL	2
Speaking Average	PL	2
Written Average	PL	2
	SS	1466
Reading	PL	2
Writing	PL	2

Number of Students at Each Level



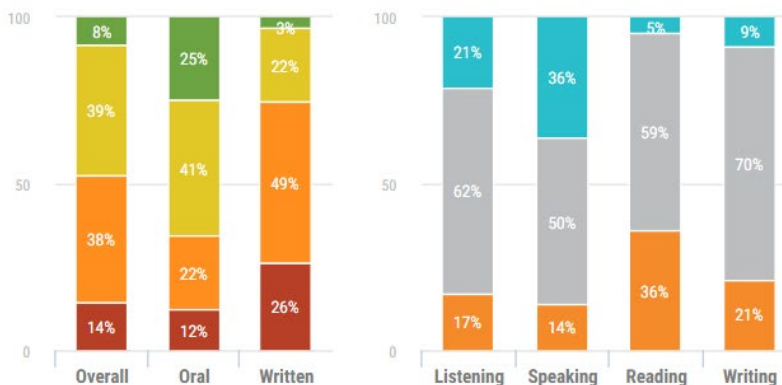
18-19 CNCA ELPAC Data

Performance Level	Overall		Oral		Written	
	%	#	%	#	%	#
Level 4	8	103	24	310	3	37
Level 3	39	495	40	511	22	277
Level 2	37	477	22	281	48	614
Level 1	14	180	12	153	26	327

Performance Level	Oral				Written			
	Listening		Speaking		Reading		Writing	
	%	#	%	#	%	#	%	#
Well Developed	21	264	36	456	5	60	9	109
Somewhat/Moderately	61	778	49	624	58	745	69	884
Beginning	17	213	14	175	35	450	21	262

# Tested	1274	
Overall Average	PL	2
	SS	1478
Oral Average	PL	3
	SS	1482
Listening Average	PL	2
Speaking Average	PL	2
Written Average	PL	2
	SS	1471
Reading	PL	2
Writing	PL	2

Number of Students at Each Level





The charts above demonstrate declining overall ELPAC performance, as defined by the percent of students scoring a Level 4, which is the proficiency level needed in order to meet the criterion for reclassification. Moreover, the percent of students in the lowest proficiency levels (Level 1 and Level 2) has increased between 18-19 and 19-20. It is significant to note that the two graphics do not compare a static population, because the students who scored a Level 4 in 18-19 largely reclassified and then did not take the assessment in 19-20. However, we would want to see increasing percentages of students reaching the highest proficiency levels year to year.

2. What has worked well in the Title I and Title III programs?

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5. How should the Title I and Title III programs be refined?

Increase Student Academic Achievement with a focus on English Language Learners

CNCA must continue to provide a rigorous instructional program for all students to ensure they are able to continue to improve on state standardized tests, literacy assessments, and language assessments. A specific focus on English Learners' access to rigorous curriculum will be prioritized. This will include a combined focus on the core and supplemental intervention to ensure that English Learners receive instruction aligned to the Common Core State Standards, and are receiving targeted supplemental support that is driven by data-based needs when indicated.

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CNCA will prioritize preparing students for the demands of the ELPAC by ensuring that ELD instruction is aligned to the CA ELD standards and to the assessment expectations. This will require that teachers receive professional development to help them understand this relatively new assessment and its implications for instruction. Teachers will thus engage in leader-facilitated intellectual preparation that aligns their ELD instruction to the demands of the ELPAC.

Continue to Monitor Effectiveness of Title I and Title III Programs through a Focus on Data-Driven Instruction

CNCA will also continue to put structures and systems in place to monitor the ongoing effectiveness of Title I and Title III programs, with a particular emphasis on aligned assessment, data collection, and regular, frequent analysis of subgroup performance. This will be done at all levels of the organization, including teachers and instructional support staff, and will be accompanied by professional development to ensure that educators know how to use data to make instructional decisions and accelerate learning. Teachers will engage in regular, frequent cycles of intellectual preparation ("understand"), assessment & data analysis ("diagnose"), and shifting instruction in response to the data ("take action").



**Camino
Nuevo
Charter
Academy**

*Sandra Cisneros
Campus*

**Title I and III Program Evaluation
2019-2020 School Year**

**Measuring the Effectiveness of
Title I and III Programs**

November 10, 2020



**CAMINO NUEVO CHARTER ACADEMY
TITLES I and III PROGRAM EVALUATION
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Similarly, the purpose of the Title III Program is to provide supplemental resources and services to students who have been identified as English Learners. CNCA similarly conducts an evaluation of the Title III program each year to monitor its effectiveness. This document contains said evaluation for both Titles I and III.

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Due to the national pandemic, CNCA schools ceased on-site operation on 3/16/2020. We begin distance learning sessions on 4/13, but were unable to complete the assessment calendar for the school year.

1. Have the Title I and Title III programs produced positive growth and achievement?

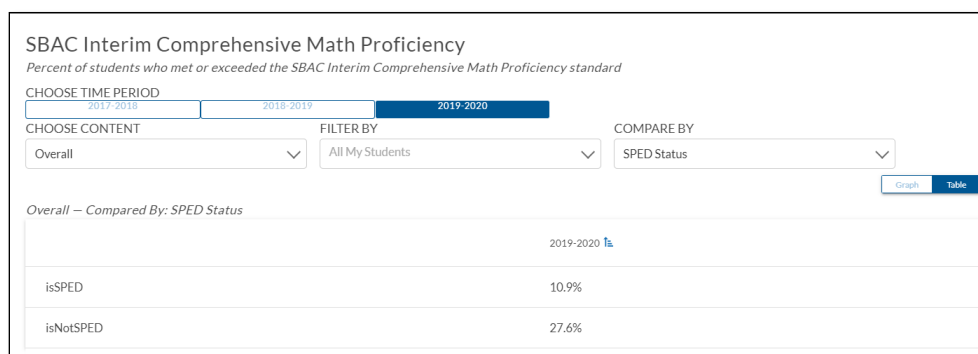
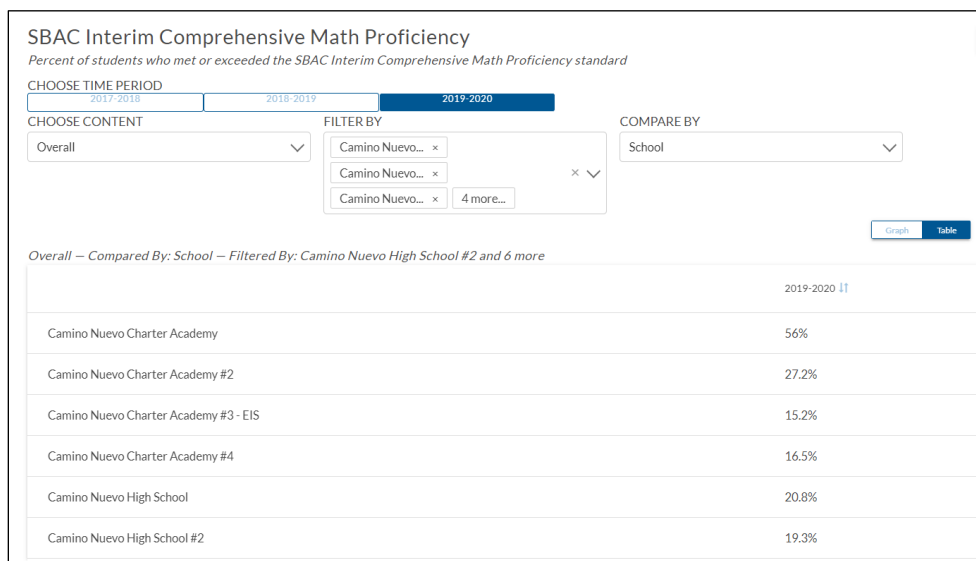
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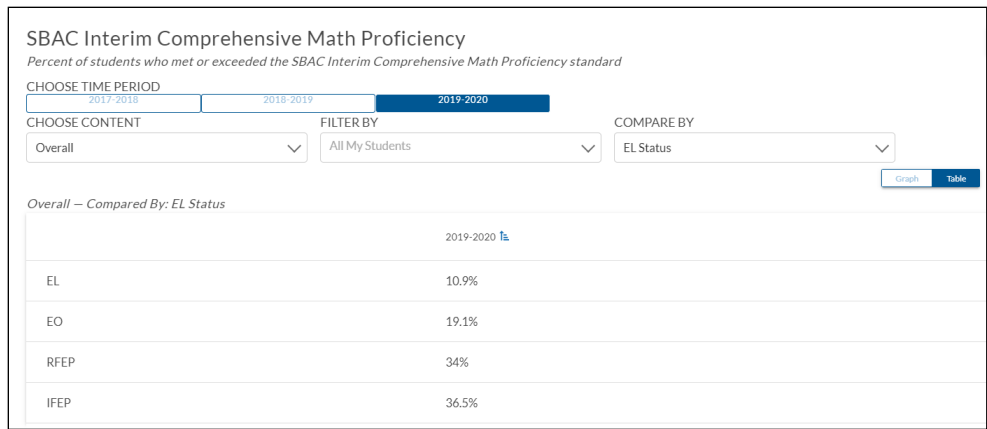


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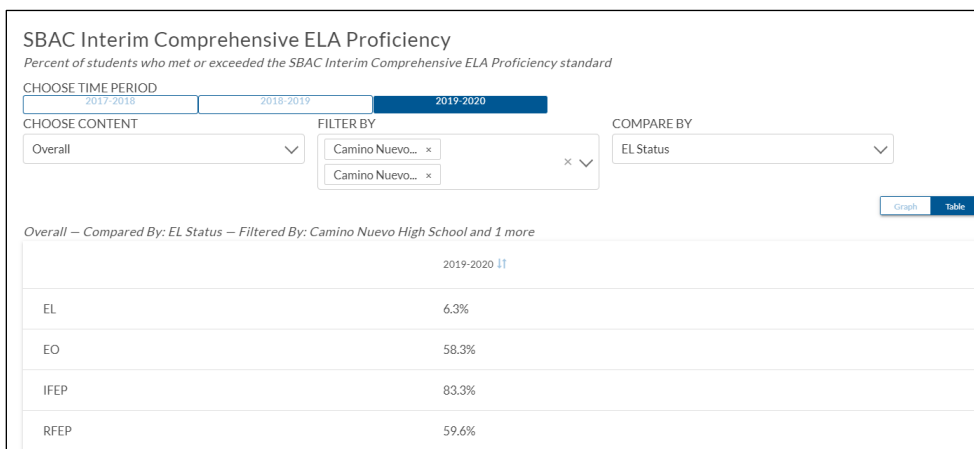
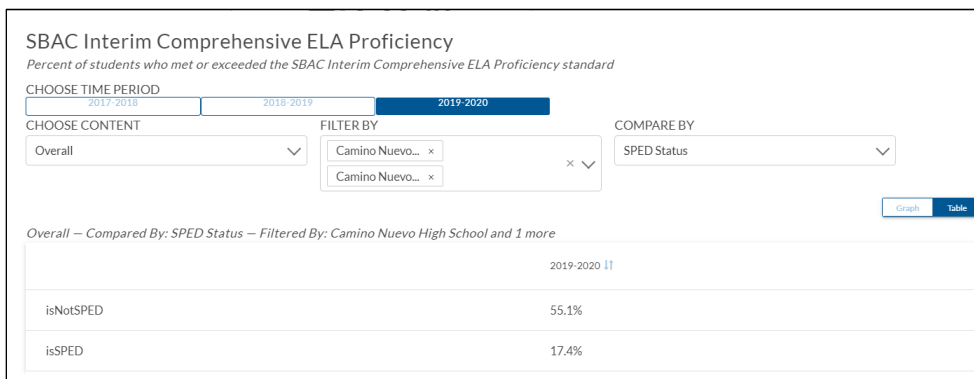
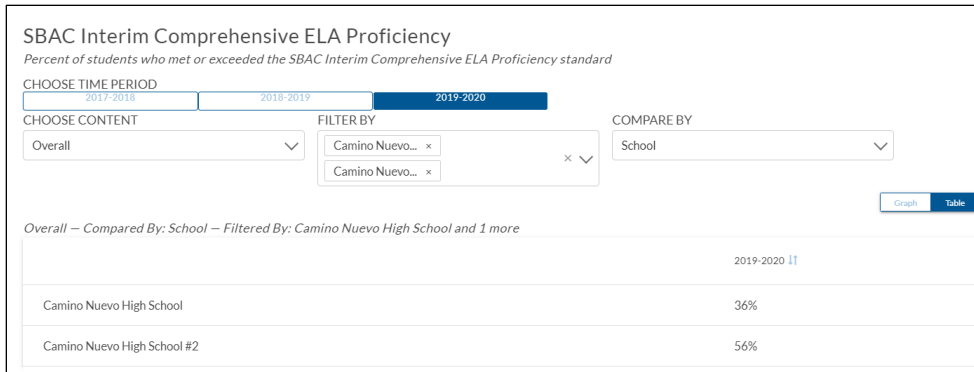
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Other areas of strength include the proficiency rates for Camino Nuevo Charter Academy (Burlington) and Camino Nuevo Charter Academy #2 (Kayne Siart). At the Burlington Campus, 56% of students met or exceeded the grade level standard on the ICA that they took in February of 2019, with two months remaining before the summative SBAC. This represents a 7-percentage point increase from the school’s summative data from the end of the 18-19 school year. At the Kayne Siart campus, 27% of students met or exceeded grade level standards, which is only 5 percentage points lower than their summative SBAC proficiency rate from the 18-19 school year. Again, this assessment was taken in February, and so with two months remaining before the planned summative SBAC, it is likely that the school would have exceeded their proficiency rate from the previous year.

While it is hard to say exactly how much growth the other schools would have achieved between their February math ICA administration and the planned summative SBAC, it is likely that they would have had to grow a significant amount for their math achievement to be considered an area of strength. In addition, the performance of Students with IEPs and English Learners is an area for growth across the board.

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In the ICA for ELA data, the performance of Camino Nuevo High School #2 is an area of strength, as well as the overall performance of students without IEPs, and students classified as EO/IFEP/RFEP. This assessment was taken in November of 2019. Despite the fact that this was five months prior to the planned summative SBAC, the percentage of students meeting or exceeding the standard was only 9-percentage points below the summative SBAC performance of the prior year (2018-2019).

Camino Nuevo Charter High School’s data, however, was more concerning, with the percentage of students meeting or exceeding the standard being 20 percentage points below what it was for the previous year’s summative. In addition, the performance of students with IEPs and English Learners is an area of concern in this data.



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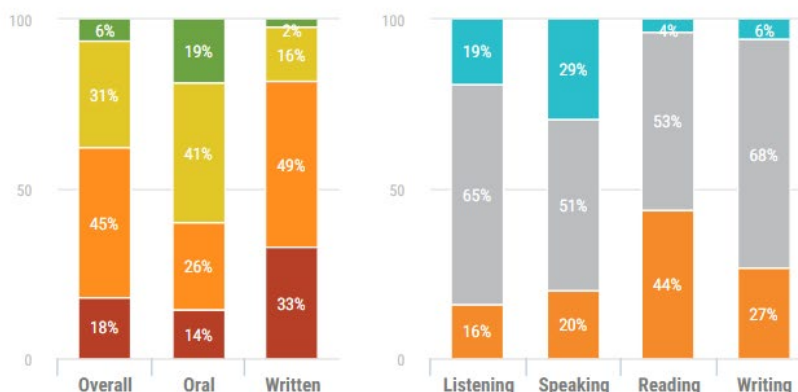
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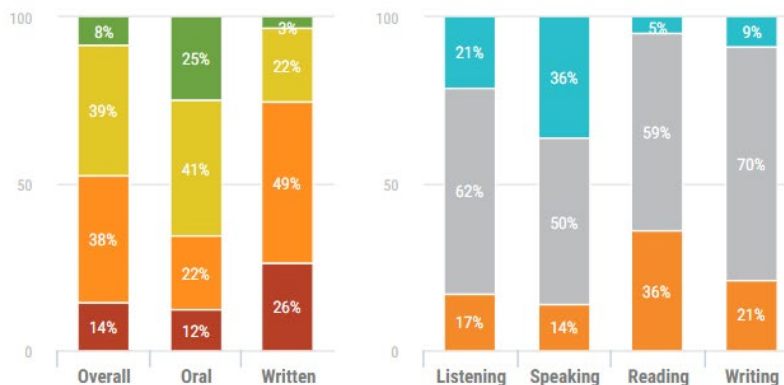
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**Camino
Nuevo
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Academy**

*Burlington
Campus*

**Title I and III Program Evaluation
2019-2020 School Year**

**Measuring the Effectiveness of
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November 10, 2020



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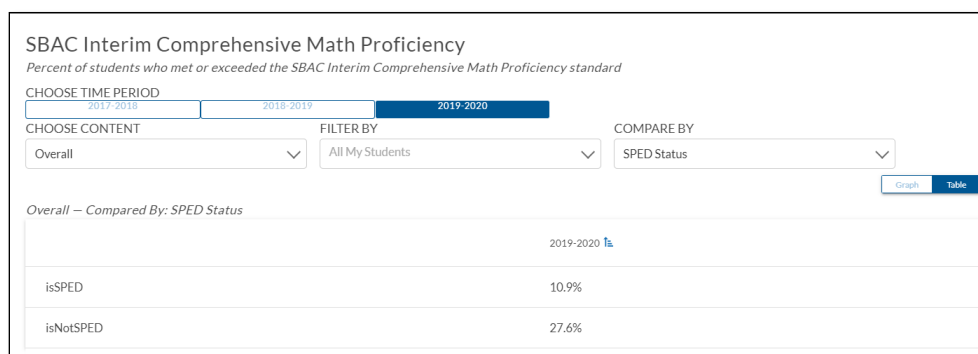
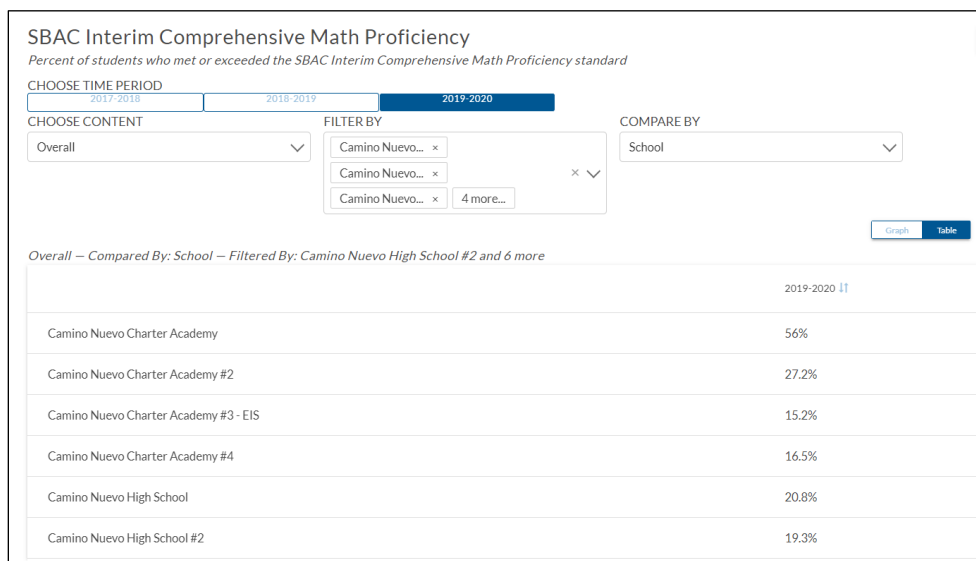
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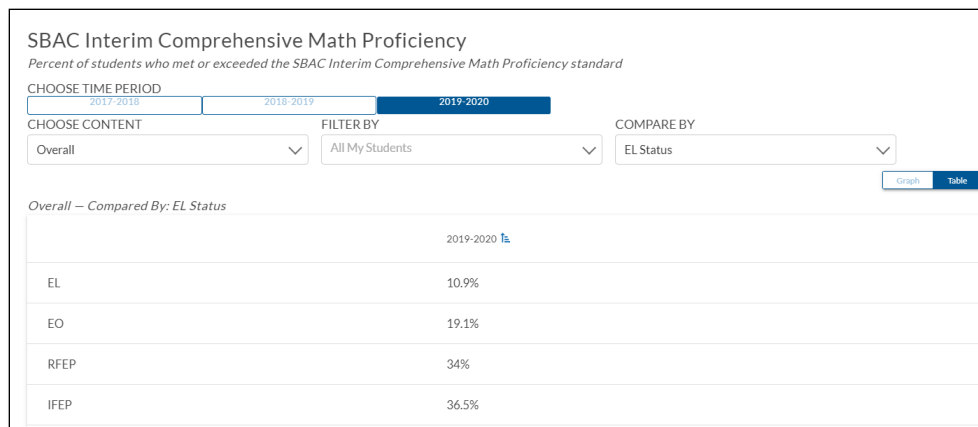


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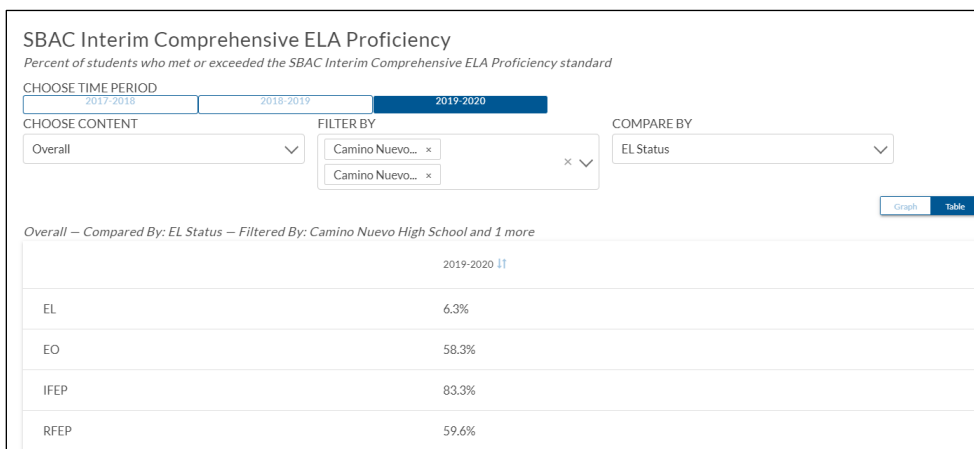
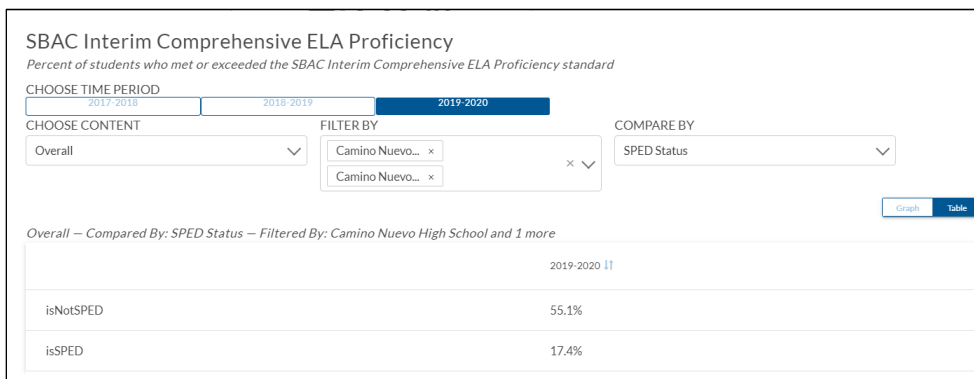
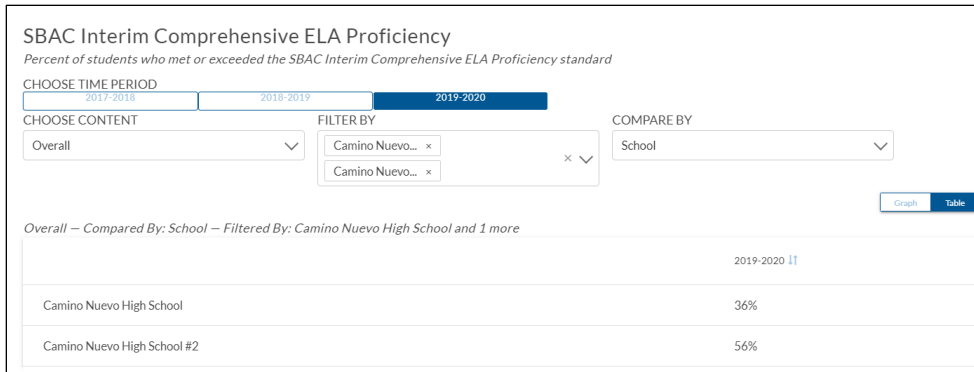
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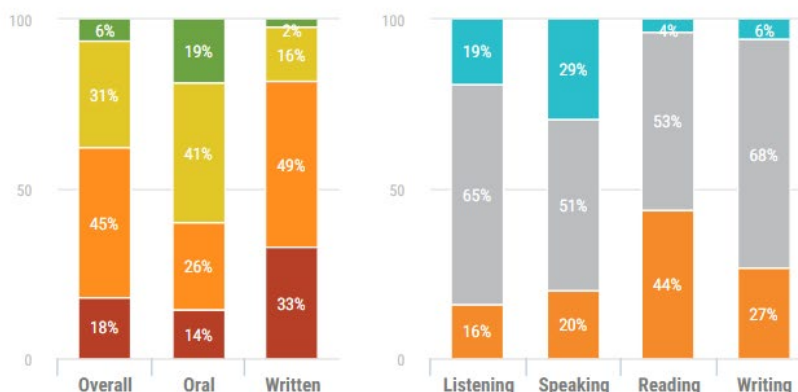
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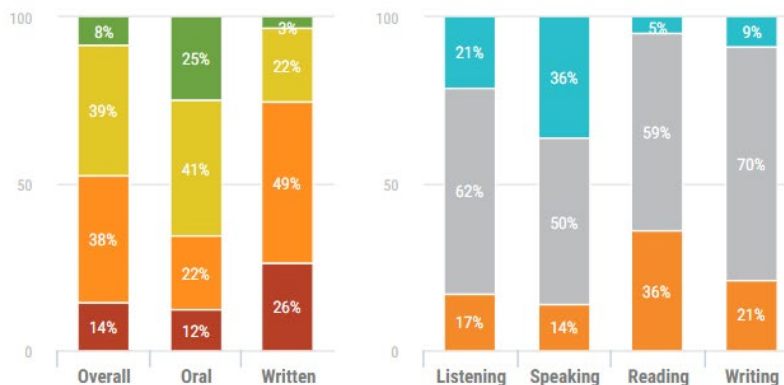
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The charts above demonstrate declining overall ELPAC performance, as defined by the percent of students scoring a Level 4, which is the proficiency level needed in order to meet the criterion for reclassification. Moreover, the percent of students in the lowest proficiency levels (Level 1 and Level 2) has increased between 18-19 and 19-20. It is significant to note that the two graphics do not compare a static population, because the students who scored a Level 4 in 18-19 largely reclassified and then did not take the assessment in 19-20. However, we would want to see increasing percentages of students reaching the highest proficiency levels year to year.

2. What has worked well in the Title I and Title III programs?

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5. How should the Title I and Title III programs be refined?

Increase Student Academic Achievement with a focus on English Language Learners

CNCA must continue to provide a rigorous instructional program for all students to ensure they are able to continue to improve on state standardized tests, literacy assessments, and language assessments. A specific focus on English Learners' access to rigorous curriculum will be prioritized. This will include a combined focus on the core and supplemental intervention to ensure that English Learners receive instruction aligned to the Common Core State Standards, and are receiving targeted supplemental support that is driven by data-based needs when indicated.

A Focus on the English Language Proficiency Assessment (ELPAC)

CNCA will prioritize preparing students for the demands of the ELPAC by ensuring that ELD instruction is aligned to the CA ELD standards and to the assessment expectations. This will require that teachers receive professional development to help them understand this relatively new assessment and its implications for instruction. Teachers will thus engage in leader-facilitated intellectual preparation that aligns their ELD instruction to the demands of the ELPAC.

Continue to Monitor Effectiveness of Title I and Title III Programs through a Focus on Data-Driven Instruction

CNCA will also continue to put structures and systems in place to monitor the ongoing effectiveness of Title I and Title III programs, with a particular emphasis on aligned assessment, data collection, and regular, frequent analysis of subgroup performance. This will be done at all levels of the organization, including teachers and instructional support staff, and will be accompanied by professional development to ensure that educators know how to use data to make instructional decisions and accelerate learning. Teachers will engage in regular, frequent cycles of intellectual preparation ("understand"), assessment & data analysis ("diagnose"), and shifting instruction in response to the data ("take action").



**Camino
Nuevo
Charter
Academy**

*Jose A. Castellanos
Campus*



**Camino
Nuevo
Charter
Academy**

*Jane B. Eisner
Campus*

**Title I and III Program Evaluation
2019-2020 School Year**

**Measuring the Effectiveness of
Title I and III Programs**

November 10, 2020



**CAMINO NUEVO CHARTER ACADEMY
TITLES I and III PROGRAM EVALUATION
2019-2020 SCHOOL YEAR**

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Similarly, the purpose of the Title III Program is to provide supplemental resources and services to students who have been identified as English Learners. CNCA similarly conducts an evaluation of the Title III program each year to monitor its effectiveness. This document contains said evaluation for both Titles I and III.

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Due to the national pandemic, CNCA schools ceased on-site operation on 3/16/2020. We begin distance learning sessions on 4/13, but were unable to complete the assessment calendar for the school year.

1. Have the Title I and Title III programs produced positive growth and achievement?

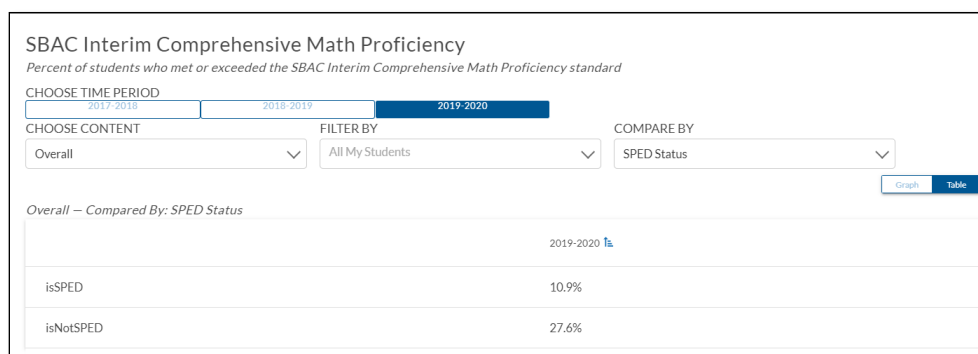
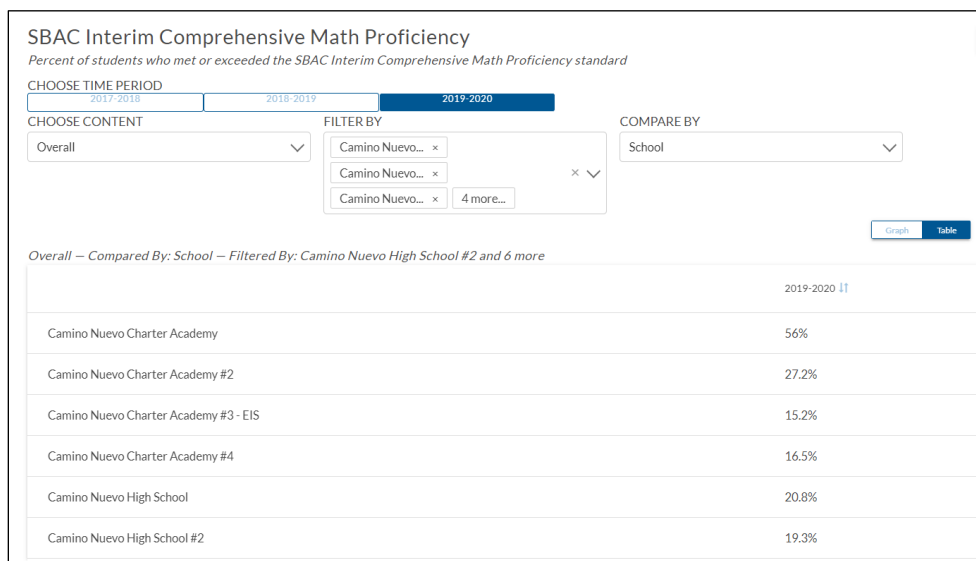
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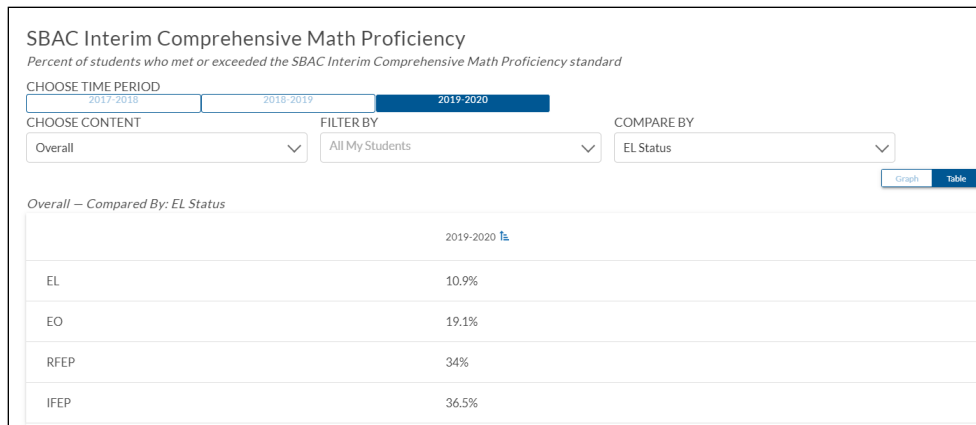


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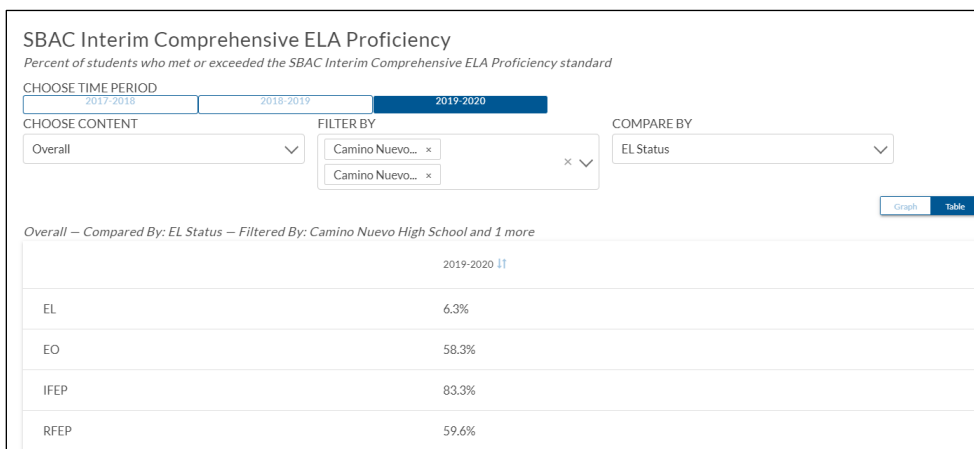
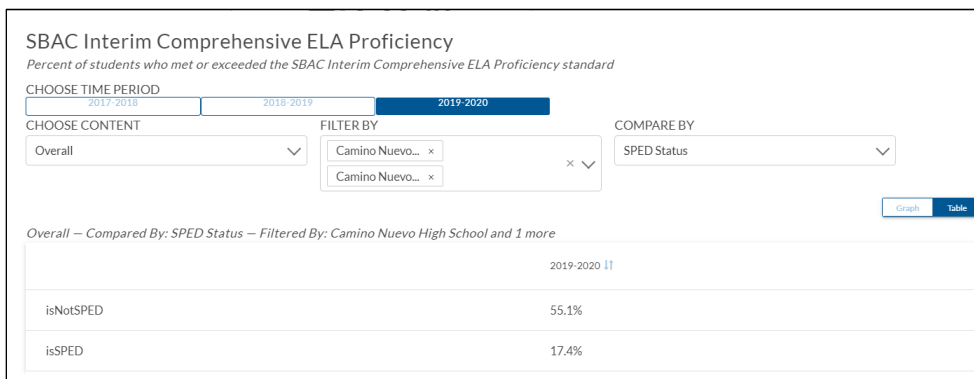
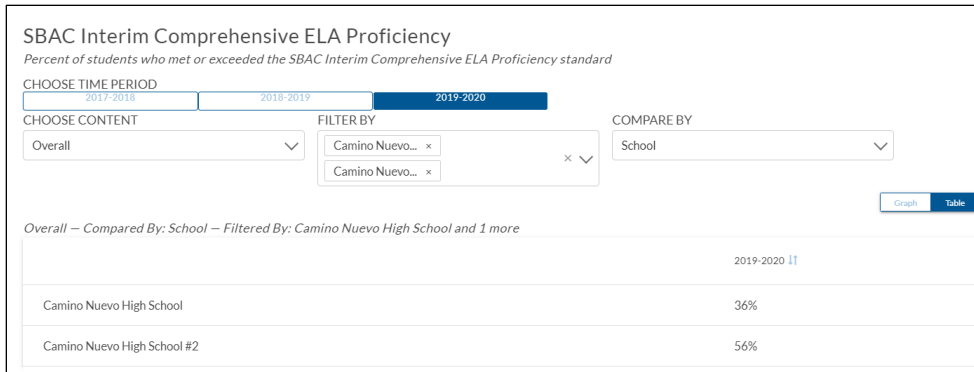
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Other areas of strength include the proficiency rates for Camino Nuevo Charter Academy (Burlington) and Camino Nuevo Charter Academy #2 (Kayne Siart). At the Burlington Campus, 56% of students met or exceeded the grade level standard on the ICA that they took in February of 2019, with two months remaining before the summative SBAC. This represents a 7-percentage point increase from the school’s summative data from the end of the 18-19 school year. At the Kayne Siart campus, 27% of students met or exceeded grade level standards, which is only 5 percentage points lower than their summative SBAC proficiency rate from the 18-19 school year. Again, this assessment was taken in February, and so with two months remaining before the planned summative SBAC, it is likely that the school would have exceeded their proficiency rate from the previous year.

While it is hard to say exactly how much growth the other schools would have achieved between their February math ICA administration and the planned summative SBAC, it is likely that they would have had to grow a significant amount for their math achievement to be considered an area of strength. In addition, the performance of Students with IEPs and English Learners is an area for growth across the board.

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In the ICA for ELA data, the performance of Camino Nuevo High School #2 is an area of strength, as well as the overall performance of students without IEPs, and students classified as EO/IFEP/RFEP. This assessment was taken in November of 2019. Despite the fact that this was five months prior to the planned summative SBAC, the percentage of students meeting or exceeding the standard was only 9-percentage points below the summative SBAC performance of the prior year (2018-2019).

Camino Nuevo Charter High School’s data, however, was more concerning, with the percentage of students meeting or exceeding the standard being 20 percentage points below what it was for the previous year’s summative. In addition, the performance of students with IEPs and English Learners is an area of concern in this data.



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The English Language Proficiency Assessments for California (ELPAC) is the required state test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English.

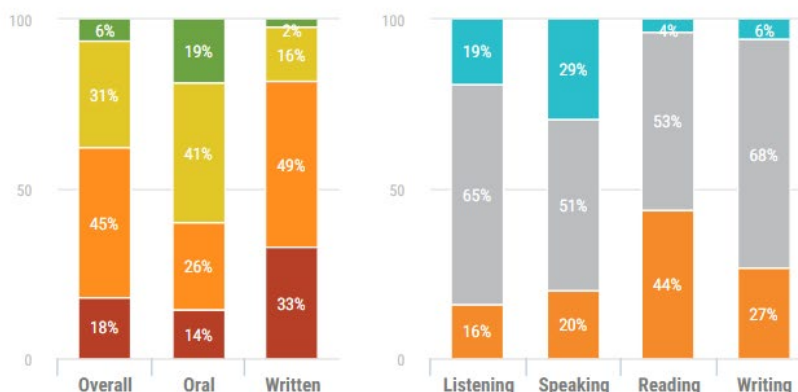
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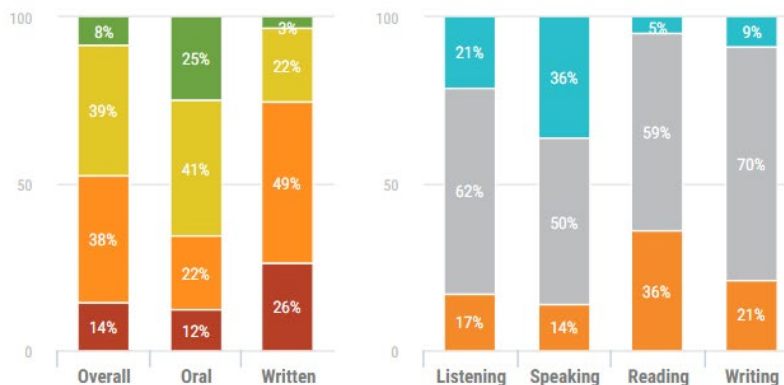
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**Camino
Nuevo
Charter
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*Dalzell Lance
High School*

**Title I and III Program Evaluation
2019-2020 School Year**

**Measuring the Effectiveness of
Title I and III Programs**

November 10, 2020



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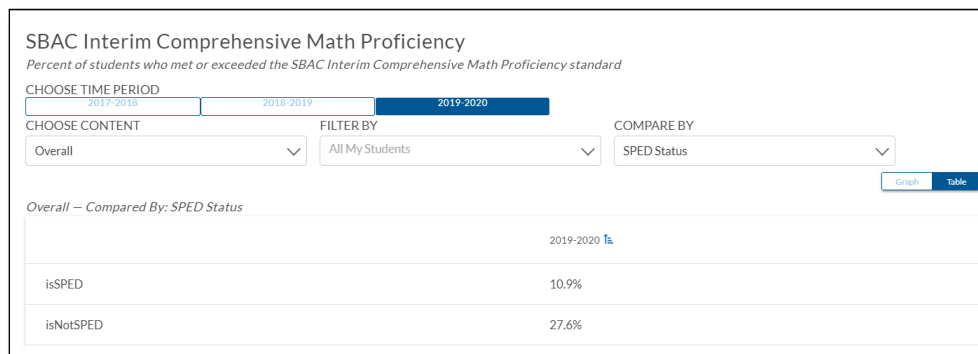
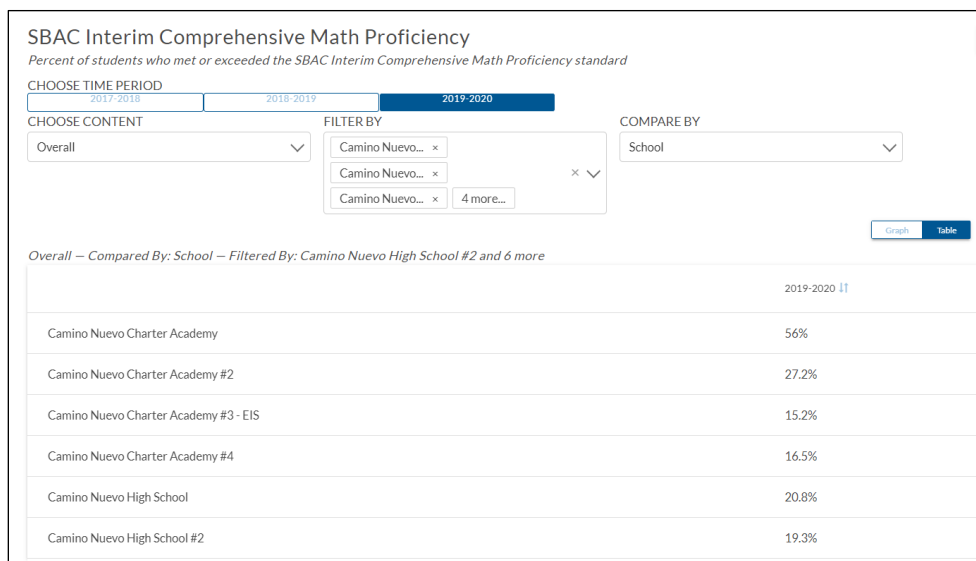
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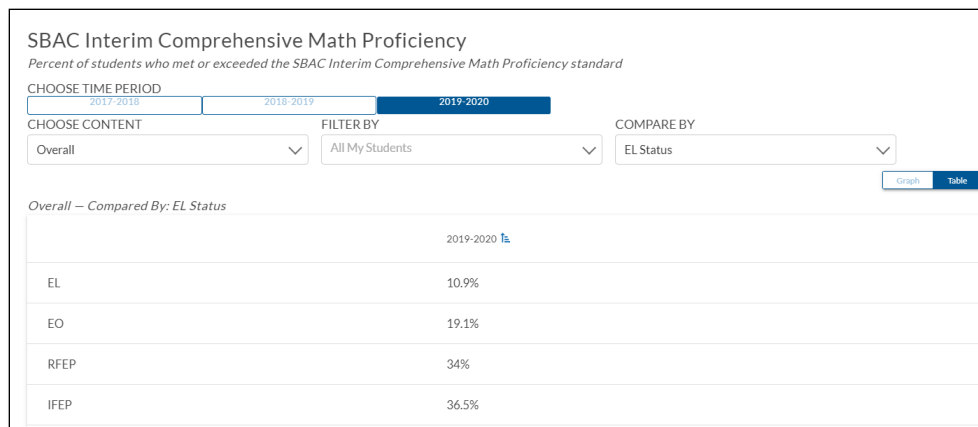


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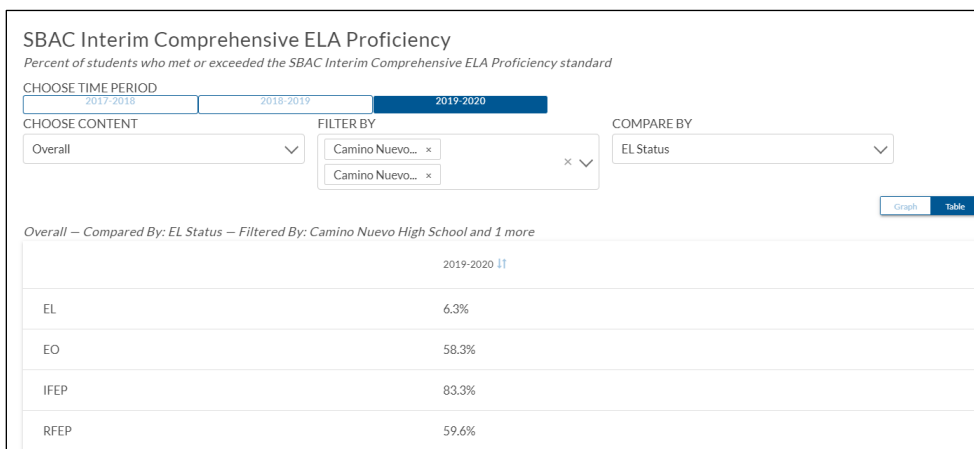
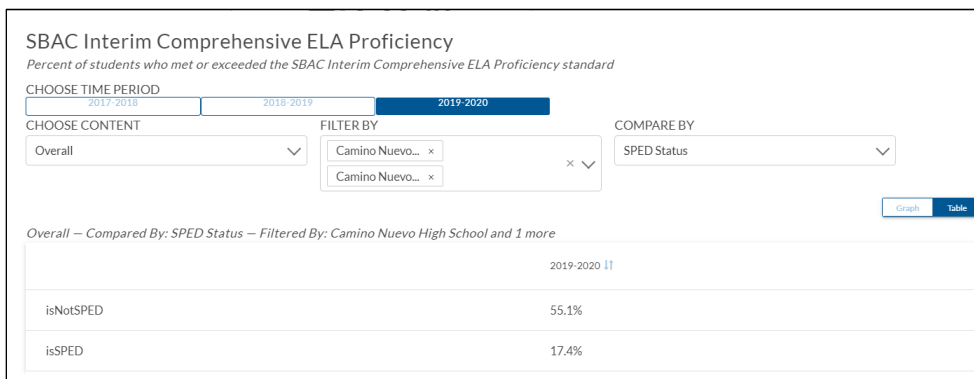
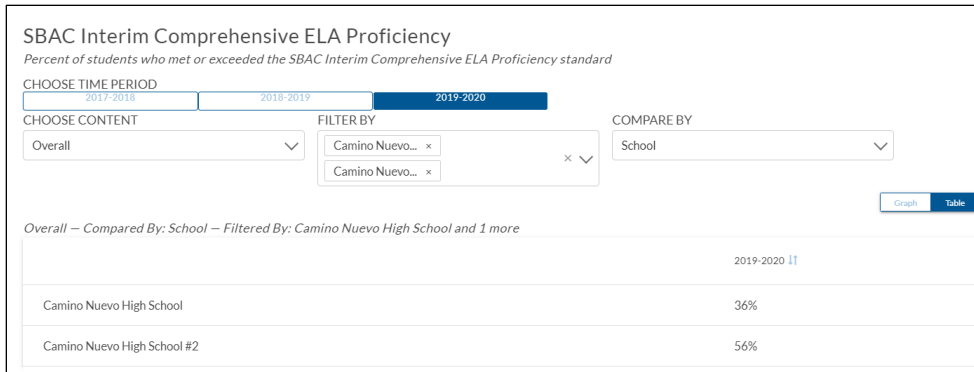
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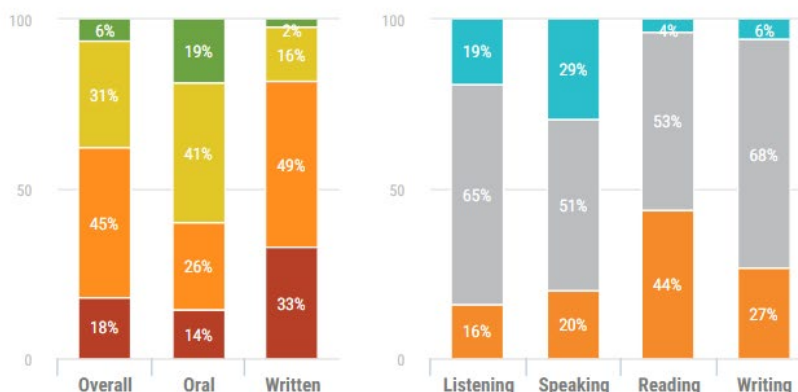
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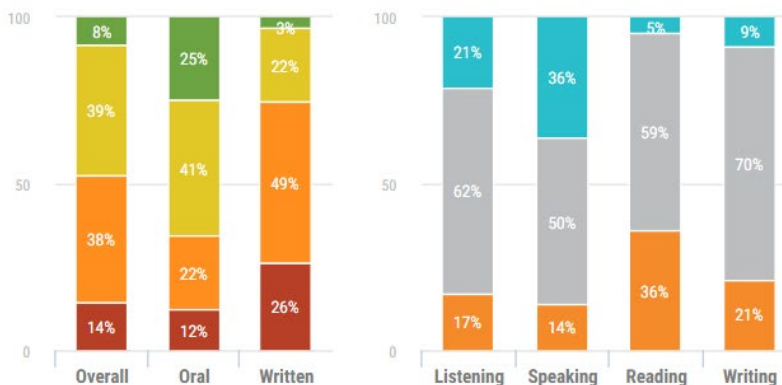
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Beginning	17	213	14	175	35	450	21	262

# Tested	1274	
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Oral Average	PL	3
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Listening Average	PL	2
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Number of Students at Each Level





The charts above demonstrate declining overall ELPAC performance, as defined by the percent of students scoring a Level 4, which is the proficiency level needed in order to meet the criterion for reclassification. Moreover, the percent of students in the lowest proficiency levels (Level 1 and Level 2) has increased between 18-19 and 19-20. It is significant to note that the two graphics do not compare a static population, because the students who scored a Level 4 in 18-19 largely reclassified and then did not take the assessment in 19-20. However, we would want to see increasing percentages of students reaching the highest proficiency levels year to year.

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In order to improve student academic achievement of at-risk students, the district and schools provided research-based instructional and intervention materials to students as well as implemented research-based supplemental programs that were aligned to the Common Core State Standards, particularly in the areas of English Language Arts, math and ELD.

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The percent of students meeting or exceeding the standard in Math at the high schools, Burlington, and Kayne Siart, as well as the percent meeting or exceeding the standard in ELA at Camino Nuevo High School #2 demonstrate some successes within our Title I and III programs, particularly because this growth indicates that students were on track to be moved out of "at-risk" categories and into mastery of grade-level standards by the end of the 2019-2020 school year.

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The disparity in performance between all students and English Learners and between all students and Students with Disabilities demonstrates a need for continued focus on subgroup student achievement. In addition, the need to focus on English Learners is underscored by poor ELPAC performance, especially when comparing across the last two school years.

4. What needs to be changed?

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5. How should the Title I and Title III programs be refined?

Increase Student Academic Achievement with a focus on English Language Learners

CNCA must continue to provide a rigorous instructional program for all students to ensure they are able to continue to improve on state standardized tests, literacy assessments, and language assessments. A specific focus on English Learners' access to rigorous curriculum will be prioritized. This will include a combined focus on the core and supplemental intervention to ensure that English Learners receive instruction aligned to the Common Core State Standards, and are receiving targeted supplemental support that is driven by data-based needs when indicated.

A Focus on the English Language Proficiency Assessment (ELPAC)

CNCA will prioritize preparing students for the demands of the ELPAC by ensuring that ELD instruction is aligned to the CA ELD standards and to the assessment expectations. This will require that teachers receive professional development to help them understand this relatively new assessment and its implications for instruction. Teachers will thus engage in leader-facilitated intellectual preparation that aligns their ELD instruction to the demands of the ELPAC.

Continue to Monitor Effectiveness of Title I and Title III Programs through a Focus on Data-Driven Instruction

CNCA will also continue to put structures and systems in place to monitor the ongoing effectiveness of Title I and Title III programs, with a particular emphasis on aligned assessment, data collection, and regular, frequent analysis of subgroup performance. This will be done at all levels of the organization, including teachers and instructional support staff, and will be accompanied by professional development to ensure that educators know how to use data to make instructional decisions and accelerate learning. Teachers will engage in regular, frequent cycles of intellectual preparation ("understand"), assessment & data analysis ("diagnose"), and shifting instruction in response to the data ("take action").



Camino Nuevo Charter Academy

*High School
Miramar Campus*

Title I and III Program Evaluation 2019-2020 School Year

Measuring the Effectiveness of Title I and III Programs

November 10, 2020



**CAMINO NUEVO CHARTER ACADEMY
TITLES I and III PROGRAM EVALUATION
2019-2020 SCHOOL YEAR**

The purpose of the Title I Program is to provide supplemental resources and services to students who have been identified as educationally disadvantaged to reach high academic content standards, specifically in reading and math. Camino Nuevo Charter Academy conducts an evaluation of the Title I Program each school year to monitor the effectiveness of the Title I Program and its impact on the instructional program and student academic achievement. The information gathered from the annual Title I Program Evaluation is used to determine where the Title I Program needs to focus its support for the upcoming school year.

Similarly, the purpose of the Title III Program is to provide supplemental resources and services to students who have been identified as English Learners. CNCA similarly conducts an evaluation of the Title III program each year to monitor its effectiveness. This document contains said evaluation for both Titles I and III.

CNCA's 2019-2020 Title I and III Program Evaluation is based on five primary questions. (1) Have the Title I and III programs produced positive growth and achievement? (2) What has worked well in the Title I and III programs? (3) What has not worked well in the Title I and III programs? (4) What needs to be changed? (5) How should the Title I and III programs be refined? To answer these questions, the organization and school sites conduct a comprehensive data analysis of student academic achievement and current instructional practices, and analyzed input/feedback provided by stakeholders to measure the effectiveness of the Title I and III programs. This data review includes a multi-part process:

- 1) Leadership Retreat in June 2019: School leaders analyzed 2018-2019 student achievement and stakeholder perception data and created a strategic plan aligned to the strengths and areas of growth.
- 2) Governance Oversight: Strategic plans were shared with the governing board as well as a comprehensive data analysis.
- 3) Bi-monthly Support Visits: School and home office leaders met on the school campus on a bi-monthly basis between the start of the school year and school closure in March to analyze formative assessment data, collect classroom observation data, and adjust strategic plans in response.
- 4) Leadership Institute in July 2020: School and home office leaders analyzed student achievement data (to the greatest extent possible, given school closure), as well as stakeholder perception data, in order to reflect on areas of strength and areas for growth.

Review of Current State Assessment:

In 2019-2020, CNCA participated in the following assessments:

- CAASPP Interim Comprehensive Assessment (ICA) for Math for grades 3-8 and 11
- CAASPP Interim Comprehensive Assessment (ICA) for ELA for High Schools
- English Language Proficiency Assessment (ELPAC) for all English Learners in grades K-12

Due to the national pandemic, CNCA schools ceased on-site operation on 3/16/2020. We begin distance learning sessions on 4/13, but were unable to complete the assessment calendar for the school year.

1. Have the Title I and Title III programs produced positive growth and achievement?

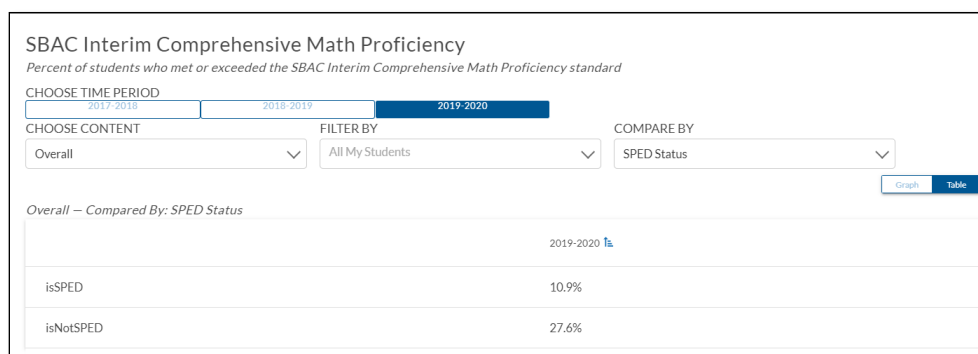
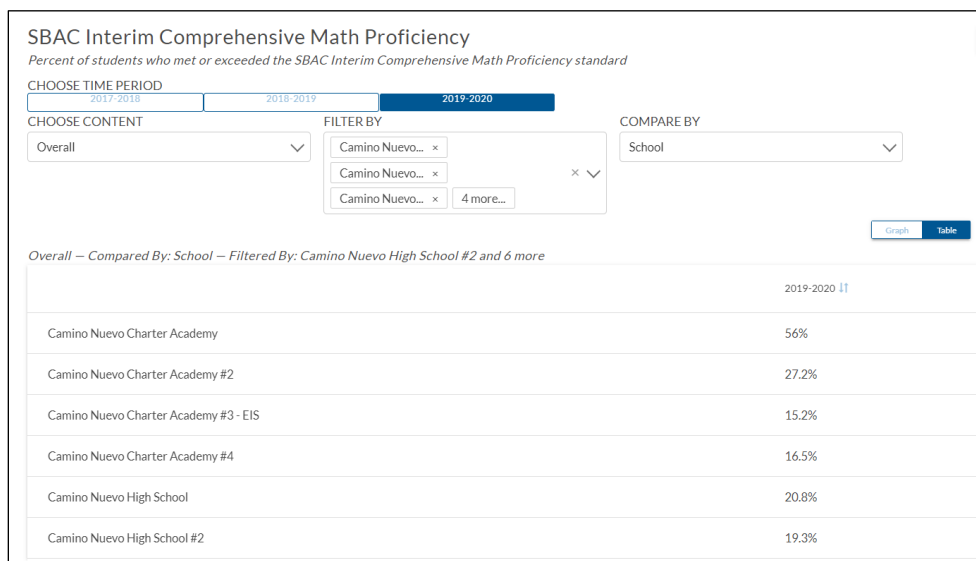
Based on the comprehensive data analysis, the programs have produced some positive growth and achievement while some areas remain focus areas.

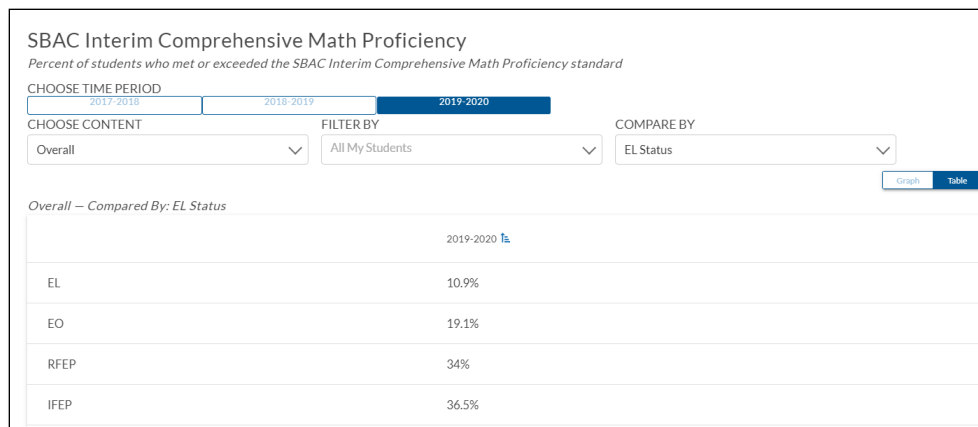


The organization and school sites conducted a comprehensive data analysis of student academic achievement and current practices to establish benchmarks aimed at raising academic performance for all students, especially at-risk students and identified student subgroups. The following is a summary of progress made by the students at CNCA as measured by state level interim and summative assessments (the Smarter Balanced Interim Assessments and the English Language Proficiency Assessment).

A. CAASPP Interim Comprehensive Assessment for Math for grades 3-8 and 11

In preparation for the CAASPP state assessment, which was waived by the California Department of Education, CNCA schools administered the CAASPP Interim Comprehensive Assessment (ICA) in mathematics mid-way through the 2019-2020 school year. See below for a breakdown of proficiency by school, and EL/IEP subgroups.





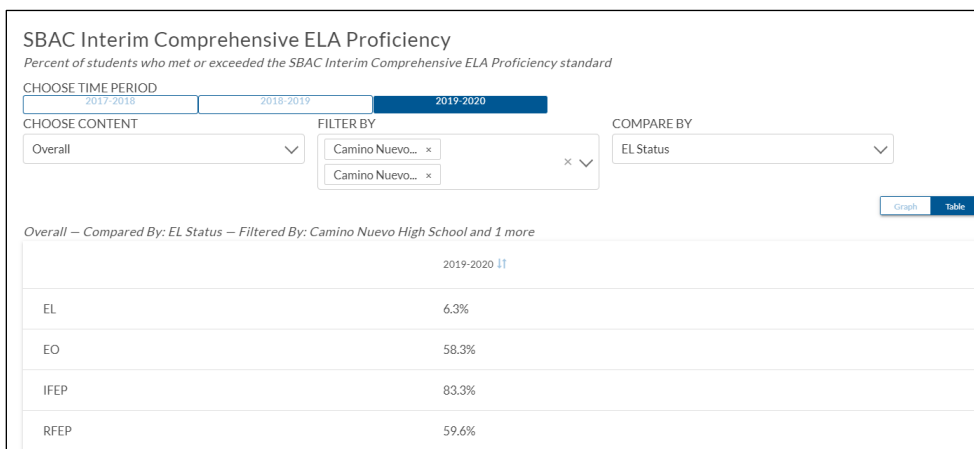
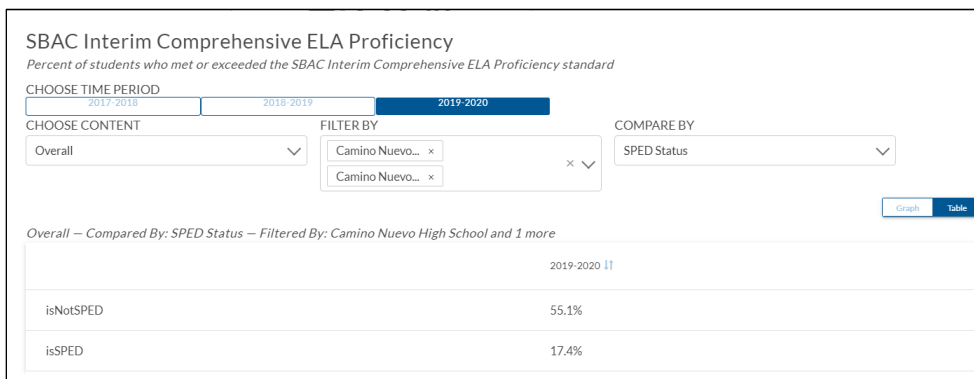
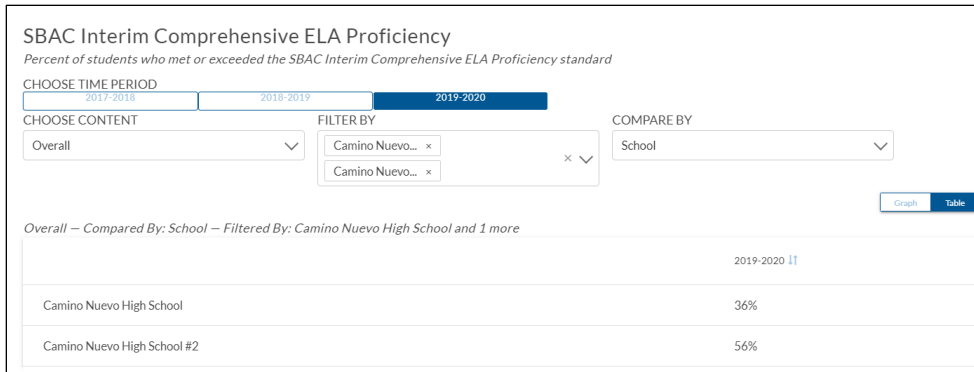
In the ICA Math data, the relative areas of strength are both CNCA High School and CNCA High School #2's math proficiency results for all students and for students who were EO/RFEP/IFEP. These results exceeded the end-of-year summative results from 2018-2019, despite the fact that students took this assessment in November of 2019 (i.e., with five months of instruction remaining before the planned summative SBAC).

Other areas of strength include the proficiency rates for Camino Nuevo Charter Academy (Burlington) and Camino Nuevo Charter Academy #2 (Kayne Siart). At the Burlington Campus, 56% of students met or exceeded the grade level standard on the ICA that they took in February of 2019, with two months remaining before the summative SBAC. This represents a 7-percentage point increase from the school's summative data from the end of the 18-19 school year. At the Kayne Siart campus, 27% of students met or exceeded grade level standards, which is only 5 percentage points lower than their summative SBAC proficiency rate from the 18-19 school year. Again, this assessment was taken in February, and so with two months remaining before the planned summative SBAC, it is likely that the school would have exceeded their proficiency rate from the previous year.

While it is hard to say exactly how much growth the other schools would have achieved between their February math ICA administration and the planned summative SBAC, it is likely that they would have had to grow a significant amount for their math achievement to be considered an area of strength. In addition, the performance of Students with IEPs and English Learners is an area for growth across the board.

B. CAASPP Interim Comprehensive Assessment (ICA) for ELA for High Schools

In preparation for the CAASPP state assessment, which was waived by the California Department of Education, CNCA high schools administered the CAASPP Interim Comprehensive Assessment (ICA) in English Language Arts. See below for a breakdown of proficiency by school, and EL/IEP subgroups.



In the ICA for ELA data, the performance of Camino Nuevo High School #2 is an area of strength, as well as the overall performance of students without IEPs, and students classified as EO/IFEP/RFEP. This assessment was taken in November of 2019. Despite the fact that this was five months prior to the planned summative SBAC, the percentage of students meeting or exceeding the standard was only 9-percentage points below the summative SBAC performance of the prior year (2018-2019).

Camino Nuevo Charter High School’s data, however, was more concerning, with the percentage of students meeting or exceeding the standard being 20 percentage points below what it was for the previous year’s summative. In addition, the performance of students with IEPs and English Learners is an area of concern in this data.



C. English Language Proficiency Assessment (ELPAC) for all English Learners in grades TK-12

The English Language Proficiency Assessments for California (ELPAC) is the required state test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English.

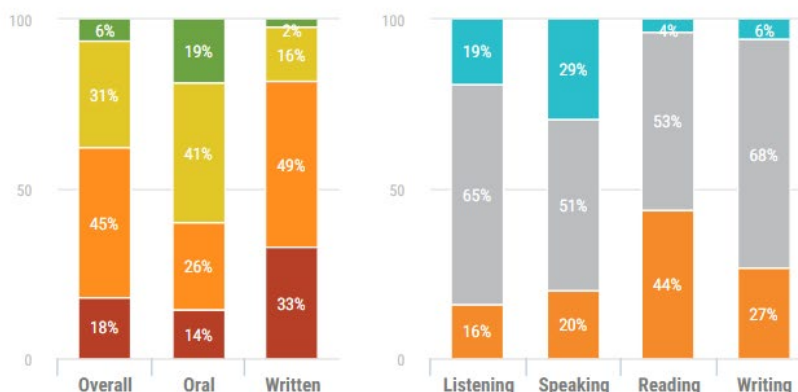
19-20 CNCA ELPAC Data

Performance Level	Overall		Oral		Written	
	%	#	%	#	%	#
Level 4	6	67	19	206	2	22
Level 3	31	348	41	457	16	179
Level 2	45	492	26	285	49	541
Level 1	18	198	14	157	33	363

Performance Level	Listening		Speaking		Reading		Writing	
	%	#	%	#	%	#	%	#
Well Developed	19	213	29	324	4	41	6	63
Somewhat/Moderately	65	713	51	560	52	580	68	747
Beginning	16	179	20	219	44	483	27	294

# Tested	1105	
Overall Average	PL	2
	SS	1474
Oral Average	PL	3
	SS	1478
Listening Average	PL	2
Speaking Average	PL	2
Written Average	PL	2
	SS	1466
Reading	PL	2
Writing	PL	2

Number of Students at Each Level



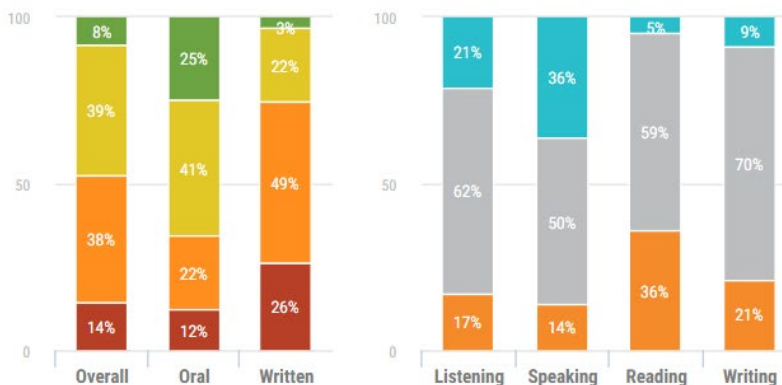
18-19 CNCA ELPAC Data

Performance Level	Overall		Oral		Written	
	%	#	%	#	%	#
Level 4	8	103	24	310	3	37
Level 3	39	495	40	511	22	277
Level 2	37	477	22	281	48	614
Level 1	14	180	12	153	26	327

Performance Level	Listening		Speaking		Reading		Writing	
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Cover Sheet

2020-21 Academic Update Q1 Review

Section: VI. Academic Update
Item: B. 2020-21 Academic Update Q1 Review
Purpose: Discuss
Submitted by: Rachel Hazlehurst, VP of Curriculum and Instruction
Related Material: Q1_2020_2021_AcademicUpdate.pdf

BACKGROUND:
Academic Update

RECOMMENDATION:
Information



Q1 Academic Update

20 años | Camino Nuevo Charter Academy



November 10, 2020

CNCA is one of the Highest Performing Charter Networks Serving Los Angeles

Increase student achievement by 10% on ELA and Math SBAC.

DATA DRIVEN ACCELERATION

ETHNIC STUDIES PEDAGOGY

1st Pillar: Culturally Responsive Teaching

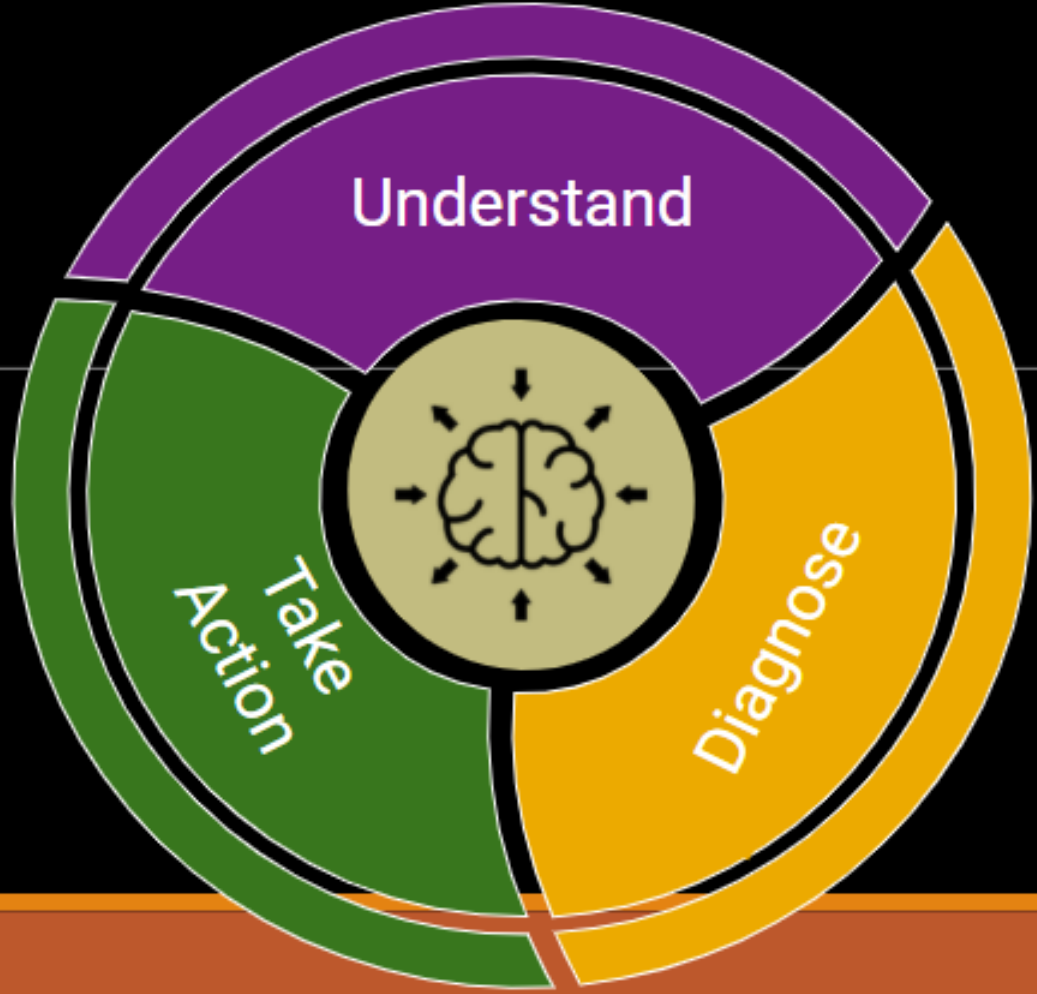
Access

Engagement

Learning

Maximize the Learning Experience for ALL students during Distance Learning

Relationships





Data We Gather

- **Perception Data**
- **Observation Data**
- **Engagement Data**
- **Quantitative Student Achievement Data**



Perception Data

Cafecitos con el liderazgo

What's working?

“Lo que está funcionando es lo que nosotros como padres están aprendiendo” (BUR parent)

“La comunicación que tenemos con la maestra.... Podemos contactarla con algo que no entendemos y siempre es atenta” (BUR parent)

“Arte, música, cada día mejoramos como escuela y como comunidad, mucho mejor que antes gracias” (CIS parent)

“Digital communication has been great for us as working parents, sometimes we'd miss an announcement.” (CIS parent)

What would you like to improve?

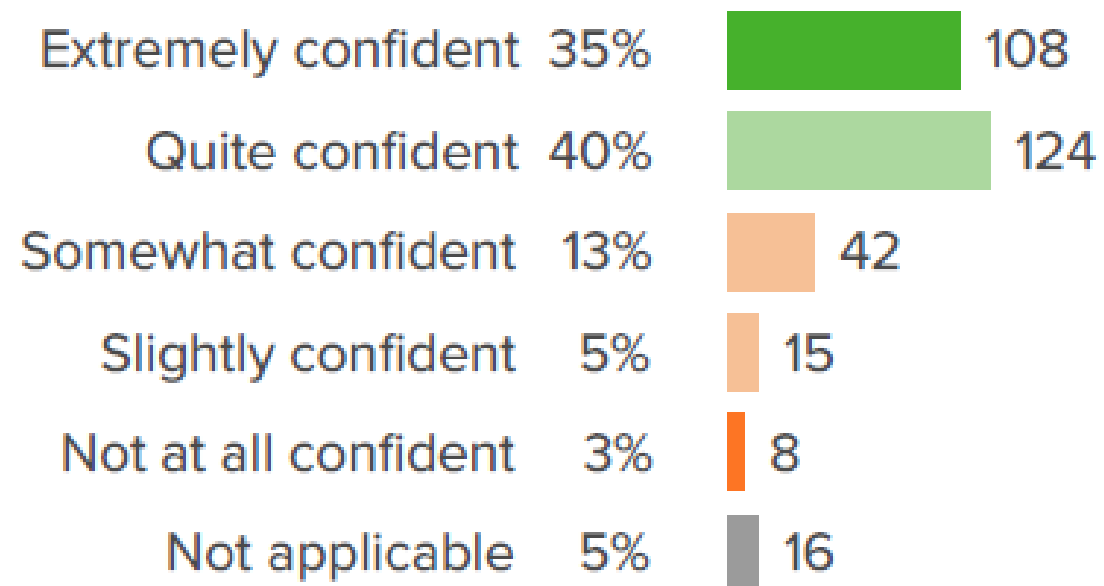
- “Un poco más en las matemáticas. Siento que 30 minutos no es suficiente” (BUR parent)
- “Me gustaría que esten más pendientes con más tiempo en cámara con los estudiantes” (CIS parent)
- “For my 5th grader, being able to stay in his seat from 8 to 2 is a lot” (CIS parent)
- “I feel the emotional side of it and the social needs to improve.... Maybe the school could (create space so they can) interact with their peers” (CIS parent)

Student Townhall

- **What's going well with distance learning?**
 - **Office hours with teachers**
 - **Teachers' organization of Google classroom**
 - **Teachers checking in on their well-being**
- **What's not going well?**
 - **"I doubt myself in every class."**
 - **"I'm not even so sure if I learned it correctly" (and then I have to take a test on it).**
 - **"Anxiety"**
 - **"Guilty"**

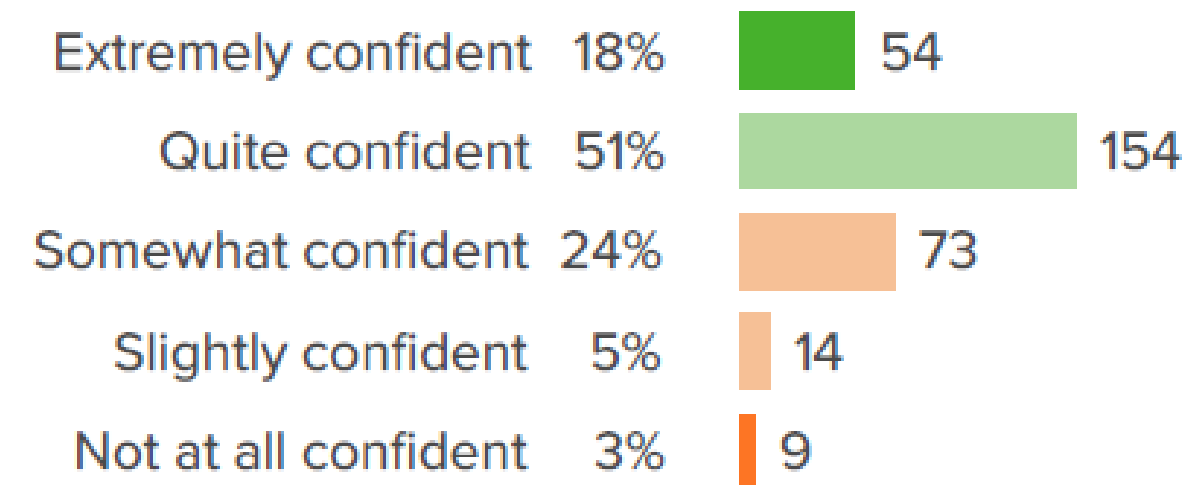
Reopening Survey

Q.1: If a form of distance learning continues as we roll out a hybrid model, how confident are you in using the software your school provides to support distance learning?



Favorable: **78%**

Q.2: If a form of distance learning continues this year, how confident are you that you can provide effective remote instruction?



Favorable: **68%**

Reopening Survey

“Please give us more time to plan . Planning for online instruction takes A LOT more time than planning for in person instruction . We often have to create material from scratch and that is time consuming.”

“We need to stop attempting to (poorly) replicate in- person teaching -- assessing like normal, filling out evaluations like normal, etc.--and take this as an opportunity to engage our students differently.”

Professional development needs: “Instructional strategies - technology support - trauma -informed practices -family engagement”



Why Assess?



Assessment for Learning

Helps teachers answer the questions:

- What am I doing that's working to support acceleration toward grade level?
- What am I doing that's not working?
- Who can I learn from?



Q1 Challenges

- Unpredictable pacing
- Limited instructional time
- Unreliable, at-home testing environments
- Sheer amount of teacher planning = less time to analyze data and respond

Shifts in Revised Q2 Assessment Calendar

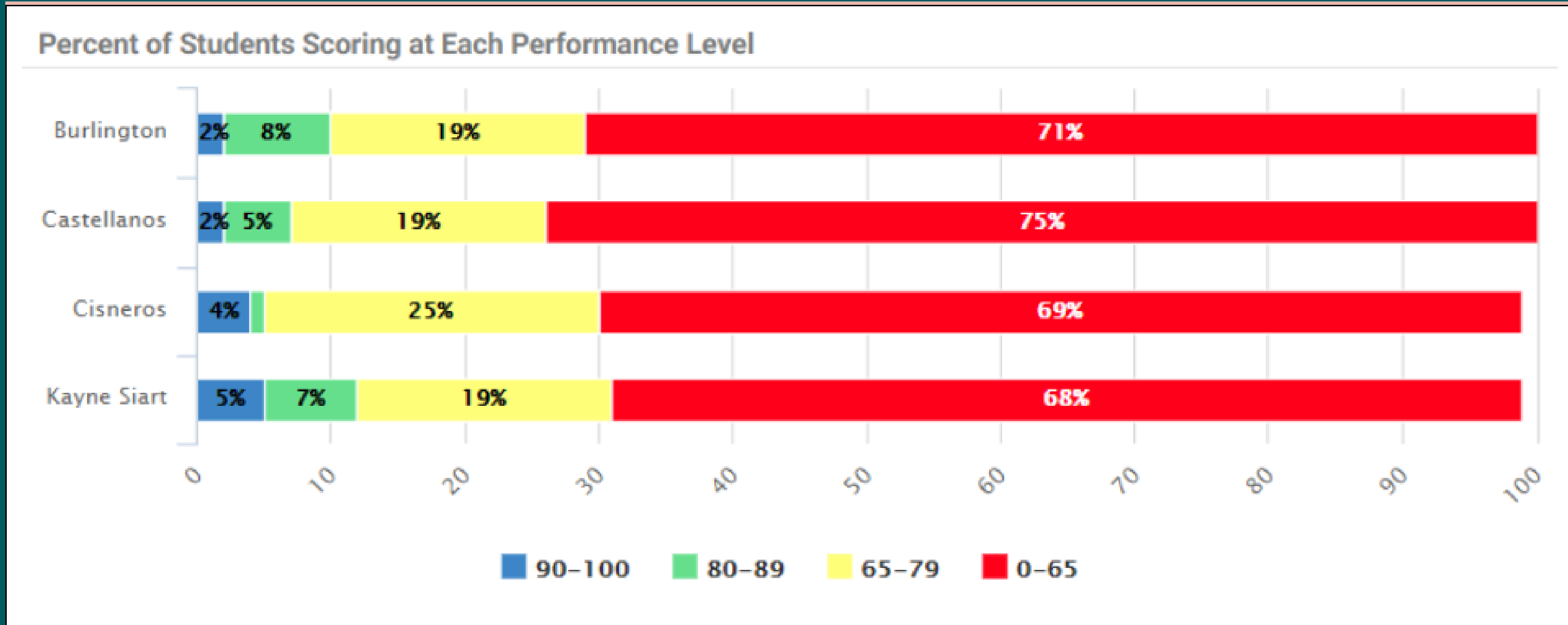
- Fewer assessments → more instructional time
- Assessments that are more formative in nature (i.e., closer to instruction in terms of content & context)
- Maximizing use of independent online platforms to collect student achievement data
- Revision of some assessments to better align with teacher's pacing realities



Quantitative Achievement Data

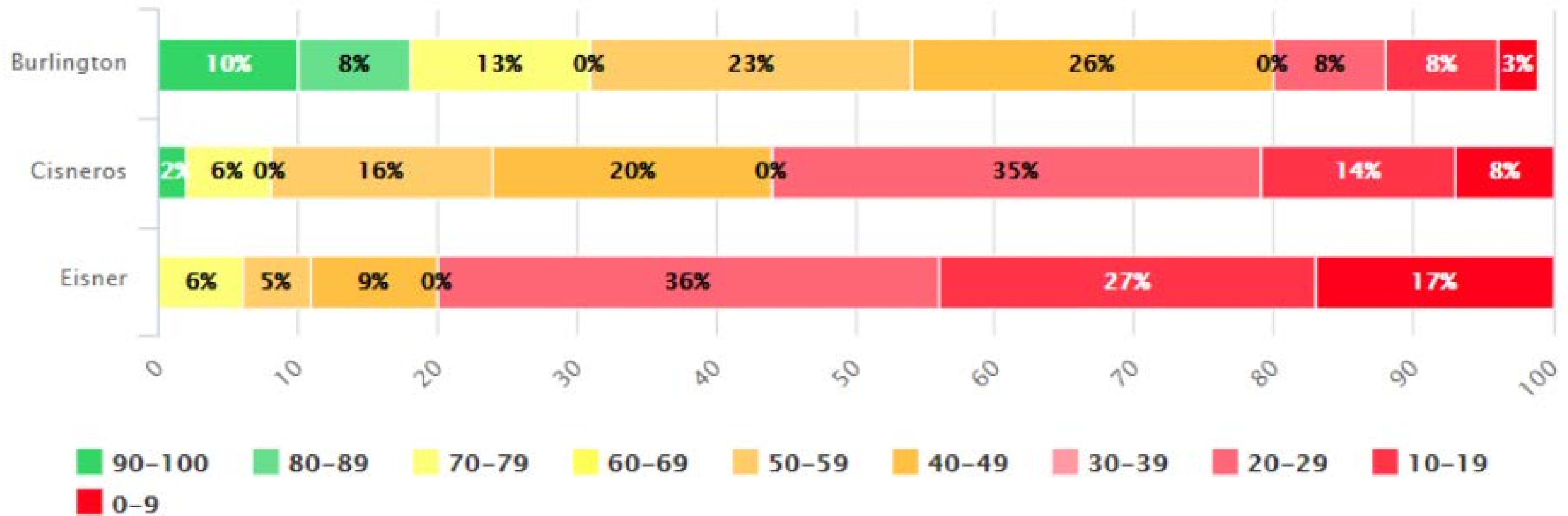


Math Benchmark Data: 4th grade



Math Benchmark Data: 8th grade

Percent of Students Scoring at Each Performance Level

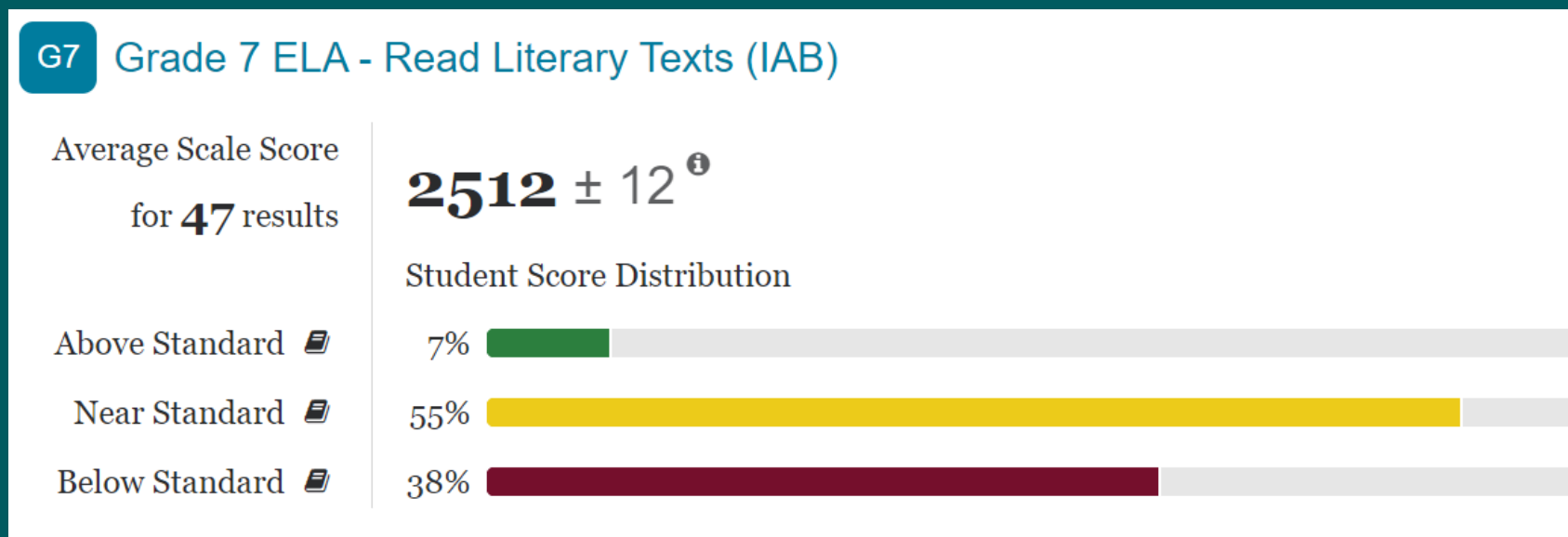


Math Benchmark Data: HS Geometry

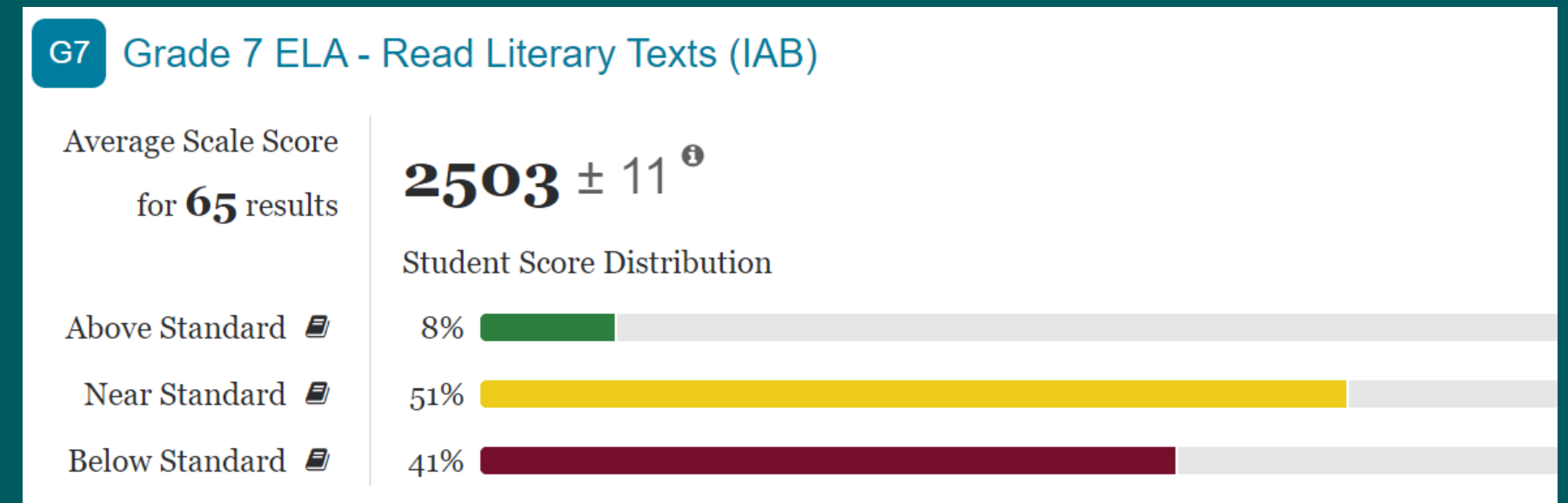


ELA Interim Assessment Blocks: 7th

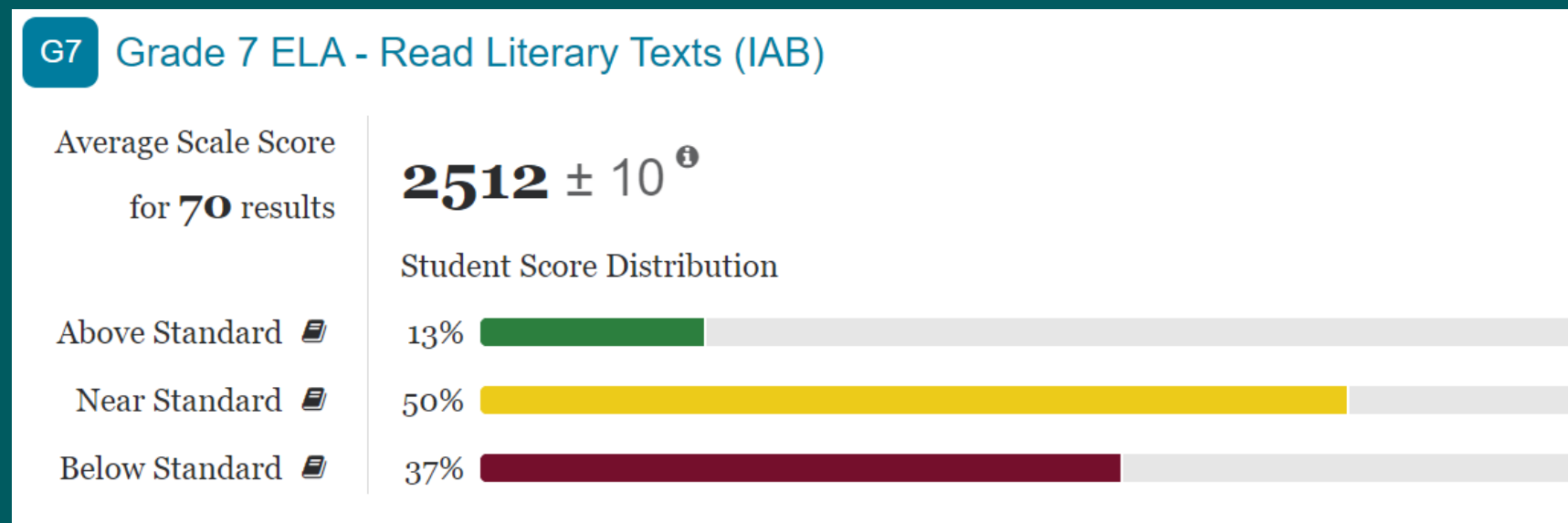
CIS



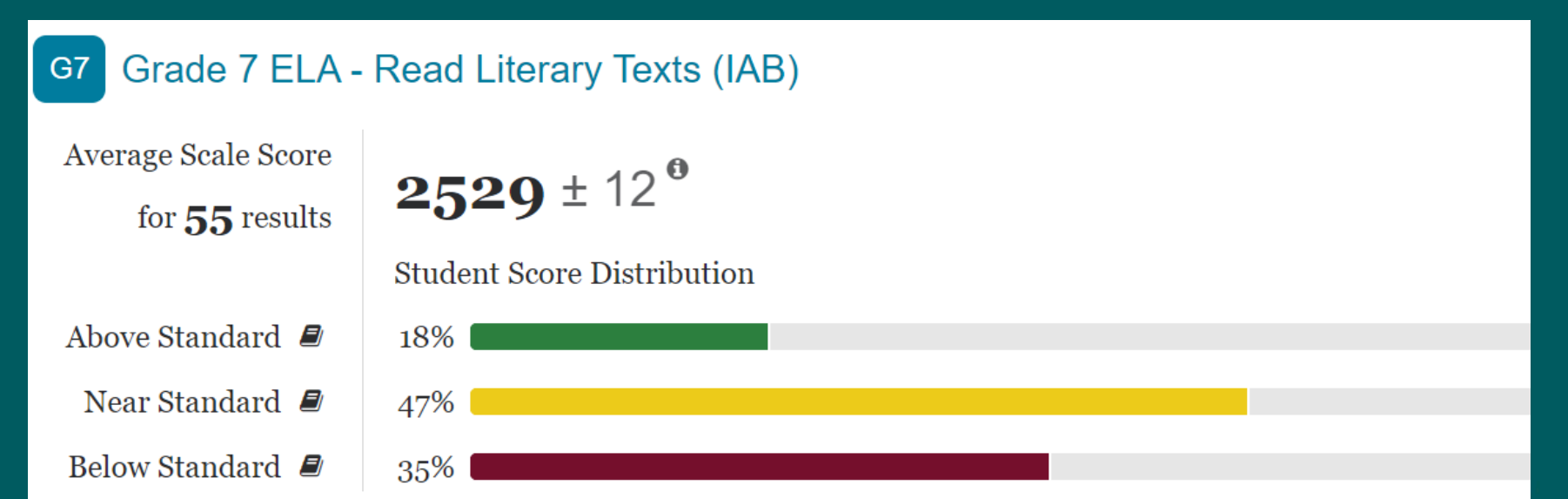
EIS



KAY



BUR



ELA Interim Assessment Blocks: 11th

DAL

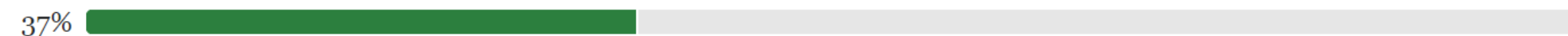
G11 High School ELA - Research: Analyze and Integrate Information (FIAB)

Average Scale Score
for **60** results

2637 ± 13ⁱ

Student Score Distribution

Above Standard 



Near Standard 



Below Standard 



MIR

G11 High School ELA - Research: Analyze and Integrate Information (FIAB)

Average Scale Score
for **39** results

2590 ± 18ⁱ

Student Score Distribution

Above Standard 



Near Standard 



Below Standard 





Ethnic Studies Updates

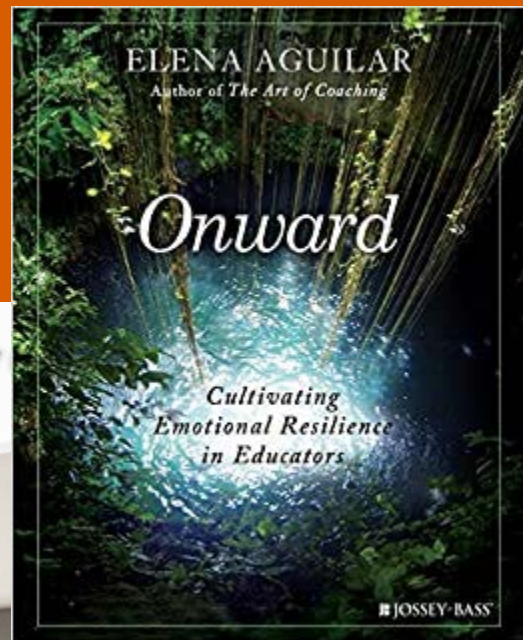
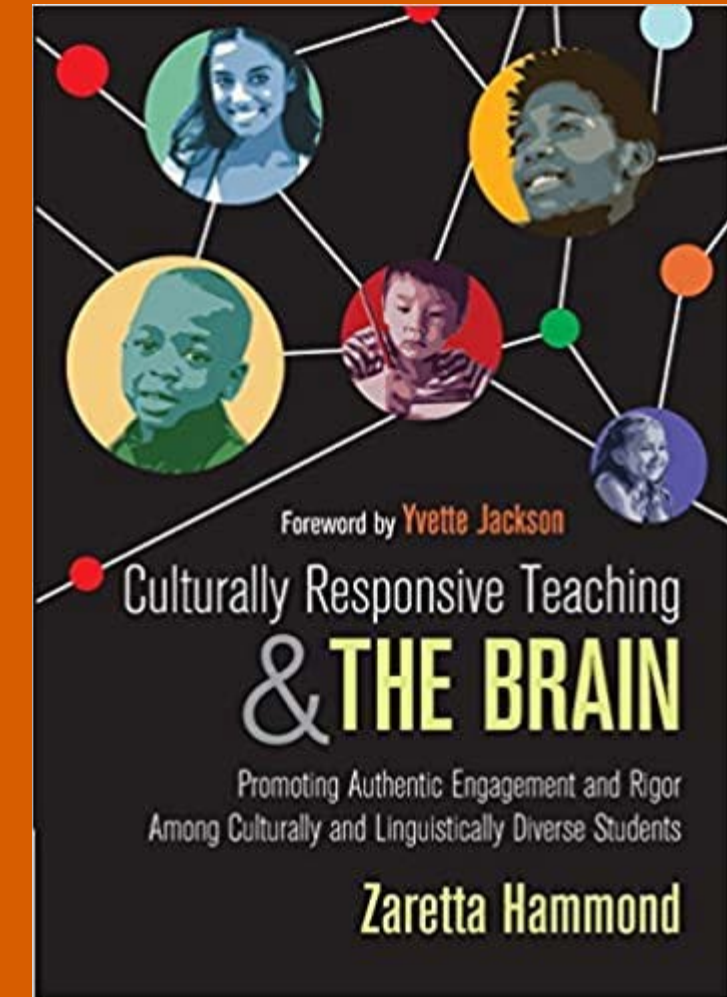
Ethnic Studies PDs & Workshops

Cross-Site

Healing Centered Engagement
Culturally Responsive
Teaching: Overview

Site-Based

Anti-Racist Inquiry Groups
Culturally Responsive
Teaching: Relationships &
Mindsets



Leader PD

Sociopolitical Identities
Fostering Critical Hope



Healing Centered Engagement & Ethnic Studies

Dr. Farima Pour-Khorshid presented on the intersections between Ethnic Studies and Healing Centered Engagement.

She explains “A healing justice movement within and across education spaces is essential to facilitate efforts of repairing and addressing the erosion of hope resulting from structural violence in our communities.”



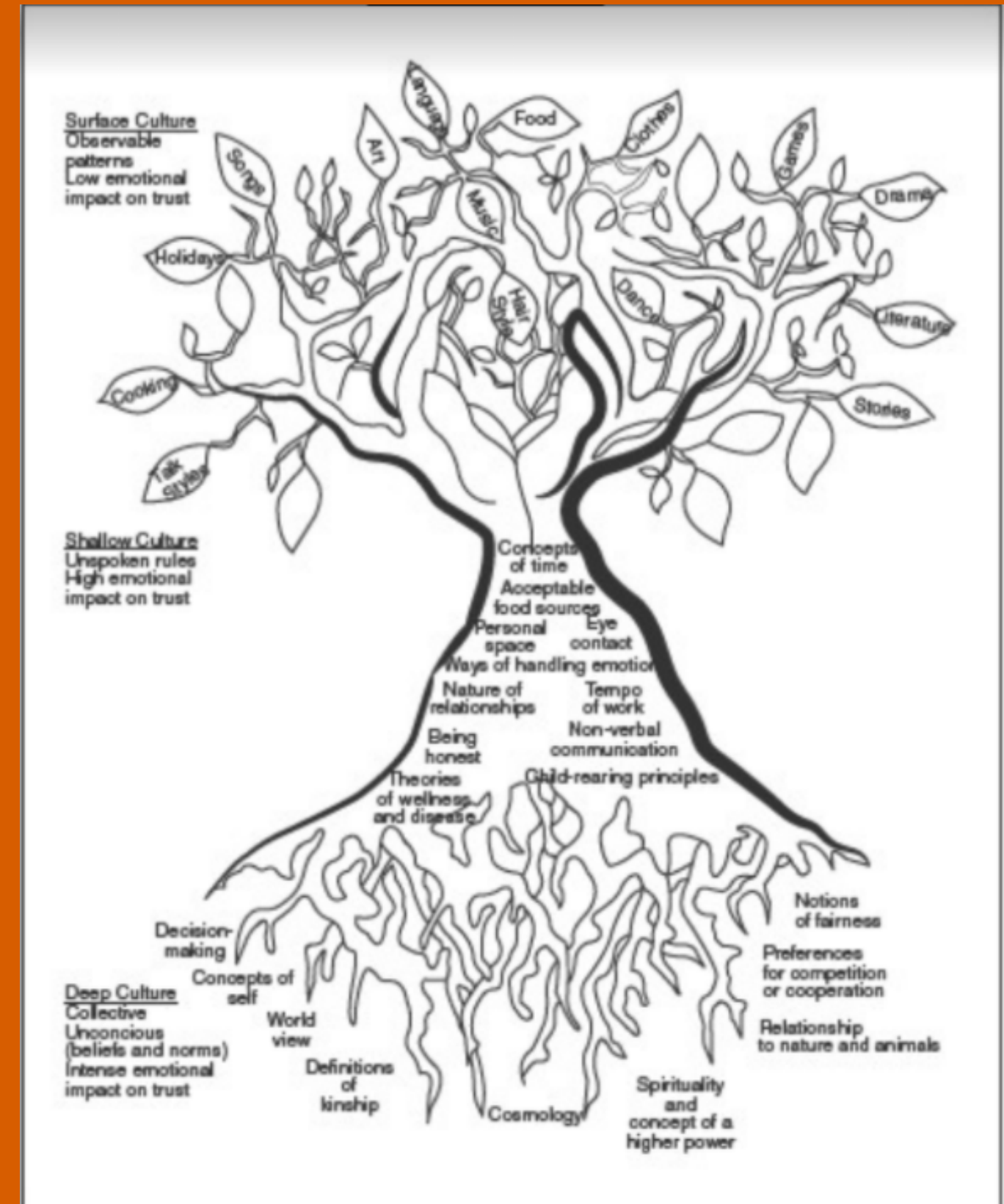
Culturally Responsive Teaching Introduction

Culturally responsive teaching is:

“An educator’s ability to recognize students’ cultural displays of learning and meaning making and respond positively and constructively with teaching moves that use cultural knowledge as a scaffold to connect what the student knows to new concepts and content in order to promote effective information processing. All the while, the educator understands the importance of being in relationship and having a social-emotional connection to the student in order to create a safe space for learning.” (Hammond, p. 15)

Participants learned:

- Overview of Hammond's "Ready for Rigor" framework
- Levels of culture (surface, shallow, & deep)
- Examples of how to teach in ways that are responsive to all levels of culture
- What this looks like, sounds like, and feels like for their grade span
- Sample lessons & units



What's next?

Data Driven Accelerated Learning

- Continued implementation of aligned data analysis processes & cross-site intellectual preparation

Ethnic Studies Pedagogy

- Ethnic Studies & English Learners

Cover Sheet

2020-21 English Learner Reclassification Criteria - Revision

Section: VI. Academic Update
Item: C. 2020-21 English Learner Reclassification Criteria - Revision
Purpose: Vote
Submitted by: Rachel Hazlehurst, VP of Curriculum and Instruction
Related Material: Reclassification Criteria Sheet_2020.pdf

BACKGROUND:

Summary of Changes to CNCA Reclassification Criteria and CNCA Reclassification Process

The current changes to the Camino Nuevo Charter Academy Reclassification Criteria reflect modifications for distance learning in grades TK-2. Due to a lack of technology, in October 2020 some TK-2 students received grades of EC (Evidence of Completion) or IEC (Insufficient Evidence of Completion) in place of the traditional 4-point scale. The revised reclassification criteria reflects that TK-2 students who receive a grade of EC meet the Teacher Evaluation criterion.

RECOMMENDATION:

Approve



Camino
Nuevo
Charter
Academy

Reclassification Criteria¹

◆ Students must meet ALL of the listed criteria in order to reclassify

Grades K-2	Grades 3-8	Grades 9-12
Summative ELPAC Score Overall performance level of 4.	Summative ELPAC Score Overall performance level of 4.	Summative ELPAC Score Overall performance level of 4.
English Reading Level Reads on grade-level on the TCRWP/F&P, as per the assessments' scoring guide. ²	English Reading Level Reading level in English within 1.5 years of the grade level benchmark on TCRWP/F&P as per the assessments' scoring guide. Or Lexile level falls within the "approaching college and career readiness" band or better.	English Lexile Level Lexile level falls within the "approaching college and career readiness" band or better.
English Writing Score On-demand writing sample indicates that English writing meets ² standards (e.g., a score of a 3 on a 4-point CNCA rubric)	English Writing Score On-demand writing sample indicates that English writing approaches standards (e.g., a score of a 2 on a 4-point CNCA rubric). SBA Writing Domain score of "Near" may be used for this criterion.	English Writing Score On-demand writing sample indicates that English writing approaches standards (e.g., a score of a 2 on a 4-point CNCA rubric). SBA Writing Domain score of "Near" may be used for this criterion.
Teacher Evaluation ELA progress report grade(s) of 3 or better in all domains as applicable (reading, writing, listening and speaking). OR ELA progress report grade of EC (Evidence of Completion) in all domains as applicable (reading, writing, listening and speaking).	Teacher Evaluation ELA progress report grade(s) of 2 or better in all domains as applicable (reading, writing, listening, and speaking), or C- or better.	Teacher Evaluation ELA progress report grade of C- or better.
Parent Opinion Once relevant data have been shared with the parent or guardian with educational rights, that family member must indicate their approval on the RFEP letter.	Parent Opinion Once relevant data have been shared with the parent or guardian with educational rights, that family member must indicate their approval on the RFEP letter.	Parent Opinion Once relevant data have been shared with the parent or guardian with educational rights, that family member must indicate their approval on the RFEP letter.

¹ Reclassification criteria determined by CNCA as of November 10, 2020. Criteria based on the California Department of Education's Updated Letter to Local Educational Agencies Regarding Reclassification Guidance for 2018-2019 dated January 2019.

² Students in grades 1-2 must meet grade-level goals to increase the likelihood that they are well prepared for the rigor of academic language in subsequent grades. Students in grades 3-12 can reclassify if they are approaching grade-level reading and writing because the academic language demands in these grades are already high.



Cover Sheet

Audit Report FY19-20

Section: VII. Audit Committee
Item: A. Audit Report FY19-20
Purpose: Vote
Submitted by: Tammy Stanton, CFO
Related Material: 6.30.20 CNCA Audited FS Draft 11.4.20.pdf

BACKGROUND:

Annual audit of the 2019-20 CNCA financial statements comprises the statement of financial position as of the year ended June 30, 2020, the related statements of activities, functional expenses, and cash flows for the year then ended. **Unmodified Opinion and no findings or questioned costs (Financial Statements, Federal Single Audit, & State Compliance)**

Audit Objectives:

- Assess whether CNCA financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole.
- Ensure internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Ensure Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

RECOMMENDATION:

The CNCA Audit Committee met on October 30, 2020: Recommendation to Approve

**CAMINO NUEVO CHARTER ACADEMY
CONSOLIDATING FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2020**

Pueblo Nuevo Education and Development Group (PNEDG)

Grupo Nuevo Los Angeles and Subsidiaries (GNLA)

CHARTER SCHOOLS:

Camino Nuevo Charter Academy – Burlington (CNCA#1) - #0293

Camino Nuevo Academy #2 – Kayne Siart (CNCA #2) - #1231

Camino Nuevo Elementary #3 – Jose A. Castellanos/Jane B.

Eisner (CNCA #3) - #1212

**Camino Nuevo Charter Academy #4 – Sandra Cisneros Learning
Academy (CNCA #4) - #1334**

**Camino Nuevo Charter High – Miramar High School
(CNHS #1) - #0635**

**Camino Nuevo High #2 – Dalzell Lance High School
(CNHS #2) - #1540**

**CAMINO NUEVO CHARTER ACADEMY
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Tentative
For discussion purposes only
Subject to revision



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INDEPENDENT AUDITORS' REPORT

Board of Directors
Camino Nuevo Charter Academy
Los Angeles, California

Report on the Financial Statements

We have audited the accompanying consolidating financial statements of Camino Nuevo Charter Academy (CNCA), a California nonprofit public benefit corporation, which comprise the consolidating statement of financial position as of June 30, 2020, and the related consolidating statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the consolidating financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidating financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidating financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidating financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidating financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidating financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidating financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidating financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidating financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Board of Directors
Camino Nuevo Charter Academy

Opinion

In our opinion, the consolidating financial statements referred to on page 1 present fairly, in all material respects, the financial position of CNCA as of June 30, 2020, and the changes in their net assets and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on CNCA's consolidating financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. The consolidating information presented on the face of the consolidating statements of financial position, activities, cash flows and functional expenses and the accompanying supplementary schedules, as identified in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic consolidating financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidating financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidating financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidating financial statements or to the consolidating financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the consolidating financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated REPORT DATE on our consideration of CNCA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness on CNCA's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering CNCA's internal control over financial reporting and compliance.

CliftonLarsonAllen LLP

Glendora, California
REPORT DATE

**CAMINO NUEVO CHARTER ACADEMY
CONSOLIDATING STATEMENT OF FINANCIAL POSITION
JUNE 30, 2020**

ASSETS	CNCA	PNEDG	GNLA	Eliminations	Total
CURRENT ASSETS					
Cash and Cash Equivalents	\$ 10,771,360	\$ 5,281,980	\$ 1,206,251	\$ -	\$ 17,259,591
Accounts Receivable	4,974,463	116,380	-	-	5,090,843
Intercompany Receivable	21,504	415,253	72,936	(509,693)	-
Due from Others	176,958	465,432	-	(375,000)	267,390
Prepaid Expenses and Other Assets	359,888	166,359	2,890	(101,369)	427,768
Total Current Assets	<u>16,304,173</u>	<u>6,445,404</u>	<u>1,282,077</u>	<u>(986,062)</u>	<u>23,045,592</u>
PROPERTY, PLANT, AND EQUIPMENT					
Land	12,579,941	3,540,752	7,693,778	-	23,814,471
Construction in Progress	4,798	-	-	-	4,798
Buildings	50,400,855	405,786	33,342,819	-	84,149,460
Leasehold Improvements	1,802,477	438,716	4,819,353	-	7,060,546
Equipment and Computers	3,559,461	317,976	345,855	-	4,223,292
Furniture	312,955	48,727	29,315	-	390,997
Accumulated Depreciation	(10,539,797)	(550,071)	(12,407,343)	-	(23,497,211)
Total Property, Plant, and Equipment	<u>58,120,690</u>	<u>4,201,886</u>	<u>33,823,777</u>	<u>-</u>	<u>96,146,353</u>
Total Noncurrent Assets	<u>58,120,690</u>	<u>4,201,886</u>	<u>33,823,777</u>	<u>-</u>	<u>96,146,353</u>
Total Assets	<u>\$ 74,424,863</u>	<u>\$ 10,647,290</u>	<u>\$ 35,105,854</u>	<u>\$ (986,062)</u>	<u>\$ 119,191,945</u>
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts Payable	\$ 1,891,330	\$ 110,068	\$ 28,970	\$ -	\$ 2,030,368
Accrued Liabilities	2,458,860	162,181	49,775	-	2,670,816
Intercompany Payables	405,210	72,936	31,547	(509,693)	-
Deferred Revenue	19,000	-	119,863	(101,369)	37,494
Loans Payable, Current Portion	1,046,455	-	186,454	(375,000)	857,909
Bonds Payable, Current Portion	-	-	517,330	-	517,330
Total Current Liabilities	<u>5,820,855</u>	<u>345,185</u>	<u>933,939</u>	<u>(986,062)</u>	<u>6,113,917</u>
NONCURRENT LIABILITIES					
Loans Payable, Net of Current	19,647,278	-	2,053,062	-	21,700,340
Bonds Payable, Net of Current	-	-	9,559,424	-	9,559,424
Liabilities Related to Interest Swap Agreements	-	-	170,838	-	170,838
Total Noncurrent Liabilities	<u>19,647,278</u>	<u>-</u>	<u>11,783,324</u>	<u>-</u>	<u>31,430,602</u>
Total Liabilities	<u>25,468,133</u>	<u>345,185</u>	<u>12,717,263</u>	<u>(986,062)</u>	<u>37,544,519</u>
NET ASSETS					
Without Donor Restriction:					
Contributed Capital	-	-	22,012,686	-	22,012,686
Undesignated	9,437,159	1,282,846	375,905	-	11,095,910
Property, Plant, and Equipment, Net Related Debt	37,426,957	4,201,886	-	-	41,628,843
Designated/Deferred Maintenance	2,086,607	430,621	-	-	2,517,228
Total Without Donor Restriction	<u>48,950,723</u>	<u>5,915,353</u>	<u>22,388,591</u>	<u>-</u>	<u>77,254,667</u>
With Donor Restriction	6,007	4,386,752	-	-	4,392,759
Total Net Assets	<u>48,956,730</u>	<u>10,302,105</u>	<u>22,388,591</u>	<u>-</u>	<u>81,647,426</u>
Total Liabilities and Net Assets	<u>\$ 74,424,863</u>	<u>\$ 10,647,290</u>	<u>\$ 35,105,854</u>	<u>\$ (986,062)</u>	<u>\$ 119,191,945</u>

See accompanying Notes to Consolidating Financial Statements.

**CAMINO NUEVO CHARTER ACADEMY
CONSOLIDATING STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2020**

	CNCA	PNEDG	GNLA	Eliminations	Total
NET ASSETS WITHOUT DONOR RESTRICTION					
REVENUES					
State Revenue:					
State Aid	\$ 26,895,401	\$ -	\$ -	\$ -	\$ 26,895,401
Other State Revenue	4,273,403	578,100	-	-	4,851,503
Federal Revenue:					
Grants and Entitlements	4,111,837	-	-	-	4,111,837
Local Revenue:					
In-Lieu Property Tax Revenue	9,704,047	-	-	-	9,704,047
Contributions	290,777	1,740,620	-	-	2,031,397
Support Services	-	5,025,574	-	(5,025,574)	-
Interest Income	137,472	1,523	-	-	138,995
Other Revenue	361,189	761,741	1,584,024	(1,584,024)	1,122,930
Total Revenue Without Donor Restriction	45,774,126	8,107,558	1,584,024	(6,609,598)	48,856,110
Net Assets Released from Restriction	379,367	-	-	-	379,367
Total Revenues Without Donor Restriction and Net Assets Released from Restriction	46,153,493	8,107,558	1,584,024	(6,609,598)	49,235,477
EXPENSES					
Program Services	34,498,907	2,886,410	1,077,935	(1,300,324)	37,162,928
Management and General	10,263,981	4,556,066	689,957	(5,302,997)	10,207,007
Fundraising	41,507	114,706	-	(6,277)	149,936
Total Expenses	44,804,395	7,557,182	1,767,892	(6,609,598)	47,519,871
Change in Net Assets Without Donor Restriction	1,349,098	550,376	(183,868)	-	1,715,606
NET ASSETS WITH DONOR RESTRICTION					
Contributions	-	386,752	-	-	386,752
Net Assets Released from Restriction	(379,367)	-	-	-	(379,367)
Change in Net Assets With Donor Restriction	(379,367)	386,752	-	-	7,385
CHANGE IN TOTAL NET ASSETS	969,731	937,128	(183,868)	-	1,722,991
Net Assets, Beginning of Year	47,986,999	9,364,977	22,572,459	-	79,924,435
NET ASSETS, END OF YEAR	<u>\$ 48,956,730</u>	<u>\$ 10,302,105</u>	<u>\$ 22,388,591</u>	<u>\$ -</u>	<u>\$ 81,647,426</u>

See accompanying Notes to Consolidating Financial Statements.

**CAMINO NUEVO CHARTER ACADEMY
CONSOLIDATING STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2020**

	CNCA	PNEDG	GNLA	Eliminations	Total
CASH FLOWS FROM OPERATING ACTIVITIES					
Change in Net Assets	\$ 969,731	\$ 937,128	\$ (183,868)	\$ -	\$ 1,722,991
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities					
Depreciation	1,594,892	71,393	958,278	-	2,624,563
Amortization	-	-	24,667	-	24,667
(Increase) Decrease in Assets:					
Accounts Receivable	(2,270,088)	386,301	25,139	-	(1,858,648)
Intercompany Receivable	(21,504)	(415,253)	-	436,757	-
Due from Others	(119,233)	489,387	-	-	370,154
Prepaid Expenses and Other Assets	(17,349)	(65,146)	(500)	-	(82,995)
Increase (Decrease) in Liabilities:					
Accounts Payable and Accrued Liabilities	1,123,631	(175,989)	(131,388)	-	816,254
Intercompany Payables	405,210	72,936	(41,389)	(436,757)	-
Due to Others	(260)	-	-	-	(260)
Deferred Revenue	(1,058)	-	119,613	-	118,555
Change in Value of Interest Rate Swap Agreements	-	-	98,058	-	98,058
Net Cash Provided by Operating Activities	1,663,972	1,300,757	868,610	-	3,833,339
CASH FLOWS FROM INVESTING ACTIVITIES					
Notes Receivable	-	1,879,670	-	(1,629,570)	250,100
Purchases of Property, Plant, and Equipment	(797,855)	(70,239)	-	-	(868,094)
Net Cash Provided (Used) by Investing Activities	(797,855)	1,809,431	-	(1,629,570)	(617,994)
CASH FLOWS FROM FINANCING ACTIVITIES					
Proceeds from Debt	125,000	-	1,629,670	-	1,754,670
Repayments of Prop 1D Funding	(284,614)	-	-	-	(284,614)
Repayments of Prop 55 Funding	(404,770)	-	-	-	(404,770)
Repayment of Debt	-	-	(2,295,166)	1,629,570	(665,596)
Net Cash Used by Financing Activities	(564,384)	-	(665,496)	1,629,570	399,690
NET CHANGE IN CASH AND CASH EQUIVALENTS	301,733	3,110,188	203,114	-	3,615,035
Cash and Cash Equivalents, Beginning of Year	10,469,627	2,171,792	1,003,137	-	13,644,556
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 10,771,360	\$ 5,281,980	\$ 1,206,251	\$ -	\$ 17,259,591
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION					
Cash Paid for Interest	\$ 401,406	\$ 228,236	\$ 624,199	\$ -	\$ 1,253,841

See accompanying Notes to Consolidating Financial Statements.

**CAMINO NUEVO CHARTER ACADEMY
CONSOLIDATING STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2020**

	Program Services	Management and General	Fundraising	Eliminations	Total
Salaries and Wages	\$ 18,720,881	\$ 4,098,068	\$ 87,465	\$ -	\$ 22,906,414
Pension Expense	2,951,608	514,061	4,832	-	3,470,501
Other Employee Benefits	1,666,601	321,380	5,970	-	1,993,951
Payroll Taxes	494,279	343,036	7,961	-	845,276
Management Fees	-	5,025,575	-	(5,025,575)	-
Legal Expenses	-	275,430	-	-	275,430
Accounting Expenses	-	-	-	-	-
Other Fees for Services	6,138,110	1,401,816	-	-	7,539,926
Advertising and Promotion Expenses	-	39,594	44,897	-	84,491
Instructional Materials	867,418	-	-	-	867,418
Office Expenses	34,401	614,308	-	-	648,709
Printing and Postage Expenses	-	20,938	-	-	20,938
Information Technology Expenses	-	535,890	-	-	535,890
Occupancy Expenses	3,297,202	565,469	5,088	(1,584,023)	2,283,736
Travel Expenses	92,435	-	-	-	92,435
Interest Expense	-	1,025,605	-	-	1,025,605
Depreciation Expense	2,473,767	150,796	-	-	2,624,563
Insurance Expense	-	311,889	-	-	311,889
Other Expenses	1,726,550	266,149	-	-	1,992,699
Subtotal	<u>38,463,252</u>	<u>15,510,004</u>	<u>156,213</u>	<u>(6,609,598)</u>	<u>47,519,871</u>
Eliminations	<u>(1,300,323)</u>	<u>(5,302,998)</u>	<u>(6,277)</u>	<u>6,609,598</u>	<u>-</u>
Total Expenses by Function	<u>\$ 37,162,929</u>	<u>\$ 10,207,006</u>	<u>\$ 149,936</u>	<u>\$ -</u>	<u>\$ 47,519,871</u>

See accompanying Notes to Consolidating Financial Statements.

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO CONSOLIDATING FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Camino Nuevo Charter Academy (CNCA) is a not-for-profit benefit corporation under the laws of the state of California. CNCA is designed to meet the educational needs of largely Latino community neighborhoods, west of downtown Los Angeles, in the greater MacArthur Park communities. CNCA was established as an alternative to existing traditional public schools in the neighborhoods in which conditions of over-crowding and year-round schedules existed. CNCA consists of six charter schools operating as of June 30, 2020, as follows:

- Burlington Campus (CNCA #1)
- Kayne Siart Campus (CNCA #2)
- Jose A. Castellanos/Jane B. Eisner Campuses (CNCA #3)
- Sandra Cisneros Learning Academy Campus (CNCA #4)
- Miramar High School (CNHS #1)
- Dalzell Lance High School (CNHS #2)

The charters may be revoked by the Los Angeles Unified School District (LAUSD) for material violations of the charters, failure to meet pupil outcomes identified in the charters, failure to meet generally accepted standards of fiscal management, or violation of any provision of the law.

In March 2016, the Pueblo Nuevo Education Development Group (PNEDG) Corporation was formed as a nonprofit public benefit corporation, organized under the California Nonprofit Public Benefit Corporation Law for charitable purposes. PNEDG was formed for the benefit of and to carry out the purposes of CNCA. PNEDG serves as a sole statutory member of CNCA. Its primary function is resource-development and capacity building to support the CNCA mission and programs that extend beyond the publicly funded, instructional K-12 program, yet are crucial to students' early childhood education, academic, college, and lifelong success. All private dollars raised, capacity building offered, and support services delivered by PNEDG are done so to enrich the K-12 instructional program CNCA offers and to benefit CNCA students and alumni and to maximize their fullest academic potential.

In June 2012, the Grupo Nuevo Los Angeles (GNLA) Corporation was formed as a nonprofit public benefit corporation, organized under the California Nonprofit Public Benefit Corporation Law for charitable purposes. GNLA was formed for the benefit of and to carry out the purposes of CNCA. Effective July 1, 2016 Pueblo Nuevo Development (PND) merged with GNLA. All PND assets and liabilities became assets and liabilities of GNLA; PND has subsequently dissolved. With the incorporation of Pueblo Nuevo Education Development Group, PNEDG became the parent entity of GNLA. GNLA consists of three LLCs as of June 30, 2020, as follows:

- GNLA 697 S. Burlington, LLC
- 3500 W. Temple St., LLC
- Fifteenth & Ardmore, LLC

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO CONSOLIDATING FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Principles of Consolidation

The consolidating financial statements include the accounts of CNCA, PNEDG, and GNLA and its single member limited liability company subsidiaries: GNLA 697 South Burlington LLC, 3500 West Temple Street, LLC, and Fifteenth and Ardmore, LLC (Ardmore LLC). Each subsidiary manages one property except 3500 West Temple Street, LLC which manages three properties: 3500 West Temple Street, a soccer field on the northwest corner of Hoover and Temple in Los Angeles, and the soccer field parking lot located at 320 North Commonwealth Avenue. The formation of these subsidiaries segregate funding for accounting and project management purposes. Each GNLA subsidiary LLC holds a Certificate of Clearance from the State Board of Equalization for nonprofit status and property tax exemption, and an exemption from the California Franchise Tax Board. Each LLC shares the same mission and purpose as GNLA.

All material intercompany transactions have been eliminated.

Basis of Accounting

The consolidating financial statements have been prepared on the accrual method of accounting and accordingly reflect all significant receivables and liabilities.

Basis of Presentation

The accompanying consolidating financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as prescribed by the Financial Accounting Standards Board.

Use of Estimates

The preparation of consolidating financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosures. Accordingly, actual results could differ from those estimates.

Functional Allocation of Expenses

Costs of providing CNCA's programs and other activities have been presented in the Statement of Functional Expenses. During the year, such costs are accumulated into separate groupings as either direct or indirect. Indirect or shared costs are allocated among program and support services by a method that best measures the relative degree of benefit.

Cash and Cash Equivalents

CNCA defines its cash and cash equivalents to include only cash on hand, demand deposits, and liquid investments with original maturities of three months or less.

CAMINO NUEVO CHARTER ACADEMY
NOTES TO CONSOLIDATING FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Asset Classes

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The governing boards had designated, from net assets without donor restrictions, net assets for an operating reserve.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Gifts of long-lived assets and gifts of cash restricted for the acquisition of long-lived assets are recognized as restricted revenue when received and released from restrictions when the assets are placed in service. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

We report contributions restricted by donors as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, those net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statements of activities as net assets released from restrictions.

Designation of Net Assets

Designated net assets represent those portions of net assets segregated for a specific purpose in accordance with board policy. CNCA's board established a policy which designated part of the fund balance (1% of total expenses) to a deferred maintenance fund. This policy was implemented in anticipation of increased vendor repair and maintenance expenses expected to be incurred due to the age of CNCA's various buildings sites.

Accounts Receivable

Accounts receivable primarily represent amounts due from federal and state governments as of June 30, 2020. Management believes that all receivables are fully collectible, therefore no provisions for uncollectible accounts were recorded.

Property, Plant, and Equipment

Property, plant, and equipment are stated at cost, if purchased, or at estimated fair value, if donated. Depreciation is provided on a straight-line basis over the estimated useful lives of the asset. CNCA capitalizes all expenditures for land, buildings, and equipment in excess of \$1,000. Depreciation expense was \$2,624,563 for the year ended June 30, 2020.

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO CONSOLIDATING FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Revenue Recognition

Amounts received from the California Department of Education are conditional and recognized as revenue by CNCA based on the average daily attendance (ADA) of students. Revenue that is restricted is recorded as an increase in net assets without donor restriction, if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in net assets with donor restriction.

Contributions

All contributions are considered to be available for use unless specifically restricted by the donor. Amounts received that are restricted to specific use or future periods are reported as contributions with donor restrictions. Restricted contributions that are received and released in the same period are reported as promises to give without donor restrictions. Unconditional promises to give expected to be received in one year or less are recorded at net realizable value. Unconditional promises to give expected to be received in more than one year are recorded at fair value at the date of the promise. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met.

Conditional Grants

Grants and contracts that are conditioned upon the performance of certain requirements or the incurrence of allowable qualifying expenses are recognized as revenues in the period in which the conditions are met. Amounts received are recognized as revenue when CNCA has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as deferred revenues in the statement of financial position. As of June 30, 2020, CNCA has received conditional grants of \$19,000 that are recognized as deferred revenue in the statement of financial position because conditions have not yet been met.

Property Taxes

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on September 1 and are payable in two installments on or before November 1 and February 1. Unsecured property taxes are not a lien against real property and are payable in one installment on or before August 31. The County bills and collects property taxes for all taxing agencies within the County and distributes these collections to the various agencies. The sponsor agency of CNCA is required by law to provide in-lieu property tax payments on a monthly basis, from August through July. The amount paid per month is based upon an allocation per student, with a specific percentage to be paid each month.

Compensated Absences

Accumulated unpaid employee vacation benefits are recognized as a liability of CNCA. The entire compensated absences liability is included in accrued liabilities on the statement of financial position. Employees of CNCA are paid for days or hours worked based upon Board approved schedules which include vacation.

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO CONSOLIDATING FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Compensated Absences (Continued)

Sick leave is accumulated with a 30 day maximum for each eligible employee. Sick leave with pay is provided when employees are absent for health reasons and is not paid out upon departure of an employee. Unused sick leave does not carry over from year-to-year.

Income Taxes

CNCA, PNEDG, and GNLA are nonprofit entities exempt from the payment of income taxes under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. Accordingly, no provision has been made for income taxes. Management has determined that all income tax positions are more likely than not of being sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required. CNCA, PNEDG, and GNLA are subject to income tax on net income that is derived from business activities that are unrelated to the exempt purposes. CNCA, PNEDG, and GNLA file exempt returns and applicable unrelated business income tax returns in the U.S. federal jurisdiction and with the California Franchise Tax Board.

Each LLC is exempt from income taxes under California Revenue and Taxation Code Section 23701x or 23701h.

Contributed Assets and Services

Contributions of donated noncash assets are recorded at fair value in the period received. Contributions of donated services that create or enhance nonfinancial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at fair values in the period received.

Allocations Between Charter Schools

For the year ended June 30, 2020, CNCA has chosen to identify each charter school separately within the consolidating financial statements by charter school. In cases where specific identification of each charter's activities was not possible, items were allocated according to Average Daily Attendance (ADA).

Change in Accounting Principle

In May 2014, FASB issued Accounting Standards Update (ASU) 2014-09, Revenues from Contracts with Customers (Topic 606). The update establishes the core principle that an entity should recognize revenue to depict the transfer of promised goods or services to customers in the amount that reflects the consideration to which the entity expects to be entitled in exchange for those good or services. CNCA has early adopted the implementation of ASU 2014-09 under the full retrospective approach. There was no material impact on the CNCA's financial position and results of operations upon adoption of the new standard.

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO CONSOLIDATING FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Change in Accounting Principle (Continued)

In June 2018, FASB issued Accounting Standards Update (ASU) 2018-08, Not-for-Profit Entities (Topic 958) – Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made. The update clarifies and improves the scope and the accounting guidance for contributions received and contributions made. The amendments in this Update should assist entities in (1) evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions), or as exchange (reciprocal transactions) and (2) determining whether a contribution is conditional. CNCA has implemented ASU 2018-08 under the modified prospective approach. There was no material impact on the CNCA's financial position and results of operations upon adoption of the new standard.

Evaluation of Subsequent Events

CNCA has evaluated subsequent events through REPORT DATE, the date these consolidating financial statements were available to be issued.

NOTE 2 LIQUIDITY AND AVAILABILITY

CNCA multi-year operating budgets are designed to manage restricted cash allocations via the use of 12-month rolling cash flow forecasts. On a weekly basis, liquidity is tracked via the use of cash position reporting tool to monitor payroll schedules, accounts payable and cash balances across the CNCA County Treasury Accounts and private bank operating accounts. Weekly CNCA Cash Position reporting allows CNCA to forecast cash account transfer amounts to ensure execution of accurate cash transfers specific to monthly operating account cash flow needs.

As of June 30, 2020, financial assets available for general expenditures are comprised of the following:

Cash and Cash Equivalents	\$ 17,259,591
Accounts Receivable	5,090,843
Due From Others	267,390
Less: Net Assets With Donor Restrictions	<u>(4,392,759)</u>
Financial Assets Available for General Expenditure	<u>\$ 18,225,065</u>

In addition, CNCA holds a \$2,000,000 line of credit as a contingency tool should CNCA experience unanticipated delay of forecasted government revenue disbursement schedules and/or government receivables.

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO CONSOLIDATING FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 3 CONCENTRATION OF CREDIT RISK

Custodial credit risk is the risk that, in the event of a bank failure, CNCA's deposits may not be returned to it. CNCA maintains bank accounts with one institution, certain of which are interest bearing. Accounts at this institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At times, cash in these accounts exceeds the insured amounts. CNCA has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on its cash and cash equivalents.

CNCA maintains cash in the Los Angeles County Treasury (the County). The County pools these funds with those of other educational organizations in the county and invests the cash. These pooled funds are carried at costs which approximates fair value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool. The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et. seq. The funds maintained by the County are either secured by federal depository insurance or collateralized. The fair value of Camino Nuevo Charter School's deposits in this pool as of June 30, 2020, as provided by the pool sponsor was approximately \$7,500,622.

NOTE 4 SUPPORT SERVICES

PNEDG provides CNCA with limited services and support, including among other things, the staff necessary to provide this support, to CNCA schools so that they operate in a manner consistent with the terms of their charters and agreements with authorizer. It is the intent of CNCA and PNEDG that the CNCA Board and CNCA's Chief Executive Officer retain ultimate responsibility for and control of the management and operation of CNCA's charter schools, including but not limited to governance and the administration and delivery of curriculum. As compensation for the services, CNCA transfers to PNEDG twelve percent (12%) of the operational funding. The total amount of the support services were \$5,025,574 for the year ended June 30, 2020.

NOTE 5 COMMITMENTS

CNCA has entered into multiple lease agreements with GNLA subsidiaries and unrelated parties for various facilities. CNCA is responsible for the related property taxes on these facilities. The lease agreements are described below.

The Early Childhood Center leases facilities from GNLA. The lease requires monthly payments of \$12,400 and expires in June 2027.

PNEDG leases a soccer field from GNLA which requires monthly lease payments of \$2,000 and expires in 2020. The lease has two five-year options to extend. PNEDG also leases its support office from GNLA. The lease required monthly payments of \$6,078 and the five year period expired in 2019 and is currently on a month-to-month basis.

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO CONSOLIDATING FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 5 COMMITMENTS (CONTINUED)

CNCA #1 has a lease with GNLA for two school sites. The lease requires monthly payments of \$43,798 and expires in June 2027.

CNCA #3 has a lease for the Jane B. Eisner facilities. The lease term ends on June 30, 2022. The monthly lease payment is \$18,244.

CNHS #2 leases its school site from GNLA. The lease requires monthly payments according to a payment schedule included in the lease agreement. The total lease cost was \$533,784 for the year ended June 30, 2020. The lease term ends January 1, 2024 and has two five-year options to extend.

Future minimum rental payments for the above leases at June 30, 2020 are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2021	\$ 1,480,250
2022	1,498,506
2023	1,279,465
2024	1,041,070
2025	710,376
Thereafter	1,348,753
Total	<u>\$ 7,358,420</u>

Unrelated Parties

CNCA #3 – In June 2010, CNCA signed a facility use agreement with LAUSD for use of property located at 1723 W. Cordova Street, Los Angeles, California. The agreement commenced in August 2010 and carries a term that coincides with CNCA #3's charter. The agreement does not require CNCA to pay a lease amount for the use of the property, but instead CNCA pays regulatory fees, police service fees, utilities, and certain maintenance and repairs. These fees are negotiated annually and therefore cannot be determined for future years. Total fees paid to LAUSD for CNCA #3 for the year ended June 30, 2020 were \$135,120.

CNCA #4 – In June 2011, CNCA signed a facility use agreement with LAUSD for use of property located at 1018 Mohawk Street, Los Angeles, California. The agreement commenced in August 2011 and carries a term that coincides with CNCA #4's charter. The agreement does not require CNCA to pay a lease amount for the use of the property, but instead CNCA pays regulatory fees, police service fees, utilities, and certain maintenance and repairs. These fees are negotiated annually and therefore cannot be determined for future years. Total fees paid to LAUSD for CNCA #4 for the year ended June 30, 2020 were \$196,575.

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO CONSOLIDATING FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 6 NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions are restricted for the following purposes or periods.

Subject to Specific Purpose:

Child Nutrition Program	\$ 6,007
Restricted Funds Transfer from CNCA	4,000,000
Emergency Fund	9,876
Ballmer Group Grant	250,000
Principal Scholarship Fund Balance	28,238
PND Scholarship Fund Balance	86,388
Vocational Scholarship	7,250
No Kid Hungry Grant	5,000
Total Net Assets With Donor Restriction	<u>\$ 4,392,759</u>

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of the passage of time or other events specified by the donors as follows for the year ended June 30, 2020:

Release of Restrictions

Purpose:

Child Nutrition Program	\$ 6,360
Prop 39 Clean Energy	373,007
Total	<u>\$ 379,367</u>

NOTE 7 EMPLOYEE RETIREMENT

Multi-Employer Defined Benefit Pension Plans

Qualified employees are covered under multi-employer defined benefit pension plans maintained by agencies of the State of California.

The risks of participating in this multi-employer defined benefit pension plan are different from single- employer plans because: (a) assets contributed to the multi-employer plan by one employer may be used to provide benefits to employees of other participating employers, (b) the required member, employer, and state contribution rates are set by the California Legislature, and (c) if CNCA chooses to stop participating in the multi-employer plan, it may be required to pay a withdrawal liability to the plan. CNCA has no plans to withdraw from this multi-employer plan.

State Teachers' Retirement System (STRS)

Plan Description

CNCA contributes to the State Teachers' Retirement System (STRS), a cost-sharing multi-employer public employee retirement system defined benefit pension plan administered by STRS.

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO CONSOLIDATING FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 7 EMPLOYEE RETIREMENT (CONTINUED)

State Teachers' Retirement System (STRS) (Continued)

Plan Description

The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. According to the most recently available Comprehensive Annual Financial Report and Actuarial Valuation Report for the year ended June 30, 2019, total STRS plan net assets are \$273 billion, the total actuarial present value of accumulated plan benefits is \$392 billion, contributions from all employers totaled \$5.6 billion, and the plan is 66% funded. CNCA did not contribute more than 5% of the total contributions to the plan.

Copies of the STRS annual financial reports may be obtained from STRS, 7667 Folsom Boulevard, Sacramento, CA 95826 and www.calstrs.com.

Funding Policy

Active plan members hired before January 1, 2013 are required to contribute 10.25% of their salary and those hired after that are required to contribute 9.205% of their salary. CNCA is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board Under the 2014 funding plan, employer contributions on compensation creditable to the program will increase every year for the next seven years, up to 19.10% in 2020-21. The required employer contribution rate for year ended June 30, 2020 was 17.10% of annual payroll. The contribution requirements of the plan members are established and may be amended by State statute.

CNCA's contributions to STRS for the past three years were as follows:

<u>Year Ended June 30,</u>	<u>STRS Required Contribution</u>	<u>STRS Percent Contributed</u>
2018	\$ 2,223,250	100%
2019	\$ 2,445,801	100%
2020	\$ 2,413,333	100%

Public Employees' Retirement System (PERS)

Plan Description

CNCA contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multi-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law. According to the most recently available Actuarial Valuation Report for the year ended June 30, 2019, the School Employer Pool total plan assets are \$68 billion, the present value of accumulated plan benefits is \$97 billion, contributions from all employers totaled \$2.5 billion, and the plan is 70% funded. CNCA did not contribute more than 5% of the total contributions to the plan.

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO CONSOLIDATING FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 7 EMPLOYEE RETIREMENT (CONTINUED)

Public Employees' Retirement System (PERS) (Continued)

Plan Description

Copies of the CalPERS' annual financial reports may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95814 and www.calpers.ca.gov.

Funding Policy

Active plan members brought into PERS membership prior to January 1, 2013 are required to contribute 7.0% of their salary while new members after January 1, 2013 are required to contribute 6.5% of their salary. CNCA is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution rate for year ended June 30, 2020 was 19.721%. The contribution requirements of the plan members are established and may be amended by state statute.

Contributions to PERS

CNCA's contributions to PERS for each of the last three years were as follows:

<u>Year Ended June 30,</u>	<u>PERS Required Contribution</u>	<u>PERS Percent Contributed</u>
2018	\$ 662,322	100%
2019	\$ 749,526	100%
2020	\$ 821,556	100%

Defined Contribution Plan

PNEDG offers an Internal Revenue Code Section 403(b) retirement plan to each of its qualifying employees. Employer and employee contributions are used to purchase annuity contracts for each participant employee. Under this plan, all PNEDG employees will receive a 2% nonelective contribution and PNEDG will match up to 4% of an employee's contribution. The amount of employer contributions used to purchase annuity contracts for the year ended June 30, 2020 was \$235,612.

NOTE 8 LONG-TERM DEBT

Proposition 55

In April 2011, CNCA entered into a Memorandum of Understanding (MOU) and Funding Agreement with the State Allocation Board and the California School Finance Authority (individually or collectively referred to as the State) for Charter School Facility Program (CSFP) funding to purchase and/or construct a real property as a permanent school facility (the Project) for CNCA #2. The Project was approved in October 2013 and the State provided grant funding for 50% of the approved costs for the Project. The final apportionment amount was reduced by any advance apportionment amounts received by CNCA #2 as well as any lump sum contribution by the State.

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO CONSOLIDATING FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 8 LONG-TERM DEBT (CONTINUED)

Proposition 55 (Continued)

CNCA #2 is required to pay back the State the 50% of the final apportionment funding. Payment to the State commenced one full year after the Project was opened and operating its educational program. The loan has a 30-year term and requires an interest rate prescribed in Section 17078.57(a)(l)(D) and (E) of the Education Code.

CNCA #2 has received all of the State apportionment which totaled \$29,557,192. CNCA #2 has recorded debt related to this funding of \$12,493,596, the balance at June 30, 2020 is \$11,007,029.

Future payments of Proposition 55 are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2021	\$ 381,149
2022	388,810
2023	396,625
2024	404,597
2025	412,729
Thereafter	9,023,119
Total	<u>\$ 11,007,029</u>

Proposition 1D

In April 2011, CNCA entered into an MOU and Funding Agreement with the State Allocation Board and the California School Finance Authority (individually or collectively referred to as the State) for Charter School Facility Program (CSFP) funding to purchase and/or construct a real property as a permanent school facility (the HS Project) for CNHS #1. The Project was submitted by LAUSD for final approval final apportionment determination and was approved in July 2013. The State provided grant funding for 50% of the approved costs for the Project.

The final apportionment amount is reduced by any advance apportionment amounts received by CNHS #1 as well as any lump sum contribution by the State. CNHS #1 is required to pay back the State the 50% of the final apportionment funding. The Project opened in July 2013 and began operating its educational program. The loan has a 30-year term and will require an interest rate prescribed in Section I 7078.57(a)(l)(D) and (E) of the Education Code.

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO CONSOLIDATING FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 8 LONG-TERM DEBT (CONTINUED)

Proposition 1D (Continued)

CNHS #1 received all of the State apportionment which totaled \$21,875,667. In connection with this funding agreement, CNHS #1 entered into a separate agreement with LAUSD to obtain the CSFP funding and transfer that funding to LAUSD in exchange for a long-term lease of a high school campus. The long-term agreement is described in Note 5. Although the funds were remitted to LAUSD, CNHS #1 is expected to repay the 50% of the final apportionment funding to the state. CNHS #1 has recorded debt related to this funding of \$10,937,833, the balance at June 30, 2020 is \$9,311,704.

Future payments of Proposition 1D are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2021	\$ 290,306
2022	296,112
2023	302,035
2024	308,075
2025	314,237
Thereafter	7,800,939
Total	<u>\$ 9,311,704</u>

Line of Credit

CNCA has a revolving line of credit with Wells Fargo Bank for \$2,000,000 with an annual interest rate equal to the greater of a floating interest rate equal to the Index plus 1% or the Floor Rate of 5%. The line of credit is available until June 2020. There was no balance as of June 30, 2020.

Notes Payable

In February 2013, GNLA obtained a note payable from Wells Fargo for \$920,000. The loan was used to refinance the loan on the property at 3435 West Temple Street in Los Angeles. The note carries a fixed interest rate of 4.3% per annum and matures in February 2023. As of June 30, 2020, the principal amount outstanding on the loan is \$749,144.

In May 2020, GNLA obtained a note payable from Wells Fargo for \$1,503,115. The loan carries an interest rate of 4.25% per annum and matures on July 1, 2022. As of June 30, 2020, the principal amount outstanding on the loan is \$1,490,372.

As of June 30, 2020, the future maturities for GNLA's notes payable are as follows:

<u>Year Ending June 30,</u>	<u>3500 W. Temple St., LLC</u>	<u>Fifteenth & Ardmore, LLC</u>
2021	\$ 28,662	\$ 157,792
2022	29,937	164,727
2023	690,545	1,167,853
Total Notes Payable	<u>\$ 749,144</u>	<u>\$ 1,490,372</u>

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO CONSOLIDATING FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 8 LONG-TERM DEBT (CONTINUED)

Bonds Payable

In December 2013, 3500 West Temple LLC obtained financing through the issuance of Variable Rate Demand Revenue Bonds (Camino Nuevo - 3500 West Temple LLC Project), Series 2013 through the California School Finance Authority. The amount of the bond issue was \$7,245,000 to be used to refinance the 2007 Los Angeles Charter School New Markets CDE Loan and to finance certain improvements to Camino Nuevo High School. The interest rate was converted to a fixed rate of 4.06% per annum through an interest rate swap agreement. The principal amount outstanding on the bonds payable at June 30, 2020 is \$5,531,452.

In June 2017, GNLA 697 S. Burlington, LLC obtained financing through the issuance of Charter School Revenue Bonds, Series 2017 through the California School Finance Authority. The amount of the bond issue was \$5,311,000 to be used to pay off the three notes payable. The interest rate was converted to a fixed rate of 3.315% per annum through an interest rate swap agreement. The principal amount outstanding on the bonds payable at June 30, 2020 is \$4,718,806.

As of June 30, 2020, the future maturities of GNLA's bonds payable are as follows:

<u>Year Ending June 30,</u>	<u>3500 W. Temple St., LLC</u>	<u>GNLA 697 S. Burlington, LLC</u>	<u>Total</u>
2021	\$ 311,041	\$ 206,289	\$ 517,330
2022	324,352	213,730	538,082
2023	337,842	221,440	559,282
2024	351,688	229,039	580,727
2025	366,232	237,690	603,922
Thereafter	3,840,297	3,610,618	7,450,915
Total Future Maturities	5,531,452	4,718,806	10,250,258
Unamortized Cost of Issuance	(173,504)	-	(173,504)
Total Bonds Payable	<u>\$ 5,357,948</u>	<u>\$ 4,718,806</u>	<u>\$ 10,076,754</u>

Interest Rate Swap Agreements

GNLA has entered into two Interest Rate Swap Agreements with Wells Fargo Bank (WFB) in connection with the issuance of debt for the GNLA 697 S. Burlington, LLC; and 3500 W Temple St., LLC projects. These agreements reduce the risk of interest rate changes with respect to the notes during the terms of the agreements. The scheduled termination of the agreements is the same date as the final maturity of the respective debt. Under the agreements, GNLA will pay WFB a fixed interest rate per annum, and WFB will pay GNLA a variable interest rate. Rates are based on the same notional amount as specified in the swap agreement. Specific terms of each agreement are as follows:

	<u>3500 W. Temple St., LLC</u>	<u>GNLA 697 S. Burlington, LLC</u>
Original Amount of Debt	\$ 7,245,000	\$ 5,311,000
Debt Outstanding as of June 30, 2020	\$ 5,531,452	\$ 4,718,806
Fixed Interest Rate (GNLA Pays)	4.06%	3.315%
Variable Rate Basis	LIBOR	LIBOR

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO CONSOLIDATING FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 8 LONG-TERM DEBT (CONTINUED)

Interest Rate Swap Agreements (Continued)

GNLA considers the aforementioned swap agreements to be cash flow hedges, and as such the gains/losses on the hedges are recognized in the consolidating statement of activities as a change in value of interest rate swap. The swap agreements are recorded at fair value on the consolidating statement of financial position. Fair value is determined based on the time remaining in the agreement as well as the differences between the fixed interest rate paid by GNLA and the variable interest rate received by GNLA.

If the fixed interest rate paid by GNLA is higher than the variable interest rate received, the swap agreement is considered to have a negative value and is recorded as a liability. If the fixed rate paid is lower than the variable rate received, the swap agreement is considered to have a positive value and is recorded as an asset. As of June 30, 2020, GNLA has recorded a liability of \$170,838 on the consolidating statement of financial position for the fair value of the interest rate swap agreements. As of June 30, 2020, the total notional amount of GNLA's receive-variable/pay-fix interest rate swaps was \$10,250,258.

NOTE 9 FAIR VALUE MEASUREMENTS

Financial Instruments Reported at Fair Value

Certain liabilities are stated at fair value and are measured on a recurring basis. Levels 1 through 3 have been assigned to the fair value measurement. The fair value level of the measurement is determined as follows:

Level 1 – Quoted prices in an active market for identical liabilities.

Level 2 – Quoted prices for similar liabilities and market-corroborated inputs.

Level 3 – Management's assumptions about market participation, including assumptions about risk, developed based on the best information available in the circumstances.

Fair values of liabilities measured on a recurring basis at June 30, 2020 are as follows:

	Fair Value Measurements at Reporting Date Using: Significant Other Observable Inputs (Level 2)
Liabilities Related to Interest Swap	<u>\$ 170,838</u>

Gains (realized and unrealized) included in net assets without donor restriction for the year ended June 30, 2020 relating to the interest rate swap liability held at the reporting date are \$98,058 and are reported in change in net assets without donor restrictions. All liabilities have been valued using an income approach.

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO CONSOLIDATING FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 10 FUNCTIONALIZED EXPENSES

The consolidating financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include pension expense, other employee benefits, payroll taxes, occupancy, and depreciation, which are allocated on the basis of estimates of time and effort.

NOTE 11 CONTINGENCIES, RISKS AND UNCERTAINTIES

CNCA has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any required reimbursement would not be material.

During the fiscal year, the World Health Organization declared the spread of Coronavirus Disease (COVID-19) a worldwide pandemic. Subsequent to year-end, the COVID-19 pandemic continues to have significant effects on global markets, supply chains, businesses, and communities. Specific to CNCA, COVID-19 may affect various parts of its 2021 operations and financial results, including, but not limited to, loss of revenues, additional bad debts, costs for increased use of technology, or potential shortages of personnel. Management believes CNCA is taking appropriate actions to mitigate the negative impact. However, the full impact of COVID-19 is unknown and cannot be reasonably estimated as these events are still developing.

PENDING NOTE REGARDING DISPUTE WITH LAUSD (CONTINGENCY) – TO BE PROVIDED BY MANAGEMENT AND ADDED HERE.

SUPPLEMENTARY INFORMATION

Tentative
For discussion purposes only
Subject to revision

**CAMINO NUEVO CHARTER ACADEMY
LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE
YEAR ENDED JUNE 30, 2020**

CNCA is a nonprofit public benefit corporation. CNCA operates a central administration office and the following six charter schools:

Charter Name	Charter Number	Sponsoring District
Camino Nuevo Charter Academy - Burlington Campus (CNCA #1)	0293	Los Angeles Unified School District
Camino Nuevo Academy #2 - Kayne Siart Campus (CNCA #2)	1231	Los Angeles Unified School District
Camino Nuevo Elementary #3 - Jose A. Castellanos/Jane B. Eisner Campuses (CNCA #3)	1212	Los Angeles Unified School District
Camino Nuevo Charter Academy #4 - Sandra Cisneros Learning Academy Campus (CNCA #4)	1334	Los Angeles Unified School District
Camino Nuevo Charter High - Miramar High School (CNHS #1)	0635	Los Angeles Unified School District
Camino Nuevo High #2 - Dalzell Lance High School (CNHS #2)	1540	Los Angeles Unified School District

CNCA commenced operations May 2000 with Camino Nuevo Charter Academy #1 – Burlington Camps (CNCA #1). Below is the charter information for each charter school identified above:

Charter Name	Original School Start Date	Term of Charter	Charter Expiration	Enrollment Average
Camino Nuevo Charter Academy - Burlington Campus (CNCA #1)	August 8, 2010	5 Years	June 30, 2025	550
Camino Nuevo Academy #2 - Kayne Siart Campus (CNCA #2)	August 18, 2010	5 Years	June 30, 2025	680
Camino Nuevo Elementary #3 - Jose A. Castellanos/Jane B. Eisner Campuses (CNCA #3)	August 18, 2010	5 Years	June 30, 2025	720
Camino Nuevo Charter Academy #4 - Sandra Cisneros Learning Academy Campus (CNCA #4)	September 6, 2011	5 Years	June 30, 2021	610
Camino Nuevo Charter High - Miramar High School (CNHS #1)	September 1, 2004	5 Years	June 30, 2024	250
Camino Nuevo High #2 - Dalzell Lance High School (CNHS #2)	August 19, 2013	5 Years	June 30, 2023	430

**CAMINO NUEVO CHARTER ACADEMY
 LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE (CONTINUED)
 YEAR ENDED JUNE 30, 2020**

CNCA is the latest in a series of highly successful empowerment projects developed by Grupo Nuevo Los Angeles (GNLA), a nonprofit community development corporation.

The Board of Directors and the Administrators as of the year ended June 30, 2020 were as follows:

CNCA BOARD OF DIRECTORS

<u>Member</u>	<u>Office</u>	<u>3 Year Term Expires</u>
Cindy Lee Smet	Chair	6/30/2022
David Gidlow	Secretary	6/30/2023
Shiho Ito	Treasurer	6/30/2021
Tamara Powers	Member	6/30/2021
Jenny Salamanca	Member	6/30/2021
Rachel Hunt	Member	6/30/2021
Lida Jennings	Member	6/30/2023
Celia Alvarado	Member	6/30/2023

CNCA ADMINISTRATORS

Adriana Abich	Chief Executive Officer
Tammy Stanton	Chief Financial Officer

**CAMINO NUEVO CHARTER ACADEMY
SCHEDULE OF INSTRUCTIONAL TIME
YEAR ENDED JUNE 30, 2020**

	Requirement	Actual	Credited Minutes COVID-19 School Closure Certification	Total Actual Plus Credited Minutes	Traditional Calendar Days	Credited Days COVID-19 School Closure Certification	Total Actual Plus Credited Days	Status	
CNCA #1									
	Kindergarten	36,000	42,900	19,440	62,340	127	58	185	In compliance
	Grade 1	50,400	42,610	19,390	62,000	127	58	185	In compliance
	Grade 2	50,400	42,610	19,390	62,000	127	58	185	In compliance
	Grade 3	50,400	42,610	19,390	62,000	127	58	185	In compliance
	Grade 4	54,000	42,610	19,390	62,000	127	58	185	In compliance
	Grade 5	54,000	42,610	19,390	62,000	127	58	185	In compliance
	Grade 6	54,000	46,849	17,761	64,610	127	58	185	In compliance
	Grade 7	54,000	46,849	17,761	64,610	127	58	185	In compliance
	Grade 8	54,000	46,849	17,761	64,610	127	58	185	In compliance
CNCA #2									
	Kindergarten	36,000	39,820	26,080	65,900	127	58	185	In compliance
	Grade 1	50,400	37,045	26,080	63,125	127	58	185	In compliance
	Grade 2	50,400	37,045	26,080	63,125	127	58	185	In compliance
	Grade 3	50,400	37,045	26,080	63,125	127	58	185	In compliance
	Grade 4	54,000	37,045	26,080	63,125	127	58	185	In compliance
	Grade 5	54,000	37,045	26,080	63,125	127	58	185	In compliance
	Grade 6	54,000	44,600	20,300	64,900	127	58	185	In compliance
	Grade 7	54,000	44,600	20,300	64,900	127	58	185	In compliance
	Grade 8	54,000	44,600	20,300	64,900	127	58	185	In compliance
CNCA #3									
	Kindergarten	36,000	44,935	24,180	69,115	127	58	185	In compliance
	Grade 1	50,400	45,836	23,250	69,086	127	58	185	In compliance
	Grade 2	50,400	45,836	23,250	69,086	127	58	185	In compliance
	Grade 3	50,400	45,836	23,250	69,086	127	58	185	In compliance
	Grade 4	54,000	44,640	23,250	67,890	127	58	185	In compliance
	Grade 5	54,000	44,640	23,250	67,890	127	58	185	In compliance
	Grade 6	54,000	53,293	19,545	72,838	127	58	185	In compliance
	Grade 7	54,000	53,293	19,545	72,838	127	58	185	In compliance
	Grade 8	54,000	53,293	19,545	72,838	127	58	185	In compliance
CNCA #4									
	Kindergarten	36,000	45,190	20,740	65,930	127	58	185	In compliance
	Grade 1	50,400	43,645	19,870	63,515	127	58	185	In compliance
	Grade 2	50,400	43,645	19,870	63,515	127	58	185	In compliance
	Grade 3	50,400	43,645	19,870	63,515	127	58	185	In compliance
	Grade 4	54,000	43,645	19,870	63,515	127	58	185	In compliance
	Grade 5	54,000	43,645	19,870	63,515	127	58	185	In compliance
	Grade 6	54,000	45,170	20,500	65,670	127	58	185	In compliance
	Grade 7	54,000	45,170	20,380	65,550	127	58	185	In compliance
	Grade 8	54,000	45,170	20,380	65,550	127	58	185	In compliance

See accompanying Auditors' Report and Notes to Supplementary Information.

**CAMINO NUEVO CHARTER ACADEMY
SCHEDULE OF INSTRUCTIONAL TIME (CONTINUED)
YEAR ENDED JUNE 30, 2020**

	Requirement	Actual	Credited Minutes COVID-19 School Closure Certification	Total Actual Plus Credited Minutes	Traditional Calendar Days	Credited Days COVID-19 School Closure Certification	Total Actual Plus Credited Days	Status
CNHS #1								
Grade 9	64,800	46,425	21,150	67,575	127	58	185	In compliance
Grade 10	64,800	46,425	21,150	67,575	127	58	185	In compliance
Grade 11	64,800	46,425	21,150	67,575	127	58	185	In compliance
Grade 12	64,800	46,425	21,150	67,575	127	58	185	In compliance
CNHS #2								
Grade 9	64,800	39,880	28,095	67,975	127	58	185	In compliance
Grade 10	64,800	39,880	28,095	67,975	127	58	185	In compliance
Grade 11	64,800	39,880	28,095	67,975	127	58	185	In compliance
Grade 12	64,800	39,880	28,095	67,975	127	58	185	In compliance

See accompanying Auditors' Report and Notes to Supplementary Information.

**CAMINO NUEVO CHARTER ACADEMY
SCHEDULE OF AVERAGE DAILY ATTENDANCE
YEAR ENDED JUNE 30, 2020**

	Second Period Report		Annual Report	
	Classroom Based	Total	Classroom Based	Total
CNCA #1				
Grades K-3	249.49	249.49	249.49	249.49
Grades 4-6	181.36	181.36	181.36	181.36
Grades 7-8	117.80	117.80	117.80	117.80
ADA Totals	<u>548.65</u>	<u>548.65</u>	<u>548.65</u>	<u>548.65</u>
CNCA #2				
Grades K-3	266.07	266.07	266.07	266.07
Grades 4-6	229.90	229.90	229.90	229.90
Grades 9-12	174.21	174.21	174.21	174.21
ADA Totals	<u>670.18</u>	<u>670.18</u>	<u>670.18</u>	<u>670.18</u>
CNCA #3				
Grades K-3	301.95	301.95	301.95	301.95
Grades 4-6	243.96	243.96	243.96	243.96
Grades 7-8	173.28	173.28	173.28	173.28
ADA Totals	<u>719.19</u>	<u>719.19</u>	<u>719.19</u>	<u>719.19</u>
CNCA #4				
Grades K-3	249.30	249.30	249.30	249.30
Grades 4-6	205.24	205.24	205.24	205.24
Grades 7-8	151.58	151.58	151.58	151.58
ADA Totals	<u>606.12</u>	<u>606.12</u>	<u>606.12</u>	<u>606.12</u>
CNHS #1				
Grades 9-12	245.31	245.31	245.31	245.31
ADA Totals	<u>245.31</u>	<u>245.31</u>	<u>245.31</u>	<u>245.31</u>
CNHS #2				
Grades 9-12	426.95	426.95	426.95	426.95
ADA Totals	<u>426.95</u>	<u>426.95</u>	<u>426.95</u>	<u>426.95</u>
ADA Totals	<u>3,216.40</u>	<u>3,216.40</u>	<u>3,216.40</u>	<u>3,216.40</u>

See accompanying Auditors' Report and Notes to Supplementary Information.

**CAMINO NUEVO CHARTER ACADEMY
RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH
AUDITED FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2020**

	CNCA #1	CNCA #2	CNCA #3	CNCA #4	CNHS #1	CNHS #2
June 30, 2020 Annual Financial Report Fund Balances (Net Assets)	\$ 4,412,303	\$ 26,799,393	\$ 3,987,774	\$ 1,856,748	\$ 9,497,514	\$ 2,474,866
Adjustments and Reclassifications:						
Increase (Decrease) of Fund Balance (Net Assets):						
Cash and Cash Equivalents	(29,838)	(76,178)	(67,969)	(65,893)	(30,827)	-
Accounts Payable and Accrued Liabilities	29,838	76,178	67,969	65,893	30,827	-
Net Adjustments and Reclassifications	-	-	-	-	-	-
June 30, 2020 Audited Financial Statement Fund Balances (Net Assets)	<u>\$ 4,412,303</u>	<u>\$ 26,799,393</u>	<u>\$ 3,987,774</u>	<u>\$ 1,856,748</u>	<u>\$ 9,497,514</u>	<u>\$ 2,474,866</u>

See accompanying Auditors' Report and Notes to Supplementary Information.

**CAMINO NUEVO CHARTER ACADEMY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2020**

Federal Grantor/Pass-Through Grantor Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	CNCA #1	CNCA #2	CNCA #3	CNCA #4	CNHS #1	CNHS #2	Total
U.S. Department of Education									
Pass-Through Program From									
California Department of Education:									
Every Student Succeeds Act									
Title I, Part A, Basic Grants:									
Low-Income and Neglected	84.010	03797	\$ 317,758	\$ 278,440	\$ 359,448	\$ 264,892	\$ 162,660	\$ 205,249	\$ 1,588,447
Title II, Part A, Teacher Quality	84.367	14341	30,699	37,047	42,807	31,378	13,715	23,453	179,099
Title III, Limited English Proficiency	84.365	10084	42,856	34,662	46,843	26,356	8,416	9,081	168,214
Title IV, Part A, Student Support & Academic Enrichment	84.424	N/A	23,704	20,771	26,814	19,760	12,277	15,311	118,637
Special Education Cluster:									
Special Education - IDEA	84.027	13379	112,764	137,742	147,815	124,576	50,419	87,751	661,067
Total Special Education Cluster:			<u>112,764</u>	<u>137,742</u>	<u>147,815</u>	<u>124,576</u>	<u>50,419</u>	<u>87,751</u>	<u>661,067</u>
<i>Total U.S. Department of Education</i>			527,781	508,662	623,727	466,962	247,487	340,845	2,715,464
U.S. Department of Agriculture									
Pass-Through Program From									
California Department of Education:									
Child Nutrition Cluster:									
School Breakfast Program Especially									
Needy Breakfast	10.553	13526	77,765	42,876	58,000	30,117	7,249	31,922	247,929
National School Lunch Program	10.555	13396	283,767	222,205	282,488	130,842	64,460	128,101	1,111,863
Meal Supplements	10.555	13396	-	21,523	15,058	-	-	-	36,581
Child Nutrition Cluster Subtotal			<u>361,532</u>	<u>286,604</u>	<u>355,546</u>	<u>160,959</u>	<u>71,709</u>	<u>160,023</u>	<u>1,396,373</u>
<i>Total U.S. Department of Agriculture</i>			<u>361,532</u>	<u>286,604</u>	<u>355,546</u>	<u>160,959</u>	<u>71,709</u>	<u>160,023</u>	<u>1,396,373</u>
Total Federal Expenditures			<u>\$ 889,313</u>	<u>\$ 795,266</u>	<u>\$ 979,273</u>	<u>\$ 627,921</u>	<u>\$ 319,196</u>	<u>\$ 500,868</u>	<u>\$ 4,111,837</u>

N/A - Pass-through entity number not readily available or not applicable.

See accompanying Auditors' Report and Notes to Supplementary Information.

CAMINO NUEVO CHARTER ACADEMY
STATEMENT OF FINANCIAL POSITION – CNCA BY CHARTER SCHOOL
JUNE 30, 2020

ASSETS	CNCA #1	CNCA #2	CNCA #3	CNCA #4	CNHS #1	CNHS #2	Central Admin Office	Total
CURRENT ASSETS								
Cash and Cash Equivalents	\$ 2,447,139	\$ 1,117,684	\$ 2,918,361	\$ 1,291,459	\$ 1,363,386	\$ 1,190,598	\$ 442,733	\$ 10,771,360
Accounts Receivable	979,888	1,027,255	1,110,475	933,762	415,610	507,473	-	4,974,463
Intercompany Receivable	21,504	-	-	-	-	-	-	21,504
Due from Others	176,801	-	-	-	42	-	115	176,958
Prepaid Expenses and Other Assets	96,416	39,621	88,239	21,465	17,595	89,579	6,973	359,888
Total Current Assets	3,721,748	2,184,560	4,117,075	2,246,686	1,796,633	1,787,650	449,821	16,304,173
PROPERTY, PLANT, AND EQUIPMENT								
Land	-	12,579,941	-	-	-	-	-	12,579,941
Construction in Progress	4,798	-	-	-	-	-	-	4,798
Buildings	1,014,313	25,896,021	427,113	412,739	22,146,053	504,616	-	50,400,855
Leasehold Improvements	789,595	359,360	87,916	4,979	-	560,627	-	1,802,477
Equipment and Computers	753,493	922,995	501,614	289,443	108,527	983,389	-	3,559,461
Furniture	133,470	117,972	44,826	-	-	16,687	-	312,955
Accumulated Depreciation	(1,405,092)	(3,647,601)	(362,510)	(232,794)	(3,889,821)	(1,001,979)	-	(10,539,797)
Total Property, Plant, and Equipment	1,290,577	36,228,688	698,959	474,367	18,364,759	1,063,340	-	58,120,690
Total Assets	\$ 5,012,325	\$ 38,413,248	\$ 4,816,034	\$ 2,721,053	\$ 20,161,392	\$ 2,850,990	\$ 449,821	\$ 74,424,863
LIABILITIES AND NET ASSETS								
CURRENT LIABILITIES								
Accounts Payable	\$ 153,340	\$ 97,857	\$ 290,889	\$ 384,463	\$ 737,215	\$ 184,889	\$ 42,677	\$ 1,891,330
Accrued Liabilities	440,682	495,969	537,371	479,842	239,959	191,235	73,802	2,458,860
Intercompany Payables	-	-	-	-	-	-	405,210	405,210
Deferred Revenue	6,000	13,000	-	-	-	-	-	19,000
Loans Payable, Current Portion	-	381,149	-	-	665,306	-	-	1,046,455
Total Current Liabilities	600,022	987,975	828,260	864,305	1,642,480	376,124	521,689	5,820,855
NONCURRENT LIABILITIES								
Loans Payable, Net of Current	-	10,625,880	-	-	9,021,398	-	-	19,647,278
Total Noncurrent Liabilities	-	10,625,880	-	-	9,021,398	-	-	19,647,278
Total Liabilities	600,022	11,613,855	828,260	864,305	10,663,878	376,124	521,689	25,468,133
NET ASSETS								
Without Donor Restriction:								
Undesignated	2,975,308	1,110,879	2,703,361	981,035	510,704	1,227,740	(71,868)	9,437,159
Property, Plant, and Equipment, Net Related Debt	1,290,577	25,221,659	698,959	474,367	8,678,055	1,063,340	-	37,426,957
Designated/Deferred Maintenance	140,411	466,855	585,454	401,346	308,755	183,786	-	2,086,607
Total Without Donor Restriction	4,406,296	26,799,393	3,987,774	1,856,748	9,497,514	2,474,866	(71,868)	48,950,723
With Donor Restriction	6,007	-	-	-	-	-	-	6,007
Total Net Assets	4,412,303	26,799,393	3,987,774	1,856,748	9,497,514	2,474,866	(71,868)	48,956,730
Total Liabilities and Net Assets	\$ 5,012,325	\$ 38,413,248	\$ 4,816,034	\$ 2,721,053	\$ 20,161,392	\$ 2,850,990	\$ 449,821	\$ 74,424,863

See accompanying Auditors' Report and Notes to Supplementary Information.

**CAMINO NUEVO CHARTER ACADEMY
STATEMENT OF ACTIVITIES – CNCA BY CHARTER SCHOOL
YEAR ENDED JUNE 30, 2020**

	CNCA #1	CNCA #2	CNCA #3	CNCA #4	CNHS #1	CNHS #2	Central Admin Office	Total
NET ASSETS WITHOUT DONOR RESTRICTION								
REVENUES								
State Revenue:								
State Aid	\$ 4,411,893	\$ 5,312,422	\$ 5,751,611	\$ 4,786,899	\$ 2,420,742	\$ 4,211,834	\$ -	\$ 26,895,401
Other State Revenue	1,025,317	783,469	894,049	580,848	225,090	764,630	-	4,273,403
Federal Revenue:								
Grants and Entitlements	889,313	795,266	979,273	627,921	319,196	500,868	-	4,111,837
Local Revenue:								
In-Lieu Property Tax Revenue	1,654,450	2,022,033	2,171,614	1,826,981	741,406	1,287,563	-	9,704,047
Contributions	36,753	48,152	82,731	77,890	33,036	12,215	-	290,777
Interest Income	32,635	24,292	26,921	21,206	13,327	19,091	-	137,472
Other Revenue	82,996	35,583	85,351	61,492	45,942	49,825	-	361,189
Total Revenues Without Donor Restriction	8,133,357	9,021,217	9,991,550	7,983,237	3,798,739	6,846,026	-	45,774,126
Net Assets Released from Restriction	39,828	144,114	100,558	29,454	27,731	37,682	-	379,367
Total Revenues Without Donor Restriction and Net Assets Released from Restriction	8,173,185	9,165,331	10,092,108	8,012,691	3,826,470	6,883,708	-	46,153,493
EXPENSES								
Program Services	6,118,360	7,138,903	7,122,392	6,288,226	2,898,636	4,932,390	-	34,498,907
Management and General	1,713,885	1,944,797	2,209,589	1,627,205	1,190,996	1,577,509	-	10,263,981
Fundraising	6,224	2,304	1,497	23,168	5,124	3,190	-	41,507
Total Expenses	7,838,469	9,086,004	9,333,478	7,938,599	4,094,756	6,513,089	-	44,804,395
Change in Net Assets Without Donor Restriction	334,716	79,327	758,630	74,092	(268,286)	370,619	-	1,349,098
NET ASSETS WITH DONOR RESTRICTION								
Net Assets Released from Restriction	(39,828)	(144,114)	(100,558)	(29,454)	(27,731)	(37,682)	-	(379,367)
Change in Net Assets With Donor Restriction	(39,828)	(144,114)	(100,558)	(29,454)	(27,731)	(37,682)	-	(379,367)
CHANGE IN TOTAL NET ASSETS								
	294,888	(64,787)	658,072	44,638	(296,017)	332,937	-	969,731
Net Assets, Beginning of Year	4,117,415	26,864,180	3,329,702	1,812,110	9,793,531	2,141,929	(71,868)	47,986,999
NET ASSETS, END OF YEAR	\$ 4,412,303	\$ 26,799,393	\$ 3,987,774	\$ 1,856,748	\$ 9,497,514	\$ 2,474,866	\$ (71,868)	\$ 48,956,730

See accompanying Auditors' Report and Notes to Supplementary Information.

**CAMINO NUEVO CHARTER ACADEMY
STATEMENT OF CASH FLOWS – CNCA BY CHARTER SCHOOL
YEAR ENDED JUNE 30, 2020**

	CNCA #1	CNCA #2	CNCA #3	CNCA #4	CNHS #1	CNHS #2	Central Admin Office	Total
CASH FLOWS FROM OPERATING ACTIVITIES								
Change in Net Assets	\$ 294,888	\$ (64,787)	\$ 658,072	\$ 44,638	\$ (296,017)	\$ 332,937	\$ -	\$ 969,731
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities:								
Depreciation	107,547	627,768	114,847	70,430	575,553	98,747	-	1,594,892
(Increase) Decrease in Assets:								
Accounts Receivable	(455,656)	(526,874)	(439,967)	(525,817)	(244,925)	(76,849)	-	(2,270,088)
Intercompany Receivable	(21,504)	-	-	-	-	-	-	(21,504)
Due from Others	(172,509)	31,880	7,659	4,337	4,177	5,338	(115)	(119,233)
Prepaid Expenses and Other Assets	2,874	(54)	(29,549)	21,204	3,598	(8,449)	(6,973)	(17,349)
Increase (Decrease) in Liabilities:								
Accounts Payable and Accrued Liabilities	181,719	329,410	227,481	291,535	674,000	195,365	(775,879)	1,123,631
Due to Others	-	-	-	-	-	-	(260)	(260)
Intercompany Payables	-	-	-	-	-	-	405,210	405,210
Deferred Revenue	-	(1,000)	(58)	-	-	-	-	(1,058)
Net Cash Provided (Used) by Operating Activities	(62,641)	396,343	538,485	(93,673)	716,386	547,089	(378,017)	1,663,972
CASH FLOWS FROM INVESTING ACTIVITIES								
Purchases of Property, Plant, and Equipment	(181,541)	(170,181)	(102,234)	(46,455)	(38,057)	(259,387)	-	(797,855)
Net Cash Used by Investing Activities	(181,541)	(170,181)	(102,234)	(46,455)	(38,057)	(259,387)	-	(797,855)
CASH FLOWS FROM FINANCING ACTIVITIES								
Proceeds From Debt	-	-	-	-	125,000	-	-	125,000
Payments of Prop ID Funding	-	-	-	-	(284,614)	-	-	(284,614)
Repayment of Prop 55 Funding	-	(404,770)	-	-	-	-	-	(404,770)
Net Cash Used by Financing Activities	-	(404,770)	-	-	(159,614)	-	-	(564,384)
NET CHANGE IN CASH AND CASH EQUIVALENTS	(244,182)	(178,608)	436,251	(140,128)	518,715	287,702	(378,017)	301,733
Cash and Cash Equivalents, Beginning of Year	2,691,321	1,296,292	2,482,110	1,431,587	844,671	902,896	820,750	10,469,627
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 2,447,139	\$ 1,117,684	\$ 2,918,361	\$ 1,291,459	\$ 1,363,386	\$ 1,190,598	\$ 442,733	\$ 10,771,360
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION								
Cash Paid for Interest	\$ -	\$ 228,236	\$ -	\$ -	\$ 173,170	\$ -	\$ -	\$ 401,406

See accompanying Auditors' Report and Notes to Supplementary Information.

CAMINO NUEVO CHARTER ACADEMY
STATEMENT OF FINANCIAL POSITION – PNEDG
JUNE 30, 2020

	Early Childhood Center	PNEDG	Total
ASSETS			
CURRENT ASSETS			
Cash and Cash Equivalents	\$ 22,526	\$ 5,259,454	\$ 5,281,980
Accounts Receivable	3,701	112,679	116,380
Intercompany Receivable	10,043	405,210	415,253
Due from Others	86,375	379,057	465,432
Prepaid Expenses and Other Assets	14,675	151,684	166,359
Total Current Assets	<u>137,320</u>	<u>6,308,084</u>	<u>6,445,404</u>
PROPERTY, PLANT, AND EQUIPMENT			
Land	-	3,540,752	3,540,752
Buildings	34,525	371,261	405,786
Leasehold Improvements	26,945	411,771	438,716
Equipment and Computers	9,354	308,622	317,976
Furniture	30,271	18,456	48,727
Accumulated Depreciation	(44,184)	(505,887)	(550,071)
Total Property, Plant, and Equipment	<u>56,911</u>	<u>4,144,975</u>	<u>4,201,886</u>
Total Assets	<u>\$ 194,231</u>	<u>\$ 10,453,059</u>	<u>\$ 10,647,290</u>
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Accounts Payable	\$ 8,367	\$ 101,701	\$ 110,068
Accrued Liabilities	8,698	153,483	162,181
Intercompany Payables	-	72,936	72,936
Total Current Liabilities	<u>17,065</u>	<u>328,120</u>	<u>345,185</u>
NET ASSETS			
Without Donor Restriction:			
Undesignated	98,211	1,184,635	1,282,846
Property, Plant, and Equipment, Net Related Debt	56,911	4,144,975	4,201,886
Designated/Deferred Maintenance	22,044	408,577	430,621
Total Without Donor Restriction	<u>177,166</u>	<u>5,738,187</u>	<u>5,915,353</u>
With Donor Restriction	-	4,386,752	4,386,752
Total Net Assets	<u>177,166</u>	<u>10,124,939</u>	<u>10,302,105</u>
Total Liabilities and Net Assets	<u>\$ 194,231</u>	<u>\$ 10,453,059</u>	<u>\$ 10,647,290</u>

See accompanying Auditors' Report and Notes to Supplementary Information.

**CAMINO NUEVO CHARTER ACADEMY
STATEMENT OF ACTIVITIES – PNEDG
YEAR ENDED JUNE 30, 2020**

	Early Childhood Center	PNEDG	Eliminations	Total
NET ASSETS WITHOUT DONOR RESTRICTION				
REVENUES				
State Revenue:				
Other State Revenue	\$ 578,100	\$ -	\$ -	\$ 578,100
Local Revenue:				
Contributions	100,200	1,640,420	-	1,740,620
Support Services	-	5,094,946	(69,372)	5,025,574
Investment Income	-	1,523	-	1,523
Other Revenue	35,917	725,824	-	761,741
Total Revenues Without Donor Restriction	<u>714,217</u>	<u>7,462,713</u>	<u>(69,372)</u>	<u>8,107,558</u>
EXPENSES				
Program Services	590,584	2,295,826	-	2,886,410
Management and General	199,882	4,425,556	(69,372)	4,556,066
Fundraising	-	114,706	-	114,706
Total Expenses	<u>790,466</u>	<u>6,836,088</u>	<u>(69,372)</u>	<u>7,557,182</u>
Change in Net Assets Without Donor Restriction	(76,249)	626,625	-	550,376
NET ASSETS WITH DONOR RESTRICTION				
Contributions	-	386,752	-	386,752
Change in Net Assets with Donor Restriction	<u>-</u>	<u>386,752</u>	<u>-</u>	<u>386,752</u>
CHANGE IN TOTAL NET ASSETS	(76,249)	1,013,377	-	937,128
Net Assets, Beginning of Year	<u>253,415</u>	<u>9,111,562</u>	<u>-</u>	<u>9,364,977</u>
NET ASSETS, END OF YEAR	<u>\$ 177,166</u>	<u>\$ 10,124,939</u>	<u>\$ -</u>	<u>\$ 10,302,105</u>

See accompanying Auditors' Report and Notes to Supplementary Information.

**CAMINO NUEVO CHARTER ACADEMY
STATEMENT OF CASH FLOWS – PNEDG
YEAR ENDED JUNE 30, 2020**

	Early Childhood Center	PNEDG	Total
CASH FLOWS FROM OPERATING ACTIVITIES			
Change in Net Assets	\$ (76,249)	\$ 1,013,377	\$ 937,128
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:			
Depreciation	5,466	65,927	71,393
(Increase) Decrease in Assets:			
Accounts Receivable	350,788	35,513	386,301
Intercompany Receivables	(10,043)	(405,210)	(415,253)
Due from Others	(83,875)	573,262	489,387
Prepaid Expenses and Other Assets	1,166	(66,312)	(65,146)
Increase (Decrease) in Liabilities:			
Accounts Payable and Accrued Liabilities	(160,308)	(15,681)	(175,989)
Intercompany Payables	-	72,936	72,936
Net Cash Provided by Operating Activities	<u>26,945</u>	<u>1,273,812</u>	<u>1,300,757</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Notes receivable	-	1,879,670	1,879,670
Purchases of Property, Plant, and Equipment	(4,419)	(65,820)	(70,239)
Net Cash Provided (Used) by Investing Activities	<u>(4,419)</u>	<u>1,813,850</u>	<u>1,809,431</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	22,526	3,087,662	3,110,188
Cash and Cash Equivalents, Beginning of Year	<u>-</u>	<u>2,171,792</u>	<u>2,171,792</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ <u>22,526</u>	\$ <u>5,259,454</u>	\$ <u>5,281,980</u>

See accompanying Auditors' Report and Notes to Supplementary Information.

CAMINO NUEVO CHARTER ACADEMY
STATEMENT OF FINANCIAL POSITION – GNLA BY LLC
JUNE 30, 2020

ASSETS	GNLA 697 S. Burlington, LLC	3500 W. Temple St., LLC	Fifteenth & Ardmore, LLC	GNLA Corporate	Eliminations	Total
CURRENT ASSETS						
Cash and Cash Equivalents	\$ 967,216	\$ -	\$ 131,043	\$ 107,992	\$ -	\$ 1,206,251
Intercompany Receivable	-	-	-	223,523	(150,587)	72,936
Prepaid Expenses and Other Assets	832	958	-	1,100	-	2,890
Total Current Assets	<u>968,048</u>	<u>958</u>	<u>131,043</u>	<u>332,615</u>	<u>(150,587)</u>	<u>1,282,077</u>
NONCURRENT ASSETS						
Investment in Subsidiaries	-	-	-	21,656,115	(21,656,115)	-
Total Noncurrent Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>21,656,115</u>	<u>(21,656,115)</u>	<u>-</u>
PROPERTY, PLANT, AND EQUIPMENT						
Land	2,331,852	5,043,717	318,209	-	-	7,693,778
Buildings	11,942,316	15,161,759	6,238,744	-	-	33,342,819
Leasehold Improvements	-	4,357,537	461,816	-	-	4,819,353
Equipment and Computers	-	-	317,809	28,046	-	345,855
Furniture	-	19,975	9,340	-	-	29,315
Accumulated Depreciation	(4,704,674)	(6,086,603)	(1,588,020)	(28,046)	-	(12,407,343)
Total Property, Plant, and Equipment	<u>9,569,494</u>	<u>18,496,385</u>	<u>5,757,898</u>	<u>-</u>	<u>-</u>	<u>33,823,777</u>
Total Assets	<u>\$ 10,537,542</u>	<u>\$ 18,497,343</u>	<u>\$ 5,888,941</u>	<u>\$ 21,988,730</u>	<u>\$ (21,806,702)</u>	<u>\$ 35,105,854</u>
LIABILITIES AND NET ASSETS						
CURRENT LIABILITIES						
Accounts Payable	\$ 8,055	\$ 12,120	\$ 5,278	\$ 3,517	\$ -	\$ 28,970
Accrued Liabilities	-	-	49,100	675	-	49,775
Intercompany Payables	31,547	150,587	-	-	(150,587)	31,547
Deferred Revenue	56,198	45,171	18,244	250	-	119,863
Loans Payable, Current Portion	-	28,662	157,792	-	-	186,454
Bonds Payable, Current Portion	206,289	311,041	-	-	-	517,330
Total Current Liabilities	<u>302,089</u>	<u>547,581</u>	<u>230,414</u>	<u>4,442</u>	<u>(150,587)</u>	<u>933,939</u>
NONCURRENT LIABILITIES						
Loans Payable, Net of Current Portion	-	720,482	1,332,580	-	-	2,053,062
Bonds Payable, Net of Current Portion	4,512,517	5,046,907	-	-	-	9,559,424
Liabilities Related to Interest Swap Agreements	150,264	20,574	-	-	-	170,838
Total Noncurrent Liabilities	<u>4,662,781</u>	<u>5,787,963</u>	<u>1,332,580</u>	<u>-</u>	<u>-</u>	<u>11,783,324</u>
Total Liabilities	<u>4,964,870</u>	<u>6,335,544</u>	<u>1,562,994</u>	<u>4,442</u>	<u>(150,587)</u>	<u>12,717,263</u>
NET ASSETS						
Contributed Capital Without Donor Restriction	6,098,975	15,171,378	385,762	22,012,686	(21,656,115)	22,012,686
Net Assets Without Donor Restriction	(526,303)	(3,009,579)	3,940,185	(28,398)	-	375,905
Total Without Donor Restriction	<u>5,572,672</u>	<u>12,161,799</u>	<u>4,325,947</u>	<u>21,984,288</u>	<u>(21,656,115)</u>	<u>22,388,591</u>
Total Net Assets	<u>5,572,672</u>	<u>12,161,799</u>	<u>4,325,947</u>	<u>21,984,288</u>	<u>(21,656,115)</u>	<u>22,388,591</u>
Total Liabilities and Net Assets	<u>\$ 10,537,542</u>	<u>\$ 18,497,343</u>	<u>\$ 5,888,941</u>	<u>\$ 21,988,730</u>	<u>\$ (21,806,702)</u>	<u>\$ 35,105,854</u>

See accompanying Auditors' Report and Notes to Supplementary Information.

**CAMINO NUEVO CHARTER ACADEMY
STATEMENT OF ACTIVITIES – GNLA BY LLC
YEAR ENDED JUNE 30, 2020**

	GNLA 697 S. Burlington, LLC	3500 W. Temple St., LLC	Fifteenth & Ardmore, LLC	GNLA Corporate	Eliminations	Total
NET ASSETS WITHOUT DONOR RESTRICTION						
REVENUES						
Other Revenue	\$ 674,376	\$ 569,784	\$ 218,928	\$ 120,936	\$ -	\$ 1,584,024
Total Revenues Without Donor Restriction	674,376	569,784	218,928	120,936	-	1,584,024
EXPENSES						
Program Services	336,157	513,311	173,722	54,745	-	1,077,935
Management and General	267,769	313,898	76,954	31,336	-	689,957
Total Expenses	603,926	827,209	250,676	86,081	-	1,767,892
CHANGE IN NET ASSETS WITHOUT DONOR RESTRICTION	70,450	(257,425)	(31,748)	34,855	-	(183,868)
Net Assets, Beginning of Year	5,502,222	12,419,224	4,357,695	21,949,433	(21,656,115)	22,572,459
NET ASSETS, END OF YEAR	\$ 5,572,672	\$ 12,161,799	\$ 4,325,947	\$ 21,984,288	\$ (21,656,115)	\$ 22,388,591

See accompanying Auditors' Report and Notes to Supplementary Information.

**CAMINO NUEVO CHARTER ACADEMY
STATEMENT OF CASH FLOWS – GNLA BY LLC
YEAR ENDED JUNE 30, 2020**

	GNLA 697 S. Burlington, LLC	3500 W. Temple St., LLC	Fifteenth & Ardmore, LLC	GNLA Corporate	Eliminations	Total
CASH FLOWS FROM OPERATING ACTIVITIES						
Change in Net Assets	\$ 70,450	\$ (257,425)	\$ (31,748)	\$ 34,855	\$ -	\$ (183,868)
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:						
Depreciation	302,431	487,282	168,565	-	-	958,278
Amortization	-	24,667	-	-	-	24,667
(Increase) Decrease in Assets:						
Accounts Receivable	-	-	25,139	-	-	25,139
Intercompany Receivable	-	-	-	6,012	(6,012)	-
Prepaid Expenses and Other Assets	-	(500)	-	-	-	(500)
Increase (Decrease) in Liabilities:						
Accounts Payable and Accrued Liabilities	(99,646)	(12,461)	(25,023)	5,742	-	(131,388)
Intercompany Payable	31,547	(78,948)	-	-	6,012	(41,389)
Deferred Revenue	56,198	45,171	18,244	-	-	119,613
Change in Value of Interest Rate Swap Agreements	82,876	15,182	-	-	-	98,058
Net Cash Provided by Operating Activities	443,856	222,968	155,177	46,609	-	868,610
CASH FLOWS FROM FINANCING ACTIVITIES						
Proceeds from Debt	-	-	1,629,670	-	-	1,629,670
Repayment of Debt	(200,364)	(325,834)	(1,768,968)	-	-	(2,295,166)
Net Cash Used by Financing Activities	(200,364)	(325,834)	(139,298)	-	-	(665,496)
NET CHANGE IN CASH AND CASH EQUIVALENTS						
	243,492	(102,866)	15,879	46,609	-	203,114
Cash and Cash Equivalents, Beginning of Year	723,724	102,866	115,164	61,383	-	1,003,137
CASH AND CASH EQUIVALENTS, END OF YEAR						
	\$ 967,216	\$ -	\$ 131,043	\$ 107,992	\$ -	\$ 1,206,251
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION						
Cash Paid for Interest	\$ 266,703	\$ 290,832	\$ 66,664	\$ -	\$ -	\$ 624,199

See accompanying Auditors' Report and Notes to Supplementary Information.

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO SUPPLEMENTARY INFORMATION
JUNE 30, 2020**

PURPOSE OF SCHEDULES

NOTE 1 SCHEDULE OF INSTRUCTIONAL TIME

This schedule presents information on the amount of instructional time offered by CNCA and whether CNCA complied with the provisions of California Education Code.

NOTE 2 SCHEDULE OF AVERAGE DAILY ATTENDANCE

Average daily attendance is a measurement of the number of pupils attending classes of CNCA. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

NOTE 3 RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS

This schedule provides the information necessary to reconcile the net assets of the charter schools as reported on the Annual Financial Report form to the audited financial statements.

NOTE 4 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of CNCA under programs of the federal governmental for the year ended June 30, 2020. The information in this Schedule is presented in accordance with the requirements of the Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein, certain types of expenditures are not allowable or are limited as to reimbursement. Because the Schedule presents only a selected portion of operations of CNCA, it is not intended to and does not present the financial position, changes in net assets, or cash flows of CNCA.

NOTE 5 INDIRECT COST RATE

CNCA has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**CAMINO NUEVO CHARTER ACADEMY
NOTES TO SUPPLEMENTARY INFORMATION (CONTINUED)
JUNE 30, 2020**

NOTE 6 STATEMENTS OF FINANCIAL POSITION, ACTIVITIES, AND CASH FLOWS – CNCA BY CHARTER SCHOOL

These statements report the financial position, activities and cash flows for each CNCA's charter schools as is required to be reported by the provisions of the California Education Code.

NOTE 7 STATEMENT OF FINANCIAL POSITION, ACTIVITIES, AND CASH FLOWS – PNEDG

These statements report the financial position, activities and cash flows for Early Childhood Education Center and PNEDG.

NOTE 8 STATEMENT OF FINANCIAL POSITION, ACTIVITIES, AND CASH FLOWS – GNLA BY LLC

These statements report the financial position, activities and cash flows for GNLA and its subsidiaries: GNLA 697 S. Burlington, LLC, 3500 W. Temple St., LLC, and Fifteenth and Ardmore, LLC.



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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
Camino Nuevo Charter Academy
Los Angeles, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the consolidating financial statements of Camino Nuevo Charter Academy (CNCA), a nonprofit California public benefit corporation, which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, cash flows and functional expenses for the year then ended, the related notes to the consolidating financial statements, and have issued our report thereon dated REPORT DATE.

Internal Control Over Financial Reporting

In planning and performing our audit of the consolidating financial statements, we considered CNCA's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the consolidating financial statements, but not for the purpose of expressing an opinion on the effectiveness of CNCA's internal control. Accordingly, we do not express an opinion on the effectiveness of CNCA's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the consolidating financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Board of Directors
Camino Nuevo Charter Academy

Compliance and Other Matters

As part of obtaining reasonable assurance about whether CNCA's consolidating financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of consolidating financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

Glendora, California
REPORT DATE



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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM, AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDE

Board of Directors
Camino Nuevo Charter Academy
Los Angeles, California

Report on Compliance for Each Major Federal Program

We have audited the compliance of Camino Nuevo Charter Academy (CNCA) with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020. CNCA's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and terms and conditions of federal awards applicable to its federal program.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of CNCA's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about CNCA's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of CNCA's compliance.

Opinion on Each Major Federal Program

In our opinion, CNCA complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Board of Directors
Camino Nuevo Charter Academy

Report on Internal Control Over Compliance

Management of CNCA is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered CNCA's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance, for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of CNCA's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies in internal control over compliance such that there is a reasonable possibility, that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected and corrected on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

Glendora, California
REPORT DATE



CliftonLarsonAllen LLP
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INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE

Board of Directors
Camino Nuevo Charter Academy
Los Angeles, California

We have audited Camino Nuevo Charter Academy's (CNCA) compliance with the types of compliance requirements described in the *2019-2020 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel for the year ended June 30, 2020. CNCA's state compliance requirements are identified in the table below.

Management's Responsibility

Management is responsible for the compliance with the state laws and regulations as identified below.

Auditors' Responsibility

Our responsibility is to express an opinion on CNCA's compliance based on our audit of the types of compliance requirements referred to below. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2019-2020 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the specific areas listed below has occurred. An audit includes examining, on a test basis, evidence about CNCA's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion on state compliance. Our audit does not provide a legal determination of CNCA's compliance.

Compliance Requirements Tested

In connection with the audit referred to above, we selected and tested transactions and records to determine CNCA's compliance with the laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures Performed</u>
School Districts, County Offices of Education, and Charter Schools:	
California Clean Energy Jobs Act	Yes
After/Before School Education and Safety Program	Yes
Proper Expenditure of Education Protection Account Funds	Yes

Board of Directors
Camino Nuevo Charter Academy

<u>Description</u>	<u>Procedures Performed</u>
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not applicable
Charter Schools:	
Attendance	Yes
Mode of Instruction	Yes
Nonclassroom-Based Instructional/Independent Study	Not applicable
Determination of Funding for Nonclassroom-Based Instruction	Not applicable
Annual Instructional Minutes – Classroom Based	Yes
Charter School Facility Grant Program	Yes

Opinion on State Compliance

In our opinion, CNCA complied with the laws and regulations of the state programs referred to above in all material respects for the year ended June 30, 2020.

Purpose of this Report

The purpose of this report on state compliance is solely to describe the results of testing based on the requirements of the *2019-2020 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

Glendora, California
REPORT DATE

**CAMINO NUEVO CHARTER ACADEMY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2020**

Section I – Summary of Auditors’ Results

Consolidating Financial Statements

1. Type of auditors’ report issued: Unmodified
2. Internal control over financial reporting:
- Material weakness(es) identified? _____ yes x no
 - Significant deficiency(ies) identified? _____ yes x none reported
3. Noncompliance material to financial statements noted? _____ yes x no

Federal Awards

1. Internal control over major federal programs:
- Material weakness(es) identified? _____ yes x no
 - Significant deficiency(ies) identified? _____ yes x none reported
2. Type of auditors’ report issued on compliance for major federal programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? _____ yes x no

Identification of Major Federal Programs

CFDA Number(s)	Name of Federal Program or Cluster
84.010	Title I, Part A
Dollar threshold used to distinguish between Type A and Type B programs:	<u> \$ 750,000 </u>
Auditee qualified as low-risk auditee?	<u> x </u> yes _____ no

**CAMINO NUEVO CHARTER ACADEMY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2020**

All audit findings must be identified as one or more of the following categories:

<u>Five Digit Code</u>	<u>Finding Types</u>
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Program
43000	Apprenticeship: Related and Supplemental Instruction
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

There were no findings and questioned costs related to the basic consolidating financial statements, federal awards, or state awards for June 30, 2020.

**CAMINO NUEVO CHARTER ACADEMY
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2020**

There were no findings and questioned costs related to the basic consolidating financial statements, federal awards, or state awards for the prior year.

Tentative
For discussion purposes only
Subject to revision

Cover Sheet

Audit Firm Selection FY20-21

Section: VII. Audit Committee
Item: B. Audit Firm Selection FY20-21
Purpose: Vote
Submitted by: Cindy Smet

BACKGROUND:

The CNCA Audit Committee met on Oct 30

RECOMMENDATION:

Approve

Cover Sheet

September 2020 Financial Reports

Section: VIII. Finance
Item: A. September 2020 Financial Reports
Purpose: Discuss
Submitted by: Tammy Stanton, CFO
Related Material: 09.20 - CNCA Consolidated - Budget Summary.pdf
09.20 - CNCA Consolidated - CashFlow.pdf
09.20 - CNCA Consolidated - Dashboard.pdf
09.20 - CNCA Consolidated - Financial Analysis.pdf

BACKGROUND:
September 2020 Financial Reports

RECOMMENDATION:
Information

CAMINO NUEVO CHARTER ACADEMY
FY20-21 BUDGET SUMMARY
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	CNCA - Burlington		CNCA#2 - Kayne Siart		CNCA#3 - Castellanos		CNCA#3 - Eisner		CNCA#3 - Consolidated		CNCA#4 - Cisneros		CNHS - Miramar		CNHS#2 - Dalzell Lance		Central Administration		Camino Nuevo - Consolidated	
	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast
Enrollment	584	577	708	708	470	470	264	264	734	734	637	637	260	260	451	451	-	-	3,374	3,367
ADA	548.65	551.09	670.18	670.18	459.07	459.07	260.12	260.12	719.19	719.19	606.12	606.12	245.31	245.31	426.95	426.95	-	-	3,216.40	3,218.84
ADA %	95%	96%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	-	-	95%	95%
UPP	100%	100%	95%	95%	99%	99%	97%	97%	98%	98%	92%	92%	97%	97%	98%	98%	0%	0%	97%	97%
Income																				
8011-8098 - Local Control Funding Formula Sources																				
8011 Local Control Funding Formula	3,426,214	3,445,271	4,095,615	4,095,615	2,918,524	2,918,524	1,542,547	1,542,547	4,461,070	4,461,070	3,686,195	3,686,195	1,888,385	1,888,385	4,171,250	4,171,250	-	-	21,728,729	21,747,786
8012 Education Protection Account	1,036,924	1,041,535	1,270,507	1,270,507	863,851	863,851	489,479	489,479	1,353,330	1,353,330	1,146,990	1,146,990	553,381	553,381	85,390	85,390	-	-	5,446,521	5,451,133
8019 Local Control Funding Formula - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8096 In Lieu of Property Taxes	1,603,616	1,610,748	1,958,829	1,958,829	1,341,788	1,341,788	760,289	760,289	2,102,077	2,102,077	1,771,592	1,771,592	717,002	717,002	1,247,907	1,247,907	-	-	9,401,023	9,408,154
8098 In Lieu of Property Taxes, Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 8011-8098 - Local Control Funding Formula Sources	6,066,754	6,097,554	7,324,951	7,324,951	5,124,163	5,124,163	2,792,314	2,792,314	7,916,478	7,916,478	6,604,776	6,604,776	3,158,768	3,158,768	5,504,546	5,504,546	-	-	36,576,273	36,607,073
8100-8299 - Federal Revenue																				
8181 Special Education - Federal (IDEA)	113,730	114,235	138,922	138,922	95,161	95,161	53,920	53,920	149,081	149,081	125,643	125,643	50,850	50,850	88,502	88,502	-	-	666,728	667,233
8221 Child Nutrition - Federal	417,524	455,742	363,394	373,600	289,364	317,146	125,972	129,497	415,336	446,643	240,239	247,070	103,062	106,006	225,415	231,826	-	-	1,764,970	1,860,887
8223 CACFP Supper	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8291 Title I	317,758	317,758	278,440	278,440	229,436	229,436	130,012	130,012	359,448	359,448	264,892	264,892	162,660	162,660	205,249	205,249	-	-	1,588,447	1,588,447
8292 Title II	30,699	30,699	37,047	37,047	27,324	27,324	15,483	15,483	42,807	42,807	31,378	31,378	13,715	13,715	23,453	23,453	-	-	179,099	179,099
8294 Title III	35,578	35,578	25,854	25,854	32,718	32,718	11,211	11,211	43,930	43,930	22,880	22,880	7,093	7,093	9,038	9,038	-	-	144,373	144,373
8295 Title IV, SSAE	23,704	23,704	20,771	20,771	17,115	17,115	10,000	10,000	27,115	27,115	19,760	19,760	12,277	12,277	15,311	15,311	-	-	118,938	118,938
8296 Title IV, PCSGP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8297 Facilities Incentive Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8299 All Other Federal Revenue	895,542	895,542	1,037,287	1,037,287	713,487	713,487	399,019	399,019	1,112,506	1,112,506	911,251	911,251	454,070	454,070	744,439	744,439	-	-	5,155,095	5,155,095
Total 8100-8299 - Other Federal Income	1,834,535	1,873,259	1,901,715	1,911,921	1,404,605	1,432,387	745,618	749,143	2,150,222	2,181,530	1,616,043	1,622,874	803,727	806,671	1,311,407	1,317,818	-	-	9,617,650	9,714,072
8300-8599 - Other State Revenue																				
8520 Child Nutrition - State	32,072	34,318	25,032	25,032	21,039	22,678	9,473	9,473	30,512	32,151	18,520	18,520	7,645	7,645	17,639	17,639	-	-	131,420	135,306
8550 Mandate Block Grant	9,252	9,252	11,301	11,301	7,741	7,741	4,386	4,386	12,127	12,127	10,221	10,221	11,498	11,498	20,011	20,011	-	-	74,409	74,409
8561 State Lottery - Non Prop 20	82,298	82,664	100,527	100,527	68,861	68,861	39,018	39,018	107,879	107,879	90,918	90,918	36,797	36,797	64,043	64,043	-	-	482,460	482,826
8562 State Lottery - Prop 20	26,884	27,003	32,839	32,839	22,494	22,494	12,746	12,746	35,240	35,240	29,700	29,700	12,020	12,020	20,921	20,921	-	-	157,604	157,723
8560 Lottery Revenue	109,181	109,667	133,366	133,366	91,355	91,355	51,764	51,764	143,119	143,119	120,618	120,618	48,817	48,817	84,963	84,963	-	-	640,064	640,549
8587 State Grant Pass-Through	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8591 SB740	295,637	295,637	-	-	-	-	-	-	131,357	131,357	131,357	131,357	-	-	319,767	319,767	-	-	746,761	746,761
8592 State Mental Health	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8593 After School Education & Safety	139,137	139,137	177,559	177,559	177,559	177,559	-	-	177,559	177,559	41,666	41,666	-	-	-	-	-	-	535,922	535,922
8594 Supplemental Categorical Block Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8599 State Revenue - Other	51,703	51,703	62,507	75,507	43,101	43,101	24,423	24,423	67,524	67,524	56,365	56,365	26,949	26,949	46,868	46,868	-	-	311,916	324,916
Total 8300-8599 - Other State Income	636,982	639,714	409,765	422,765	340,795	342,434	221,403	221,403	562,198	563,837	247,390	247,390	94,909	94,909	489,249	489,249	-	-	2,440,492	2,457,863
8600-8799 - Other Local Revenue																				
8631 Sale of Equipment & Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8634 Food Service Sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8650 Leases & Rentals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8660 Interest & Dividend Income	24,000	24,000	18,000	18,000	17,490	17,490	7,500	7,500	24,990	24,990	15,000	15,000	-	268	18,000	18,000	-	-	99,990	100,258
8662 Net Increase (Decrease) in Fair Value of Investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8681 Intra-Agency Fee Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8682 Childcare & Enrichment Program Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8689 All Other Fees & Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8692 Grants	15,500	15,500	22,470	22,470	10,500	10,500	-	2,500	10,500	13,000	25,000	25,000	-	-	25,000	25,000	-	-	98,470	100,970
8694 In Kind Donations	-	-	-	-	-	15,000	-	-	-	15,000	-	-	-	-	-	92,732	-	-	-	107,732
8695 Contributions & Events	-	3,003	-	3,004	-	3,003	-	2	-	3,005	-	4	-	2	-	3	-	-	-	9,021
8696 Other Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000	-	-	-	-	3,000	3,000
8697 E-Rate	13,440	13,440	14,776	14,776	14,776	14,776	14,776	14,776	29,552	29,552	14,776	14,776	16,741	16,741	16,741	16,741	-	-	106,025	106,025
8698 SELPA Grants	-	14,178	80,000	121,870	-	17,481	-	9,906	-	27,386	-	16,520	-	4,192	-	16,723	-	-	80,000	200,869
8699 All Other Local Revenue	-	190	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	190
8792 Transfers of Apportionments - Special Education	360,106	361,708	439,873	439,873	301,311	301,311	170,730	170,730	472,040	472,040	397,827	397,827	161,009	161,009	280,229	280,229	-	-	2,111,084	2,112,686
Total 8600-8799 - Other Income-Local	413,046	432,020	575,119	619,993	344,077	379,561	193,006	205,413	537,082	584,974	452,603	469,127	180,750	185,212	339,969	449,427	-	-	2,498,569	2,740,751
Prior Year Adjustments																				
8999 Other Prior Year Adjustment	-	(1																		

CAMINO NUEVO CHARTER ACADEMY
FY20-21 BUDGET SUMMARY
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	CNCA - Burlington		CNCA#2 - Kayne Siart		CNCA#3 - Castellanos		CNCA#3 - Eisner		CNCA#3 - Consolidated		CNCA#4 - Cisneros		CNHS - Miramar		CNHS#2 - Dalzell Lance		Central Administration		Camino Nuevo - Consolidated	
	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast	2020-21 Budget - Approved	2020-21 Forecast
1211 Certificated Pupil Support - Librarians	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1213 Certificated Pupil Support - Guidance & Counseling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1215 Certificated Pupil Support - Psychologist	58,510	57,364	71,474	70,474	48,249	47,663	27,746	27,403	75,994	75,066	77,341	75,762	26,168	25,776	45,512	44,620	-	-	355,000	349,062
1299 Certificated Pupil Support - Other	113,759	100,860	138,965	123,608	85,516	76,679	79,859	69,730	165,375	146,408	112,328	102,540	50,878	45,309	88,487	78,453	-	-	669,791	597,178
1300 Certificated Supervisors' & Administrators' Salaries	411,775	407,125	412,901	415,316	379,281	381,524	260,761	261,839	640,043	643,363	403,979	406,394	278,118	278,844	543,052	546,265	-	-	2,689,869	2,697,306
1900 Other Certificated Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 1000 - Certificated Salaries	2,399,944	2,387,556	2,890,954	2,858,303	1,981,415	1,930,730	1,159,417	1,143,112	3,140,832	3,073,842	2,732,842	2,718,236	1,293,225	1,343,366	2,386,771	2,364,984	-	-	14,844,568	14,746,287
2000 - Classified Salaries																				
2111 Instructional Aide & Other Salaries	313,298	296,363	294,306	302,703	177,415	181,978	20,559	22,935	197,974	204,913	322,002	328,303	94,861	94,812	99,201	95,710	-	-	1,321,641	1,322,804
2121 After School Staff Salaries	-	-	-	-	-	-	-	-	-	-	-	1,085	-	-	-	-	-	-	-	-
2131 Classified Teacher Salaries	112,456	92,222	-	4,000	26,779	29,606	2,200	2,200	26,779	31,806	-	1,875	-	-	-	-	-	-	139,235	129,902
2200 Classified Support Salaries	107,252	108,647	135,624	125,441	96,823	91,979	52,421	52,174	149,243	144,152	81,153	74,925	81,862	76,618	75,692	74,485	-	-	630,826	604,267
2300 Classified Supervisors' & Administrators' Salaries	-	-	-	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000
2400 Classified Office Staff Salaries	163,629	163,467	178,370	176,106	174,027	170,120	122,541	120,147	296,568	290,268	183,582	181,691	132,959	130,178	169,909	171,585	-	-	1,125,018	1,113,295
2900 Other Classified Salaries	157,448	152,689	177,941	180,543	132,692	132,433	82,352	82,010	215,044	214,443	235,176	224,614	45,518	38,628	121,139	123,867	-	-	952,267	934,785
Total 2000 - Classified Salaries	854,082	813,387	786,242	789,793	607,735	606,116	277,873	279,466	885,608	885,582	821,914	812,493	355,199	340,237	465,941	465,647	-	-	4,168,986	4,107,138
3000 - Employee Benefits																				
3111 STRS - State Teachers Retirement System	387,591	385,754	466,889	462,634	319,999	310,429	187,246	183,708	507,244	494,137	441,354	440,060	208,856	216,053	385,463	384,496	-	-	2,397,398	2,383,135
3212 PERS - Public Employee Retirement System	176,795	171,135	162,752	164,145	125,801	127,660	57,520	57,026	183,321	184,686	170,136	168,733	73,526	73,241	96,450	98,710	-	-	862,980	860,650
3213 PARS - Public Agency Retirement System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3311 OASDI - Social Security	52,953	51,114	48,747	49,200	37,680	38,371	17,228	17,227	54,908	55,597	50,959	50,439	22,022	21,911	28,888	29,283	-	-	258,477	257,544
3331 MED - Medicare	47,183	46,517	53,319	52,969	37,543	36,805	20,841	20,506	58,383	57,311	51,549	51,210	23,902	23,902	41,364	41,255	-	-	273,699	273,739
3401 H&W - Health & Welfare	265,942	265,942	317,851	317,851	242,807	242,807	82,968	82,968	325,775	325,775	309,847	309,847	136,418	142,658	245,843	245,843	-	-	1,601,676	1,607,916
3501 SUI - State Unemployment Insurance	1,627	1,604	1,839	1,828	1,295	1,269	719	707	2,013	1,976	1,777	1,766	824	844	1,426	1,426	-	-	9,507	9,444
3601 Workers' Compensation Insurance	50,658	50,711	59,024	59,090	46,916	46,967	22,107	22,132	69,023	69,100	56,722	56,805	28,904	29,974	46,642	46,686	-	-	310,974	312,367
3751 OPEB, Active Employees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3901 Other Retirement Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3902 Other Benefits	-	-	-	(7)	-	-	-	-	-	-	-	-	-	-	-	(831)	-	-	-	(838)
Total 3000 - Employee Benefits	982,750	972,777	1,110,421	1,107,710	812,039	804,309	388,629	384,274	1,200,668	1,188,583	1,082,339	1,078,861	494,453	509,158	846,078	846,868	-	-	5,716,708	5,703,956
4000 - Supplies																				
4111 Core Curricula Materials	82,261	82,261	2,200	14,028	1,071	1,071	6,257	6,257	7,328	7,328	8,255	8,255	7,000	7,000	18,415	18,415	-	-	125,459	137,287
4211 Books & Other Reference Materials	13,116	13,116	7,356	7,356	12,825	12,825	1,754	1,754	14,578	14,578	4,356	4,356	500	500	4,598	4,598	-	-	44,504	44,504
4311 Student Materials	134,388	134,814	120,872	115,298	107,327	107,327	59,267	59,267	166,594	166,594	95,970	95,970	66,138	66,138	87,293	81,493	-	-	671,253	660,306
4351 Office Supplies	18,000	18,000	14,400	14,400	19,200	19,200	12,000	12,000	31,200	31,200	15,600	15,600	15,000	15,000	13,200	13,200	-	-	107,400	107,400
4371 Custodial Supplies	77,303	77,303	95,315	95,315	92,306	92,306	47,966	47,966	140,272	140,272	97,746	97,746	54,904	54,904	89,448	89,448	-	-	554,988	554,988
4391 Food (Non Nutrition Program)	2,400	2,400	-	-	3,600	3,600	2,400	2,400	6,000	6,000	-	49	840	840	1,680	1,680	-	-	10,920	10,969
4392 Uniforms	1,500	1,500	2,000	2,000	1,500	1,500	-	-	1,500	1,500	2,000	2,000	2,500	2,500	6,500	6,500	-	-	16,000	16,000
4393 PE & Sports Equipment	900	900	5,000	5,000	1,000	1,000	1,000	1,000	2,000	2,000	1,500	6,783	2,000	2,000	2,500	2,500	-	-	13,900	19,183
4395 Before & After School Program Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4399 All Other Supplies	24,302	24,281	25,500	25,500	22,566	22,566	15,750	15,750	38,316	38,316	17,734	17,734	19,500	19,500	31,500	41,500	-	-	156,852	166,831
4390 Other Supplies	29,102	29,081	32,500	32,500	28,666	28,666	19,150	19,150	47,816	47,816	21,234	26,566	24,840	24,840	42,180	52,180	-	-	197,672	212,983
4411 Non Capitalized Equipment	330,856	330,856	446,855	446,855	355,125	355,125	122,940	122,940	478,066	478,066	488,298	488,298	281,541	281,541	321,809	321,809	-	-	2,347,423	2,347,423
4711 Nutrition Program Food & Supplies	452,250	478,712	423,419	420,994	289,358	302,321	154,100	154,100	443,458	456,421	292,305	283,917	115,802	111,177	228,222	228,222	-	-	1,955,456	1,979,444
4713 CACFP Supper Food & Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 4000 - Supplies	1,137,275	1,164,143	1,142,916	1,146,746	905,878	918,840	423,434	423,434	1,329,312	1,342,275	1,023,764	1,020,708	565,725	561,100	805,164	809,364	-	-	6,004,156	6,044,335
5000 - Operating Services																				
5211 Travel & Conferences	16,000	16,000	1,000	1,000	-	700	1,597	1,597	1,597	2,297	-	-	-	-	620	620	-	-	19,217	19,917
5311 Dues & Memberships	9,670	9,600	11,420	11,420	6,947	6,947	3,270	3,270	10,217	10,217	8,500	8,500	15,531	15,531	13,640	13,640	-	-	68,978	68,908
5451 General Insurance	-	-	-	-	-	-	22,000	22,000	22,000	22,000	-	-	-	-	3,904	3,904	-	-	25,904	25,904
5511 Utilities	136,123	136,123	104,466	104,466	142,541	142,541	49,505	49,505	192,046	192,046	127,924	127,924	114,840	114,840	120,870	120,870	-	-	796,269	796,269
5521 Security Services	3,360	3,360	900	900	-	-	1,560	1,560	1,560	1,560	-	-	-	-	4,590	4,590	-	-	10,410	10,410
5531 Housekeeping Services	63,648	63,648	126,052	126,052	81,796	81,796	-	-	81,796	81,796	94,276	94,276	11,980	11,980	61,003	61,003	-	-	438,755	438,755

CAMINO NUEVO CHARTER ACADEMY
 2020-21 Cash Flow Forecast
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		Actuals as of 9/30/2020																		
		# of months remaining in FY																		
		12	11	10	9	8	7	6	5	4	3	2	1							
State Schedule:		P-2	P-2	P-2	P-2	P-2	P-2	P-2	P-2	P-1	P-1	P-1	P-1							
District Schedule:		P-2	P-2	P-2	P-2	P-2	P-2	P-2	P-1	P-1	P-1	P-1	P-1							
		2020-21		ACTUAL			ACTUAL		ACTUAL		ACTUAL		ACTUAL		ACTUAL		FORECAST		Budget Variance	
		Budget	Trend	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Accrual	Jul-20 - Jun-21	Better / (Worse)	% Better / (Worse)	
5451	General Insurance	25,904	25,904	26,396	(13,600)	-	434	434	434	434	434	434	434	5,036	5,036	-	25,904	0		
5511	Utilities	796,269	796,269	13,284	15,540	56,014	71,143	71,143	71,143	71,143	71,143	71,143	71,143	71,143	71,143	71,143	796,269	(0)		
5521	Security Services	10,410	10,410	1,754	-	2,654	667	667	667	667	667	667	667	667	667	667	10,410	-		
5531	Housekeeping Services	438,755	438,755	57,584	6,205	6,756	40,912	40,912	40,912	40,912	40,912	40,912	40,912	40,912	40,912	40,912	438,755	-		
5599	Other Facility Operations & Utilities	308,512	313,999	19,955	16,088	25,772	28,020	28,020	28,020	28,020	28,020	28,020	28,020	28,020	28,020	28,020	313,999	(5,487)	-2%	
5611	School Rent - Private Facility	1,327,050	1,327,050	212,962	106,659	105,955	107,129	107,129	107,129	107,129	107,129	107,129	107,129	107,129	44,443	-	1,327,050	-	-2%	
5613	School Rent - Prop 39	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5619	Other Facility Rentals	65,084	65,084	12,208	-	-	5,875	5,875	5,875	5,875	5,875	5,875	5,875	5,875	5,875	5,875	65,084	0		
5621	Equipment Lease	236,499	236,499	15,353	15,865	10,415	21,652	21,652	21,652	21,652	21,652	21,652	21,652	21,652	21,652	21,652	236,499	-		
5631	Vendor Repairs	251,000	251,000	5,986	10,610	17,627	21,678	21,678	21,678	21,678	21,678	21,678	21,678	21,678	21,678	21,678	251,000	(0)		
5812	Field Trips & Pupil Transportation	25,500	25,500	-	-	-	2,833	2,833	2,833	2,833	2,833	2,833	2,833	2,833	2,833	2,833	25,500	-		
5821	Legal	17,000	24,750	9,549	931	7,750	652	652	652	652	652	652	652	652	652	652	24,750	(7,750)	-46%	
5823	Audit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5831	Advertisement & Recruitment	35,000	50,000	-	2,209	35	5,306	5,306	5,306	5,306	5,306	5,306	5,306	5,306	5,306	5,306	50,000	(15,000)	-43%	
5841	Contracted Substitute Teachers	4,675	14,153	-	3,646	4,618	589	589	589	589	589	589	589	589	589	589	14,153	(9,478)	-203%	
5842	Special Education Services	2,081,934	2,081,934	7,273	56,631	41,147	197,688	197,688	197,688	197,688	197,688	197,688	197,688	197,688	197,688	197,688	2,081,934	-		
5843	Non Public School	153,165	153,165	5,592	(723)	465	14,783	14,783	14,783	14,783	14,783	14,783	14,783	14,783	14,783	14,783	153,165	(0)		
5844	After School Services	527,044	540,044	-	-	111,311	47,637	47,637	47,637	47,637	47,637	47,637	47,637	47,637	47,637	47,637	540,044	(13,000)	-2%	
5849	Other Student Instructional Services	1,121,116	1,129,956	163,500	-	10,010	318,815	318,815	318,815	-	-	-	-	-	-	-	1,129,956	(8,840)	-1%	
5852	Professional Development	183,436	247,879	24,255	29,750	136,275	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,400	247,879	(64,443)	-35%	
5854	Nursing & Medical (Non-IEP)	27,258	27,258	-	-	-	3,029	3,029	3,029	3,029	3,029	3,029	3,029	3,029	3,029	3,029	27,258	-		
5859	All Other Consultants & Services	181,648	166,648	2,438	6,180	4,248	13,272	13,272	13,272	16,281	16,281	16,281	16,281	16,281	16,281	16,281	166,648	15,000	8%	
5861	Non Instructional Software	569,855	569,834	153,390	23,104	81,073	104,089	104,089	104,089	-	-	-	-	-	-	-	569,834	21	0%	
5865	Fundraising Cost	-	-	92,732	-	-	-	-	-	-	-	-	-	-	-	-	92,732	(92,732)	100%	
5871	District Oversight Fees	365,763	366,071	21,960	43,920	29,281	30,101	30,101	30,101	30,101	30,101	30,101	30,101	30,101	30,101	30,101	366,071	(308)	0%	
5872	Special Education Fees (SELPA)	555,562	555,984	33,334	66,668	44,446	44,479	44,479	44,479	77,874	38,937	38,937	38,937	38,937	38,937	38,937	555,984	(421)	0%	
5881	Intra-Agency Fees	5,691,812	5,051,501	734,495	-	-	454,635	454,635	454,635	454,635	234,856	81,490	78,556	75,728	-	2,027,835	5,051,501	640,311	11%	
5895	Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5899	All Other Expenses	79,177	79,177	697	1,636	2,057	8,310	8,310	8,310	8,310	8,310	8,310	8,310	8,310	8,310	8,310	79,177	0		
5911	Office Phone	90,130	90,130	29	6,397	12,174	7,948	7,948	7,948	7,948	7,948	7,948	7,948	7,948	7,948	7,948	90,130	0		
5913	Mobile Phone	10,800	10,800	-	1,158	2,447	799	799	799	799	799	799	799	799	799	799	10,800	0		
5921	Internet	132,531	132,531	-	11,002	11,022	12,279	12,279	12,279	12,279	12,279	12,279	12,279	12,279	12,279	12,279	132,531	(0)		
5923	Website Hosting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5931	Postage & Shipping	13,800	13,800	972	1,626	413	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	13,800	0		
5999	Other Communications	351,861	351,861	3,330	7,495	29,420	34,624	34,624	34,624	34,624	34,624	34,624	34,624	34,624	34,624	34,624	351,861	-		
Total 5000 - Operating Services		15,766,746	15,236,072	1,647,988	420,588	756,259	1,613,133	1,613,133	1,613,133	1,193,237	1,006,852	814,550	811,616	813,390	674,976	2,350,649	15,329,503	437,243	3%	
6000 - Capital Outlay		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6901	Depreciation Expense	1,549,899	1,549,899	137,420	132,419	132,515	131,279	129,559	128,009	127,677	126,216	125,977	125,952	125,698	125,587	-	1,548,311	1,588	0%	
6903	Amortization Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6999	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total 6000 - Capital Outlay		1,549,899	1,549,899	137,420	132,419	132,515	131,279	129,559	128,009	127,677	126,216	125,977	125,952	125,698	125,587	-	1,548,311	1,588	0%	
7000 - Other Outgo		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
7438	Interest Expense	385,722	385,722	-	-	110,070	-	-	83,739	-	-	108,174	-	-	83,739	-	385,722	(0)		
Total 7000 - Other Outgo		385,722	385,722	-	-	110,070	-	-	83,739	-	-	108,174	-	-	83,739	-	385,722	(0)		
TOTAL EXPENSE		48,436,783	48,019,656	2,979,936	2,705,782	3,353,302	4,876,584	4,725,799	4,959,329	3,838,824	3,684,393	3,701,358	3,495,850	3,507,394	3,232,997	2,803,704	47,865,252	571,532	1%	
NET INCOME		2,696,200	3,445,240	(1,046,234)	(122,208)	5,240,821	(1,855,004)	(1,125,526)	(1,770,115)	2,125,061	(869,248)	(2,312,116)	669,495	(2,079,156)	(2,125,494)	8,928,273	3,658,549	962,348	36%	
Beginning Cash Balance		11,088,175	10,771,361	10,771,361	10,775,635	12,120,099	17,192,712	14,855,991	13,859,377	12,237,791	14,626,613	13,883,581	11,505,920	12,303,184	10,629,160	8,049,571	10,771,361	(316,814)		
Cash Flow from Operating Activities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net Income		2,696,200	3,445,240	(1,046,234)	(122,208)	5,240,821	(1,855,004)	(1,125,526)	(1,770,115)	2,125,061	(869,248)	(2,312,116)	669,495	(2,079,156)	(2,125,494)	8,928,273	3,658,549	962,348		
Change in Accounts Receivable		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Prior Year Accounts Receivable		4,968,107	4,968,107	3,366,544	1,083,554	170,668	66,428	-	22,926	143,809	-	-	1,816	22,434	43,762	-				

CAMINO NUEVO CHARTER ACADEMY
 2020-21 Cash Flow Forecast
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		Actuals as of 9/30/2020																	
		# of months remaining in FY																	
		12	11	10	9	8	7	6	5	4	3	2	1						
State Schedule:		P-2	P-2	P-2	P-2	P-2	P-2	P-2	P-2	P-1	P-1	P-1	P-1						
District Schedule:		P-2	P-2	P-2	P-2	P-2	P-2	P-2	P-1	P-1	P-1	P-1							
	2020-21	2020-21	ACTUAL													FORECAST		Budget Variance	
	Budget	Trend	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Accrual	Jul-20 - Jun-21	Better / (Worse)	% Better / (Worse)	
Change in Prepaid Expenditures	(373,682)	(26,367)	347,315	-	-	-	-	-	-	-	-	-	-	(373,682)	-	(26,367)	347,315	-	
Change in Deposits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Change in Deferred Revenue	-	(19,000)	(19,000)	-	-	-	-	-	-	-	-	-	-	-	-	(19,000)	(19,000)	-	
Depreciation Expense	1,549,899	1,548,311	137,420	132,419	132,515	131,279	129,559	128,009	127,677	126,216	125,977	125,952	125,698	125,587	-	1,548,311	(1,588)	-	
Cash Flow from Investing Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Capital Expenditures	(58,948)	(51,241)	(22,988)	(5,596)	(14,932)	-	-	-	(7,725)	-	-	-	-	-	-	(51,241)	7,707	-	
Cash Flow from Financing Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Source - Sale of Receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Use - Sale of Receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Source - Loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Use - Loans	(414,454)	(1,046,454)	-	-	(564,626)	-	-	-	-	-	-	(191,523)	-	(290,306)	-	(1,046,454)	(632,000)	-	
Ending Cash Balance	6,943,857	8,080,559	10,775,635	12,120,099	17,192,712	14,855,991	13,859,377	12,237,791	14,626,613	13,883,581	11,505,920	12,303,184	10,629,160	8,049,571	8,049,571	8,049,571	1,105,714	-	

CAMINO NUEVO CHARTER ACADEMY - Financial Dashboard (September 2020)

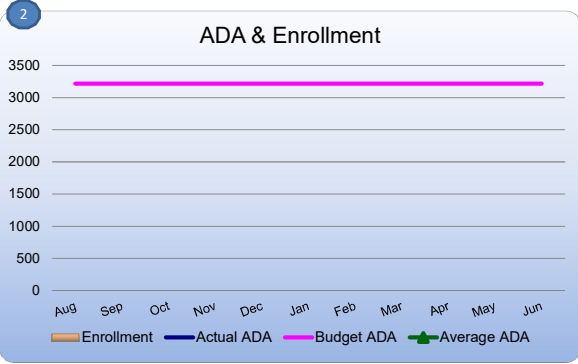
1 Key Performance Indicators

ADA vs. Budget ● Cash on Hand ●
 Net Income / (Loss) ● Year-End Cash ●

KEY POINTS

Due to school closures related to COVID-19, schools are to be funded on FY19-20 ADA. An exception was allowed for new schools and schools that budgeted growing enrollment during FY20-21. For growing schools, ADA can be calculated based on enrollment on Census Day (Oct. 7th) at the state average ADA rate. All of Camino's charters are being forecasted at FY19-20 P2 ADA with the exception of Burlington. As such, an increase of 2.44 ADA is reflected in the forecast for Burlington site.

Camino Nuevo is forecasted to have a net income of \$3.7MM, \$962k higher than the revised budget.



3 Average Daily Attendance Analysis

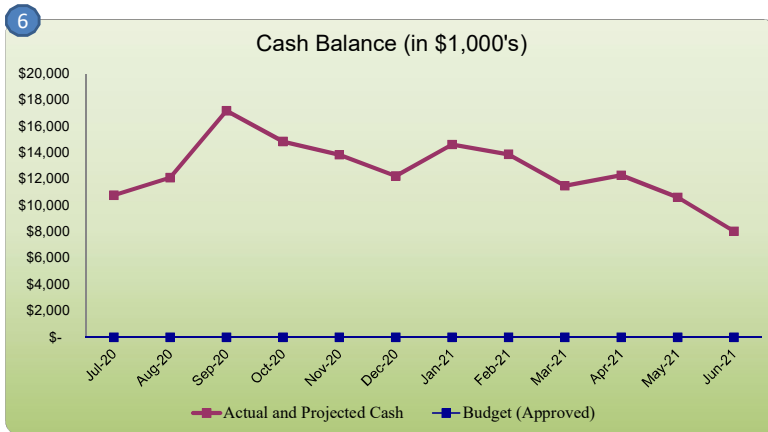
Category	Forecasted P2	Budgeted P2	Better/(Worse)	Prior Month Forecast	Prior Year P2
Enrollment	3,367	3,374	(7)	3,374	3,374
ADA %	95.0%	95.0%	0.0%	95.3%	95.0%
Average ADA	3,218.84	3,216.40	2.44	3,216.40	3,216.40

4 LCFF Supplemental & Concentration Grant Factors

Category	Budget	Forecast	Variance	Prior Year
Unduplicated Pupil %	95.3%	95.3%	0.0%	96.9%
3-Year Average %	96.4%	96.4%	0.0%	96.9%
District UPP C. Grant Cap	85.4%	85.4%	0.0%	85.4%

5 INCOME STATEMENT

INCOME STATEMENT	Forecast	VS. Budget		FY 20-21 YTD			Historical	
	As of 09/30/20	FY 20-21 Budget	Variance B/(W)	Actual YTD	Budget YTD	Variance B/(W)	FY 19-20	FY 18-19
Local Control Funding Formula	36,607,073	36,576,273	30,800	7,938,818	6,574,194	1,364,624	36,599,448	35,940,325
Federal Revenue	9,714,072	9,617,650	96,422	4,147,242	3,820,208	327,034	4,111,838	4,496,695
State Revenue	2,457,863	2,440,492	17,371	330,916	311,916	19,000	2,178,012	3,448,880
Other Local Revenue	2,524,070	2,397,099	126,970	566,670	600,386	(33,716)	2,594,054	2,707,106
Grants/Fundraising	220,723	101,470	119,253	127,753	32,732	95,021	290,775	232,077
TOTAL REVENUE	51,523,800	51,132,984	390,817	13,111,399	11,339,435	1,771,964	45,774,128	46,825,082
<i>Total per ADA</i>	16,007	15,898	109				14,231	14,340
<i>w/o Grants/Fundraising</i>	15,938	15,866	72				14,141	14,269
Certificated Salaries	14,746,287	14,844,568	98,281	2,787,414	3,029,816	242,402	14,590,028	15,370,887
Classified Salaries	4,107,138	4,168,986	61,847	798,022	838,754	40,733	4,074,554	4,281,418
Benefits	5,703,956	5,716,708	12,752	1,324,028	1,302,960	(21,068)	5,451,944	5,595,193
Student Supplies	6,044,335	6,004,156	(40,179)	792,297	3,177,026	2,384,729	2,840,804	3,293,053
Operating Expenses	15,329,503	15,766,746	437,243	2,824,835	3,906,666	1,081,831	15,850,766	18,681,487
Other	1,934,033	1,935,620	1,588	512,424	514,012	1,588	1,996,297	1,886,848
TOTAL EXPENSES	47,865,252	48,436,783	571,532	9,039,020	12,769,234	3,730,214	44,804,393	49,108,885
<i>Total per ADA</i>	14,870	15,059	189				13,930	15,039
NET INCOME / (LOSS)	3,658,549	2,696,200	962,348	4,072,379	(1,429,799)	5,500,590	969,735	(2,283,803)
OPERATING INCOME	5,206,860	4,246,099	960,761	4,474,733	(1,025,857)	5,500,590	2,564,627	(811,297)
EBITDA	5,592,581	4,631,821	960,761	4,584,803	(915,787)	5,500,590	2,966,033	(396,956)



Year-End Cash Balance

Projected	Budget	Variance
8,049,571	6,943,857	1,105,714

7 Balance Sheet

Balance Sheet	6/30/2020	8/31/2020	9/30/2020	6/30/2021 FC
Assets				
Cash, Operating	10,771,361	12,120,099	17,192,712	8,049,571
Cash, Restricted	0	0	0	0
Accounts Receivable	4,974,462	524,364	353,697	11,790,498
Due From Others	198,461	344,259	396,592	396,592
Other Assets	359,888	12,573	12,573	386,255
Net Fixed Assets	58,120,694	57,879,440	57,761,857	56,623,624
Total Assets	74,424,866	70,880,736	75,717,430	77,246,540
Liabilities				
A/P & Payroll	3,054,300	1,919,449	1,703,461	3,879,758
Due to Others	1,701,100	479,262	855,750	1,104,222
Deferred Revenue	19,000	0	0	0
Total Debt	20,693,733	20,693,733	20,129,107	19,647,279
Total Liabilities	25,468,133	23,092,445	22,688,319	24,631,259
Equity				
Beginning Fund Bal.	47,986,997	48,956,733	48,956,733	48,956,733
Net Income/(Loss)	969,735	(1,168,442)	4,072,379	3,658,549
Total Equity	48,956,733	47,788,291	53,029,112	52,615,281
Total Liabilities & Equity	74,424,866	70,880,736	75,717,430	77,246,540

Available Line of Credit

Available Line of Credit				
Days Cash on Hand	91	94	135	63
Cash Reserve %	24.9%	25.8%	37.1%	17.4%





CAMINO NUEVO CHARTER ACADEMY

Financial Analysis

September 2020

Net Income

Camino Nuevo Charter Academy is projected to achieve a net income of \$3.66M in FY20-21 compared to \$2.70M in the board approved budget. Reasons for this positive \$962K variance are explained below in the Income Statement section of this analysis.

Balance Sheet

As of September 30, 2020, the school's cash balance was \$17.19M. By June 30, 2021, the school's cash balance is projected to be \$8.05M, which represents a 17% reserve.

As of September 30, 2020, the Accounts Receivable balance was \$354K, down from \$524K in the previous month, due to the receipt of revenue earned in FY19-20.

As of September 30, 2020, the Accounts Payable balance, including payroll liabilities, totaled \$1.70M, compared to \$1.92M in the prior month.

As of September 30, 2020, ECS had a debt balance of \$20.13M compared to \$20.69M in the prior month. An additional \$482K will be paid this fiscal year. Debt balances consist of the following:

- \$10.82M - 3rd St/Prop 55 Long-Term loan due back to the State.
- \$9.31M - Prop ID loan due back to the State.

Income Statement

Revenue

Total revenue for FY20-21 is projected to be \$51.52M, which is \$391K or 0.8% over budgeted revenue of \$51.13M.

Object Code 8694: In Kind Donations are \$108K over budget largely due to a \$93K See's Candy Donation received by the Dalzell Lance site. This is offset by Fundraising Expense (**Object Code 5865**).

Object Code 8698: SELPA Grants are projected to be \$121K over budget based on Round 1 of STEP grants awarded to the charter schools.

Expenses

Total expenses for FY20-21 are projected to be \$47.87M, which is \$572K or 1.2% under budgeted expenditures of \$48.44M.

Object Code 5865: Fundraising Cost expense is \$93K over budget. As mentioned above, Dalzell Lance received \$93K See's Candy In-kind Donation.

This report will discuss revenue and expenditure variances from the Board-approved budget that are above \$75,000 and 10%.



Object Code 5881: Intra-Agency fee is projected to be \$640K under budget. This is due to the calculation originally including the CARES act funds that the charters are to receive. In order to properly allocate these funds to their intended purposes they have been removed from the calculation.

ADA

Budgeted average ADA for FY20-21 is 3216.40 based on an enrollment of 3374 and a 95.0% attendance rate.

The forecast assumes an ADA of 3218.84 based on an enrollment of 3367 and a 95.0% attendance rate.

Due to school closures related to COVID-19, schools are to be funded on FY19-20 ADA. An exception was allowed for new schools and schools that budgeted growing enrollment during FY20-21. For growing schools, ADA can be calculated based on enrollment on Census Day (Oct. 7th) at the state average ADA rate. All of Camino's charters are being forecasted at FY19-20 P2 ADA with the exception of Burlington. As such, an increase of 2.44 ADA is reflected in the forecast for Burlington site.

This report will discuss revenue and expenditure variances from the Board-approved budget that are above \$75,000 and 10%.

Cover Sheet

Parent Budget Overview

Section: VIII. Finance
Item: B. Parent Budget Overview
Purpose: FYI
Submitted by: Tammy Stanton, CFO
Related Material: Finance - CNCA Board Mtg 11.20.20.pdf

BACKGROUND:

The Parent Budget Overview has been updated to include CARES Act funding and the changes from the LCAP to the current year 2020-21 Learning Continuity and Attendance Plan. The timing of preparation and adoption has also changed. In 2019-20 the Budget Overview for Parents was adopted in conjunction with the LCAP. In 2020-21 the LCAP was replaced with the Learning Continuity and Attendance Plan.

- SB 98 added EC Section 43509 which changed the adoption date for the Budget Overview for Parents for the 2020–21 school year.
- Local governing boards or governing bodies are now required to adopt and submit the Budget Overview for Parents on or before December 15, 2020, in conjunction with the LEA's first interim budget report (October Budget Actuals and Forecast).

RECOMMENDATION:

Information



Finance CNCA Board Mtg. Nov. 10, 2020

20 años | Camino Nuevo Charter Academy



September 2020

Change to Parent Budget Overview

- **The Parent Budget Overview is a supplemental summary of an LEA's revenue and expense**
- **Addition of a second pie chart that provides a breakout of CARES Act funding as opposed to All Other Federal Funds received by the LEA**
- **Revising the Budgeted Expenditures bar graph**
 - **The current template compares the total budgeted expenditures to the total budgeted for actions and services in the LCAP**
 - **The proposed revision compares the total budgeted for actions in the Learning Continuity Plan to the total budgeted for actions in the Learning Continuity Plan that contribute to meeting the requirement to increase or improve services for students who are low income, English learners, and foster youth**

Adoption of Parent Budget Overview

- The Parent Budget Overview has been updated to includes CARES Act funding and the changes from the LCAP to the current year 2020-21 Learning Continuity and Attendance Plan (LCP). The timing of preparation and adoption has also changed. In 2019-20 the Budget Overview for Parents was adopted in conjunction with the LCAP no later than July 1. In 2020-21 the LCAP was replaced with the Learning Continuity and Attendance Plan.
- SB 98 added EC Section 43509 which changed the adoption date for the Budget Overview for Parents for the 2020–21 school year.
- Local governing boards or governing bodies are now required to adopt and submit the Budget Overview for Parents on or before December 15, 2020, in conjunction with the LEA's first interim budget report (October Budget Actuals and Forecast).
- **Next Steps:**
 - 1st Interim Reporting due to LAUSD by November 23, 2020
 - Schedule Special Board mtg to meet the Dec 15 requirement

CNHS #1 Miramar Cashflow

- Campus chronically under-enrolled
- 500 seat capacity
- 2019-20 & 2020-21 Funding rate 245.31 ADA
- CNHS #1 transferred \$661,449 to the PNEDG Restricted Fund in 2016-17
- CNHS #1 issued Critical Needs Requests via the PNEDG Restricted Fund totaling \$632,000
- CNHS #1 multi-year projections indicate financial insolvency

CNHS #1 Miramar Enrollment Trends

Year	Month 1 Enrollment	P2 ADA
2013-14	116	100.36
2014-15	258	240.15
2015-16	327	301.56
2016-17	355	321.88
2017-18	326	299.55
2018-19	284	262.39
2019-20	257	245.31
2020-21	261	245.31

FY20-21 School not funded by Actual ADA and funding rate is locked at FY19-20 P2 ADA

CNHS #1 Miramar Multi-Year Projections

CNHS - Miramar High School Multi-Year Budget Summary					
	2020-21 Forecast	2021-22	2022-23	2023-24	2024-25
Total Enrollment	260	260	260	240	240
ADA	245.31	247.00	247.00	228.00	228.00
% Free and Reduced	95%	95%	95%	95%	95%
% English Language Learners	23%	23%	23%	23%	23%
% Unduplicated Low Income, EL, Foster Youth	95%	95%	95%	95%	95%
INCOME					
8011-8098 - Local Control Funding Formula Sources	3,158,768	3,176,983	3,172,633	2,928,584	3,001,707
8100-8299 - Federal Revenue	806,671	352,843	352,843	340,751	340,213
8300-8599 - Other State Revenue	94,909	68,296	68,375	64,006	63,383
8600-8799 - Other Local Revenue	182,210	178,859	179,361	167,408	167,941
Grants/Fundraising	3,002	3,000	3,000	3,000	3,000
8999 - Other Prior Year Adjustment	1,526	-	-	-	-
TOTAL INCOME	4,247,085	3,779,981	3,776,213	3,503,749	3,576,244
EXPENSE					
1000 - Certificated Salaries	1,343,366	1,531,151	1,757,267	1,934,446	1,992,228
2000 - Classified Salaries	340,237	381,286	396,538	412,399	428,895
3000 - Employee Benefits	509,158	567,301	669,889	723,638	749,550
4000 - Supplies	561,100	260,381	265,282	261,275	266,400
5000 - Operating Services	1,152,439	1,063,713	1,078,477	1,056,540	1,082,129
6000 - Capital Outlay	585,279	585,318	576,073	570,578	568,056
7000 - Other Outgo	167,477	161,671	155,749	149,709	143,547
TOTAL EXPENSE	4,659,056	4,550,821	4,899,276	5,108,585	5,230,805
NET INCOME	(411,971)	(770,840)	(1,123,063)	(1,604,836)	(1,654,561)
Ending Cash Balance	252,257	(220,858)	(1,074,637)	(2,256,934)	(3,797,966)
Month with Lowest Ending Cash Balance	Jun: \$252,257	Jun: (\$ 221,080)	Jun: (\$ 1,074,637)	Jun: (\$ 2,256,934)	Jun: (\$ 3,797,966)
5% Reserve Goal	227,541	227,541	244,964	255,429	261,540

Cover Sheet

CNHS #1 Miramar Campus Critical Needs Update - Multi-Year Cash Flow Projections

Section: VIII. Finance
Item: C. CNHS #1 Miramar Campus Critical Needs Update - Multi-Year Cash
Flow Projections
Purpose: Discuss
Submitted by: Tammy Stanton, CFO

BACKGROUND:

Review chronic under-enrollment trends at CNHS #1 - Miramar and the negative financial impact on the school's balance sheet and multi-year cash flow projections.

RECOMMENDATION:

Information - Please see presentation saved to above item