



Camino Nuevo Charter Academy

Finance Committee Meeting

Amended on March 22, 2021 at 12:25 PM PDT

Date and Time

Monday March 1, 2021 at 3:00 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. [ZOOM LINK](#)

Meeting ID: 997 5163 6206

Passcode: F14JP6

One tap mobile

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Meeting ID: 997 5163 6206

Passcode: 776037

Find your local number: <https://caminonuevo-org.zoom.us/j/99751636206>

Agenda

	Purpose	Presenter	Time
I. Opening Items			3:00 PM
A. Record Attendance		Shiho Ito	1 m
B. Call the Meeting to Order		Shiho Ito	
C. January 25, 2021, Finance Committee Minutes	Approve Minutes	Shiho Ito	4 m
Approve minutes for Finance Committee on January 25, 2021			
II. January Business			3:05 PM
A. CNHS #1 - Miramar Campus Update	FYI	Adriana Abich	10 m
B. FY20-21 Cashflow Forecast	FYI	Tammy Stanton	15 m
C. FY21-22 Budget Update	FYI	Tammy Stanton	30 m
D. Back Office Request for Proposals	FYI	Tammy Stanton	30 m
III. Closing Items			4:30 PM
A. Adjourn Meeting	Vote	Shiho Ito	

Cover Sheet

January 25, 2021, Finance Committee Minutes

Section:	I. Opening Items
Item:	C. January 25, 2021, Finance Committee Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Finance Committee on January 25, 2021



Camino Nuevo Charter Academy

Minutes

Finance Committee

Date and Time

Monday January 25, 2021 at 3:00 PM

Location

ZOOM Meeting

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Committee Members Present

C. Smet (remote), R. Hunt (remote), S. Ito (remote)

Committee Members Absent

None

Guests Present

A. Abich (remote), T. Stanton (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

S. Ito called a meeting of the Finance Committee of Camino Nuevo Charter Academy to order on Monday Jan 25, 2021 at 3:03 PM.

C. November 23, 2020, Finance Committee Minutes

R. Hunt made a motion to approve the minutes from Joint Meeting - Finance Committee & Miramar Task Force on 11-23-20.

C. Smet seconded the motion.

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

Roll Call

C. Smet Aye

S. Ito Aye

R. Hunt Aye

II. January Business

A. CNHS #1 - Miramar Campus Update

CEO shared Miramar progress update on student case management services designed to assist each current student identify school options and complete enrollment for the 21-22 academic year.

B. Back Office Request for Proposals

CFO described RFP for back office services and the timeline to bring forth scoring to the March 1, 2021, finance committee meeting.

C. FY21-22 Government Budget Update (Federal & State)

CFO presented on the Governor's 12/27/20 Safe Schools for All proposal and the Governor's January 2021-21 Budget proposal.

D. FY20-21 CARES Act Progress Report

CFO presented 12/30/20 CARES expense reporting by LEA.

E. FY20-21 Cashflow Forecast

CFO provided recommendation to hold on roll-back of additional furlough days until CA legislature takes action on the Governor's two proposals: Safe Schools for All and Expanded Learning.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:00 PM.

Respectfully Submitted,

S. Ito

Documents used during the meeting

- Miramar Case Worker Progress.pdf

- Budget Update FY21-22_FC_01.25.21.pdf
- CARES ACT_CNCA Actuals Summary 12.31.20.pdf
- 11.20 - CNCA Consolidated - Budget Summary.pdf
- 11.20 - CNCA Consolidated - CashFlow.pdf

Cover Sheet

FY20-21 Cashflow Forecast

Section: II. January Business
Item: B. FY20-21 Cashflow Forecast
Purpose: FYI
Submitted by: Tammy Stanton
Related Material: 20-21 - CNCA Budget Summary - January Forecast.pdf

BACKGROUND:

January 2021 Budget Forecast, which represents the 2nd Interim Report Period.

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%	96%	0%	0%	97%	97%
Income																				
8011-8098 - Local Control Funding Formula Sources																				
8011 Local Control Funding Formula	3,426,214	3,444,729	4,095,615	4,097,145	2,918,524	2,919,283	1,542,547	1,539,519	4,461,070	4,458,802	3,686,195	3,685,601	1,888,385	1,891,860	4,171,250	4,160,951	-	-	21,728,729	21,739,089
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	6,097,013	7,324,951	7,326,480	5,124,163	5,124,922	2,792,314	2,789,287	7,916,478	7,914,209	6,604,776	6,604,183	3,158,768	3,162,243	5,504,546	5,494,247	-	-	36,576,273	36,598,376
8100-8299 - Federal Revenue																				
8181 Special Education - Federal (IDEA)	113,730	112,268	138,922	136,529	95,161	93,522	53,920	52,992	149,081	146,513	125,643	123,479	50,850	49,975	88,502	86,978	-	-	666,728	655,742
8221 Child Nutrition - Federal	417,524	225,111	363,394	80,264	289,364	135,306	125,972	1,106	415,336	136,413	240,239	78,699	103,062	14,291	225,415	56,105	-	-	1,764,970	590,882
8223 CACFP Supper	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8291 Title I	317,758	310,690	278,440	277,131	229,436	224,332	130,012	127,121	359,448	351,453	264,892	259,000	162,660	144,485	205,249	200,685	-	-	1,588,447	1,543,444
8292 Title II	30,699	29,060	37,047	33,762	27,324	24,531	15,483	13,900	42,807	38,431	31,378	29,605	13,715	12,171	23,453	22,232	-	-	179,099	165,261
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	23,814	20,771	20,868	17,115	17,195	10,000	9,744	27,115	26,939	19,760	19,852	12,277	12,190	15,311	15,382	-	-	118,938	119,045
8296 Title IV, PCSGP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8297 Facilities Incentive Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8299 All Other Federal Revenue	895,542	897,002	1,037,287	1,038,567	713,487	711,167	399,019	402,991	1,112,506	1,114,158	911,251	912,469	454,070	454,818	744,439	745,383	-	-	5,155,095	5,162,397
Total 8100-8299 - Other Federal Income	1,834,535	1,633,523	1,901,715	1,612,975	1,404,605	1,238,772	745,618	619,065	2,150,222	1,857,837	1,616,043	1,445,984	803,727	695,022	1,311,407	1,135,803	-	-	9,617,650	8,381,144
8300-8599 - Other State Revenue																				
8520 Child Nutrition - State	32,072	18,777	25,032	6,689	21,039	11,291	9,473	656	30,512	11,947	18,520	6,568	7,645	1,181	17,639	4,683	-	-	131,420	49,845
8550 Mandate Block Grant	9,252	9,252	11,301	11,301	7,741	7,741	4,386	4,386	10,221	12,127	10,221	11,498	11,498	20,011	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	177,559	177,559	177,559	177,559	177,559	-	-	177,559	177,559	41,666	53,172	-	-	-	-	-	-	535,922	585,849
8594 Supplemental Categorical Block Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8599 State Revenue - Other	51,703	57,703	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	330,916
Total 8300-8599 - Other State Income	636,982	668,594	409,765	404,421	340,795	331,047	221,403	212,587	562,198	543,633	247,390	246,943	94,909	88,445	489,249	476,293	-	-	2,440,492	2,428,330
8600-8799 - Other Local Revenue																				
8631 Sale of Equipment & Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8634 Food Service Sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8650 Leases & Rentals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8660 Interest & Dividend Income	24,000	21,000	18,000	12,000	17,490	17,490	7,500	6,000	24,990	23,490	15,000	12,000	-	3,234	18,000	18,000	-	-	99,990	89,724
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	-	34,875	10,500	45,375	25,000	38,850	-	-	25,000	25,000	-	-	98,470	147,195
8694 In Kind Donations	-	-	-	-	-	15,000	-	-	-	15,000	-	-	-	-	-	92,732	-	-	-	107,732
8695 Contributions & Events	-	3,016	-	3,019	-	3,013	-	1,000	-	4,013	-	17	-	7	-	106	-	-	-	10,179
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	-	14,180	80,000	121,870	-	17,482	-	9,907	-	27,389	-	16,524	-	4,192	-	16,724	-	-	80,000	200,879
8699 All Other Local Revenue	-	2,565	-	5,906	-	2,019	-	391	-	2,409	-	6,033	-	1,236	-	5,909	-	-	-	24,057
8792 Transfers of Apportionments - Special Education	360,106	347,462	439,873	422,548	301,311	289,444	170,730	164,006	472,040	453,449	397,827	382,159	161,009	154,668	280,229	269,192	-	-	2,111,084	2,029,479
Total 8600-8799 - Other Income-Local	413,046	417,163	575,119	602,589	344,077	369,724	193,006	230,954	537,082	600,678	452,603	470,359	180,750	183,078	339,969	444,403	-	-	2,498,569	

	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	57,767	71,474	70,566	48,249	48,031	27,746	27,393	75,994	75,424	77,341	69,579	26,168	25,836	45,512	44,933	-	-	355,000	344,105	
1299 Certificated Pupil Support - Other	113,759	82,782	138,965	152,470	85,516	64,862	79,859	52,028	165,375	116,890	112,328	85,395	50,878	37,024	88,487	64,391	-	-	669,791	538,951	
1300 Certificated Supervisors' & Administrators' Salaries	411,775	426,181	412,901	410,560	379,281	389,034	260,761	258,177	640,043	647,211	403,979	413,776	278,118	284,664	543,052	546,868	-	-	2,689,869	2,729,259	
1900 Other Certificated Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 1000 - Certificated Salaries	2,399,944	2,381,939	2,890,954	2,813,589	1,981,415	1,892,521	1,159,417	1,124,807	3,140,832	3,017,328	2,732,842	2,698,806	1,293,225	1,357,206	2,386,771	2,365,530	-	-	14,844,568	14,634,399	
2000 - Classified Salaries																					
2111 Instructional Aide & Other Salaries	313,298	289,221	294,306	307,453	177,415	183,903	20,559	36,421	197,974	220,325	322,002	327,689	94,861	92,114	99,201	90,955	-	-	1,321,641	1,327,757	
2121 After School Staff Salaries	-	-	-	-	-	-	-	-	-	-	-	1,085	-	-	-	-	-	-	-	-	1,085
2131 Classified Teacher Salaries	112,456	70,796	-	4,000	26,779	29,593	-	2,200	26,779	31,793	-	1,875	-	-	-	-	-	-	-	-	108,464
2200 Classified Support Salaries	107,252	109,368	135,624	112,497	96,823	85,715	52,421	51,461	149,243	137,177	81,153	62,204	81,862	69,861	75,692	74,978	-	-	630,826	566,085	
2300 Classified Supervisors' & Administrators' Salaries	-	-	-	1,000	-	1,000	-	-	-	1,000	-	1,000	-	1,000	-	-	-	-	-	-	4,000
2400 Classified Office Staff Salaries	163,629	164,361	178,370	167,758	174,027	172,843	122,541	119,810	296,568	292,654	183,582	183,868	132,959	138,362	169,909	176,714	-	-	1,125,018	1,123,716	
2900 Other Classified Salaries	157,448	160,294	177,941	200,505	132,692	137,978	82,352	81,984	215,044	219,963	235,176	228,214	45,518	29,262	121,139	133,559	-	-	952,267	971,796	
Total 2000 - Classified Salaries	854,082	794,041	786,242	793,212	607,735	611,033	277,873	291,877	885,608	902,910	821,914	805,935	355,199	330,599	465,941	476,206	-	-	4,168,986	4,102,903	
3000 - Employee Benefits																					
3111 STRS - State Teachers Retirement System	387,591	379,896	466,889	454,270	319,999	298,786	187,246	180,232	507,244	479,018	441,354	435,105	208,856	214,842	385,463	384,289	-	-	2,397,398	2,347,420	
3212 PERS - Public Employee Retirement System	176,795	170,281	162,752	162,373	125,801	131,492	57,520	58,581	183,321	190,073	170,136	166,513	73,526	73,632	96,450	99,878	-	-	862,980	862,749	
3213 PARS - Public Agency Retirement System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3311 OASDI - Social Security	52,953	50,597	48,747	49,024	37,680	39,619	17,228	18,229	54,908	57,847	50,959	49,541	22,022	22,510	28,888	29,577	-	-	258,477	259,095	
3331 MED - Medicare	47,183	45,915	53,319	52,023	37,543	36,164	20,841	20,282	58,383	56,445	51,544	50,530	23,902	23,902	41,364	41,159	-	-	275,697	270,500	
3401 H&W - Health & Welfare	265,942	276,057	317,851	302,251	242,807	238,811	82,968	84,232	325,775	323,043	309,847	262,175	136,418	112,441	245,843	229,617	-	-	1,601,676	1,505,583	
3501 SUI - State Unemployment Insurance	1,627	1,582	1,839	1,793	1,295	1,245	719	701	2,013	1,946	1,777	1,713	824	842	1,426	1,424	-	-	9,507	9,299	
3601 Workers' Compensation Insurance	50,658	37,219	59,024	36,135	46,916	22,138	22,107	15,126	69,023	37,264	56,722	39,560	28,904	16,159	46,642	30,334	-	-	310,974	196,672	
3751 OPEB, Active Employees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3901 Other Retirement Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3902 Other Benefits	-	(6,064)	-	(4,853)	-	(2,285)	-	(3,296)	-	(5,581)	-	(6,795)	-	(5,858)	-	(7,577)	-	-	-	-	(36,727)
Total 3000 - Employee Benefits	982,750	955,484	1,110,421	1,053,016	812,039	765,969	388,629	374,085	1,200,668	1,140,055	1,082,339	998,342	494,453	458,993	846,078	808,700	-	-	5,716,708	5,414,591	
4000 - Supplies																					
4111 Core Curricula Materials	82,261	82,261	2,200	19,730	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	142,989	
4211 Books & Other Reference Materials	13,116	13,116	7,356	8,129	12,825	12,825	1,754	1,754	14,578	14,578	4,356	4,356	500	500	4,598	4,598	-	-	44,504	45,277	
4311 Student Materials	134,388	134,814	120,872	115,298	107,327	106,827	59,267	59,267	166,594	166,094	95,970	95,970	66,138	66,138	87,293	81,493	-	-	671,253	659,806	
4351 Office Supplies	18,000	13,500	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	102,900	
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	-	344	3,600	3,600	2,400	2,400	6,000	6,000	-	259	840	840	1,680	1,680	-	-	10,920	11,522	
4392 Uniforms	1,500	1,500	2,000	1,500	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	4,918	2,000	5,918	1,500	6,783	2,000	-	2,500	2,500	-	-	13,900	21,101	
4395 Before & After School Program Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4399 All Other Supplies	24,302	26,724	25,500	42,500	22,566	22,566	15,750	15,750	38,316	38,316	17,734	28,640	19,500	19,500	31,500	41,500	-	-	156,852	197,180	
4390 Other Supplies	29,102	31,524	32,500	49,844	28,666	28,666	19,150	23,068	47,816	51,734	21,234	37,682	24,840	22,840	42,180	52,180	-	-	197,672	245,804	
4411 Non Capitalized Equipment	330,856	330,856	446,855	446,855	355,125	355,625	122,940	122,940	478,066	478,566	488,298	362,298	281,541	245,167	321,809	321,809	-	-	2,347,423	2,185,549	
4711 Nutrition Program Food & Supplies	452,250	239,438	423,419	89,707	289,358	153,663	154,100	3,352	443,458	157,015	292,305	91,138	115,802	23,546	228,222	65,524	-	-	1,955,456	666,368	
4713 CACFP Supper Food & Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 4000 - Supplies	1,137,275	922,812	1,142,916	839,277	905,878	770,183	423,434	276,604	1,329,312	1,046,787	1,023,764	713,044	565,725	435,095	805,164	646,666	-	-	6,004,156	4,603,681	
5000 - Operating Services																					
5211 Travel & Conferences	16,000	16,000	1,000	2,000	-	700	1,597	1,597	1,597	2,297	-	-	-	-	620	3,590	-	-	19,217	23,887	
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	-	-	-	-	3,784	3,784	22,000	24,073	22,000	27,857	-	-	-	-	3,904	3,998	-	-	25,904	31,855	
5511 Utilities	136,123	136,123	104,466	95,520	142,541	113,800	49,505	49,505	192,046	163,305	127,924	127,924	114,840	111,840	120,870	120,870	-	-	796,269	755,582	
5521 Security Services	3,360	30,108	900	1,108	-	142	1,560	1,881	1,560	2,023	-	188	-	76	4,590	4,590	-	-	10,410	38,093	
5531 Housekeeping Services	63,648	60,588	126,052	52,488	81,796	49,116	-														

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			
5844 After School Services	139,137	187,912	177,559	190,559	168,681	168,681	-	-	168,681	168,681	41,666	53,172	-	-	-	-	-	-	-	-	527,044	600,324	
5849 Other Student Instructional Services	163,213	143,100	253,133	253,133	114,954	114,954	64,533	64,533	179,487	179,487	226,324	235,164	113,625	113,625	185,333	185,333	-	-	-	-	1,121,116	1,109,843	
5852 Professional Development	-	43,877	37,060	37,060	45,334	45,334	27,320	28,120	72,654	73,454	35,303	36,428	24,828	25,578	13,591	38,063	-	-	-	-	183,436	254,460	
5854 Nursing & Medical (Non-IEP)	4,100	4,100	6,000	6,000	3,500	3,500	2,500	2,500	6,000	6,000	6,658	6,658	2,000	2,000	2,000	2,000	-	-	-	-	27,258	27,258	
5859 All Other Consultants & Services	22,958	33,420	14,676	24,058	34,284	52,212	12,938	16,798	47,222	69,010	27,629	39,455	28,751	31,921	40,412	25,412	-	-	-	-	181,648	223,276	
5861 Non Instructional Software	95,028	95,007	102,687	102,687	84,621	84,621	51,398	51,398	136,019	136,019	106,857	106,857	51,927	51,927	77,337	77,337	-	-	-	-	569,855	569,834	
5865 Fundraising Cost	-	-	-	646	-	-	-	-	-	-	-	-	-	-	-	92,732	-	-	-	-	-	93,378	
5871 District Oversight Fees	60,668	60,970	73,250	73,250	51,242	51,249	27,923	27,893	79,165	79,142	66,048	66,042	31,588	31,622	55,045	54,942	-	-	-	-	365,763	365,984	
5872 Special Education Fees (SELPA)	94,767	91,946	115,759	111,816	79,294	76,593	44,930	43,399	124,224	119,993	104,694	101,127	42,372	40,929	73,746	71,234	-	-	-	-	555,562	537,044	
5881 Intra-Agency Fees	994,248	972,612	1,118,394	1,091,588	791,621	774,676	444,650	430,326	1,236,271	1,205,002	996,108	982,700	480,786	464,939	866,004	845,073	-	-	-	-	5,691,812	5,561,914	
5895 Bad Debt Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5899 All Other Expenses	11,787	11,787	14,482	14,482	11,025	11,025	5,422	5,422	16,447	16,447	11,590	11,590	11,565	11,565	13,305	13,305	-	-	-	-	79,177	79,177	
5911 Office Phone	20,616	20,616	8,988	9,492	13,764	13,764	7,966	7,966	21,730	21,730	8,640	8,640	13,440	13,440	16,716	16,716	-	-	-	-	90,130	90,634	
5913 Mobile Phone	792	792	1,512	1,512	3,000	4,020	1,512	1,512	4,512	5,532	2,400	2,400	744	744	840	840	-	-	-	-	10,800	11,820	
5921 Internet	16,800	16,800	18,470	18,470	18,470	18,470	18,470	18,470	36,940	36,940	18,470	18,470	20,926	20,926	20,926	20,926	-	-	-	-	132,531	132,531	
5923 Website Hosting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5931 Postage & Shipping	800	1,040	1,250	2,737	3,500	3,500	500	1,242	4,000	4,742	2,000	2,000	750	1,400	5,000	5,000	-	-	-	-	13,800	16,919	
5999 Other Communications	62,524	67,983	74,126	80,795	42,463	60,764	25,704	33,461	68,167	94,225	68,912	68,912	29,075	31,517	49,058	49,058	-	-	-	-	351,861	392,489	
Total 5000 - Operating Services	3,002,013	3,109,271	2,975,241	2,963,579	2,151,038	2,127,939	1,230,840	1,230,786	3,381,878	3,358,725	2,657,009	2,716,877	1,209,058	1,207,589	2,541,548	2,629,256	-	-	-	-	15,766,746	15,985,297	
6000 - Capital Outlay																							
6901 Depreciation Expense	112,659	128,945	592,721	610,752	55,312	71,909	58,982	66,032	114,294	137,941	57,252	85,452	586,366	591,129	86,606	108,437	-	-	-	-	1,549,899	1,662,656	
6903 Amortization Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6999 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total 6000 - Capital Outlay	112,659	128,945	592,721	610,752	55,312	71,909	58,982	66,032	114,294	137,941	57,252	85,452	586,366	591,129	86,606	108,437	-	-	-	-	1,549,899	1,662,656	
7000 - Other Outgo																							
7438 Interest Expense	-	-	218,244	218,244	-	-	-	-	-	-	-	-	167,477	167,477	-	-	-	-	-	-	-	385,722	
Total 7000 - Other Outgo	-	-	218,244	218,244	-	-	-	-	-	-	-	-	167,477	167,477	-	-	-	-	-	-	-	385,722	
TOTAL EXPENSE	8,488,723	8,292,493	9,716,740	9,291,669	6,513,416	6,239,554	3,539,174	3,364,191	10,052,590	9,603,745	8,375,119	8,018,456	4,671,504	4,548,089	7,132,107	7,034,796	-	-	-	-	48,436,783	46,789,248	
NET INCOME	462,594	522,635	494,809	670,835	700,223	837,450	413,167	495,354	1,113,390	1,332,804	545,692	763,182	(433,350)	(411,199)	513,065	526,998	-	-	-	-	2,696,200	3,405,253	
Beginning Cash Balance	2,476,972	2,447,139	1,193,861	1,117,681	1,372,600	1,370,760	1,613,730	1,547,603	2,986,331	2,918,363	1,357,352	1,291,459	1,394,213	1,363,387	1,190,599	1,190,599	488,848	442,732	11,088,175	10,771,361			
Cash Flow from Operating Activities																							
Net Income	462,594	522,635	494,809	670,835	700,223	837,450	413,167	495,354	1,113,390	1,332,804	545,692	763,182	(433,350)	(411,199)	513,065	526,998	-	-	-	-	2,696,200	3,405,253	
Change in Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Prior Year Accounts Receivable	979,888	979,888	1,027,255	1,027,255	631,241	631,844	478,632	478,632	1,109,873	1,110,475	931,857	933,762	413,285	415,610	505,950	507,473	-	-	-	-	4,968,107	4,974,462	
Current Year Accounts Receivable	(2,121,547)	(2,096,581)	(2,065,587)	(2,167,470)	(1,504,256)	(1,566,923)	(923,246)	(860,882)	(2,427,502)	(2,427,805)	(1,836,945)	(1,897,802)	(938,724)	(959,538)	(1,974,910)	(1,984,995)	-	-	-	-	(11,365,215)	(11,534,191)	
Change in Due from	(1,174)	(1,174)	-	(27,696)	-	(15,705)	-	(1,772)	-	(17,477)	-	-	-	(39)	-	-	-	-	115	-	(46,272)	-	
Change in Accounts Payable	312,654	516,747	402,553	626,135	133,039	305,970	140,125	230,137	273,164	536,107	70,437	321,014	(737,033)	(441,698)	203,269	403,920	(2,134)	(2,134)	-	-	522,910	1,960,092	
Change in Due to	(255,948)	(232,937)	(288,825)	(309,770)	(216,673)	(205,094)	(100,648)	(103,185)	(317,321)	(308,279)	(262,518)	(267,380)	(129,326)	502,648	(9,987)	(10,029)	(405,210)	(405,210)	-	-	(1,669,134)	(1,030,957)	
Change in Accrued Vacation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Change in Payroll Liabilities	-	(19,310)	-	(29,876)	-	(41,633)	-	(6,983)	-	(48,615)	-	(23,404)	-	(10,658)	-	(25,426)	-	-	13,251	-	(144,038)		
Change in Prepaid Expenditures	(97,037)	(5,489)	(41,602)	(3,574)	(50,417)	(3,469)	(42,234)	(2,714)	(92,651)	(6,183)	(22,539)	(4,042)	(18,475)	(2,007)	(94,058)	(4,724)	(7,321)	(27,312)	-	-	(373,682)	(53,331)	
Change in Deposits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Change in Deferred Revenue	-	(6,000)	-	(13,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(19,000)	
Depreciation Expense	112,659	128,945	592,721	610,752	55,312	71,909	58,982	66,032	114,294	137,941	57,252	85,452	586,366	591,129	86,606	108,437	-	-	-	-	1,549,899	1,662,656	
Cash Flow from Investing Activities																							
Capital Expenditures	(13,000)	(140,128)	-	(187,694)	-	(131,053)	(7,725)	(57,791)	(7,725)	(188,844)	-	(234,083)	(38,223)	(74,707)	-	(60,372)	-	-	-	-	-	(58,948)	(885,827)
Cash Flow from Financing Activities																							
Source - Sale of Receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Use - Sale of Receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Source - Loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Use - Loans	-	-	(381,1																				

Cover Sheet

FY21-22 Budget Update

Section: II. January Business
Item: C. FY21-22 Budget Update
Purpose: FYI
Submitted by: Tammy Stanton

Related Material:

Dept of Finance_Feb Bulletin_SSC_02.19.21.pdf
20-21 1st Principal Apportionment Certified_SSC_02.22.21.pdf
SB 86 - Legislative Proposal for In-person Instruction_SSC_0219.21.pdf

BACKGROUND:

Update on 21-22 State Budget Outlook and CNCA 21-22 Budget Development Timeline.

RECOMMENDATION:

Recommended pre-read articles:

1. Department of Finance February Bulletin
2. SB 86 - Legislative Proposal for In-person Instruction
3. 20-21 1st Principal Apportionment Certification

[Click Here for COVID-19 Related Resources](#)

FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

2020–21 First Principal Apportionment Certified

 **BY MATT PHILLIPS, CPA**

 **BY DAVE HECKLER**

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posted February 22, 2021

On Friday, February 19, 2021, the California Department of Education (CDE) certified the 2020–21 First Principal Apportionment (P-1).

Average daily attendance (ADA) for local educational agencies (LEAs) was determined based on whether or not the LEA applied and was eligible for growth under Senate Bill 820.

For those LEAs not eligible for growth, the 2019–20 ADA was used. For those LEAs that applied for, and were eligible for growth, the lesser of two different estimates were used for certification.

- 2020–21 California Longitudinal Pupil Achievement Data System (CALPADS) Fall 1 enrollment as adjusted by the 2019–20 statewide average rate of attendance
- 2020–21 projected ADA based on budget documentation or enrollment as adjusted by the 2019–20 statewide average rate of attendance

Grade Level	Statewide Absence Rate for Course Based Independent Study (CBIS)	Percentage of CBIS ADA, in Excess of 10% of Total ADA, to be Reported
Elementary (K–8)	4.49%	95.51%
High (9–12)	6.01%	93.99%

While there was a hold harmless for ADA, there was not a hold harmless for unduplicated pupil percentage (UPP). Based on the certified P-1 data, the average UPP statewide for charter schools and school districts was 61.94%. The UPP dropped roughly 0.63%; however, average decline for LEAs that did experience a drop in the UPP was 1.43%.

It's important to note that the data used for this calculation comes from the CALPADS Fall 1 data approved by the LEA as of the certification deadline on December 18, 2020. LEAs were allowed, and encouraged, to use the amendment window, which spanned December 19, 2020, through February 4, 2021, to verify that all students were appropriately captured, and classified in the data submission. Any changes registered in the amendment window will be reflected in June with the certification of 2020–21 P-2.

It is projected that there will be approximately \$8.8 billion in revenues for the Education Protection Account (EPA) for 2020–21. The CDE estimates that this will equate to 37.69258175% of the statewide total for revenue limit and charter school block grant funding, provided that no school district or charter schools receives less than \$200 per unit of ADA.

The certified P-1 records also reflect the upcoming deferrals that are scheduled to occur in February 2021 through June 2021. As a reminder, the deferrals impact the State Aid portion of the Local Control Funding Formula revenues. The EPA, property tax, and charter in-lieu taxes are unaffected by the deferrals implemented with the 2020–21 Enacted State Budget.

Additionally, the base funding for special education saw the elimination of the perpetual deficit. Arising from the recalculation of the Assembly Bill 602 base after removing the federal local assistance from the calculation in 2013–14, the deficit had continued to be a problem for special education local planning agencies. With the 2020–21 P-1 apportionment, the base funding for special education is fully funded for the first time in seven years.

For more details about the 2020–21 P-1 Apportionment, [click here](#).

[Click Here for COVID-19 Related Resources](#)

FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

DOF Releases February Finance Bulletin



BY ROBERT MCENTIRE, EDD

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posted February 19, 2021

The Department of Finance issued its first monthly [Finance Bulletin](#) of the 2021 calendar year. It memorializes the financial results for the first seven months of the 2020-21 fiscal year, while providing a summary of changes in economic conditions in the 2020 calendar year.

The *Finance Bulletin* highlighted that the economic decline in 2020 was driven chiefly by losses in service sector jobs, causing U.S. gross domestic product (GDP) to fall by 3.5%, making it the largest decrease in modern history. Labor conditions at the state and national level rebounded considerably, but labor participation rates have dropped 2.0 percentage points below the prior year. Slower than expected growth in November and December caused California's unemployment rate to reach 9.0% in December (up 0.9 percentage points) compared to 6.3% across the U.S. in January 2021. There are 5.6 million fewer people employed nationally and 1.5 million fewer Californians employed in December than in February 2020. Nearly a third of Californians who remain unemployed have left the labor force.

Housing units authorized in California averaged 102,800 per month in 2020, an 8.8% dip from 2019. Segregation of the data shows that single-family units increased 0.3% to 58,500, while multifamily units decreased by 18.5% to 44,300. Consistent with recent history, limited supply and low-interest rates continue to contribute to increasing housing prices. California's median average home price for a single-family home grew 11.3% to \$659,380 in 2020. Median home prices at year-end were \$717,930, setting new record highs five times for the year. As one would expect, high sales volume often corresponds with price increases, and home sales volume averaged 411,870 units in 2020, 3.5% over the prior year.

A booming economy and housing market often spark concerns about inflation. However, annual inflation slows at the state and federal levels, with California slowing from 3.0% in 2019 to 1.7% in 2020. National inflation also slowed from 1.8% in 2019 to 1.2% in 2020.

Despite minor slowing in recovery over November and December, the state's General Fund continues to enjoy robust revenues that outperform the forecasted numbers used in the recently-released 2021-22 Governor's Budget proposal. For the first seven months of the year, state revenues are \$10.5 billion (9.9%) above projections, while revenue collections from January are \$7.45 billion (40.9%) higher than forecast. Closer examination of the "Big Three" taxes year-to-date show personal income tax (PIT) receipts are \$9.8 billion

above estimates while sales and use tax (SUT) and corporation tax (CT) receipts are \$167 million and \$493 million over their forecast, respectively. The *Finance Bulletin* notes that \$1.1 billion of the overages have already been apportioned through the Governor's Golden State Stimulus.

As an education community, we should take a moment to enjoy positive news—even if the moment is brief. Recent media attention has focused on the idea that continued stimulus will overheat the economy and drive-up inflation which would impact prices of goods and services, and ultimately impact the major indices of the stock market. The next major marker for tax collections will be April when taxpayers make their final tax payments for the 2020 calendar year. At that point, the financial landscape will be much clearer, and we'll know whether the recent revenue collections were simply an acceleration of tax payments, or if California's revenues are really that strong.

[Click Here for COVID-19 Related Resources](#)

FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

SB 86 Provides Legislative Proposal for In-Person Instruction

 [BY LEILANI AGUINALDO](#)

 [BY PATTI F. HERRERA, EDD](#)

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posted February 19, 2021

On February 18, 2021, the Legislature unveiled its proposal to address in-person instruction in identical bills—[Senate Bill \(SB\) 86](#) and [Assembly Bill \(AB\) 86](#). The bills provide \$2.0 billion for In-Person Instruction Grants and \$4.6 billion for Learning Recovery Grants—the same figures used by Governor Gavin Newsom in his 2021–22 State Budget proposal.

In-Person Instruction Grants

The proposed In-Person Instruction Grants allocate \$2.0 billion to local educational agencies (LEAs) in proportion to their Local Control Funding Formula (LCFF) entitlement using 2020–21 First Principal Apportionment data. Unlike the Governor’s proposal which required LEAs to apply for the grants, SB/AB 86 allocate the grants to all eligible LEAs unless an LEA opts out. Grant recipients would be required to offer in-person instruction via stable cohorts by April 15, 2021, to vulnerable students identified in the bills—including students with disabilities, foster youth, homeless students, English learners, students unable to access online instruction, disengaged students, and students at risk of abuse. The Legislature intends to give LEAs flexibility to determine prioritization for serving these vulnerable students based on instructional needs, local capacity, and facility availability. Grant recipients also would be required to offer in-person instruction for all students in elementary school by April 15 or within 15 days of reaching an adjusted daily case rate of 7 per 100,000 or lower.

Prior to providing in-person instruction, grant recipients must submit their COVID-19 Safety Plan (CSP) and aligned collective bargaining agreement (CBA) to their county office of education by April 1, 2021. The CSP must include the asymptomatic testing cadence for students and staff detailed in [California Department of Public Health \(CDPH\) guidance](#)—biweekly for LEAs in the red and purple tiers, increasing to weekly if an LEA is in a county with daily case rates greater than 14 per 100,000. LEAs that have a CSP and a corresponding CBA in place by March 15 are exempt from this asymptomatic testing requirement. Also by April 1, an LEA must certify that all of their students have access to technology needed for online instruction.

Notably, SB/AB 86 do not include vaccination of staff as a prerequisite for reopening for in-person instruction—a demand of some stakeholders. Rather, the bills require county public health departments to make COVID-19 vaccines available to staff who are working at a school where students are attending in person.

By the time the bills take effect, LEAs that already have a CBA that supports implementation of their CSP are grandfathered and eligible for the grant. The In-Person Instruction Grants would be allocated to LEAs in April 2021 and available for expenditure through July 30, 2021.

Learning Recovery Grants

The Learning Recovery Grants included in SB/AB 86 are largely similar to the Governor’s proposed Expanded Learning Time Grants (see “[Expanded Learning Time Grant Proposal Details Released](#)” from the January 2021 Fiscal Report) with a few significant differences. Like the Governor’s proposal, grants would be provided to support academic achievement by offering supplemental instruction and support to students. LEAs would receive \$1,000 for each of their homeless students that are enrolled this school year. After funding state special schools, remaining dollars would be allocated to LEAs in proportion to their LCFF entitlement, using 2020–21 First Principal Apportionment data for this calculation. School Services of California Inc. has a [tool](#) available here that provides each LEA’s estimated grant amount using 2019–20 Second Principal Apportionment data since data for 2020–21 is not yet available.

Proposed grants may be used for various strategies to accelerate learning and address student needs, such as extended learning time, professional development, programs to address social-emotional learning, and access to school meals. Activities must commence no later than the 2021 summer break and continue until September 30, 2022. At a minimum, the supplemental instruction and support must be offered to students who are low income, English learners, foster youth, homeless, at risk of abuse, disengaged, or below grade level, and students with disabilities. LEAs are required to use at least 85% of their grants for in-person services. The most significant departure from the Governor’s proposal is a requirement that at least 10% of the grants be used to hire full-time paraprofessionals to provide individualized instruction, prioritized for English learners and students with disabilities.

No application is required for the Learning Recovery Grants, but LEAs must adopt a plan by June 1, 2021, that describes how grants will be used. The California Department of Education will develop a template for the plan which will include a description of how the grants will be used in coordination with federal Elementary and Secondary School Emergency Relief (ESSER) funds. Grants would be provided to LEAs in April and July 2021, and shall be available for use through September 30, 2022.

Other Requirements

In addition to the two grants, SB/AB 86 include requirements that apply to all California schools independent of the funds proposed. All public and private schools must report to the local health officer information about any staff or students that have tested positive for COVID-19. Private schools and LEAs must post their CSP on

their website by April 1, 2021. Finally, SB/AB 86 expand the bimonthly reporting all schools must provide to the CDPH regarding in-person instruction (see “[New Health Directive Requires Continuous Reporting of Instruction](#)” in the January 2021 Fiscal Report).

SB/AB 86 represent a compromise on in-person instruction reached by the Assembly and the Senate. Governor Newsom, however, believes the proposal “doesn’t go far enough or fast enough.” Either SB 86 or AB 86 will need to be heard and passed by both legislative budget committees and by the full Assembly and Senate before it goes to the Governor for his consideration. Future Fiscal Report articles will provide continued updates as negotiations continue.

Cover Sheet

Back Office Request for Proposals

Section: II. January Business
Item: D. Back Office Request for Proposals
Purpose: FYI
Submitted by: Tammy Stanton
Related Material: RFP Back Office Services_CNCA_02.08.21.pdf

BACKGROUND:

RFP issued by CNCA for Back Office Services

RECOMMENDATION:

Information



CAMINO NUEVO CHARTER ACADEMY

Request for Proposal to Provide Back Office Services

Due Date: February 22, 2021

I. **Overview**

CAMINO NUEVO CHARTER ACADEMY (“CNCA”), a public charter school in the State of California and headquartered in Los Angeles, California is seeking to outsource its back-office services.

CNCA is a network of 6 high-performing public charter schools and one preschool that serves close to 3,500 students in Los Angeles. For twenty-years, CNCA has operated in the MacArthur Park/Westlake communities.

Having our students achieve their potential is an imperative for CNCA, and as such each CNCA charter petition delineates specific charter school’s annual goals, including goals to be achieved in the state priorities, core academic skill goals, and goals for lifelong learning and interpersonal skills. The charter petitions also describe specific actions to achieve those goals, measurable pupil outcomes, and methods for measuring pupil outcomes.

II. **Required Services**

Pueblo Nuevo Education & Development Group (“PNEDG”) provides a variety of support services to CNCA sites, including but not limited to the services identified in the list that follows. It is our expectation that the selected firm will collaborate, communicate and integrate seamlessly with CNCA and PNEDG staff including the chief executive officer, chief financial officer and sr. vice president of human resources, school leaders, among others.

In an effort to standardize assumptions across all potential service providers (“Provider”), CNCA proposes that for purposes of this request for proposal (“RFP”), Provider should assume that all services provided in the table below (“Externally Provided Services”) and within the “Scope of Services” in Section IV (which may be redundant) encompass CNCA’s expectation as to services to be provided.

Externally Provided Services	Internally Managed Services
" Accounts payable	" Debt management
" Accounts receivable	" Facilities management
" Payroll and Retirement accompanying reports	" Strategic planning
" Training on tools and processes	" Org-wide financial & budget leadership
" Budget preparation support	" Data strategy development: strategic alignment & project prioritization
" Cash flow management	" Risk management; insurance
" Financial reports preparation (Board, Mgmt. & Chartering Authority)	" Supporting leadership team on financial aspects of programmatic issues
" Regulatory reporting & compliance (including LCFF, Federal Programs, ASES, One-Time Federal and State Sources)	" Accountability Plans
" Fixed Asset Ledger Maintenance	" All reporting with regard to financial integrity
" Audit and Tax liaison with 3 rd party	" Internal Controls/Processes
" Sales & Use Tax Reporting	" Exemplary leadership in school finance
	" Testifying as to CNCA' financial integrity

III. Timetable for Implementing Back Office Support

Following is the proposed timetable for selecting a Provider to work with CNCA beginning FY21/22.

Activity	Anticipated Date
Informational report to Finance Committee re Solicitation	01/25
Request for Proposal issued	Week of 02/08
Proposal responses due at midnight.	02/22
Selection period	02/23 through 03/01
Interviews Scheduled	Week of 02/23
Recommendation & Board Approval	Week of 03/01
Notification to firms	Week of 03/09

IV. Scope of Services to be Provided

CNCA expects to award a contract for a three-year period with two (2) one-year options. The contract will be for a fixed price or it may permit for cost escalation by an agreed upon price index. Services will be provided under the contract only after approved by CNCA' Board of Directors.

Under the direction of the Chief Executive Officer and the Chief Financial Officer, the selected Provider must be able to provide a comprehensive scope of financial activities. Such activities include but are not limited to:

- Timely payment of all vendor obligations
- Timely and quality support to school site and home office personnel
- Responsiveness to vendor inquiries
- Execution of payroll and retirement
- Set up and maintenance of all CNCA files with appropriate third-party controls and accessibility by CNCA staff
- Advise with respect to collection and reporting of Title I and other categorical funds
- Budget preparation and presentation when and as required
- Upkeep of accurate cash flow
- Provision of financial and sensitivity analyses if requested
- Assistance to CNCA on quantifying the implications of strategic initiatives, if requested
- Attendance at Finance and Audit Committee meetings and other meetings as requested by CEO and CFO
- Appropriate establishment for CNCA pursuant to guidance from the State
- Initiate and process funding adjustments and journal vouchers
- Process, budget check and post payroll funding adjustments
- Assist with preparation of annual financial audit and tax/information returns
- Timely submission of all security forms submitted to the appropriate state agencies
- Advice as to best financial practices
- Advice to CNCA as to appropriate leverage state and federal funding sources
- Timely and qualitative grant reporting, as required
- Timely preparation of monthly financial statements; timely review with executive staff as requested.

V. **Questions and Submission**

Please feel free to direct questions to the CNCA CFO preferably by email as shown below.

All proposals are due ***no later than midnight. on Monday, February 22, 2021.*** Please deliver one (1) copy by email as indicated below:

Tammy Stanton, CFO
3435 W. Temple St.
Los Angeles, CA 90026

tammy.stanton@pueblonuevo.org

Office: 213.417.3400

Cell: 213.327.9483

VI. Proposal Format

Proposals may not exceed 20 pages including any graphics (*excluding examples as requested in C. 2 and C. 3 below*). The services provided, qualifications and experience and reference portions will be weighted more heavily than the cost of service delivery.

Proposals are to include the following content:

- A. **Executive Summary.** Summarize the key elements of your submission including designated agents and those authorized to bind the Provider.
- B. **Approach to Working with CNCA.** Clearly articulate how your firm intends to approach this engagement and serve CNCA as a partner in your delivery of the Scope of Services enumerated in the foregoing section.
- C. **Vendor Qualifications and Experience.**
 - (1) State the size of the firm, the size of the staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement.
 - (2) Provide a summary of the firm's experiences over the past five (5) years in providing directly relevant services. In addition, provide samples of deliverables in the following areas: monthly financial statements, a presentation prepared for Board of Directors, and an example of a directly relevant value-added recommendation made to a client. *These items may be provided in an Appendix (and not included in the 20-page count).*
 - (3) Provide the two (2) most recent annual audited tax related financial statements for your firm. Financial statements submitted with this RFP are not subject to disclosure as public records.
- D. **Qualifications and Experience of Key Personnel.**
 - (1) Identify the person that will be principally responsible for working with the CNCA and leading this engagement. Elaborate upon the role, responsibilities and communication and presentation skills of this individual.
 - (2) Provide professional resumes of key personnel to be directly assigned to CNCA engagement.
 - (3) Discuss other commitments of key personnel and how these commitments will affect their availability to CNCA.
- E. **Provision of Core Services.** Based upon your knowledge of CNCA, respond to the following:

- (1) What does your organization generally consider to be the core services provided in this engagement?
 - (2) Describe your philosophy with regard to enhancing clients' organizational and financial capacity.
 - (3) How does your organization protect intellectual property and confidential and sensitive information?
 - (4) How have you addressed clients' concerns about over reliance on back office service providers? How do you propose to bifurcate the roles so that this is not an issue of sensitivity for CNCA?
 - (5) Disclose relationships that have been terminated and the circumstances around such terminations.
- F. **Technological Resources.** Fully educate us as to the technological resources that will be an important part of any CNCA solution. In keeping with CNCA' commitment to mitigating and eliminating risks associated with manual processes please respond to the following:
- (1) Describe your systems and software and your methodology for ensuring technological integration with CNCA.
 - (2) Provide a timeline for complete system integration and orderly transition for CNCA.
 - (3) Identify typical challenges involved with such a transition and describe solutions deployed with other. Be open about sharing any technological issues that remain unresolved after transitions.
- G. **Internal Controls.** Please ensure that your response incorporates discussion of the systems in place, practices and procedures, internal controls, third-party controls and reporting requirements that have been brought to prior engagements. Discuss how you envision the CNCA interface and recommended best practices.
- H. **References.** Provide three (3) references of clients for whom you have provided a similar scope of services over the past three (3) years. Please include full name, position, telephone number and email address and a description of the engagement vis-à-vis CNCA.
- I. **Insurance Requirements.** CNCA will require that the service organization possess certificates of insurance evidencing required coverage and the minimum as indicated

below. CNCA will require that Provider procure and maintain for the duration of its engagement with CNCA insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work by the Provider, its agents, representatives or employees. It is required that broad coverage include the following:

- (a) Commercial General Liability on an occurrence basis for bodily injury and property damage including products completed operations, personal injury and advertising injury with limits no less than \$1,000,000 per occurrence, \$3,000,000 aggregate.
- (b) Automobile Liability with limits no less than \$1,000,000 per accident for bodily injury and property damage. If no owned autos, then non-owned/hired coverage can be accepted.
- (c) Workers Compensation Insurance as required by the State of California with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- (d) Crime Insurance or Fidelity Bond Coverage shall be maintained to cover all employees who handle, process, or otherwise have responsibility for CNCA funds or other assets. Minimum amount of coverage shall be \$1,00,000 per occurrence/\$1,000,000 aggregate, with deductible that is acceptable to CNCA.
- (e) Professional Liability (Errors & Omissions) Insurance appropriate to Provider's profession of financial services with no limits less than \$1,000,000 per occurrence or claim, \$3,000,000 aggregate.
- (f) Given the foregoing requirements, please provide a statement as to willingness and ability of your firm to provide the required minimums.

J. **Conflicts of Interest.** Please disclose each of the following:

- " Any violations of federal, state or local regulations/laws within the past three (3) years;
- " All pending or current litigation;
- " Arrangements with other firms that may pose a potential conflict of interest to the CNCA engagement; any arrangements that are likely to be made in order to deliver the CNCA engagement; and
- " If none of the above apply, provide a statement to that effect

K. **Cost Proposal.** Please present cost options under both 3-year and two 1-year options to extend. Proposals should include all standard costs associated with providing the services described in the Scope of Work.

- Proposals may include a compensation that includes the hourly rate for each individual who would be assigned to CNCA, and a cost by category for all major activities. Be clear as to any services that might be typically provided with such an engagement as CNCA and which may fall outside your cost proposal. If there are none, ensure that you make a statement to that effect.

VII. ***Evaluation of Proposals and Negotiations.*** Overall responsiveness and representations made within the RFP, as well as your firm's ability to connect with the CNCA team are important factors in the overall evaluation process. Therefore, we will likely short list two firms to be invited for interviews with CNCA selection team. CNCA will select a firm that has the highest suitability for the work with CNCA and the overall desirable approach. At that point, CNCA will negotiate with the firm to determine final pricing and contract.

VIII. ***Award.*** CNCA reserves the right to reject any and all proposals; to waive any informality in the proposal process; and to accept the proposal that appears to be in its best interests.

End of Request for Proposal