



# Camino Nuevo Charter Academy

## CNCA Regular Board Meeting

Published on November 21, 2024 at 12:30 PM PST

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### **Date and Time**

Tuesday December 3, 2024 at 4:30 PM PST

### **Location**

3500 W. Temple St., Los Angeles, CA 90026

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This meeting is open to the public at the CNHS Dalzell Lance Auditorium at 3500 W. Temple St., Los Angeles, CA 90004.

The board meeting is also accessible at every CNCA Campus via teleconference connection:

CNCA Burlington 697 S. Burlington Ave., Los Angeles, CA 90057

CNCA Kayne Siart 3400 W. 3rd Street., Los Angeles, CA 90020

CNCA Jose A. Castellanos 1723 W. Cordova St., Los Angeles, CA 90007

CNCA Jane B. Eisner 2755 W 15th St., Los Angeles, CA 90006

CNCA Sandra Cisneros 1018 Mohawk St., Los Angeles, CA 90026

Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to Sandra Herrera by email at [Sandra.Herrera@CaminoNuevo.org](mailto:Sandra.Herrera@CaminoNuevo.org) or by telephone at 818-429-2514.

Members of the public who wish to address the Board may make public comment at any of the meeting locations. Public comments are limited to 2 minutes each. The Board Chair has the discretion to modify the amount of time allotted for public comment if they deem it necessary. Brown Act regulations restrict the Board from discussing or taking action on any subject presented that is not on the agenda. Procedures for public comment can be found at <https://bit.ly/cncapubliccomment>.

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The CNCA Board can also be contacted via email at [cnca.board@caminonuevo.org](mailto:cnca.board@caminonuevo.org).

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
<b>A.</b> Record Attendance	Discuss	Gil Flores	1 m
<b>B.</b> Call the Meeting to Order	Discuss	David Gidlow	1 m
<b>II. Approve Minutes</b>			<b>4:32 PM</b>
<b>A.</b> Approve 10-8-2024 CNCA Regular Board Meeting Minutes	Approve Minutes	David Gidlow	1 m
<b>B.</b> Approve 10-1-2024 CNCA, PNEDG, and GNLA Board Retreat Minutes	Approve Minutes	David Gidlow	1 m
<b>III. Public Comment</b>			<b>4:34 PM</b>
<b>A.</b> 2-Minute Limit per Speaker			5 m
<b>IV. Consent Items</b>			<b>4:39 PM</b>
<b>A.</b> Fiscal Policies Updates	Vote	Nancy Cabrel	1 m
The Board of Directors will vote on Fiscal Policies updates.			
<b>B.</b> Addendum to the CNCA Student and Family Handbook	Vote	Natasha Barriga	1 m
The Board of Directors will vote to include language from the Charter Petition regarding the Appeal Process for Suspensions and Expulsions into the Student and Family Handbook.			
<b>C.</b> Woodcraft Rangers Expanded Learning Contract	Vote	Lindsey Rojas	1 m
The Board of Directors will vote to approve the agreement with Woodcraft Rangers, CNCA's new expanded learning vendor.			

	Purpose	Presenter	Time
<b>V. Committee Updates</b>			<b>4:42 PM</b>
<b>A.</b> Finance Committee Update	FYI	Jazmin Ortega	5 m
The Committee Chair will provide a Finance Committee update.			
<b>B.</b> Audit Committee Update	FYI	Gil Flores	5 m
The Committee Chair will provide an Audit Committee update.			
<b>VI. Accept 23-24 Audit</b>			<b>4:52 PM</b>
<b>A.</b> Accept 23-24 Audit	Vote	David Gidlow	1 m
The Board of Directors will vote to accept the 23-24 Audit.			
<b>VII. Accept Audit Firm Selection Fiscal Year 2024-2025</b>			<b>4:53 PM</b>
<b>A.</b> Accept Audit Firm Selection Fiscal Year 2024-2025.	Vote	David Gidlow	1 m
The Board of Directors will vote to accept the Audit Firm Selection for the Fiscal Year 2024-2025.			
<b>VIII. Financials</b>			<b>4:54 PM</b>
<b>A.</b> September 2024 Financials	FYI	Nancy Cabrel	11 m
The Board will review the current unaudited September 2024 Financials.			
<b>IX. School and Academic Updates</b>			<b>5:05 PM</b>
<b>A.</b> Attendance & Enrollment Updates	Discuss	SFS Team	15 m
The Director of Student Experience will share Q1 ADA data for the 24-25SY. The VP of Student and Family Supports will share Q1 enrollment data for the 24-25SY.			
<b>X. Development Update</b>			<b>5:20 PM</b>
<b>A.</b> Development Update	FYI	Amber Skrumbis	15 m
The Director of Development will give a development update.			
<b>XI. LAUSD Compliance Monitoring Certification</b>			<b>5:35 PM</b>

	Purpose	Presenter	Time
<b>A.</b> LAUSD Compliance Monitoring Certification	Vote	Natasha Barriga	7 m
The Board of Directors will review LAUSD's Annual Compliance Monitoring Certification Form and will vote whether to approve it.			
<b>XII. Chiefs Update</b>			<b>5:42 PM</b>
<b>A.</b> Chiefs Update	FYI	Adriana Abich, Rachel Hazlehurst, and Joni Angel	25 m
The Board of Directors will hear updates on the charter renewal landscape, California School Dashboard data, and culture & belonging at Camino Nuevo.			
<b>XIII. Closed Session</b>			<b>6:07 PM</b>
<b>A.</b> Public Employee Performance Evaluation CEO G.C. 54957(b)(1)	Discuss	David Gidlow	20 m
<b>XIV. CEO Compensation</b>			<b>6:27 PM</b>
<b>A.</b> CEO Compensation	Vote	David Gidlow	2 m
The Board of Directors will vote on the CEO's Compensation.			
<b>XV. Closing Items</b>			<b>6:29 PM</b>
<b>A.</b> Adjourn Meeting	Vote	David Gidlow	1 m



# Coversheet

## Approve 10-8-2024 CNCA Regular Board Meeting Minutes

**Section:** II. Approve Minutes  
**Item:** A. Approve 10-8-2024 CNCA Regular Board Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for CNCA Regular Board Meeting on October 8, 2024

APPROVED



# Camino Nuevo Charter Academy

## Minutes

### CNCA Regular Board Meeting

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#### Date and Time

星期二 十月 8, 2024 at 4:30 下午

#### Location

3500 W. Temple St., Los Angeles, CA 90026

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This meeting is open to the public at the CNHS Dalzell Lance Auditorium at 3500 W. Temple St., Los Angeles, CA 90004.

The board meeting is also accessible at every CNCA Campus via teleconference connection:

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CNCA Jane B. Eisner 2755 W 15th St., Los Angeles, CA 90006

CNCA Sandra Cisneros 1018 Mohawk St., Los Angeles, CA 90026

One board member will log in virtually from 115 W Allen Ave, San Dimas, CA 91773.

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### Directors Present

D. Gidlow, F. Jimenez, J. Hernandez, J. Ortega (remote), L. Jennings, R. Arenas

### Directors Absent

C. Garcia Alvarado, G. Flores, T. Powers

### Directors who arrived after the meeting opened

J. Hernandez

### Guests Present

A. Abich, S. Herrera

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

D. Gidlow called a meeting of the board of directors of Camino Nuevo Charter Academy to order on Tuesday Oct 8, 2024 at 4:39 PM.

J. Hernandez arrived at 4:41 下午.

## II. Approve Minutes

### A. Approve 8-13-2024 CNCA Special Board Meeting Minutes

F. Jimenez made a motion to approve the minutes from CNCA Regular Board Meeting on 08-13-24.

D. Gidlow seconded the motion.

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

#### Roll Call

J. Hernandez	Absent
J. Ortega	Aye
F. Jimenez	Aye
R. Arenas	Aye
C. Garcia Alvarado	Absent
G. Flores	Absent
L. Jennings	Aye
D. Gidlow	Aye
T. Powers	Absent

### III. Public Comment

#### A. 2-Minute Limit per Speaker

The following educator addressed the meeting:

Marquetta Nolen of the Kayne-Siart campus.

### IV. Consent Items

#### A. Williams Resolution

L. Jennings made a motion to approve the Williams Resolution.

J. Hernandez seconded the motion.

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

#### Roll Call

G. Flores	Absent
J. Hernandez	Aye
F. Jimenez	Aye
L. Jennings	Aye
C. Garcia Alvarado	Absent
D. Gidlow	Aye
R. Arenas	Aye
T. Powers	Absent
J. Ortega	Aye

### V. Math Placement Act Report

#### A. Math Placement Act Report

Rachel Hazlehurst, CAO, gave a report on the meaning and purpose of the Math Replacement Act.

### VI. School and Academic Updates

#### A. Attendance & Enrollment Updates

Jessica Cuellar, VP of Student & Family Supports, Jeanette Sandoval, Director of Student Experience, and Crystal Day, Director of Strategic Enrollment, presented data on current enrollment and attendance rates.

#### B. VP of Schools Update

Charles Miller, VP of Schools, made a presentation on the 8 Week Vision program.

### VII. Financials

#### A.

### Finance Committee Update

Jazmin Ortega, Chair of the Finance Committee, gave an update on the most recent committee meeting, held on Sept 30, 2024.

#### B. June 2024 Financials - Unaudited

Sonia Oliva, VP at ExED, presented the unaudited year end financials.

#### C. August 2024 Financials

Sonia Oliva, VP at ExED, presented the August 2024 financials.

### VIII. Updated Success Equation

#### A. Updated Success Equation

L. Jennings made a motion to adopt the newly redefined success equations for grades 9-12 and TK-8.

D. Gidlow seconded the motion.

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

#### Roll Call

G. Flores	Absent
J. Hernandez	Aye
L. Jennings	Aye
F. Jimenez	Aye
T. Powers	Absent
R. Arenas	Aye
C. Garcia Alvarado	Absent
D. Gidlow	Aye
J. Ortega	Aye

### IX. CEO Update

#### A. CEO Update

Adriana Abich, CEO of CNCA, presented the CEO's update.

### X. Closed Session

#### A. Public Employee Performance Evaluation CEO G.C. 54957(b)(1)

The board went into closed session at 6:02PM.

The board returned to open session at 6:57PM.

No action was taken.

## XI. Closing Items

### A. Adjourn Meeting

J. Hernandez made a motion to adjourn the meeting.

L. Jennings seconded the motion.

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

#### Roll Call

C. Garcia Alvarado Absent

J. Hernandez Aye

L. Jennings Aye

F. Jimenez Aye

G. Flores Absent

T. Powers Absent

J. Ortega Aye

R. Arenas Aye

D. Gidlow Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:59 下午.

Respectfully Submitted,

D. Gidlow

## Coversheet

### Approve 10-1-2024 CNCA, PNEDG, and GNLA Board Retreat Minutes

**Section:** II. Approve Minutes  
**Item:** B. Approve 10-1-2024 CNCA, PNEDG, and GNLA Board Retreat Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for CNCA, PNEDG, & GNLA Board Retreat on October 1, 2024

APPROVED



# Camino Nuevo Charter Academy

## Minutes

### CNCA, PNEDG, & GNLA Board Retreat

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#### Date and Time

星期二 十月 1, 2024 at 10:45 上午

#### Location

The Proper Hotel  
1100 S Broadway  
Los Angeles, CA 90015

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This meeting is open to the public at the Proper Hotel located at 1100 S Broadway, Los Angeles, CA 90015.

The board meeting is also accessible at every CNCA Campus via teleconference connection:

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The CNCA Board can also be contacted via email at [cnca.board@caminonuevo.org](mailto:cnca.board@caminonuevo.org).

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#### **Directors Present**

C. Garcia Alvarado, D. Gidlow, G. Flores, J. Ortega, L. Jennings, R. Arenas, T. Powers

#### **Directors Absent**

F. Jimenez, J. Hernandez

#### **Guests Present**

A. Abich, S. Herrera

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

D. Gidlow called a meeting of the board of directors of Camino Nuevo Charter Academy to order on Tuesday Oct 1, 2024 at 10:45 AM.

#### **B. Public Comment**

There was no public comment.

#### **C. Welcome**

### **II. Connect and Review Goals**

#### **A. Connect and Review Goals**

The leaders of the retreat welcomed participants and reviewed agenda and goals for the day.

### **III. Success Equation in Action**

#### **A. Success Equation in Action**

The retreat participants reviewed the new Success Equations and debriefed their school visits.

### **IV. Recess For Lunch**

#### **A.**

## Lunch

The retreat broke for lunch at noon.

## V. Bright Spot Round Robin

### A. Bright Spot Round Robin

The meeting resumed after lunch, and retreat participants had a opportunity to learn about special programs and bright spots at CNCA.

## VI. Building on Progress

### A. Building on Progress

Retreat participants broke into small groups and explored ways to accelerate our progress as an organization.

## VII. Break

### A. Break

There was a 10 minute break between sessions.

## VIII. Board Goals

### A. Board Goals

The individual boards met to review their goals from last year and frame new goals for this year.

## IX. Closing Items

### A. Closing

The meeting closed with an appreciation from retreat participants.

### B. Adjourn Meeting

D. Gidlow made a motion to adjourn the meeting.

T. Powers seconded the motion.

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

#### Roll Call

G. Flores	Aye
T. Powers	Aye
F. Jimenez	Absent
D. Gidlow	Aye
R. Arenas	Aye
J. Ortega	Aye

**Roll Call**

C. Garcia Alvarado Aye

L. Jennings Aye

J. Hernandez Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:27 下午.

Respectfully Submitted,

D. Gidlow

# Coversheet

## Fiscal Policies Updates

**Section:** IV. Consent Items  
**Item:** A. Fiscal Policies Updates  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
Summary Page of Fiscal Policy Changes 12.2.24 CNCA Board Meeting.pdf  
CNCA Fiscal Policies.Revision\_2024 Update -12.3.24.pdf

**Summary Page of Fiscal Policy Updates**  
**12.3.24**  
**CNCA Board Meeting**

Policy Changes to be presented:

Pg.2- Record Keeping

- Language Edits & Update to paper financial records retention and shredding/destroying documents with record of when destroyed.

Pg. 3- Record Keeping

- Lines of Authority-
  - Board process to submission and audit extensions
  - Appointment of someone to be assigned in absence of Chief Executive Officer

Pg. 4-Financial Planning & Reporting (Budget Process)

- ExEd preparation of financial statements to Governing Board in collaboration with organization's leadership with Board Schedule

Pg.4- Internal Financial Reports

- Language edits to ExEd providing a check register
- Added Language on ExED and/or Director of Finance and Business Services and/or Fiscal Designee and/or Treasurer as entities able to present financial reports to Governing Board at meetings

Pg.4-5- Audit

- Add in State Controller's Link to listing of registered auditors
- Procedure Segment- Language adding no employees/staff members of organization or members with expenditure authority is allowed to be in committee. Treasurer is also not allowed to be a part of the committee due to direct involvement in financial oversight. Conflict of interest is also reiterated for any other officers that may be a part of the audit committee.
- Procedure Segment- Board acceptance of audit and timeframe of acceptance change to no later than January 31st.
- Procedure Segment- language added indicating the audit firm is responsible for submitting the audit to reporting agencies no later than December 15th, unless an approved audit extension is in place.

Pf. 5- Tax Compliance

- Edits in language, and add on of Director of Finance or fiscal designee to also have ability to review tax returns before submitting to board for review prior to submission.
- Outline of process on how the board receives prior submissions.

Pg. 6- Quarterly/Annual Payroll Reports

- Language added including PayCom since CNCA has now transitioned to this payroll system. Procedures are outlined on PayComs roles and

responsibilities in Quarterly and annually submissions. Preparation and filing of W-2s,

- PayCom does deposits, and filing of all federally and state filing of taxes and tax returns

Pg.7- Deposits

- Language edits to exclude Wells Fargo and list Organization's banking institutions and use of said entity's software.

Pg.8- Time Sheet Preparation & Approval

- Language added to state when no timesheet is submitted organization's commitment to making the best estimate of hours worked by staff and to update accurate hours as soon as possible.

Pd.10-11-Payroll Additions, Deletions, and Changes

- Edits to include designee and has ability to review electronic time cards.
- Added "If Applicable" if 3rd party payroll provider will deliver payroll package.
- Access to paystubs by staff was added

Pg.11- Language on access to paystubs by staff

Pg. 12- Purchases & Procurement- Meeting Food Segment

- Added \$5 per head cost for snacks
- Increase tip to 15%
- Added language on auto gratuity from restaurants are allowable to expense per FMCAT rules. Including if gratuity goes over charter school tip cap.
- Omitting Teacher Appreciation and adding Baby Showers as part of examples of celebrations not allowed to be expensed to
- Professional Development guidance on Full Day and Half-Day allowable expenses

<p><b>Parent Meetings</b></p> <p>Coffee with the Principal (Cafecitos)</p> <p>Workshops</p>	<p>Allowable</p>	<p>Light snacks</p>
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<p><b>Staff Professional Development</b></p> <p>Up to \$20 per employee breakfast*</p> <p>Up to \$30 per employee lunch*</p> <p>Up to \$5 per employee snacks*</p> <p>*Including tax and tips/fees</p> <p><b>Full Day Professional Development</b></p> <p>One meal will be provided to attendees. (either breakfast or lunch). Snacks will also be provided.</p> <p><b>Half-Day Professional Development</b></p> <p>Snacks will be provided for attendees.</p>	<p>Allowable</p>	<p>Tips should not be more than 15%</p> <p>Do not tip if delivery fee is included</p> <p>Receipt must show the tip included</p> <p>Preorder food from a vendor</p> <p>Gratuuity (tip) paid in excess of the charter school policy is unallowed, unless automatically assessed by the restaurant.</p>
<p><b>Celebrations</b></p> <p>Baby Showers Holiday Celebration</p> <p>Mother's Day/Father's Day</p> <p>Sport's Banquets (treat as a fundraiser)</p>	<p>Not Allowable</p>	<p>Ok: Donations and potluck</p> <p>Purchases for celebrations are considered gifts of public funds and therefore not allowed.</p>
<p>Food Delivery Service</p> <p>Door Dash</p> <p>Grub Hub</p> <p>Postmates</p>	<p>Allowable</p>	<p>When necessary to use these services costs must not exceed \$30 per meal, per employee inclusive of taxes and fees.</p>

Uber Eats		
Etc.		

Pg.13- Contracts-

- Language on absence of vendor bids and quotes, and to keep evidence (due diligence)

Pg. 14-Credit Cards

- Added language on Chief Executive Officer responsibility in designating which staff to be card holders and setting expectations for use of cards.
- Staff not meeting expectations can result in no longer being considered a card holder and relinquish access to use of credit card.

Pg. 17-Cash Disbursements-Bank Check

- Added language in Void being voided by ink pen and digitally
- Added language on state checks and organization providing ExED with direction on re-issuing checks and stop payment orders to bank.

Pg. 18- Employee and Volunteer Expense Reimbursements

- Edits on time frames to 30 days if incurred expenses to be reimbursed
- Add-In of approval of Chief Executive Officer expenses reports done by member of board by signature,email, or through Spendbridge
- Add in of timeframe of when issuing of reimbursement checks will occur during next regular check run
- Add on of Volunteers to follow same processes as staff for expense report submissions and reimbursements

Pg. 19- Travel Expenses

- Group ride services added

Pg, 20- Asset Management- Capital Equipment

- Updated value of capitalization from \$1,000 to \$5,000
- Added organization's responsibility in keeping and maintaining inventory lists of all items required by state and federal program guidelines, including items which fall below the capitalization threshold.

Pg. 20- Leases

- Policy and Procedures added on Leases and process to determine value.
- Classifying Leases as either finance or operating.

Pg, 21- Loans & Lines of Credit

- Added Lines of Credit to Loan Segment.
- Added Lines of Credit from third parties to be approved by the Governing Board.



- Added to procedures board designee reviewing and sign promissory note or line of credit agreement before funds are borrowed.
- Added draw on funds from Line of Credit require written approval by the Executive Director and Board Treasurer.

Pg.22- Operating Reserves- Procedures

- Edited monthly basis and updated to monitoring of reserve level to be reported to the governing board as part of each financial report presented to the Board.

# Fiscal Policies & Procedures



Camino  
Nuevo  
Charter  
Academy

Approved by the Board of Directors, -December ~~3<sup>rd</sup>, 2024~~<sup>12<sup>th</sup>, 2023</sup>

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## CNCA Fiscal Policies & Procedures

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## CNCA FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, Revised ~~December 3<sup>rd</sup>, 2024~~ December 3<sup>rd</sup>, 2024

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### Introduction

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

### Accounting Procedures

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

#### Basis of Accounting

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

#### Procedures:

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

### Bank Reconciliations

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

#### Procedures:

- The ExED\* Accounting Associate or Senior Accounting Associate (AA/SAA) assigned to the organization will print the bank statements directly from the online banking system. If online banking is unavailable, the organization will make copies of the original statement available to ExED.
- The ExED AA/SAA will prepare the bank reconciliation using ExED's bank reconciliation workbook.
- The Accounting Manager or Vice President, School Finance assigned to the organization will review and approve the bank reconciliation by completing the approval tab of the bank reconciliation workbook.

*\*ExED or current back office provider in the event of a change in service*  
Fiscal Policies & Procedures

## CNCA FISCAL POLICIES AND PROCEDURES

Approved by the Board of Directors, Revised ~~December 3<sup>rd</sup>, 2024~~ December 3<sup>rd</sup>, 2024

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### Record Keeping

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

#### Procedures:

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

### Internal Controls

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

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

### Lines of Authority

#### Governing Board

- Approves the fiscal policies and procedures and delegates administration of the policies and procedures to the Chief Executive Officer.
- Ensures that the fiscal policies and procedures are current, meaning that they have been reviewed and updated annually.
- Approves the opening and closing of bank accounts and the list of authorized signers and the organization address on record.
- Approves all third-party loans.
- Approves the opening of business credit cards.
- Reviews and approves the annual budget.
- Reviews annual and monthly financial statements, including the ExED-prepared financial dashboard and budget-to-actual variance analysis.
- Reviews the Chief Executive Officer's performance annually and establishes compensation.
- Reviews and approves all contracts over \$100,000.
- Commissions the annual financial audit by an independent third-party auditor approved by the State of California.

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- Approves the annual financial audit before submission, when possible, but otherwise no later than by January 31, unless there has been an approved audit extension, in which case the audit will be accepted as soon as possible following completion, by December 15.
- Appoints someone else to perform the duties of the Chief Executive Officer in the case of absence and/or approves the appointment of someone who has been so assigned by the Executive Director.

#### Chief Executive Officer

- Is responsible for all operations and activities related to financial management.
- Develops the Home Support Office and Consolidated organization annual budget with ExED.
- Approves Site Budgets developed by Site Principals and ExED.
- Reviews and approves all contracts under \$100,000.

#### Chief Executive Officer and/or Designee

- Reviews and approves all expenditures.
- Develops annual site budget with ExED.
- Oversees the adherence to all internal controls.
- Appoints someone else to perform his/her duties in case of absence.

### Segregation of Duties

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

#### Procedures:

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

## Financial Planning & Reporting

### Budgeting Process

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

#### Procedures:

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- The Chief Executive Officer will work together with the Fiscal Designee, Department of Human Resources, and Site Principals to ensure that the annual budget is an accurate reflection of programmatic and infrastructure goals for the coming year.
- ExED will ensure that the budget is developed using the organization's standard revenue recognition and cost allocation procedures.
- ExED, in consultation with the Chief Executive Officer and Fiscal Designee, will set a target net income goal to meet strategic goals and/or comply with existing loan covenants.
- ExED or the Fiscal Designee will present a draft budget to the Board prior to the end of the fiscal year.
- The Governing Board will review and approve the budget no later than its last meeting prior to the start of the fiscal year.
- ExED will prepare financial statements displaying budget vs. actual results for presentation ~~by ExED or the Fiscal Designee~~ to the Governing Board ~~at each board meeting~~. ExEd will work with the organization's leadership to prepare updated financial statements for presentation to the Governing Board in alignment with the Board's schedule of regular meetings.

## Internal Financial Reports

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

### Procedures:

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

## Audit

**Policy:** The Governing Board will contract annually with a qualified independent certified public accounting firm to conduct an audit of the organization's financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, and, if applicable, the *U.S Office of Management and Budget's Circular A-133*. The selected audit firm must be familiar with these standards, related State of California and Charter School regulations, and the *Standards and Procedures for Audits of California K-12 Local Education Agencies* Audit Guide (which can be found at <http://eaap.ca.gov/audit-guide/current-audit-guide-booklet/>), in order to properly conduct the audit engagement. The State Controller's Office publishes a list of registered auditors (which can be found at <https://cpads.sco.ca.gov/>) from which the audit firm should be selected (per Education Code 41020).

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After six consecutive fiscal years, the organization will contract with a new audit firm or require a change/rotation in audit partners in the seventh year, unless a waiver is obtained from the Educational Audit Appeals Panel. (Education Code 41020). The State Controller’s Office publishes a list of registered auditors (which can be found at <https://cpads.sco.ca.gov/>) from which the audit firm should be selected (per Education Code 41020).

**Procedures:**

- The Governing Board will appoint an Audit Committee of one or more persons by January 1 of each year.
- The Audit Committee may include persons who are not members of the board. ~~However, no staff members of the organization and any person with expenditure authorization or recording responsibilities within the organization may not serve on the committee. The Board Treasurer, due to their direct involvement in financial oversight, shall also not serve on the committee. Other officers may serve on the Audit Committee, but their inclusion should be carefully considered to maintain the committee’s independence and avoid any potential conflicts of interest, but may not include any members of the staff of the corporation, including the president or CEO or the treasurer or Fiscal Designee. In addition, any person with expenditure authorization or recording responsibilities within the organization may not serve on the committee.~~
- The Audit Committee will be responsible for contracting with an audit firm by March 1 of each year, unless the existing contract is a multi-year contract.
- The Audit Committee will be responsible for reviewing the results of the annual audit and developing a corrective action plan to address all relevant weaknesses noted by the auditor.
- The Governing Board will review and ~~approve~~ accept the audit no later than ~~December 15~~ January 31.
- The audit firm will be responsible for submitting the audit to all reporting agencies no later than December 15, ~~unless an approved audit extension is in place.~~

**Tax Compliance**

**Exempt Organization Returns**

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

**Procedures:**

- ExED will work with the tax preparer and the organization to complete the organization’s tax returns.
  - The Chief Executive Officer or Director of Finance or Fiscal Designee will review the tax returns before submitting to the Governing Board for ~~final approval review~~ prior to ~~May 15~~ submission. The tax returns will include an explanation of the method by which the Governing Board receives the returns prior to submission.
- The Form 990 will be available to the public via GuideStar, an information service specializing in reporting on U.S. nonprofit companies.

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### Quarterly/Annual Payroll Reports

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

#### Procedures:

- Paycom will prepare and file employee W2s by January 31 each year. If this date falls on a Saturday, Sunday, or legal holiday, the deadline will be the next business day.
- Paycom will deposit and file federal, state withholding and state disability taxes and quarterly tax returns.
- Paycom will deposit and file state unemployment taxes and quarterly payroll tax reports by the filing deadline.
- Paycom will deposit and file all federal and state taxes and tax returns.
- ~~ExED will prepare employee W2s by January 31 each year.~~
- ~~ExED will file quarterly payroll tax reports (941 and DE9) by the filing deadline.~~

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## Revenue & Accounts Receivable

### Cash Receipts

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

#### Procedures:

- For each fundraising or other event in which cash or checks will be collected, the Chief Executive Officer, Fiscal Designee, or Site Principals will designate a staff member to be responsible for managing the process to collect and hold all cash and checks related to the event.
- The designee will record each transaction in a receipt book or document each item sold at the time the transaction is made in a log or similar.
- The designee shall give the cash, checks, deposit summary, and any related supporting documentation to the Office Manager immediately.
- The Office Manager and the designee will recount and reconcile the amount received with the supplied supporting documentation and each will sign for approval.
- Office Manager will save copy of pdf deposit packet including deposit slip to the myExED portal secure file sharing application *box*.
- The office manager will immediately put the funds in the secure Drop Safe used for Armored services weekly pick-up.
- ExED will reconcile the deposit packet to the deposit slip and the bank statement as part of the monthly close process.
- Cash/checks dropped off in the classroom will be held by the teacher. Each morning, the teacher will collect all forms, payments, etc. that have been brought in by students that day and place them in a large envelope. Before the end of the work day, the teacher will bring the envelope from

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his/her classroom to the office where the cash/checks will be counted by the teacher and the office manager.

- Mail (including anything official such as governmental notices, invoices and checks) received at the school must be opened by office staff members and stamped with a "received" stamp. If possible, the person opening the mail should not also be responsible for making bank deposits.
- When utilizing merchant or online web contribution services, appropriate segregation of duties shall be in place to ensure that no single person is able to perform incompatible functions (custody, recording, approving).

### Deposits

**Policy:** The Home Support Office Manager or designee is responsible for making bank deposits. Deposits will be made per assigned schedule set-up by the Chief Executive Officer, Fiscal Designee, or Site Principals.

#### Procedures:

- The Office Manager will restrictively endorse each check received (e.g. For Deposit Only Camino Nuevo Charter Academy).
- The Office Manager will prepare a deposit packet itemizing the amount, source, and purpose of each check or cash payment received. The Chief Executive Officer, Fiscal Designee, or Site Principals will review and approve the deposit packet.
- The Office Manager will provide the deposit packet to the Home Support Office.
- The Home Support Office Manager or designee will make the deposit ~~via the Wells Fargo remote Desktop Deposit System using software from the organization's banking institution~~ and attach the deposit receipt to a copy of the deposit packet that includes scanned pdf images of the checks deposited.
- Office Manager will save copy of pdf deposit packet including deposit slip to the myExED portal secure file sharing application *box*.
- ExED will reconcile the deposit packet to the deposit slip and the bank statement as part of the monthly close process.

## Expense & Accounts Payable

### Payroll

**Policy:** Employees are paid on a semi-monthly basis. Under the supervision of the Chief Executive Officer, VP of Human Resources, and Site Principals, ExED will be responsible for processing payroll through a third-party provider.

#### Time Sheet Preparation & Approval

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

#### Procedures:

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- Non-exempt employees will be responsible for completing a timesheet, recording hours worked and vacation, sick or holiday time if applicable.
- Each non-exempt employee will approve his/her timesheet via his/her signature or submission through the payroll system.
- Each supervisor will review and approve his/her employees' timesheets by signing each timesheet or approving each timesheet in the payroll system.
- Supervisors will return, either physically or via the payroll system, incomplete or incorrect timesheets to the employee for revision.
- If an employee is unexpectedly absent and therefore prevented from working on the last day of the pay period or turning in his/her timesheet, the employee is responsible for notifying the signatory supervisor or for making other arrangements to submit the timesheet. The employee must still complete and submit the timesheet upon return. If no timesheet is submitted, the organization will pay the employee for the best estimate of hours worked and will update to the accurate hours as soon as possible.
- Salaried employees are responsible for requesting leave, and supervisors are responsible for tracking leave taken by salaried employees.

### Time and Effort Reporting

**Policy:** Federal Uniform Guidance, 2 CFR 200, requires that employees funded through federal funds document the time they spend on activities. Employees funded through federal grants fall into one of these categories:

- a) Employees funded through only one federal source or a single cost objective.
- b) Employees funded through more than one source, one of which is federal.

At Camino Nuevo Charter Academy federally-funded employees *may* be funded from any of the following programs:

1. Title I (3010)
2. Title II (4035)
3. Title III (4201 and 4203)
4. Title IV (4127)
5. Special Education (3310)

### Procedures:

#### Employees Funded Through Only One Federal Source

CNCA employees who are funded through only one federal source must account for their time twice annually using the Semi-Annual Certification Form. The Semi-Annual Certification must be completed at the end of October and the end of March. The following information will be included on the form:

1. Employee Name
2. Position Title
3. School

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- 4. Reporting Period
- 5. Program(s)/Resources(s)
- 6. Supervisor’s Signature

**Employees Funded Through More Than One Source, One of Which is Federal Personnel Activity Report (PAR)**

The PAR form will be prepared monthly and coincide with the CNCA payroll schedule. The employee must confirm the percentage of hours worked while performing different activities funded through federal funding. These activities should be outlined in the employee’s duty statement. The PAR form will account for an after-the-fact distribution of the actual activity for which each employee is compensated. The following information will be included on the form:

- 1. Employee Name
- 2. Position Title
- 3. School
- 4. Reporting Period
  
- 5. Program(s)/Resources(s)
- 6. Employee Signature

**Other Requirements/Information Regarding Time and Effort Reporting Duty Statement**

Each federally funded employee must also complete a duty statement. A duty statement is similar to a job description, but provides additional details about the specific activities and work the employee performs. If the employee’s duties remain consistent throughout the school year, then only one duty statement needs to be submitted. This duty statement will be submitted with the first Time and Effort document (Semi-annual Certification or PAR form.) If an employee’s duties change during the course of the school year, then a new duty statement will need to be submitted along with the employee’s Time and Effort documentation form.

**Submission Requirements**

All forms must be submitted within two weeks of the end of the recording period to the Principal or Fiscal Designee who oversees the federal funding source from which the employee is funded.

**Training**

Training in regards to Time and Effort documentation will take place each year by November for all employees who have not been previously trained in the documentation procedures. New employees hired after the fall training date(s) and/or whose salaries are later designated to be paid with federal funds will be trained in Time and Effort documentation prior to the next Time and Effort documentation period.

**Personnel Changes**

Any employee whose salary is charged to a federal funding source will be notified by the Principal or Fiscal Designee overseeing the federal monies. Notification will be in a timely manner and prior to the completion and collection of the documentation/reports.

**Record Retention**

Time and effort records will be kept on file for a minimum period of three (3) years by the VP of Human Resources or Fiscal Designee of those federal funds.

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### Payroll Additions, Deletions, and Changes

**Policy:** The Chief Executive Officer, Fiscal Designee, VP of Human Resources, and Site Principals are authorized to approve all payroll changes within the scope of his/her budget authority.

#### Procedures:

- The VP of Human Resources or designee will submit, either physically or electronically via payroll system, new hire or employee change paperwork to ExED prior to the payroll deadline for the first pay period in which the change or addition is to go into effect.

### Payroll Preparation & Approval

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

#### Procedures:

- Five days prior to each check date, the Office Manager or designee will review electronic time cards within the payroll system to ensure they are complete and approved for that pay period. Time Recorded will include:
  - An accounting of any vacation, sick, or personal hours to be recorded for each salaried employee.
  - The number of hours each hourly employee worked during the pay period as well as an account of any vacation, sick, or personal hours to be recorded for each hourly employee.
- The ExED Accounting Analyst, Associate, or Senior Associate assigned to the organization will prepare payroll based upon notification from the VP of Human Resources or designee that payroll for that pay period is approved. Once processed, the payroll processor ExED Accounting Manager (AM), Senior Accounting Associate (SAA), or Vice President (VP), School Finance will review the Payroll Journal Report for accuracy and completeness ~~and will review the Employee Change Report to verify appropriateness of all changes.~~
- ExED will obtain approval from the Chief Executive Officer, VP of Human Resources, or Site Principals before submitting payroll.
- The ExED Accounting Manager or Vice President, School Finance will submit payroll to the 3<sup>rd</sup> party payroll provider for check and direct deposit processing.
- If applicable, ~~the~~ 3<sup>rd</sup> party payroll provider will deliver the payroll package to the organization address on file one day prior to the check date.
- The Chief Executive Officer, VP of Human Resources, or Site Principals or designee will be responsible for opening the payroll package, reviewing reports for accuracy, and notifying ExED of any missing checks.
- The Chief Executive Officer, VP of Human Resources, Site Principals, or designee will distribute pay stubs to employees on the check date or otherwise ensure that employees have access to pay stubs. ~~(if applicable).~~

### Pay Upon Termination

**Policy:** Employees who are discharged shall be paid all wages due at the time of termination. (Labor Code § 201) Employees who quit without giving prior notice shall be paid wages within 72 hours

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(inclusive of weekends and holidays). If the employee gives at least 72 hours' notice, the wages must be paid on the last day worked. (Labor Code § 202)

### Procedures:

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

## Purchases & Procurement

**Policy:** All purchases must be authorized by the Chief Executive Officer, Fiscal Designee, Director of Expanded Learning, or Site Principals. Any expenditure in excess of \$30,000 for the purchase of a single item should have bids from three (3) suppliers if possible. Any food contract that exceeds \$150,000 (the small purchase threshold set by the US Department of Agriculture) shall follow a competitive bid process.

Commented [NC1]: New robust program requires additional support and designated staff to execute program.

Goods or services purchased with federal funds must follow federal procurement guidelines as outlined in Education Department General Administration Regulations (EDGAR), Part 80—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Sub-part C (Post Award Requirements), Section 80.36 (Procurement) located at:

<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

The Governing Board must approve any contract over \$100,000.

Meeting food purchasing guidelines are to be followed.

### Procedures:

- All purchases over \$500 require a purchase requisition.
- The Chief Executive Officer, Fiscal Designee, Director of Expanded Learning, or Site Principals will approve the purchase requisition after determining:
  - If the expenditure is budgeted.
  - If funds are available for the expenditure.
  - If the expenditure is allowable under the appropriate revenue source.
  - If the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures and any related laws or applicable regulations.

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- If the price is competitive and prudent and proper bidding procedures have been followed.

**Meeting Food**

- Sign-In Sheets are required to be submitted with purchase documentation when food is purchased or provided to staff or stakeholders

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<b>Parent Meetings</b> Coffee with the Principal (Cafecitos) Workshops	Allowable	Light snacks
<b>Staff Professional Development</b> Up to \$20 per employee breakfast* Up to \$30 per employee lunch* <u>Up to \$5 per employee snacks*</u>  *Including tax and tips/fees  <b>Full Day Professional Development</b> <u>One meal will be provided to attendees.</u> <u>(either breakfast or lunch). Snacks will also be provided.</u>  <b>Half-Day Professional Development</b> <u>Snacks will be provided for attendees.</u>	Allowable	Tips should not be more than <del>5</del> 15%  Do not tip if delivery fee is included  Receipt must show the tip included  Preorder food from a vendor  <u>Gratuity (tip) paid in excess of the charter school policy is unallowed, unless automatically assessed by the restaurant.</u>
<b>Celebrations</b> <del>Teacher Appreciation</del> <u>Baby Showers</u> Holiday Celebration Mother's Day/Father's Day Sport's Banquets (treat as a fundraiser)	Not Allowable	Ok: Donations and potluck Purchases for celebrations are considered gifts of public funds and therefore not allowed.
Food Delivery Service Door Dash Grub Hub Postmates Uber Eats Etc.	Allowable	When necessary to use these services costs must not exceed \$30 per meal, per employee inclusive of taxes and fees.

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- Food costs outside of the set totals above may be submitted for consideration. Approval of such costs is at the discretion of the Chief Executive Officer, approval is solely on the basis of the CEO's evaluation of the proposal and shall not set a precedent for future approval.

**Contracts**

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- The Chief Executive Officer, Fiscal Designee, or Site Principals will consider in-house capabilities to accomplish services before contracting for them.
- The Chief Executive Officer, Fiscal Designee, or Site Principals will keep and maintain a contract file evidencing the competitive bids obtained (if any were required) and the justification of need for any contract over \$30,000. If multiple vendors are not available or do not provide bids, evidence of this will be kept in lieu of additional bids or quotes.
- The Chief Executive Officer, Fiscal Designee, or Site Principals will confirm that the contractor is not listed in the US government's Suspended or Disbarred list via a search of the System for Award Management ([www.sam.gov](http://www.sam.gov)). The Chief Executive Officer, Fiscal Designee, or Site Principals will keep a record of all searches.
- The Chief Executive Officer, Fiscal Designee, or Site Principals will ensure that a written contract clearly defining work to be performed is on file for all contract service providers (i.e. consultants, independent contractors, subcontractors).
- Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and workers' compensation insurance currently in effect. The Chief Executive Officer or designee may also require that contract service providers list the school as an additional insured.
- The Chief Executive Officer will approve proposed contracts and modifications in writing.
- Contract service providers will be paid in accordance with approved contracts as work is performed.
- The Chief Executive Officer, Fiscal Designee, VP of Human Resources, or Site Principals will be responsible for ensuring the terms of the contracts are fulfilled.
- Potential conflicts of interest will be disclosed upfront, and the Chief Executive Officer and ~~or~~ Member(s) of the Governing Board, as well as any other employee participating in any procurement decision, will abide by all relevant Conflict of Interest laws, including insuring that those with the conflict will excuse themselves from discussions and from voting on the contract.

## Credit Cards

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

### Procedures:

- Purchase requisition and other documentation requirements apply to credit card purchases above \$500.
- The Chief Executive Officer is responsible for deciding which employees may have an organization credit card and will set expectations for the use of the card and all related supporting records. Employees who are not able to consistently meet these expectations should not have an organization credit card and will relinquish access and use of card.
- Tipping shall be applied to transportation and meal costs only.
- The bank and/or consumer credit card (Amazon, Home Depot, Staples, etc.) will be kept under the supervision of the card holder.
- An itemized receipt should be turned in for all purchases.
- If receipts are not available, missing or contain an inappropriate expense, the individual making the charge will be held responsible for payment.

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- In the case of a missing receipt, a missing receipt form shall be submitted and approved by the Chief Executive Officer. Should the Chief Executive Officer be required to complete a “missing receipt” form, authorization must be granted by a member of the Governing Board.
- Credit cards will bear the names of both the organization and the cardholder as authorized by the Governing Board.
- No personal charges are permitted.
- All reward points or discounts are property of the school. ~~Use The Use~~ of such points or discounts is at the discretion of the Chief Executive Officer and should be used for the benefit of the organization.
- Upon termination, the employee shall immediately return the credit card and all receipts to the VP of ~~Human~~ Resources.

### Debit Cards

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

#### Procedures:

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

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

### Gift Cards

**Policy:** Gift cards purchased with Non-Government grant funds awarded to Camino Nuevo Charter Academy (CNCA) need to follow the CNCA purchasing policies as well as Internal Revenue Service (“IRS”) guidelines. Gift cards are treated as cash gifts and we may not make a gift of public CNCA funds. The award of gift cards (i.e.: Visa, In-n-Out, iTunes, etc.) or cash prizes using CNCA funds to employees, students, and community members for any purpose is expressly prohibited. This policy is designed to lay out circumstances and protocols for when gift card purchases may be allowable.

In rare circumstances, Non-Government grant awards may stipulate the use of gift cards to meet grant requirements. Gift cards are treated as cash and should not be purchased without express permission from the Chief Executive Officer or the Fiscal Designee and for a specific project (such as to fulfill the requirements of a grant agreement or specific project). For gift card purchased with Non-Government Grant funds, the grant proposal and/or grant agreement must specify a) why gift cards are being purchased; b) how the gift cards will be used; and c) how they will be distributed. Purchases not complying with grant and organization requirements may result in loss of funding.

- Gift cards may only be purchased when fulfilling a grant requirement.
- Gift cards must be distributed within the same fiscal year of purchase.
- Any gift cards not distributed at the end of the school year need to be immediately turned into the Fiscal Designee or the Home Support Office for safekeeping or redistribution.
- Gift cards cannot be used to make purchases outside the normal purchasing procedures for the CNCA. Using gift cards to purchase supplies or other items bypasses the normal approval

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**CNCA FISCAL POLICIES AND PROCEDURES**

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process and controls. This also results in possible unauthorized sales tax as well as unused balances which are difficult to document for audit purposes.

This procedure applies to all CNCA employees, representatives, and students.

**Procedures:**

(Gift Card Purchase Form) The Gift Card Purchase Form, when completed, is an executed Authorization for the Purchase of Gift Cards and is required for gift card transactions. Information to be completed includes the following:

1. Funds to be used to purchase gift cards (including grant name)
2. Intended Use of gift cards/
3. Vendor Name
4. Aggregate Amount of gift cards
5. Description (number/face amount to be purchased)
6. Distribution plan, including month/year to be distributed
7. Purchaser’s name and signature
8. Date
9. Appropriate authorized name and signature

A copy of the approved grant proposal/funding award must be submitted with the gift card purchase form.

The individual distributing the gift cards/ must document each time a gift card/ is disbursed for the following: date of distribution; recipient’s name; recipient’s status (student, employee, non-employee)\*; gift card number.

\*If it is determined in any calendar year a non-employee has received an amount of \$600.00 or more, the issuing department will be responsible for obtaining an IRS Form W-9 from the recipient.

**Violations of this Procedure:**

Violations of this procedure or failure to timely cooperate in compliance by any individuals who purchase or distribute gift cards/certificates on behalf of CNCA may result in forfeiture of funding.

**Independent Contractors**

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

**Procedures:**

- The Chief Executive Officer has the authority to establish a contract with an independent contractor and is responsible for verifying that the person is appropriately classified as an independent contractor and not as an employee and for obtaining a Form W-9.
- School employees may not serve as independent contractors.
- Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and workers’ compensation insurance currently in effect. The Chief Executive Officer may also require that contract service providers list the school as an additional insured.

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## CNCA FISCAL POLICIES AND PROCEDURES

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- All services performed by independent contractors will be processed as accounts payable.
- At the close of the calendar year, ExED will issue a Form 1099 to all independent contractors in accordance with IRS regulations.

## Invoice Approval & Processing

**Policy:** The Chief Executive Officer, Fiscal Designee, or Site Principals must approve all invoices. The following procedures will be performed either manually or electronically.

### Procedures:

- When receiving tangible goods from a vendor, the Office Manager will trace the merchandise to the packing list and note any items that were not in the shipment.
- For invoices that are received manually (e.g., via email or mail)
  - The Office Manager will open and review invoices and bills and will notify the Chief Executive Officer, Fiscal Designee, or Site Principals of any unexpected or unauthorized expense.
  - The Office Manager will code invoices to the correct budget line.
- For electronic invoices that are sent directly from the vendor to the procurement system
  - The procurement system will automatically receive the electronic invoice against the purchase order.
  - The procurement system will copy the coding from the purchase order to the electronic invoice.
  - The procurement system will create an E-Invoice document to reflect the electronic invoice data it received from the vendor.
- Invoices are then routed to the Chief Executive Officer, Fiscal Designee, or Site Principals for payment approval.
- If the vendor is a sole proprietor or a partnership (including LP, and LLP) providing a service, the Office Manager will obtain a W-9 from the vendor prior to submitting any requests for payments to ExED.
- ExED will review the invoice for sufficient supporting documentation, verify the coding, and process payment.

## Cash Disbursements

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

**Procedures:** Two methods are used to issue vendor payments:

### Bank Check

- Once an invoice is approved by the Chief Executive Officer, Fiscal Designee, or Site Principals for payment, the ExED Accounting Analyst will prepare an in-sequence check and will submit the check to the ExED AM or VP.

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- The ExED AM or VP will review the supporting documentation for completeness and the check for accuracy and will sign the check with the Chief Executive Officer's facsimile signature stamp, which is maintained in a secured location when not in use.
- ExED will distribute the check as follows:
  - Original – mailed or delivered to payee
  - Duplicate or voucher – saved electronically by an ExED accountant.
- Should a check need to be voided, "VOID" will be written in ink on the signature line of the check or added digitally to the check image, if image in the check was not yet printed.
- Hand checks may be signed by the Chief Executive Officer or designee and by the Chief Administrative Officer; as long as there is complete invoice documentation or employee pay calculation documentation.
- The Chief Executive Officer may sign hand-checks up to \$10,000.
- Bank Checks will be considered stale dated in alignment with the timeline for Nvoicepay/Corpays, which is currently 180 days. The organization will provide ExED with direction regarding re-issuing payments for each stale dated item in timely manner and will complete any steps required to void the bank check, such as a Stop Payment order with the bank.

### Nvoicepay/Corpays (outsourced payment provider)

- Once an invoice is approved by the Chief Executive Officer, Fiscal Designee, or Site Principals for payment, the ExED Accounting Analyst will submit the invoice to Nvoicepay for payment. The ExED AM or VP will review the payments submitted to Nvoicepay and will approve or reject each vendor payment.
- After ExED AM or VP has approved a vendor payment, Nvoicepay will electronically withdraw funds from the organization's bank account and transfer the funds to a Nvoicepay trust account. Each vendor payment will be a separate bank withdrawal and a separate line on the bank statement. Nvoicepay will then issue payments to the organization's vendor. The payments are disbursed from Nvoicepay's trust account via one of three payment methods: Check, ACH, or payment card. The payments will include a Reference ID that ExED will record as the transaction number in ExED's accounting system. The Reference ID will not be in sequence as it is based on Nvoicepay's numbering system.
- Nvoicepay will save an electronic check copy for any paper checks issued and Nvoicepay will save vendor remittances for any ACH or payment card payments issued.
- Nvoicepay will stale date payments after 60 days. When this situation happens, Nvoicepay will void the payment and credit the funds back to the organization's bank account. ExED may also direct Nvoicepay to reissue a payment prior to the 60-day deadline. In this case, Nvoicepay will void the original payment and issue a new payment. The new payment will be recorded as a payment modification and will be linked to the original payment in Nvoicepay. The new payment will have a new Reference ID for tracking purposes, however, the new Reference ID will not be updated in ExED's accounting system where the original Reference ID is recorded as the new transaction is only impacting Nvoicepay's account.

### Petty Cash

**Policy:** No Petty cash will be kept on site.

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## CNCA FISCAL POLICIES AND PROCEDURES

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### Employee and Volunteer Expense Reimbursements

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

#### Procedures:

- An employee or school volunteer seeking to make a school-related purchase must obtain pre-approval from the Chief Executive Officer, Fiscal Designee, or Site Principals.
- Employees will submit signed expense reports ~~monthly, as necessary, within 30 days of incurring the expense~~ to the Chief Executive Officer, Fiscal Designee, or Site Principals for approval. Original receipts or other appropriate documentation (e.g. e-mail receipt) must be attached to the expense report.
- Chief Executive Officer expense reports must be approved by a member of the board via either a signature, email, or through Spendbridge.
- The Office Manager will submit the approved expense report and copies of the supporting documentation to ExED.
- ExED will issue a reimbursement check ~~during the next regular check run following~~ within five business days of receipt of appropriate and complete documentation.
- Employees and volunteers will submit expense reports within 60-days and/or within the fiscal year in which the expenses were incurred.
- The organization reserves the right to refuse reimbursement for any inappropriate expenses made.
- The Chief Executive Officer will determine which administrative staff is eligible for monthly tech reimbursement not to exceed \$35 per calendar month.

### Travel Expenses

**Policy:** The Chief Executive Officer, Fiscal Designee, or Site Principals must pre-approve all school related travel. Mileage will be reimbursed at the organization-approved mileage rate, not to exceed the current IRS reimbursement rate.

#### Procedures:

- For the purposes of mileage reimbursement, where a trip is commenced or terminated at the employee's home, the distance traveled shall be reduced by the employee's home-to-office commute distance.
- Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an administrator and the event is more than 75 miles from either the employee's residence or the school site. Hotel rates will be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available.
- Employees will be reimbursed up to the established State of California per diem rate found at (<http://www.gsa.gov/portal/category/100120> - US Government Rates) for any breakfast, lunch, dinner, or incidental expense that is not included as part of the related event. Employees will be responsible for any excess expenses beyond the established per diem rate.
- Tipping shall be applied to transportation and meal costs only.

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- Transportation expenses such as airfare will be purchased at the lowest rate available.
- Employees should utilize bus/shuttle service whenever possible. When traveling in groups, taxis or group ride services may be more economical. Employees should choose between long-term parking or a taxi/ride service based on whichever is the more economical for the organization.
- After the trip, the employee must enter all of the appropriate information on an expense report, attach original receipts, and submit it to the Chief Executive Officer, Fiscal Designee, or Site Principals for approval and then on to ExED for processing.

### Governing Board Expenses

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

## Asset Management

### Cash Management and Investments

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

#### Procedures:

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

### Capital Equipment

**Policy:** The organization capitalizes any item, purchased or donated, with a value of ~~\$45,000~~ or more and with a useful life of more than one year.

#### Procedures:

- ExED will maintain a ledger of all capitalized items. The ledger will include the original purchase price and date and a brief description of the asset.
- The organization will take a physical inventory of all assets within 90 days of the end of each fiscal year, indicating the condition and location of the asset.
- The Chief Executive Officer will be notified of all cases of theft, loss, damage or destruction of assets.
- The Chief Executive Officer or the Fiscal Designee will submit to ExED written notification of plans for disposing of assets with a clear and complete description of the asset and the date of the disposal.
- The organization is responsible for maintaining compliant inventory lists of all items required under state or federal program guidelines, including items which fall below the capitalization threshold listed above.

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**CNCA FISCAL POLICIES AND PROCEDURES**

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**Leases**

**Policy:** All contracts that meet the following criteria shall be reported as a lease in accordance with ASC 842:

1. The contract conveys the right to control the use of an identified asset (land, buildings, equipment) for a period of time greater than 12 months in exchange for payment.
2. The net present value (NPV) of the leased asset over the term of the lease, including any options to renew, exceeds the organization’s capitalization threshold (\$5,000)

Leases are classified as either finance or operating. The lease classification determines the accounting requirements. If the organization is not sure whether a contract contains a lease, it will seek guidance from legal counsel and/or their audit firm to make the determination.

**Procedures:**

- The Chief Executive Officer or fiscal designee will notify ExED of leases that meet the requirements listed above as they arise, but no later than the quarter end, by completing the ExED Lease Data Collection Form. The form assists in determining if a lease is a finance or operating lease.
- ExED will recognize and initially measure all leases as of the lease commencement date by recording a right-of-use asset and a lease liability on the balance sheet.
- To determine the (NPV) of the lease asset, the organization will:
  - o use the rate implicit in the lease when readily determinable.
  - o In cases where the implicit rate is not readily determinable, employ a risk-free discount rate corresponding to the lease term, referencing SLGS Daily Rate Table for the risk-free determination.
- ExED will record all subsequent entries as required by the type of lease (operating or finance) on a monthly or annual basis.

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**Loans & Lines of Credit**

**Policy:** The Governing Board will approve all loans or Lines of Credit from third parties. In the case of a long-term loan, approval may also be required from the chartering authority in accordance with the terms of the charter and/or other lenders in accordance with the loan documents. Employee loans, including salary advances, are not allowed.

**Procedures:**

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

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### CNCA FISCAL POLICIES AND PROCEDURES

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- Any draw of funds from a Line of Credit shall require written approval from the Executive Director and the Board Treasurer.

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### Insurance

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

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

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

#### Procedures:

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

### Parking Lot Liability

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

#### Procedures:

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

### Operating Reserves

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

#### Procedures:

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

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# Coversheet

## Addendum to the CNCA Student and Family Handbook

**Section:** IV. Consent Items  
**Item:** B. Addendum to the CNCA Student and Family Handbook  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Appeal Process\_Suspension and Expulsion.pdf



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## **Appeal Process: Suspension and Expulsion**

The process to appeal Suspension and Expulsion is outlined in the Camino Nuevo Charter Academy Petitions. We will be adding this process as an addendum into the Camino Nuevo Charter Academy Student and Family Handbook to ensure transparency and clarity of process.

### **Appeal of Suspension**

The suspension of a student will be at the discretion of the Principal or designee (Assistant Principal), or Parents and/or guardians will be notified by the Principal or designee in advance of the enactment of the suspension via an informal suspension conference and can appeal a student's suspension. To appeal an in or out of school suspension, a student's parent/guardian must submit the appeal of suspension form to the Director of Student Experience at the CNCA HSO. The appeal of suspension form can be obtained at the school site's main office or at the CNCA HSO and must be submitted within five (5) days of the last day of the student's suspension. For in/out of school suspension appeals, the Director of Student Experience shall form a suspension appeal committee to review the appeal of suspension within five (5) school days of the submission of the appeal. The suspension appeal committee shall be composed of 4 parties, including the Director of Student Experience, the Director of Family Engagement, the Vice President of Schools, and the Vice President of Student and Family Supports. The Director of Student Experience, Director of Family Engagement, Vice President of Schools, and Vice President of Student and Family Supports support all CNCA schools from the CNCA Home Office.

- The Director of Student Experience will notify the parent/guardian in writing of the decision of the appeal within three (3) working days of the appeal committee's decision.
- The decision communicated by the Director of Student Experience is final and may not be further appealed. The results shall be documented and kept as student records.
- The parent/guardian may submit a written objection to the final decision, which will be kept in the student's records. Submission of a written objection to the Director of Student Experience will not result in further appeal actions.

If the appeal of suspension is successful, the suspension will be removed from the student's discipline record. The Principal or designee may implement alternative consequences to suspension as appropriate.



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## Appeal for Expulsion

Expulsion of a student will be recommended by the Principal or the Principal's designee and must be approved by the CNCA Board Discipline Committee. Parents and/or guardians will be notified of the expulsion and can appeal a student's expulsion. The student will be provided with or continue in the interim placement until a meeting is scheduled to hear the expulsion appeal (within five (5) working days of receipt of expulsion appeal). The student's parent(s)/guardian(s) must attend to present their appeal to a committee appointed by CNCA Board of Directors, including CNCA Board of Directors members whose members were not a part of the Board Discipline Committee. The parent/guardian will be informed of their right to reasonable accommodations, language support, and other due process protections and rights.

To appeal an expulsion, a student's parent/guardian must submit a written appeal of expulsion form to the CNCA Vice President of Human Resources. The appeal of the expulsion form can be obtained at the CNCA Home Office and must be submitted within five (5) days of receipt of the student's expulsion order.

- The Vice President of Human Resources shall form an expulsion appeal committee made up of CNCA Board of Directors members not involved in the Board Discipline Committee, or any previous discipline related to the student to review the appeal of expulsion within five (5) school days of the submission of the appeal.
- The Vice President of Human Resources will notify the parent/guardian in writing of the decision of the appeal within three (3) working days of the expulsion appeal committee's decision.
- The decision communicated by the Vice President of Human Resources is final and may not be further appealed. The results shall be documented and kept as student records.
- The parent/guardian may submit a written objection to the final decision, which will be kept in the student's records. Submission of a written objection to the Vice President of Human Resources will not result in further appeal actions.
- If the appeal is successful, the student will be allowed to continue enrollment at CNCA, and the expulsion will be removed from the student's discipline record.

The decision of the expulsion appeal committee will be final. In the event of a decision to expel a student from Camino Nuevo Charter Academy, CNCA will work cooperatively with the district of residence, county, and/or charter schools to assist with the appropriate educational placement of the student who has been expelled. If a student intending to enroll at CNCA is under an expulsion order from another school district (LEA), all information including the student's rehabilitation plan, must be provided to the CNCA Board of Directors for review. The Board of Directors will determine if enrollment will be granted upon review of expulsion on a case by case basis. Any incident of violent and/or serious student behavior that occurs at CNCA shall be communicated to the district/school to which the student matriculates via phone or submission of the expulsion order via certified mail.

# Coversheet

## Woodcraft Rangers Expanded Learning Contract

**Section:** IV. Consent Items  
**Item:** C. Woodcraft Rangers Expanded Learning Contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** CaminoNuevo\_WR\_MasterContract\_\_2024-2025 Final.pdf

## **EXPANDED LEARNING PROGRAM INDEPENDENT CONTRACTOR AGREEMENT**

This Expanded Learning Program Independent Contractor Agreement (“Agreement”) is made and entered into, on the date of the last dated signature below (the “Effective Date”), by and between Camino Nuevo Charter Academy (“Partner Charter”), a California nonprofit public benefit corporation, whose principal place of business is 3435 W. Temple Street, Los Angeles, CA 90026 and the independent contractor, Woodcraft Rangers (“Contractor”, collectively referred to with Camino Nuevo Charter Academy as the “Parties”), whose principal place of business is 340 E. 2<sup>nd</sup> Street, Suite 200 Los Angeles, CA 90012.

In consideration of the mutual promises contained herein, the Parties agree as follows:

1. **Services.** During the Term (as defined in Section 3 below) of this Agreement, Contractor agrees to provide expanded learning program services to Camino Nuevo Charter Academy as described in Exhibit A attached hereto (the “Services”). Contractor will perform the Services in a diligent, careful, thorough, and professional manner consistent with customary practice and in compliance with applicable law. Contractor may use Contractor’s employees or subcontractors to perform the services under this Agreement, subject to applicable certifications. Any additional responsibilities of the Parties are set forth in Exhibit A attached hereto.

2. **Compensation and Expenses; Invoices and Payment.**

2.1 Partner Charter will pay compensation to Contractor for performance of the Services as set forth in Exhibit A. Upon Contractor’s submission of a signed Internal Revenue Service Form W-9 to Partner Charter, Partner Charter shall make payable any such compensation within thirty (30) days of receipt of an authorized and approved invoice from Contractor upon completion of the Services or as specified in Exhibit A. Any payment made pursuant to this paragraph shall be sent to Contractor and deemed paid upon placement in U.S. Mail. Contractor shall provide Partner Charter with no more than one (1) invoice per month.

3. **Term, Termination, and Survival.** The term of this Agreement will begin on August 12, 2024 and will terminate on June 30, 2025 (“Term”). Either party may provide notice of such termination of this Agreement at any time and for any reason with thirty (30) days prior written notice to the other party. Notwithstanding the foregoing, either party has the option to terminate this Agreement immediately upon the occurrence of any of the following events: (a) bankruptcy or insolvency of either party; (b) the sale of the business of either party; (c) the death or dissolution of either party; or (d) Contractor becomes debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities pursuant to Title 2 of the Code of Federal Regulations Part 200. Upon termination, no further performance, including payment pursuant to Section 2 and its subsections above, will be required of either party, except that Camino Nuevo Charter Academy must pay any fees due for authorized services rendered and for authorized expenses specified in Exhibit A. Sections 5, 6, 7, and 8 and their subsections, if any, below will survive the expiration or termination of this Agreement.

4. **Criminal Background Check and Tuberculosis Clearance Certification.** Prior to providing the Services pursuant to this Agreement, Contractor shall certify compliance with the requirements of California Education Code Section 45125.1 et seq., and shall fill out and return the Criminal Background Check and Tuberculosis Clearance Certification, on an annual basis,

attached hereto as Exhibit B. For student safety and well-being, and for compliance purposes, during the Term, Contractor shall keep its staff/volunteer roster listed in Exhibit B current and shall update Camino Nuevo Charter Academy as soon as practicable upon any changes, additions, or renewed clearances.

5. **Proprietary Information.**

5.1 Contractor acknowledges that, in connection with providing the Services under this Agreement, Contractor may have access to and use of Camino Nuevo Charter Academy or Camino Nuevo Charter Academy proprietary, confidential and trade secret information.

5.2 The written, verbally presented, visually viewed, printed, graphic, or electronically recorded materials furnished by Camino Nuevo Charter Academy for use by Contractor are confidential to the extent allowable by law, proprietary and/or trade secret information of Camino Nuevo Charter Academy and are the property of Camino Nuevo Charter Academy (“Proprietary Information”). Proprietary Information also includes, but is not limited to: know-how, materials, processes and procedures relating to the medical scribes and medical scribe services; know-how, materials, processes and procedures relating to the use of electronic medical records systems; lists of customers and of potential customers; marketing plans and strategies; pricing information; information concerning Camino Nuevo Charter Academy’s employees, students, and independent contractors; and any other information reasonably understood to be confidential or proprietary to Camino Nuevo Charter Academy .

5.3 Contractor will maintain in confidence and will not, directly or indirectly, disclose or use, either during or after the term of this Agreement, any Proprietary Information except to the extent necessary to perform the Services. Upon termination of this Agreement, or at the request of Camino Nuevo Charter Academy before termination, Contractor will deliver to Camino Nuevo Charter Academy all Proprietary Information that is in Contractor’s possession or under Contractor’s control. The obligations concerning Proprietary Information extend to information belonging to customers and suppliers of Camino Nuevo Charter Academy to which Contractor may have gained possession as a result of performing the Services.

5.4 The restrictions contained in this Section 5 and its subsections will not apply to any information that is: (a) generally known, or becomes generally known, to the public through no wrongful or negligent act of Contractor; (b) in the possession of Contractor prior to the Effective Date of this Agreement and the same can be demonstrated by the Contractor’s records; (c) has been independently developed by Contractor without use, directly or indirectly, of Camino Nuevo Charter Academy’s Proprietary Information; (d) is rightfully received by Contractor from a third party without restriction and without breach of this Agreement or any other agreement; (e) is approved for release by written authorization of Camino Nuevo Charter Academy ; or (f) is required to be disclosed by operation of law, provided, however, Contractor will first give written notice of such required disclosure to Camino Nuevo Charter Academy , make a reasonable effort to obtain a protective order requiring that the Proprietary Information so disclosed be used only for the purposes for which disclosure is required, take reasonable steps to allow Camino Nuevo Charter Academy to seek to protect the confidentiality of the Proprietary Information required to be disclosed, and disclose only that part of the Proprietary Information which, in the opinion of Contractor’s legal counsel, is required to be disclosed.

5.5 The covenants of confidentiality set forth in this Section 5 and its subsections will apply to all Proprietary Information disclosed to Contractor before and after the

Effective Date and will continue in effect during the Term of this Agreement and for a period of three (3) years following termination; provided, however, that with respect to Proprietary Information that rises to the level of a “trade secret”, as defined under applicable law, such covenants of confidentiality will apply for the greater of such three-year period or the period of time such information retains its status as a “trade secret” as determined under applicable law.

6. **Protected Information, Inventions and Works of Authorship.**

6.1 **Health Information.** Contractor acknowledges that, from time to time during the Term of this Agreement, Contractor may acquire or have access to Protected Health Information (as defined in the Health Insurance Portability and Accountability Act of 1996, as amended, and rules promulgated thereunder (the “HIPAA Rules”)) of Camino Nuevo Charter Academy students (“PHI”). Contractor will not use or disclose, and will cause its employees and independent contractors not to use or disclose, PHI, except as necessary to perform the Services or as required by law.

6.2 **Student Information.** Contractor acknowledges that, from time to time during the Term of this Agreement, Contractor may acquire or have access to pupil records or personally identifiable information of Camino Nuevo Charter Academy students (as defined in the Family Educational Rights and Privacy Act of 1974, as amended, and rules promulgated thereunder). Contractor will not use or disclose, and will cause Contractor’s employees and subcontractors not to use or disclose such information, except as necessary to perform the Services or as required by law.

7. **Contractor’s Representations and Warranties.** Contractor represents and warrants that (a) Contractor has the qualifications, licenses (if required by law) and ability to perform the Services in a competent and professional manner, without the advice, control, or supervision of Camino Nuevo Charter Academy ; (b) Contractor is not, and shall not become, subject to any obligation that prohibits or inhibits Contractor from performing all or any part of the Services; (c) Contractor will not infringe upon any copyright, patent, trade secret, or other property right of any third party in the performance of the Services; (d) Contractor will not disclose to Camino Nuevo Charter Academy any confidential information received by Contractor from third parties if doing so would violate Contractor’s obligations to any third party; (e) should Contractor provide services at Camino Nuevo Charter Academy school sites, Contractor’s employees shall adhere to the school site’s policy regarding signing in and out upon entry and exit, respectively; (f) Contractor’s personnel that currently serve or will serve Camino Nuevo Charter Academy students are trained, and accept full responsibility, to act as mandated child abuse reporters pursuant to California law; and (g) Contractor is not, and will notify Camino Nuevo Charter Academy immediately if, debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities pursuant to Title 2 of the Code of Federal Regulations Part 200.

8. **General Provisions**

8.1. **Relationship of Parties.** Contractor is an independent contractor and is not an agent, partner, principal, or employee of Camino Nuevo Charter Academy and has no authority to bind Camino Nuevo Charter Academy by contract or otherwise. Further, no joint-venture relationship exists between the Parties. Contractor will not be entitled to any benefits accorded to



Camino Nuevo Charter Academy' employees, including, but not limited to, medical, dental, vision, worker's compensation, disability insurance, vacation, or sick pay. Contractor shall be responsible for providing, at Contractor's expense, and in Contractor's name, criminal background checks if required by Section 7 above, disability, workers' compensation, or other insurance, as well as licenses, credentials, and permits usual or necessary for performing the Services.

8.2. **Choice of Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California, without regard to its conflicts of law principles.

8.3. **Attorneys' Fees.** In the event either party breaches its obligations under this Agreement, the non-breaching party will be entitled to all costs and expenses incurred, including reasonable attorney fees, as a result of the breach. In addition, in the event arbitration, suit or action is instituted to enforce any of the terms of this Agreement, the prevailing party will be entitled to recover from the other party such sum as the court or arbitrator may adjudge reasonable as attorneys' fees in arbitration, at trial, and on appeal of such suit or action, in addition to all other sums allowed by law.

8.4. **Resolution of Disputes.** In the event of any dispute, claim or disagreement relating to the interpretation or enforcement of this Agreement, the Parties will use commercially reasonable efforts to settle the dispute, claim, or disagreement. To this end, the Parties will consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to each party. If the Parties do not reach such a solution within a period of sixty (60) days, then, upon notice by either party to the other pursuant to Section 8.12 below, the dispute, claim or disagreement will be submitted to final, binding arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules. The arbitration will be conducted before a single arbitrator in Los Angeles, California. The arbitrator will have the authority to assess arbitration costs and expenses against either or both parties. The decision in the arbitration will be binding on all parties, and judgment on any arbitration award may be entered in any court of competent jurisdiction. This section will not prohibit either party from seeking equitable relief in any court in accordance with Section 5.4 above.

8.5. **Mutual Indemnification.**

8.5.1 **Indemnification by Camino Nuevo Charter Academy.** Camino Nuevo Charter Academy shall hold Contractor and Contractor's affiliates, directors, officers, partners, successors, assigns, and agents (the "Contractor Indemnified Person(s)") harmless and indemnify each of them from and against actual claims, losses, damages, liabilities, penalties, fines, expenses or costs ("Contractor Claims"), plus reasonable attorneys' fees and expenses incurred in connection with Contractor Claims and/or enforcement of this Agreement, incurred or to be incurred by any Contractor Indemnified Persons other than for Contractor Claims arising solely out of: (i) Contractor's negligence, gross negligence, or willful misconduct; or (ii) a material breach or violation by Contractor of material representations, warranties, covenants, or agreements contained in this Agreement.

8.5.2 **Indemnification by Contractor.** Contractor shall hold Camino Nuevo Charter Academy and Camino Nuevo Charter Academy's affiliates, directors, officers, partners, successors, assigns, and agents (the "Camino Nuevo Charter Academy Indemnified Person(s)") harmless and indemnify each of them from and against actual claims, losses, damages, liabilities, penalties, fines, expenses or costs ("Camino Nuevo Charter Academy Claims"), plus reasonable

attorneys' fees and expenses incurred in connection with Camino Nuevo Charter Academy Claims and/or enforcement of this Agreement, incurred or to be incurred by any Camino Nuevo Charter Academy Indemnified Persons other than for Camino Nuevo Charter Academy Claims arising solely out of: (i) Camino Nuevo Charter Academy 's negligence, gross negligence, or willful misconduct; or (ii) a material breach or violation by Camino Nuevo Charter Academy of material representations, warranties, covenants, or agreements contained in this Agreement.

8.6. **Insurance.** Contractor agrees to obtain liability insurance consistent with customary practice for performing the Services specified in Exhibit A. At a minimum, Contractor shall procure and maintain general and professional liability insurance covering all activities of Contractor's personnel performing the obligations of this Agreement with coverage of not less than one million dollars (\$1,000,000) for any incident, two million dollars (\$2,000,000) annual aggregate per incident, and three million dollars (\$3,000,000) excess liability policy for a maximum of five million dollars (\$5,000,000) per aggregate limit. Contractor shall add Camino Nuevo Charter Academy as an additional insured to Contractor's applicable insurance policy and shall provide Camino Nuevo Charter Academy with such proof upon Camino Nuevo Charter Academy 's request.

8.7. **Assignment.** Neither party will assign or otherwise transfer this Agreement in whole or in part without the prior written consent of the other party; provided, however, that Camino Nuevo Charter Academy may, without the consent of Contractor, assign this Agreement in connection with the sale of substantially all of its assets, or the merger or like change of control. The provisions of this Agreement will be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns permitted hereby.

8.8. **Entire Agreement.** This Agreement, including any and all exhibits and amendments, constitute the entire agreement between the Parties with respect to the subject matter hereof and supersede any and all other oral and written representations, understandings, or agreements relating to the subject matter hereof.

8.9. **Change in Document.** By signing and delivering this Agreement and/or any schedule, exhibit, amendment, or addendum, each party will be deemed to represent to the other party that the signing party has not made any changes to such document from the draft(s) most recently provided to the other party by the signing party, or vice versa, unless the signing party has expressly called such changes to the other party's attention, in writing (e.g., by "redlining" the document or by a comment memo or electronic mail).

8.10. **No Waiver or Oral Modification; Amendments.** No waiver of any provision of this Agreement will be deemed, or will constitute, a waiver of any other provision, whether or not similar, nor will any waiver constitute a continuing waiver. No waiver or modification will be binding unless executed, in writing, by the party making the waiver or modification. Any amendment to this Agreement will not be binding unless executed, in writing, by each party.

8.11. **Severability.** In the event that a court of competent jurisdiction holds any term or provision of this Agreement invalid, void, or unenforceable, then the remainder of this Agreement, and the application of such provision, will not be affected, impaired, or invalidated thereby, and each such term and provision of this Agreement will be valid and enforceable to the fullest extent permitted by law. Any provision of this Agreement held invalid or unenforceable

only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

8.12. **Notices.** Any notice or other communication given or made under this Agreement will be in writing and will be delivered personally or by a nationally recognized overnight courier (freight prepaid, specifying next-day delivery, with written verification of receipt), addressed to a party's address as listed below, or sent by email to the party's email address listed below. If the notice or communication is delivered personally or by national commercial delivery service, it will be deemed given upon delivery; if sent by email during the recipient's normal business hours, it will be deemed given when sent, and if not sent during normal business hours, then on the recipient's next business day. The addresses to which notices or other communications will be delivered may be changed by a party from time to time by giving prior written notice to the other party as described in this section. The addresses of the parties are as follows:

**If to Camino Nuevo Charter Academy :**

Attn: Adriana Abich  
CEO  
3435 W. Temple Street,  
Los Angeles, CA 90026  
[adriana.abich@caminonuevo.org](mailto:adriana.abich@caminonuevo.org)

**If to Contractor:**

Woodcraft Rangers  
Attn: Julee Brooks  
CEO  
340 E. 2<sup>nd</sup> Street, Suite 200  
Los Angeles, CA 90012  
[jbrooks@woodcrafrangers.org](mailto:jbrooks@woodcrafrangers.org)

8.13 **Nondiscrimination.** The Parties shall not discriminate against any pupil on the basis of race or ethnicity, national origin, gender, gender identity, gender expression or physical or mental disability religion, color, medical condition, sexual condition, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in California Penal Code Section 422.55 or any other protected classification under law.

8.14 **Force Majeure.** Either party shall be excused from performance, without penalty, for delay in, or failure of, performance or shall any such delay in, or failure of, performance constitute default if such delay or failure is caused by force majeure. "Force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Force majeure may include, but is not limited to, acts of nature, acts of government (including, but not limited to, political subdivisions, school districts, or local education agencies that authorize and oversee Camino Nuevo Charter Academy 's schools' charter petitions) not related to breach of any legal or regulatory obligation by either party, fire, earthquake, strike, lockout, civil disorder, war or commandeering by any agency of government, epidemics, and quarantine restrictions. If either party is delayed at any time by force majeure, the delayed party shall notify the other party's designated representative of such delay, in writing and via telephone

when feasible, as soon as practicable and shall specify the cause(s) of such delay. The delayed party shall cause such delay to cease as soon as practicable.

8.15 **Binding Effect.** The provisions of this Agreement will be binding upon and will inure to the benefit of the respective successors and permitted assigns of the Parties.

8.16 **Counterparts.** This Agreement may be executed in counterparts, each of which will be deemed an original, and the counterparts will together constitute one and the same instrument, notwithstanding that all of the parties are not signatory to the original or the same counterpart. Counterparts may be delivered via facsimile, electronic mail (including .pdf format), or other transmission method and any counterpart so delivered will be deemed to have been duly and validly delivered and be valid and effective for all purposes.

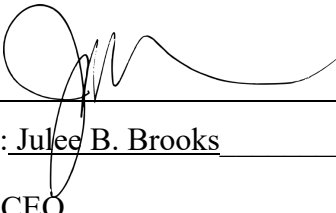
8.17 **Headings.** The headings of sections in this Agreement are for convenience of reference only and will not affect the meaning or interpretation of this Agreement in any way.

In witness whereof, the Parties hereto have executed this Agreement as of the Effective Date.

**Camino Nuevo Charter Academy**

**WOODCRAFT RANGERS**

By: \_\_\_\_\_

By:  \_\_\_\_\_

Name: \_\_\_\_\_

Name: Julee B. Brooks \_\_\_\_\_

Title: \_\_\_\_\_

Title: CEO \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit A

### 1. Services/Project.

The following program design and budget proposal allows Camino Nuevo Charter Academy to meet all of the designated requirements and guidelines of the State of California's ASES grant and Expanded Learning Opportunities Program, as well as the 21<sup>st</sup> CCLC grant programs to offer enrollment and provide access to qualifying TK- 8 grade students. Woodcraft Rangers will operate programs in compliance with all Federal and State funding guidelines and current public health guidelines.

### **183 Days of Full Comprehensive Afterschool Programming**

- WR will deliver a high-quality afterschool learning program at 5 Camino Nuevo Charter Academy Schools.
- Programs will average 20:1 student staff ratio and 1:10 for TK/K.
- Programming will be provided from dismissal to 6pm every day school is in session.
- The Elementary program will be supervised by one dedicated full-time site coordinator and an assistant site coordinator, and a community liaison. The Middle School Program will be supervised by one dedicated part-time site coordinator. A year-round program manager and 1 quality assurance specialist will oversee Camino Nuevo Charter Academy Schools, along with neighboring schools.
- Program supplies and equipment are included for base clubs at each site.
- Entry to WR sports leagues and other club competitions including agency events (Transportation Costs included).
- WR is responsible for hiring, supervising and training of staff with wages competitive to market to ensure adequate recruitment and retention.
- WR provides its staff with access to the WR activity library and ongoing coaching and supports from a centralized learning team.
- WR will be responsible for community needs assessment, program design, activity development, training, recruitment, registration, equipment procurement and delivery and parent communication in partnership with Camino Nuevo Charter Academy and school leaders.
- WR will track all relevant data and ensure compliance for all grant funded programs.
- WR will be responsible for submitting all required California Department of Education reports, including, budget and expenditures, semi-annual attendance reports, CQI and Annual Outcomes Report, and all other reports as required. WR will also submit all reports to Camino Nuevo Charter Academy Schools for their records.
- Camino Nuevo Charter Academy contributes use of facilities, including Wi-Fi Usage, adequate storage, and associated cleaning costs for school sites.

Site	Number of students	One-Time Start-up (Included)	Total
Camino Nuevo Burlington Camino Nuevo Burlington TK/K	180 40	\$5,000	<b>\$483,716.05</b>
Camino Nuevo Kayne Siart Camino Nuevo Kayne Siart TK/K	180 40	\$5,000	<b>\$483,716.05</b>
Camino Nuevo Jose A. Castellanos Camino Nuevo Jose A. Castellanos TK/K	180 40	\$5,000	<b>\$483,716.05</b>

Camino Nuevo Eisner MS	60	\$5,000	<b>\$145,155.89</b>
Camino Nuevo Sandra Cisneros Camino Nuevo Sandra Cisneros TK/K	180 40	\$5,000	<b>\$483,716.05</b>
<b>TOTAL</b>	<b>940</b>	\$25,000	<b>\$2,080,020.09</b>

**16 Days of Intersessional Programs:**

- WR will deliver high-quality intersessional programs at Camino Nuevo Charter Academy.
- WR will operate 16 intersessional days for the 24-25 School Year per requirement of the Expanded Learning Opportunities Program and 21<sup>st</sup> CCLC as determined by CNCA.
- Programming each day will be 9 hours, 5 days/week, for a total of 45 hours/week.
- Each site will be supervised by one dedicated full-time site coordinator and an assistant site coordinator at all times. A year-round program manager and quality assurance specialist will oversee all WR programs at Camino Nuevo Charter Academy along with other neighboring schools.
- Programs will average 20:1 student staff ratio and 1:10 for TK/K.
- WR will track all relevant data and ensure compliance for the ELO-P programs.
- All other details are the same as after school.

Site	Number of students	Total
Camino Nuevo Burlington Camino Nuevo Burlington TK/K	180 40	<b>\$67,800.03</b>
Camino Nuevo Kayne Siart Camino Nuevo Kayne Siart TK/K	180 40	<b>\$67,800.03</b>
Camino Nuevo Jose A. Castellanos Camino Nuevo Jose A. Castellanos TK/K	180 40	<b>\$67,800.03</b>
Camino Nuevo Eisner MS	60	<b>\$19,299.78</b>
Camino Nuevo Sandra Cisneros Camino Nuevo Sandra Cisneros TK/K	180 40	<b>\$67,800.03</b>
<b>TOTAL</b>	<b>940</b>	<b>\$290,846.18</b>

**183 Days of Before School Programming**

- WR will deliver a high-quality before-school program at 4 Camino Nuevo Charter Academy Schools (Burlington, Kayne Siart, Castellanos, and Cisneros).
- Students in the before-school program will participate in a curriculum that focuses on a variety of base enrichment which includes science, visual and performing arts, academic support and light physical activities.
- WR will provide 2 staff per site to operate the before-school program.
- Programs will average 20:1 student-staff ratio and 1:10 for TK/K.
- Program hours are to be determined by the school site administrator.
- All other details are the same as after school.

Site	Number of students	Total
Camino Nuevo Burlington	40	\$57,065.26

Camino Nuevo Kayne Siart	40	\$57,065.26
Camino Nuevo Jose A. Castellanos	40	\$57,065.26
Camino Nuevo Sandra Cisnero	40	\$57,065.26
<b>TOTAL</b>	<b>180</b>	<b>\$228,261.05</b>

Total for 5 Schools (Before School, Afterschool and Intersessional Programs): **\$2,599,127.32**

## 2. Invoices and Payment

The Partner Charter shall receive separate invoices, by program, for total NTE contract amount in equal monthly installments, with invoices due within 30 days from issuance. Adjustments to invoices may occur only if recurring assessments reveal unmet contract deliverables, with payments adjusted accordingly.



**EXHIBIT B**

**Vendor Certification of Criminal Background Clearance, Tuberculosis (TB) Clearance, and Credential Verification**

***In accordance with California fingerprint and criminal background clearance, TB risk assessment/clearance requirements, and credentialing requirements per Education Code sections 45125.1 et seq., 49406, and 47605(l)***

With respect to the Agreement/Contract (Number \_\_\_\_\_) between \_\_\_\_\_ (“**CHARTER SCHOOL**”) and the individual, company or contractor \_\_\_\_\_ (“**VENDOR**”) for provision of services.

**PLEASE CHECK ALL APPROPRIATE BOXES AND SIGN BELOW.**

**CLEARANCE AND CREDENTIAL REQUIREMENTS SATISFIED:**

- A. The VENDOR hereby certifies to the CHARTER SCHOOL’s Governing Board that it has completed the criminal background check requirements of California Education Code (Ed. Code) section 45125.1, that it has determined that none of its employees that may come into contact with CHARTER SCHOOL students has been convicted of a violent felony listed in Penal Code Section 667.5(c) or a serious felony listed in Penal Code Section 1192.7(c), and that the VENDOR requests and receives subsequent arrest notifications for all such employees from the California Department of Justice to ensure ongoing safety of students.
- B. The VENDOR hereby certifies to the CHARTER SCHOOL Governing Board that it has required and verified that all employees who may have frequent or prolonged contact with students have undergone a risk assessment and/or been examined and determined to be free of active tuberculosis as required in Ed. Code section 49406. VENDOR requires all new employees to provide VENDOR with certificate of tuberculosis clearance dated within the 60 days prior to initial employment. VENDOR maintains current TB clearances for all such employees.
- C. The VENDOR hereby certifies to the CHARTER SCHOOL Governing Board that it has required and verified that all VENDOR employees whose assignment at the CHARTER SCHOOL requires a teaching or substitute credential or license holds a current, valid credential or license appropriate for the assignment as required by Ed. Code section 47605(l).

List below, or attach, the name and other information for each vendor employee for whom VENDOR has successfully completed the requisite fingerprinting and criminal background check, TB risk assessment/clearance, and credential verification (if applicable), in accordance with the provisions above.

Name of Employee	Date of Criminal Background Clearance Determination	TB Expiration Date	Credential(s) Type and Expiration Date(s)
John Example	07/23/2014	07/23/2018	MSTC 07/01/2018

**WAIVER JUSTIFICATION:**

- D. The VENDOR and all of its employees qualify for a waiver of the Department of Justice (DOJ) fingerprint and criminal background clearance requirements for the following reason(s) permitted by Ed. Code section 45125.1 et seq.
  - The VENDOR and its employees will have NO CONTACT with pupils. (No school-site services will be provided.)
  - The VENDOR and its employees will have LIMITED CONTACT with pupils. (Attach information about length of time on school grounds; proximity of work area to pupil areas; whether VENDOR employees will be working by themselves or with others, and, if so, with whom; and any other factors that substantiate limited contact.) [Ed. Code § 45125.1 (c)]

The VENDOR, which will be providing for construction, reconstruction, rehabilitation, or repair of a school facility



where the employees of the VENDOR may have contact, other than limited contact, with pupils, shall ensure the safety of the pupils by one or more of the following methods: [EC 45125.2 (a)]

**Check all methods to be used:**

1) Installation of a physical barrier at the worksite to limit contact with students

2) Continual supervision and monitoring of all employees of the VENDOR by an employee of the VENDOR who has not been convicted of a serious or violent felony as ascertained by the DOJ

3) Surveillance of employees of the VENDOR by school personnel

The services provided by the VENDOR are for an "EMERGENCY OR EXCEPTIONAL SITUATION" ONLY, such as when pupil health or safety is immediately endangered or when emergency repairs are needed to make the school facilities safe and habitable. [EC 45125.1(b)]

**By signing below, under penalty of perjury, I certify that the information contained on this certification form and the employee list(s) is accurate. I understand that it is the VENDOR'S sole responsibility to maintain, update, and provide the CHARTER SCHOOL with current and complete information along with the employee list, throughout the duration of services provided by VENDOR.**

---

Authorized Vendor Signature

Printed Name

Title

Date

# Coversheet

## Accept 23-24 Audit

**Section:** VI. Accept 23-24 Audit  
**Item:** A. Accept 23-24 Audit  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 6-30-24 CNCA Audited FS Draft.pdf  
CNCA Governance Letter - Conclusion Draft.pdf

**CAMINO NUEVO CHARTER ACADEMY**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION**

**YEAR ENDED JUNE 30, 2024**

**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 High #2 – Dalzell Lance High School  
(CNHS #2) - #1540**

**CAMINO NUEVO CHARTER ACADEMY  
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## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Camino Nuevo Charter Academy  
Los Angeles, California

### Report on the Audit of the Financial Statements

#### **Opinion**

We have audited the accompanying financial statements of Camino Nuevo Charter School (the School), a California nonprofit public benefit corporation, which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for one year after the date the financial statements are available to be issued.

Board of Directors  
Camino Nuevo Charter Academy

### ***Auditors' Responsibility for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the School's financial statements as a whole. The CNCA #1, CNCA #2, CNCA #3, CNCA #4, CNHS #2, and Central Admin Office columns in the statements of financial position, activities, and cash flows as well as the supplementary information (as identified in the table of contents), and the accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the 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 financial statements.

Board of Directors  
Camino Nuevo Charter Academy

The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the 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 financial statements as a whole.

**Other Information**

Management is responsible for the other information included in the annual report. The other information comprises the local education agency organization structure but does not include the financial statements and our auditors' report thereon. Our opinion on the financial statements does not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

**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 the School'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 of the 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 the School's internal control over financial reporting and compliance.

**CliftonLarsonAllen LLP**

Glendora, California  
REPORT DATE

**CAMINO NUEVO CHARTER ACADEMY  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2024**

ASSETS	CNCA #1	CNCA #2	CNCA #3	CNCA #4	CNHS #2	Central Admin Office	Total
<b>CURRENT ASSETS</b>							
Cash and Cash Equivalents	\$ 7,049,321	\$ 4,817,245	\$ 8,191,900	\$ 4,400,372	\$ 3,807,501	\$ 1,432,023	\$ 29,698,362
Accounts Receivable	1,883,371	398,776	1,699,966	284,596	1,148,327	-	5,415,036
Intercompany Receivable	-	-	-	-	-	122,303	122,303
Due from Others	73,532	105,114	62,568	56,378	65,538	-	363,130
Prepaid Expenses and Other Assets	47,117	39,145	90,183	24,296	47,150	72,521	320,412
Total Current Assets	<u>9,053,341</u>	<u>5,360,280</u>	<u>10,044,617</u>	<u>4,765,642</u>	<u>5,068,516</u>	<u>1,626,847</u>	<u>35,919,243</u>
<b>NONCURRENT ASSETS</b>							
Right of Use (ROU) Lease Asset - Operating	10,236,604	23,316	4,880,350	23,956	8,826,391	-	23,990,617
Total Noncurrent Assets	<u>10,236,604</u>	<u>23,316</u>	<u>4,880,350</u>	<u>23,956</u>	<u>8,826,391</u>	<u>-</u>	<u>23,990,617</u>
<b>PROPERTY, PLANT, AND EQUIPMENT</b>							
<b>EQUIPMENT</b>							
Land	-	12,579,941	-	-	-	-	12,579,941
Construction in Progress	612,248	-	10,238	-	-	-	622,486
Buildings	1,129,665	25,960,773	516,487	435,682	547,610	-	28,590,217
Leasehold Improvements	252,346	174,918	189,079	4,979	112,358	-	733,680
Equipment and Computers	625,512	661,444	769,337	536,861	853,988	-	3,447,142
Furniture	73,228	35,259	143,963	67,758	40,074	-	360,282
Accumulated Depreciation	(583,021)	(4,950,696)	(566,266)	(419,342)	(574,690)	-	(7,094,015)
Total Property, Plant, and Equipment	<u>2,109,978</u>	<u>34,461,639</u>	<u>1,062,838</u>	<u>625,938</u>	<u>979,340</u>	<u>-</u>	<u>39,239,733</u>
Total Assets	<u>\$ 21,399,923</u>	<u>\$ 39,845,235</u>	<u>\$ 15,987,805</u>	<u>\$ 5,415,536</u>	<u>\$ 14,874,247</u>	<u>\$ 1,626,847</u>	<u>\$ 99,149,593</u>
<b>LIABILITIES AND NET ASSETS</b>							
<b>CURRENT LIABILITIES</b>							
Accounts Payable	\$ 945,065	\$ 246,976	\$ 709,158	\$ 501,036	\$ 229,812	\$ 151,253	\$ 2,783,300
Accrued Liabilities	252,196	221,913	306,941	171,604	198,872	214,831	1,366,357
Intercompany Payables	-	-	-	-	-	1,332,631	1,332,631
Deferred Revenue	3,463,208	2,530,032	3,449,431	1,533,216	1,580,160	-	12,556,047
Operating Lease Liability, Current Portion	556,121	11,979	281,136	12,308	477,462	-	1,339,006
Loans Payable, Current Portion	-	412,729	-	-	-	-	412,729
Total Current Liabilities	<u>5,216,590</u>	<u>3,423,629</u>	<u>4,746,666</u>	<u>2,218,164</u>	<u>2,486,306</u>	<u>1,698,715</u>	<u>19,790,070</u>
<b>NONCURRENT LIABILITIES</b>							
Operating Lease Liability, Net Current Portion	9,630,644	11,337	4,575,714	11,649	8,305,958	-	22,535,302
Loans Payable, Net of Current Portion	-	9,023,119	-	-	-	-	9,023,119
Total Noncurrent Liabilities	<u>9,630,644</u>	<u>9,034,456</u>	<u>4,575,714</u>	<u>11,649</u>	<u>8,305,958</u>	<u>-</u>	<u>31,558,421</u>
Total Liabilities	<u>14,847,234</u>	<u>12,458,085</u>	<u>9,322,380</u>	<u>2,229,813</u>	<u>10,792,264</u>	<u>1,698,715</u>	<u>51,348,491</u>
<b>NET ASSETS</b>							
Without Donor Restriction:							
Undesignated	3,780,112	1,554,202	4,683,333	1,860,172	2,687,036	(71,868)	14,492,987
Property, Plant, and Equipment, Net Related Debt	2,109,978	25,025,791	1,062,838	625,938	979,340	-	29,803,885
Designated/Deferred Maintenance	392,216	807,157	915,070	699,613	398,347	-	3,212,403
Total Without Donor Restriction	<u>6,282,306</u>	<u>27,387,150</u>	<u>6,661,241</u>	<u>3,185,723</u>	<u>4,064,723</u>	<u>(71,868)</u>	<u>47,509,275</u>
With Donor Restriction	270,383	-	4,184	-	17,260	-	291,827
Total Net Assets	<u>6,552,689</u>	<u>27,387,150</u>	<u>6,665,425</u>	<u>3,185,723</u>	<u>4,081,983</u>	<u>(71,868)</u>	<u>47,801,102</u>
Total Liabilities and Net Assets	<u>\$ 21,399,923</u>	<u>\$ 39,845,235</u>	<u>\$ 15,987,805</u>	<u>\$ 5,415,536</u>	<u>\$ 14,874,247</u>	<u>\$ 1,626,847</u>	<u>\$ 99,149,593</u>

See accompanying Notes to Financial Statements.



**CAMINO NUEVO CHARTER ACADEMY  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2024**

	CNCA #1	CNCA #2	CNCA #3	CNCA #4	CNHS #2	Central Admin Office	Total
<b>NET ASSETS WITHOUT DONOR RESTRICTION</b>							
<b>REVENUES</b>							
State Revenue:							
State Aid	\$ 6,280,322	\$ 6,756,264	\$ 6,996,105	\$ 4,836,673	\$ 6,057,868	\$ -	\$ 30,927,232
Other State Revenue	3,585,560	2,952,232	3,303,124	2,505,779	1,411,506	-	13,758,201
Federal Revenue:							
Grants and Entitlements	2,110,144	1,055,382	2,301,158	757,782	1,124,827	-	7,349,293
Local Revenue:							
In-Lieu Property Tax Revenue	2,241,931	2,476,028	2,558,671	1,785,498	1,799,625	-	10,861,753
Contributions	212,888	147,643	167,773	121,240	121,750	-	771,294
Interest Income	301,918	263,201	293,371	236,490	193,363	-	1,288,343
Other Revenue	46,186	104,895	44,684	28,281	28,895	-	252,941
Loss on Disposal of Fixed Assets	(254,974)	(25,861)	(80,631)	(36,301)	(380,291)	-	(778,058)
Total Revenues Without Donor Restriction	14,523,975	13,729,784	15,584,255	10,235,442	10,357,543	-	64,430,999
Net Assets Released from Restriction	-	-	25,618	44,771	10,269	-	80,658
Total Revenues Without Donor Restriction and Net Assets Released from Restriction	14,523,975	13,729,784	15,609,873	10,280,213	10,367,812	-	64,511,657
<b>EXPENSES</b>							
Program Services	11,596,455	11,701,574	12,370,653	8,837,793	8,554,960	-	53,061,435
Management and General	2,083,745	1,993,193	2,341,963	1,388,442	1,606,676	-	9,414,019
Fundraising	3,181	14,933	2	3,053	731	-	21,900
Total Expenses	13,683,381	13,709,700	14,712,618	10,229,288	10,162,367	-	62,497,354
Change in Net Assets Without Donor Restriction	840,594	20,084	897,255	50,925	205,445	-	2,014,303
<b>NET ASSETS WITH DONOR RESTRICTION</b>							
Other State Revenue	26,302	-	-	-	-	-	26,302
Net Assets Released from Restriction	-	-	(25,618)	(44,771)	(10,269)	-	(80,658)
Change in Net Assets With Donor Restriction	26,302	-	(25,618)	(44,771)	(10,269)	-	(54,356)
<b>CHANGE IN TOTAL NET ASSETS</b>	866,896	20,084	871,637	6,154	195,176	-	1,959,947
Net Assets - Beginning of Year	5,685,793	27,367,066	5,793,788	3,179,569	3,886,807	(71,868)	45,841,155
<b>NET ASSETS - END OF YEAR</b>	<u>\$ 6,552,689</u>	<u>\$ 27,387,150</u>	<u>\$ 6,665,425</u>	<u>\$ 3,185,723</u>	<u>\$ 4,081,983</u>	<u>\$ (71,868)</u>	<u>\$ 47,801,102</u>

See accompanying Notes to Financial Statements.

**CAMINO NUEVO CHARTER ACADEMY  
STATEMENT OF CASH FLOWS  
YEAR ENDED JUNE 30, 2024**

	CNCA #1	CNCA #2	CNCA #3	CNCA #4	CNHS #2	Central Admin Office	Total
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>							
Change in Net Assets	\$ 866,896	\$ 20,084	\$ 871,637	\$ 6,154	\$ 195,176	\$ -	\$ 1,959,947
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities:							
Depreciation	190,637	693,886	202,896	142,676	205,329	-	1,435,424
Loss on Disposal of Fixed Assets	254,974	25,861	80,631	36,301	380,291	-	778,058
(Increase) Decrease in Assets:							
Accounts Receivable	(799,549)	1,120,556	(795,206)	947,589	(275,207)	-	198,183
Intercompany Receivable	-	-	-	-	-	25,968	25,968
Due from Others	73,793	(104,271)	(59,256)	(56,378)	(61,279)	-	(207,391)
Prepaid Expenses and Other Assets	(19,670)	(15,024)	(24,777)	(7,366)	(22,190)	(47,990)	(137,017)
ROU Lease Asset - Operating	172,926	11,170	98,619	11,477	147,065	-	441,257
Increase (Decrease) in Liabilities:							
Accounts Payable and Accrued Liabilities	(309,539)	(600,811)	(343,670)	(174,339)	(368,066)	121,318	(1,675,107)
Intercompany Payables	-	-	-	-	-	923,994	923,994
Deferred Revenue	(212,199)	331,624	(227,653)	(365,947)	192,736	-	(281,439)
Operating Lease Liability	(235,786)	(10,649)	(127,512)	(10,941)	(201,370)	-	(586,258)
Net Cash Provided (Used) by Operating Activities	(17,517)	1,472,426	(324,291)	529,226	192,485	1,023,290	2,875,619
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>							
Purchases of Property, Plant, and Equipment	(1,021,006)	(187,669)	(301,572)	(54,005)	(246,126)	-	(1,810,378)
Net Cash Used by Investing Activities	(1,021,006)	(187,669)	(301,572)	(54,005)	(246,126)	-	(1,810,378)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>							
Repayment of Prop 55 Funding	-	(404,597)	-	-	-	-	(404,597)
Net Cash Used by Financing Activities	-	(404,597)	-	-	-	-	(404,597)
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	(1,038,523)	880,160	(625,863)	475,221	(53,641)	1,023,290	660,644
Cash and Cash Equivalents - Beginning of Year	8,087,844	3,937,085	8,817,763	3,925,151	3,861,142	408,733	29,037,718
<b>CASH AND CASH EQUIVALENTS, - END OF YEAR</b>	<b>\$ 7,049,321</b>	<b>\$ 4,817,245</b>	<b>\$ 8,191,900</b>	<b>\$ 4,400,372</b>	<b>\$ 3,807,501</b>	<b>\$ 1,432,023</b>	<b>\$ 29,698,362</b>
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</b>							
Cash Paid for Interest	\$ -	\$ 194,796	\$ -	\$ -	\$ -	\$ -	\$ 194,796

See accompanying Notes to Financial Statements.

**CAMINO NUEVO CHARTER ACADEMY  
STATEMENT OF FUNCTIONAL EXPENSES  
YEAR ENDED JUNE 30, 2024**

	Program Services	Management and General	Fundraising	Total
Salaries and Wages	\$ 20,613,976	\$ 2,622,167	\$ -	\$ 23,236,143
Pension Expense	4,185,827	640,492	-	4,826,319
Other Employee Benefits	1,725,036	217,918	-	1,942,954
Payroll Taxes	583,571	181,963	-	765,534
Management Fees	4,278,642	1,833,704	-	6,112,346
Legal Expenses	-	87,129	-	87,129
Other Fees for Services	10,063,180	986,944	-	11,050,124
Advertising and Promotion Expenses	-	20,045	-	20,045
Instructional Materials	1,310,888	-	-	1,310,888
Office Expenses	1,252,463	911,935	-	2,164,398
Printing and Postage Expenses	-	12,780	-	12,780
Information Technology Expenses	-	589,282	-	589,282
Occupancy Expenses	3,941,479	507,708	-	4,449,187
Travel Expenses	97,966	-	-	97,966
Interest Expense	-	194,796	-	194,796
Depreciation Expense	1,365,211	70,213	-	1,435,424
Insurance Expense	-	51,158	-	51,158
Nutrition Program Food and Supplies	1,815,136	-	-	1,815,136
Other Expenses	1,828,060	485,785	21,900	2,335,745
Total Expenses by Function	<u>\$ 53,061,435</u>	<u>\$ 9,414,019</u>	<u>\$ 21,900</u>	<u>\$ 62,497,354</u>

See accompanying Notes to Financial Statements.

**CAMINO NUEVO CHARTER ACADEMY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Activities**

Camino Nuevo Charter Academy (CNCA) is a nonprofit 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 five charter schools operating as of June 30, 2024, 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)
- 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.

**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.

**CAMINO NUEVO CHARTER ACADEMY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**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. 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.

**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.

**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.

**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, 2024. Management believes that all receivables are fully collectible; therefore, no provisions for uncollectible accounts were recorded.

**CAMINO NUEVO CHARTER ACADEMY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**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 \$1,435,424 for the year ended June 30, 2024.

**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 (those with a measurable performance or other barrier and a right of return) 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 (barriers) 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, 2024, CNCA has conditional grants of \$15,094,226 of which \$12,556,047 is recognized as deferred revenue in the statement of financial position.

**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.



**CAMINO NUEVO CHARTER ACADEMY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**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. 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 is a nonprofit entity 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 files an exempt organization return in the U.S. federal jurisdiction and with the California Franchise Tax Board.

**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, 2024, CNCA has chosen to identify each charter school separately within the financial statements. In cases where specific identification of each charter's activities was not possible, items were allocated according to Average Daily Attendance (ADA).

**Leases**

CNCA leases facilities and equipment. CNCA determines if an arrangement is a lease at inception. Operating leases are included in operating lease right-of-use (ROU) assets, and operating lease liabilities on the statement of financial position. Finance leases are included in financing ROU assets, and lease liabilities – financing on the statement of financial position.

**CAMINO NUEVO CHARTER ACADEMY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Leases (Continued)**

ROU assets represent CNCA's right to use an underlying asset for the lease term and lease liabilities represent CNCA's obligation to make lease payments arising from the lease. ROU assets and liabilities are recognized at the lease commencement date based on the present value of lease payments over the lease term. As most of leases do not provide an implicit rate, CNCA uses its risk-free rate based on the information available at commencement date in determining the present value of lease payments. The operating lease ROU asset also includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that CNCA will exercise that option. CNCA has elected to recognize payments for short-term leases with a lease term of 12 months or less as expense as incurred and these leases are not included as lease liabilities or ROU assets on the statement of financial position.

CNCA has elected not to separate nonlease components from lease components and instead accounts for each separate lease component and the nonlease component as a single lease component.

In evaluating contracts to determine if they qualify as a lease, CNCA considers factors such as if CNCA has obtained substantially all of the rights to the underlying asset through exclusivity, if CNCA can direct the use of the asset by making decisions about how and for what purpose the asset will be used and if the lessor has substantive substitution rights. This evaluation may require significant judgment.

**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 bi-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. 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, 2024, financial assets available for general expenditures are comprised of the following:

Cash and Cash Equivalents	\$ 29,698,362
Accounts Receivable	5,415,036
Due From Others	363,130
Less: Net Assets With Donor Restrictions	<u>(291,827)</u>
Financial Assets Available for General Expenditure	<u><u>\$ 35,184,701</u></u>



**CAMINO NUEVO CHARTER ACADEMY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

**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, 2024, as provided by the pool sponsor, was approximately \$24,827,699.

**NOTE 4 RELATED PARTY TRANSACTIONS**

**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 their 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 12% of the operational funding. The total amount of the support services were \$6,112,346 for the year ended June 30, 2024. CNCA also paid PNEDG for mental health program services, ELOP, and other support services in the amount of \$846,390 and \$397,925, respectively, for the year ended June 30, 2024.

**Contributions**

PNEDG provided grants to CNCA schools amounting to \$55,000 for the year ended June 30, 2024.

**Leases**

CNCA has entered into multiple lease agreements with Grupo Nuevo Los Angeles (GNLA) and its subsidiary LLCs for various facilities. GNLA was formed for the benefit and to carry out the purposes of CNCA. CNCA is responsible for the related party taxes on these facilities. The leases are through 2057 and require monthly payments in line with a payment schedule outlined in the lease. Rent expenses recorded for these leases was \$1,200,763 for the year ended June 30, 2024. Refer to Note 9 for general lease disclosures.

**CAMINO NUEVO CHARTER ACADEMY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

**NOTE 5 COMMITMENTS**

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, 2024 were \$195,151.

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, 2024 were \$240,590.

**NOTE 6 NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions are restricted for the following purposes or periods.

Subject to Specific Purpose:

Nutrition Program	\$ 291,827
Total Net Assets With Donor Restriction	<u>\$ 291,827</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 years ended June 30:

Release of Restrictions

Purpose:

Nutrition Program	\$ 80,658
Total	<u>\$ 80,658</u>

**CAMINO NUEVO CHARTER ACADEMY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

**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. 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, 2023, total STRS plan net assets are \$316.9 billion, the total actuarial present value of accumulated plan benefits is \$455 billion, contributions from all employers totaled \$7.738 billion, and the plan is 75.9% 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](http://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 10.205% 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. The required employer contribution rate for year ended June 30, 2024 was 19.10% 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>
2022	\$ 2,592,834	100 %
2023	3,032,050	100
2024	3,019,770	100

**CAMINO NUEVO CHARTER ACADEMY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

**NOTE 7 EMPLOYEE RETIREMENT (CONTINUED)**

**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, 2023, the School Employer Pool total plan assets are \$84.3 billion, the present value of accumulated plan benefits is \$120.5 billion, contributions from all employers totaled \$4.457 billion, and the plan is 70% funded. CNCA did not contribute more than 5% of the total contributions to the plan.

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](http://www.calpers.ca.gov).

Funding Policy

Active plan members are required to contribute 8.0% of their salary for Public Employees' Pension Reform Act (PEPRA) members and 7.0% of their salary for classic members. 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, 2024 was 26.68%. 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>
2022	\$ 1,384,912	100 %
2023	1,666,234	100
2024	1,806,549	100

**CAMINO NUEVO CHARTER ACADEMY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

**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. 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, 2024 is \$9,435,848.

Future payments of Proposition 55 are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2025	\$ 412,729
2026	421,025
2027	429,488
2028	438,121
2029	446,927
Thereafter	7,287,558
Total	<u>\$ 9,435,848</u>

**NOTE 9 LEASES – ASC 842**

CNCA leases school facilities and equipment from various related and unrelated parties under long-term, non-cancelable lease agreements. Related party leases are between CNCA and Grupo Nuevo Los Angeles (GNLA). The leases expire at various dates through 2057. Certain facility leases provide for increases in future minimum annual rental payments based on defined increases in the Consumer Price Index, subject to certain minimum increases. Additionally, the agreements generally require CNCA to pay real estate taxes, insurance, and repairs. Some lease agreements also require CNCA to comply with certain covenants and to maintain certain financial ratios. As of June 30, 2024, CNCA believes it was in compliance with all ratios and covenants.

**CAMINO NUEVO CHARTER ACADEMY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

**NOTE 9 LEASES – ASC 842 (CONTINUED)**

The following table provides quantitative information concerning CNCA's leases for the year ended June 30, 2024:

Lease Costs	
Operating Lease Costs	\$ 901,297
Total Lease Costs	<u>\$ 901,297</u>

Other Information:

Cash Paid for Amounts Included in the

Measurement of Lease Liabilities:

Operating Cash Flows from Operating Leases \$ 1,189,658

Right-Of-Use Assets Obtained in Exchange for New Operating Lease Liabilities \$ -

Weighted-Average Remaining Lease Term - Operating Leases 32.7 Years

Weighted-Average Discount Rate - Operating 3.11%

CNCA classifies the total undiscounted lease payments that are due in the next 12 months as current. A maturity analysis of annual undiscounted cash flows for lease liabilities as of June 30, 2023, is as follows:

Year Ending June 30,	Operating Leases (Related Party)	Operating Leases	Total
2025	\$ 1,239,064	\$ 99,942	\$ 1,339,006
2026	1,239,064	99,942	1,339,006
2027	1,239,064	-	1,239,064
2028	1,239,064	-	1,239,064
2029	1,239,064	-	1,239,064
Thereafter	28,588,083	-	28,588,083
Totale Lease Payments	<u>34,783,403</u>	<u>199,884</u>	<u>34,983,287</u>
Less: Imputed Interest	(11,103,627)	(5,352)	(11,108,979)
Present Value of Lease Liabilities	<u>\$ 23,679,776</u>	<u>\$ 194,532</u>	<u>\$ 23,874,308</u>

**NOTE 10 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.

In the normal course of business, CNCA is subject to legal claims. After consultation with the CNCA's legal counsel, management of CNCA is of the opinion that liabilities, if any, arising from such claims would not have a material effect on CNCA's financial position.

**SUPPLEMENTARY INFORMATION**

**DRAFT**  
For discussion purposes only  
Subject to revision



**CAMINO NUEVO CHARTER ACADEMY  
SCHEDULE OF INSTRUCTIONAL TIME  
YEAR ENDED JUNE 30, 2024**

	Instructional Minutes		Traditional Calendar Days	Status
	Requirement	Actual		
<b>CNCA #1</b>				
Kindergarten	36,000	58,282	185	In compliance
Grade 1	50,400	58,282	185	In compliance
Grade 2	50,400	58,282	185	In compliance
Grade 3	50,400	58,282	185	In compliance
Grade 4	54,000	58,282	185	In compliance
Grade 5	54,000	58,282	185	In compliance
Grade 6	54,000	61,077	185	In compliance
Grade 7	54,000	61,077	185	In compliance
Grade 8	54,000	61,077	185	In compliance
<b>CNCA #2</b>				
Kindergarten	36,000	60,396	185	In compliance
Grade 1	50,400	60,396	185	In compliance
Grade 2	50,400	60,396	185	In compliance
Grade 3	50,400	60,396	185	In compliance
Grade 4	54,000	60,396	185	In compliance
Grade 5	54,000	60,396	185	In compliance
Grade 6	54,000	61,215	185	In compliance
Grade 7	54,000	63,755	185	In compliance
Grade 8	54,000	63,755	185	In compliance
<b>CNCA #3</b>				
Kindergarten	36,000	61,042	185	In compliance
Grade 1	50,400	61,042	185	In compliance
Grade 2	50,400	61,042	185	In compliance
Grade 3	50,400	61,042	185	In compliance
Grade 4	54,000	61,042	185	In compliance
Grade 5	54,000	61,042	185	In compliance
Grade 6	54,000	62,222	185	In compliance
Grade 7	54,000	62,222	185	In compliance
Grade 8	54,000	62,222	185	In compliance
<b>CNCA #4</b>				
Kindergarten	36,000	60,352	185	In compliance
Grade 1	50,400	63,112	185	In compliance
Grade 2	50,400	63,112	185	In compliance
Grade 3	50,400	63,112	185	In compliance
Grade 4	54,000	63,112	185	In compliance
Grade 5	54,000	63,112	185	In compliance
Grade 6	54,000	59,785	185	In compliance
Grade 7	54,000	59,785	185	In compliance
Grade 8	54,000	59,785	185	In compliance
<b>CNHS #2</b>				
Grade 9	64,800	67,121	185	In compliance
Grade 10	64,800	67,121	185	In compliance
Grade 11	64,800	67,121	185	In compliance
Grade 12	64,800	67,121	185	In compliance

See accompanying Auditors' Report and Notes to Supplementary Information.



**CAMINO NUEVO CHARTER ACADEMY  
SCHEDULE OF AVERAGE DAILY ATTENDANCE (ADA)  
YEAR ENDED JUNE 30, 2024**

	Second Period Report		Annual Report	
	Classroom	Total	Classroom	Total
	Based		Based	
<b>CNCA #1</b>				
Grades K-3	282.34	282.34	281.78	281.78
Grades 4-6	171.70	171.70	171.65	171.65
Grades 7-8	115.59	115.59	115.37	115.37
ADA Totals	<u>569.63</u>	<u>569.63</u>	<u>568.80</u>	<u>568.80</u>
<b>CNCA #2</b>				
Grades K-3	256.86	256.86	256.74	256.74
Grades 4-6	212.20	212.20	213.47	213.47
Grades 7-8	161.01	161.01	162.31	162.31
ADA Totals	<u>630.07</u>	<u>630.07</u>	<u>632.52</u>	<u>632.52</u>
<b>CNCA #3</b>				
Grades K-3	262.85	262.85	265.53	265.53
Grades 4-6	224.84	224.84	226.84	226.84
Grades 7-8	162.14	162.14	162.06	162.06
ADA Totals	<u>649.83</u>	<u>649.83</u>	<u>654.43</u>	<u>654.43</u>
<b>CNCA #4</b>				
Grades K-3	176.14	176.14	177.78	177.78
Grades 4-6	151.74	151.74	152.73	152.73
Grades 7-8	124.60	124.60	126.01	126.01
ADA Totals	<u>452.48</u>	<u>452.48</u>	<u>456.52</u>	<u>456.52</u>
<b>CNHS #2</b>				
Grades 9-12	457.87	457.87	455.78	455.78
ADA Totals	<u>457.87</u>	<u>457.87</u>	<u>455.78</u>	<u>455.78</u>
<b>ADA Totals</b>	<u>2,759.88</u>	<u>2,759.88</u>	<u>2,768.05</u>	<u>2,768.05</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, 2024**

	<u>CNCA #1</u>	<u>CNCA #2</u>	<u>CNCA #3</u>	<u>CNCA #4</u>	<u>CNHS #2</u>
June 30, 2024 Annual Financial Report Fund Balances (Net Assets)	\$ 6,552,688	\$ 27,387,151	\$ 6,665,426	\$ 3,185,724	\$ 4,081,982
Adjustments and Reclassifications:					
Increase (Decrease) of Fund Balance (Net Assets):					
Accounts Receivable	(155,752)	(73,289)	-	-	-
Prepaid Expenses and Other Assets	(1,657)	(36,296)	-	-	-
Accounts Payable and Accrued Liabilities	-	(1)	(1)	(1)	1
Deferred Revenue	157,410	109,585	-	-	-
Net Adjustments and Reclassifications	<u>1</u>	<u>(1)</u>	<u>(1)</u>	<u>(1)</u>	<u>1</u>
June 30, 2024 Audited Financial Statement Fund Balances (Net Assets)	<u>\$ 6,552,689</u>	<u>\$ 27,387,150</u>	<u>\$ 6,665,425</u>	<u>\$ 3,185,723</u>	<u>\$ 4,081,983</u>

See accompanying Auditors' Report and Notes to Supplementary Information.

**CAMINO NUEVO CHARTER ACADEMY  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2024**

Federal Grantor/Pass-Through Grantor Program or Cluster Title	Assistance Listing Number	Pass-Through Entity Identifying Number	CNCA #1	CNCA #2	CNCA #3	CNCA #4	CNHS #2	Total
<b>U.S. Department of Education</b>								
Pass-Through Program From								
California Department of Education:								
Every Student Succeeds Act								
Title I, Part A, Basic Grants:								
Low-Income and Neglected	84.010	14329	\$ 257,165	\$ 250,695	\$ 295,608	\$ 233,289	\$ 190,993	\$ 1,227,750
Title II, Part A, Teacher Quality	84.367	14341	27,881	29,363	32,973	23,887	21,414	135,518
Title III, Limited English Proficiency	84.365	14346	54,999	42,428	50,285	25,273	10,083	183,068
Title IV, Part A, Student Support & Academic Enrichment	84.424	N/A	22,030	21,764	20,232	18,502	15,561	98,089
Special Education Cluster:								
Special Education - IDEA	84.027	13379	145,324	160,743	166,262	115,437	116,812	704,578
Total Special Education Cluster:			145,324	160,743	166,262	115,437	116,812	704,578
Coronavirus Aid, Relief, and Economic Security Act (CARES Act) COVID-19:								
Elementary and Secondary School Emergency Relief III (ESSER III) Fund	84.425U	15559	723,333	23,501	1,147,661	5,021	552,324	2,451,840
Elementary and Secondary School Emergency Relief III								
(ESSER III) Fund: Learning Loss	84.425U	10155	339,583	156,725	155,474	119,314	2,717	773,813
American Rescue Plan Elementary and Secondary School Emergency								
Relief - Homeless Children and Youth (ARP-HCY)	84.425W	N/A	-	1,531	-	-	-	1,531
Total CARES Act (COVID-19 Funding):			1,062,916	181,757	1,303,135	124,335	555,041	3,227,184
Total U.S. Department of Education			1,570,315	686,750	1,868,495	540,723	909,904	5,576,187
<b>U.S. Department of Agriculture</b>								
Pass-Through Program From								
California Department of Education:								
Child Nutrition Cluster:								
Especially Needy Breakfast	10.553	13526	67,508	53,967	63,341	31,777	42,985	259,578
National School Lunch Program	10.555	23165	400,309	279,493	328,041	164,572	171,938	1,344,353
Meal Supplements	10.555	N/A	72,012	35,172	41,281	20,710	-	169,175
Child Nutrition Cluster Subtotal			539,829	368,632	432,663	217,059	214,923	1,773,106
Total U.S. Department of Agriculture			539,829	368,632	432,663	217,059	214,923	1,773,106
Total Federal Expenditures			\$ 2,110,144	\$ 1,055,382	\$ 2,301,158	\$ 757,782	\$ 1,124,827	\$ 7,349,293

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  
NOTES TO SUPPLEMENTARY INFORMATION  
JUNE 30, 2024**

**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 (ADA)**

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, 2024. 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. 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. 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.

**NOTE 5 INDIRECT COST RATE**

CNCA has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

**OTHER INFORMATION**

**DRAFT**  
For discussion purposes only  
Subject to revision

**CAMINO NUEVO CHARTER ACADEMY  
LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE  
JUNE 30, 2024**

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 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	Charter Expiration	Enrollment Average
Camino Nuevo Charter Academy - Burlington Campus (CNCA #1)	August 8, 2010	June 30, 2028	557
Camino Nuevo Academy #2 - Kayne Siart Campus (CNCA #2)	August 18, 2010	June 30, 2028	664
Camino Nuevo Elementary #3 - Jose A. Castellanos/Jane B. Eisner Campuses (CNCA #3)	August 18, 2010	June 30, 2028	690
Camino Nuevo Charter Academy #4 - Sandra Cisneros Learning Academy Campus (CNCA #4)	September 6, 2011	June 30, 2027	476
Camino Nuevo High #2 - Dalzell Lance High School (CNHS #2)	August 19, 2013	June 30, 2026	496

**CAMINO NUEVO CHARTER ACADEMY  
LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE (CONTINUED)  
JUNE 30, 2024**

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, 2024 were as follows:

**BOARD OF DIRECTORS**

<u>Member</u>	<u>Office</u>	<u>3 Year Term Expires</u>
David Gidlow	Chair	6/30/2026
Gil Flores	Treasurer	7/31/2025
Elena Lopez	Secretary	7/31/2025
Celia Alvarado	Director	6/30/2026
Tamara Powers	Director	6/30/2024
Lida Jennings	Director	6/30/2026
Jazmin Ortega	Director	7/31/2025
Frankie Jimenez	Director	6/30/2026
Ronnie Arenas	Director	6/30/2026
Juan Hernandez	Director	6/30/2026

**ADMINISTRATORS**

Adriana Abich	Chief Executive Officer
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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, 2024, 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.

**Report on 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) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the 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 entity's 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 or significant deficiencies may exist that have not been identified.



Board of Directors  
Camino Nuevo Charter Academy

### **Report on 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 consolidated financial statements. 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

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR  
FEDERAL PROGRAM, AND REPORT ON INTERNAL CONTROL  
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors  
Camino Nuevo Charter Academy  
Los Angeles, California

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Camino Nuevo Charter School's (CNCA) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of CNCA's major federal programs for the year ended June 30, 2024. CNCA's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, CNCA complied, in all material respects, with the 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, 2024.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); 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). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of CNCA and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of CNCA's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to CNCA's federal programs.

Board of Directors  
Camino Nuevo Charter Academy

### ***Auditors' Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on CNCA's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about CNCA's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding CNCA's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of CNCA's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances 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 CNCA's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on 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 a 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 in internal control over compliance, yet important enough to merit attention by those charged with governance.

Board of Directors  
Camino Nuevo Charter Academy

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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

## INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE AND REPORT ON INTERNAL CONTROL OVER STATE COMPLIANCE

Board of Directors  
Camino Nuevo Charter Academy  
Los Angeles, California

### **Report on Compliance**

#### **Opinion on State Compliance**

We have audited Camino Nuevo Charter School's (CNCA) compliance with the types of compliance requirements applicable to CNCA described in the *2023-2024 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, 2024. CNCA's applicable State compliance requirements are identified in the table below.

In our opinion, the CNCA complied, in all material respects, with the compliance requirements referred to above that are applicable to CNCA for the year ended June 30, 2024.

#### **Basis for Opinion**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Our responsibilities under those standards and *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of CNCA and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Our audit does not provide a legal determination of CNCA's compliance with the compliance requirements referred to above.

#### **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to CNCA's state programs.

Board of Directors  
Camino Nuevo Charter Academy

### **Auditors' Responsibility for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on CNCA's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about CNCA's compliance with the requirements of the government program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding CNCA's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of CNCA's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* but not for the purpose of expressing an opinion on the effectiveness of CNCA's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.



Board of Directors  
Camino Nuevo Charter Academy

### 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:	
Proposition 28 Arts and Music in Schools	Yes
After/Before School Education and Safety Program	Yes
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not Applicable <sup>1</sup>
Immunizations	Not Applicable <sup>2</sup>
Educator Effectiveness	Yes
Expanded Learning Opportunities Grant (ELO-G)	Not Applicable <sup>3</sup>
Career Technical Education Incentive Grant (CTEIG)	Not Applicable <sup>4</sup>
Expanded Learning Opportunities Program	Yes
Transitional Kindergarten	Yes
Charter Schools:	
Attendance	Yes
Mode of Instruction	Yes
Nonclassroom-Based Instruction/Independent Study	Not Applicable <sup>5</sup>
Determination of Funding for Nonclassroom-Based Instruction	Not Applicable <sup>6</sup>
Annual Instructional Minutes – Classroom Based	Yes
Charter School Facility Grant Program	Yes

Not Applicable<sup>1</sup>: CNCA did not report ADA pursuant to Education Code section 51749.5.

Not Applicable<sup>2</sup>: CNCA did not have any charter school subject to audit of immunizations as listed in the California Department of Public Health (CDPH) website as listed in the *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

Not Applicable<sup>3</sup>: CNCA did not have any expenditures ELO-G in the year under audit.

Not Applicable<sup>4</sup>: CNCA did not receive a CTEIG allocation for the audit year.

Not Applicable<sup>5</sup>: CNCA did not report ADA to the CDE as generated through nonclassroom-based instruction (independent study).

Not Applicable<sup>6</sup>: CNCA did not report more than 20% of its ADA as generated through nonclassroom-based instruction (independent study).

Board of Directors  
Camino Nuevo Charter Academy

### **Report on 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 on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that a material noncompliance with a compliance requirement 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 that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention from those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit, we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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 *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. 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, 2024**

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**Section I – Summary of Auditors’ Results**

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**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**

<b>Assistance Listing Number(s)</b>	<b>Name of Federal Program or Cluster</b>
84.425U	Elementary and Secondary School Emergency Relief III (ESSER III) Fund
84.425U	Elementary and Secondary School Emergency Relief III (ESSER III) Fund: Learning Loss
84.425W	ARP-HCY

Dollar threshold used to distinguish between Type A and Type B programs:

\$ 750,000

Auditee qualified as low-risk auditee?

      x       yes            no

**CAMINO NUEVO CHARTER ACADEMY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
YEAR ENDED JUNE 30, 2024**

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***Section I – Summary of Auditors’ Results (Continued)***

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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

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***Section II – Financial Statement Findings***

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Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards*.

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***Section III – Findings and Questioned Costs – Major Federal Programs***

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Our audit did not disclose any matters required to be reported in accordance with 2 CFR 200.516(a).

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***Findings and Questioned Costs – State Compliance***

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There were no findings or questioned costs related to state awards for June 30, 2024.

**CAMINO NUEVO CHARTER ACADEMY  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
YEAR ENDED JUNE 30, 2024**

There were no findings and questioned costs related to the basic financial statements, federal awards, or state awards for the prior year.

DRAFT  
For discussion purposes only  
Subject to revision

Board of Directors  
Camino Nuevo Charter Academy  
Los Angeles, California

We have audited the financial statements of Camino Nuevo Charter Academy as of and for the year ended June 30, 2024, and have issued our report thereon dated REPORT DATE. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Appeals Panel*, as well as certain information related to the planned scope and timing of our audit in our planning communication dated June 3, 2024. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant audit findings or issues**

#### ***Qualitative aspects of accounting practices***

##### *Accounting policies*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Camino Nuevo Charter Academy are described in Note 1 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2024.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

##### *Accounting estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no accounting estimates affecting the financial statements which were particularly sensitive or required substantial judgments by management.

##### *Financial statement disclosures*

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

#### ***Significant unusual transactions***

We identified no significant unusual transactions.

Board of Directors  
Camino Nuevo Charter Academy  
Page 2

***Difficulties encountered in performing the audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

***Uncorrected misstatements***

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Uncorrected misstatements or the matters underlying uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even if management has concluded that the uncorrected misstatements are immaterial to the financial statements under audit.

***Corrected misstatements***

Management did not identify and we did not notify them of any financial statement misstatements detected as a result of audit procedures.

***Disagreements with management***

For purposes of this communication, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

***Management representations***

We have requested certain representations from management that are included in the management representation letter dated REPORT DATE.

***Management consultations with other independent accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Significant issues discussed with management prior to engagement***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

### **Supplementary information in relation to the financial statements as a whole**

With respect to the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated REPORT DATE.

With respect to the Schedule of Instructional Time, Schedule of Average Daily Attendance (ADA), and Reconciliation of Annual Financial Report with Audited Financial Statements (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated REPORT DATE.

### **Other information included in annual reports**

Other information (financial or nonfinancial information other than the financial statements and our auditors' report thereon) is being included in your annual report and is comprised of the Local Education Agency Organization Structure. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information included in your annual report and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report. Our auditors' report on the financial statements includes a separate section, "Other Information," which states we do not express an opinion or any form of assurance on the other information included in the annual report. We did not identify any material inconsistencies between the other information and the audited financial statements.

\* \* \*

Board of Directors  
Camino Nuevo Charter Academy  
Page 4

### ***Upcoming accounting standards***

Our promise is to get to know you and help you. For your consideration, we provided recent auditing standards applicable to your entity.

#### **ASU 2023-01 Leases (Topic 842): Common Control Arrangements–**

- Effective for audits of financial statements for fiscal years beginning after December 31, 2023. Early adoption is permitted. For your School – June 30, 2025's financial statements.
- Financial Accounting Standards Board (FASB) issued Accounting Standards Update No. 2023-01, Leases (Topic 842): Common Control Arrangements, clarifies applying Topic 842 to related party arrangements between entities under common control, reducing diversity in practice.
- ASU 2023-01 provides practical expedient to applied when a written agreement exists; to determine existence, accounting, and classification of a lease in common control arrangements. If no written terms exist, the practical expedient cannot be applied.
- ASU 2023-01 requires that leasehold improvements under common control leases be:
  - Amortized by the lease over the useful life of the improvements to the common control group (regardless of the lease term) and;
  - Accounted for as a transfer between entities under comment control through net assets, if and when, the lessee no longer controls the use of the underlying asset.

This communication is intended solely for the information and use of the Board of Directors and management of Camino Nuevo Charter Academy and is not intended to be, and should not be, used by anyone other than these specified parties.

#### **CliftonLarsonAllen LLP**

Glendora, California  
REPORT DATE

Board of Directors  
 Camino Nuevo Charter Academy  
 Page 5

Uncorrected Misstatements

Account		Description	Debit	Credit
<b>Proposed Journal Entries</b>				
<b>Proposed Journal Entries JE # 8</b>				
To record retainage through 6/30/24.				
03-9450	Work in Progress		17,500.00	
03-9516	Accrued Payable			17,500.00
<b>Total</b>			<b>17,500.00</b>	<b>17,500.00</b>

DRAFT  
 For discussion purposes only  
 Subject to revision



# Coversheet

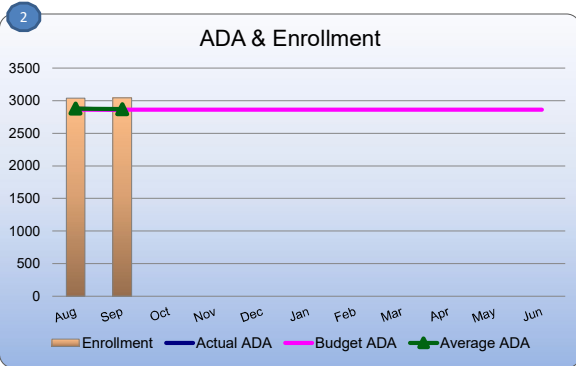
## September 2024 Financials

**Section:** VIII. Financials  
**Item:** A. September 2024 Financials  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 09.24 - CNCA Consolidated - Financial Packet.pdf

## CAMINO NUEVO CHARTER ACADEMY - Financial Dashboard (September 2024)

**1 Key Performance Indicators**

ADA vs. Budget ● Cash on Hand ●  
 Net Income / (Loss) ● Year-End Cash ●



**KEY POINTS**

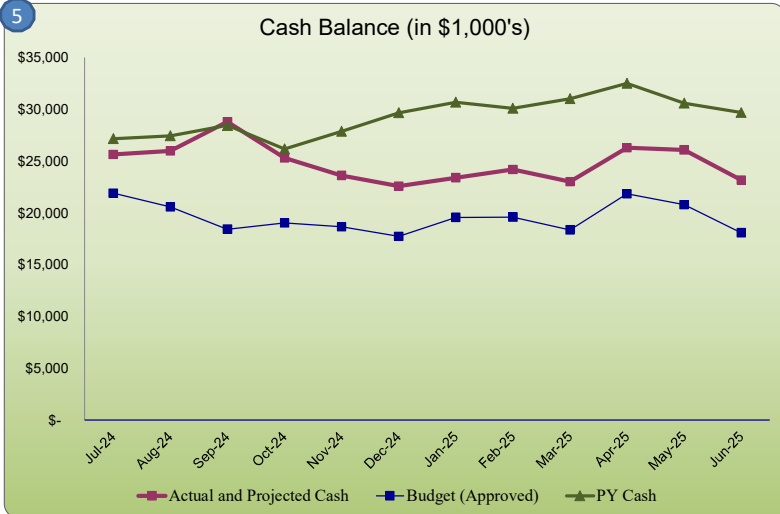
Enrollment is currently 13 students below budget, resulting in a \$132K decrease in LCFF Revenue.

Forecast includes \$4.42M of restricted one-time funds. An additional \$4.68M remains available to spend through FY27/28.

ADA % was slightly higher than budget for Month 2 attendance.

Attendance Analysis	Actual through Month 2	Forecasted P2	Budgeted P2	Budget Variance B/(W)	Prior Month Forecast	Prior Mo Variance B/(W)	FY 23-24 P2	FY 22-23 P2
Enrollment	3,046	3,043	3,056	(13)	3,042	1	3,011	2,972
ADA %	94.5%	93.9%	93.7%	0.2%	93.7%	0.2%	92.2%	89.6%
Average ADA	2,872.31	2,857.72	2,864.50	(6.78)	2,851.37	6.35	2,761.67	2,680.25

Income Statement	Actual through 09/30/24	Forecast as of 09/30/24	FY 24-25 Budget	Budget Variance B/(W)	Prior Month Forecast	Prior Mo Variance B/(W)	FY 23-24	FY 22-23
Local Control Funding Formula	8,369,741	43,887,706	44,019,783	(132,077)	43,789,874	97,832	41,788,985	37,363,062
Federal Revenue	1,097,206	5,862,669	5,340,206	522,463	5,681,143	181,527	7,349,295	8,208,140
State Revenue	12,823,809	12,300,426	12,203,291	97,135	12,392,162	(91,736)	10,836,844	8,077,643
Other Local Revenue	548,050	2,795,872	2,941,483	(145,610)	2,743,799	52,074	4,488,943	4,198,910
Grants/Fundraising	82,320	883,145	731,449	151,696	733,622	149,524	771,296	850,526
<b>TOTAL REVENUE</b>	<b>22,921,126</b>	<b>65,729,819</b>	<b>65,236,212</b>	<b>493,607</b>	<b>65,340,599</b>	<b>389,220</b>	<b>65,235,363</b>	<b>58,698,282</b>
<i>Total per ADA</i>		23,001	22,774	227	22,865	136	23,622	21,900
<i>w/o Grants/Fundraising</i>		22,692	22,519	173	22,608	84	23,342	21,583
Certificated Salaries	3,590,220	18,043,906	18,159,128	115,222	18,272,149	228,243	16,025,826	16,042,300
Classified Salaries	1,612,175	7,605,307	7,646,969	41,662	7,594,093	(11,213)	7,210,319	6,976,915
Benefits	1,874,788	8,846,865	8,805,505	(41,360)	8,872,440	25,576	7,534,808	7,568,205
Student Supplies	715,645	4,800,867	4,774,432	(26,435)	4,782,126	(18,741)	5,023,528	4,159,277
Operating Expenses	4,352,785	23,663,836	23,446,425	(217,412)	23,275,285	(388,551)	25,850,708	22,079,760
Other	454,201	1,744,217	1,789,825	45,608	1,803,783	59,565	1,630,219	1,530,010
<b>TOTAL EXPENSES</b>	<b>12,599,813</b>	<b>64,704,999</b>	<b>64,622,283</b>	<b>(82,716)</b>	<b>64,599,877</b>	<b>(105,122)</b>	<b>63,275,409</b>	<b>58,356,467</b>
<i>Total per ADA</i>		22,642	22,560	(82)	22,605	37	22,912	21,773
<b>NET INCOME / (LOSS)</b>	<b>10,321,313</b>	<b>1,024,820</b>	<b>613,929</b>	<b>410,891</b>	<b>740,722</b>	<b>284,098</b>	<b>1,959,954</b>	<b>341,814</b>



Year-End Cash Balance		
Projected	Budget	Variance
23,175,685	18,073,352	5,102,333

Balance Sheet	6/30/2024	8/31/2024	9/30/2024	6/30/2025 FC
<b>Assets</b>				
Cash, Operating	16,875,319	25,093,541	27,917,820	15,709,509
Cash, Restricted	12,823,043	875,987	875,987	7,466,176
Accounts Receivable	5,988,252	4,730,341	2,698,405	6,299,703
Due From Others	202,055	270,419	481,862	13,812
Other Assets	24,311,029	24,017,411	23,984,439	24,310,059
Net Fixed Assets	39,239,733	39,658,574	39,758,310	40,783,238
<b>Total Assets</b>	<b>99,439,430</b>	<b>94,646,273</b>	<b>95,716,822</b>	<b>94,582,496</b>
<b>Liabilities</b>				
A/P & Payroll	4,019,535	2,012,561	2,484,093	3,961,641
Due to Others	2,071,596	1,868,400	1,817,926	2,229,331
Deferred Revenue	12,823,043	773,572	773,572	7,254,176
Other Liabilities	23,288,304	23,288,304	23,288,304	23,288,304
Total Debt	9,435,848	9,435,848	9,230,510	9,023,118
<b>Total Liabilities</b>	<b>51,638,326</b>	<b>37,378,684</b>	<b>37,594,404</b>	<b>45,756,570</b>
<b>Equity</b>				
Beginning Fund Bal.	45,841,150	47,801,104	47,801,104	47,801,104
Net Income/(Loss)	1,959,954	9,466,483	10,321,313	1,024,820
<b>Total Equity</b>	<b>47,801,104</b>	<b>57,267,587</b>	<b>58,122,417</b>	<b>48,825,925</b>
<b>Total Liabilities &amp; Equity</b>	<b>99,439,430</b>	<b>94,646,272</b>	<b>95,716,821</b>	<b>94,582,495</b>
Available Line of Credit				
Days Cash on Hand	100	145	161	91
Cash Reserve %	27.3%	39.8%	44.2%	24.9%









**CAMINO NUEVO CHARTER ACADEMY**  
 2024-25 Budget by Site  
 Prepared by ExED. For use by ExED and ExED clients only. © 2024 ExED

	Camino Nuevo Charter Academy - Burlington			Camino Nuevo Charter Academy #2			Camino Nuevo Charter Academy #3 - Castellanos			Camino Nuevo Charter Academy #3 - Eisner			Camino Nuevo Charter Academy #4 - Cisneros			CNHS #2 - Dalzell Lance High School			Central Admin	CAMINO NUEVO CHARTER ACADEMY			
	2024-25 Budget - Approved	2024-25 Forecast	Budget Variance Better/ (Worse)	2024-25 Budget - Approved	2024-25 Forecast	Budget Variance Better/ (Worse)	2024-25 Budget - Approved	2024-25 Forecast	Budget Variance Better/ (Worse)	2024-25 Budget - Approved	2024-25 Forecast	Budget Variance Better/ (Worse)	2024-25 Budget - Approved	2024-25 Forecast	Budget Variance Better/ (Worse)	2024-25 Budget - Approved	2024-25 Forecast	Budget Variance Better/ (Worse)	2024-25 Forecast	2024-25 Budget - Approved	2024-25 Forecast	Budget Variance Better/ (Worse)	
<b>Total 5000 - Operating Services</b>	5,235,424	5,256,669	(21,245)	4,882,096	4,851,966	30,130	3,592,027	3,598,297	(6,269)	2,006,804	2,038,142	(31,338)	3,900,272	3,896,533	3,740	3,829,801	4,022,230	(192,430)	-	23,446,425	23,663,836	(217,412)	
<b>6000 - Capital Outlay</b>																							
6901 Depreciation Expense	285,972	272,772	13,200	703,408	704,604	(1,195)	140,437	124,624	15,812	106,788	102,644	4,144	142,200	140,438	1,762	224,357	212,472	11,884	-	1,603,161	1,557,554	45,608	
6911 Amortization Expense - Lease Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6912 Amortization Expense - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6999 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total 6000 - Capital Outlay</b>	285,972	272,772	13,200	703,408	704,604	(1,195)	140,437	124,624	15,812	106,788	102,644	4,144	142,200	140,438	1,762	224,357	212,472	11,884	-	1,603,161	1,557,554	45,608	
<b>7000 - Other Outgo</b>																							
7438 Interest Expense	-	-	-	186,664	186,664	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	186,664	186,664	-
<b>Total 7000 - Other Outgo</b>	-	-	-	186,664	186,664	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	186,664	186,664	-
<b>TOTAL EXPENSE</b>	14,286,206	14,407,535	(121,329)	14,166,378	14,296,619	(130,240)	9,879,462	9,859,836	19,626	5,395,675	5,424,386	(28,710)	10,135,381	10,047,992	87,388	10,759,180	10,668,631	90,550	-	64,622,283	64,704,999	(82,716)	
<b>NET INCOME</b>	143,338	334,547	191,208	41,030	19,730	(21,300)	98,930	310,769	211,839	119,658	122,568	2,910	94,337	1,873	(92,464)	116,636	235,335	118,698	-	613,929	1,024,820	410,891	
<b>Beginning Cash Balance</b>	5,283,621	7,049,322		3,286,426	4,817,245		3,515,468	4,856,284		2,790,348	3,335,617		3,157,464	4,400,372		3,109,426	3,807,501		1,432,023	21,308,096	29,698,364		
<b>Cash Flow from Operating Activities</b>																							
Net Income	143,338	334,547		41,030	19,730		98,930	310,769		119,658	122,568		94,337	1,873		116,636	235,335		-	613,929	1,024,820		
Change in Accounts Receivable																							
Prior Year Accounts Receivable	2,557,058	2,112,657		1,655,476	577,179		1,630,530	696,454		1,262,012	1,065,874		1,007,561	340,874		1,562,906	1,195,213		-	9,675,543	5,988,252		
Current Year Accounts Receivable	(1,823,567)	(1,309,452)		(1,712,875)	(1,377,965)		(1,162,795)	(941,354)		(642,775)	(497,316)		(1,197,487)	(1,171,059)		(1,152,773)	(1,002,557)		-	(7,692,272)	(6,299,703)		
Change in Due from	-	(8,693)		-	36,122		-	(16)		-	(4)		-	-		-	15,690		145,145	-	188,243		
Change in Accounts Payable	(17,691)	(519,786)		(27,731)	80,051		(39,360)	(24,049)		(6,198)	(11,409)		(18,050)	(25,052)		(11,240)	(11,491)		(7,571)	(121,249)	(519,306)		
Change in Due to	(15,233)	645,519		(294,778)	391,820		(719,968)	292,884		(5,944)	(5,903)		(20,216)	142,825		(128,871)	45,900		(1,355,308)	(1,185,010)	157,736		
Change in Accrued Vacation	-	-		-	-		-	-		-	-		-	-		-	-		-	-	-		
Change in Payroll Liabilities	-	84,419		-	81,491		-	49,727		-	40,850		-	60,680		-	67,199		77,046	-	461,412		
Change in Prepaid Expenditures	(36,260)	(20,617)		(38,311)	(15,800)		(47,411)	(20,385)		(43,459)	(13,554)		(22,050)	(7,039)		(27,518)	(18,149)		(16,652)	(259,812)	(112,194)		
Change in Deposits	-	-		-	-		-	-		-	-		-	-		-	-		-	-	-		
Change in Deferred Revenue	(974,412)	(1,672,575)		(651,790)	(1,129,755)		4,686	(961,995)		(238,787)	(199,514)		(497,369)	(773,659)		(689,073)	(831,370)		-	(3,046,744)	(5,568,867)		
Change in Other Long Term Assets	-	44,380		-	2,842		-	4,671		-	20,602		-	2,921		-	37,748		-	-	113,165		
Change in Other Long Term Liabilities	-	-		-	-		-	-		-	-		-	-		-	-		-	-	-		
Depreciation Expense	285,972	272,772		703,408	704,604		140,437	124,624		106,788	102,644		142,200	140,438		224,357	212,472		-	1,603,161	1,557,554		
<b>Cash Flow from Investing Activities</b>																							
Capital Expenditures	(1,268,060)	(1,824,105)		(100,000)	(256,854)		(310,000)	(315,157)		(307,500)	(302,249)		(60,000)	(64,088)		(364,000)	(338,604)		-	(2,409,560)	(3,101,059)		
<b>Cash Flow from Financing Activities</b>																							
Source - Sale of Receivables	-	-		-	-		-	-		-	-		-	-		-	-		-	-	-		
Use - Sale of Receivables	-	-		-	-		-	-		-	-		-	-		-	-		-	-	-		
Source - Loans	-	-		-	-		-	-		-	-		-	-		-	-		-	-	-		
Use - Loans	-	-		(412,730)	(412,730)		-	-		-	-		-	-		-	-		-	(412,730)	(412,730)		
<b>Ending Cash Balance</b>	4,134,767	5,188,388		2,448,125	3,517,980		3,110,517	4,072,458		3,034,142	3,658,204		2,586,389	3,049,086		2,639,849	3,414,887		274,683	18,073,352	23,175,685		





## CAMINO NUEVO CHARTER ACADEMY

### Financial Analysis

### September 2024

#### Net Income

Camino Nuevo Charter Academy is projected to achieve a net income of \$1.02M in FY24-25 compared to \$614K in the board approved budget. Reasons for this positive \$411K variance are explained below in the Income Statement section of this analysis.

#### Balance Sheet

As of September 30, 2024, the school's cash balance was \$27.92M. By June 30, 2025, the school's cash balance is projected to be \$15.71M, which represents a 25% reserve. In addition to this, CNCA is projected to have \$7.4M of restricted cash.

As of September 30, 2024, the Accounts Receivable balance was \$2.70M, down from \$4.73M in the previous month, due to the receipt of revenue earned in FY23-24.

As of September 30, 2024, the Accounts Payable balance, including payroll liabilities, totaled \$2.48M, compared to \$2.01M in the prior month.

As of September 30, 2024, CNCA had a debt balance of \$9.23M compared to \$9.44M in the prior month. An additional \$207K will be paid this fiscal year. This debt is related to Prop 55/Kayne Siart construction loan.

#### Income Statement

##### *Revenue*

Total revenue for FY24-25 is projected to be \$65.73M, which is \$494K or 0.8% over budgeted revenue of \$65.24M.

**All Other Federal Revenue (8299) \$431K increase** due to additional ESSER funds being spent in current year. ESSER funds released in FY23-24 planned to be spent by grant deadline of September 30, 2024.

**Grants (8692) \$152K increase** largely due to projected PNEDG Grant for Cisneros site. This is partially offset by reduced grant projections for reimbursable grants.

##### *Expenses*

Total expenses for FY24-25 are projected to be \$64.71M, which is \$83K or 0.1% over budgeted expenditures of \$64.62M.

**Contracted Substitute Teachers (5841) \$114K over** budget because of teacher vacancies and absenteeism.

*This report will discuss revenue and expenditure variances from the Board-approved budget that are above \$75,000 and 10%.*



## **ADA**

Budgeted P2 ADA is 2,864.50 based on enrollment of 3,056 and a 93.7% attendance rate.

Forecast P2 ADA is 2,857.72 based on enrollment of 3,043 and a 93.9% attendance rate.

Actual ADA through Month 2 is 2,872.31 with ending enrollment of 3,046 and a 94.5% attendance rate.

In Month 2, ADA was 2,865.50 with a 94.2% attendance rate.

*This report will discuss revenue and expenditure variances from the Board-approved budget that are above \$75,000 and 10%.*



**CAMINO NUEVO CHARTER ACADEMY**

2024-25 Cash Flow Forecast

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			Actuals as of 9/30/2024												FORECAST			Budget Variance	
	2024-25	2024-25	ACTUAL	ACTUAL	ACTUAL														
	Budget	Trend	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	Jul-24 - Jun-25	Better / (Worse)	% Better / (Worse)	
# of School Days in Month			0	15	20	20	15	10	17	19	20	17	21	9		183			
Enrollment	3,056	3,043														3,043	(13)	0%	
Unduplicated Pupil Percentage		96.75%														96.75%			
ADA	2,864.50	2,857.72														2,857.72	(6.78)		
ADA Rate		93.94%														93.94%			
<b>Income</b>																			
<b>8011-8098 - Local Control Funding Formula Sources</b>																			
8011 Local Control Funding Formula	24,966,380	29,202,213	1,365,290	1,365,290	2,457,521	2,508,049	2,508,049	2,508,049	2,508,049	2,807,856	2,807,856	2,807,856	2,807,856	-	2,750,490	29,202,213	4,235,833	17%	
8012 Education Protection Account	8,255,785	3,761,143	-	-	1,099,904	175,853	-	-	909,891	-	-	638,929	-	-	936,566	3,761,143	(4,494,641)	-54%	
8019 Local Control Funding Formula - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
8096 In Lieu of Property Taxes	10,797,618	10,924,349	633,448	1,266,897	174,204	844,574	844,574	844,574	844,574	1,831,136	915,568	915,568	915,568	915,568	(21,904)	10,924,349	126,731	1%	
8098 In Lieu of Property Taxes, Prior Year	-	-	-	7,187	-	-	-	-	-	-	-	-	-	-	(7,187)	-	-	-	
<b>Total 8011-8098 - Local Control Funding Formula Sources</b>	<b>44,019,783</b>	<b>43,887,706</b>	<b>1,998,738</b>	<b>2,639,374</b>	<b>3,731,629</b>	<b>3,528,477</b>	<b>3,352,623</b>	<b>3,352,623</b>	<b>4,262,514</b>	<b>4,638,993</b>	<b>3,723,424</b>	<b>4,362,353</b>	<b>3,723,424</b>	<b>915,568</b>	<b>3,657,965</b>	<b>43,887,706</b>	(132,077)	0%	
<b>8100-8299 - Federal Revenue</b>																			
8181 Special Education - Federal (IDEA)	696,904	729,062	42,275	84,548	11,626	56,365	56,365	56,365	56,365	122,205	61,103	61,103	61,103	61,103	(1,462)	729,062	32,157	5%	
8221 Child Nutrition - Federal	1,802,214	1,858,114	-	-	-	-	152,304	203,073	203,073	152,304	101,536	172,612	192,919	203,073	477,221	1,858,114	55,900	3%	
8223 CACFP Supper	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
8291 Title I	1,226,727	1,227,750	-	-	-	-	-	-	306,938	-	-	306,938	-	-	613,875	1,227,750	1,023	0%	
8292 Title II	133,450	135,518	-	-	-	-	-	-	33,880	-	-	33,880	-	-	67,759	135,518	2,068	2%	
8294 Title III	174,275	174,275	-	-	-	-	-	-	43,569	-	-	43,569	-	-	87,137	174,275	-	-	
8295 Title IV, SSAE	97,759	98,089	-	-	-	-	-	-	24,522	-	-	24,522	-	-	49,045	98,089	330	0%	
8296 Title IV, PCSGP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
8297 Facilities Incentive Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
8299 All Other Federal Revenue	1,208,877	1,639,862	179,045	-	779,712	-	-	-	-	-	-	1,124,399	-	-	(443,294)	1,639,862	430,985	36%	
<b>Total 8100-8299 - Other Federal Income</b>	<b>5,340,206</b>	<b>5,862,669</b>	<b>221,320</b>	<b>84,548</b>	<b>791,338</b>	<b>56,365</b>	<b>208,669</b>	<b>259,437</b>	<b>668,345</b>	<b>274,510</b>	<b>162,639</b>	<b>1,767,021</b>	<b>254,022</b>	<b>264,175</b>	<b>850,281</b>	<b>5,862,669</b>	522,463	10%	
<b>8300-8599 - Other State Revenue</b>																			
8520 Child Nutrition - State	441,673	442,051	-	-	-	-	36,234	48,312	48,312	36,234	24,156	41,065	45,896	48,312	113,532	442,051	378	0%	
8550 Mandate Block Grant	71,748	71,748	-	-	-	-	-	71,748	-	-	-	-	-	-	-	71,748	-	-	
8561 State Lottery - Non Prop 20	529,558	569,854	-	-	-	-	-	-	142,464	-	-	142,464	-	-	284,927	569,854	40,296	8%	
8562 State Lottery - Prop 20	215,414	244,650	-	-	-	-	-	-	-	-	-	-	-	-	244,650	244,650	29,236	14%	
8560 Lottery Revenue	744,972	814,504	-	-	-	-	-	-	142,464	-	-	142,464	-	-	529,577	814,504	69,532	9%	
8587 State Grant Pass-Through	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
8591 SB740	839,742	839,742	-	-	-	-	-	-	419,871	-	-	209,936	-	-	209,936	839,742	-	-	
8592 State Mental Health	231,795	231,247	11,469	11,469	20,645	20,812	20,812	20,812	20,812	20,812	20,812	20,812	20,812	-	21,166	231,247	(549)	0%	
8593 After School Education & Safety	813,931	813,931	-	-	-	-	529,055	-	-	-	-	203,483	-	-	81,393	813,931	(0)	-	
8594 Supplemental Categorical Block Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
8595 Expanded Learning Opportunity Program	5,565,348	5,549,332	2,533,071	228,486	411,274	499,440	499,440	499,440	499,440	499,440	499,440	499,440	499,440	-	(1,619,018)	5,549,332	(16,016)	0%	
8596 Prop 28 Arts & Music	22,044	79,862	581,531	26,623	47,920	7,188	7,188	7,188	7,188	7,188	7,188	7,188	7,188	-	(633,713)	79,862	57,819	262%	
8599 State Revenue - Other	3,472,037	3,458,008	8,951,321	-	-	-	-	-	-	-	-	-	-	-	(5,493,313)	3,458,008	(14,029)	0%	
<b>Total 8300-8599 - Other State Income</b>	<b>12,203,291</b>	<b>12,300,426</b>	<b>12,077,392</b>	<b>266,578</b>	<b>479,839</b>	<b>527,440</b>	<b>1,092,729</b>	<b>647,500</b>	<b>1,138,086</b>	<b>563,673</b>	<b>551,596</b>	<b>1,124,387</b>	<b>573,336</b>	<b>48,312</b>	<b>(6,790,440)</b>	<b>12,300,426</b>	97,135	1%	
<b>8600-8799 - Other Local Revenue</b>																			
8631 Sale of Equipment & Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
8634 Food Service Sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
8650 Leases & Rentals	-	-	-	2,383	-	-	-	-	-	-	-	-	-	-	-	2,383	2,383	100%	
8660 Interest & Dividend Income	115,000	115,000	-	8,212	5,442	11,261	11,261	11,261	11,261	11,261	11,261	11,261	11,261	11,261	-	115,000	(0)	-	
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	716,449	868,025	69,612	10,620	-	-	1,215	12,501	1,823	-	4,090	16,601	608	422,341	328,615	868,025	151,576	21%	
8694 In Kind Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
8695 Contributions & Events	15,000	15,000	(21)	679	1,430	59	-	-	4	1	3	5,117	-	1,204	6,643	15,120	120	1%	
8696 Other Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
8697 E-Rate	64,818	64,818	44	-	0	6,700	6,700	6,700	6,700	6,700	6,700	6,700	6,700	6,700	4,474	64,818	0	-	
8698 SELPA Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
8699 All Other Local Revenue	-	-	98	6,155	6,000	-	-	-	-	-	-	-	-	-	-	12,253	12,253	100%	

Camino Nuevo Charter Academy - CNCA Regular Board Meeting - Agenda - Tuesday December 3, 2024 at 4:30 PM

**CAMINO NUEVO CHARTER ACADEMY**  
 2024-25 Cash Flow Forecast  
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	2024-25		Actuals as of 9/30/2024													FORECAST		
	Budget	Trend	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	Jul-24 - Jun-25	Budget Variance	% Better / (Worse)
8792 Transfers of Apportionments - Special Education	2,761,664	2,569,690	149,004	298,008	40,977	198,666	198,666	198,666	198,666	430,730	215,365	215,365	215,365	215,365	(5,152)	2,569,690	(191,974)	-7%
<b>Total 8600-8799 - Other Income-Local</b>	<b>3,672,932</b>	<b>3,632,534</b>	<b>218,736</b>	<b>326,058</b>	<b>53,849</b>	<b>216,685</b>	<b>217,842</b>	<b>229,127</b>	<b>218,454</b>	<b>448,692</b>	<b>237,419</b>	<b>255,044</b>	<b>233,934</b>	<b>656,872</b>	<b>334,580</b>	<b>3,647,290</b>	(25,642)	-1%
<b>Prior Year Adjustments</b>																		
8999 Other Prior Year Adjustment	-	31,728	2,792	20,718	8,217	-	-	-	-	-	-	-	-	-	-	31,728	31,728	100%
<b>Total Prior Year Adjustments</b>	<b>-</b>	<b>31,728</b>	<b>2,792</b>	<b>20,718</b>	<b>8,217</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31,728</b>	31,728	100%
<b>TOTAL INCOME</b>	<b>65,236,212</b>	<b>65,715,063</b>	<b>14,518,979</b>	<b>3,337,276</b>	<b>5,064,871</b>	<b>4,328,966</b>	<b>4,871,863</b>	<b>4,488,687</b>	<b>6,287,399</b>	<b>5,925,868</b>	<b>4,675,078</b>	<b>7,508,805</b>	<b>4,784,715</b>	<b>1,884,927</b>	<b>(1,947,615)</b>	<b>65,729,819</b>	493,607	1%
<b>Expense</b>																		
<b>1000 - Certificated Salaries</b>																		
1110 Teachers' Salaries	11,674,022	11,634,611	-	1,007,188	1,025,876	1,057,692	1,057,692	1,057,692	1,057,692	1,057,692	1,057,692	1,057,692	1,057,692	1,057,692	-	11,552,291	121,731	1%
1120 Teachers' Hourly	116,280	177,600	5,140	13,628	19,268	19,410	14,557	9,705	16,498	18,439	19,410	16,498	20,380	13,587	-	186,522	(70,242)	-60%
1170 Teachers' Salaries - Substitute	500,411	480,105	15,324	26,824	45,849	51,104	38,328	25,552	43,438	48,548	51,104	43,438	53,659	35,773	-	478,940	21,471	4%
1175 Teachers' Salaries - Stipend/Extra Duty	789,417	953,902	204,948	49,086	6,962	16,995	13,386	204,352	14,830	16,273	16,995	14,830	17,717	265,536	-	841,910	(52,493)	-7%
1211 Certificated Pupil Support - Librarians	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1213 Certificated Pupil Support - Guidance & Counseling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1215 Certificated Pupil Support - Psychologist	410,256	411,305	12,557	18,783	32,477	34,275	34,275	34,275	34,275	34,275	34,275	34,275	34,275	34,275	-	372,296	37,961	9%
1299 Certificated Pupil Support - Other	749,175	794,545	46,727	59,084	56,746	67,667	66,555	67,111	67,667	65,999	66,555	67,111	67,111	66,555	2,780	767,666	(18,491)	-2%
1300 Certificated Supervisors' & Administrators' Salaries	3,919,566	3,865,554	315,903	314,306	313,544	322,281	322,281	322,281	322,281	322,281	322,281	322,281	322,281	322,281	-	3,844,282	75,284	2%
1900 Other Certificated Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total 1000 - Certificated Salaries</b>	<b>18,159,128</b>	<b>18,317,621</b>	<b>600,600</b>	<b>1,488,898</b>	<b>1,500,722</b>	<b>1,569,424</b>	<b>1,547,074</b>	<b>1,720,968</b>	<b>1,556,681</b>	<b>1,563,508</b>	<b>1,568,312</b>	<b>1,556,125</b>	<b>1,573,115</b>	<b>1,795,699</b>	<b>2,780</b>	<b>18,043,906</b>	115,222	1%
<b>2000 - Classified Salaries</b>																		
2111 Instructional Aide & Other Salaries	2,670,918	2,579,927	5,261	180,706	219,727	274,171	209,709	166,808	236,468	259,168	272,547	235,656	285,927	217,891	4,060	2,568,100	102,818	4%
2121 After School Staff Salaries	25,760	38,700	-	548	1,127	4,230	3,172	2,115	3,595	4,018	4,230	3,595	4,441	2,961	-	34,031	(8,271)	-32%
2131 Classified Teacher Salaries	588,494	618,780	161,401	19,788	35,263	49,365	37,024	24,683	41,960	46,897	49,365	41,960	51,834	45,262	-	604,804	(16,310)	-3%
2200 Classified Support Salaries	855,721	826,365	56,455	68,647	64,312	73,853	66,332	66,947	72,594	65,298	68,429	69,883	71,560	67,479	13,558	825,347	30,374	4%
2300 Classified Supervisors' & Administrators' Salaries	297,446	310,098	11,513	18,094	12,741	27,225	25,626	24,652	26,515	26,365	26,809	26,307	27,254	25,390	1,040	279,531	17,915	6%
2400 Classified Office Staff Salaries	1,518,619	1,473,189	100,195	120,076	110,431	129,402	120,531	120,838	127,751	119,673	123,283	124,691	126,893	119,981	15,298	1,459,044	59,575	4%
2900 Other Classified Salaries	1,690,011	1,797,617	99,313	157,160	169,416	169,174	145,044	150,071	158,358	156,413	163,070	155,306	169,727	146,140	15,260	1,834,450	(144,439)	-9%
<b>Total 2000 - Classified Salaries</b>	<b>7,646,969</b>	<b>7,644,675</b>	<b>434,138</b>	<b>565,020</b>	<b>613,017</b>	<b>727,420</b>	<b>607,439</b>	<b>536,112</b>	<b>667,243</b>	<b>677,832</b>	<b>707,734</b>	<b>657,400</b>	<b>737,636</b>	<b>625,103</b>	<b>49,215</b>	<b>7,605,307</b>	41,662	1%
<b>Total 1000-2000 - Salaries</b>	<b>4,976,051</b>	<b>5,064,748</b>	<b>428,877</b>	<b>384,313</b>	<b>393,290</b>	<b>453,248</b>	<b>397,730</b>	<b>369,304</b>	<b>430,774</b>	<b>418,664</b>	<b>435,186</b>	<b>421,743</b>	<b>451,709</b>	<b>407,212</b>	<b>45,155</b>	<b>5,037,207</b>	(61,155)	-1%
<b>3000 - Employee Benefits</b>																		
3111 STRS - State Teachers Retirement System	3,468,393	3,498,666	128,933	280,791	284,513	299,760	295,491	328,705	297,326	298,630	299,548	297,220	300,465	342,978	531	3,454,892	13,502	0%
3212 PERS - Public Employee Retirement System	2,068,505	2,067,885	134,923	140,429	165,401	196,767	164,312	145,018	180,489	183,353	191,442	177,827	199,530	169,090	13,313	2,061,895	6,610	0%
3213 PARS - Public Agency Retirement System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3311 OASDI - Social Security	474,112	473,970	31,785	34,898	38,110	45,100	37,661	33,239	41,369	42,026	43,879	40,759	45,733	38,756	3,051	476,366	(2,254)	0%
3331 MED - Medicare	374,188	376,453	17,213	29,227	29,941	33,304	31,240	32,728	32,247	32,499	33,003	32,096	33,506	35,102	754	372,859	1,329	0%
3401 H&W - Health & Welfare	2,078,062	2,121,028	319,878	148,181	(29,866)	243,106	177,135	177,135	177,135	177,135	177,135	177,135	177,135	35,586	155,199	2,112,028	(33,965)	-2%
3501 SUI - State Unemployment Insurance	12,903	12,981	594	1,009	1,033	1,148	1,077	1,129	1,112	1,121	1,138	1,107	1,155	1,210	26	12,859	44	0%
3601 Workers' Compensation Insurance	329,340	331,479	62,481	20,827	41,655	29,514	29,514	29,514	29,514	29,514	29,514	29,514	10,103	10,750	10,717	363,133	(33,792)	-10%
3751 OPEB, Active Employees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3901 Other Retirement Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3902 Other Benefits	-	-	(1,388)	(2,889)	(2,889)	-	-	-	-	-	-	-	-	-	-	(7,166)	7,166	100%
<b>Total 3000 - Employee Benefits</b>	<b>8,805,505</b>	<b>8,882,462</b>	<b>694,419</b>	<b>652,472</b>	<b>527,897</b>	<b>848,700</b>	<b>736,431</b>	<b>747,467</b>	<b>759,192</b>	<b>764,278</b>	<b>775,658</b>	<b>755,657</b>	<b>767,628</b>	<b>633,473</b>	<b>183,592</b>	<b>8,846,865</b>	(41,360)	0%
<b>Total 1000-3000 - Salaries &amp; Benefits</b>	<b>5,337,111</b>	<b>5,383,796</b>	<b>565,486</b>	<b>371,681</b>	<b>243,384</b>	<b>548,940</b>	<b>440,940</b>	<b>418,762</b>	<b>461,866</b>	<b>465,648</b>	<b>476,111</b>	<b>458,437</b>	<b>467,163</b>	<b>290,495</b>	<b>183,061</b>	<b>5,391,973</b>	(54,862)	-1%
<b>4000 - Supplies</b>																		
4111 Core Curricula Materials	447,026	481,526	53,456	37,867	108,208	31,333	31,333	31,333	31,333	31,333	31,333	31,333	31,333	31,333	-	481,526	(34,500)	-8%
4211 Books & Other Reference Materials	32,700	41,750	3,399	3,878	14,410	2,229	2,229	2,229	2,229	2,229	2,229	2,229	2,229	2,229	-	41,750	(9,050)	-28%
4311 Student Materials	291,495	328,639	34,349	30,825	16,748	27,413	27,413	27,413	27,413	27,413	27,413	27,413	27,413	27,413	-	328,639	(37,143)	-13%
4351 Office Supplies	92,220	92,220	6,095	5,931	6,212	8,220	8,220	8,220	8,220	8,220	8,220	8,220	8,220	8,220	-	92,220	(0)	0%
4371 Custodial Supplies	222,000	222,000	4,954	9,865	23,383	20,422	20,422	20,422	20,422	20,422	20,422	20,422	20,422	20,422	-	222,000	0	0%
4391 Food (Non Nutrition Program)	129,410	131,405	437	10,845	23,242	10,765	10,765	10,765	10,765	10,765	10,765	10,765	10,765	10,765	-	131,405	(1,995)	-2%
4392 Uniforms	33,176	33,201	347	112	1,597	3,461	3,461	3,461	3,461	3,461	3,461	3,461	3,461	3,461	-	33,201	(25)	0%
4393 PE & Sports Equipment	16,500	16,500	43	1,597	(85)	1,661	1,661	1,661	1,661	1,661	1,661	1,661	1,661	1,661	-	16,500	(0)	0%
4395 Before & After School Program Supplies	700,792	696,292	6,134	11,724	33,276	71,684	71,684	71,684	71,684	71,684	71,684	71,684	71,684	71,684	-	696,292	4,500	1%
4399 All Other Supplies	106,039	105,952	4,455	9,492	9,867	9,492	9,492	9,492	9,492	9,492	9,492	9,492	9,492	9,492	-	105,952	87	0%
4390 Other Supplies	985,918	983,351	11,415	30,481	67,896	97,062	97,06											



**CAMINO NUEVO CHARTER ACADEMY**  
 2024-25 Cash Flow Forecast  
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	2024-25	2024-25	ACTUAL	ACTUAL	ACTUAL	Actuals as of 9/30/2024										FORECAST	Budget Variance	
	Budget	Trend	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Accrual	Jul-24 - Jun-25	Better / (Worse)	% Better / (Worse)
<b>Beginning Cash Balance</b>	21,308,096	29,698,364	29,698,364	25,652,144	25,969,528	28,793,806	25,322,044	23,615,327	22,589,798	23,410,746	24,196,342	23,012,863	26,279,721	26,090,456	23,175,685	29,698,364	8,390,267	
<b>Cash Flow from Operating Activities</b>																		
Net Income	613,929	686,060	9,780,348	(313,865)	854,829	(1,466,742)	(669,911)	(1,106,787)	774,439	250,165	(1,108,643)	1,886,973	(921,964)	(3,721,971)	(3,212,051)	1,024,820	410,891	
Change in Accounts Receivable																		
Prior Year Accounts Receivable	9,675,543	-	103,152	1,154,759	2,031,936	104,684	81,393	218,333	-	401,948	-	1,292,617	599,430	-	-	5,988,252	(3,687,292)	
Current Year Accounts Receivable	(7,692,272)	(6,299,703)	-	-	-	-	-	-	-	-	-	-	-	(6,299,703)	-	(6,299,703)	1,392,569	
Change in Due from	-	-	41,632	(109,995)	(211,443)	-	468,050	-	-	-	-	-	-	-	-	188,243	188,243	
Change in Accounts Payable	(121,249)	(519,306)	(1,727,013)	(80,385)	(189,457)	(786,609)	-	-	(189,457)	-	-	-	-	999,721	1,264,437	(519,306)	(398,057)	
Change in Due to	(1,185,010)	157,736	(50,039)	(153,156)	(50,474)	-	(1,355,308)	-	-	-	-	-	-	-	1,766,714	157,736	1,342,746	
Change in Accrued Vacation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Change in Payroll Liabilities	-	461,412	(437,386)	237,809	660,989	-	-	-	-	-	-	-	-	-	-	461,412	461,412	
Change in Prepaid Expenditures	(259,812)	(112,194)	224,238	(5,935)	(4,878)	-	-	-	-	-	-	-	-	(325,619)	-	(112,194)	147,618	
Change in Deposits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Change in Deferred Revenue	(3,046,744)	(5,568,867)	(12,049,472)	-	-	-	-	-	-	-	-	-	-	-	6,480,604	(5,568,867)	(2,522,123)	
Change in Other Long Term Assets	-	-	37,593	37,721	37,850	-	-	-	-	-	-	-	-	-	-	113,165	-	
Change in Other Long Term Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Depreciation Expense	1,603,161	1,557,554	117,533	117,897	124,413	131,896	132,559	133,773	133,808	133,484	132,555	133,269	133,269	133,098	-	1,557,554	(45,608)	
<b>Cash Flow from Investing Activities</b>																		
Capital Expenditures	(2,409,560)	(3,101,059)	(86,805)	(567,467)	(224,148)	(1,454,991)	(363,500)	(270,848)	(87,300)	-	-	(46,000)	-	-	-	(3,101,059)	(691,499)	
<b>Cash Flow from Financing Activities</b>																		
Source - Sale of Receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Use - Sale of Receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Source - Loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Use - Loans	(412,730)	(412,730)	-	-	(205,338)	-	-	-	-	-	(207,392)	-	-	-	-	(412,730)	-	
<b>Ending Cash Balance</b>		<b>16,547,265</b>	<b>25,652,144</b>	<b>25,969,528</b>	<b>28,793,806</b>	<b>25,322,044</b>	<b>23,615,327</b>	<b>22,589,798</b>	<b>23,410,746</b>	<b>24,196,342</b>	<b>23,012,863</b>	<b>26,279,721</b>	<b>26,090,456</b>	<b>23,175,685</b>	<b>23,175,685</b>	<b>23,175,685</b>		

# Coversheet

## Attendance & Enrollment Updates

**Section:** IX. School and Academic Updates  
**Item:** A. Attendance & Enrollment Updates  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:**  
12-3-24 Board Meeting Presentation (Attendance and Chronic Absenteeism).pdf  
December 3 Board Enrollment Update.pdf





# Attendance Initiative for the 24-25 School Year

Priority Focus on Chronic Absenteeism



Camino  
Nuevo  
Charter  
Academy

Jeannette Sandoval  
Director of Student Experience

December 3, 2024







## Vision

*Strengthen family partnerships* in support of all of our students attending school on a consistent basis.

Provide a comprehensive blueprint to include a *community call to action* as we tackle this pressing need for increased attendance across the network.

*We all own our students' success.*







# Average Daily Attendance (ADA)

MONTH	BUR	CAS	CIS	DAL	EIS	KAY	TOTAL
August	96.74%	93.95%	93.71%	95.76%	95.78%	93.99%	94.99%
September	96.36%	94.43%	92.69%	94.84%	94.84%	93.29%	94.41%
October	95.60%	92.55%	92.50%	94.25%	93.90%	93.71%	93.75%
November	95.41%	93.00%	90.88%	94.27%	93.09%	91.78%	93.07%
Total	96.03%	93.48%	92.55%	94.71%	94.45%	93.33%	94.09%





# Org-Wide Historical ADA Data for August-November

2021-2022	2022-2023	2023-2024	2024-2025
86.20%	90.29%	93.06%	94.09%

2024-2025

94% ADA Goal for our CNCA  
Organization

# Chronic Absenteeism Across Our Network (Quarter 1)

	BUR	KAY	CAS	EIS	CIS	DAL	TOTAL
Q1	10.48%	23.17%	23.32%	16.00%	27.70%	14.72%	19.23%

Our Org-Wide Goal is less than 20%.



# Quarter 2 Reflection

Due to all of the efforts across the CNCA network including incentives, celebrations, consistent communication with Families and Staff we continue to see an upward trajectory in ADA across the years!

- **As an organization, we are at 94.09% ADA**
  - BUR, DAL, and EIS are meeting or exceeding ADA goals
- **As an organization we are met our Chronic Absenteeism Goal during Q1.**

## Next Steps:

- Monthly *Attendance Huddles* create a space for collaboration and best practices.
  - *Attendance Team Think Tanks* allow for site-specific targeted strategies.
- The Attendance Ambassador Program allows for the HSO Team to support with “frequent positive family communication.”





# Questions







# Enrollment Update

## *December Board Meeting*

**20** años  Camino Nuevo Charter Academy

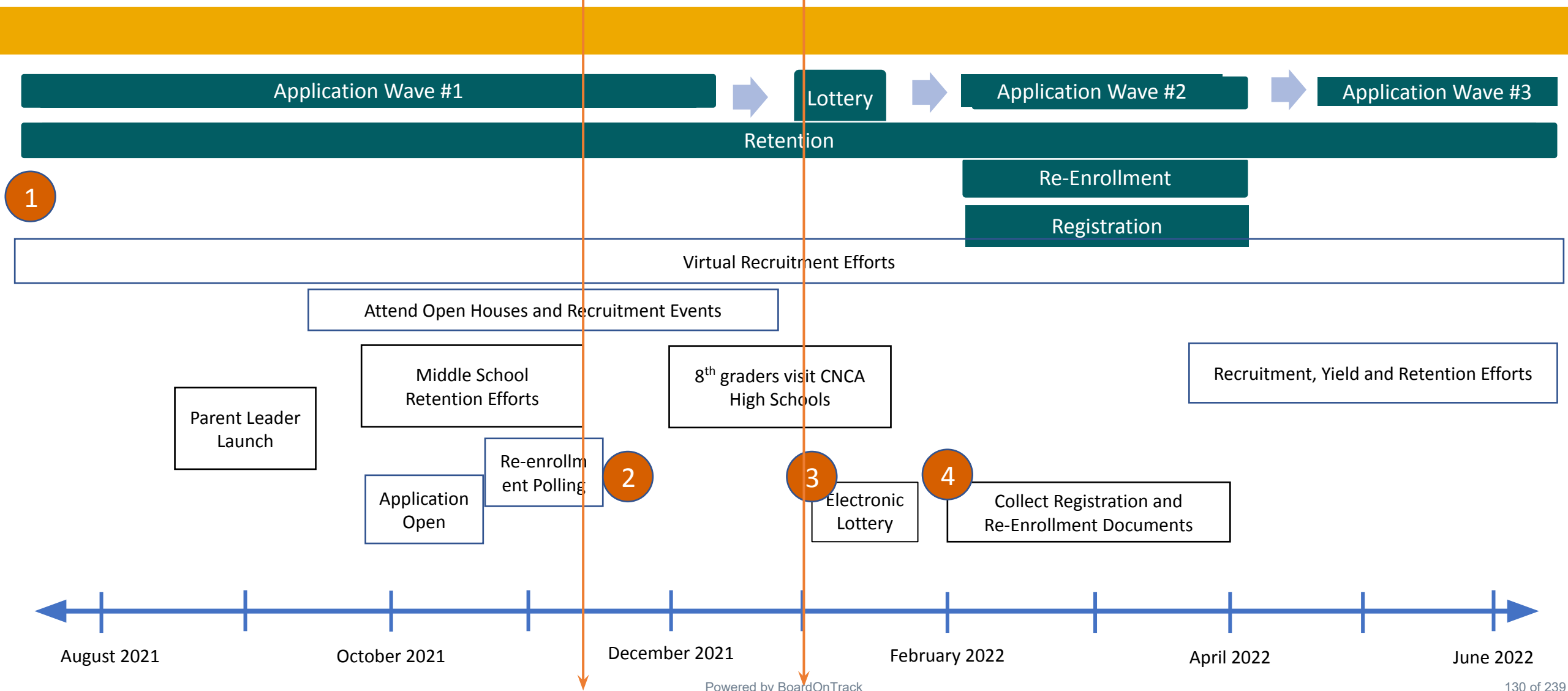


**HSO Enrollment Team**

**Data Pull: 11/18/24**



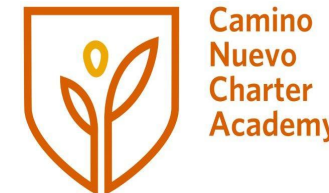
# Enrollment Timeline and Phases: Application Wave #1 and Retention Efforts





# HSO | Research, Planning, Training, and Support

- Facilitate weekly or bi-weekly enrollment meetings with school-site enrollment team—providing guidance, support, and oversight on enrollment, recruitment, retention, and yield strategies and data trends
- Continually research and share market data trends to support actions and considerations
- Mid-year entry onboarding and mid-year exit GSO
- Strategic planning on recruitment, retention, and yield strategies
- Training support on enrollment functions, outreach, customer service, SchoolMint management, PowerSchool support, and lottery
- Application and re-enrollment support for families
- Lead application and re-enrollment communication



# School Site | Current Enrollment/Budget Comparison (24/25 & 23/24)

11/18/24 vs 11/20/24	Current	Last Year	Difference from budget
BUR	603	604	0
KAY	708	689	-1
CAS	472	435	21
EIS	276	276	3
CIS	472	498	-43
DAL	508	492	3

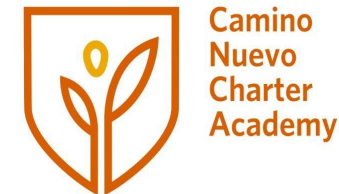
## Notes

**Exceeded Budget:** CAS, EIS, and DAL  
**Same as Budget:** BUR  
**Less than Budget:** KAY and CIS

\*\*KAY has 1 student less than the budget target, but 19 more than last year – adding almost a 300K increase

**CNCA Network:** Currently serving 3039 students, compared to 2994 last year. That’s **45 more students**. Targets were set at 5 less students than last year. We are just much closer to the forecasted enrollment this year.





## School Site | Attrition: 2 Year Comparison

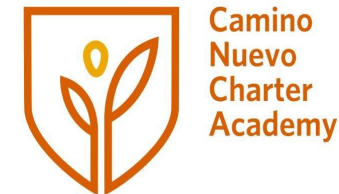
Attrition	Exits 2024	Exits 2023	Difference
BUR	21	27	-6
KAY	60	80	-20
CAS	43	46	-3
EIS	25	12	13
CIS	66	49	13
DAL	45	71	-26
<b>CNCA</b>	<b>260</b>	<b>285</b>	<b>-15</b>

### Notes

We know that historical day #1 attrition has resulted in a loss of 160-200 students across CNCA. We over enroll to combat the natural variation in attrition with no-shows, student mobility, and families moving. Day #1 attrition is 183 compared to 203 last year.

*Overall attrition was lower this year at BUR, KAY, CAS and DAL*

*Attrition was higher at EIS and CIS*



# School Site | Applications: 2 Year Comparison

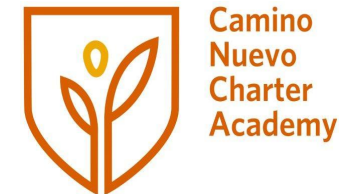
Applications	November 18, 2024	November 20, 2023	Difference
BUR	128	136	-8
KAY	83	67	16
CAS	42	16	26
EIS	20	34	-14
CIS	21	37	-16
DAL	143	135	8
CNCA	437	425	12

### Notes

We know that applications go up and down at the cycle continues and tactics are put in place.

Applications are higher at KAY, CAS, and DAL.

Applications are lower at BUR, EIS and CIS.



## Grade Span | Applications: 2 Year Comparison

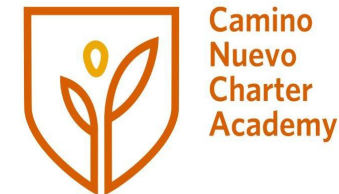
Applications	November 18, 2024	November 20, 2023	Difference
TK	86	70	16
Kindergarten	60	65	-5
1 <sup>st</sup> to 5 <sup>th</sup>	77	69	8
6 <sup>th</sup> to 8 <sup>th</sup>	71	86	-15
9th	135	133	2

### Notes

We know that applications go up and down as the cycle continues and tactics are put in place.

Applications are higher for TK, ES, and 9th.

Applications are lower in Kinder and MS.



# HSO | Current Recruitment and Retention Tactics

## Removing Barriers and Creating Access Points

- Application confirmation mailer
- Enrollment Office Hours weekly
- Dedicated HSO Enrollment phone and text
- Online lead generation
- Regular grassroots community canvassing – door hangers and tear off flyers in the community
- TikTok videos for enrollment

## Community Partnerships

- Parent Community Leaders
- Charter School Collaborative
- Feeder Schools, community and youth centers, businesses, and neighborhood councils

## TK and Kinder Pipeline

- Preschool Outreach – deepening current relationships and expanding connections
- TK and Kinder Workshops
- Preschool Presentations
- Bilingual Storytime Series in the community

## Event Opportunities

- Virtual Info. Sessions, TK-12
- Campus Tours
- HS Open House
- TK and Kinder Workshops
- Community Event Tabling

## Middle School Retention

- Student Panel event to differentiate the middle school from elementary
- 3 Part Middle School Parent Workshop Series to launch in December
- Open House or “Experience the Grades” in Winter/Spring

## High School Matriculation

- 8<sup>th</sup> grade advisory lesson on Dalzell
- Meeting with 8<sup>th</sup> grade faculty
- Dalzell Leadership in 8<sup>th</sup> grade meetings
- Field trip to Dalzell - Student Leadership presentations
- Individual messages to Camino 8<sup>th</sup> graders
- Non-Camino community outreach– high school fair presentation

# Questions



**Camino  
Nuevo  
Charter  
Academy**

# Coversheet

## Development Update

**Section:** X. Development Update  
**Item:** A. Development Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** CNCA Advancement Update\_December 2024.pdf



# Advancement Updates

## December 2024

# Overview

- ★ Communications Updates
- ★ Advancement Updates



# 2024-25 Development Advisory Group Priority

## Intellectual Engagement:

- Offering all stakeholders the opportunity to learn and engage in the advancement of our organization
- Community Engagement Calendar

## Belonging:

- Establishing the systems and structures needed to tell our community stories and ensure CNCA is known as a great place to learn, play, and work

# Communications



# AUGUST 2024 - SEPTEMBER 2024

Accounts	How often did we post? (Feed & Stories)	Followers	Impressions	Engagement
CNCA Schools	103	1,162	77,242	1,637
Burlington	2	135	572	1
Castellanos & Eisner	8	376	6,023	44
Cisneros	64	504	16,494	111
Dalzell Lance	6 (Feed Only)	1,119	86,681	684
Kayne Siart	60	353	18,490	154

## OUR 2024-25 GOALS

- Each campus profile should post once a week on their Instagram feed.
- Hit a combined 800,000 impressions across the entire network.

**Total Impressions:**  
**205,502**



# Communications

## Ongoing Projects

- Website Updates for both CNCA & PNEDG
- Mascot Logos for Campuses
- Creating Media Connections for Press
- 25th Anniversary Logo
- CNCA Stories Page for the Website
- SLT Newsletters - “The Desk of...”

## Marketing Collaborations

- Facebook Ads
- Google Ads
- Designing Flyers/Collaborating with Schools on Designs



# Advocacy & Parent Engagement

- Hosted a visitor from LACOE - he wants us to be the next community schools site visit host
- Launched our work with our families at Burlington and Dalzell (with a focus on renewal) - **looking for partner for Know Your Rights 101**
  - City Council Representatives
  - Neighborhood Councils
  - Board of Supervisors
  - Mayor Karen Bass
- Continuing to work to build with LAUSD School Board, LACOE

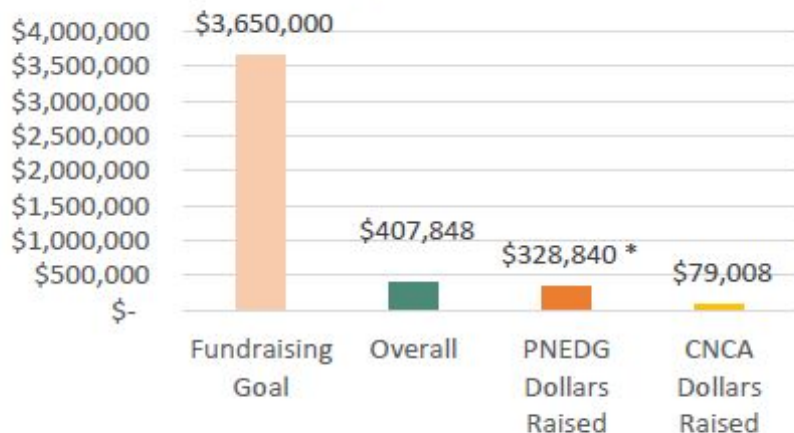
# Advocacy & Elected Official Engagement

- Key Individuals:
  - Eunisses Hernandez
    - City Council
  - Hugo Soto-Martinez
    - City Council
  - Rocio Rivas
    - School Board
  - Mayor Bass



## Total Funds Raised: \$407,848

### Fundraising Goal - To Date



#### \*CNCA Dollars:

- \$30,000 from UnidosUS (Escalera, Padres)
- \$14,000 from Chuck Lorre
- \$34,500 for dual enrollment

## NETWORK-WIDE FUNDRAISING PROGRESS

Fundraising Goal	Total Raised	Funding Gap/Variance	Percentage of Goal
\$3,650,000	\$407,848	\$3,242,152	12%

## QUARTERLY BENCHMARKS

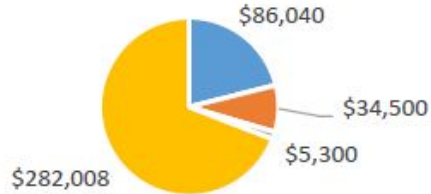
	FY 2022-23	FY2023- 24	FY2024- 25
<b>Quarter 1</b>	\$446,150	\$805,325	\$188,340
<b>Quarter 2</b>	\$897,802	\$603,830	\$219,508
<b>Quarter 3</b>	\$106,545	\$1,291,802	-
<b>Quarter 4</b>	\$264,693	\$584,148	-

## BOARD PARTICIPATION

Total Board Giving YTD	Participation Rate Personal Giving	Percentage Personal Giving
\$6,000	2/18	11%



### Sources of Giving YTD



■ Individual ■ Public ■ Corporate ■ Foundation

### CONTRIBUTIONS BY SOURCE

Category	Goal	Total Raised YTD	Variance	%
Corporate Giving	\$50,000	\$5,300	\$44,700	11%
Foundation Giving	\$850,000	\$282,008	\$567,992	33%
Individual Giving	\$500,000	\$86,040	\$493,960	1%
Public Funding	\$2,250,000	\$34,500	\$2,215,500	2%
<b>Total</b>	<b>\$3,650,000</b>	<b>\$407,848</b>	<b>\$3,242,152</b>	<b>12%</b>

### FUNDRAISING HISTORY

	22-23	23-24	24-25
Corporate Giving	\$26,225	\$26,798	\$5,300
Foundation Giving	\$804,150	\$1,152,500	\$282,008
Individual Giving	\$222,443	\$660,063	\$86,040
Public Funding	\$620,372	\$1,445,744	\$34,500
<b>Total</b>	<b>\$1,715,190</b>	<b>\$3,285,105</b>	<b>\$407,848</b>

### ALLOCATION OF FUNDING

Category	Total Raised	Percentage of Revenue
Unrestricted	\$9,340	2%
Restricted	\$398,508	98%
<b>Total</b>	<b>\$407,848</b>	

# Fundraising Updates

- Community Schools grant has launched
- Major grant renewals
- Bilingual teacher development and college & career pathways opportunities are notable right now
  - Partnership
  - Apprenticeship



# Fundraising Updates

- **College & Career**
  - Building out our dual enrollment program and our alumni supports
  - Exploring a potential new career accelerator partnership with BravenX and vocational training with Skillpointe Foundation
- **Jeri Weiss Mental Health Program**
  - New funding to fund additional mental health staff and professional development for the team



# Fundraising Updates

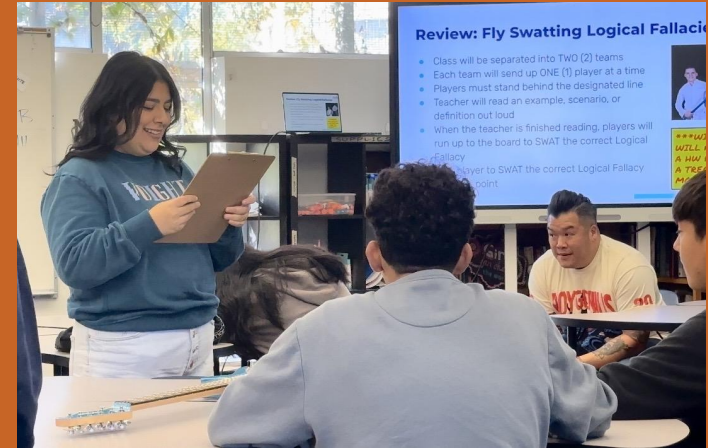
- **Avance Teacher Residency**
  - LA2050 Grant
  - Filming project in November
  - New cohort and new pathways for the 24-25 school year





# Year End Fundraising

- **Annual Appeal**
- Theme: Excellence and Opportunity through Innovation
  - Samantha (pictured): alumni & Avance resident turned teacher this year
- Timeline: December 3 - January 31
- [Donate](#) Today!



# Year End Fundraising

- **Giving Tuesday**
- Additional opportunities for us to expand our network and make a direct impact at school sites
  - Cisneros: [Basic Needs Fund](#)
  - Dalzell Lance: [Newcomer Student Fund](#)
- Opportunity for us to reach out to our families, staff, and community partners to have them identify potential new supporters



# Planning for the 25th Anniversary

- **25th Anniversary Vision**
  - Bridging Classroom and Community
- **Key Events and Activities**
  - Series of events
  - School year activations
- **New Anniversary Logo**
- **Timeline**
  - 2025-26 School Year



**Camino  
Nuevo  
Charter  
Academy**

**20**  
años

**Camino  
Nuevo  
Charter  
Academy**



# 25th Anniversary Logo

- Launch: June 2025
- We are currently working on drafting a few different directions for the 25th Anniversary Logo
  
- Design Concepts Include:
  - “Bridging Classroom and Community”
  - Representing our partnership with the community
  - Representing growth
  - Showing resilience, pathways, and connections
- Timeline
- Branding
  - Adding two new colors



Camino  
Nuevo  
Charter  
Academy



Camino  
Nuevo  
Charter  
Academy



# Coversheet

## LAUSD Compliance Monitoring Certification

**Section:** XI. LAUSD Compliance Monitoring Certification  
**Item:** A. LAUSD Compliance Monitoring Certification  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** BUR - Charter School Compliance Monitoring 2024-2025.pdf  
CAS - Charter School Compliance Monitoring 2024-2025.pdf  
CIS - Charter School Compliance Monitoring 2024-2025.pdf  
KAY - Charter School Compliance Monitoring 2024-2025.pdf  
DAL - Charter School Compliance Monitoring 2024-2025.pdf



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Charter Schools Division**

333 S. Beaudry Ave., 20<sup>th</sup> Floor  
Los Angeles, CA 90017

Office: (213) 241-0399 • Fax: (213) 241-2054

**ALBERTO M. CARVALHO**  
Superintendent

**VERONICA ARREGUIN**  
Chief Strategy Officer

**JOSÉ COLE-GUTIÉRREZ**  
Director, Charter Schools Division

**CHARTER SCHOOL COMPLIANCE MONITORING**  
**2024-2025**  
**ATTACHMENT E**

Pursuant to its chartering oversight duties set forth in the Charter Schools Act (see e.g., Ed. Code, § 47604.32), the LAUSD, through the Charter Schools Division (CSD), monitors each charter school's compliance with applicable legal, charter, and policy requirements. To this end, the CSD's 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 November 8, 2024**, as part of the school's triannual 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 submit the entire document to the CSD via Dropbox with only the school administrator's columns completed, along with the administrator's signature no later than November 8, 2024.**
- (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 2024-2025*, 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 CSD via Dropbox no later than January 10, 2025.**

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. As stated in the *LAUSD Policy and Procedures for Charter Schools*, "While LAUSD is responsible to provide oversight of its charter schools and the entities managing charter schools, the primary oversight of each charter school must first and foremost be performed by the charter school's own governing board. The governing board of a charter school has an ongoing responsibility to oversee the operations of its charter school(s), ensuring that every charter school it oversees is providing a high-

quality educational program for students enrolled, is successfully fulfilling the terms of their charter, is fiscally sound, and complies with applicable laws, regulations, and court orders.” 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 2024-2025* 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 2024 -2025* may provide useful support and assistance in this endeavor. Please be reminded that this list is not exhaustive, and it is the responsibility of the charter school and its board to ensure compliance with all applicable legal, charter and District requirements.

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.

## COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2024-2025

School Name: \_\_\_\_\_

Board President Name: \_\_\_\_\_

Charter Management Organization: \_\_\_\_\_

LAUSD Loc. Code: \_\_\_\_\_

**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 1-29; school administrator needs sign and date the certification page and submit all pages no later than November 8, 2024 via Dropbox.

**Second submission** needs to be completed by checking each appropriate items 1-29 under the board certification column, Board Chair needs to sign the certification page and submit with supporting documentation including the Board Agenda where checklist was discussed, Board Minutes and Board Agenda approving the minutes no later than January 10, 2025 via Dropbox.

**Note:** Checklist boxes cannot be left unchecked 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. BY NOVEMBER 8, 2024		BOARD CERTIFICATIO N BY JANUARY 10, 2025
		COMPLIANT	REQUIREMENT IN PROCESS	
1. The charter school maintains timely and current verification of <b>criminal background and TB clearances</b> for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., Ed. Code § 47605(c) (5)(F); Ed. Code §§ 45122.1 and 45125.1; Ed. Code § 49406; Ed. Code § 44237.	Documentation that the school has at least one DOJ-confirmed Custodian of Records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Certification of Clearances, Credentialing and Mandated Reporter Training 2024-2025 " form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	Completed and signed “Criminal Background Clearance Certification” for each faculty and staff member to certify criminal background clearance prior to employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of timely DOJ and TB clearances by all contracting entities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements. Ed Code § 49406; Health & Safety Code §§ 121525, 121535, 121545, and 121555.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Teachers hold an EL Certification and a valid Commission on <b>Teacher Credentialing</b> 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(1).	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 Ed. Code § 47605(1) and other applicable law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member.	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Charter Schools Division (CSD) has been provided with, and parents have access to, the school’s most current <b>contact information</b> for each Governing Board member and the <b>2024-2025 Board meetings calendar</b> .	Accurate and updated school contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accurate and updated list/roster of Governing Board members and contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	Calendar of Governing Board meeting dates and location(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Charter school complies with the <b>pre- and post-lottery and enrollment forms</b> guidelines.	Lottery form and enrollment packet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Charter school shall ensure that staff receives annual <b>training on the charter school's health, safety, and emergency procedures</b> , 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., Ed Code §§ 32280-32289) b. Child Abuse Mandated Reporter training requirements (Ed. Code § 44691; Penal Code § 11164, <i>et seq.</i> ) c. Blood borne Pathogens training (see 8 CCR § 5193) d. Pupil Suicide Prevention Policy, as outlined in Ed. Code, § 215	Comprehensive Health, Safety, and Emergency Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of emergency drills and preparedness training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of timely and compliant Child Abuse Mandated Reporter training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of annual Blood borne Pathogens training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of Pupil Suicide Prevention Policy training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Co-located Charter Schools only-</b> 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-located charter school.	Participation in District and site level co-location meetings.  Review of Policy Bulletin-5532.1  Meeting with 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 <b>Master Plan for English Learners and Standard English Learners</b> or updated and implemented its own master plan in accordance with English Language Master Plan requirements. See current FSDRL.	EL Certification Form	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The charter school's school climate and student discipline systems and procedures align with applicable law and LAUSD's <b>Discipline Foundation Policy</b> and <b>School Climate Bill of Rights</b> . See current FSDRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	School Climate Bill of Rights.			
	Evidence of tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Charter School shall maintain all data involving placement, tracking, and monitoring of student <b>suspensions, expulsions, involuntary removals and reinstatements</b> , 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Charter School ensures that any and all school <b>communications, including the Parent Student Handbook</b> , 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The charter school's occupancy and use of <b>facilities shall be in compliance</b> with applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, including but not limited to, the Americans with Disabilities Act and Section 504, and all other applicable fire, health, and structural safety and access requirements. See 42 U.S.C.A. § 12182; Ed. Code § 47610. See current FSDRL.	Current and appropriate Certificate of Occupancy or equivalent; fire permit that certifies a thorough and comprehensive fire life safety inspection has been conducted annually; and other required documentation (for any school site not located on District property).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The charter school complies with all public accountability, ethics and integrity laws , including, but not limited to: <ul style="list-style-type: none"> <li>● Ralph M. Brown Act, Gov. Code §§ 54950, et seq.</li> <li>● Political Reform Act of 1974, Gov. Code §§ 81000, et seq.</li> <li>● California Public Records Act, Gov. Code § 7920.000, et seq.</li> <li>● Conflicts of Interest, Gov. Code § 1090 as set forth in Education Code section 47604.1.</li> </ul>	Board meeting agendas and minutes for the past 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verification of compliant public posting of Board agendas, including on the school website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of Brown Act training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
<ul style="list-style-type: none"> <li>Ethics Training for Officials, Gov. Code § 53235.</li> </ul>	Forms 700 (and any applicable required documents) filed with the Los Angeles County Board of Supervisors as required and maintained at the school site/organization. Remaining applicable employees forms 700 are maintained at the school site/ organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	School policy for responding to Public Records Act requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The charter school governing board ensures that their <b>Articles of Incorporation</b> are current, filed, 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. <b>By-laws</b> are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws.	<input 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 <b>federal programs and/or grants</b> , which may include but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Proposition 20 – State Lottery (e.g., Gov. Code § 8880.4), Education Protection Act (Proposition 30), Special Education (Ed. Code § 56000, et seq.), Ed. Code § 47614.5, and all other federal and state programs in which the charter school participates.	A list of current federal and/or state programs that the school is participating in and/or receiving grants from, and a certification that the school has met the provisions of eligibility and/or requirements of these programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The charter school implements <b>Uniform Complaint Procedure (UCP)</b> 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., California Code of Regulations, title 5, section 4600 et seq., and guidance provided at <a href="http://www.cde.ca.gov/re/cp/uc/">http://www.cde.ca.gov/re/cp/uc/</a>	The governing board has reviewed the school’s: <ul style="list-style-type: none"> <li>UCP policies</li> <li>UCP procedures</li> <li>UCP forms</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 <b>Local School</b>	Local School Wellness Policy, including evidence of stakeholder input in the development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
<p><b>Wellness Policy.</b> See 42 U.S.C.A. § 1751, et seq.; 42 U.S.C.A. § 1771, et seq.</p> <p>Note: Even if the charter school is not participating in the National School Lunch or Breakfast program development and adoption of an equivalent Wellness Policy would benefit the school and its students.</p>	of the policy and annual progress report.			
<p>18. The charter school governing board oversees the development of and approves/adopts the <b>educational partner engagement</b> process, goals, actions, measurable outcomes, and expenditures in the school's <b>Local Control Accountability Plan (LCAP)</b> and annual update in consultation with teachers, staff, administrators, parents, and students. See Ed. Code § 47606.5.</p>	Documentation of educational partner engagement, including Board Meeting Agendas, Board Minutes, LCAP, and related documents (e.g., Budget Overview for Parents, Action Tables, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. The charter school ensures compliance with the LAUSD's <b>Keeping Parents Informed: Charter Public School Transparency Resolution</b> 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. Ed. Code §§ 17280 to 17317.</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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. The charter school ensures that it complies with <b>all applicable federal and state laws regarding students experiencing homelessness and foster youth</b>, including but not limited to, the provisions of the federal McKinney-Vento Homeless Assistance Act and 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>21. <b>Charter Schools Serving Grade 9:</b> The charter school complies with all applicable requirements of Ed. Code § 51224.7.</p>	Documentation of the adoption of the charter school's established policy in compliance with Ed. Code, § 51224.7, including the Board Meeting Agendas and Board Minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
22. The charter school complies with all applicable requirements of Ed. Code, § 215: Pupil Suicide Prevention Policies. (Schools serving Grades 7-12). If the charter school is co-located on District property (Prop 39), the charter school must comply with all applicable requirements including the District's policy (BUL: 2637.4 <i>Suicide Prevention, Intervention, and Postvention</i> ) and must access training via the District's website through MyPLN.	Documentation of the adoption of the charter school's policy as outlined in Ed. Code, § 215, including the Board Meeting Agendas and Board Minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. <b>Charter Schools Serving High School (grades 9-12):</b> The charter school has obtained Western Association of Schools and Colleges (WASC) accreditation and University of California (UC) Doorways Course Approval.	Charter school approvals are listed on the WASC website and UC Doorways website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The charter school complies with all applicable requirements of Ed. Code §§ 231.5 and 231.6 regarding sexual harassment notifications (charter schools serving Grades 9-12).	Verification of pupils being notified in accordance with applicable legal requirements (Ed. Code §§ 231.5 and 231.6), displaying a poster in bathrooms and locker rooms at the schoolsite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Charter school must comply with all online posting requirements related to the filing of a <b>Title IX</b> complaint pursuant to Ed. Code, § 221.61.	Documentation of the charter school's online posting(s) containing all the required information set forth in Ed. Code, § 221.61.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Charter school must comply with all <b>Title IX</b> federal requirements including the adoption and publishing of grievance procedures. These procedures are intended to provide for the prompt and equitable resolution of student and employee complaints set forth in 34 C.F.R. § 106.8.	Documentation of the charter school's adoption and publishing of its grievance procedures including the Board Meeting Agenda(s) and Board Minute(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
27. The charter school complies with all applicable requirements of Ed. Code § 56040.3 pertaining to school-purchased <b>assistive technology</b> 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 assistive technology devices in order to receive a free appropriate public education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Charter schools must comply with all applicable requirements of Ed. Code § 49501.5 and must make available a <b>nutritionally adequate breakfast and a nutritionally adequate lunch free of charge</b> and with adequate time to eat, during each school day to any pupil who requests a meal without consideration of the pupil's eligibility for a federally funded free or reduced-price meal.	Documentation of compliance with the requirements, which may include but is not limited to, how the charter school implemented a Universal Meals Program for school children, and whether the school participated in the federal National School Lunch Program (NSLP) and School Breakfast Program (SBP).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. The charter school complies with all applicable requirements of Ed. Code § 44258.9 related to the state’s annual teacher assignment monitoring via the <b>California Statewide Assignment Accountability System (CalSAAS)</b> and engages in the CalSAAS to address any possible misassignments within the designated timelines. The charter school must correct misassignments within 30 calendar days.	Participation in the CalSAAS.  Timely responses to the Monitoring Authority’s questions/requests in the CalSAAS.  Documentation of corrected misassignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. If Charter School is offering <b>Independent Studies (IS)</b> , comply with all applicable legal requirements for IS (Ed. Code, §§ 51744-51749.6; 5 C.C.R., §§ 11700-11705), including, SB 348 and SB 153 (see e.g., Ed. Code, §§ 49501.5, 46300 <i>et seq.</i> ), which include but are not limited to, adopting/updating and implementing written policies relating to IS.	Independent Study Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
31. <b>For charter schools serving grades K-6</b> , charter school complies with all applicable requirements of SB 291 (Ed. Code, § 49056) and related updates in SB 153.	Recess Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. <b>For charter schools serving High School grades</b> , the charter school complies with all applicable requirements of AB 714 (e.g., Ed. Code, §§ 51225.1, 51225.2).	Graduation Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. <b>For charter schools serving elementary school grades</b> , complies with AB 2268 (Ed. Code, §§ 313 and 60810.).	English Language Learners: Pupil Instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. <b>For charter schools serving High School grades</b> , complies with AB 245. (Ed. Code, §§ 35179.1 and 35179.4.).	Physical Education Training and Emergency Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. <b>For charter schools offering interscholastic athletic program</b> , complies with AB 1653. (Ed. Code, § 35179.4.).	Emergency Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
36. For charter school providing certain transportation services for pupils, complies with SB 88. (Ed. Code, §§ 49406 and 39875, <i>et seq.</i> )	Certification of Clearances Credentialing and Mandated Training or Vendor Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. For charter schools serving 6 <sup>th</sup> through 8 <sup>th</sup> grade, complies with AB659. (e.g., Ed. Code, § 48980.4.)	Pupil and Parent Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Charter School complies with AB 889. (Ed. Code, § 48985.5.)	Charter School Website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. For charter schools serving High School grades, comply with SB153 California Guidance Initiative. (Ed. Code, § 51225.7, <i>et seq.</i> )	Pupil and Parent Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



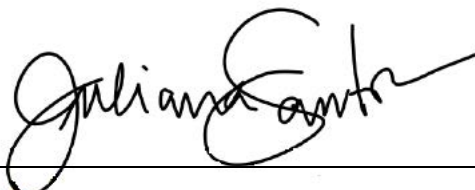
## CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW

**(By Friday, November 8, 2024)**

The undersigned hereby certifies that, on \_\_\_\_\_ the School Administrator of \_\_\_\_\_

Date(s)

Name of Charter School  
reviewed the school's compliance with legal, charter, and District policy requirements.

		
Printed Name of School Administrator	Signature of School Administrator	Date Signed

## CERTIFICATION OF BOARD COMPLIANCE REVIEW

**(By Friday, January 10, 2025)**

The undersigned hereby certifies that, on \_\_\_\_\_, the Governing Board of \_\_\_\_\_

Date(s)

Name of Charter School  
reviewed the school's compliance with legal, charter, and District policy requirements.

This certification includes the following relevant documentation:

Board Agenda where item was discussed

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



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Charter Schools Division**

333 S. Beaudry Ave., 20<sup>th</sup> Floor  
 Los Angeles, CA 90017

Office: (213) 241-0399 • Fax: (213) 241-2054

**ALBERTO M. CARVALHO**  
 Superintendent

**VERONICA ARREGUIN**  
 Chief Strategy Officer

**JOSÉ COLE-GUTIÉRREZ**  
 Director, Charter Schools Division

**CHARTER SCHOOL COMPLIANCE MONITORING**  
**2024-2025**  
**ATTACHMENT E**

Pursuant to its chartering oversight duties set forth in the Charter Schools Act (see e.g., Ed. Code, § 47604.32), the LAUSD, through the Charter Schools Division (CSD), monitors each charter school's compliance with applicable legal, charter, and policy requirements. To this end, the CSD's 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 November 8, 2024**, as part of the school's triannual 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 submit the entire document to the CSD via Dropbox with only the school administrator's columns completed, along with the administrator's signature no later than November 8, 2024.**
- (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 2024-2025*, 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 CSD via Dropbox no later than January 10, 2025.**

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. As stated in the *LAUSD Policy and Procedures for Charter Schools*, "While LAUSD is responsible to provide oversight of its charter schools and the entities managing charter schools, the primary oversight of each charter school must first and foremost be performed by the charter school's own governing board. The governing board of a charter school has an ongoing responsibility to oversee the operations of its charter school(s), ensuring that every charter school it oversees is providing a high-

quality educational program for students enrolled, is successfully fulfilling the terms of their charter, is fiscally sound, and complies with applicable laws, regulations, and court orders.” 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 2024-2025* 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 2024 -2025* may provide useful support and assistance in this endeavor. Please be reminded that this list is not exhaustive, and it is the responsibility of the charter school and its board to ensure compliance with all applicable legal, charter and District requirements.

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.

## COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2024-2025

School Name: \_\_\_\_\_

Board President Name: \_\_\_\_\_

Charter Management Organization: \_\_\_\_\_

LAUSD Loc. Code: \_\_\_\_\_

**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 1-29; school administrator needs sign and date the certification page and submit all pages no later than November 8, 2024 via Dropbox.

**Second submission** needs to be completed by checking each appropriate items 1-29 under the board certification column, Board Chair needs to sign the certification page and submit with supporting documentation including the Board Agenda where checklist was discussed, Board Minutes and Board Agenda approving the minutes no later than January 10, 2025 via Dropbox.

**Note:** Checklist boxes cannot be left unchecked 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. BY NOVEMBER 8, 2024		BOARD CERTIFICATIO N BY JANUARY 10, 2025
		COMPLIANT	REQUIREMENT IN PROCESS	
1. The charter school maintains timely and current verification of <b>criminal background and TB clearances</b> for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., Ed. Code § 47605(c) (5)(F); Ed. Code §§ 45122.1 and 45125.1; Ed. Code § 49406; Ed. Code § 44237.	Documentation that the school has at least one DOJ-confirmed Custodian of Records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Certification of Clearances, Credentialing and Mandated Reporter Training 2024-2025 " form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	Completed and signed “Criminal Background Clearance Certification” for each faculty and staff member to certify criminal background clearance prior to employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of timely DOJ and TB clearances by all contracting entities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements. Ed Code § 49406; Health & Safety Code §§ 121525, 121535, 121545, and 121555.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Teachers hold an EL Certification and a valid Commission on <b>Teacher Credentialing</b> 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(1).	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 Ed. Code § 47605(1) and other applicable law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member.	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Charter Schools Division (CSD) has been provided with, and parents have access to, the school’s most current <b>contact information</b> for each Governing Board member and the <b>2024-2025 Board meetings calendar</b> .	Accurate and updated school contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accurate and updated list/roster of Governing Board members and contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	Calendar of Governing Board meeting dates and location(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Charter school complies with the <b>pre- and post-lottery and enrollment forms</b> guidelines.	Lottery form and enrollment packet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Charter school shall ensure that staff receives annual <b>training on the charter school's health, safety, and emergency procedures</b> , 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., Ed Code §§ 32280-32289) b. Child Abuse Mandated Reporter training requirements (Ed. Code § 44691; Penal Code § 11164, <i>et seq.</i> ) c. Blood borne Pathogens training (see 8 CCR § 5193) d. Pupil Suicide Prevention Policy, as outlined in Ed. Code, § 215	Comprehensive Health, Safety, and Emergency Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of emergency drills and preparedness training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of timely and compliant Child Abuse Mandated Reporter training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of annual Blood borne Pathogens training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of Pupil Suicide Prevention Policy training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Co-located Charter Schools only-</b> 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-located charter school.	Participation in District and site level co-location meetings.  Review of Policy Bulletin-5532.1  Meeting with 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 <b>Master Plan for English Learners and Standard English Learners</b> or updated and implemented its own master plan in accordance with English Language Master Plan requirements. See current FSDRL.	EL Certification Form	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The charter school's school climate and student discipline systems and procedures align with applicable law and LAUSD's <b>Discipline Foundation Policy</b> and <b>School Climate Bill of Rights</b> . See current FSDRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	School Climate Bill of Rights.			
	Evidence of tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Charter School shall maintain all data involving placement, tracking, and monitoring of student <b>suspensions, expulsions, involuntary removals and reinstatements</b> , 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Charter School ensures that any and all school <b>communications, including the Parent Student Handbook</b> , 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The charter school's occupancy and use of <b>facilities shall be in compliance</b> with applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, including but not limited to, the Americans with Disabilities Act and Section 504, and all other applicable fire, health, and structural safety and access requirements. See 42 U.S.C.A. § 12182; Ed. Code § 47610. See current FSDRL.	Current and appropriate Certificate of Occupancy or equivalent; fire permit that certifies a thorough and comprehensive fire life safety inspection has been conducted annually; and other required documentation (for any school site not located on District property).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The charter school complies with all public accountability, ethics and integrity laws , including, but not limited to: <ul style="list-style-type: none"> <li>● Ralph M. Brown Act, Gov. Code §§ 54950, et seq.</li> <li>● Political Reform Act of 1974, Gov. Code §§ 81000, et seq.</li> <li>● California Public Records Act, Gov. Code § 7920.000, et seq.</li> <li>● Conflicts of Interest, Gov. Code § 1090 as set forth in Education Code section 47604.1.</li> </ul>	Board meeting agendas and minutes for the past 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verification of compliant public posting of Board agendas, including on the school website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of Brown Act training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
<ul style="list-style-type: none"> <li>Ethics Training for Officials, Gov. Code § 53235.</li> </ul>	<p>Forms 700 (and any applicable required documents) filed with the Los Angeles County Board of Supervisors as required and maintained at the school site/organization.</p> <p>Remaining applicable employees forms 700 are maintained at the school site/ organization.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	School policy for responding to Public Records Act requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The charter school governing board ensures that their <b>Articles of Incorporation</b> are current, filed, 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. <b>By-laws</b> are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws.	<input 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 <b>federal programs and/or grants</b> , which may include but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Proposition 20 – State Lottery (e.g., Gov. Code § 8880.4), Education Protection Act (Proposition 30), Special Education (Ed. Code § 56000, et seq.), Ed. Code § 47614.5, and all other federal and state programs in which the charter school participates.	A list of current federal and/or state programs that the school is participating in and/or receiving grants from, and a certification that the school has met the provisions of eligibility and/or requirements of these programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The charter school implements <b>Uniform Complaint Procedure (UCP)</b> 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., California Code of Regulations, title 5, section 4600 et seq., and guidance provided at <a href="http://www.cde.ca.gov/re/cp/uc/">http://www.cde.ca.gov/re/cp/uc/</a>	<p>The governing board has reviewed the school’s:</p> <ul style="list-style-type: none"> <li>UCP policies</li> <li>UCP procedures</li> <li>UCP forms</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 <b>Local School</b>	Local School Wellness Policy, including evidence of stakeholder input in the development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
<p><b>Wellness Policy.</b> See 42 U.S.C.A. § 1751, et seq.; 42 U.S.C.A. § 1771, et seq.</p> <p>Note: Even if the charter school is not participating in the National School Lunch or Breakfast program development and adoption of an equivalent Wellness Policy would benefit the school and its students.</p>	of the policy and annual progress report.			
<p>18. The charter school governing board oversees the development of and approves/adopts the <b>educational partner engagement</b> process, goals, actions, measurable outcomes, and expenditures in the school's <b>Local Control Accountability Plan (LCAP)</b> and annual update in consultation with teachers, staff, administrators, parents, and students. See Ed. Code § 47606.5.</p>	Documentation of educational partner engagement, including Board Meeting Agendas, Board Minutes, LCAP, and related documents (e.g., Budget Overview for Parents, Action Tables, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. The charter school ensures compliance with the LAUSD's <b>Keeping Parents Informed: Charter Public School Transparency Resolution</b> 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. Ed. Code §§ 17280 to 17317.</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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. The charter school ensures that it complies with <b>all applicable federal and state laws regarding students experiencing homelessness and foster youth</b>, including but not limited to, the provisions of the federal McKinney-Vento Homeless Assistance Act and 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>21. <b>Charter Schools Serving Grade 9:</b> The charter school complies with all applicable requirements of Ed. Code § 51224.7.</p>	Documentation of the adoption of the charter school's established policy in compliance with Ed. Code, § 51224.7, including the Board Meeting Agendas and Board Minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
22. The charter school complies with all applicable requirements of Ed. Code, § 215: Pupil Suicide Prevention Policies. (Schools serving Grades 7-12). If the charter school is co-located on District property (Prop 39), the charter school must comply with all applicable requirements including the District's policy (BUL: 2637.4 <i>Suicide Prevention, Intervention, and Postvention</i> ) and must access training via the District's website through MyPLN.	Documentation of the adoption of the charter school's policy as outlined in Ed. Code, § 215, including the Board Meeting Agendas and Board Minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. <b>Charter Schools Serving High School (grades 9-12):</b> The charter school has obtained Western Association of Schools and Colleges (WASC) accreditation and University of California (UC) Doorways Course Approval.	Charter school approvals are listed on the WASC website and UC Doorways website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The charter school complies with all applicable requirements of Ed. Code §§ 231.5 and 231.6 regarding sexual harassment notifications (charter schools serving Grades 9-12).	Verification of pupils being notified in accordance with applicable legal requirements (Ed. Code §§ 231.5 and 231.6), displaying a poster in bathrooms and locker rooms at the schoolsite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Charter school must comply with all online posting requirements related to the filing of a <b>Title IX</b> complaint pursuant to Ed. Code, § 221.61.	Documentation of the charter school's online posting(s) containing all the required information set forth in Ed. Code, § 221.61.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Charter school must comply with all <b>Title IX</b> federal requirements including the adoption and publishing of grievance procedures. These procedures are intended to provide for the prompt and equitable resolution of student and employee complaints set forth in 34 C.F.R. § 106.8.	Documentation of the charter school's adoption and publishing of its grievance procedures including the Board Meeting Agenda(s) and Board Minute(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
27. The charter school complies with all applicable requirements of Ed. Code § 56040.3 pertaining to school-purchased <b>assistive technology</b> 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 assistive technology devices in order to receive a free appropriate public education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Charter schools must comply with all applicable requirements of Ed. Code § 49501.5 and must make available a <b>nutritionally adequate breakfast and a nutritionally adequate lunch free of charge</b> and with adequate time to eat, during each school day to any pupil who requests a meal without consideration of the pupil's eligibility for a federally funded free or reduced-price meal.	Documentation of compliance with the requirements, which may include but is not limited to, how the charter school implemented a Universal Meals Program for school children, and whether the school participated in the federal National School Lunch Program (NSLP) and School Breakfast Program (SBP).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. The charter school complies with all applicable requirements of Ed. Code § 44258.9 related to the state's annual teacher assignment monitoring via the <b>California Statewide Assignment Accountability System (CalSAAS)</b> and engages in the CalSAAS to address any possible misassignments within the designated timelines. The charter school must correct misassignments within 30 calendar days.	Participation in the CalSAAS.  Timely responses to the Monitoring Authority's questions/requests in the CalSAAS.  Documentation of corrected misassignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. If Charter School is offering <b>Independent Studies (IS)</b> , comply with all applicable legal requirements for IS (Ed. Code, §§ 51744-51749.6; 5 C.C.R., §§ 11700-11705), including, SB 348 and SB 153 (see e.g., Ed. Code, §§ 49501.5, 46300 <i>et seq.</i> ), which include but are not limited to, adopting/updating and implementing written policies relating to IS.	Independent Study Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
31. For charter schools serving grades K-6, charter school complies with all applicable requirements of SB 291 (Ed. Code, § 49056) and related updates in SB 153.	Recess Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. For charter schools serving High School grades, the charter school complies with all applicable requirements of AB 714 (e.g., Ed. Code, §§ 51225.1, 51225.2).	Graduation Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. For charter schools serving elementary school grades, complies with AB 2268 (Ed. Code, §§ 313 and 60810.).	English Language Learners: Pupil Instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. For charter schools serving High School grades, complies with AB 245. (Ed. Code, §§ 35179.1 and 35179.4.).	Physical Education Training and Emergency Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. For charter schools offering interscholastic athletic program, complies with AB 1653. (Ed. Code, § 35179.4.).	Emergency Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
36. For charter school providing certain transportation services for pupils, complies with SB 88. (Ed. Code, §§ 49406 and 39875, <i>et seq.</i> )	Certification of Clearances Credentialing and Mandated Training or Vendor Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. For charter schools serving 6 <sup>th</sup> through 8 <sup>th</sup> grade, complies with AB659. (e.g., Ed. Code, § 48980.4.)	Pupil and Parent Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Charter School complies with AB 889. (Ed. Code, § 48985.5.)	Charter School Website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. For charter schools serving High School grades, comply with SB153 California Guidance Initiative. (Ed. Code, § 51225.7, <i>et seq.</i> )	Pupil and Parent Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW

**(By Friday, November 8, 2024)**

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

\_\_\_\_\_  
Name of Charter School  
 reviewed the school's compliance with legal, charter, and District policy requirements.

		
<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 10, 2025)**

The undersigned hereby certifies that, on \_\_\_\_\_, the Governing Board of \_\_\_\_\_  
Date(s)

\_\_\_\_\_  
Name of Charter School  
 reviewed the school's compliance with legal, charter, and District policy requirements.

This certification includes the following relevant documentation:

Board Agenda where item was discussed

<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 S. Beaudry Ave., 20<sup>th</sup> Floor  
 Los Angeles, CA 90017

Office: (213) 241-0399 • Fax: (213) 241-2054

**ALBERTO M. CARVALHO**  
 Superintendent

**VERONICA ARREGUIN**  
 Chief Strategy Officer

**JOSÉ COLE-GUTIÉRREZ**  
 Director, Charter Schools Division

**CHARTER SCHOOL COMPLIANCE MONITORING**  
**2024-2025**  
**ATTACHMENT E**

Pursuant to its chartering oversight duties set forth in the Charter Schools Act (see e.g., Ed. Code, § 47604.32), the LAUSD, through the Charter Schools Division (CSD), monitors each charter school's compliance with applicable legal, charter, and policy requirements. To this end, the CSD's 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 November 8, 2024**, as part of the school's triannual 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 submit the entire document to the CSD via Dropbox with only the school administrator's columns completed, along with the administrator's signature no later than November 8, 2024.**
- (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 2024-2025*, 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 CSD via Dropbox no later than January 10, 2025.**

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. As stated in the *LAUSD Policy and Procedures for Charter Schools*, "While LAUSD is responsible to provide oversight of its charter schools and the entities managing charter schools, the primary oversight of each charter school must first and foremost be performed by the charter school's own governing board. The governing board of a charter school has an ongoing responsibility to oversee the operations of its charter school(s), ensuring that every charter school it oversees is providing a high-

quality educational program for students enrolled, is successfully fulfilling the terms of their charter, is fiscally sound, and complies with applicable laws, regulations, and court orders.” 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 2024-2025* 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 2024 -2025* may provide useful support and assistance in this endeavor. Please be reminded that this list is not exhaustive, and it is the responsibility of the charter school and its board to ensure compliance with all applicable legal, charter and District requirements.

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.

## COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2024-2025

School Name: \_\_\_\_\_

Board President Name: \_\_\_\_\_

Charter Management Organization: \_\_\_\_\_

LAUSD Loc. Code: \_\_\_\_\_

**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 1-29; school administrator needs sign and date the certification page and submit all pages no later than November 8, 2024 via Dropbox.

**Second submission** needs to be completed by checking each appropriate items 1-29 under the board certification column, Board Chair needs to sign the certification page and submit with supporting documentation including the Board Agenda where checklist was discussed, Board Minutes and Board Agenda approving the minutes no later than January 10, 2025 via Dropbox.

**Note:** Checklist boxes cannot be left unchecked 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. BY NOVEMBER 8, 2024		BOARD CERTIFICATIO N BY JANUARY 10, 2025
		COMPLIANT	REQUIREMENT IN PROCESS	
1. The charter school maintains timely and current verification of <b>criminal background and TB clearances</b> for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., Ed. Code § 47605(c) (5)(F); Ed. Code §§ 45122.1 and 45125.1; Ed. Code § 49406; Ed. Code § 44237.	Documentation that the school has at least one DOJ-confirmed Custodian of Records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Certification of Clearances, Credentialing and Mandated Reporter Training 2024-2025 " form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	Completed and signed “Criminal Background Clearance Certification” for each faculty and staff member to certify criminal background clearance prior to employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of timely DOJ and TB clearances by all contracting entities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements. Ed Code § 49406; Health & Safety Code §§ 121525, 121535, 121545, and 121555.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Teachers hold an EL Certification and a valid Commission on <b>Teacher Credentialing</b> 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(1).	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 Ed. Code § 47605(1) and other applicable law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member.	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Charter Schools Division (CSD) has been provided with, and parents have access to, the school’s most current <b>contact information</b> for each Governing Board member and the <b>2024-2025 Board meetings calendar</b> .	Accurate and updated school contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accurate and updated list/roster of Governing Board members and contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	Calendar of Governing Board meeting dates and location(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Charter school complies with the <b>pre- and post-lottery and enrollment forms</b> guidelines.	Lottery form and enrollment packet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Charter school shall ensure that staff receives annual <b>training on the charter school's health, safety, and emergency procedures</b> , 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., Ed Code §§ 32280-32289) b. Child Abuse Mandated Reporter training requirements (Ed. Code § 44691; Penal Code § 11164, <i>et seq.</i> ) c. Blood borne Pathogens training (see 8 CCR § 5193) d. Pupil Suicide Prevention Policy, as outlined in Ed. Code, § 215	Comprehensive Health, Safety, and Emergency Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of emergency drills and preparedness training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of timely and compliant Child Abuse Mandated Reporter training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of annual Blood borne Pathogens training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of Pupil Suicide Prevention Policy training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Co-located Charter Schools only-</b> 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-located charter school.	Participation in District and site level co-location meetings.  Review of Policy Bulletin-5532.1  Meeting with 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 <b>Master Plan for English Learners and Standard English Learners</b> or updated and implemented its own master plan in accordance with English Language Master Plan requirements. See current FSDRL.	EL Certification Form	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The charter school's school climate and student discipline systems and procedures align with applicable law and LAUSD's <b>Discipline Foundation Policy</b> and <b>School Climate Bill of Rights</b> . See current FSDRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	School Climate Bill of Rights.			
	Evidence of tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Charter School shall maintain all data involving placement, tracking, and monitoring of student <b>suspensions, expulsions, involuntary removals and reinstatements</b> , 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Charter School ensures that any and all school <b>communications, including the Parent Student Handbook</b> , 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The charter school's occupancy and use of <b>facilities shall be in compliance</b> with applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, including but not limited to, the Americans with Disabilities Act and Section 504, and all other applicable fire, health, and structural safety and access requirements. See 42 U.S.C.A. § 12182; Ed. Code § 47610. See current FSDRL.	Current and appropriate Certificate of Occupancy or equivalent; fire permit that certifies a thorough and comprehensive fire life safety inspection has been conducted annually; and other required documentation (for any school site not located on District property).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The charter school complies with all public accountability, ethics and integrity laws , including, but not limited to: <ul style="list-style-type: none"> <li>● Ralph M. Brown Act, Gov. Code §§ 54950, et seq.</li> <li>● Political Reform Act of 1974, Gov. Code §§ 81000, et seq.</li> <li>● California Public Records Act, Gov. Code § 7920.000, et seq.</li> <li>● Conflicts of Interest, Gov. Code § 1090 as set forth in Education Code section 47604.1.</li> </ul>	Board meeting agendas and minutes for the past 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verification of compliant public posting of Board agendas, including on the school website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of Brown Act training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
<ul style="list-style-type: none"> <li>Ethics Training for Officials, Gov. Code § 53235.</li> </ul>	Forms 700 (and any applicable required documents) filed with the Los Angeles County Board of Supervisors as required and maintained at the school site/organization. Remaining applicable employees forms 700 are maintained at the school site/ organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	School policy for responding to Public Records Act requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The charter school governing board ensures that their <b>Articles of Incorporation</b> are current, filed, 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. <b>By-laws</b> are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws.	<input 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 <b>federal programs and/or grants</b> , which may include but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Proposition 20 – State Lottery (e.g., Gov. Code § 8880.4), Education Protection Act (Proposition 30), Special Education (Ed. Code § 56000, et seq.), Ed. Code § 47614.5, and all other federal and state programs in which the charter school participates.	A list of current federal and/or state programs that the school is participating in and/or receiving grants from, and a certification that the school has met the provisions of eligibility and/or requirements of these programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The charter school implements <b>Uniform Complaint Procedure (UCP)</b> 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., California Code of Regulations, title 5, section 4600 et seq., and guidance provided at <a href="http://www.cde.ca.gov/re/cp/uc/">http://www.cde.ca.gov/re/cp/uc/</a>	The governing board has reviewed the school’s: <ul style="list-style-type: none"> <li>UCP policies</li> <li>UCP procedures</li> <li>UCP forms</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 <b>Local School</b>	Local School Wellness Policy, including evidence of stakeholder input in the development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
<p><b>Wellness Policy.</b> See 42 U.S.C.A. § 1751, et seq.; 42 U.S.C.A. § 1771, et seq.</p> <p>Note: Even if the charter school is not participating in the National School Lunch or Breakfast program development and adoption of an equivalent Wellness Policy would benefit the school and its students.</p>	of the policy and annual progress report.			
<p>18. The charter school governing board oversees the development of and approves/adopts the <b>educational partner engagement</b> process, goals, actions, measurable outcomes, and expenditures in the school's <b>Local Control Accountability Plan (LCAP)</b> and annual update in consultation with teachers, staff, administrators, parents, and students. See Ed. Code § 47606.5.</p>	Documentation of educational partner engagement, including Board Meeting Agendas, Board Minutes, LCAP, and related documents (e.g., Budget Overview for Parents, Action Tables, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. The charter school ensures compliance with the LAUSD's <b>Keeping Parents Informed: Charter Public School Transparency Resolution</b> 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. Ed. Code §§ 17280 to 17317.</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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. The charter school ensures that it complies with <b>all applicable federal and state laws regarding students experiencing homelessness and foster youth</b>, including but not limited to, the provisions of the federal McKinney-Vento Homeless Assistance Act and 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>21. <b>Charter Schools Serving Grade 9:</b> The charter school complies with all applicable requirements of Ed. Code § 51224.7.</p>	Documentation of the adoption of the charter school's established policy in compliance with Ed. Code, § 51224.7, including the Board Meeting Agendas and Board Minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
22. The charter school complies with all applicable requirements of Ed. Code, § 215: Pupil Suicide Prevention Policies. (Schools serving Grades 7-12). If the charter school is co-located on District property (Prop 39), the charter school must comply with all applicable requirements including the District's policy (BUL: 2637.4 <i>Suicide Prevention, Intervention, and Postvention</i> ) and must access training via the District's website through MyPLN.	Documentation of the adoption of the charter school's policy as outlined in Ed. Code, § 215, including the Board Meeting Agendas and Board Minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. <b>Charter Schools Serving High School (grades 9-12):</b> The charter school has obtained Western Association of Schools and Colleges (WASC) accreditation and University of California (UC) Doorways Course Approval.	Charter school approvals are listed on the WASC website and UC Doorways website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The charter school complies with all applicable requirements of Ed. Code §§ 231.5 and 231.6 regarding sexual harassment notifications (charter schools serving Grades 9-12).	Verification of pupils being notified in accordance with applicable legal requirements (Ed. Code §§ 231.5 and 231.6), displaying a poster in bathrooms and locker rooms at the schoolsite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Charter school must comply with all online posting requirements related to the filing of a <b>Title IX</b> complaint pursuant to Ed. Code, § 221.61.	Documentation of the charter school's online posting(s) containing all the required information set forth in Ed. Code, § 221.61.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Charter school must comply with all <b>Title IX</b> federal requirements including the adoption and publishing of grievance procedures. These procedures are intended to provide for the prompt and equitable resolution of student and employee complaints set forth in 34 C.F.R. § 106.8.	Documentation of the charter school's adoption and publishing of its grievance procedures including the Board Meeting Agenda(s) and Board Minute(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
27. The charter school complies with all applicable requirements of Ed. Code § 56040.3 pertaining to school-purchased <b>assistive technology</b> 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 assistive technology devices in order to receive a free appropriate public education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Charter schools must comply with all applicable requirements of Ed. Code § 49501.5 and must make available a <b>nutritionally adequate breakfast and a nutritionally adequate lunch free of charge</b> and with adequate time to eat, during each school day to any pupil who requests a meal without consideration of the pupil's eligibility for a federally funded free or reduced-price meal.	Documentation of compliance with the requirements, which may include but is not limited to, how the charter school implemented a Universal Meals Program for school children, and whether the school participated in the federal National School Lunch Program (NSLP) and School Breakfast Program (SBP).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. The charter school complies with all applicable requirements of Ed. Code § 44258.9 related to the state’s annual teacher assignment monitoring via the <b>California Statewide Assignment Accountability System (CalSAAS)</b> and engages in the CalSAAS to address any possible misassignments within the designated timelines. The charter school must correct misassignments within 30 calendar days.	Participation in the CalSAAS.  Timely responses to the Monitoring Authority’s questions/requests in the CalSAAS.  Documentation of corrected misassignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. If Charter School is offering <b>Independent Studies (IS)</b> , comply with all applicable legal requirements for IS (Ed. Code, §§ 51744-51749.6; 5 C.C.R., §§ 11700-11705), including, SB 348 and SB 153 (see e.g., Ed. Code, §§ 49501.5, 46300 <i>et seq.</i> ), which include but are not limited to, adopting/updating and implementing written policies relating to IS.	Independent Study Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
31. For charter schools serving grades K-6, charter school complies with all applicable requirements of SB 291 (Ed. Code, § 49056) and related updates in SB 153.	Recess Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. For charter schools serving High School grades, the charter school complies with all applicable requirements of AB 714 (e.g., Ed. Code, §§ 51225.1, 51225.2).	Graduation Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. For charter schools serving elementary school grades, complies with AB 2268 (Ed. Code, §§ 313 and 60810.).	English Language Learners: Pupil Instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. For charter schools serving High School grades, complies with AB 245. (Ed. Code, §§ 35179.1 and 35179.4.).	Physical Education Training and Emergency Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. For charter schools offering interscholastic athletic program, complies with AB 1653. (Ed. Code, § 35179.4.).	Emergency Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
36. <b>For charter school providing certain transportation services for pupils</b> , complies with SB 88. (Ed. Code, §§ 49406 and 39875, <i>et seq.</i> )	Certification of Clearances Credentialing and Mandated Training or Vendor Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. <b>For charter schools serving 6<sup>th</sup> through 8<sup>th</sup> grade</b> , complies with AB659. (e.g., Ed. Code, § 48980.4.)	Pupil and Parent Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Charter School complies with AB 889. (Ed. Code, § 48985.5.)	Charter School Website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. <b>For charter schools serving High School grades</b> , comply with SB153 California Guidance Initiative. (Ed. Code, § 51225.7, <i>et seq.</i> )	Pupil and Parent Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

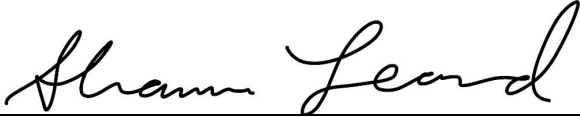
## CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW

**(By Friday, November 8, 2024)**

The undersigned hereby certifies that, on \_\_\_\_\_ the School Administrator of \_\_\_\_\_

Date(s)

Name of Charter School  
reviewed the school's compliance with legal, charter, and District policy requirements.

		
Printed Name of School Administrator	Signature of School Administrator	Date Signed

## CERTIFICATION OF BOARD COMPLIANCE REVIEW

**(By Friday, January 10, 2025)**

The undersigned hereby certifies that, on \_\_\_\_\_, the Governing Board of \_\_\_\_\_

Date(s)

Name of Charter School  
reviewed the school's compliance with legal, charter, and District policy requirements.

This certification includes the following relevant documentation:

Board Agenda where item was discussed

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



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Charter Schools Division**

333 S. Beaudry Ave., 20<sup>th</sup> Floor  
Los Angeles, CA 90017

Office: (213) 241-0399 • Fax: (213) 241-2054

**ALBERTO M. CARVALHO**  
Superintendent

**VERONICA ARREGUIN**  
Chief Strategy Officer

**JOSÉ COLE-GUTIÉRREZ**  
Director, Charter Schools Division

**CHARTER SCHOOL COMPLIANCE MONITORING**  
**2024-2025**  
**ATTACHMENT E**

Pursuant to its chartering oversight duties set forth in the Charter Schools Act (see e.g., Ed. Code, § 47604.32), the LAUSD, through the Charter Schools Division (CSD), monitors each charter school's compliance with applicable legal, charter, and policy requirements. To this end, the CSD's 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 November 8, 2024**, as part of the school's triannual 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 submit the entire document to the CSD via Dropbox with only the school administrator's columns completed, along with the administrator's signature no later than November 8, 2024.**
- (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 2024-2025*, 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 CSD via Dropbox no later than January 10, 2025.**

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. As stated in the *LAUSD Policy and Procedures for Charter Schools*, "While LAUSD is responsible to provide oversight of its charter schools and the entities managing charter schools, the primary oversight of each charter school must first and foremost be performed by the charter school's own governing board. The governing board of a charter school has an ongoing responsibility to oversee the operations of its charter school(s), ensuring that every charter school it oversees is providing a high-



quality educational program for students enrolled, is successfully fulfilling the terms of their charter, is fiscally sound, and complies with applicable laws, regulations, and court orders.” 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 2024-2025* 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 2024 -2025* may provide useful support and assistance in this endeavor. Please be reminded that this list is not exhaustive, and it is the responsibility of the charter school and its board to ensure compliance with all applicable legal, charter and District requirements.

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.

## COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2024-2025

School Name: \_\_\_\_\_

Board President Name: \_\_\_\_\_

Charter Management Organization: \_\_\_\_\_

LAUSD Loc. Code: \_\_\_\_\_

**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 1-29; school administrator needs sign and date the certification page and submit all pages no later than November 8, 2024 via Dropbox.

**Second submission** needs to be completed by checking each appropriate items 1-29 under the board certification column, Board Chair needs to sign the certification page and submit with supporting documentation including the Board Agenda where checklist was discussed, Board Minutes and Board Agenda approving the minutes no later than January 10, 2025 via Dropbox.

**Note:** Checklist boxes cannot be left unchecked 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. BY NOVEMBER 8, 2024		BOARD CERTIFICATIO N BY JANUARY 10, 2025
		COMPLIANT	REQUIREMENT IN PROCESS	
1. The charter school maintains timely and current verification of <b>criminal background and TB clearances</b> for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., Ed. Code § 47605(c) (5)(F); Ed. Code §§ 45122.1 and 45125.1; Ed. Code § 49406; Ed. Code § 44237.	Documentation that the school has at least one DOJ-confirmed Custodian of Records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Certification of Clearances, Credentialing and Mandated Reporter Training 2024-2025 " form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	Completed and signed “Criminal Background Clearance Certification” for each faculty and staff member to certify criminal background clearance prior to employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of timely DOJ and TB clearances by all contracting entities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements. Ed Code § 49406; Health & Safety Code §§ 121525, 121535, 121545, and 121555.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Teachers hold an EL Certification and a valid Commission on <b>Teacher Credentialing</b> 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(1).	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 Ed. Code § 47605(1) and other applicable law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member.	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Charter Schools Division (CSD) has been provided with, and parents have access to, the school’s most current <b>contact information</b> for each Governing Board member and the <b>2024-2025 Board meetings calendar</b> .	Accurate and updated school contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accurate and updated list/roster of Governing Board members and contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	Calendar of Governing Board meeting dates and location(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Charter school complies with the <b>pre- and post-lottery and enrollment forms</b> guidelines.	Lottery form and enrollment packet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Charter school shall ensure that staff receives annual <b>training on the charter school's health, safety, and emergency procedures</b> , 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., Ed Code §§ 32280-32289) b. Child Abuse Mandated Reporter training requirements (Ed. Code § 44691; Penal Code § 11164, <i>et seq.</i> ) c. Blood borne Pathogens training (see 8 CCR § 5193) d. Pupil Suicide Prevention Policy, as outlined in Ed. Code, § 215	Comprehensive Health, Safety, and Emergency Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of emergency drills and preparedness training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of timely and compliant Child Abuse Mandated Reporter training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of annual Blood borne Pathogens training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of Pupil Suicide Prevention Policy training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Co-located Charter Schools only-</b> 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-located charter school.	Participation in District and site level co-location meetings.  Review of Policy Bulletin-5532.1  Meeting with 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 <b>Master Plan for English Learners and Standard English Learners</b> or updated and implemented its own master plan in accordance with English Language Master Plan requirements. See current FSDRL.	EL Certification Form	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The charter school's school climate and student discipline systems and procedures align with applicable law and LAUSD's <b>Discipline Foundation Policy</b> and <b>School Climate Bill of Rights</b> . See current FSDRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	School Climate Bill of Rights.			
	Evidence of tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Charter School shall maintain all data involving placement, tracking, and monitoring of student <b>suspensions, expulsions, involuntary removals and reinstatements</b> , 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Charter School ensures that any and all school <b>communications, including the Parent Student Handbook</b> , 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The charter school's occupancy and use of <b>facilities shall be in compliance</b> with applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, including but not limited to, the Americans with Disabilities Act and Section 504, and all other applicable fire, health, and structural safety and access requirements. See 42 U.S.C.A. § 12182; Ed. Code § 47610. See current FSDRL.	Current and appropriate Certificate of Occupancy or equivalent; fire permit that certifies a thorough and comprehensive fire life safety inspection has been conducted annually; and other required documentation (for any school site not located on District property).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The charter school complies with all public accountability, ethics and integrity laws , including, but not limited to: <ul style="list-style-type: none"> <li>● Ralph M. Brown Act, Gov. Code §§ 54950, et seq.</li> <li>● Political Reform Act of 1974, Gov. Code §§ 81000, et seq.</li> <li>● California Public Records Act, Gov. Code § 7920.000, et seq.</li> <li>● Conflicts of Interest, Gov. Code § 1090 as set forth in Education Code section 47604.1.</li> </ul>	Board meeting agendas and minutes for the past 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verification of compliant public posting of Board agendas, including on the school website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of Brown Act training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
<ul style="list-style-type: none"> <li>Ethics Training for Officials, Gov. Code § 53235.</li> </ul>	Forms 700 (and any applicable required documents) filed with the Los Angeles County Board of Supervisors as required and maintained at the school site/organization. Remaining applicable employees forms 700 are maintained at the school site/ organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	School policy for responding to Public Records Act requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The charter school governing board ensures that their <b>Articles of Incorporation</b> are current, filed, 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. <b>By-laws</b> are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws.	<input 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 <b>federal programs and/or grants</b> , which may include but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Proposition 20 – State Lottery (e.g., Gov. Code § 8880.4), Education Protection Act (Proposition 30), Special Education (Ed. Code § 56000, et seq.), Ed. Code § 47614.5, and all other federal and state programs in which the charter school participates.	A list of current federal and/or state programs that the school is participating in and/or receiving grants from, and a certification that the school has met the provisions of eligibility and/or requirements of these programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The charter school implements <b>Uniform Complaint Procedure (UCP)</b> 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., California Code of Regulations, title 5, section 4600 et seq., and guidance provided at <a href="http://www.cde.ca.gov/re/cp/uc/">http://www.cde.ca.gov/re/cp/uc/</a>	The governing board has reviewed the school’s: <ul style="list-style-type: none"> <li>UCP policies</li> <li>UCP procedures</li> <li>UCP forms</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 <b>Local School</b>	Local School Wellness Policy, including evidence of stakeholder input in the development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
<p><b>Wellness Policy.</b> See 42 U.S.C.A. § 1751, et seq.; 42 U.S.C.A. § 1771, et seq.</p> <p>Note: Even if the charter school is not participating in the National School Lunch or Breakfast program development and adoption of an equivalent Wellness Policy would benefit the school and its students.</p>	of the policy and annual progress report.			
<p>18. The charter school governing board oversees the development of and approves/adopts the <b>educational partner engagement</b> process, goals, actions, measurable outcomes, and expenditures in the school's <b>Local Control Accountability Plan (LCAP)</b> and annual update in consultation with teachers, staff, administrators, parents, and students. See Ed. Code § 47606.5.</p>	Documentation of educational partner engagement, including Board Meeting Agendas, Board Minutes, LCAP, and related documents (e.g., Budget Overview for Parents, Action Tables, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. The charter school ensures compliance with the LAUSD's <b>Keeping Parents Informed: Charter Public School Transparency Resolution</b> 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. Ed. Code §§ 17280 to 17317.</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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. The charter school ensures that it complies with <b>all applicable federal and state laws regarding students experiencing homelessness and foster youth</b>, including but not limited to, the provisions of the federal McKinney-Vento Homeless Assistance Act and 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>21. <b>Charter Schools Serving Grade 9:</b> The charter school complies with all applicable requirements of Ed. Code § 51224.7.</p>	Documentation of the adoption of the charter school's established policy in compliance with Ed. Code, § 51224.7, including the Board Meeting Agendas and Board Minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
22. The charter school complies with all applicable requirements of Ed. Code, § 215: Pupil Suicide Prevention Policies. (Schools serving Grades 7-12). If the charter school is co-located on District property (Prop 39), the charter school must comply with all applicable requirements including the District's policy (BUL: 2637.4 <i>Suicide Prevention, Intervention, and Postvention</i> ) and must access training via the District's website through MyPLN.	Documentation of the adoption of the charter school's policy as outlined in Ed. Code, § 215, including the Board Meeting Agendas and Board Minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. <b>Charter Schools Serving High School (grades 9-12):</b> The charter school has obtained Western Association of Schools and Colleges (WASC) accreditation and University of California (UC) Doorways Course Approval.	Charter school approvals are listed on the WASC website and UC Doorways website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The charter school complies with all applicable requirements of Ed. Code §§ 231.5 and 231.6 regarding sexual harassment notifications (charter schools serving Grades 9-12).	Verification of pupils being notified in accordance with applicable legal requirements (Ed. Code §§ 231.5 and 231.6), displaying a poster in bathrooms and locker rooms at the schoolsite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Charter school must comply with all online posting requirements related to the filing of a <b>Title IX</b> complaint pursuant to Ed. Code, § 221.61.	Documentation of the charter school's online posting(s) containing all the required information set forth in Ed. Code, § 221.61.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Charter school must comply with all <b>Title IX</b> federal requirements including the adoption and publishing of grievance procedures. These procedures are intended to provide for the prompt and equitable resolution of student and employee complaints set forth in 34 C.F.R. § 106.8.	Documentation of the charter school's adoption and publishing of its grievance procedures including the Board Meeting Agenda(s) and Board Minute(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
27. The charter school complies with all applicable requirements of Ed. Code § 56040.3 pertaining to school-purchased <b>assistive technology</b> 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 assistive technology devices in order to receive a free appropriate public education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Charter schools must comply with all applicable requirements of Ed. Code § 49501.5 and must make available a <b>nutritionally adequate breakfast and a nutritionally adequate lunch free of charge</b> and with adequate time to eat, during each school day to any pupil who requests a meal without consideration of the pupil's eligibility for a federally funded free or reduced-price meal.	Documentation of compliance with the requirements, which may include but is not limited to, how the charter school implemented a Universal Meals Program for school children, and whether the school participated in the federal National School Lunch Program (NSLP) and School Breakfast Program (SBP).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. The charter school complies with all applicable requirements of Ed. Code § 44258.9 related to the state's annual teacher assignment monitoring via the <b>California Statewide Assignment Accountability System (CalSAAS)</b> and engages in the CalSAAS to address any possible misassignments within the designated timelines. The charter school must correct misassignments within 30 calendar days.	Participation in the CalSAAS.  Timely responses to the Monitoring Authority's questions/requests in the CalSAAS.  Documentation of corrected misassignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. If Charter School is offering <b>Independent Studies (IS)</b> , comply with all applicable legal requirements for IS (Ed. Code, §§ 51744-51749.6; 5 C.C.R., §§ 11700-11705), including, SB 348 and SB 153 (see e.g., Ed. Code, §§ 49501.5, 46300 <i>et seq.</i> ), which include but are not limited to, adopting/updating and implementing written policies relating to IS.	Independent Study Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
31. <b>For charter schools serving grades K-6</b> , charter school complies with all applicable requirements of SB 291 (Ed. Code, § 49056) and related updates in SB 153.	Recess Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. <b>For charter schools serving High School grades</b> , the charter school complies with all applicable requirements of AB 714 (e.g., Ed. Code, §§ 51225.1, 51225.2).	Graduation Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. <b>For charter schools serving elementary school grades</b> , complies with AB 2268 (Ed. Code, §§ 313 and 60810.).	English Language Learners: Pupil Instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. <b>For charter schools serving High School grades</b> , complies with AB 245. (Ed. Code, §§ 35179.1 and 35179.4.).	Physical Education Training and Emergency Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. <b>For charter schools offering interscholastic athletic program</b> , complies with AB 1653. (Ed. Code, § 35179.4.).	Emergency Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
36. <b>For charter school providing certain transportation services for pupils</b> , complies with SB 88. (Ed. Code, §§ 49406 and 39875, <i>et seq.</i> )	Certification of Clearances Credentialing and Mandated Training or Vendor Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. <b>For charter schools serving 6<sup>th</sup> through 8<sup>th</sup> grade</b> , complies with AB659. (e.g., Ed. Code, § 48980.4.)	Pupil and Parent Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Charter School complies with AB 889. (Ed. Code, § 48985.5.)	Charter School Website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. <b>For charter schools serving High School grades</b> , comply with SB153 California Guidance Initiative. (Ed. Code, § 51225.7, <i>et seq.</i> )	Pupil and Parent Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW

**(By Friday, November 8, 2024)**

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

Name of Charter School  
reviewed the school's compliance with legal, charter, and District policy requirements.

		
Printed Name of School Administrator	Signature of School Administrator	Date Signed

## CERTIFICATION OF BOARD COMPLIANCE REVIEW

**(By Friday, January 10, 2025)**

The undersigned hereby certifies that, on \_\_\_\_\_, the Governing Board of \_\_\_\_\_  
Date(s)

Name of Charter School  
reviewed the school's compliance with legal, charter, and District policy requirements.

This certification includes the following relevant documentation:

Board Agenda where item was discussed

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



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Charter Schools Division**

333 S. Beaudry Ave., 20<sup>th</sup> Floor  
Los Angeles, CA 90017

Office: (213) 241-0399 • Fax: (213) 241-2054

**ALBERTO M. CARVALHO**  
Superintendent

**VERONICA ARREGUIN**  
Chief Strategy Officer

**JOSÉ COLE-GUTIÉRREZ**  
Director, Charter Schools Division

**CHARTER SCHOOL COMPLIANCE MONITORING**  
**2024-2025**  
**ATTACHMENT E**

Pursuant to its chartering oversight duties set forth in the Charter Schools Act (see e.g., Ed. Code, § 47604.32), the LAUSD, through the Charter Schools Division (CSD), monitors each charter school's compliance with applicable legal, charter, and policy requirements. To this end, the CSD's 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 November 8, 2024**, as part of the school's triannual 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 submit the entire document to the CSD via Dropbox with only the school administrator's columns completed, along with the administrator's signature no later than November 8, 2024.**
- (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 2024-2025*, 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 CSD via Dropbox no later than January 10, 2025.**

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. As stated in the *LAUSD Policy and Procedures for Charter Schools*, "While LAUSD is responsible to provide oversight of its charter schools and the entities managing charter schools, the primary oversight of each charter school must first and foremost be performed by the charter school's own governing board. The governing board of a charter school has an ongoing responsibility to oversee the operations of its charter school(s), ensuring that every charter school it oversees is providing a high-

quality educational program for students enrolled, is successfully fulfilling the terms of their charter, is fiscally sound, and complies with applicable laws, regulations, and court orders.” 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 2024-2025* 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 2024 -2025* may provide useful support and assistance in this endeavor. Please be reminded that this list is not exhaustive, and it is the responsibility of the charter school and its board to ensure compliance with all applicable legal, charter and District requirements.

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.



## COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2024-2025

School Name: \_\_\_\_\_

Board President Name: \_\_\_\_\_

Charter Management Organization: \_\_\_\_\_

LAUSD Loc. Code: \_\_\_\_\_

**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 1-29; school administrator needs sign and date the certification page and submit all pages no later than November 8, 2024 via Dropbox.

**Second submission** needs to be completed by checking each appropriate items 1-29 under the board certification column, Board Chair needs to sign the certification page and submit with supporting documentation including the Board Agenda where checklist was discussed, Board Minutes and Board Agenda approving the minutes no later than January 10, 2025 via Dropbox.

**Note:** Checklist boxes cannot be left unchecked 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. BY NOVEMBER 8, 2024		BOARD CERTIFICATIO N BY JANUARY 10, 2025
		COMPLIANT	REQUIREMENT IN PROCESS	
1. The charter school maintains timely and current verification of <b>criminal background and TB clearances</b> for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., Ed. Code § 47605(c) (5)(F); Ed. Code §§ 45122.1 and 45125.1; Ed. Code § 49406; Ed. Code § 44237.	Documentation that the school has at least one DOJ-confirmed Custodian of Records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Certification of Clearances, Credentialing and Mandated Reporter Training 2024-2025 " form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	Completed and signed “Criminal Background Clearance Certification” for each faculty and staff member to certify criminal background clearance prior to employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of timely DOJ and TB clearances by all contracting entities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements. Ed Code § 49406; Health & Safety Code §§ 121525, 121535, 121545, and 121555.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Teachers hold an EL Certification and a valid Commission on <b>Teacher Credentialing</b> 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(1).	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 Ed. Code § 47605(1) and other applicable law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member.	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Charter Schools Division (CSD) has been provided with, and parents have access to, the school’s most current <b>contact information</b> for each Governing Board member and the <b>2024-2025 Board meetings calendar</b> .	Accurate and updated school contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accurate and updated list/roster of Governing Board members and contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	Calendar of Governing Board meeting dates and location(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Charter school complies with the <b>pre- and post-lottery and enrollment forms</b> guidelines.	Lottery form and enrollment packet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Charter school shall ensure that staff receives annual <b>training on the charter school's health, safety, and emergency procedures</b> , 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., Ed Code §§ 32280-32289) b. Child Abuse Mandated Reporter training requirements (Ed. Code § 44691; Penal Code § 11164, <i>et seq.</i> ) c. Blood borne Pathogens training (see 8 CCR § 5193) d. Pupil Suicide Prevention Policy, as outlined in Ed. Code, § 215	Comprehensive Health, Safety, and Emergency Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of emergency drills and preparedness training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of timely and compliant Child Abuse Mandated Reporter training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of annual Blood borne Pathogens training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of Pupil Suicide Prevention Policy training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Co-located Charter Schools only-</b> 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-located charter school.	Participation in District and site level co-location meetings.  Review of Policy Bulletin-5532.1  Meeting with 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 <b>Master Plan for English Learners and Standard English Learners</b> or updated and implemented its own master plan in accordance with English Language Master Plan requirements. See current FSDRL.	EL Certification Form	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The charter school's school climate and student discipline systems and procedures align with applicable law and LAUSD's <b>Discipline Foundation Policy</b> and <b>School Climate Bill of Rights</b> . See current FSDRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	School Climate Bill of Rights.			
	Evidence of tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Charter School shall maintain all data involving placement, tracking, and monitoring of student <b>suspensions, expulsions, involuntary removals and reinstatements</b> , 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Charter School ensures that any and all school <b>communications, including the Parent Student Handbook</b> , 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The charter school's occupancy and use of <b>facilities shall be in compliance</b> with applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, including but not limited to, the Americans with Disabilities Act and Section 504, and all other applicable fire, health, and structural safety and access requirements. See 42 U.S.C.A. § 12182; Ed. Code § 47610. See current FSDRL.	Current and appropriate Certificate of Occupancy or equivalent; fire permit that certifies a thorough and comprehensive fire life safety inspection has been conducted annually; and other required documentation (for any school site not located on District property).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The charter school complies with all public accountability, ethics and integrity laws , including, but not limited to: <ul style="list-style-type: none"> <li>● Ralph M. Brown Act, Gov. Code §§ 54950, et seq.</li> <li>● Political Reform Act of 1974, Gov. Code §§ 81000, et seq.</li> <li>● California Public Records Act, Gov. Code § 7920.000, et seq.</li> <li>● Conflicts of Interest, Gov. Code § 1090 as set forth in Education Code section 47604.1.</li> </ul>	Board meeting agendas and minutes for the past 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verification of compliant public posting of Board agendas, including on the school website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of Brown Act training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
<ul style="list-style-type: none"> <li>Ethics Training for Officials, Gov. Code § 53235.</li> </ul>	Forms 700 (and any applicable required documents) filed with the Los Angeles County Board of Supervisors as required and maintained at the school site/organization. Remaining applicable employees forms 700 are maintained at the school site/ organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	School policy for responding to Public Records Act requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The charter school governing board ensures that their <b>Articles of Incorporation</b> are current, filed, 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. <b>By-laws</b> are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws.	<input 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 <b>federal programs and/or grants</b> , which may include but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Proposition 20 – State Lottery (e.g., Gov. Code § 8880.4), Education Protection Act (Proposition 30), Special Education (Ed. Code § 56000, et seq.), Ed. Code § 47614.5, and all other federal and state programs in which the charter school participates.	A list of current federal and/or state programs that the school is participating in and/or receiving grants from, and a certification that the school has met the provisions of eligibility and/or requirements of these programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The charter school implements <b>Uniform Complaint Procedure (UCP)</b> 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., California Code of Regulations, title 5, section 4600 et seq., and guidance provided at <a href="http://www.cde.ca.gov/re/cp/uc/">http://www.cde.ca.gov/re/cp/uc/</a>	The governing board has reviewed the school’s: <ul style="list-style-type: none"> <li>UCP policies</li> <li>UCP procedures</li> <li>UCP forms</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 <b>Local School</b>	Local School Wellness Policy, including evidence of stakeholder input in the development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
<p><b>Wellness Policy.</b> See 42 U.S.C.A. § 1751, et seq.; 42 U.S.C.A. § 1771, et seq.</p> <p>Note: Even if the charter school is not participating in the National School Lunch or Breakfast program development and adoption of an equivalent Wellness Policy would benefit the school and its students.</p>	of the policy and annual progress report.			
<p>18. The charter school governing board oversees the development of and approves/adopts the <b>educational partner engagement</b> process, goals, actions, measurable outcomes, and expenditures in the school's <b>Local Control Accountability Plan (LCAP)</b> and annual update in consultation with teachers, staff, administrators, parents, and students. See Ed. Code § 47606.5.</p>	Documentation of educational partner engagement, including Board Meeting Agendas, Board Minutes, LCAP, and related documents (e.g., Budget Overview for Parents, Action Tables, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. The charter school ensures compliance with the LAUSD's <b>Keeping Parents Informed: Charter Public School Transparency Resolution</b> 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. Ed. Code §§ 17280 to 17317.</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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. The charter school ensures that it complies with <b>all applicable federal and state laws regarding students experiencing homelessness and foster youth</b>, including but not limited to, the provisions of the federal McKinney-Vento Homeless Assistance Act and 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>21. <b>Charter Schools Serving Grade 9:</b> The charter school complies with all applicable requirements of Ed. Code § 51224.7.</p>	Documentation of the adoption of the charter school's established policy in compliance with Ed. Code, § 51224.7, including the Board Meeting Agendas and Board Minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
22. The charter school complies with all applicable requirements of Ed. Code, § 215: Pupil Suicide Prevention Policies. (Schools serving Grades 7-12). If the charter school is co-located on District property (Prop 39), the charter school must comply with all applicable requirements including the District's policy (BUL: 2637.4 <i>Suicide Prevention, Intervention, and Postvention</i> ) and must access training via the District's website through MyPLN.	Documentation of the adoption of the charter school's policy as outlined in Ed. Code, § 215, including the Board Meeting Agendas and Board Minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. <b>Charter Schools Serving High School (grades 9-12):</b> The charter school has obtained Western Association of Schools and Colleges (WASC) accreditation and University of California (UC) Doorways Course Approval.	Charter school approvals are listed on the WASC website and UC Doorways website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The charter school complies with all applicable requirements of Ed. Code §§ 231.5 and 231.6 regarding sexual harassment notifications (charter schools serving Grades 9-12).	Verification of pupils being notified in accordance with applicable legal requirements (Ed. Code §§ 231.5 and 231.6), displaying a poster in bathrooms and locker rooms at the schoolsite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Charter school must comply with all online posting requirements related to the filing of a <b>Title IX</b> complaint pursuant to Ed. Code, § 221.61.	Documentation of the charter school's online posting(s) containing all the required information set forth in Ed. Code, § 221.61.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Charter school must comply with all <b>Title IX</b> federal requirements including the adoption and publishing of grievance procedures. These procedures are intended to provide for the prompt and equitable resolution of student and employee complaints set forth in 34 C.F.R. § 106.8.	Documentation of the charter school's adoption and publishing of its grievance procedures including the Board Meeting Agenda(s) and Board Minute(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
27. The charter school complies with all applicable requirements of Ed. Code § 56040.3 pertaining to school-purchased <b>assistive technology</b> 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 assistive technology devices in order to receive a free appropriate public education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Charter schools must comply with all applicable requirements of Ed. Code § 49501.5 and must make available a <b>nutritionally adequate breakfast and a nutritionally adequate lunch free of charge</b> and with adequate time to eat, during each school day to any pupil who requests a meal without consideration of the pupil's eligibility for a federally funded free or reduced-price meal.	Documentation of compliance with the requirements, which may include but is not limited to, how the charter school implemented a Universal Meals Program for school children, and whether the school participated in the federal National School Lunch Program (NSLP) and School Breakfast Program (SBP).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. The charter school complies with all applicable requirements of Ed. Code § 44258.9 related to the state's annual teacher assignment monitoring via the <b>California Statewide Assignment Accountability System (CalSAAS)</b> and engages in the CalSAAS to address any possible misassignments within the designated timelines. The charter school must correct misassignments within 30 calendar days.	Participation in the CalSAAS.  Timely responses to the Monitoring Authority's questions/requests in the CalSAAS.  Documentation of corrected misassignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. If Charter School is offering <b>Independent Studies (IS)</b> , comply with all applicable legal requirements for IS (Ed. Code, §§ 51744-51749.6; 5 C.C.R., §§ 11700-11705), including, SB 348 and SB 153 (see e.g., Ed. Code, §§ 49501.5, 46300 <i>et seq.</i> ), which include but are not limited to, adopting/updating and implementing written policies relating to IS.	Independent Study Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
31. <b>For charter schools serving grades K-6</b> , charter school complies with all applicable requirements of SB 291 (Ed. Code, § 49056) and related updates in SB 153.	Recess Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. <b>For charter schools serving High School grades</b> , the charter school complies with all applicable requirements of AB 714 (e.g., Ed. Code, §§ 51225.1, 51225.2).	Graduation Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. <b>For charter schools serving elementary school grades</b> , complies with AB 2268 (Ed. Code, §§ 313 and 60810.).	English Language Learners: Pupil Instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. <b>For charter schools serving High School grades</b> , complies with AB 245. (Ed. Code, §§ 35179.1 and 35179.4.).	Physical Education Training and Emergency Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. <b>For charter schools offering interscholastic athletic program</b> , complies with AB 1653. (Ed. Code, § 35179.4.).	Emergency Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
36. For charter school providing certain transportation services for pupils, complies with SB 88. (Ed. Code, §§ 49406 and 39875, <i>et seq.</i> )	Certification of Clearances Credentialing and Mandated Training or Vendor Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. For charter schools serving 6 <sup>th</sup> through 8 <sup>th</sup> grade, complies with AB659. (e.g., Ed. Code, § 48980.4.)	Pupil and Parent Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Charter School complies with AB 889. (Ed. Code, § 48985.5.)	Charter School Website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. For charter schools serving High School grades, comply with SB153 California Guidance Initiative. (Ed. Code, § 51225.7, <i>et seq.</i> )	Pupil and Parent Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


## CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW

**(By Friday, November 8, 2024)**

The undersigned hereby certifies that, on \_\_\_\_\_ the School Administrator of \_\_\_\_\_

Date(s)

Name of Charter School  
reviewed the school's compliance with legal, charter, and District policy requirements.

		
Printed Name of School Administrator	Signature of School Administrator	Date Signed

## CERTIFICATION OF BOARD COMPLIANCE REVIEW

**(By Friday, January 10, 2025)**

The undersigned hereby certifies that, on \_\_\_\_\_, the Governing Board of \_\_\_\_\_

Date(s)

Name of Charter School  
reviewed the school's compliance with legal, charter, and District policy requirements.

This certification includes the following relevant documentation:

Board Agenda where item was discussed

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

# Coversheet

## Chiefs Update

**Section:** XII. Chiefs Update  
**Item:** A. Chiefs Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 241203 Chiefs Update Revised 12-3-24 Updated Data.pdf



**Camino  
Nuevo  
Charter  
Academy**

# Chiefs Update



**December 3, 2024**

# 2023 California School Dashboards

Highlighting Subgroup Performance  
Relative to State Benchmarks



# Intro to California School Dashboard

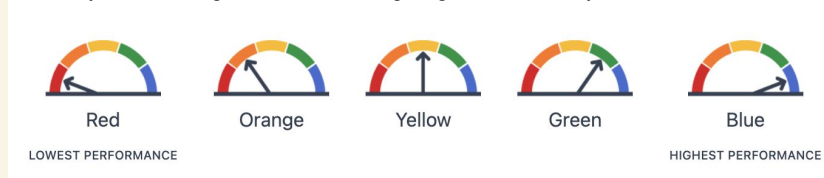
- A public online tool that displays the performance of all schools in California on a set of state and local measures
- Student achievement data on the Dashboard is based on the SBAC & ELPAC assessments

The screenshot shows the California School Dashboard interface for Camino Nuevo Charter Academy. At the top, there is a navigation bar with links for Home, About, State Summary, Search, More Information, and Select Language. The main heading is "SCHOOL PERFORMANCE OVERVIEW" followed by "Camino Nuevo Charter Academy". Below this, there is a sub-heading "Explore the performance of Camino Nuevo Charter Academy under California's Accountability System." and a "Generate PDF Report" button. A dropdown menu shows the year "2023". The dashboard displays eight performance metrics in a grid:

Metric	Performance Level
Chronic Absenteeism	Blue
Suspension Rate	Yellow
English Learner Progress	Yellow
English Language Arts	Orange
Mathematics	Orange
Basics: Teachers, Instructional Materials, Facilities	STANDARD MET
Implementation of Academic Standards	STANDARD MET
Parent and Family Engagement	STANDARD MET

Powered by BoardOnTrack

# Color Bands



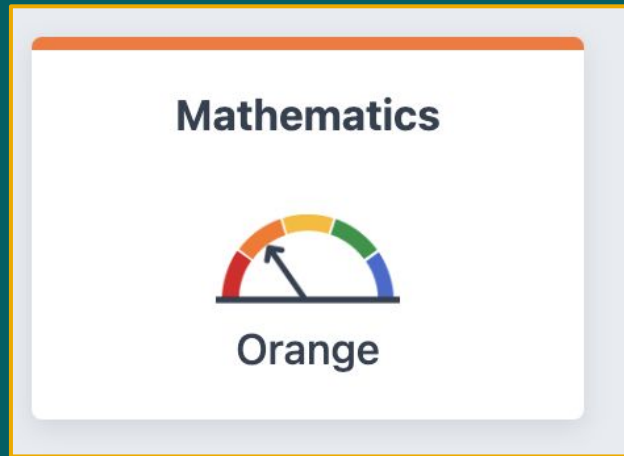
Each indicator on the Dashboard is scored with a color band based on a rubric that reflects 1) current year results and 2) whether results improved from the prior year.

**Chronic Absenteeism Indicator**

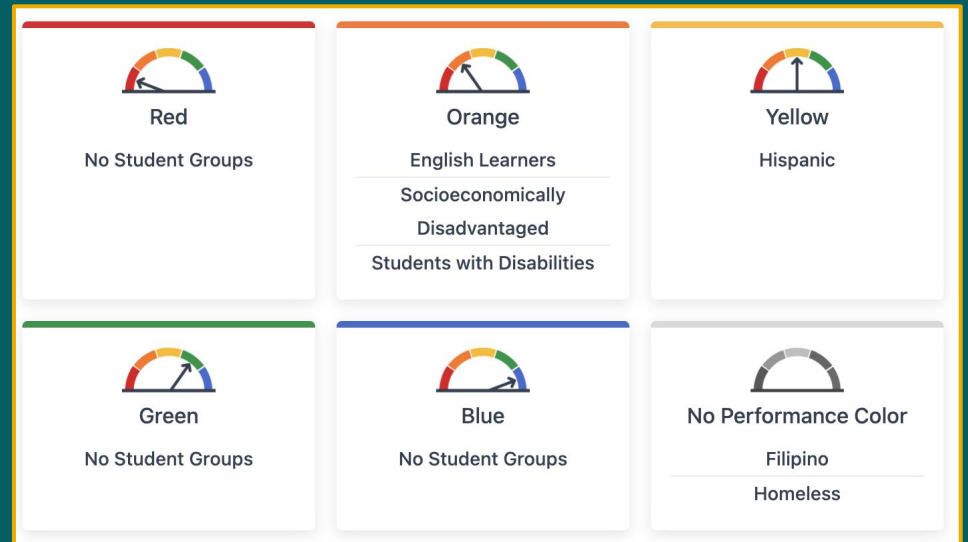
Performance Level	Increased Significantly from Prior Year (by 3.1 p.pts or more)	Increased from Prior Year (by 0.5 p.pts to 3.0 p.pts)	Maintained from Prior Year (declined or increased by 0.4 p.pts or fewer)	Declined from Prior Year (by 0.5 p.pts to 2.9 p.pts)	Declined Significantly from Prior Year (by 3.0 p.pts or more)
<b>Very Low</b> 2.5% or less in Current Year	Yellow	Green	Blue	Blue	Blue
<b>Low</b> 2.6% to 5.0% in Current Year	Orange	Yellow	Green	Green	Blue
<b>Medium</b> 5.1% to 10.0% in Current Year	Orange	Orange	Yellow	Green	Green
<b>High</b> 10.1% to 20.0% in Current Year	Red	Orange	Orange	Yellow	Yellow
<b>Very High</b> 20.1% or greater in Current Year	Red	Red	Red	Orange	Yellow

# Student Achievement Data

The Dashboard shows each school's **overall color band for ELA and Math**, as well as **Equity Reports** that show the performance of subgroups of students



**Overall**



**Equity Report**

# Distance From Standard

Student achievement data is measured using **“Distance From Standard” (DFS)**.

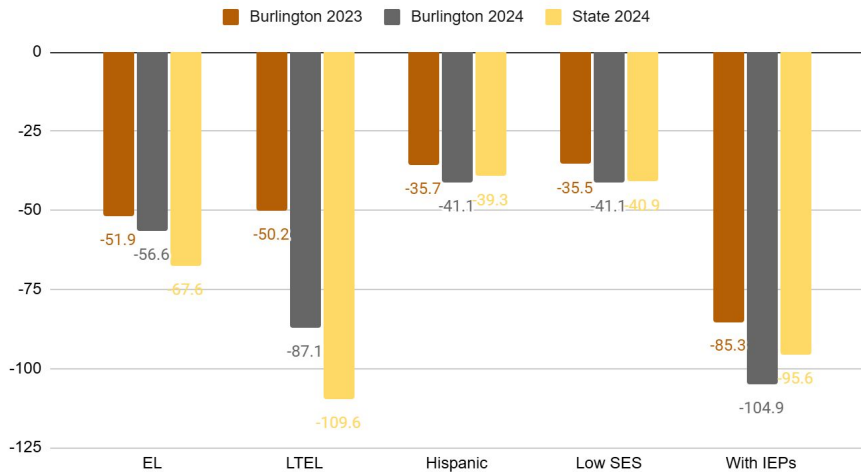
DFSD measures how far, on average, students are from the lowest possible score for Standard Met. For example, if “meets standard” starts at 2400 and your students scored on average 2370, then your DFS is -30.

# Burlington

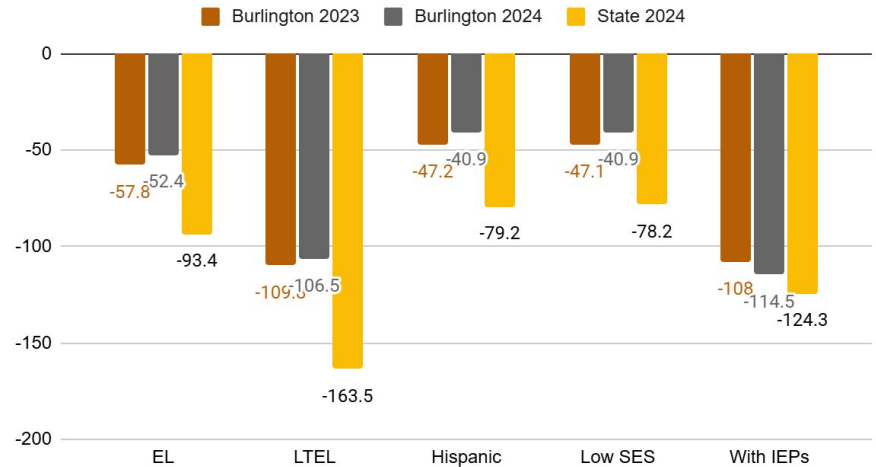
Current charter expires June 2028

Multiple BUR subgroups outperformed statewide subgroups, with all subgroups beating the state in math!

Subgroup Distance From Standard, ELA



Subgroup Distance From Standard, Math



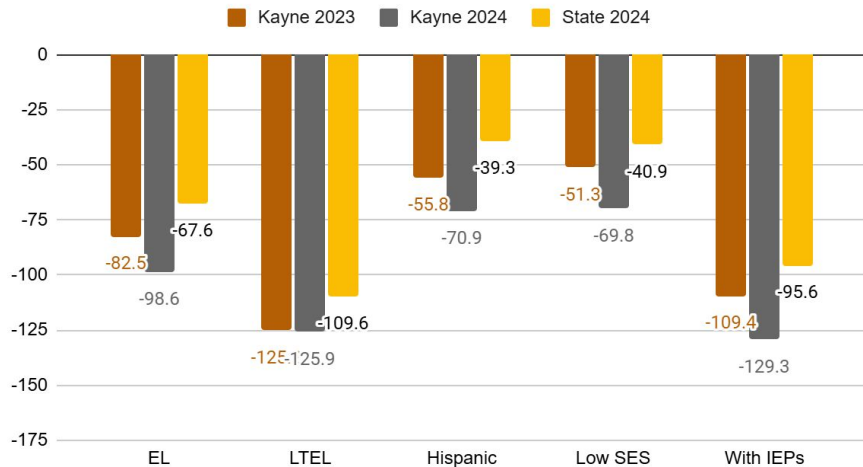
Note: "0" represents the lowest possible score for "Standard Met"

# Kayne-Siart

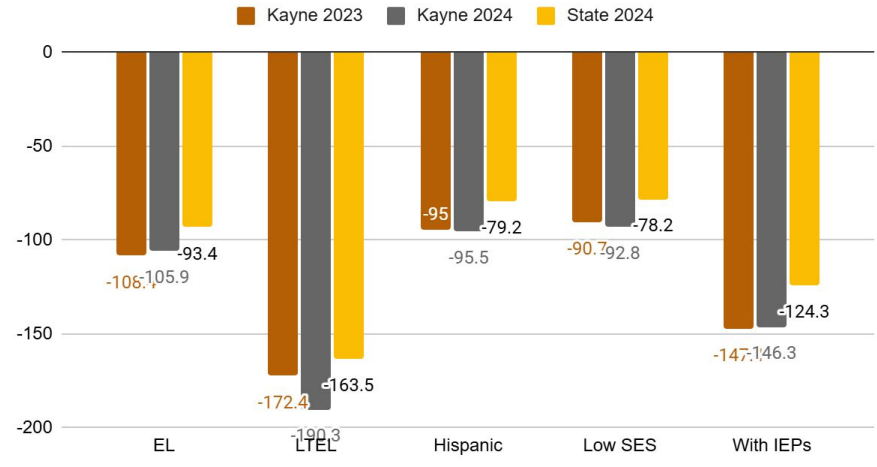
Current charter expires June 2028

KAY subgroups performed below statewide subgroups in all areas so we have work to do to increase achievement & prepare for renewal

Subgroup Distance From Standard, ELA



Subgroup Distance From Standard, Math



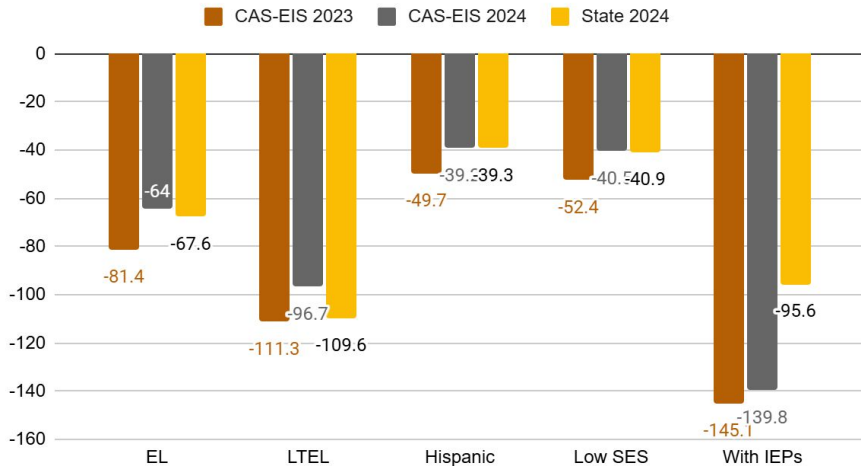
Note: "0" represents the lowest possible score for "Standard Met"

# Castellanos & Eisner

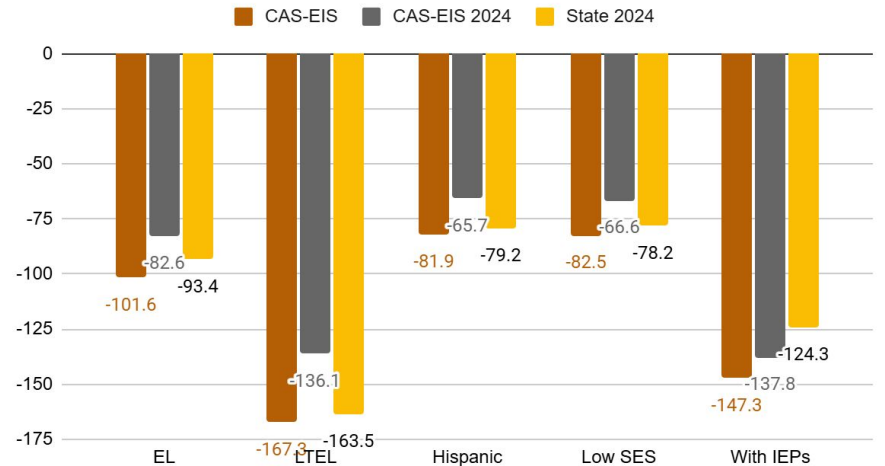
Current charter expires June 2028

CAS-EIS subgroup performance improved significantly in 2024, thus outperforming the state in both subjects with all subgroups except students with IEPs.

Subgroup Distance From Standard, ELA



Subgroup Distance From Standard, Math



Note: "0" represents the lowest possible score for "Standard Met"

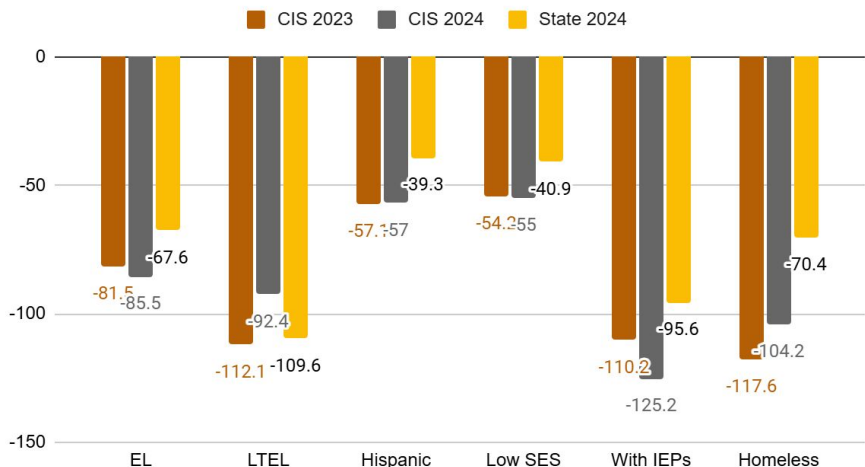


# Cisneros

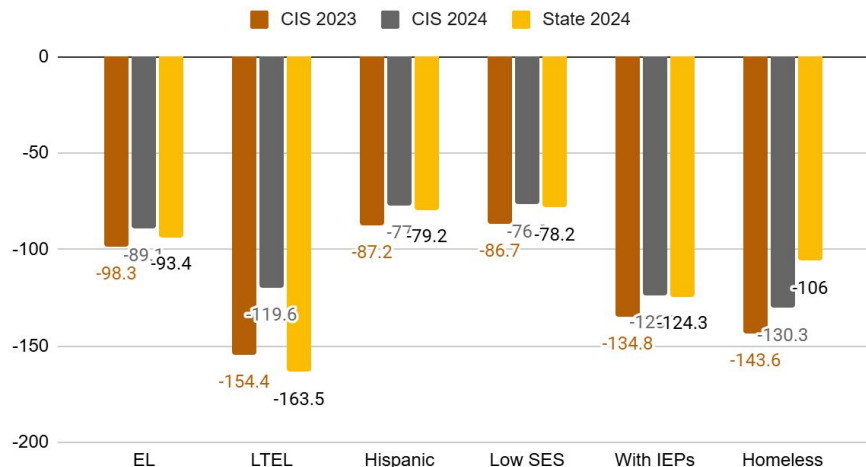
Current charter expires June 2027

CIS subgroups performed below statewide subgroups in multiple areas, but closed the gap for many subgroups in math in 2024. We must keep growing!

Subgroup Distance From Standard, ELA



Subgroup Distance From Standard, Math



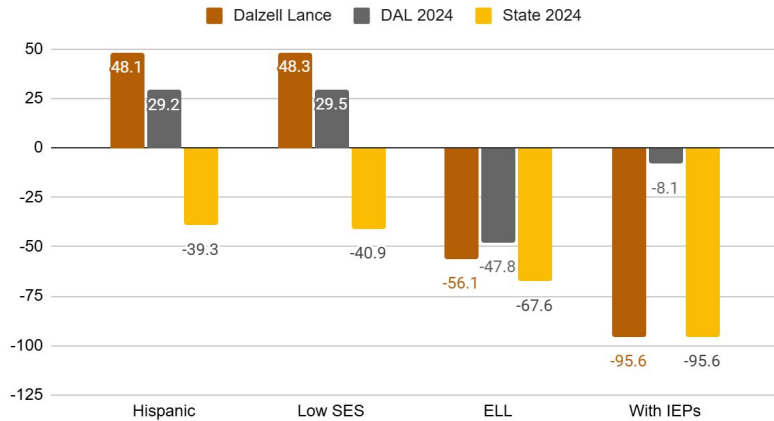
Note: "0" represents the lowest possible score for "Standard Met"

# Dalzell Lance

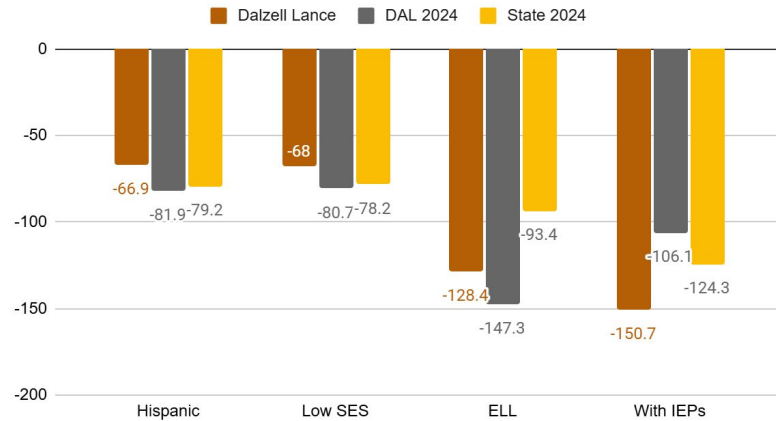
Current charter expires June 2026

- DAL's performance on the Dashboard is especially important this year going into charter renewal
- DAL subgroups had particularly strong ELA performance relative to the state, and half are on par with the state in math

Subgroup Distance From Standard, ELA



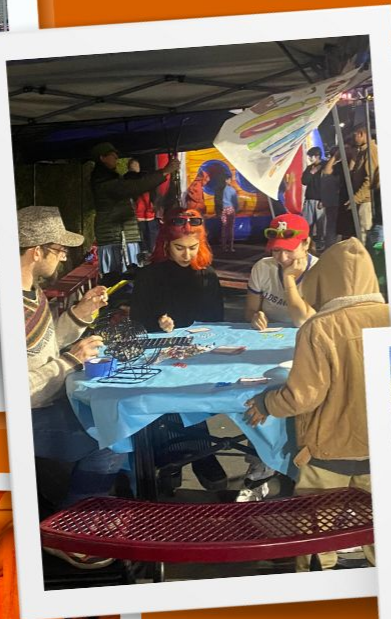
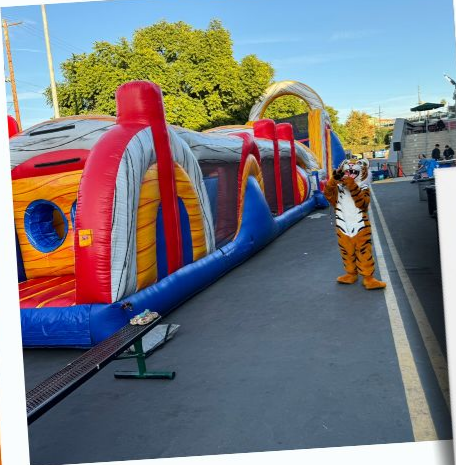
Subgroup Distance From Standard, Math



Note: "0" represents the lowest possible score for "Standard Met"

# Culture & Belonging at CNCA

# Fall Fest





# Ronus Cup



# Upcoming Events

## Scholarship Reception

December 19, 4:00 - 6:00 pm

@ Mess Hall in Los Feliz

## YOLA performance (younger students)

February 6, 5:30-7:00 pm @ Kayne-Siart

## YOLA performance (older students)

February 21, 5:30-7:00 pm @ Kayne-Siart





# Holiday Season

**Giving Tuesday**

**Campaigns**

Cisneros & Dalzell Lance

**Holiday Food Pantries**

Castellanos & Eisner

**Toy Donations**





# Holiday Season

## All-Staff Bowling Party

December 13

