



Date: December 22, 2021
To: Board of Directors of Navigator Schools
From: Kevin Sved, Chief Executive Officer
Subject: Watsonville Prep School Compliance

Watsonville Prep School (WPS), as a state-authorized charter school, undergoes an annual compliance review conducted by the California Department of Education (CDE). This review includes classroom observations, stakeholder interviews, and inspection of documents and records. The complete list of compliance documents can be found in the attached Certification of Governing Board Compliance Review form. As part of the compliance review, it is required that the Governing Board take formal action indicating that it has reviewed the school's compliance with the items listed in the compliance review.

The attached [Annual Compliance Review Documentation List: WPS \(2021\)](#) includes links to the specific documents and other pertinent information for each required compliance element. Furthermore, the CDE has conducted its annual compliance review and has indicated through email correspondence in December 2021 that WPS is compliant.

Recommendation

It is recommended that the Board approve Resolution BR 2021-17 to certify that it has reviewed WPS compliance related policies, systems, and procedures.

RESOLUTION BR 2021-17

December 29, 2021

RESOLUTION CERTIFYING GOVERNING BOARD REVIEW OF WATSONVILLE PREP SCHOOL COMPLIANCE

WHEREAS, on January 9, 2019, the charter petition to create Watsonville Prep School (WPS) was approved by the State Board of Education (SBE);

WHEREAS, the California Department of Education (CDE) on behalf of the SBE, conducts an annual review of WPS's compliance related policies, systems, and procedures;

WHEREAS, the annual compliance review requires certification from WPS's Governing Board that it has also reviewed WPS's compliance related policies, systems, and procedures;

WHEREAS, on December 14, 2021 the Board was briefed on the various components of WPS's compliance review process;

WHEREAS, the attached [Annual Compliance Review Documentation List: WPS \(2021\)](#) includes links to documents and other pertinent information for each required compliance element and was provided to the Board on December 22, 2021 as part of board meeting materials for the meeting scheduled to take place on December 29, 2021;

NOW THEREFORE, BE IT RESOLVED, that the Board by passing this resolution, certifies that it has reviewed WPS's compliance related policies, systems, and procedures as indicated on the attached Certification of Governing Board Compliance Review form;

BE IT FURTHER RESOLVED, that Board Chair, John Flaherty, on behalf of the Board of Directors of Navigator, is hereby authorized to sign the attached Certification of Governing Board Compliance Review form.

This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Directors of Navigator Schools at its special meeting held on December 29, 2021, via teleconference per COVID-19 regulations.

The Secretary of the Corporation certifies the resolution was adopted at the dated meeting of the Board of Directors.

Signature of Secretary

Nora Crivello
Board Secretary

Navigator Schools, a California Nonprofit Public Benefit Corporation

Date



Annual Compliance Review Documentation List: WPS (2021)

1. Credentialing and Clearance

The charter school follows the credentialing requirements in California Education Code (EC), Section 47605 (l)(1)(2) and that each teacher has satisfied the requirements for the Certificate of Clearance as outlined in EC, sections 44339, 44330, and 44341.

- Documentation: [WPS Teacher Credential Status List](#) (BOT)

2. Tuberculosis Clearance

WPS maintains timely and current verification of tuberculosis clearances for all employees, service providers, vendors, and independent contractors as outlined in EC, sections 47605(b)(5)(F), 45122.1, 45125.1, and 49406.

- Documentation: Confidential clearance records maintained by the Human Resources Department
- Contact: [Annie Stevens](#) (Email)

3. Board Contacts Information and Board Meeting Calendar

The Charter Schools Division has been provided with, and parents have access to, the school's most current contact information for each Governing Board member and the 2020–2021 Board meetings calendar.

- Documentation: [Board Member Contact Page](#) (NS Website)
- Documentation: [Board Meeting Calendar](#) (BOT)

4. Lottery and Enrollment

WPS complies with the pre- and post-lottery and enrollment forms guidelines.

- Documentation: [Admissions Page](#) (NS Website)

5. Health, Safety, and Emergency Drills

The charter school shall ensure that staff receive annual training on the charter school's health, safety, and emergency procedures, and shall maintain a calendar for, and conduct, emergency response drills for students and staff.

5.1. Health, Safety and Emergency Preparedness Plan (School Safety Plan)
EC 32280–32289

- Documentation: [WPS Site Safety Plan](#) (BOT)

5.2 Child Abuse Mandated Reporter Training Assembly Bill (AB) 1432 (2014); EC 44691; Penal Code Section 11165.7

- Documentation: [Vector Training Course List](#) (BOT)

5.3 Bloodborne Pathogens Training, California Code of Regulations, Title 8, Section 5193

- Documentation: [Vector Training Course List](#) (BOT) [referenced above]

5.4 Pupil Suicide Prevention Policy, AB 2246 (2016)

- Documentation: [NS Youth Suicice Prevention Policy](#) (BOT)

6. Climate and Discipline

The charter school's school climate and student discipline systems and procedures align with best practices.

- Documentation: [Excerpt from WPS Parent and Student Handbook](#) (BOT)

7. Suspensions and Expulsions

The charter school shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements, and make such outcome data readily available upon request.

- Documentation: Student discipline reports are submitted to the state California Longitudinal Pupil Achievement Data System (CALPADS). Updates to the California School Dashboard are currently suspended due to COVID-19.

8. Parent Communication

The charter school ensures that any and all school communications, including the Parent Student Handbook, are consistent with the provisions of the school's approved charter as well as applicable law.

- Documentation: Parents receive regular communications through [ParentSquare](#) (website) and all communications are translated into Spanish.
- Documentation: [WPS Parent and Student Handbook 2021](#) (BOT)

9. Facilities

The charter school's occupancy and use of facilities shall follow applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, and the Americans with Disability Act, EC 47610

- Documentation: [Authorization to Operate](#) (BOT)

10. Federal and State Laws for Public Entities

The charter school complies with all federal and state laws related to public entities. These components are verified by the visiting authorization consultant.

10.1 Ralph M. Brown Act

- Documentation: [NS Board Meeting Minutes](#) (June 14, 2021), Agenda Item IV.B., Brown Act Training [BOT]

10.2 Political Reform Act

- Documentation: [NS Conflict of Interest Code](#) (BOT)
- Documentation: Statements of Economic Interest (Form 700) are collected annually and kept on file at the NS Support Office.
- Contact: [Sean Martin](#) (Email)

10.3 Public Records Act

- Reference: [Text of Code](#) (California Law Website)

10.4 Government Code, Section 1090

- Reference: [Text of Code](#) (California Law Website)

11. Articles of Incorporation

Articles of Incorporation are current and appropriate for the operation of the charter school.

- Documentation: [Articles of Incorporation](#) (BOT)

12. Board Bylaws

Bylaws are current and consistent with the approved charter, Governing Board-approved, and signed by the Governing Board secretary.

- Documentation: [NS Board Bylaws](#) (BOT)

13. Uniform Complaint Procedure

The charter school implements its own Uniform Complaint Procedure policies and procedures with appropriate corresponding forms and documents, readily available to stakeholders at the school site and on the school's website, that are compliant with federal and state requirements.

- Documentation: [Charter School Complaint Notice and Form](#) (NS Website)

14. Learning and Continuity Plan

Due to the COVID-19 Pandemic, the Governing Board oversees the development of and approves the Learning Continuity and Attendance Plan for the 2020–2021 school year, in place of the annual Local Control Accountability Plan (EC 47606.5., SB 98).

- Documentation: [WPS Learning Continuity and Attendance Plan](#) (BOT)

15. Homeless and Foster Youth

The charter school ensures that it follows all applicable state law regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and EC 48850.

- Documentation: [Attendance and Truancy, McKinney-Vento \(Homeless and Foster Youth\), and Title IX Policies](#) (BOT)

16. Complaint Form

The charter school has a form posted on their website for complaints pursuant to EC 47605(d)(4) to be filed with the charter authorizer.

- Documentation: [Charter School Complaint Notice and Form](#) (NS Website) [referenced previously]

17. Pupil Suicide Prevention

WPS complies with all applicable requirements of AB 2246: Pupil Suicide Prevention Policies.

- Documentation: [NS Youth Suicide Prevention Policy](#) (BOT) [referenced previously]

**COMPLIANCE MONITORING AND
CERTIFICATION OF GOVERNING BOARD COMPLIANCE REVIEW
2021–2022**

School Name: ____Watsonville Prep School

(CDS Code Number): 44-77248-0138909

Compliance Requirements

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

- Pupil Suicide Prevention Policy, AB 2246 (2016)

6. The charter school's school climate and student discipline systems and procedures align with best practices.

7. The charter school shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements, and make such outcome data readily available upon request.

8. The charter school ensures that any and all school communications, including the Parent Student Handbook, are consistent with the provisions of the school's approved charter as well as applicable law (e.g., translated for 15 percent and above languages)

9. The charter school's occupancy and use of facilities shall follow applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, and the Americans with Disability Act, *EC 47610*

10. The charter school complies with all federal and state laws related to public entities, including, but not limited to:

- Ralph M. Brown Act
- Political Reform Act
- Public Records Act
- *Government Code*, Section 1090

During the COVID-19 Pandemic the meeting location requirement was lifted through Senate Bill (SB) 98. This requirement is expected to be reinstated after the COVID-19 crisis has passed.

11. The charter school ensures that its Articles of Incorporation are current and appropriate for the operation of the charter school.

12. By-laws are current and consistent with the approved charter, Governing Board-approved, and signed by the Governing Board secretary.

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

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

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

CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW

(by November 30, 2021)

The undersigned hereby certifies that, on June 14, 2021 the School Administrator of
Date(s)

Watsonville Prep School

Name of Charter School

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

Andrea Hernandez		11/29/2021
<i>Printed Name of School</i>	<i>Signature of School Administrator</i>	<i>Date Signed</i>

CERTIFICATION OF GOVERNING BOARD COMPLIANCE REVIEW

(by November 30, 2021)

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

Watsonville Prep School

Name of Charter School

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

John Flaherty		<u> </u> / <u> </u> / <u> </u>
<i>Printed Name of Governing Board Chair</i>	<i>Signature of Governing Board Chair</i>	<i>Date Signed</i>