



CONTRA COSTA COUNTY
Office of Education

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Memorandum of Understanding

Between Contra Costa County Board of Education
County Superintendent of Schools/Office of Education
And

Manzanita Charter Middle School
February 10, 2021

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APPENDICES

Schedule A: Required Documentation

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into this February 10, 2021 by, between and among the Contra Costa County Board of Education (hereinafter "County Board"), Contra Costa County Superintendent of Schools/Office of Education (hereinafter "CCCOE"), and *Manzanita Charter Middle School hereinafter "Manzanita" or "Charter School"*). Hereinafter, the County Board, the CCCOE, and Manzanita shall be collectively referred to as "the parties."

1. Purpose of Memorandum of Understanding

- 1.1. The State of California enacted The Charter Schools Act of 1992 authorizing the formation of MANZANITA with the intent that the schools improve student learning through a variety of means, including increased learning opportunities, innovative teaching methods, performance-based accountability, and expanded choice for parents within the public school system. The Act authorizes the County Board to grant charter petitions under specified circumstances.

The County Board has approved a charter renewal petition (hereinafter "the Petition") for the operation of MANZANITA. Unless otherwise stated, for the purposes of this MOU, the terms MANZANITA and the Charter School may be used interchangeably, with the duties and responsibilities of MANZANITA and Charter School being the same under this Agreement.

- 1.2. MANZANITA is responsible for the Charter School's compliance with the terms of the Charter and with this MOU.
- 1.3. All parties agree that no single party to this Agreement waives any of the rights, responsibilities and privileges established by the Charter School Act of 1992 that may change from time to time during the term of this MOU.
- 1.4. As described herein, the County Board has, by agreement with the County Superintendent, delegated its oversight obligations of MANZANITA, whether arising at law, by the terms of the Petition (including all documents included in the appendices), by this MOU, or from any other source, to the CCCOE; and in connection with the said delegation, the CCCOE shall report periodically to the County Board. This obligation does not limit the oversight authority of the County Board as afforded by law.
- 1.5. The fundamental interest of the County Board and CCCOE is, on a continuing basis, to be assured that the MANZANITA is (1) implementing the provisions of the Petition as approved; (2) obeying all requirements of federal, state, and local law that apply to the charter; (3) operating prudently and soundly in all respects; and (4) providing a sound education for the charter's students.

- 1.6. The parties recognize that there are many matters related to the operation of the charter and the effective oversight of MANZANITA, which go beyond the provisions included in the Petition or are in need of further clarification. The County Board and CCCOE also acknowledge that the operation of MANZANITA is to be solely carried out by MANZANITA. This MOU is intended to address those matters that have not been covered in the Petition and to provide guidance on the oversight policies and procedures of the County Board and CCCOE. Further, this MOU is intended to outline the parties' agreements governing their respective fiscal and administrative responsibilities and their legal relationships.

The parties recognize and agree that the Charter School shall not charge tuition, shall be nonsectarian, and shall be open to all students regardless of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance, or enrolls pupils who receive state student financial aid.

2. Term of the Memorandum of Understanding

- 2.1. This MOU, provided it is fully executed by all parties, shall cover five (5) fiscal years commencing on July 1, 2021, and ending on June 30, 2026 ("Term"). This MOU will automatically expire upon the expiration or revocation of the Charter. The MOU is subject to early termination only as set forth in this MOU or as otherwise permitted by law.
- 2.2. MANZANITA shall promptly respond to all reasonable inquiries, including, but not limited to, inquiries regarding its financial records, from the County Board or CCCOE and shall consult with the County Board or CCCOE regarding any inquiries in accordance with Cal. Educ. Code § 47604.3.
- 2.3. This MOU between and among the County Board, CCCOE, and MANZANITA shall include Schedule A.
- 2.4. Any modification of this MOU must be made in accordance with Section 31: Amendment and Waiver.

3. Operation of MANZANITA

- 3.1. MANZANITA is a public charter school that shall be operated pursuant to the Charter Schools Act, plus any specific conditions approved. The Charter renewal was denied by the West Contra Costa Board of Education on April 22, 2020 and was granted by the County Board of Education on June 17, 2020 for a five (5) year term beginning July 1, 2020.

- 3.2. In the event of a conflict between the law and terms of this MOU, the law shall prevail, and any such conflicting terms shall be severed from this Agreement and nullified. The parties agree and recognize that nothing in the Petition is intentionally intended, nor has the effect of creating any obligations or responsibilities not otherwise contained in this MOU. The parties further agree to jointly make any modification to this MOU or the Charter needed to comply with changes in state or federal laws following the execution of this MOU.

4. Governance and Management

- 4.1. MANZANITA acknowledges, as is stated in MANZANITA's Petition, that it is a separate legal entity and neither the County Board nor the CCCOE are liable for the debts and obligations of MANZANITA as per Cal. Educ. Code § 47604(d).
- 4.2. The County Board reserves the right to appoint a representative to the MANZANITA Board of Directors in accordance with Cal. Educ. Code §47604(c).
- 4.3. MANZANITA agrees to comply at all times with any and all applicable federal or state laws and/or regulations (which may be amended from time to time), including but not limited to the following:
- a. The Ralph M. Brown Act ("Brown Act") (Cal. Govt. Code, §§54950 *et seq.*);
 - b. The California Public Records Act (Cal. Govt. Code, §§6250 *et seq.*);
 - c. State conflict of interest laws applicable to charter schools operated by nonprofit corporations, including but not limited to the Political Reform Act (Cal. Govt. Code, §§81000 *et seq.*);
 - d. The Child Abuse and Neglect Reporting Act (Cal. Penal Code, §§11164 *et seq.*);
 - e. The Individuals with Disabilities Education Act ("IDEA") (20 U.S.C. §§1400 *et seq.*);
 - f. The Americans with Disabilities Act (42 U.S.C. §§12101 *et seq.*);
 - g. The U.S. Civil Rights Acts, including Title VII of the 1964 Civil Rights Act;
 - h. The California Fair Employment and Housing Act ("FEHA") (Cal. Govt. Code §§12900 *et seq.*);
 - i. The Age Discrimination in Employment Act ("ADEA") (29 U.S.C. §§621 *et seq.*);
 - j. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §§794 *et seq.*);
 - k. Education Code Sections 200 and 220 (prohibiting discrimination);
 - l. The Uniform Complaint Procedure (5 Cal. Code Regs., tit. 5, §§4600 *et seq.*);
 - m. The Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. §§1232g *et seq.*);
 - n. Local Control Funding Formula (California Assembly Bill 97, as codified); and
 - o. All applicable state and federal laws and regulations concerning the improvement of student achievement.
 - p. MANZANITA shall comply with Education Code section 47606.5 in developing and approving its Local Control and Accountability Plan annual update.

5. Required Documentation

- 5.1. MANZANITA shall provide CCCOE with the documents listed and described in Schedule A, attached and incorporated herein by reference, by the dates specified therein.
- 5.2. MANZANITA shall provide up-to-date versions of all Schedule A documents as specified in Schedule A.
- 5.3. In the event of a change in the documents specified here and in Schedule A, an updated version shall be submitted to CCCOE for review within fourteen (14) business days from the date the change is approved by the MANZANITA Board of Directors:
 - a. Articles of Incorporation
 - b. Bylaws
 - c. Conflict of Interest Code
 - d. Roster of MANZANITA Board of Directors
 - e. Schedule of Board of Directors meetings
 - f. Name and contact information for MANZANITA leader(s) (principal, director, or head of school, etc.)
 - g. Name and contact information for the MANZANITA primary financial contact (CFO, COO, accountant, or back-office financial services provider, etc.)
 - h. Organizational Chart including board governance
- 5.4. The County Board, through the CCCOE or independently, may seek documentation and information from MANZANITA. Material revisions to any part of the petition (including the appendices) or MOU must be approved by the County Board of Education.

6. Public Information: Website Posting

- 6.1. MANZANITA shall post on its website the documents listed and described in Schedule A that have the words *posted on the charter website* listed in the column titled *Method of Delivery and Access*, attached and incorporated herein by reference, by the dates specified therein.
- 6.2. MANZANITA will promptly update the postings whenever the information changes, in no event later than fourteen (14) business days after the change.

7. Governing Board Activities

- 7.1. The Board of Directors of MANZANITA shall conduct public meetings at such intervals as are necessary to ensure that the board is providing sufficient direction to MANZANITA through implementation of effective policies and procedures. Board meetings of the MANZANITA Board of Directors will be conducted according to the

requirements of the Ralph M. Brown Act (Cal. Govt. Code §§54950, *et seq.*) (the “Brown Act”).

- 7.2. MANZANITA ensures that all members of the Board of Directors of MANZANITA, MANZANITA leaders, MANZANITA primary financial contact, and any other MANZANITA staff deemed appropriate by MANZANITA, have participated in training on the requirements of the Brown Act and the Political Reform Act. Verification of the provision of such training shall be certified annually by completion of Schedule A: Required Certifications.

- 7.2.1. MANZANITA board meeting agendas and minutes shall be maintained for public inspection at the designated office of MANZANITA during normal business hours and shall be made available promptly upon request in hard copy at all locations of MANZANITA.

8. Human Resources Management

- 8.1. Through the term of the Petition, MANZANITA shall ensure that all employees will comply with the criminal background check and fingerprinting requirements of Education Code sections 44237 and 45125.1.
- 8.2. The Charter School shall report all employment status changes for credentialed employees based on allegations of misconduct to the Commission on Teacher Credentialing (“CTC”) within 30 days pursuant to Education Code section 44030.5. CCCOE shall be provided a copy of such report concurrently with its submittal to CTC. The Charter School shall also report to CCCOE any employment status changes for all other employees based upon allegations of misconduct within 30 days.
- 8.3. School site volunteers, contractors and vendors may also be required to comply with the criminal background check and fingerprinting requirements of Education Code Sections 44237 and 45125.1. All volunteers who may be alone with students (i.e., not under direct supervision of a certificated teacher) in school sponsored activities must also comply. This includes volunteers who are coaches, tutors, club advisers, classroom volunteers, and field trip chaperones. In addition, contractors and vendors whose duties will require more than limited contact with Charter School Students must also comply the background check and fingerprinting.
- 8.4. MANZANITA shall maintain on file and have available for inspection during site visits, evidence that it has performed criminal background checks for all employees and documentation certifying that vendors have conducted required criminal background checks for their employees prior to any unsupervised contact with students.
- 8.5. MANZANITA shall provide the CCCOE with proof that all of MANZANITA teachers hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which teachers in other public schools are required to hold, except as otherwise exempted. MANZANITA will have documentation on file (for inspection upon request) of its teachers' credentials.

- 8.6. If MANZANITA offers employees of MANZANITA the opportunity to participate in STRS or PERS, MANZANITA shall be responsible for contracting with a third party for reporting purposes. Such arrangements must be made in writing with the third party prior to the hiring of any employee.

9. MANZANITA Students

- 9.1. MANZANITA will not discourage enrollment or encourage disenrollment of any pupil for any reason, and specifically based identification in a legally protected class or any of the following: level of academic performance, level of academic achievement, level of physical or mental ability, English language status, or status as a neglected or delinquent, homeless, economically disadvantaged, or foster youth.
- 9.2. MANZANITA shall make a serious and concerted effort to recruit students to MANZANITA to achieve a racial and ethnic student group, English Learner, and special education student population balance among its pupils that is reflective of the general population residing within the school district to which the Petition was initially submitted. Supports will be provided whenever they are necessary to ensure equally effective communication with parents and students with hearing, vision, or speech disabilities, or who speak languages other than English.
- 9.3. If a MANZANITA student is expelled or leaves MANZANITA at any time during the year without graduating or completing the school year for any reason, MANZANITA shall notify the parties and superintendent of the student's last known school district within 30 days (pursuant to Cal. Educ. Code § 47605(e)(3)). MANZANITA shall maintain records of such notifications during the Term of this Agreement for review upon request.
- 9.4. The County Board, CCCOE, MANZANITA, and their offices and employees shall comply with FERPA and state laws regarding student records at all times. MANZANITA shall inform all parents/guardians of students attending MANZANITA that CCCOE employees responsible for overseeing MANZANITA operations have a legitimate educational interest in MANZANITA's student records in order to provide legally required oversight to MANZANITA and as such, student records may be disclosed to CCCOE. Upon request, MANZANITA shall provide CCCOE with student records.
- 9.5. MANZANITA's Student/Parent Handbook and website shall inform parents/guardians of parent and student rights applicable to student records, privacy, and involuntarily disenrollment including suspension and expulsion.
- 9.6. MANZANITA shall frequently monitor student academic progress and maintain comprehensive intervention methods to support students who are struggling to meet academic and behavioral expectations.
- 9.7. MANZANITA shall provide integrated English Language Development instruction for its English Learner students, and the necessary teacher professional development.

- 9.8. MANZANITA shall not encourage a pupil currently attending the Charter School to disenroll from the Charter School or transfer to another school for any reason, in compliance with Education Code Section 47605(e)(4).
- 9.9. MANZANITA shall take all reasonable efforts to offer a full curriculum to all students, including opportunities for advanced academic classes.

10. Required Disclosures

- 10.1. MANZANITA shall notify CCCOE within five days of any pending or actual litigation and/or claim from any party or notice of potential infraction, criminal, or civil action against MANZANITA or any employee, agent or volunteer that may involve or affect MANZANITA. In addition, MANZANITA shall immediately notify CCCOE of any request for information by any governmental agency about the MANZANITA.
- 10.2. CCCOE shall notify MANZANITA within five days of any pending or actual litigation and/or claim from any party or notice of any potential litigation and/or claim against CCCOE, the County Board, MANZANITA or the Charter School, that may involve or affect MANZANITA. In addition, the CCCOE shall immediately notify MANZANITA and the County Board of any request for information by any governmental entity about MANZANITA.
- 10.3. If any loans or advance receipt of funds are sought for MANZANITA, MANZANITA shall establish a fiscal plan for repayment upon the request for such funds. MANZANITA shall provide advance written notice to the County Board and the CCCOE specifying its intent to apply for a loan. Advance notice shall include a description of the need for the loan, its terms, and the plan for repayment, including a cash flow schedule. If a loan is received, MANZANITA shall, at the time of deposit of any sums which are loans to MANZANITA, provide CCCOE with the loan documents, minutes of MANZANITA's Board meetings at which such loan was approved, plan for repayment and updated cash flow schedule. MANZANITA will provide the same information in the same manner for loans and/or advancement of funds made internally by MANZANITA.

11. Insurance and Risk Management

- 11.1. MANZANITA shall procure, from an insurance carrier licensed to do business in the State of California or a qualified joint power authority ("JPA") registered with the California Department of Industrial Relations, and keep in full force during the term of the Charter, at least the following insurance coverage for itself and MANZANITA:
 - 11.1.1. Property Insurance – against fire, vandalism, malicious mischief and such other perils as are included in "special form" coverage insuring all of MANZANITA trade fixtures, furnishings, equipment and other personal property. The

property policy shall include “extra expense” coverage and shall be in an amount not less than 100% of the replacement value.

- 11.1.2. Commercial General Liability -- In an amount not less than two million dollars (\$2,000,000) per occurrence and five million dollars (\$5,000,000) in total general liability insurance for bodily injury (including death), property damage and personal and advertising injury arising out of or connected to the MANZANITA premises and operations. MANZANITA shall also maintain errors and omissions/educators legal liability, sexual abuse and molestation coverage, and employment practices liability of MANZANITA, its governing board, officers, agents, or employees of MANZANITA with limits of not less than the amount stated above. The amount of total general liability insurance required shall increase to seven million, five hundred thousand dollars (\$7,500,000) when MANZANITA ADA (as reported at P-Annual) exceeds 1,000. The deductible per occurrence for said insurance coverage stated herein shall not exceed twenty thousand dollars (\$20,000).
- 11.1.3. Workers' Compensation -- In accordance with the provisions of the California Labor Code, insurance adequate to protect MANZANITA from claims under Workers' Compensation Acts that may arise from its operation of MANZANITA, with statutory limits, and Employer's Liability coverage with limits of not less than one million dollars (\$1,000,000) per accident or disease.
- 11.1.4. Automobile Insurance – for all owned (if applicable), non-owned, borrowed, leased, or hired automobiles in an amount of not less than one million dollars (\$1,000,000) per accident.
- 11.2. CCCOE may request a risk management plan, including policies and practices to address reasonably foreseeable occurrences, and upon request will provide CCCOE with such plan and with annual certification that such policies and practices have been instituted at MANZANITA, as specified in Schedule A.
- 11.3. All liability insurance policies required under this section shall be endorsed to name the County Board, and CCCOE and its employees and agents as additional insureds and that such insurance policy(ies) shall be primary and any insurance or self-insurance maintained by CCCOE, the County and/or its employees shall not be required to contribute with it.
- 11.4. MANZANITA shall provide evidence of all applicable insurance coverage, with additional insured endorsements, to CCCOE (as specified in Schedule A) and will instruct the insurance carrier(s) to inform the CCCOE immediately if the coverage is reduced or becomes inoperative for any reason. The CCCOE may request to see evidence of insurance coverage during site visits.

12. Hold Harmless and Indemnification

- 12.1. MANZANITA shall hold harmless, defend, and indemnify the County Board, CCCOE, its officers, agents and employees, from every liability, claim, or demand for any injury to person or property sustained by any person, firm, or corporation, including any claims or demands regarding Petition approval, renewal and this MOU, caused by any intentional or negligent act or omission of MANZANITA, its officers, employees or agents. In cases of such liabilities, claims, or demands, MANZANITA, at its own expense and risk, shall defend with legal counsel satisfactory to CCCOE legal counsel all legal proceedings which may be brought against the County Superintendent, the County Board, CCCOE and its officers and employees (who will cooperate fully with legal counsel and insurance carriers), and shall satisfy any resulting judgments up to the required amounts that may be rendered against any of them. This indemnity and hold harmless provision shall exclude actions brought by third persons against the County Superintendent, the County Board, CCCOE or their officers and employees arising out of the gross negligence or intentional acts, errors, or omissions of the County Superintendent, the County Board, CCCOE or their directors, employees, officers and agents. This section shall survive the termination of the Petition and/or this MOU.

13. Facilities

- 13.1. It is understood and agreed that the County Board and/or the CCCOE have no obligation to provide facilities to MANZANITA. If MANZANITA seeks facilities from a district in which it intends to locate under Proposition 39 (Cal. Educ. Code § 47614), it shall follow applicable statute and regulations regarding submission of such a request to a district. As provided in Schedule A, MANZANITA shall provide a copy of each Proposition 39 request made by MANZANITA to CCCOE at the time of submitting its request to any school district, along with any documentation of subsequent steps in the process as described in implementing regulations at 5 CCR §§ 11969.1 *et seq.*, whether produced by MANZANITA or the district.
- 13.2. MANZANITA shall locate its facility in an area that is properly zoned for operation of a school and that has received a conditional use permit, if necessary, and that has been cleared for student occupancy by all appropriate local authorities. All MANZANITA facilities must meet all applicable health and fire code requirements and zoning laws. MANZANITA will furnish the CCCOE, as provided in Schedule A, with all local approvals including applicable fire marshal clearances, certificates of occupancy, signed building permit inspections and approved zoning variances. MANZANITA cannot exempt itself from applicable local and state zoning or building code ordinances.
- 13.3. CCCOE may conduct a site review to determine that the facilities are clean, safe, Americans with Disabilities Act (ADA) compliant, and have the necessary local approvals to operate.
- 13.4. MANZANITA shall ensure adequate facilities are available to students at all times. MANZANITA shall demonstrate good standing on their lease agreement including all

agreements about facilities maintenance, improvements and site changes or construction. MANZANITA shall provide such documentation to the parties during their annual review and upon request.

- 13.5. In the event that MANZANITA seeks to open an additional school site (whether for classroom or non-classroom-based instruction), MANZANITA will submit a request for a material revision of the Petition to the County Board for approval, pursuant to Section 23 of this MOU. Approval must be obtained before any additional school sites can begin operation.

14. Food Service and Transportation

- 14.1. MANZANITA shall provide for each eligible pupil, one nutritionally adequate free or reduced-price meal during each school day, as described under Cal. Educ. Code § 49550.
- 14.2. MANZANITA shall be responsible for any and all transportation offered by MANZANITA to students who enroll in MANZANITA, including but not limited to any and all transportation required in any student's Individualized Education Program ("IEP") as required by the IDEA or Section 504 Plan.

15. Accountability for Academic Performance

- 15.1. MANZANITA shall comply with and adhere to the state requirements for participation and administration of all state mandated tests for MANZANITA.
- 15.2. MANZANITA shall comply with Cal. Educ. Code § 47606.5 (regarding Local Control and Accountability Plans), as that statute may be amended from time to time, as well as its implementing regulations, if any. MANZANITA's annual adopted Local Control and Accountability Plan ("LCAP") shall be submitted to the CCCOE by as specified in Schedule A.
- 15.3. At the request of the County Board or CCCOE, MANZANITA shall present updates and reports regarding MANZANITA's pupil outcomes to the County Board.

16. Services for Students with Disabilities

- 16.1. At all times during the Term of the Charter and this MOU, the Charter School shall be its own local education agency ("LEA") as a member of a Special Education Local Plan Area ("SELPA"), or as a duly constituted SELPA approved by the State of California. As specified in Schedule A, MANZANITA shall provide CCCOE with a copy of the Local Plan and documentation of the status of MANZANITA as an LEA in good standing with a state-approved SELPA or as a state-approved SELPA.
- 16.2. MANZANITA shall assume all responsibility, including but not limited to full financial responsibility, for the implementation of educational services under the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, for all students who are enrolled in MANZANITA.

- 16.3. MANZANITA may contract with any school district or other qualified organization for other services on behalf of MANZANITA, provided that such services are at no cost to the County Board and/or CCCOE. It is further recognized that MANZANITA may contract with a SELPA, employ its own staff and/or contract with other vendors to deliver services required by the IEPs and/or Section 504 Plans of students enrolled in MANZANITA and as otherwise required by applicable state and federal laws.
- 16.4. As specified in Schedule A, MANZANITA shall provide special education revenue and expense schedules to the CCCOE. MANZANITA shall be responsible for any and all costs related to MANZANITA students.
- 16.5. MANZANITA agrees to fully and promptly comply with any reasonable requests for information made by the County Board and CCCOE with regard to special education services and individual students at MANZANITA. The CCCOE may establish regular meetings with MANZANITA special education coordinator for purposes of reviewing special education and/or Section 504 compliance. The CCCOE may also take action to monitor MANZANITA to ensure that special education and/or Section 504 services are being provided as required by law and applicable SELPA policy.
- 16.6. In the event that CCCOE, County Superintendent, or the County Board is named as a party in any claim or suit against MANZANITA, MANZANITA agrees to indemnify, defend and to hold harmless the County Board, the County Superintendent, the Contra Costa County Office of Education, and each of their officers, directors, agents, and employees, from and against any and all costs, including attorney's fees, and/or awards related to complaints, due process hearings, mediations or any and all forms of litigation relating to special education and/or Section 504 matters involving a student's enrollment, services and/or attendance at MANZANITA. This indemnification shall exclude any matters, which relate to the enrollment or attendance of a student in a CCCOE program, unless the student's enrollment or attendance in such program was through a contract with MANZANITA.
- 16.7. MANZANITA shall develop, maintain, and implement policies and procedures to ensure that eligible students with disabilities are properly identified and assessed by qualified assessors and IEPs or 504 Plans for the students are properly established, implemented and complied with such that a Free and Appropriate Public Education ("FAPE") in the Least Restrictive Environment ("LRE") is provided in accordance with state and federal law. Such policies shall, as specified in Schedule A, be provided to CCCOE.
- 16.8. MANZANITA shall provide transportation and/or Designated Instructional Services ("DIS") to special education students as required by IEPs for students as required by the IDEA.

17. Independent Study

- 17.1. MANZANITA may, on a case-by-case basis, use short-term independent study contracts for students who receive prior approval for absences due to travel or extended illness. Any such independent study will be limited to occasional, incidental instances

of extended absences, and must be fully compliant with all independent study statutes and regulations applicable to MANZANITA.

- 17.2. If MANZANITA provides instruction through independent study on more than an incidental basis, it shall comply with all requirements of statute applicable to independent study in charter schools, (including Cal. Educ. Code §§ 51745, *et. seq.*), and applicable regulations.

18. Funding

- 18.1. MANZANITA shall be direct funded in accordance with Cal. Educ. Code §§ 47630 *et seq.* MANZANITA is eligible for a general-purpose entitlement and supplemental funding allocated through the Local Control Funding Formula ("LCFF") under Cal. Educ. Code §§ 42238 and 47651(a)(1). It shall be the responsibility of MANZANITA to apply for funding beyond the basic statutory entitlements of the base grant due to MANZANITA under LCFF.
- 18.2. The parties specifically agree that it is not the responsibility of the CCCOE to provide funding in lieu of property taxes to MANZANITA for the Charter School.
- 18.3. In the event that the County Board seeks and receives a voter approved bond, parcel tax, etc., MANZANITA shall have no entitlement to any portion of the funds unless otherwise negotiated in advance and agreed to in writing. The parties shall meet sufficiently in advance of any action by the CCCOE to pursue such measures so as to advise MANZANITA and to determine the positions of the parties. MANZANITA agrees that it has no entitlement to funds currently being received, if any, by the County Board and/or the CCCOE under former parcel tax or bond elections.
- 18.4. MANZANITA is to operate in a financially sound fashion. All loans sought by MANZANITA shall be authorized in writing in advance by its Board and shall be the sole responsibility of MANZANITA. Notification of loans shall be provided pursuant to Section 10.3 of this MOU. In no event shall the County Board and/or the CCCOE have any obligation for repayment of such loans.
- 18.5. The CCCOE shall not advance any funds to MANZANITA. In addition, the CCCOE shall not act as or provide a line of credit to MANZANITA.
- 18.6. The parties agree that neither the CCCOE nor the County Board shall act as fiscal agent for MANZANITA. It is agreed that MANZANITA shall be solely responsible for all fiscal services for the Charter School such as payroll, purchasing, attendance reporting, and completion and submission of state budget forms. CCCOE shall process and transfer to MANZANITA all payments received by the CCCOE for MANZANITA in a timely fashion.
- 18.7. To the extent that MANZANITA wishes to contract with the CCCOE for any services to the Charter School beyond those specified in this agreement, a separate written contract with the CCCOE shall be required and the costs of such services paid in full by MANZANITA.

- 18.8. MANZANITA will use all revenue received from state and federal sources only for the educational services of MANZANITA and for the benefit of the students enrolled in and attending MANZANITA. Sources of funding must be used in accordance with applicable state and federal statutes, and the terms or conditions, if any, of any grant or donation.

19. Attendance Reporting

- 19.1. MANZANITA shall use commercially available attendance accounting software (such as Power School, SASI, etc.) for student attendance accounting. MANZANITA shall submit enrollment and attendance data as required to receive apportionment of funding according to the deadlines specified in Schedule A. CCCOE staff will review and certify the accuracy of MANZANITA's attendance data submitted by MANZANITA only when all documentation has been submitted as complete. Attendance data submitted without the requisite detail will not be processed and may result in a delay of funding to MANZANITA.
- 19.2. MANZANITA shall make available to CCCOE on request all back up attendance documents as specified in Schedule A.
- 19.3. Monthly site-based attendance sheets signed and dated by teachers, and evidence of contact made with parents when students are absent from school, e.g., parent contact log, absence log, etc., shall be maintained by MANZANITA, and may be reviewed by CCCOE during site visitations.

20. Financial Reporting

- 20.1. Pursuant to Cal. Educ. Code § 47604.33 to submit periodic financial reports of revenues, expenditures, and reserves. In order to meet statutory timelines for financial reporting, MANZANITA shall submit such reports to CCCOE for review, using the state software or Charter School Alternative Reporting form, as specified in Schedule A. Specified back-up information shall be consistently provided for each reporting period. Any significant changes in the budget or interim reports from one reporting period to the next must be explained in writing.
- 20.2. MANZANITA shall maintain reserves of no less than three percent (3%) based upon the total expenditures and other uses of the Charter School's Adopted Budget for the fiscal year. An explanation of any projected drop in reserves below the three percent (3%) level must be included in the assumptions.

21. Annual Audit

- 21.1. As specified in Schedule A, MANZANITA shall submit an annual independent financial audit in accordance with Cal. Educ. Code § 47605(m), as applicable, to the State Controller's Office, the CCCOE, and the California Department of Education ("CDE") no later than December 15th of each year. In order for the Charter School to

receive a favorable recommendation for renewal, corrective action plans shall have been implemented in a timely manner to the satisfaction of the CCCOE for any findings or exceptions identified in each annual audit, such that there are no continuing prior year findings or deficiencies identified in the following year. CCCOE shall be notified of MANZANITA's selection of an auditor, as specified in Schedule A.

- 21.2. In addition to MANZANITA's financial statements, the audit shall include, as applicable, but not be limited to, review of contemporaneous records of attendance and annual instructional minutes, and such other reviews as required by law for the audit of MANZANITA.

22. Monitoring and Oversight

- 22.1. The CCCOE will conduct at least one (1) visit to MANZANITA annually in accordance with Charter Schools Act. The information gathered will be used to assess MANZANITA's progress in governance and organizational management, educational performance, fiscal operations and fulfillment of the terms of the Petition and this MOU. A school site visit may include review of the facility, review of records maintained by MANZANITA, interviews with MANZANITA employees, and MANZANITA's students and parents, as well as observation of instruction in the classroom(s). Any deficiencies will be reviewed with MANZANITA's Executive Director and staff and an opportunity provided for comment, explanation and/or correction. The evaluations for each year will be used, in addition to other information and reports, to determine a renewal decision.
- 22.2. The County Board and CCCOE reserve the right to make unannounced visits to MANZANITA, and shall comply with all requirements of any visitor policies adopted by the Charter School, which shall be provided to CCCOE in accordance with Schedule A.
- 22.3. The Charter School shall be charged an annual oversight fee by CCCOE for the actual cost of oversight, monitoring, and reporting concerning MANZANITA in accordance with Cal. Educ. Code § 47613. Such fees shall not exceed 1% of the revenue received by MANZANITA, as calculated pursuant to Cal. Educ. Code § 42238.02 as implemented by Cal. Educ. Code § 42238.03. The oversight fees shall be invoiced annually by CCCOE, with payment due and payable within 30 days of receipt.

23. Material Revisions to Charter

- 23.1. Pursuant to Cal. Educ. Code § 47607, any material revisions to the Petition require County Board approval. Changes to the Petition considered to be material revisions include, but are not limited to, the following:
 - 23.1.1. Substantial changes to the educational program, mission, or vision of MANZANITA, including the addition or deletion of a major program component that is identified in the Petition as a distinctive feature of MANZANITA.

- 23.1.2. Adding a classroom-based or non-classroom-based program and/or facility not expressly authorized by the County Board.
- 23.1.3. An increase in enrollment of 10% or more of the total projected enrollment as described in the Petition
- 23.1.4. Addition or deletion of grades or grade levels to be served, for the program as a whole or in a given year, not expressly authorized by the County Board.
- 23.1.5. Changes to location of facilities. Temporary locations rented for annual student testing purposes shall be exempt from this provision.
- 23.1.6. Changing the name of MANZANITA.
- 23.1.7. Entering into a contract to be managed or operated by another public benefit corporation (or any other corporation or entity).
- 23.1.8. Substantial changes to admission requirements and/or enrollment preferences identified in the Petition, unless the change is required by law.
- 23.1.9. Substantial changes to governance structure affecting the authority of MANZANITA over Charter School operations, such as the merger, dissolution of MANZANITA or transfer of substantially all of the assets of Charter School, or contracts delegating substantially all of MANZANITA's management authority over Charter School.
- 23.2 Changes to the Petition not deemed to be material revisions may be made by the MANZANITA Board of Directors following notification to CCCOE. Such notice shall be provided, in writing, at least 5 business days in advance of the MANZANITA Board of Directors board meeting at which the revision is to be approved. Disagreement as to the materiality of the proposed revision(s) shall be resolved consistent with the dispute resolution provisions of this MOU.

24. Charter Renewal

- 24.1. MANZANITA may seek renewal of the Charter prior to expiration of the Petition's Term in accordance with statutory and regulatory provisions. MANZANITA shall submit its renewal petition for the next term along with a copy of the most recent annual report required by CCCOE and/or Local Control and Accountability Plan Annual Update to CCCOE and the County Board, no sooner than September 1st of the fiscal year in which MANZANITA would cease operations without renewal. CCCOE shall provide the County Board with any and all relevant documents submitted by MANZANITA. To the extent required, the charter renewal petition shall be revised in accordance with current statutes and regulations.

25. Charter Revocation

- 25.1. The County Board shall have the right to revoke the Petition in accordance with Cal. Educ. Code §§ 47607, 47607.3 or other applicable statute or regulations. Prior to instituting revocation proceedings, in coordination with the County Board, the CCCOE

may provide progressive notices that correction of a problem at MANZANITA needs to occur with specified timelines.

- 25.2. If the County Board determines, based on report/s of CCCOE, that there is a severe and imminent threat to the health or safety of students and/or staff of MANZANITA, and makes such determination in writing, per Cal. Educ. Code §47607(g), it may take immediate action to assure the safety and well-being of the students, staff, and community, consistent with 5 CCR §11968.5.3. Such immediate action, as deemed appropriate by the County Board, in its reasonable discretion, may include but is not limited to revocation of its Petition in accordance with Cal. Educ. Code §§47607(g) and/or (h).
- 25.3. Prior to revocation, MANZANITA shall have the opportunity to work with the CCCOE, in coordination with the County Board, to address the concerns and develop a plan to remediate all areas to the satisfaction of the County Board.

26. MANZANITA Closure

- 26.1. At all times it is operation during the Charter Term, MANZANITA will maintain a description of the procedures to be used in the event MANZANITA closes and provide such procedures to CCCOE as specified in Schedule A and post them as specified in Schedule A. Procedures must be compliant with requirements contained in 5 CCR § 11962, and consistent with the Petition.
- 26.2. If MANZANITA is to close permanently for any reason, the CCCOE on behalf of the County Board shall serve written notice on MANZANITA that the closure procedures have been invoked. MANZANITA will immediately identify to the CCCOE the specific individual who is responsible for coordinating MANZANITA's close out activities. CCCOE will identify a staff person who will work with MANZANITA to accomplish all close out activities.
- 26.3. MANZANITA expressly acknowledges the right of the CCCOE, on behalf of the County Superintendent of Schools (pursuant to Cal. Educ. Code § 47604.4), to gain full access and copies of all student and business records concerning MANZANITA at any time after the MANZANITA Board gives written notice that it is invoking the closure procedures.

27. Dispute Resolution

- 27.1. It is expressly agreed by the parties that dispute resolution process described herein supersedes that included in the Charter for disputes between and among MANZANITA, CCCOE and/or the County Board. In the event of a dispute between MANZANITA and the CCCOE and/or the County Board related to the Charter or this MOU, which does not involve revocation, the parties shall seek to resolve the dispute using the process described below:

- 27.2.1. The disputing party shall provide written notice of the dispute to the other party or parties, to include the County Board. Notice shall be provided as specified Section 33 of this MOU.
- 27.2.2. MANZANITA's designated representative shall meet with the CCCOE's designated representative within thirty (30) calendar days of the date of the written notice to attempt informal resolution of the dispute. A summary of the dispute and resolution if achieved shall be reported to the County Board.
- 27.2. If the dispute is not resolved through the informal resolution of the designated representatives of the Charter School and CCCOE, then by mutual agreement, in writing, the parties may engage the services of a third-party mediator to assist with informal resolution of the dispute. The format of the mediation shall be developed jointly by both parties including the County Board. The costs of the mediation shall be shared equally by the parties.
- 27.3. If a dispute between MANZANITA and CCCOE and/or the County Board is not resolved through the dispute resolution set forth above within ninety (90) calendar days of the date notice is given by the complaining party to the other parties, or by such alternative deadline as may be established by mutual agreement in writing, then any party shall have the right to take the matter to binding arbitration. Arbitration shall proceed according to the following timeline:
 - 27.4.1. No later than ten (10) calendar days after the request for arbitration, unless agreed otherwise by the parties in writing, the parties shall choose a mutually acceptable arbitrator from a list obtained from the State Mediation and Conciliation Service.
 - 27.4.2. Within ten (10) calendar days after the arbitrator is selected, the parties shall choose a mutually agreeable date and site for the arbitration. The costs of the arbitrator shall be shared equally by the parties.

28. Severability

- 28.1. If any provision or any part of this MOU is for any reason held to be invalid and or unenforceable or contrary to public policy, or statute, the remainder of this MOU shall not be affected thereby and shall remain valid and fully enforceable.

29. Venue

- 29.1. The parties agree that any legal action to enforce the terms of this Agreement shall be brought in the appropriate court in Contra Costa County, California.

30. Non-Assignment

- 30.1. No portion of this MOU or the Charter approved by the County Board may be assigned to another entity without approval of a material revision of the Charter pursuant to Section 23.

31. Amendment and Waiver

- 31.1. Any waiver, amendment, modification, or cancellation of any provisions of this MOU must be in writing and executed by duly authorized representatives of all parties specifically indicating the intent of the parties to modify this MOU. No such amendment or waiver shall be effective absent approval or ratification by the County Board and the governing board of the MANZANITA.
- 31.2. Proposed revisions to the MOU may be submitted by any of the parties at any time, through notice duly given in accordance with Section 33. The failure of either party at any time to require performance of any provision hereof shall in no manner affect its right at a later time to enforce such provision.

32. Captions and Section Headings

- 32.1. The captions and section headings used in the Charter and this MOU are inserted for convenience only and should not affect the meaning or interpretation of the terms of the Charter or this MOU.

33. Notification

- 33.1. All notices, requests, and other communications under this MOU shall be in writing and mailed or delivered by overnight courier to the proper addresses as follows, unless allowed or required to be submitted electronically by CCCOE:

To the County Board at:

Contra Costa County Board of Education 77 Santa Barbara Rd
Pleasant Hill, CA 94523
Attn: Board President

To the CCCOE at:

The Charter Schools' Office
Contra Costa County Office of Education 77 Santa Barbara Rd
Pleasant Hill, CA 94523
Attn: Contra Costa County Superintendent of Schools

To *MANZANITA* at:

461 33rd St.
Richmond, CA 94804
Attn: Chantel Caldwell, Middle School Principals

34. Entire Agreement; Counterparts

- 34.1. This MOU and attached schedules contain the entire agreement of the parties with respect to the matters covered herein and supersedes any oral or written understandings or agreements between the parties with respect to the subject matter of this MOU. This MOU may be executed in counterparts, each of which shall constitute an original. Facsimile copies of signature pages transmitted to other parties of this MOU shall be deemed equivalent to original signatures on counterparts.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed by duly authorized officers or representatives set forth below and to be effective as of the Effective Date.

2/16/21

Date

Chantel Caldwell

Charter CEO/Executive Director/Superintendent or Designee

2/18/21

Date

[Signature]

President, Contra Costa County Board of Education or Designee

3/22/21

Date

[Signature]

Contra Costa County Superintendent of Schools or Designee

Approved and ratified this February 10, 2021 by the Contra Costa County Board of Education.

SCHEDULE A: Required Documentation

This Schedule lists the annual compliance submissions required of all CCCBOE authorized charters. These submissions must be completed and submitted to the CCCOE pursuant to authorizer direction by the dates and with the frequency indicated in the Schedule. When any document is revised it must be submitted to CCCOE within 14 business days of the revision whether they are based on material changes or not. All material changes must be first submitted to and approved by the County Board before they are instituted. Documents which are to be posted on the charter's website must also be revised to reflect any changes when made.

The Authorizer or Designee may also request documents and information from the charter school by email, phone or other form of communication. Within 10 days of the request the charter must confirm receipt of the request and establish with CCCOE the due date of submission. Information not submitted to the County Office within the agreed upon timeline will be referred to the Authorizer for further action.

ITEM	DESCRIPTION	DUE DATE	Method of Delivery and Access	FREQUENCY		
				Before Start Up & When Changed	Annually & When Changed	Other
GOVERNANCE AND ORGANIZATIONAL MANAGEMENT						
1.1 Organizational Structure						
CDS code	Confirmation of receipt of CDS code		Submitted to CCCOE	X		
Organizational Chart	Structure of organization from governing board to classroom teacher, including Charter Management Organization, if applicable.		Posted on the Charter Website and Submitted to CCCOE	X		
All contracts that impact governance	All contracts signed by the Charter or the Charter Management Organization that have an impact on the functioning and governance of the board of directors.		Submitted to CCCOE	X		

ITEM	DESCRIPTION	DUE DATE	Method of Delivery and Access	FREQUENCY		
				Before Start Up & When Changed	Annually & When Changed	Other
School Contact Information	CCCOE form of contact information: school leader name, school phone, school fax, school leader emergency phone, school leader email, school address, and school leader's office hours	August 1 st	Submitted to CCCOE		X	
School Leadership Information	CCCOE form with a roster of school leadership that includes phone number and email address for: - School leader - Assistant leader (Vice Principal, Assistant Principal, etc.) - On-site Coordinators and/or Coaches - Designated Special Education Coordinator - Designated English Learner Coordinator - Designated Section 504 Coordinator - Designated Homeless Coordinator - Designated Foster Youth Coordinator - Office Manager - Operations Manager - Primary Finance/Accounting contact - Primary Human Resources contact - Primary Attendance reporting contact	August 1 st	Posted on Charter Website and Submitted to CCCOE		X	
SARC	School Accountability Report Card	February 1 st	Posted on Charter Website and CDE Website		X	
1.2 Board Governance						
Articles of Incorporation	As submitted		Submitted to CCCOE	X		
Board biographies	Brief summaries of the background and experience of board members		Submitted to CCCOE	X		
Board Roster	Names and email addresses of all board members, with end date for current term of service, officers and committee assignments identified.		Submitted to CCCOE	X		
Bylaws	Current version of the bylaws as approved by the school's governing board		Submitted to CCCOE	X		
501(c)(3) tax-exempt status	Letter from IRS confirming approval of tax-exempt status		Submitted to CCCOE	X		

ITEM	DESCRIPTION	DUE DATE	Method of Delivery and Access	FREQUENCY		
				Before Start Up & When Changed	Annually & When Changed	Other
Board election process	Process used for choosing Board Members. It should be a brief description of the process and be consistent with the charter and its bylaws.		Submitted to CCCOE	X		
Board Meeting Schedule	Dates, times and locations for all regular meetings of the board for the fiscal year; include all standing committees; identify annual organizational meeting at which board members and officers are elected.	August 1 st	Posted on Charter Website and Submitted to CCCOE		X	
Board Meeting Agendas	Board and standing committee meeting agendas	According to the Brown Act	According to the Brown Act			According to the Brown Act
Agenda Item Attachments	All documents referred to in the agenda or discussed at the meeting.	According to the Brown Act	According to the Brown Act			According to the Brown Act
Board Meeting Minutes	Approved minutes of board and standing committee meetings	According to the Brown Act	According to the Brown Act			According to the Brown Act
Board Trainings	Certification that all required board trainings (Brown Act and Fair Political Practices Act training for board and leadership) have been conducted.	August 1 st			X	
1.3 Board Policies						
Complaint and/or Internal Dispute Resolution Policies	Must include the procedures and forms used for Uniform Complaint and Due Process Hearings for parents and staff; may include other forms and systems		Posted on Charter Website and Submitted to CCCOE	X		
Conflict of Interest Policies	Conflict policy compliant with Charter and Fair Political Practices Act		Posted on Charter Website and Submitted to CCCOE	X		

ITEM	DESCRIPTION	DUE DATE	Method of Delivery and Access	FREQUENCY		
				Before Start Up & When Changed	Annually & When Changed	Other
Fiscal Management/ Control Policies	Internal fiscal control policies and procedures meeting GASB, including procedures for receipt and disbursement of funds, reconciliation of accounts, contracting, budget preparation, and protection of assets.		Submitted to CCCOE	X		
Health Practices	Covering student health and wellness practices (including immunizations, medications, screenings, student wellness, and food service).		Submitted to CCCOE	X		
Public Records Act Policy	Procedures to implement the California Public Records Act		Submitted to CCCOE	X		
English Learner Policies	Procedures to ensure compliance with legal requirements, including identification, placement and reclassification; consistent with Charter		Submitted to CCCOE	X		
Rehabilitation Act §504 Policies	Procedures to ensure compliance with legal requirement for 504 plans		Submitted to CCCOE	X		
Special Education Policies	Including procedures compliant with IDEA and requirements of SELPA; consistent with Charter		Submitted to CCCOE	X		
Student Discipline Policies	Policies and procedures for student discipline, including behavior expectations, suspension/ expulsion standards, and due process; including procedures for students with disabilities.		Submitted to CCCOE	X		
Student Free Speech Policies	Standards and procedures regarding student free expression, consistent with applicable state and federal law		Submitted to CCCOE	X		
Student Grading/ Promotion Policies	Policies and procedures regarding student grading, placement of students by grade, promotion from one grade to the next, and retention in current grade; including samples of parent notifications		Submitted to CCCOE	X		
Student Records Policies	FERPA-compliant student records policy, including information on directories and parental access to records.		Submitted to CCCOE	X		
ADMINISTRATION AND LEADERSHIP						
2.1 Leadership Practices						

ITEM	DESCRIPTION	DUE DATE	Method of Delivery and Access	FREQUENCY		
				Before Start Up & When Changed	Annually & When Changed	Other
Leadership Vision	The school leadership has a strategic view of the direction for the work and development of the school in order to achieve the school's mission.	Annual Site Visit	Observation and Interview		X	
School Direction and Mission	The school leader has a strategic view of the school's direction for and mission	Annual Site Visit	Observation and Interview		X	
Student Success	The leadership inspires a shared commitment to the capacity for all students to succeed	Annual Site Visit	Observation and Interview		X	
Evaluation of Student Learning	There is regular monitoring and evaluation of the impact of teaching on student learning	Annual Site Visit	Observation and Interview		X	
Safety Drills	Regular safety drills are scheduled and conducted	Annual Site Visit	Observation and Interview		X	
Financial Support	Educational priorities are supported financially	Annual Site Visit	Observation and Interview		X	
FERPA Verification	Verify the location, contents, and confidentiality of student files (FERPA)	Annual Site Visit	Observation and Interview		X	
2.2 Personnel Procedures						
Teaching Staff Master List	CCCOE form that lists current teachers, coaches and other student services personnel with current assignments, certifications, and documentation.	August 1 st	Submitted to CCCOE		X	
Job Descriptions	Job descriptions for all school leadership positions and teachers listed above (including resource teachers, prep teachers, instructional coaches, etc.)		Submitted to CCCOE	X		
Employee Contracts	A sample of each type of Employee contract (including collective bargaining agreements)		Submitted to CCCOE	X		

ITEM	DESCRIPTION	DUE DATE	Method of Delivery and Access	FREQUENCY		
				Before Start Up & When Changed	Annually & When Changed	Other
Required and appropriate licenses and certifications	Verification that all of the school's faculty and staff are credentialed, licensed, or otherwise qualified for the positions for which they have been employed in accordance with any applicable requirements of law, the Charter, and the policies and directives of the governing board.	August 1 st	Submitted to CCCOE		X	
Clearances & Criminal Background Checks	Certification that all employees and volunteers at school site have been subject to criminal background checks (FBI and DOJ) and any other clearances necessary for the positions for which they have been employed.	August 1 st	Submitted to CCCOE		X	
TB Screening	Certification that immunization and Tuberculosis screening has occurred and that records are stored.	August 1 st	Submitted to CCCOE		X	
Mandated Reporter Training	Certification that per Assembly Bill 1432 and Ed. Code Sec. 44691, the charter has provided annual training to their employees in child abuse detection and mandated reporting obligations under the Child Abuse and Neglect Reporting Act.	August 1st	Submitted to CCCOE		X	
Safety Training	Certification that all employees have been trained in health, safety and emergency procedures.	August 1st	Submitted to CCCOE		X	
Evaluation procedures and forms	Performance evaluation procedures and sample forms for all leadership positions and teachers (including resource teachers, prep teachers, instructional coaches, etc.).		Submitted to CCCOE	X		
Number of Faculty and Staff	Charter School has employed (maintains) sufficient number of faculty and staff	Annual Site Visit	Observation and Interview		X	
Valid Faculty and Staff Credentials	Copies of faculty and staff credentials are available at the school	Annual Site Visit	Observation and Interview		X	
2.3 Facilities Inspection and Documentation Viability						
Building Permits	Evidence of compliance with local building code for educational uses, including building permits and zoning.		Submitted to CCCOE	X		

ITEM	DESCRIPTION	DUE DATE	Method of Delivery and Access	FREQUENCY		
				Before Start Up & When Changed	Annually & When Changed	Other
Certificate of Occupancy	Valid current Certification of Occupancy for school use.		Submitted to CCCOE	X		
Facilities Lease Agreement(s)	Lease, rental agreement, facilities use agreement or similar documentation of right to use school facilities.	August 1 st	Submitted to CCCOE	X	X	
Fire Marshal Inspection	Verification of passage of Fire Marshal inspection of the site.	August 1 st	Submitted to CCCOE	X	X	
Safety plan	Per Ed. Code Sec. 32281, safety and emergency response plan for specific site/s, covering earthquake, fire, natural disasters, bomb threat and criminal activity lock-down procedures; sample evacuation plans for classrooms; planned rotation of safety drills. Must address child abuse reporting procedures. The School will provide training for staff in responding to emergencies and conduct emergency response drills for its students.	March 1 st	Posted on Charter Website and Submitted to CCCOE		X	
Proof of Insurance	Certificate of insurance in the amounts required by the MOU [authorizing agency]	August 1 st	Submitted to CCCOE	X	X	
Risk Management Plan	Policies and practices to prevent and address reasonably foreseeable risks and incidents occurrences, plus certification that such policies and practices have been instituted		Submitted to CCCOE	X		
Health Department Approval	Health department approval for service of food at school facility		Submitted to CCCOE	X		
Free Lunch	Process for provision of free nutritionally adequate meals		Submitted to CCCOE	X		
Site Accommodations for students	Site is sufficient to accommodate estimated student enrollment	Annual Site Visit	Observation and Interview		X	

ITEM	DESCRIPTION	DUE DATE	Method of Delivery and Access	FREQUENCY		
				Before Start Up & When Changed	Annually & When Changed	Other
ADA Requirements	Site meets requirements of the Americans with Disabilities Act, including accessible routes from outside the school to the points of entry, stairs and, toilets.	Annual Site Visit	Observation and Interview		X	
Site Security	Site has appropriate security (i.e. fencing, adequate lighting, alarms, etc.).	Annual Site Visit	Observation and Interview		X	
Secure Storage	Space is allocated for secure storage of computers and other expensive electronic devices.	Annual Site Visit	Observation and Interview		X	
EDUCATIONAL PROGRAM AND STUDENT ENROLLMENT						
3.1 Admissions and Enrollment Procedures						
Admission, Enrollment and Exit Procedures	Description of process for admission and enrollment of students, consistent with Charter, and including dates for receiving applications and conducting lottery; also addressing process for exit (voluntary withdrawal)	December 15 th	Posted on Charter Website and Submitted to CCCOE	X	X	
Student Application Form	Current sample of printed, downloadable or on-line application for admission to the school.	December 15 th	Posted on Charter Website and Submitted to CCCOE	X	X	
Student Recruitment Plans	Including scheduling meetings, outreach and description of process for targeting the process in attempts to mirror the local districts enrollment.	December 15 th	Submitted to CCCOE		X	
Enrollment preferences, if any	List of preferences that will be given to students for enrollment priority.		Submitted to CCCOE	X		
Required Documents for Enrollment	List of information and documents required to complete enrollment of admitted students.		Posted on Charter Website and Submitted to CCCOE	X		
3.2 Family Involvement and Participation						

ITEM	DESCRIPTION	DUE DATE	Method of Delivery and Access	FREQUENCY		
				Before Start Up & When Changed	Annually & When Changed	Other
Feedback	Parent/guardian level of satisfaction with their interaction with school personnel, as measured in a parent/guardian survey.	August 15th	Email		X	
Student/Family Handbook	Material provided to students and families regarding school policies, procedures and expectations; including attendance, discipline, parent volunteers, electronics, dress codes, etc. the School will provide a hardcopy of the parent/student handbook to each family at the beginning of each school year.	August 1 st	Posted on Charter Website and Submitted to CCCOE		X	
Notices to Parents/Guardians	Certification that all required notices have been provided to Parents/Guardians, including those required under applicable State and Federal Law (examples: Title I, English learners, special education, etc.).	August 1 st	Submitted to CCCOE		X	
Parent Involvement Process	Description of process used to involve parents/guardians in decision-making about the school. Should include an annual schedule of events, how parents were engaged, and how many attended.	August 1 st	Submitted to CCCOE		X	
Satisfaction with School Offerings	There is parent/guardian satisfaction with school's offerings and accomplishments	Annual Site Visit	Observation and Interview		X	
Child's Progress	Parents/Guardians are given accessible information about their child's progress	Annual Site Visit	Observation and Interview		X	
Involvement in School Activities	Parents/Guardians have meaningful opportunities for involvement in school activities	Annual Site Visit	Observation and Interview		X	
Informed of Student Absence(s)	Parents/Guardians are being efficiently and effectively informed of their child's absence(s)	Annual Site Visit	Observation and Interview		X	
3.3 Academic Program: Curriculum and Instruction						
Academic Calendar	Calendar of academic year showing holidays, recess periods, staff development days, etc.	August 1 st	Posted on Charter Website		X	
WASC Accreditation	Documentation of current status of WASC accreditation (<i>High Schools Only</i>).		Submitted to CCCOE			When Granted
A-G Course Approval	Verification of UC/CSU approval of A-G courses (<i>High Schools Only</i>).		Submitted to CCCOE			When Granted

ITEM	DESCRIPTION	DUE DATE	Method of Delivery and Access	FREQUENCY		
				Before Start Up & When Changed	Annually & When Changed	Other
Bell Schedule for Site-based Programs	Current schedule of class periods on daily and weekly basis, with arrival and dismissal times for regular and early release days.	August 1 st	Posted on Charter Website	X	X	
Curriculum	Overview for all subjects in grades to be served.		Submitted to CCCOE	X		
Instructional Materials List	List of Instructional Materials to be used (including materials for English language learners).		Submitted to CCCOE	X		
Instructional Minutes	Amount of time in which students are participating in an approved course, curriculum, or educationally related activity under the direction of a teacher.		Submitted to CCCOE	X		
Submission of Board Approved LCAP	Annual Local Control and Accountability Plan (LCAP) using state template (to be submitted with budget)	June 30 th	Posted on Charter Website and Submitted to CCCOE		X	
Instructional Resources	There appear to be sufficient instructional resources for all students	Annual Site Visit	Observation and Interview		X	
Clear Objectives	Clear objectives can be seen within lessons	Annual Site Visit	Observation and Interview		X	
Classroom Time	Classroom time is being well managed and used appropriately	Annual Site Visit	Observation and Interview		X	
Evacuation Procedures	Evacuation procedures/map are posted	Annual Site Visit	Observation and Interview		X	
Student Achievement Recording	There is evidence of procedures/processes for assessing and recording student achievement	Annual Site Visit	Observation and Interview		X	
Behavior Management	Behavior management seems consistent and effective throughout the school	Annual Site Visit	Observation and Interview		X	
Students on Task	Students seem to concentrate and remain on task during lessons	Annual Site Visit	Observation and Interview		X	
Effective Group Collaboration	Students work well together and collaborate effectively when appropriate	Annual Site Visit	Observation and Interview		X	
3.4 English Learner (EL) Support						

ITEM	DESCRIPTION	DUE DATE	Method of Delivery and Access	FREQUENCY		
				Before Start Up & When Changed	Annually & When Changed	Other
Evaluation of EL progress after reclassification.	Description of regular, on-going policies to monitor EL student progress for at least four years after each student has been reclassified as English proficient.		Submitted to CCCOE	X		
EL access to standards and grade level instruction	Description of how English learners will have access to standards-aligned and grade level appropriate instruction in mathematics and English language arts.		Submitted to CCCOE	X		
3.5 Special Education						
SELPA Verification	Letter of verification of good standing in a Special Education Local Planning Area (SELPA).	August 1 st	Submitted to CCCOE		X	
Special Education Services	Signed contract with special education and 504 service providers; or identification of individuals responsible for providing service.		Submitted to CCCOE	X		
3.6 Independent Study						
Independent Study Program Verification	Documentation verifying compliance with independent study requirements as required by MOU <i>(if applicable)</i> .		Submitted to CCCOE	X		
FINANCIAL MANAGEMENT AND REPORTING						
4.1 Fiscal Management						
Funding	Verification of Funding.		Submitted to CCCOE	X		
Start-Up Grant Funding	Public Charter School Grant Program application and subsequent correspondence about status.		Submitted to CCCOE			When Applying for Funding
Accounting Services	Signed contract with back-office or financial services provider; or identification of individual/s responsible for providing service.		Submitted to CCCOE	X		
Verification of use of a Student Information System	Contract or other verification of the use of a student information/attendance tracking system.		Submitted to CCCOE	X		

ITEM	DESCRIPTION	DUE DATE	Method of Delivery and Access	FREQUENCY		
				Before Start Up & When Changed	Annually & When Changed	Other
Process for Maintaining a Reserve	Consistent with 5 CCR 1540, the School is expected to maintain prudent reserves at least equivalent to those required of a school district of similar size: <u>School ADA</u> <u>Expected Reserve</u> 0–300 greater of 5%* or \$80,000 301–1,000 greater of 4%* or \$80,000 1,001–30,000 3%*		Submitted to CCCOE	X		
Bank Information for Fund Transfers	Completed CCCOE forms for transfer of funds from CCCOE to charter school.		Submitted to CCCOE	X		
Independent Auditor Selection	Notification of independent auditor selected for annual audit.	April 1 st	Submitted to CCCOE		X	
Payroll	Contract or other verification of payroll services provider.		Submitted to CCCOE	X		
Contract for STRS/PERS Reporting	Contract with CCCOE for STRS and/or PERS reporting, if applicable	June 30 th	Submitted to CCCOE		X	
Oversight Fees	Payment of invoice for oversight fee.	June 30 th	Submitted to CCCOE		X	
School Leader Financial Understandings	The school leader understands the need for financial controls. Also, financial control issues are not cited as weaknesses in the current audit; or such issues were identified and have been successfully addressed.	Annual Site Visit	Observation and Interview		X	
Financial Reporting	Regular financial reports are provided to the governing body	Annual Site Visit	Observation and Interview		X	
Effective Financial Processes and Systems	There are effective budgeting, accounting, and financial reporting processes and systems	Annual Site Visit	Observation and Interview		X	
Current Budget	There are no deficits in the current budget; or the school can show viable plans for addressing forecasted budget shortfalls	Annual Site Visit	Observation and Interview		X	

ITEM	DESCRIPTION	DUE DATE	Method of Delivery and Access	FREQUENCY		
				Before Start Up & When Changed	Annually & When Changed	Other
Petty Cash	There are procedures for staff members to obtain petty cash with approval when necessary and to procure supplies and materials as needed	Annual Site Visit	Observation and Interview	X		
Funding for Materials and Supplies	Budget documents that there is sufficient funding for curriculum materials and school supplies	Annual Site Visit	Observation and Interview		X	
4.2 Student Attendance Reporting						
Attendance Accounting Procedures	Description of procedures used for attendance accounting.	Annual Site Visit	Observation and Interview	X	X	
PENSEC report	Attendance report for new or significantly expanding charter .	1 week before CDE deadline (July 31)	Submitted to CCCOE			When Sending to CDE
First 20-Day Attendance report	First 20 day attendance reports for newly operational or expanding charters have been filed (due December)	1 week before CDE deadline (October)	Submitted to CCCOE			When New or Expanding
First Principal Apportionment (P-1)	July-Dec (P-1) Attendance /supporting documents are filed (due January 15)	1 week before CDE deadline (January 15)	Submitted to CCCOE		X	
Second Principal Apportionment (P-2)	July-April 15 (P-2) Attendance /supporting documents are filed (due May 1)	1 week before deadline (April)	Submitted to CCCOE		X	
Annual Apportionment (P-Annual)	Attendance report for annual attendance accounting period, in CDE format.	1 week before CDE deadline (July 15)	Submitted to CCCOE		X	
4.3 Revenue and Expenditure Reporting						
Approved Budget	Final budget for first fiscal year of operation; completed and approved (includes MYP, Cash Flow, LCAP and special education).	June 30 th	Submitted to CCCOE		X	

ITEM	DESCRIPTION	DUE DATE	Method of Delivery and Access	FREQUENCY		
				Before Start Up & When Changed	Annually & When Changed	Other
First Interim Report	Report on first period revenues and expenditures; completed using CCCOE template, with additional information as requested (i.e., special education).	1 week before CDE deadline (December 15)	Submitted to CCCOE		X	
Second Interim Report	Report on second period revenues and expenditures; completed using CCCOE template, with additional information as requested (i.e., special education).	1 week before CDE deadline (March 15)	Submitted to CCCOE		X	
4.4 Annual Audit						
Unaudited Actuals	Report on prior year revenues and expenditures; completed using CDE template.	1 week before CDE deadline (September 15)	Submitted to CCCOE		X	
Annual Audit Report	Annual report from the charter's independent financial audit.	December 15 th for prior fiscal year	Submitted to CCCOE		X	
FULFILLING CHARTER TERMS						
5.2 Adherence to the Charter						
Adherence to the Charter Elements	Verify adherence to the charter elements as approved by interviews with staff, students, parents, and community, if applicable.	Annual Site Visit	Observation and Interview		X	
Required Visitor Policy Adopted by Charter School	Described required visitor policies adopted by the Charter School during unannounced visits.		Submitted to CCCOE	X		
Identification of Point of Contact for Closure Activities	Name, phone, email, fax and postal address for primary contact in event of school closure (if updated from previous year).		Submitted to CCCOE	X		
School Closure Checklist	Plan for school closure, consistent with charter provisions (if updated from previous year). See School Closure Procedures Checklist for activities, which must be completed in the event of closures.		Submitted to CCCOE	X		